

City of Capitola Agenda

Mayor: Jacques Bertrand
Vice Mayor: Kristen Petersen
Council Members: Ed Bottorff
Yvette Brooks
Sam Storey



CAPITOLA CITY COUNCIL REGULAR MEETING

THURSDAY, OCTOBER 24, 2019

7:00 PM

CITY COUNCIL CHAMBERS
420 CAPITOLA AVENUE, CAPITOLA, CA 95010

All correspondences received prior to 5:00 p.m. on the Wednesday preceding a Council Meeting will be distributed to Councilmembers to review prior to the meeting. Information submitted after 5 p.m. on that Wednesday may not have time to reach Councilmembers, nor be read by them prior to consideration of an item.

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

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Council Members Sam Storey, Kristen Petersen, Yvette Brooks, Ed Bottorff, and Mayor Jacques Bertrand

2. PRESENTATIONS

A. Presentation by Assembly Member Mark Stone

B. Local Government Academy Introduction

3. ADDITIONAL MATERIALS

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

4. ADDITIONS AND DELETIONS TO AGENDA

5. 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.

6. CITY COUNCIL / STAFF COMMENTS

City Council Members/Staff may comment on matters of a general nature or identify issues for staff response or future council consideration. No individual shall speak for more than two minutes.

7. 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 the September 26, 2019, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Planning Commission Action Minutes
RECOMMENDED ACTION: Receive minutes.
- C. Approval of City Check Registers Dated September 6, September 13, September 20 and September 27, 2019.
RECOMMENDED ACTION: Approve check registers.
- D. Consider a Resolution Accepting an Alcoholic Beverage Control Grant
RECOMMENDED ACTION: Adopt a resolution accepting a State of California Department of Alcoholic Beverage Control grant for \$13,500 to support training and enforcement, and authorize amending the Fiscal Year 2019/20 General Fund operating budget to increase revenues and expenditures by \$13,500.
- E. Consider Awarding a Contract for the Restriping of 41st Avenue
RECOMMENDED ACTION: Award a contract to Safety Striping Service for \$29,975.25 plus a 20 percent contingency for restriping on 41st Avenue.
- F. Set Appeal of Planning Commission Denial of Tree Removal Permit
RECOMMENDED ACTION: Schedule the appeal hearing for a tree removal permit at 1600 49th Ave. for the regular City Council meeting of January 23, 2020.

8. GENERAL GOVERNMENT / PUBLIC HEARINGS

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

A. Consider Afterschool Program Scholarships

RECOMMENDED ACTION:

1. Approve a scholarship program for the Recreation Division afterschool program, and
2. Authorize a budget amendment to allocate \$4,000 from the dedicated early childhood and youth programs fund, and to accept a \$4,000 matching contribution for the scholarship program from the Soquel Union Elementary School District.

B. Introduction of an Ordinance Amending Chapter 15.04 of the Capitola Municipal Code Pertaining to Building and Fire Model Codes

RECOMMENDED ACTION: Adopt first reading of an Ordinance amending Municipal Code Chapter 15.04 to update building and fire codes reflecting 2020 state standards.

C. Introduce an Ordinance Amending Capitola Municipal Code Chapter 2.12, Planning Commission

RECOMMENDED ACTION: Approve the first reading of an ordinance amending section 2.12.010 regarding Planning Commission membership to require that commissioners reside within the City limits or sphere of influence.

D. Approve the Sole-Source Contract for CSG Consultants for On-Call Building Division Contract Services

RECOMMENDED ACTION: Approve a sole-source contract for on-call Building Division contract services with CSG Consultants in an amount not to exceed \$61,300 for Fiscal Year 2019/20 and \$39,600 for fiscal year 2020/21 and a budget amendment for fiscal year 2019/20 in the amount of \$78,300.

E. Consider Adding Streets within the Jewel Box Neighborhood to be Slurry Sealed as Part of the Jewel Box Sewer Project

RECOMMENDED ACTION: Authorize the Public Works Department to reimburse the County of Santa Cruz for slurry sealing additional streets within the Jewel Box neighborhood as part of the County's Jewel Box Sewer Project at an estimated cost of \$84,750; and approved a budget amendment of \$93,000 transferring funds within the Capital Improvement Program.

9. ADJOURNMENT

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

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
October 24, 2019

Notice regarding City Council: The City Council meets on the 2nd and 4th Thursday of each month at 7:00 p.m. (or in no event earlier than 6:00 p.m.), in the City Hall Council Chambers located at 420 Capitola Avenue, Capitola.

Agenda and Agenda Packet Materials: The City Council Agenda and the complete Agenda Packet are available for review on the City's website: www.cityofcapitola.org and at Capitola City Hall prior to the meeting. Agendas are also available at the Capitola Post Office located at 826 Bay Avenue, Capitola. Need more information? Contact the City Clerk's office at 831-475-7300.

Agenda Materials Distributed after Distribution of the Agenda Packet: Pursuant to Government Code §54957.5, materials related to an agenda item submitted after distribution of the agenda packet are available for public inspection at the Reception Office at City Hall, 420 Capitola Avenue, Capitola, California, during normal business hours.

Americans with Disabilities Act: Disability-related aids or services are available to enable persons with a disability to participate in this meeting consistent with the Federal Americans with Disabilities Act of 1990. Assisted listening devices are available for individuals with hearing impairments at the meeting in the City Council Chambers. Should you require special accommodations to participate in the meeting due to a disability, please contact the City Clerk's office at least 24 hours in advance of the meeting at 831-475-7300. In an effort to accommodate individuals with environmental sensitivities, attendees are requested to refrain from wearing perfumes and other scented products.

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



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF OCTOBER 24, 2019

FROM: City Manager Department

SUBJECT: Presentation by Assembly Member Mark Stone

BACKGROUND/DISCUSSION: Assemblymember Mark Stone represents the 29th Assembly District including Capitola. He will provide an overview of state legislation and its impact locally. The City also will thank him for efforts to obtain state funding toward preservation of the historic Capitola Wharf.

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

A handwritten signature in black ink, appearing to be "J. Goldstein".

Jamie Goldstein, City Manager

10/15/2019



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF OCTOBER 24, 2019

FROM: City Manager Department

SUBJECT: Local Government Academy Introduction

BACKGROUND: The Capitola Local Government Academy provides community members with a broad overview of local government. The goal of the program is to promote participation and awareness of how the City works, and the City's role in the larger structure of local government. The City of Capitola generally holds Local Government Academies prior to the municipal elections.

DISCUSSION: The Local Government Academy is designed to engage, educate, and develop service-oriented individuals who live and/or work in Capitola and who may be interested in assuming leadership roles in community and neighborhood organizations.

Staff has developed the curriculum based on previous Academies and feedback from participants. The proposed Local Government Academy will take place in January and February 2020.

The 2017-2018 Local Government Academy was held over four two-hour sessions and had 11 participants.

The 2017–2018 Academy consisted of the following topics: History of Capitola; local government representatives from various agencies that provide services in Capitola, such as Soquel Union Elementary School District and Central Fire Protection District; and comprehensive presentations by all City departments. The format is anticipated to be similar for the upcoming Academy.

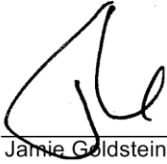
Staff is planning on accepting applications throughout November.

FISCAL IMPACT: The projected fiscal impact is less than \$500 and is included in the budget.

Report Prepared By: Larry Laurent
Assistant to the City Manager

Local Government Academy
October 24, 2019

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

10/18/2019



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF OCTOBER 24, 2019

FROM: City Manager Department

SUBJECT: Consider the September 26, 2019, City Council Regular Meeting Minutes

RECOMMENDED ACTION: Approve minutes.

DISCUSSION: Attached for City Council review and approval are the minutes of the regular meeting of September 26, 2019.

ATTACHMENTS:

1. 9-26 draft minutes

Report Prepared By: Linda Fridy
City Clerk

Reviewed and Forwarded by:

A handwritten signature in black ink, appearing to be "JG", written over a horizontal line.

Jamie Goldstein, City Manager

10/15/2019

**DRAFT
CAPITOLA CITY COUNCIL
REGULAR MEETING MINUTES
THURSDAY, SEPTEMBER 26, 2019**

Mayor Bertrand called the meeting to order at 6 p.m. There was no public comment and the Council adjourned to City Manager's office to discuss the following closed session items:

CONFERENCE WITH LABOR NEGOTIATOR [Govt. Code § 54957.6]

Negotiator: Larry Laurent

Employee Organizations: (1) Association of Capitola Employees; (2) Capitola Police Captains, (3) Confidential Employees; (4) Mid-Management Group; and (5) Department Heads

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation pursuant to Gov't Code § 54956.9(d)(4).

(One potential case)

LIABILITY CLAIMS [Govt. Code § 54956.95]

(Two claims)

Claimant: Bruce Stamps

Agency claimed against: City of Capitola

Claimant: Madeline Chiavetta

Agency claimed against: City of Capitola

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL – 7 PM

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Council Member Yvette Brooks: Present, Council Member Ed Botorff: Present, Council Member Sam Storey: Present, Vice Mayor Kristen Petersen: Present, Mayor Jacques Bertrand: Present.

2. PRESENTATIONS

A. Junior Guards Recognition

Recreation Supervisor Nikki Bryant LeBlond joined Mayor Bertrand in honoring Junior Guards award winners.

B. Introduce New Building Inspector

Community Development Director Katie Herlihy introduced new Building Inspector Cat Thrasher. Ms. Thrasher thanked the Council and said she was pleased to be working in her community.

3. REPORT ON CLOSED SESSION

City Attorney Samantha Zutler said the Council received reports on the items listed.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
September 26, 2019

4. **ADDITIONAL MATERIALS**

A. Item 9.A – Four communications.

5. **ADDITIONS AND DELETIONS TO AGENDA - None**

6. **PUBLIC COMMENTS**

Gary David Arnold spoke about various public figures.

7. **CITY COUNCIL / STAFF COMMENTS**

Council Member Petersen noted that with the approaching 2020 census count, children under five and seniors are most likely not to be counted. She encouraged everyone to participate as an accurate count is vital to districting and state and federal funding. She also said the annual Silicon Valley Leadership Group Turkey Trot supports nonprofits including Second Harvest Food Bank and encouraged local participation.

Council Member Brooks attended a September 20 criminal justice gang violence symposium. She also reported that Project Pajamas is seeking partners to distribute pajamas to those in need. The Sheriff’s Office will hold its annual Trunk or Treat festival October 25. She encouraged the community to look into the City of Santa Cruz’s online health policy survey. Finally, she congratulated Nick Brown, Capitola resident and the City’s representative to the Hazardous Materials Commission, who will be honored at the Volunteer Center’s “Be the Difference” awards on October 10.

Council Member Bottorff provided a brief jet plane noise update in response to recent letters. The route has not been moved as recommended but the Federal Aviation Administration is studying feasibility, which should take 18 to 24 months. He also asked that the Finance Advisory Committee review compensation for the Planning Commission and Architecture and Site Review Committee and bring a recommendation to Council.

Mayor Bertrand reminded the community that the Capitola Beach Festival is this weekend and the Plein Air outdoor painting event and sale is the end of October.

8. **CONSENT CALENDAR**

MOTION:	APPROVE OR REJECT AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Storey, Council Member
SECONDER:	Ed Bottorff, Council Member
AYES:	Brooks, Bottorff, Storey, Petersen, Bertrand

A. Consider the September 12, 2019, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.

B. Planning Commission Action Minutes
RECOMMENDED ACTION: Receive minutes.

C. Liability Claim of Bruce Stamps [Claims Binder]
RECOMMENDED ACTION: Reject liability claim.

Attachment: 9-26 draft minutes (Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES

September 26, 2019

- D. Liability Claim of Madeline Chiavetta [Claims Binder]
RECOMMENDED ACTION: Reject liability claim.
- E. Approval of City Check Registers Dated August 2, August 7, August 16, August 23 and August 30, 2019
RECOMMENDED ACTION: Approve check registers.
- F. Adopt an Ordinance Amending Capitola Municipal Code Section 2.04.275
RECOMMENDED ACTION: Approve the second reading of **Ordinance No. 1032** amending Capitola Municipal Code Section 2.04.275 pertaining to City Council Member salary to provide an adjusted salary of \$600 per month for members of the City Council, to be effective upon the start of new terms of office following the November 2020 General Municipal Election.
- G. Adopt an Ordinance Adding Chapter 18.04 to the Capitola Municipal Code Pertaining to Development Agreements
RECOMMENDED ACTION: Approve the second reading of **Ordinance No. 1033**.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

- A. Consider a Report Regarding Residency Requirements for Planning Commission and City Advisory Board Membership
RECOMMENDED ACTION: Receive report and provide direction regarding residency requirements for Planning Commission and City advisory bodies.

City Clerk Linda Fridy presented the staff report, noting that there is significant variation among the state's 482 cities in their approaches to Planning Commission membership.

Council Member Petersen confirmed that the nonresident status of a Capitola Planning Commissioner was made public prior to appointment.

In public comment, Planning Commissioner Mick Routh said his concerns are not personal about a nonresident member but a concern about residency. He said there is a universal impression that commission members must be residents.

Peter Wilk, planning commissioner, said he opposes a strict residency requirement. He trusts Council judgement and said business owners are also stakeholders.

Mark Hatcher, resident, appreciates concerns about finding five well-qualified Planning Commission members. He supports a balance for legacy projects such as the wharf, mall, and Village hotel.

Stephanie Harlan, resident and former mayor, recalled that nonresidents have been allowed on other advisory boards, but does not think it is appropriate for nonresidents to serve on the Planning Commission.

Kathi Howard, resident and former business owner, does not recall any nonresidents serving on the Planning Commission but would support a business owner option.

Council Member Storey said he has no concern that errors were made in the appointment of a nonresident, but he does believe there has been a practice of residency for the Planning Commission and the Council expressed interest in 2000 to codify that requirement. He does not see a reason for requiring residency for the

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES

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Finance Advisory Committee and not the Planning Commission. He would consider an exception for some business members. He would not support a residency requirement for all other advisory bodies.

Council Member Brooks expressed concern about misinformation seen in letters and in social media posts regarding this issue. She said she did a lot of research prior to her appointment of a nonresident and praised the qualifications of her appointee. Her motion to require residency starting after the 2020 election along with future discussion of an ethics policy, standards for termination of a planning commission member, and development of a robust onboarding process for all new appointees died for lack of a second.

Council Member Bottorff expressed displeasure with how concerns have been expressed and feels that the City’s practices must reflect the current times. He does not want to discriminate between property owners versus renters, or owners versus employees.

Council Member Petersen said she appreciates the attempt to identify a commitment to the City by applicants. She emphasized that the City Council should be held responsible for any concerns about the Planning Commission.

Mayor Bertrand noted the challenge of addressing tradition and including newer approaches.

There was Council support for future discussion of a code of ethics/conduct and options to discipline or remove commissioners.

MOTION:	DIRECT STAFF TO COME BACK WITH AN ORDINANCE REQUIRING PLANNING COMMISSION MEMBERS TO BE REGISTERED VOTERS OF THE CITY, OR WORK AT LEAST 20 HOURS A WEEK IN THE CITY, OR RESIDE IN THE SPHERE OF INFLUENCE AS DEFINED BY THE LOCAL AREA FORMATION COMMISSION
RESULT:	DEFEATED [2 TO 3]
MOVER:	Ed Bottorff, Council Member
SECONDER:	Kristen Petersen, Vice Mayor
AYES:	Ed Bottorff, Kristen Petersen
NAYS:	Yvette Brooks, Sam Storey, Jacques Bertrand

MOTION:	DIRECT STAFF TO COME BACK WITH AN ORDINANCE REQUIRING PLANNING COMMISSION MEMBERS TO RESIDE IN THE CITY OR IN THE SPHERE OF INFLUENCE AS DEFINED BY THE LOCAL AREA FORMATION COMMISSION
RESULT:	ADOPTED [4-1]
MOVER:	Yvette Brooks, Council Member
SECONDER:	Ed Bottorff, Council Member
AYES:	Yvette Brooks, Ed Bottorff, Kristen Petersen, Jacques Bertrand
NAYS:	Sam Storey

B. Receive a Presentation from the Monterey Regional Waste Management District to Begin Negotiations for a Long-Term Agreement for Disposal and Recycling Processing

RECOMMENDED ACTION: Direct staff to negotiate a new Waste Disposal Agreement with Monterey Regional Waste Management District for solid waste

Attachment: 9-26 draft minutes (Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES

September 26, 2019

disposal and recycling processing and to reopen the Refuse, Recycling and Yard Waste Services Franchise Agreement with Green Waste Recovery, Inc., to account for the new disposal rates.

Public Works Director Steve Jesberg introduced the report with an overview of current services along with changes in regulation and recycling demand. Tim Flanagan, general manager of Monterey Regional Waste Management District, said the district offers the most diversion and best rates within 100 miles. It opened a new facility last year. The district was an early adopter of liners for the landfill and methane collection. It runs its collection fleet on carbon negative fuel from organic waste. Rate increases are due to unfunded state mandates for waste management and tightening recycling markets.

Council Member Storey asked what citizens can do to help to reduce the waste stream, and Mr. Flanagan responded to take care to put waste in the correct bin. He is also open to partnering on more public education and considering expanding the phone application "Where does it go?"

There was no public comment.

MOTION:	DIRECT STAFF TO OPEN NEGOTIATIONS AND THE FRANCHISE AGREEMENT AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Storey, Council Member
SECONDER:	Kristen Petersen, Vice Mayor
AYES:	Brooks, Bottorff, Storey, Petersen, Bertrand

- C. Update on the Capitola Branch Library Project
RECOMMENDED ACTION: Receive report.

Director Jesberg presented the staff report. A change order adding conduit construction for utility undergrounding will be brought forward once PG&E finishes the design, which began ahead of schedule. Negotiations to recover related costs through errors and omissions will resume once that work is complete.

He presented the contingency expenses to date, the largest of which was the redesign to bring construction costs down. There is \$651,700 remaining from the original \$1.1 million.

RESULT:	RECEIVE REPORT
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- D. Consider Elimination of Art and Cultural Commission Term Limits
RECOMMENDED ACTION: Approve **Resolution No. 4158** accepting the Capitola Art and Cultural Commission's recommended changes to the bylaws to remove term limits of the commissioners.

Assistant to the City Manager Larry Laurent presented the staff report. He explained the commission does not want to lose active, experienced members who oversee key projects.

There was no public comment.

Attachment: 9-26 draft minutes (Approval of City Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES

September 26, 2019

MOTION:	APPROVE THE RESOLUTION AND AMENDED BYLAWS AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Yvette Brooks, Council Member
SECONDER:	Sam Storey, Council Member
AYES:	Brooks, Bottorff, Storey, Petersen, Bertrand

10. ADJOURNMENT

The meeting adjourned at 9:28 p.m.

Jacques Bertrand, Mayor

ATTEST:

Linda Fridy, City Clerk

DRAFT

Attachment: 9-26 draft minutes (Approval of City Council Minutes)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF OCTOBER 24, 2019

FROM: City Manager Department

SUBJECT: Planning Commission Action Minutes

RECOMMENDED ACTION: Receive minutes.

DISCUSSION: Attached for Council review are the action minutes of the October 3, 2019, Planning Commission regular meeting.

ATTACHMENTS:

1. 10-3-19 Action

Report Prepared By: Chloe Woodmansee
Records Coordinator

Reviewed and Forwarded by:

A handwritten signature in black ink, appearing to be "JG", written over a horizontal line.

Jamie Goldstein, City Manager

10/15/2019

RESULT:	CONTINUED [NOVEMBER 21, 2019 MEETING]
MOVER:	Peter Wilk
SECONDER:	Courtney Christiansen
AYES:	Newman, Welch, Wilk, Routh, Christiansen

- B. 4025 Brommer Street #19-0343 APN: 034-164-08**
 Sign Permit for a new projecting sign, window sign, and directional sign for Timberworks located within the C-C (Community Commercial) zoning district. This project is in the Coastal Zone but does not require a Coastal Development Permit. Environmental Determination: Categorical Exemption
 Property Owner: Stuart Family Trust
 Representative: Rob Stuart, Filed: 07.22.2019

This item was pulled from the consent calendar and heard immediately.

MOTION: Approve Sign Permit for three signs.

RESULT:	APPROVED [3 TO 2]
MOVER:	Mick Routh
SECONDER:	Courtney Christiansen
AYES:	Welch, Routh, Christiansen
NAYS:	Newman, Wilk

5. PUBLIC HEARINGS

- A. 1850 41st Avenue #19-0408 APN: 034-201-44**
 Conditional Use Permit for a new retail cannabis business (Apothecarium), Design Permit for modifications to the exterior of the existing building, and Sign Permit for a new wall sign located within the previous H&R Block office within the C-R (Regional Commercial) zoning district. This project is not in the Coastal Zone and does not require a Coastal Development Permit. Environmental Determination: Categorical Exemption
 Property Owner: C. Richard Deane and Marilyn Ardis Deane Revocable Family Trust
 Representative: Nielsen Studios, Filed: 08.29.2019

MOTION: Approve the Conditional Use Permit, Design Permit, and Sign Permit with an additional condition.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mick Routh
SECONDER:	Peter Wilk, Commissioner
AYES:	Newman, Welch, Wilk, Routh, Christiansen

- B. 4199 Clares Street #19-0169 APN: 034-222-05**
 Tentative Parcel Map and Conditional Use Permit for a two-lot subdivision that includes a condominium conversion of an existing duplex, and a Design Permit for a

new single-family residence toward the front of the property located within the RM-L (Residential Multifamily – Low Density) zoning district.
 This project is not in the Coastal Zone and does not require a Coastal Development Permit.
 Environmental Determination: Categorical Exemption
 Property Owner: Larry Andrews
 Representative: Larry Andrews, Filed: 04.12.2019

This item was deleted from the agenda with the intention of holding a public hearing for the item at the next special meeting on October 17, 2019. The item was deleted due to the need for Staff to re-notice the application.

C. 1600 49th Avenue #19-0260 APN: 034-041-26
 Appeal of an administrative denial of a tree removal application for a tree located within the R-1 (Single-Family Residential) zoning district.
 This project is in the Coastal Zone but does not require a Coastal Development Permit.
 Environmental Determination: Categorical Exemption
 Property Owner: Michael & Vickie Oliver
 Representative: Michael & Vickie Oliver, Filed: 05.28.2019

MOTION: Uphold Staff’s administrative denial of the Tree Removal Application.

RESULT:	DENIED, VOTE TIED [2 to 2]
MOVER:	Peter Wilk
SECONDER:	Mick Routh
AYES:	Wilk, Routh
NAYS:	Welch, Christiansen
RECUSED:	Ed Newman

With a tied vote the Planning Commission motion failed, and the Community Development Director’s denial of the Tree Removal Application was upheld.

- 6. **DIRECTOR'S REPORT**
- 7. **COMMISSION COMMUNICATIONS**
- 8. **ADJOURNMENT**

Adjourned to the next special meeting of the Planning Commission on October 17, 2019, at 7pm.

Attachment: 10-3-19 Action (PC minutes)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF OCTOBER 24, 2019

FROM: Finance Department

SUBJECT: Approval of City Check Registers Dated September 6, September 13, September 20 and September 27, 2019.

RECOMMENDED ACTION: Approve check registers.

Account: City Main				
Date	Starting Check #	Ending Check #	Payment Count	Amount
9/06/2019	93644	93692	54	\$290,200.27
9/13/2019	93693	93744	53	\$70,671.63
9/20/2019	93745	93770	29	\$143,281.19
9/27/2019	93771	93855	87	\$276,310.36

The main account check register dated August 30, 2019, ended with check #93643.

Account: Library				
Date	Starting Check #	Ending Check #	Payment Count	Amount
9/06/2019	149	149	1	\$2,215.54
9/13/2019	150	150	1	\$12,520
9/27/2019	151	152	2	\$576,705.53

The library account check register dated August 30, 2019, ended with check #148.

Account: Payroll				
Date	Starting Check #	Ending Check #	Payment Count	Amount
9/06/2019	5614	5614	1	\$30.63
9/13/2019	5615	5617	99	\$168,558.92
9/27/2019	5618	5623	97	\$169,611.29

The payroll account check register dated August 30, 2019, ended with check #5613.

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

Check	Issued to	Dept	Description	Amount
93656	CSG Consultants Inc.	CD	Interim contract building inspections and plan reviews	\$17,555.58

Approval of City Check Registers
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93668	Kimley Horn & Associates	PW	Traffic signal adaptive control systems service	\$11,971.49
93687	Tyler Technologies	CM	Annual ERP software renewal	\$29,960
EFT 826	IRS	FN	Federal taxes & Medicare PPE 8/24/19	\$27,947.45
EFT 827	CalPERS Health Insurance	CM	September health insurance	\$62,911.71
EFT 828	CalPERS Member Services	CM	PERS contributions PPE 8/24/19	\$53,447.94
93742	SCC Auditor-Controller	PD	August citation processing	\$17,883.50
150	Bogard Construction	PW	Library construction project management services	\$12,520
93760	Phil Allegri Electric Inc.	PW	Street light fixture heads	\$16,841.44
EFT 832	IRS	FN	Federal taxes & Medicare PPE 9/7/19	\$28,246.31
EFT 834	CalPERS Member Services	CM	PERS contributions PPE 9/7/19 & retro PPE 8/24/19	\$53,127.31
93773	American Traffic Solutions	PD	Red light citation processing January - June	\$20,041.91
93802	Kimley Horn and Associates	PW	Brommer St. construction documents, data gathering, project management	\$15,827.50
93827	SCC Anti-Crime Team	PD	Anti-crime team operational expense	\$17,993
93830	Santa Cruz Regional 911	PD	911 regional services quarterly contribution	\$151,245.75
151	John F. Otto Inc. Escrow	PW	August library construction retainage	\$28,835.28
152	Otto Construction Inc.	PW	August library construction services	\$547,870.25

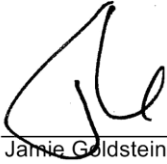
ATTACHMENTS:

1. 9/6/19 City Check Register
2. 9/13/19 City Check Register
3. 9/20/19 City Check Register
4. 9/27/19 City Check Register

Report Prepared By: Maura Herlihy
Accountant I

Approval of City Check Registers
October 24, 2019

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

10/18/2019

City main account checks dated September 6, 2019, numbered 93644 to 93692 plus 5 EFTs, totaling \$290,200.27, 1 Library account check, totaling \$2,215.54, and 1 reissued Payroll account check, totaling \$30.63, for a grand total of \$292,446.44, have been reviewed and authorized for distribution by the City Manager.

As of September 6, 2019, the unaudited cash balance is \$2,848,714.45.

CASH POSITION - CITY OF CAPITOLA 9/6/19

	<u>Net Balance</u>
General Fund	(\$1,857,565.94)
Payroll Payables	\$4,729.74
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$449,433.06
Capital Improvement Fund	\$1,696,476.00
Stores Fund	\$43,119.95
Information Technology Fund	\$154,755.92
Equipment Replacement	\$354,206.06
Self-Insurance Liability Fund	(\$108,725.98)
Workers' Comp. Ins. Fund	\$131,640.79
Compensated Absences Fund	(\$55,700.81)
TOTAL UNASSIGNED GENERAL FUNDS	<u><u>\$2,848,714.45</u></u>

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).

The PERS Contingency Fund balance is \$867,087.95 (not included above).

The Library Fund balance is \$2,163,830.22 (not included above).

 _____ Jamie Goldstein, City Manager	9/9/19 Date
 _____ Jim Malberg, City Treasurer	9/9/19 Date

Attachment: 9/6/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 6, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93644	09/04/2019			WENDY NOLAN	\$299.00
	Invoice	Date	Description		Amount
	WN070919	07/09/2019	Instructor payment		\$299.00
93645	09/06/2019			ADT SECURITY SERVICES INC.	\$205.46
	Invoice	Date	Description		Amount
	ADT082919	08/29/2019	Corp. yard & museum ADT monitoring		\$205.46
93646	09/06/2019			AFLAC	\$2,558.19
	Invoice	Date	Description		Amount
	068438	08/25/2019	August supplemental insurance 1001 - Payroll Payables		\$2,558.19
93647	09/06/2019			AMAZON CAPITAL SERVICES	\$472.57
	Invoice	Date	Description		Amount
	1CDQ-9WVL-644H	08/26/2019	Ergonomic keyboards (2), ergonomic mouse (2)		\$187.74
	1DTG-4TPD-HKPG	08/30/2019	Power strip surge protector		\$21.79
	1J19-1JC6-1LPF	08/28/2019	Bluetooth headset system, ipad case		\$130.18
	1P6F-6LTD-YJKM	09/02/2019	Return headset with lifter		(\$183.12)
	16TD-PQ76-DLRR	08/29/2019	Office chair		\$64.31
	17XH-GVWY-YVYJ	08/25/2019	IT electronic level 1000 - General Fund 2211 - ISF - Information Technology		\$251.67
93648	09/06/2019			APTOS LANDSCAPE SUPPLY INC.	\$477.37
	Invoice	Date	Description		Amount
	498109	08/28/2019	Bark chips		\$267.05
	497923	08/26/2019	Bark chips, planting mix		\$210.32
93649	09/06/2019			AUTOMATION TEST ASSOCIATES	\$40.00
	Invoice	Date	Description		Amount
	47701	08/22/2019	August wharf meter reading 1311 - Wharf		\$40.00
93650	09/06/2019			AXCIENT	\$125.00
	Invoice	Date	Description		Amount
	FY19INEFI025745	08/31/2019	August AppAssure storage 2211 - ISF - Information Technology		\$125.00
93651	09/06/2019			CALE AMERICA INC.	\$8,231.44
	Invoice	Date	Description		Amount
	155821	08/22/2019	Bill validators (5), card readers (5), main boards, LTE antenna		\$8,231.44

Attachment: 9/6/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 6, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93652	09/06/2019			CALIFORNIA COAST UNIFORM COMPANY	\$1,520.55
	Invoice	Date	Description		Amount
	7399	08/16/2019	520 ballistic vest		\$1,520.55
93653	09/06/2019			CLEAN BUILDING MAINTENANCE CO.	\$3,719.13
	Invoice	Date	Description		Amount
	23116	08/31/2019	August janitorial services		\$3,719.13
			1000 - General Fund	\$3,453.63	
			1311 - Wharf	\$265.50	
93654	09/06/2019			CODE PUBLISHING COMPANY INC	\$152.50
	Invoice	Date	Description		Amount
	64511	08/26/2019	Municipal code web update		\$152.50
93655	09/06/2019			COMMUNITY PRINTERS	\$1,818.10
	Invoice	Date	Description		Amount
	25422011	08/28/2019	BIA visitor's guide brochures (15,000)		\$1,818.10
			1321 - BIA - Capitola Village-Wharf BIA		
93656	09/06/2019			CSG Consultants Inc.	\$17,555.58
	Invoice	Date	Description		Amount
	26078	08/09/2019	July contract building inspections		\$4,620.00
	B190847	08/02/2019	July building plan review services		\$12,935.58
93657	09/06/2019			ELEVATOR SERVICE COMPANY INC.	\$180.00
	Invoice	Date	Description		Amount
	24812	09/01/2019	Quarterly lube and inspection		\$180.00
93658	09/06/2019			EMERGENCY VEHICLE SPECIALISTS INC.	\$350.00
	Invoice	Date	Description		Amount
	10229	08/22/2019	Vista camera dock installed on new BMW motorcycle #M191		\$350.00
			2212 - ISF - Equipment Replacement		
93659	09/06/2019			EMPLOYMENT DEVELOPMENT DEPT	\$150.00
	Invoice	Date	Description		Amount
	L1858684256	08/30/2019	Employee earnings withholding order		\$150.00
			1001 - Payroll Payables		
93660	09/06/2019			EWING IRRIGATION	\$71.29
	Invoice	Date	Description		Amount
	8151060	08/20/2019	Jade St. landscape supplies		\$68.67
	8200622	08/27/2019	Esplanade plumbing supplies		\$2.62

Attachment: 9/6/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 6, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93661	09/06/2019			EXTREME TOWING	\$250.00
	Invoice	Date	Description		Amount
	014578	08/28/2019	Tow PD unit 162		\$250.00
93662	09/06/2019			FLYERS ENERGY LLC	\$2,111.46
	Invoice	Date	Description		Amount
	19-967336	08/23/2019	438 gallons gasoline		\$1,638.41
	19-967339	08/23/2019	125 gallons diesel		\$473.05
93663	09/06/2019			HOME DEPOT CREDIT SERVICES	\$1,084.23
	Invoice	Date	Description		Amount
	4640954	08/27/2019	Bulk power washer surface cleaner		\$167.79
	3615951	08/28/2019	Bucket, bolts, washers, nuts, sanding discs, metal cutoff, level		\$189.33
	3213236	08/28/2019	Returned pond pebbles		(\$6.42)
	3013735	08/28/2019	City Hall landscape supplies, respirators		\$92.68
	5067209	08/26/2019	32" lopper		\$43.57
	4615897	08/27/2019	Post hole digger, tamping bar		\$35.95
	3284637	08/28/2019	City Hall landscaping supplies		\$134.04
	5620969	08/26/2019	Cleaning supplies		\$40.08
	8635605	08/23/2019	Telescopic pole, cob web duster		\$46.82
	3615950	08/28/2019	City Hall plants		\$90.32
	9625328	08/12/2019	Wire brush, spanner wrench locknut, backing flange		\$35.11
	3630324	08/28/2019	Pliers set, utility blades, rust stopper, roller tray & liner		\$52.97
	3621266	08/28/2019	Water wand, hoses		\$108.87
	0066609	08/21/2019	Cleaning wipes, slug bait, gloves		\$28.59
	5274211	08/26/2019	Esplanade mulch		\$24.53
93664	09/06/2019			ICMA RETIREMENT TRUST 457	\$8,050.63
	Invoice	Date	Description		Amount
	190953	08/30/2019	457 contributions PPE 8/24/19 1001 - Payroll Payables		\$8,050.63
93665	09/06/2019			INTERNATIONAL BRONZE PLAQUE COMPANY	\$278.00
	Invoice	Date	Description		Amount
	19-52978	08/23/2019	Memorial bench plaque		\$139.00
	19-52968	08/23/2019	Memorial bench plaque		\$139.00
93666	09/06/2019			JIM CLARK	\$349.71
	Invoice	Date	Description		Amount
	81119	08/23/2019	Backflow prevention device testing		\$349.71

Attachment: 9/6/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 6, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93667	09/06/2019			KBA Document Solutions LLC	\$459.29
	Invoice	Date	Description		Amount
	55Y1011884	09/03/2019	August copier usage charges		\$190.77
	55Y1011885	09/03/2019	August copier usage charges		\$268.52
			1000 - General Fund	\$47.49	
			2211 - ISF - Info Tech	\$411.80	
93668	09/06/2019			KIMLEY HORN AND ASSOCIATES INC	\$11,971.49
	Invoice	Date	Description		Amount
	097763118-0719	08/27/2019	July traffic signal adaptive control systems service		\$11,971.49
			1200 - Capital Improvement Fund		
93669	09/06/2019			KINGS PAINT AND PAPER INC.	\$173.42
	Invoice	Date	Description		Amount
	A0285633	07/16/2019	Street paint		\$78.15
	A0287404	08/21/2019	Street paint		\$95.27
93670	09/06/2019			LABORMAX STAFFING	\$7,632.56
	Invoice	Date	Description		Amount
	26-111455	08/30/2019	Seasonal labor 8/26 - 8/30		\$4,403.66
	26-110555	08/09/2019	Seasonal labor 8/5 - 8/9		\$3,228.90
93671	09/06/2019			LIUNA PENSION FUND	\$1,478.40
	Invoice	Date	Description		Amount
	DR0483	08/31/2019	August LIUNA pension dues		\$1,478.40
			1001 - Payroll Payables		
93672	09/06/2019			LUXLAUNDER	\$2,785.70
	Invoice	Date	Description		Amount
	LUX083119	08/31/2019	August PD uniform cleaning		\$1,423.45
	LUX080219	08/02/2019	June and July PD uniform cleaning		\$1,362.25
93673	09/06/2019			METRO MOBILE COMMUNICATIONS	\$4,254.72
	Invoice	Date	Description		Amount
	43615	08/29/2019	BMW radio, motor kit, speaker/microphone, comm. kit		\$4,254.72
			2212 - ISF - Equipment Replacement		
93674	09/06/2019			MICHAEL G LEW	\$210.60
	Invoice	Date	Description		Amount
	ML090319	09/03/2019	Instructor payment		\$210.60

Attachment: 9/6/19 City Check Register (Approval of City Check Registers)

City of Capitola

City Checks Issued September 6, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93675	09/06/2019			MID COUNTY AUTO SUPPLY	\$107.40
	Invoice	Date	Description		Amount
	MID-459979	08/29/2019	Super clean		\$29.90
	MID-457144	08/27/2019	Return alternator		(\$33.00)
	MID-456032	08/27/2019	Auto battery		\$110.50
93676	09/06/2019			MISSION LINEN SUPPLY	\$127.11
	Invoice	Date	Description		Amount
	510620265	08/28/2019	Fleet linen service		\$36.16
	510620266	08/28/2019	Corp. yard linen service, mats, towels		\$90.95
93677	09/06/2019			MOFFATT AND NICHOL	\$8,541.09
	Invoice	Date	Description		Amount
	742610	06/14/2019	Wharf design		\$2,161.00
	743448	07/23/2019	Wharf design, reimbursable expenses 1200 - Capital Improvement Fund		\$6,380.09
93678	09/06/2019			PALACE BUSINESS SOLUTIONS	\$176.17
	Invoice	Date	Description		Amount
	546870-0	08/29/2019	Letter trays		\$26.79
	546744-0	08/29/2019	Stapler, wrist rest, pens		\$94.55
	546894-0	08/30/2019	Speakers		\$22.65
	547004-0	08/30/2019	Wrist rest, letter sorter		\$30.08
	546264-0	08/27/2019	Thermal pouch		\$2.10
			1000 - General Fund	\$174.07	
			2210 - ISF - Stores Fund	\$2.10	
93679	09/06/2019			SALINAS VALLEY SOLID WASTE AUTHORITY	\$5,000.00
	Invoice	Date	Description		Amount
	2019-20-8	08/27/2019	Annual contribution to recycling media coalition		\$5,000.00
93680	09/06/2019			SAN LORENZO LUMBER	\$57.39
	Invoice	Date	Description		Amount
	55-0474555	07/25/2019	Wharf lumber, supplies 1311 - Wharf		\$57.39
93681	09/06/2019			SANTA CRUZ COUNTY INFORMATION SERVICES	\$633.68
	Invoice	Date	Description		Amount
	SCC090119	09/01/2019	September open query scan charges		\$633.68

Attachment: 9/6/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 6, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93682	09/06/2019			SOQUEL CREEK WATER DISTRICT	\$834.60
	Invoice	Date	Description		Amount
	SCWD081619	08/22/2019	August water service		\$384.44
	SCWD081919	08/19/2019	August irrigation service		\$450.16
93683	09/06/2019			SOQUEL HEARING AID CENTER (THE LISTENING STA	\$125.34
	Invoice	Date	Description		Amount
	TLS082119	08/21/2019	521 radio adapter		\$125.34
93684	09/06/2019			SPORT ABOUT GRAPHICS	\$1,085.64
	Invoice	Date	Description		Amount
	7732642	08/21/2019	Afterschool teen club t-shirts		\$1,085.64
93685	09/06/2019			SWANK MOTION PICTURES INC.	\$726.00
	Invoice	Date	Description		Amount
	RG2728698	08/12/2019	Movies at the Beach film "Coco"		\$363.00
	RG2732252	08/19/2019	Movies at the Beach film "Dispicable Me 3"		\$363.00
93686	09/06/2019			THE HOME DEPOT PRO	\$2,716.86
	Invoice	Date	Description		Amount
	507548287	08/16/2019	Nitrile gloves, cleaning supplies		\$312.72
	507999738	08/20/2019	Janitorial supplies		\$2,116.61
	508722832	08/23/2019	Janitorial supplies		\$287.53
93687	09/06/2019			TYLER TECHNOLOGIES	\$29,960.00
	Invoice	Date	Description		Amount
	045-273667	08/01/2019	Annual ERP software subscription renewal 2211 - ISF - Info Tech		\$29,960.00
93688	09/06/2019			UNITED WAY OF SANTA CRUZ COUNTY	\$15.00
	Invoice	Date	Description		Amount
	UW083019	08/30/2019	August United Way contributions 1001 - Payroll Payables		\$15.00
93689	09/06/2019			US BANK PARS	\$1,945.32
	Invoice	Date	Description		Amount
	PARS083019	08/30/2019	PARS contributions PPE 8/24/19 1001 - Payroll Payables		\$1,945.32
93690	09/06/2019			WATSONVILLE BLUEPRINT	\$43.79
	Invoice	Date	Description		Amount
	87441	08/28/2019	Park Ave. plans 1200 - Capital Improvement Fund		\$43.79

Attachment: 9/6/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 6, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93691	09/06/2019			Wolfram Hinkel	\$4,714.39
	Invoice	Date	Description		Amount
	WH082619	08/26/2019	Settlement claim payment 2213 - ISF - Self-Insurance Liability		\$4,714.39
93692	09/06/2019			GEORGE McMENAMIN	\$942.50
	Invoice	Date	Description		Amount
	2020-02	09/01/2019	Bay St. & Peery Park riparian restoration services		\$942.50
Type Check Totals:					\$136,768.67
<u>EFT</u>					
825	09/03/2019			EMPLOYMENT DEVELOPMENT DEPT	\$7,891.74
	Invoice	Date	Description		Amount
	1-891-066-304	09/03/2019	State taxes PPE 8/24/19 1001 - Payroll Payables		\$7,891.74
826	09/03/2019			INTERNAL REVENUE SERVICE	\$27,947.45
	Invoice	Date	Description		Amount
	55633184	09/03/2019	Federal taxes & Medicare PPE 8/24/19 1001 - Payroll Payables		\$27,947.45
827	09/04/2019			CalPERS Health Insurance	\$62,911.71
	Invoice	Date	Description		Amount
	1001397500	09/04/2019	August health insurance 1000 - General Fund \$3,287.78 1001 - Payroll Payables \$59,623.93		\$62,911.71
828	09/04/2019			CalPERS Member Services Division	\$53,447.94
	Invoice	Date	Description		Amount
	1001397502-5	09/04/2019	PERS contributions PPE 8/24/19 1000 - General Fund (\$0.13) 1001 - Payroll Payables \$53,448.07		\$53,447.94
829	09/03/2019			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice	Date	Description		Amount
	X75XKDW6657	09/03/2019	Garnishments PPE 8/24/19 1001 - Payroll Payables		\$1,232.76
Type EFT Totals:					\$153,431.60

Attachment: 9/6/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 6, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
Library - Library					
<u>Check</u>					
149	09/06/2019			BUTANO GEOTECHNICAL ENGINEERING	\$2,215.54
	Invoice	Date	Description		Amount
	4373	08/14/2019	Library construction phase engineer observation and testing		\$2,215.54
			1360 - Library Fund		
Type Check Totals:					\$2,215.54

CITY - Main City Totals	Count	Total
Checks	49	\$136,768.67
EFTs	5	\$153,431.60
All	54	\$290,200.27
Library - Library Totals		
Checks	1	\$2,215.54
EFTs	0	\$0.00
All	1	\$2,215.54
WELLS - Payroll Totals		
Checks	1	\$30.63
EFTs	0	\$0.00
All	1	\$30.63
Grand Totals:		
Checks	51	\$139,014.84
EFTs	5	\$153,431.60
All	56	\$292,446.44

Attachment: 9/6/19 City Check Register (Approval of City Check Registers)

City main account checks dated September 13, 2019, numbered 93693 to 93744 plus 1 EFT, totaling \$70,671.63, 1 Library account check, totaling \$12,520.00, 3 Payroll account checks plus 96 EFTs, totaling \$168,558.92, for a grand total of \$251,750.55, have been reviewed and authorized for distribution by the City Manager.

As of September 13, 2019, the unaudited cash balance is \$2,977,716.05.

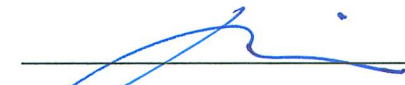

CASH POSITION - CITY OF CAPITOLA 9/13/19

	<u>Net Balance</u>
General Fund	(\$1,860,560.91)
Payroll Payables	\$143,478.84
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$449,433.06
Capital Improvement Fund	\$1,690,752.25
Stores Fund	\$42,175.58
Information Technology Fund	\$154,671.51
Equipment Replacement	\$354,206.06
Self-Insurance Liability Fund	(\$108,725.98)
Workers' Comp. Ins. Fund	\$131,640.79
Compensated Absences Fund	(\$55,700.81)
TOTAL UNASSIGNED GENERAL FUNDS	<u><u>\$2,977,716.05</u></u>

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).

The PERS Contingency Fund balance is \$867,087.95 (not included above).

The Library Fund balance is \$2,184,585.27 (not included above).

 _____ Jamie Goldstein, City Manager	9/16/19 Date
 _____ Jim Malberg, City Treasurer	9/17/19 Date

Attachment: 9/13/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 13, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93693	09/11/2019			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,735.50
	Invoice	Date	Description		Amount
	POA120718	12/07/2018	POA and gym dues PPE 12/01/18 1001 - Payroll Payables .		\$1,735.50
93694	09/13/2019			AMAZON CAPITAL SERVICES	\$88.34
	Invoice	Date	Description		Amount
	1KJG-9HR3-QJMP	09/11/2019	iPad keyboard case		\$59.99
	1RPT-G1Y9-LR1D	09/08/2019	DP to DVI cable		\$9.98
	1TR7-QNWJ-3K6F	09/05/2019	VGA to VGA cable		\$9.80
	1DYQ-JK6H-9T4M	09/04/2019	Phone case		\$8.57
			1000 - General Fund	\$8.57	
			2211 - ISF - Info Tech	\$79.77	
93695	09/13/2019			ARCADIA PUBLISHING COMPANY	\$29.29
	Invoice	Date	Description		Amount
	21214066	08/29/2019	"Santa Cruz Through Time" publication (2)		\$29.29
93696	09/13/2019			AT&T	\$9.12
	Invoice	Date	Description		Amount
	ATT090119	09/01/2019	September long distance charges		\$9.12
			1000 - General Fund	\$4.48	
			2211 - ISF - Info Tech	\$4.64	
93697	09/13/2019			ATCHISON BARISONE & CONDOTTI	\$326.50
	Invoice	Date	Description		Amount
	33328	09/09/2019	August legal services		\$228.50
	33329	09/09/2019	August attorney special services		\$98.00
93698	09/13/2019			BILL TASHNICK	\$78.00
	Invoice	Date	Description		Amount
	BT090619	09/06/2019	Softball official services		\$78.00
93699	09/13/2019			CA DEPARTMENT OF JUSTICE	\$128.00
	Invoice	Date	Description		Amount
	402047	09/05/2019	Background checks (4)		\$128.00
93700	09/13/2019			CRYSTAL SPRINGS WATER CO.	\$418.00
	Invoice	Date	Description		Amount
	CSW083119	08/31/2019	August drinking water		\$418.00

Attachment: 9/13/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 13, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93701	09/13/2019			D & G SANITATION	\$427.05
	Invoice	Date	Description		Amount
	265334	08/31/2019	Lower parking lot portable toilet rental		\$427.05
93702	09/13/2019			FERRARI FLORIST & GIFTS	\$72.90
	Invoice	Date	Description		Amount
	003267	08/31/2019	Flower arrangement		\$72.90
93703	09/13/2019			FIRST SECURITY	\$356.42
	Invoice	Date	Description		Amount
	IN-0016555	09/04/2019	September skate park patrol service		\$356.42
93704	09/13/2019			FIRST SECURITY	\$382.50
	Invoice	Date	Description		Amount
	IN-0016556	09/04/2019	September Esplanade patrol service		\$382.50
93705	09/13/2019			FRED C. BEYERS	\$39.00
	Invoice	Date	Description		Amount
	FB090619	09/06/2019	Softball official services		\$39.00
93706	09/13/2019			HOME DEPOT CREDIT SERVICES	\$179.91
	Invoice	Date	Description		Amount
	6631656	09/04/2019	Roller cover		\$20.14
	5622300	09/05/2019	Jade St. park supplies, cleaner, bucket, steel wool		\$62.76
	2043618	08/29/2019	City Hall landscape supplies		\$74.19
	7524223	09/03/2019	Tote, storage box		\$22.82
93707	09/13/2019			HUB INTERNATIONAL	\$261.17
	Invoice	Date	Description		Amount
	HUB090319	09/03/2019	Recreation youth camp carnival insurance		\$261.17
93708	09/13/2019			INTERNATIONAL BRONZE PLAQUE COMPANY	\$278.00
	Invoice	Date	Description		Amount
	19-52669	07/23/2019	Memorial bench plaques (2)		\$278.00
93709	09/13/2019			MACKAY METERS INC	\$221.41
	Invoice	Date	Description		Amount
	1054609	08/31/2019	August meter and credit card transaction fees		\$221.41
93710	09/13/2019			MILLER'S TRANSFER & STORAGE CO.	\$224.65
	Invoice	Date	Description		Amount
	91423	09/06/2019	September record storage and August warehouse handling		\$224.65

Attachment: 9/13/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 13, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93711	09/13/2019			MISSION LINEN SUPPLY	\$87.65
	Invoice	Date	Description		Amount
	510669859	09/04/2019	Corp. yard linen service, towels		\$87.65
93712	09/13/2019			MISSION PRINTERS	\$237.23
	Invoice	Date	Description		Amount
	59656	08/30/2019	Window envelopes (1,500) 2210 - ISF - Stores Fund		\$237.23
93713	09/13/2019			PALACE BUSINESS SOLUTIONS	\$292.99
	Invoice	Date	Description		Amount
	9632818-0	09/05/2019	Museum office supplies		\$41.83
	548131-0	09/06/2019	Folders		\$11.86
	547443-1	09/06/2019	Heavy duty stapler		\$91.71
	545986-0	08/30/2019	City Attorney nameplate		\$13.03
	546930-0	08/30/2019	Air duster, paper, pens		\$75.18
	547084-0	08/30/2019	Assorted binder clips		\$18.64
	547138-0	09/03/2019	Cleaner		\$21.23
	547443-0	09/04/2019	Correction tape, white out, stapler		\$19.51
			1000 - General Fund	\$41.83	
			2210 - ISF - Stores Fund	\$251.16	
93714	09/13/2019			Paula Yoshiko Suzuki	\$227.50
	Invoice	Date	Description		Amount
	PS090919	09/09/2019	Instructor payment		\$227.50
93715	09/13/2019			PITNEY BOWES	\$147.15
	Invoice	Date	Description		Amount
	1013792783	08/27/2019	Recreation postage machine rental		\$147.15
93716	09/13/2019			SANTA CRUZ APTOS AUTO TOWING	\$125.00
	Invoice	Date	Description		Amount
	11170	08/02/2019	Tow car off of utility box		\$125.00
93717	09/13/2019			SENTINEL PRINTERS INC.	\$371.45
	Invoice	Date	Description		Amount
	303742	09/09/2019	Art & Wine no parking sign		\$371.45
93718	09/13/2019			SIMPKINS FAMILY SWIM COMPLEX	\$342.00
	Invoice	Date	Description		Amount
	SFSC091019	09/10/2019	Camp Capitola field trip		\$342.00

Attachment: 9/13/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 13, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93719	09/13/2019			SWANK MOTION PICTURES INC.	\$726.00
	Invoice	Date	Description		Amount
	RG2735877	08/23/2019	"Bernie the Dolphin" movie reel		\$363.00
	RG2738593	08/29/2019	"Ralph Breaks the Internet" movie reel		\$363.00
93720	09/13/2019			THE HOME DEPOT PRO	\$51.89
	Invoice	Date	Description		Amount
	509122933	08/26/2019	Pens for Corp. yard		\$9.65
	509355434	08/27/2019	Corp. yard supplies		\$42.24
93721	09/13/2019			THE PAINTED CORK LLC	\$152.10
	Invoice	Date	Description		Amount
	TPC090919	09/09/2019	Instructor payment		\$152.10
93722	09/13/2019			US BANK EQUIPMENT FINANCE	\$103.55
	Invoice	Date	Description		Amount
	394074645	09/03/2019	Recreation copier lease		\$103.55
93723	09/13/2019			US BANK EQUIPMENT FINANCE	\$481.78
	Invoice	Date	Description		Amount
	394074710	09/03/2019	City Hall & Recreation copier leases		\$481.78
			1000 - General Fund	\$25.80	
			2210 - ISF - Stores Fund	\$455.98	
93724	09/13/2019			US BANK EQUIPMENT FINANCE	\$288.85
	Invoice	Date	Description		Amount
	394074846	09/03/2019	PD copier lease		\$288.85
93725	09/13/2019			VICTORIA M JOHNSON	\$169.00
	Invoice	Date	Description		Amount
	VJ090919	09/09/2019	Instructor payment		\$169.00
93726	09/13/2019			CPRS D4	\$20.00
	Invoice	Date	Description		Amount
	3383	09/10/2019	Mini conference registration		\$20.00
93727	09/13/2019			AMERICAN CAMP ASSOCIATION	\$1,033.00
	Invoice	Date	Description		Amount
	9120734-2020	08/30/2019	FY19/20 membership renewal		\$1,033.00

Attachment: 9/13/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 13, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93728	09/13/2019			AQUA NATURAL SOLUTIONS	\$1,142.87
	Invoice	Date	Description		Amount
	4627	08/30/2019	Wharf microbe lift and sludge away 1311 - Wharf		\$1,142.87
93729	09/13/2019			AUTHENTIC APPROACH	\$8,025.00
	Invoice	Date	Description		Amount
	11008	09/01/2019	Village video production, KSBW ad spot, ad spend for offseason		\$5,500.00
	11007	09/01/2019	BIA communication and marketing management services 1321 - Village-Wharf BIA		\$2,525.00
93730	09/13/2019			BMI IMAGING SYSTEMS INC	\$2,482.82
	Invoice	Date	Description		Amount
	311863	08/30/2019	Records scanning, indexing, dvd creation, delivery 1317 - Technology Fee Fund		\$2,482.82
93731	09/13/2019			BOWMAN & WILLIAMS INC.	\$5,723.75
	Invoice	Date	Description		Amount
	13894	08/09/2019	Rispin Peery park civil plan revisions 1200 - Capital Impr Fund		\$5,723.75
93732	09/13/2019			CARIN HANNA	\$627.12
	Invoice	Date	Description		Amount
	CH091019	09/02/2019	BIA printing, postage, envelopes, labels, e-letter, prize, flyer 1321 - Village-Wharf BIA		\$627.12
93733	09/13/2019			D & G SANITATION	\$827.05
	Invoice	Date	Description		Amount
	265333	08/31/2019	Wharf portable toilet rental 1311 - Wharf		\$827.05
93734	09/13/2019			FRED MENG AUDIO VISUAL SERVICES	\$800.00
	Invoice	Date	Description		Amount
	FM091319	09/13/2019	Movies at the Beach digital projection, sound, PA system		\$800.00
93735	09/13/2019			GINA ENRIQUEZ	\$7,995.07
	Invoice	Date	Description		Amount
	GE090919	09/09/2019	Instructor payment		\$7,995.07
93736	09/13/2019			HINDERLITER DELLAMAS AND ASSOCIATES	\$1,500.00
	Invoice	Date	Description		Amount
	0032096-IN	09/05/2019	Sales tax service January - March		\$1,500.00

Attachment: 9/13/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 13, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93737	09/13/2019			HOME DEPOT CREDIT SERVICES	\$723.32
	Invoice	Date	Description		Amount
	7362429	09/03/2019	City Hall paint		\$723.32
93738	09/13/2019			HOPE REHABILITATION SERVICES	\$2,640.00
	Invoice	Date	Description		Amount
	S169358	08/31/2019	August litter abatement		\$2,640.00
93739	09/13/2019			KIMLEY HORN AND ASSOCIATES INC	\$1,182.50
	Invoice	Date	Description		Amount
	14604541	08/31/2019	Brommer Street project construction documents 1309 - RTC Streets		\$1,182.50
93740	09/13/2019			LABORMAX STAFFING	\$4,561.20
	Invoice	Date	Description		Amount
	26-111756	09/06/2019	Seasonal labor 8/31 - 9/6		\$4,561.20
93741	09/13/2019			PHIL ALLEGRI ELECTRIC INC.	\$501.31
	Invoice	Date	Description		Amount
	26232	09/10/2019	City Hall install two 20 amp outlets		\$501.31
93742	09/13/2019			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$17,883.50
	Invoice	Date	Description		Amount
	SCC090419	09/04/2019	August citation processing		\$17,883.50
93743	09/13/2019			TED BURKE	\$2,622.50
	Invoice	Date	Description		Amount
	VSCC12547	09/05/2019	BIA travel guide display reimbursement 1321 - Village-Wharf BIA		\$2,622.50
93744	09/13/2019			MGP XI Capitola LLC	\$500.00
	Invoice	Date	Description		Amount
	19-0293	09/10/2019	Refund tree permit #19-0293		\$500.00
Type Check Totals:					\$69,850.91
<u>EFT</u>					
830	09/11/2019			WELLS FARGO BANK	\$820.72
	Invoice	Date	Description		Amount
	WF091119	09/11/2019	Monthly client analysis charges		\$820.72
Type EFT Totals:					\$820.72

Attachment: 9/13/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 13, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
Library - Library					
<u>Check</u>					
150	09/13/2019			BOGARD CONSTRUCTION INC.	\$12,520.00
	Invoice	Date	Description		Amount
	160707-36	08/31/2019	Library construction project management services		\$12,520.00
			1360 - Library Fund		
Type Check Totals:					\$12,520.00

CITY - Main City Totals	Count	Total
Checks	52	\$69,850.91
EFTs	1	\$820.72
All	53	\$70,671.63
Library - Library Totals		
Checks	1	\$12,520.00
EFTs	0	\$0.00
All	1	\$12,520.00
WELLS - Payroll Totals		
Checks	3	\$3,325.03
EFTs	96	\$165,233.89
All	99	\$168,558.92
Grand Totals:		
Checks	56	\$85,695.94
EFTs	97	\$166,054.61
All	153	\$251,750.55

Attachment: 9/13/19 City Check Register (Approval of City Check Registers)

City main account checks dated September 20, 2019, numbered 93745 to 93770 plus 4 EFT, totaling \$143,281.19, have been reviewed and authorized for distribution by the City Manager.

As of September 20, 2019, the unaudited cash balance is \$2,911,632.34.

CASH POSITION - CITY OF CAPITOLA 9/20/19

	<u>Net Balance</u>
General Fund	(\$1,822,441.54)
Payroll Payables	\$42,461.61
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$449,433.06
Capital Improvement Fund	\$1,690,752.25
Stores Fund	\$42,175.58
Information Technology Fund	\$151,485.66
Equipment Replacement	\$354,206.06
Self-Insurance Liability Fund	(\$108,725.98)
Workers' Comp. Ins. Fund	\$131,640.79
Compensated Absences Fund	(\$55,700.81)
TOTAL UNASSIGNED GENERAL FUNDS	<u><u>\$2,911,632.34</u></u>

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).
The PERS Contingency Fund balance is \$867,087.95 (not included above).
The Library Fund balance is \$3,290,109.15 (not included above).

9/24/19

Jamie Goldstein, City Manager Date

9/25/19

Jim Malberg, City Treasurer Date

Attachment: 9/20/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 20, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93745	09/20/2019			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,701.50
	Invoice	Date	Description		Amount
	POA091319	09/13/2019	POA and gym dues PPE 9/7/19 1001 - Payroll Payables		\$1,701.50
93746	09/20/2019			CLIFF SLOMA	\$1,047.57
	Invoice	Date	Description		Amount
	CS090219	09/06/2019	FBINAA training conference		\$1,047.57
93747	09/20/2019			CUMBA C SIEGLER	\$97.50
	Invoice	Date	Description		Amount
	CS091619	09/16/2019	Instructor payment		\$97.50
93748	09/20/2019			EMPLOYMENT DEVELOPMENT DEPT	\$150.00
	Invoice	Date	Description		Amount
	L0957964192-4	09/13/2019	Employee earnings withholding order PPE 9/7/19 1001 - Payroll Payables		\$150.00
93749	09/20/2019			EWING IRRIGATION	\$109.82
	Invoice	Date	Description		Amount
	8254395	09/05/2019	Esplanade plumbing supplies		\$31.34
	8263050	09/06/2019	Jade St. park topper		\$78.48
93750	09/20/2019			FARWEST NURSERY	\$35.27
	Invoice	Date	Description		Amount
	942367	09/10/2019	Wharf entrance bark 1311 - Wharf		\$35.27
93751	09/20/2019			GRANITE ROCK COMPANY	\$663.39
	Invoice	Date	Description		Amount
	1193815	08/31/2019	Cold mix street patch 1310 - Gas Tax		\$663.39

Attachment: 9/20/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 20, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93752	09/20/2019			HOME DEPOT CREDIT SERVICES	\$2,240.33
	Invoice	Date	Description		Amount
	9610741	09/11/2019	Padlocks		\$32.63
	8052044	09/12/2019	Community center pole, wire frame, brushes, bucket, roller cover		\$78.70
	9610691	09/11/2019	Respirator, broom & dustpan, 55 gallon tough tote		\$77.31
	4640936	08/27/2019	Plug fittings, reducer kit, plug quick connect kit		\$32.57
	6524284	09/04/2019	City Hall roof paint		\$1,086.73
	2621395	08/29/2019	City Hall hex drive bit set		\$9.78
	9632944	09/11/2019	PD LED flood light		\$113.36
	0623064	09/10/2019	Community center roof paint, dust pan		\$365.99
	0015226	09/10/2019	Duct tape, cable ties, power spin drain gun		\$114.59
	2274458	08/29/2019	City Hall landscape supplies		\$47.87
	1632569	09/09/2019	Wharf drain opener		\$13.06
	9632928	09/11/2019	Gorilla glue epoxy, batteries, brown mulch		\$51.66
	7052166	09/13/2019	31 gallon trash cans (5)		\$136.09
	9061189	09/11/2019	Wood chisels, propane cylinder		\$43.45
	7031831	09/13/2019	Versahook, steel stakes, decorator chain		\$36.54
			1000 - General Fund	\$2,227.27	
			1311 - Wharf	\$13.06	
93753	09/20/2019			ICMA RETIREMENT TRUST 457	\$8,104.31
	Invoice	Date	Description		Amount
	199358	09/13/2019	457 contributions PPE 9/7/19		\$8,104.31
			1001 - Payroll Payables		
93754	09/20/2019			KIMLEY HORN AND ASSOCIATES INC	\$4,000.00
	Invoice	Date	Description		Amount
	14513817	08/31/2019	#19-0369 1440 41st Ave. parking study		\$4,000.00
93755	09/20/2019			KINGS PAINT AND PAPER INC.	\$74.09
	Invoice	Date	Description		Amount
	A0287742	08/27/2019	Street curb paint		\$64.31
	A0288340	09/09/2019	9" frame		\$9.78
93756	09/20/2019			LABORMAX STAFFING	\$4,009.88
	Invoice	Date	Description		Amount
	26-112039	09/13/2019	Seasonal labor 9/7 - 9/13		\$4,009.88
93757	09/20/2019			LEWIS TREE SERVICE INC.	\$750.00
	Invoice	Date	Description		Amount
	30007	09/12/2019	Lower parking lot pine tree cabling		\$750.00

Attachment: 9/20/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 20, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93758	09/20/2019			MISSION LINEN SUPPLY	\$90.95
	Invoice	Date	Description		Amount
	510726807	09/11/2019	Corp. yard uniform service		\$90.95
93759	09/20/2019			PAPA	\$480.00
	Invoice	Date	Description		Amount
	PAPA091719	09/17/2019	PAPA seminar fees		\$480.00
93760	09/20/2019			PHIL ALLEGRI ELECTRIC INC.	\$16,841.44
	Invoice	Date	Description		Amount
	26261	09/16/2019	8 street light fixture heads Wharf Road/Francesco Circle		\$16,841.44
93761	09/20/2019			ROYAL WHOLESALE ELECTRIC	\$70.85
	Invoice	Date	Description		Amount
	7719-649534	08/28/2019	Parking lot light		\$70.85
93762	09/20/2019			SAN LORENZO LUMBER	\$497.64
	Invoice	Date	Description		Amount
	55-0484791	09/04/2019	Jade St. park lumber		\$26.92
	55-0485492	09/06/2019	Wharf lag screws		\$26.88
	55-0473779	08/30/2019	Wharf supplies		\$443.84
			1000 - General Fund	\$26.92	
			1311 - Wharf	\$470.72	
93763	09/20/2019			SANTA CRUZ SENTINEL	\$212.80
	Invoice	Date	Description		Amount
	0001210851	08/31/2019	#19-0322 and #19-0369 public hearing notice		\$212.80
93764	09/20/2019			SOQUEL NURSERY GROWERS INC.	\$28.97
	Invoice	Date	Description		Amount
	0000352549	09/09/2019	Grand Ave. pathway plants		\$28.97
93765	09/20/2019			THE HOME DEPOT PRO	\$2,427.61
	Invoice	Date	Description		Amount
	509594073	08/28/2019	Janitorial supplies		\$37.02
	509875381	08/30/2019	Janitorial supplies		\$1,891.23
	510787468	09/06/2019	Janitorial supplies		\$499.36
93766	09/20/2019			UNITED RENTALS (NORTH AMERICA) INC.	\$58.39
	Invoice	Date	Description		Amount
	170112560-001	06/21/2019	Gloves		\$58.39

Attachment: 9/20/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 20, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93767	09/20/2019			US BANK PARS	\$479.13
	Invoice	Date	Description		Amount
	PARS091319	09/13/2019	PARS contributions PPE 9/7/19 1001 - Payroll Payables		\$479.13
93768	09/20/2019			WELLS FARGO BANK	\$8,351.60
	Invoice	Date	Description		Amount
	WF090319	09/03/2019	August credit card purchases Purchases over \$500 threshold: CASQA conference Desk chair Desk APC Smart-UPS units 1000 - General Fund 2211 - ISF - Info Tech		\$8,351.60
				\$610.00	
				\$566.68	
				\$2,239.95	
				\$2,275.88	
				\$5,165.75	
				\$3,185.85	
93769	09/20/2019			WESTERN EXTERMINATOR COMPANY	\$128.00
	Invoice	Date	Description		Amount
	7357813	08/31/2019	City Hall rodent control		\$64.00
	7357814	08/31/2019	Turnouts rodent control		\$64.00
93770	09/20/2019			Carlo Bianco Jr	\$48.00
	Invoice	Date	Description		Amount
	CB091219	09/12/2019	Junior leader stipend		\$48.00
Type Check Totals:					\$52,699.04
<u>EFT</u>					
831	09/16/2019			EMPLOYMENT DEVELOPMENT DEPT	\$7,975.77
	Invoice	Date	Description		Amount
	0-193-032-640	09/16/2019	State taxes PPE 9/7/19 1001 - Payroll Payables		\$7,975.77
832	09/16/2019			INTERNAL REVENUE SERVICE	\$28,246.31
	Invoice	Date	Description		Amount
	72714878	09/16/2019	Federal taxes and Medicare PPE 9/7/19 1001 - Payroll Payables		\$28,246.31
833	09/16/2019			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice	Date	Description		Amount
	C8HLZEF6657	09/16/2019	Garnishment PPE 9/7/19 1001 - Payroll Payables		\$1,232.76

Attachment: 9/20/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 20, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
834	9/20/2019			PERS Member Services	\$53,127.31
	Invoice	Date	Description		Amount
	1001409867-71	9/20/2019	PERS contributions PPE 9/7/19 & retro PPE 8/24/19		\$53,127.31
Type EFT Totals:					\$90,582.15

Attachment: 9/20/19 City Check Register (Approval of City Check Registers)

CITY - Main City Totals	Count	Total
Checks	26	\$52,699.04
EFTs	3	\$90,582.15
All	29	\$143,281.19

City main account checks dated September 27, 2019, numbered 93771 to 93855 plus 2 EFTs, totaling \$276,310.36, plus 2 library checks totaling \$576,705.53, and 6 payroll checks & 91 payroll EFTs totaling \$169,611.29, for a grand total of \$1,022,627.18, have been reviewed and authorized for distribution by the City Manager.

As of September 27, 2019, the unaudited cash balance is \$3,167,110.69

CASH POSITION - CITY OF CAPITOLA 9/27/19

	<u>Net Balance</u>
General Fund	(\$1,979,487.78)
Payroll Payables	\$177,241.38
Contingency Reserve Fund	\$2,036,345.66
Facilities Reserve Fund	\$449,433.06
Capital Improvement Fund	\$1,680,854.00
Stores Fund	\$51,318.04
Information Technology Fund	\$213,193.91
Equipment Replacement	\$398,556.06
Self-Insurance Liability Fund	(\$13,794.87)
Workers' Comp. Ins. Fund	\$209,152.04
Compensated Absences Fund	<u>(\$55,700.81)</u>
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$3,167,110.69</u>

The Emergency Reserve Fund balance is \$1,344,205.54 (not included above).

The PERS Contingency Fund balance is \$867,087.95 (not included above).

The Library Fund balance is \$2,713,728.62 (not included above).

10/1/19

Jamie Goldstein, City Manager Date

10/2/19

Jim Malberg, City Treasurer Date

Attachment: 9/27/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 27, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93771	09/27/2019			ALVAREZ TECHNOLOGY GROUP INC	\$217.1
	Invoice	Date	Description		Amount
	52788	09/17/2019	Monthly anti-virus software 2211 - Info Tech Fund		\$217.50
93772	09/27/2019			AMAZON CAPITAL SERVICES	\$532.0
	Invoice	Date	Description		Amount
	1YDC-JDFQ-KHXD	09/17/2019	iPhone case		\$33.60
	1VDX-1Q6K-TQKV	09/12/2019	Holster		\$135.56
	1DPT-H194-PMYD	09/12/2019	USB adapter		\$9.13
	1FNL-NVGK-QRM3	09/19/2019	Craft supplies, board games		\$131.76
	1KLJ-R16C-CTWT	09/24/2019	Disc golf set		\$49.04
	1Q71-3VWL-MMNN	09/17/2019	USB phone chargers (10)		\$73.81
	1Q71-3VWL-QJCD	09/17/2019	Return USB adapter		(\$9.13)
	1YD4-KHQ7-9XQK	09/18/2019	iPad & iPhone screen protectors (6), resistance bands		\$59.90
	14R3-XT7K-YL3C	09/13/2019	Appointment book		\$33.99
	1DG3-TLVQ-XNV6	09/11/2019	Popcorn bags		\$14.95
93773	09/27/2019			AMERICAN TRAFFIC SOLUTIONS INC.	\$20,041.9
	Invoice	Date	Description		Amount
	INV00029363	08/31/2019	Red light revenues January - June 2019		\$20,041.91
93774	09/27/2019			BEAR ELECTRICAL SOLUTIONS INC.	\$5,530.4
	Invoice	Date	Description		Amount
	8879	08/28/2019	August traffic signal maintenance services - response		\$4,883.62
	8837	08/30/2019	August traffic signal maintenance services - routine 1310 - Gas Tax Fund		\$646.80
93775	09/27/2019			BEN'S MOTORCYCLE WORKS	\$439.8
	Invoice	Date	Description		Amount
	6346	08/03/2019	2019 BMW motorcycle 600 mile service		\$439.84
93776	09/27/2019			BENNETT BOWEN AND LIGHTHOUSE INC	\$635.7
	Invoice	Date	Description		Amount
	3001326	09/06/2019	LED direction light		\$290.00
	3001277	09/04/2019	LED reflex beacon		\$345.74
93777	09/27/2019			BIG CREEK LUMBER	\$447.2
	Invoice	Date	Description		Amount
	1212287	09/17/2019	Cedar split rail, cedar posts		\$447.20

Attachment: 9/27/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 27, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93771	09/27/2019			ALVAREZ TECHNOLOGY GROUP INC	\$217.5
	Invoice	Date	Description		Amount
93778	09/27/2019			BOWMAN & WILLIAMS INC.	\$6,076.2
	Invoice	Date	Description		Amount
	13991	09/06/2019	Rispin Peery Park engineering services 1200 - Construction in Progress		\$6,076.25
93779	09/27/2019			C AND N TRACTORS	\$236.1
	Invoice	Date	Description		Amount
	30166W	09/12/2019	Tractor parts		\$236.10
93780	09/27/2019			CADILLAC DESIGNS INC.	\$252.8
	Invoice	Date	Description		Amount
	8487	09/19/2019	Motorcycle graphic design, vinyl lettering		\$252.86
93781	09/27/2019			CALE AMERICA INC.	\$2,535.0
	Invoice	Date	Description		Amount
	155897	08/31/2019	CALE monthly parking meters charges		\$1,829.00
	150092	06/19/2018	Pay station tech reader, bill validating mechanism		\$706.09
93782	09/27/2019			CALTRAFFIC	\$52.0
	Invoice	Date	Description		Amount
	19488	09/11/2019	Low clearance signs		\$52.02
93783	09/27/2019			CAPITOLA-SOQUEL CHAMBER OF COMMERCE	\$82.5
	Invoice	Date	Description		Amount
	CSCC092419	09/24/2019	Five cases of pathwater		\$82.50
93784	09/27/2019			CHARMAINE MONIZ	\$29.9
	Invoice	Date	Description		Amount
	CM092319	09/23/2019	Instructor payment		\$29.90
93785	09/27/2019			CHEVROLET OF WATSONVILLE	\$64.0
	Invoice	Date	Description		Amount
	231626	09/16/2019	Hose, t-connector		\$64.02
93786	09/27/2019			CITIES ASSOCIATION OF SANTA CLARA COUNTY	\$1,525.0
	Invoice	Date	Description		Amount
	1073	09/17/2019	Santa Clara County round table contribution		\$1,525.00
93787	09/27/2019			CODE PUBLISHING COMPANY INC	\$497.1
	Invoice	Date	Description		Amount
	64670	09/13/2019	Municipal code web update		\$497.10

Attachment: 9/27/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 27, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93771	09/27/2019			ALVAREZ TECHNOLOGY GROUP INC	\$217.5
	Invoice	Date	Description		Amount
93788	09/27/2019			EXTREME TOWING	\$500.0
	Invoice	Date	Description		Amount
	014608	09/15/2019	2007 BMW motorcycle towed		\$250.00
	014607	09/15/2019	2011 Chevy Tahoe towed		\$250.00
93789	09/27/2019			FASTENAL COMPANY	\$71.6
	Invoice	Date	Description		Amount
	CASAT54148	08/21/2019	Screws, nuts, bolts		\$71.60
93790	09/27/2019			FBINAA CA SF	\$70.0
	Invoice	Date	Description		Amount
	FBINAA101619	09/26/2019	FBINAA meeting registration		\$35.00
	FBINAA10162019	09/26/2019	FBINAA meeting registration		\$35.00
93791	09/27/2019			FIRST ALARM	\$239.1
	Invoice	Date	Description		Amount
	497738	09/15/2019	Evidence room security monitoring		\$239.10
93792	09/27/2019			FIRST SECURITY	\$344.9
	Invoice	Date	Description		Amount
	IN-0016528	09/04/2019	September Jade Street foot patrol		\$344.93
93793	09/27/2019			FLYERS ENERGY LLC	\$6,554.2
	Invoice	Date	Description		Amount
	19-979313	09/13/2019	346 gallons gasoline		\$1,326.65
	19-979309	09/13/2019	67 gallons diesel		\$255.86
	19-974216	09/05/2019	439 gallons gasoline		\$1,715.20
	19-974215	09/05/2019	61 gallons diesel		\$234.35
	19-970789	08/29/2019	199 gallons diesel		\$769.08
	19-970787	08/29/2019	599 gallons gasoline		\$2,253.11
93794	09/27/2019			FRANK PERRY	\$177.9
	Invoice	Date	Description		Amount
	FP091919	09/19/2019	Museum directory, book, archiving supplies		\$177.93
93795	09/27/2019			GARDAWORLD	\$201.5
	Invoice	Date	Description		Amount
	10512159	09/01/2019	September armored transport service		\$201.55

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City Checks Issued September 27, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93771	09/27/2019			ALVAREZ TECHNOLOGY GROUP INC	\$217.5
	Invoice	Date	Description		Amount
93796	09/27/2019			HINDERLITER DELLAMAS AND ASSOCIATES	\$600.0
	Invoice	Date	Description		Amount
	0032149-IN	09/06/2019	District sales tax reports		\$300.00
	0032148-IN	09/06/2019	District sales tax reports		\$300.00
93797	09/27/2019			HOME DEPOT CREDIT SERVICES	\$706.4
	Invoice	Date	Description		Amount
	1062059	09/19/2019	Speed hub flap disc, battery pack		\$173.28
	2032410	09/18/2019	Bucket, batteries		\$115.63
	3623845	09/17/2019	Cortez park gopher traps, steel stakes		\$20.62
	6631650	09/04/2019	Batteries		\$7.61
	7083710	09/13/2019	Pruning blade, gloves		\$31.56
	8623274	09/12/2019	Pencil sharpener, fender washer, bit		\$19.36
	2016120	09/18/2019	Studs, paint, plywood, primer, gloves, doorstep, anchor light		\$208.84
	7611898	09/23/2019	Tough system wheels		\$75.21
	2061968	09/18/2019	19 piece accessory set		\$38.12
	2634171	09/18/2019	Sponges, wipes		\$16.20
93798	09/27/2019			HOSE SHOP	\$86.3
	Invoice	Date	Description		Amount
	418934	09/03/2019	Hydraulic hose, crimp fitting, hose assembly		\$86.31
93799	09/27/2019			HUB INTERNATIONAL	\$338.6
	Invoice	Date	Description		Amount
	HUB080519	08/05/2019	July community center event & food truck Friday insurance		\$338.64
93800	09/27/2019			HUMBOLDT PETROLEUM LLC	\$97.5
	Invoice	Date	Description		Amount
	088562	08/31/2019	August car wash service		\$52.00
	088598	09/15/2019	September car wash service		\$45.50
93801	09/27/2019			KBA Document Solutions LLC	\$63.0
	Invoice	Date	Description		Amount
	55Y1016115	09/14/2019	September copier usage charges		\$49.25
	55Y1016116	09/14/2019	September copier usage charges		\$13.82
			1000 - General Fund	\$13.82	
			2211 - Info Tech Fund	\$49.25	

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City Checks Issued September 27, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93771	09/27/2019			ALVAREZ TECHNOLOGY GROUP INC	\$217.5
	Invoice	Date	Description		Amount
93802	09/27/2019			KIMLEY HORN AND ASSOCIATES INC	\$15,827.5
	Invoice	Date	Description		Amount
	14340907	07/31/2019	Brommer St. construction documents		\$11,830.00
	13993495	05/31/2019	Brommer St. data gathering, construction documents, management 1309 - RTC Fund		\$3,997.50
93803	09/27/2019			KINGS PAINT AND PAPER INC.	\$103.7
	Invoice	Date	Description		Amount
	A0288754	09/17/2019	Graffiti cover-up paint, supplies		\$103.77
93804	09/27/2019			KLEEN KANTEEN	\$3,309.2
	Invoice	Date	Description		Amount
	0709305-IN	09/09/2019	Steel water bottles with logo (500)		\$3,309.27
93805	09/27/2019			LABORMAX STAFFING	\$3,918.00
	Invoice	Date	Description		Amount
	26-112339	09/20/2019	Seasonal labor 9/14 - 9/20		\$3,918.00
93806	09/27/2019			LAW ENFORCEMENT PSYCHOLOGICAL SERVICES INC.	\$400.00
	Invoice	Date	Description		Amount
	1909804	09/04/2019	PD psychological assessment		\$400.00
93807	09/27/2019			LC ACTION POLICE SUPPLY LTD	\$1,054.92
	Invoice	Date	Description		Amount
	401649	09/16/2019	Shotguns (2), bean bags		\$1,054.92
93808	09/27/2019			MAR-KEN K-9 TRAINING CENTER	\$240.00
	Invoice	Date	Description		Amount
	0500-19	09/15/2019	September K-9 maintenance training		\$240.00
93809	09/27/2019			MID COUNTY AUTO SUPPLY	\$916.6
	Invoice	Date	Description		Amount
	MID-487563	09/18/2019	Brake pads, rotors, return heater hose, return connectors		\$173.67
	MID-486536	09/18/2019	Tack cloths, feed roller		\$51.85
	MID-483365	09/16/2019	2010 Chevy Tahoe brake rotors, pads		\$209.40
	MID-482380	09/16/2019	Heater hose, connectors		\$47.53
	MID-480005	09/13/2019	Car batteries (3)		\$239.85
	MID-479097	09/12/2019	Wheel nut		\$1.96
	MID-478531	09/12/2019	2011 Toyota Camry brake rotors, pads		\$192.35

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City Checks Issued September 27, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93771	09/27/2019			ALVAREZ TECHNOLOGY GROUP INC	\$217.5
	Invoice	Date	Description		Amount
93810	09/27/2019			MISSION LINEN SUPPLY	\$274.1
	Invoice	Date	Description		Amount
	510767230	09/18/2019	Corp. yard uniform service		\$87.65
	510767229	09/18/2019	Fleet linen service		\$36.16
	510726806	09/11/2019	Fleet linen service		\$36.16
	510669858	09/04/2019	Fleet linen service		\$36.16
	510702301	09/09/2019	Community Center mop and mat service		\$78.06
93811	09/27/2019			MOFFATT AND NICHOL	\$3,822.0
	Invoice	Date	Description		Amount
	744980	09/24/2019	Wharf design and jetty permitting 1200 - Construction In Progress		\$3,822.00
93812	09/27/2019			MONY Life Insurance Company of America	\$2,727.5
	Invoice	Date	Description		Amount
	77078	08/12/2019	September life, disability, AD&D insurance		\$2,727.52
			1000 - General Fund	\$18.13	
			1001 - Payroll Payables	\$2,790.39	
93813	09/27/2019			NANCY ELLEN GALLOWAY	\$128.7
	Invoice	Date	Description		Amount
	NG092319	09/23/2019	Instructor payment		\$128.70
93814	09/27/2019			NIELS KISLING	\$140.3
	Invoice	Date	Description		Amount
	NK091219	09/12/2019	Museum buttons		\$140.35
93815	09/27/2019			NORTH BAY FORD	\$807.1
	Invoice	Date	Description		Amount
	336955	08/30/2019	2016 Ford Explorer alternator testing		\$87.50
	273582	09/06/2019	2011 Ford F250 tailgate assembly, moulding		\$719.67
93816	09/27/2019			NUZ Inc. dba GOOD TIMES	\$2,000.0
	Invoice	Date	Description		Amount
	2019-346617	09/18/2019	Open studios artist guide		\$2,000.00
93817	09/27/2019			O'REILLY AUTO PARTS	\$89.3
	Invoice	Date	Description		Amount
	2763-480239	09/13/2019	Exhaust fluid		\$30.50
	2763-478195	09/04/2019	Exhaust fluid		\$30.50
	2763-463910	07/04/2019	Lock		\$28.33

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City Checks Issued September 27, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93771	09/27/2019			ALVAREZ TECHNOLOGY GROUP INC	\$217.5
	Invoice	Date	Description		Amount
93818	09/27/2019			P F PETTIBONE AND COMPANY	\$439.8
	Invoice	Date	Description		Amount
	177526	09/20/2019	Custom meeting minutes books (2)		\$439.85
93819	09/27/2019			PHOENIX GROUP INFORMATION SYSTEMS	\$4,290.8
	Invoice	Date	Description		Amount
	082019070	09/16/2019	August citation processing		\$4,290.83
93820	09/27/2019			PITNEY BOWES	\$170.0
	Invoice	Date	Description		Amount
	PB091919	09/19/2019	City Hall postage meter rental 2210 - Stores Fund		\$170.04
93821	09/27/2019			PLATINUM TINTING	\$30.0
	Invoice	Date	Description		Amount
	096019	09/19/2019	Toyota tint		\$30.00
93822	09/27/2019			R & S ERECTION OF MONTEREY BAY	\$328.0
	Invoice	Date	Description		Amount
	COMM4788	09/18/2019	Corp. yard steel door repairs		\$328.00
93823	09/27/2019			ROBERT M PATTERSON	\$450.0
	Invoice	Date	Description		Amount
	RMP090619	09/06/2019	September citation hearings (9)		\$450.00
93824	09/27/2019			SALINAS VALLEY PRO SQUAD	\$174.7
	Invoice	Date	Description		Amount
	299752	08/06/2019	Uniform armorskin base shirt 534		\$87.35
	299751	08/06/2019	Uniform shirt 526		\$87.35
93825	09/27/2019			SAN LORENZO LUMBER	\$129.8
	Invoice	Date	Description		Amount
	55-0488116	09/17/2019	Roadside landscape concrete mix, stakes		\$129.86
93826	09/27/2019			SANTA CRUZ AUTO PARTS INC.	\$80.6
	Invoice	Date	Description		Amount
	14508-349524	09/18/2019	Sanding pads		\$22.23
	14508-349464	09/18/2019	Impact tool set		\$58.44

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City Checks Issued September 27, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93771	09/27/2019			ALVAREZ TECHNOLOGY GROUP INC	\$217.5
	Invoice	Date	Description		Amount
93827	09/27/2019			SANTA CRUZ COUNTY ANTI CRIME TEAM	\$17,993.0
	Invoice	Date	Description		Amount
	2019-20CPD	09/17/2019	Anti-crime team operational expense		\$17,993.00
93828	09/27/2019			SANTA CRUZ FIRE EQUIPMENT CO.	\$318.0
	Invoice	Date	Description		Amount
	104663	09/10/2019	Community Center fire safety equipment and service		\$318.08
93829	09/27/2019			SANTA CRUZ MUNICIPAL UTILITIES	\$222.7
	Invoice	Date	Description		Amount
	SCMU083119	08/31/2019	August water service for medians		\$222.71
93830	09/27/2019			SANTA CRUZ REGIONAL 911	\$151,245.7
	Invoice	Date	Description		Amount
	SCR09152019	09/15/2019	911 regional services quarterly contribution		\$123,176.75
	SCR091519	09/15/2019	FY19/20 debt service installment #1		\$28,069.00
93831	09/27/2019			SANTA CRUZ SENTINEL	\$473.4
	Invoice	Date	Description		Amount
	SCS091119	09/11/2019	Annual newspaper renewal		\$473.43
93832	09/27/2019			SERVPRO OF SANTA CRUZ	\$374.8
	Invoice	Date	Description		Amount
	741	09/03/2019	August bio-hazard cleaning units 141 and 162		\$374.80
93833	09/27/2019			SIRCHIE	\$198.0
	Invoice	Date	Description		Amount
	0413895-IN	08/30/2019	Shoe covers, protective coveralls		\$198.07
93834	09/27/2019			SPORT ABOUT GRAPHICS	\$460.4
	Invoice	Date	Description		Amount
	7915	09/12/2019	Teen Club staff t-shirts		\$162.19
	7914	09/12/2019	Teen Club staff t-shirts		\$298.22
93835	09/27/2019			SUPERIOR PRESS	\$39.8
	Invoice	Date	Description		Amount
	4059787	09/16/2019	Bank deposit slips		\$39.81
93836	09/27/2019			THE EMBLEM AUTHORITY	\$102.5
	Invoice	Date	Description		Amount
	30991	09/03/2019	Pink chevron and hashmarks		\$102.50

Attachment: 9/27/19 City Check Register (Approval of City Check Registers)

City Checks Issued September 27, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transacti Amo
93771	09/27/2019			ALVAREZ TECHNOLOGY GROUP INC	\$217
	Invoice	Date	Description		Amount
93837	09/27/2019			THE HOME DEPOT PRO	\$2,000
	Invoice	Date	Description		Amount
	511953705	09/13/2019	Janitorial supplies		\$2,000.04
93838	09/27/2019			TRANSPORTATION ALLIANCE BANK INC.	\$990
	Invoice	Date	Description		Amount
	652882	09/11/2019	Sweeper filaments, G.B. set		\$1,328.33
	CM652197	09/20/2019	Return brackets 1310 - Gas Tax Fund		(\$338.01)
93839	09/27/2019			WATCHGUARD VIDEO	\$88
	Invoice	Date	Description		Amount
	ACCINV0021629	09/03/2019	Body cam mount 1300 - SLESF - Supplemental Law Enforcement		\$88.29
93840	09/27/2019			Adrian Meza Trinidad	\$5,940
	Invoice	Date	Description		Amount
	Meza092319	09/25/2019	Liability claim 2213 - Self Insurance		\$5,940.39
93841	09/27/2019			Dominick Dellacqua	\$56
	Invoice	Date	Description		Amount
	233124162	09/13/2019	Citation refund		\$56.00
93842	09/27/2019			Jeffrey Thiebaut	\$4
	Invoice	Date	Description		Amount
	244125129	09/13/2019	Citation refund		\$4.00
93843	09/27/2019			Jerry or Elizabeth Schaffer	\$380
	Invoice	Date	Description		Amount
	300124008	09/04/2019	Citation refund		\$380.00
93844	09/27/2019			Mary Sunseri	\$63
	Invoice	Date	Description		Amount
	2003803.002	09/12/2019	Class withdrawal refund		\$63.00
93845	09/27/2019			Michael Kwok	\$10
	Invoice	Date	Description		Amount
	400124109	09/02/2019	Citation dismissed		\$10.00

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City Checks Issued September 27, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93771	09/27/2019			ALVAREZ TECHNOLOGY GROUP INC	\$217.50
	Invoice	Date	Description		Amount
93846	09/27/2019			Michael Lynn	\$364.00
	Invoice	Date	Description		Amount
	211124240	09/13/2019	Citation refund		\$364.00
93847	09/27/2019			Patricia Vivenzi Silvana	\$50.00
	Invoice	Date	Description		Amount
	244579	09/13/2019	Citation refund		\$50.00
93848	09/27/2019			Roxann Kovacs	\$48.00
	Invoice	Date	Description		Amount
	700123692	09/13/2019	Citation refund		\$48.00
93849	09/27/2019			Stephanie Wouk	\$82.00
	Invoice	Date	Description		Amount
	177124231	09/13/2019	Citation refund		\$82.00
93850	09/27/2019			Terri Vanderslice	\$4.00
	Invoice	Date	Description		Amount
	247273	09/13/2019	Citation refund		\$4.00
93851	09/27/2019			Timothy Jemison	\$82.00
	Invoice	Date	Description		Amount
	211124765	09/13/2019	Citation refund		\$82.00
93852	09/27/2019			Tom Dominguez	\$10.00
	Invoice	Date	Description		Amount
	300123902	09/13/2019	Citation refund		\$10.00
93853	09/27/2019			Whitney Griffy	\$10.00
	Invoice	Date	Description		Amount
	222125889	09/13/2019	Citation refund		\$10.00
93854	09/27/2019			William Peters	\$96.00
	Invoice	Date	Description		Amount
	222126079	09/13/2019	Citation refund		\$96.00
93855	09/27/2019			RWG LEGAL	\$3,362.50
	Invoice	Date	Description		Amount
	3	09/06/2019	August City Attorney special services		\$3,362.55

Type Check Totals:

\$276,169.80

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City Checks Issued September 27, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93771	09/27/2019			ALVAREZ TECHNOLOGY GROUP INC	\$217.5
	Invoice	Date	Description		Amount
EFT					
835	09/26/2019			INTERNAL REVENUE SERVICE	\$5.5
	Invoice	Date	Description		Amount
	82592932	09/26/2019	Medicare taxes for two manual paychecks 1001 - Payroll Payables		\$5.56
836	09/25/2019			DISCOVERY BENEFITS	\$135.0
	Invoice	Date	Description		Amount
	0001053977-IN	08/31/2019	August COBRA and FSA		\$135.00
Type EFT Totals:					\$140.5
Library - Library					
Check					
151	09/27/2019			JOHN F OTTO INC ESCROW NO 02-701154	\$28,835.2
	Invoice	Date	Description		Amount
	13264retention	09/13/2019	August library construction retainage 1360 - Library		\$28,835.28
152	09/27/2019			OTTO CONSTRUCTION INC.	\$547,870.2
	Invoice	Date	Description		Amount
	13264	09/13/2019	August library construction services 1360 - Library		\$547,870.25
Library Check Totals:					\$576,705.5

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City Checks Issued September 27, 2019

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
93771	09/27/2019			ALVAREZ TECHNOLOGY GROUP INC	\$217.5
	Invoice	Date	Description		Amount

CITY - Main City Totals		Count	Total
Checks		85	\$ 276,169.80
EFTs		2	\$ 140.50
Total		87	\$ 276,310.30

Library - Library Totals		Count	Total
Checks		2	\$ 576,705.50
EFTs		0	\$ -
Total		2	\$ 576,705.50

WELLS - Payroll Totals		Count	Total
Checks		6	\$ 4,426.50
EFTs		91	\$ 165,184.71
Total		97	\$ 169,611.29

Grand Totals:		Count	Total
Checks		93	\$ 857,301.91
EFTs		93	\$ 165,325.27
Total		186	\$ 1,022,627.18

Attachment: 9/27/19 City Check Register (Approval of City Check Registers)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF OCTOBER 24, 2019

FROM: Capitola Police Department

SUBJECT: Consider a Resolution Accepting an Alcoholic Beverage Control Grant

RECOMMENDED ACTION: Adopt a resolution accepting a State of California Department of Alcoholic Beverage Control grant for \$13,500 to support training and enforcement, and authorize amending the Fiscal Year 2019/20 general fund operating budget to increase revenues and expenditures by \$13,500.

BACKGROUND: Each fiscal year, the State of California Department of Alcoholic Beverage Control (ABC) awards grants through its Grant Assistance to Local Law Enforcement Program to help local law enforcement agencies reduce alcohol-related crimes through training, prevention, community involvement, and enforcement. The Police Department has applied for and received several ABC grants over the years, the latest one for Fiscal Year (FY) 2017-18. This grant is for FY 2019-20.

DISCUSSION: The Police Department has experienced staffing changes over the past three years. In addition, there have been several changes in alcohol licensee ownership, including an increase in the number of licensees from 68 in 2017 to the current total of 71. With the help of the ABC grant funding received in FY 2017-18, the department provided the education and enforcement necessary to prevent a significant increase in alcohol-related offenses during that period.

Staff applied for and was awarded an ABC grant for \$13,500 for FY 2019-20 to be used for officer overtime, travel expenses, equipment, and supplies to expand efforts in addressing underage and adult alcohol-related problems in the community. The grant funds will provide the department with resources needed to facilitate outreach efforts and presentations at New Brighton Middle School regarding ABC-related laws, alcohol consumption by youth, and the effects and consequences of drinking and driving. The additional funds will also help the department to continue to increase the education of Capitola businesses and allow for increased enforcement of alcohol-related laws.

FISCAL IMPACT: This will not require additional general fund resources. The funds received from this grant must be used for grant-related overtime, travel, equipment, and supplies.

ATTACHMENTS:

State of California ABC Grant Acceptance
October 24, 2019

1. 19_20 ABC Approval Letter (PDF)
2. ABC Grant Budget Amendment (PDF)

Report Prepared By: Andrew Dally
Police Captain

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

10/18/2019

State of California ABC Grant Acceptance
October 24, 2019

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
ACCEPTING A STATE OF CALIFORNIA DEPARTMENT OF ALCOHOLIC BEVERAGE
CONTROL (ABC) GRANT IN THE AMOUNT OF \$13,500 AND AMENDING THE FISCAL
YEAR 2019-20 GENERAL FUND OPERATING BUDGET, INCREASING
BOTH REVENUES AND EXPENDITURES BY \$13,500**

WHEREAS, the Capitola Police Department is a recipient of a State of California Department of Alcoholic Beverage Control (ABC) Grant; and

WHEREAS, a budget amendment must be enacted before funds can be accepted and expended for their intended and legally mandated purposes.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Capitola hereby accepts a State of California Department of Alcoholic Beverage Control (ABC) Grant for \$13,500, and authorizes an amendment to the Police Department's 2019-20 budget by increasing both revenues and expenditures by \$13,500 as follows:

Category	FY 2019-20 Budget Amendment
ABC Grant Revenue	\$13,500
Total Source of Funds	\$13,500
Use of Funds:	
Overtime	\$ 13,000
Supplies	\$ 0
Training	\$ 500
Total Use of Funds	\$ 13,500

BE IT FURTHER RESOLVED that the Finance Department shall record these changes into the City's accounting records in accordance with appropriate accounting practices.

BE IT FURTHER RESOLVED that these grants will be expended pursuant to the conditions of the grant program.

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 24th day of October, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

3927 Lennane Drive, Suite 100
 Sacramento, CA 95834
 (916) 419-2500



September 25, 2019

Captain Andrew Dally
 Capitola Police Department
 422 Capitola Avenue
 Capitola, CA 95010

Re: ABC-OTS Grant Program

Dear Captain Dally:

We are pleased to inform you that your agency has been selected to participate in the Department of Alcoholic Beverage Control's ABC-OTS Grant Program. Funding for this project comes from the Office of Traffic Safety through the National Highway Traffic Safety Administration. We anticipate operations to begin upon completion of a one-day mandatory training. Funding will conclude on August 31, 2020.

Because the grant starts October 1, 2019, on or after that date you can make travel arrangements for your operations officer and fiscal officer to attend the one-day training. Travel purchased prior to October 1st will not be reimbursed. The information regarding the date, location and authorized per diem rates are enclosed. If you have questions, please contact Supervising Agent Brandon Shotwell at (916) 928-7954.

To expedite the issuance of your contract please review and complete the enclosed ABC-OTS Grant Program Information Sheet. You can mail, fax, or email this information to our Grant Coordinator, Diana Fouts-Guter, at 3927 Lennane Drive, Suite 100, Sacramento, CA 95834, Fax: (916) 928-7625, or email her at Diana.fouts-guter@abc.ca.gov. We will also need a resolution from your agency's governing body. Since these resolutions typically must put be on your governing body's calendar, we ask that you do this as soon as possible.

We appreciate your prompt response and look forward to working with your agency.

Sincerely,

Jacob Appelsmith
 Director

Enclosures

Attachment: 19_20 ABC Approval Letter (State of California ABC Grant Acceptance)

City of Capitola Budget Adjustment Form



Date 10/10/2019

Requesting Department Police

Administrative Council

Item # TBD
 Council Date Oct. 24, 2019
 Council Approval _____

Revenues		
Account #	Account Description	Increase/Decrease
1000-20-20-000-3320.100	State Government Grants	13,500
Total		13,500

Expenditures		
Account #	Account Description	Increase/Decrease
1000-20-20-000-4130.200	Overtime Grant Funded	13,000
1000-20-20-000-4400.500	Training & Memberships Other	500
Total		13,500

Net Impact -

Purpose: State of California Department of Alcoholic Beverage Control Grant

Department Head Approval _____
 Finance Department Approval _____
 City Manager Approval _____

Attachment: ABC Grant Budget Amendment (State of California ABC Grant Acceptance)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF OCTOBER 24, 2019

FROM: Public Works Department

SUBJECT: Consider Awarding a Contract for the Restriping of 41st Avenue

RECOMMENDED ACTION: Award a contract to Safety Striping Service for \$29,975.25 plus a 20 percent contingency for restriping on 41st Avenue.

BACKGROUND: Included in the Gas Tax Fund is a \$40,000 allocation for refreshing street lane lines and legends. This funding and work are budgeted annually and staff typically inventories existing conditions and makes a recommendation for the work. This year staff is recommending refreshing all of the lane lines along 41st Avenue.

DISCUSSION: Historically the lane lines on some portions 41st Avenue have used buttons, or “bot dots,” to mark the lanes. Over time the buttons break loose, making the lane lines hard to identify. As part of a 2009 repaving project between Capitola Road and Clares Street, the lane lines were transitioned to thermoplastic paint which remains visible even as it fades over the years. This project will remove all of the remaining buttons/bot dots and replace them with thermoplastic lines, refresh the lines put down in 2009, and add a yellow warning line along the medians to highlight them for drivers.

The City received three bids for this work (Attachment 1). They are summarized below:

Safety Striping Service	\$29,975.25
Sierra Traffic Markings	\$38,580.00
Chrisp Company	\$40,545.00

Staff recommends awarding a contract to Safety Striping Service in the above amount with a 20 percent contingency to account for variations in the final quantities of work completed.

FISCAL IMPACT: The Gas Tax Fund is a special revenue fund that the City receives from the State from tax revenue from the sale of gasoline and diesel fuel. The funding must be used for the maintenance and operation of the City’s street systems. The annual revenue for this fiscal year is \$279,855. The majority of these funds pay for the maintenance and operation of the streetlights, traffic signals, and pedestrian warning lights throughout the City, which typically costs \$140,000 annually. The remaining funding is allocated for street sweeper costs, engineering costs, road and sidewalk improvements and repairs, and painting. This year’s allocation for painting is \$40,000, which will cover the proposed project. If the all other expenses come in on budget, the projected balances will be carried forward.

ATTACHMENTS:

41st Avenue Striping Contract
October 24, 2019

1. Striping Bids

Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

10/18/2019



CA License Number 308669
 Phone (559) 651-1022 Goshen, CA 93227



DIR # 100001574

Signatory Contractors, Laborer's International, Northern & Southern California

SUBCONTRACTOR QUOTATION

PROJECT: Restriping (Maintenance) Roadways
 Capitola, City of

DATE: October 11, 2019

QUOTE#: 19-090

Item #	Description	Unit	Est Qty	Unit \$	Total \$	
SEGMENT #1:						
	Install Thermoplastic Stripe (Det 8)	LF	4140	0.600	\$2,484.00	
	Install Thermoplastic Stripe (Det 24)	LF	960	0.750	\$720.00	
	Install Thermoplastic Stripe (Det 38A)	LF	925	1.250	\$1,156.25	
	Install Thermoplastic Stripe (Det 39)	LF	1670	0.850	\$1,419.50	
	Install Thermoplastic Stripe (Det 39A)	LF	400	0.850	\$340.00	
	Remove existing Detail 10	LF	4140	1.450	\$6,003.00	
SEGMENT #2:						
	Install Thermoplastic Stripe (Det 8)	LF	5800	0.600	\$3,480.00	
	Install Thermoplastic Stripe (Det 24)	LF	1850	0.750	\$1,387.50	
	Install Thermoplastic Stripe (Det 38A)	LF	1000	1.250	\$1,250.00	
	Install Thermoplastic Stripe (Det 39)	LF	2300	0.850	\$1,955.00	
	Install Thermoplastic Stripe (Det 39A)	LF	600	0.850	\$510.00	
SEGMENT #3:						
	Install Thermoplastic Stripe (Det 8)	LF	3100	0.600	\$1,860.00	
	Install Thermoplastic Stripe (Det 24)	LF	1510	0.750	\$1,132.50	
	Install Thermoplastic Stripe (Det 31)	LF	800	1.250	\$1,000.00	
	Install Thermoplastic Stripe (Det 38A)	LF	2500	0.850	\$2,125.00	
	Install Thermoplastic Stripe (Det 39)	LF	1000	0.850	\$850.00	
	Install Thermoplastic Stripe (Det 39A)	LF	150	0.850	\$127.50	
	<i>remove existing detail 10</i>	<i>LF</i>	<i>1500</i>	<i>1.450</i>	<i>\$2175.00</i>	
SEE PAGE 2 FOR CONDITIONS.					TOTAL	\$27,800.25
						<i>\$ 29,975.25</i>

Attachment: Striping Bids (41st Avenue Striping Contract)



"UNION CONTRACTOR"

CA. LIC. #755317 Exp. 3-31-2021
 FED I.D. #27-1699985
 State of California SBE #1555640
 Bond Rate 1% (Minimum \$300)

ESTIMATE

ESTIMATE #	19-1315
DATE:	10/9/2019
BID DATE:	

SIERRA TRAFFIC MARKINGS, INC.
 9725 DEL ROAD SUITE B
 ROSEVILLE, CA. 95747

DIR Registration #1000002783

PHONE: (916) 774-9080

FAX: (916) 774-9088

ATTN: Ed Morrison

TO: City of Capitola
 420 Capitola Avenue
 Capitola, CA 95010

PHONE: 831-475-7300

FAX: 831-479-8879

EMAIL: emorrison@ci.capitola.ca.us

PROJECT: 41st Avenue Restripe

ADDRESS:

CITY: Capitola, CA

PROJECT #:

ESTIMATOR: Glenn Bacchi

CERTIFIED PAYROLL:

ITEM	DESCRIPTION	QTY	UNIT	TOTAL
1.	2019 STRIPING 41ST AVENUE Gross to Clares Detail 8 Detail 23 Detail 38A Detail 39 Detail 39A Remove Detail 10, 1/2 Missing	1 4,140 960 925 1,670 400 4,100	LS LF LF LF LF LF LF	18,590.00
2.	Clares to Capitola Detail 8 Detail 24 Detail 38A Detail 39 Detail 39A	1 5,800 1,850 1,000 2,300 600	LS LF LF LF LF LF	11,760.00
3.	Capitola to Railroad Tracks Detail 8 Detail 24 Detail 38A Detail 39 Detail 39A Detail 31 Removal of Detail 10	1 3,100 1,510 800 2,500 1,000 150 1,600	LS LF LF LF LF LF LF LF	8,230.00
NOTE: This Estimate INCLUDES the Following Items: A) Traffic Control For Sierra Traffic Markings (Does NOT Include Detours) B) Night Work *****CONTINUES ONTO NEXT PAGE*****				

Attachment: Striping Bids (41st Avenue Striping Contract)

ADDENDUMS ACKNOWLEDGED:

ACCEPTANCE OF THIS ESTIMATE: The above prices, specifications, and provisions are satisfactory and are hereby accepted. Sierra Traffic Markings Inc. is authorized to do the above mentioned work as specified. Payment will be made upon completion and/or receipt of invoice.

ACCEPTED BY: _____ **TITLE:** _____

DATE OF ACCEPTANCE: _____ **PO NUMBER:** _____ **JOB NUMBER:** _____

TOTAL 38,580

Chrisp Company

Fremont Office
 43650 Osgood Rd
 Fremont CA 94539
 Phone: (510) 656-2840 Fax: (510) 656-2397

7.E.1

Contractors License No. 374600

DIR Registration No. 100000306
 A General Engineering
 C-13 Fence, Wire, wood
 C-32 Highway Improvement

Quotation

Union Contractor / No minority Status

TO:

CAPITOLA, CITY OF
 420 CAPITOLA AVE
 CAPITOLA CA 95020
 Phone: (831) 475-7300 Fax: () -

Current Date: 10/3/2019
 BidDate: 10/4/2019
 JobName: 41st Ave Striping
 Location: Capitola Bid#: 45725 0
 Contract#: Job#:
 Working Days:

Contact: Ed Morrison

Liquidated Damages

email: eddiemo55@sbcglobal.net

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
Segment 1					
01	Detail 8	4140	LF	0.750	\$3,105.00
02	Detail 24	960	LF	0.800	\$768.00
03	Detail 38A	925	LF	1.600	\$1,480.00
04	Detail 39	1670	LF	1.200	\$2,004.00
05	Detail 39A	400	LF	1.100	\$440.00
05A	Remove Detail 10	4140	LF	2.000	\$8,280.00
Subtotal					\$16,077.00
Segment 2					
06	Detail 8	5800	LF	0.750	\$4,350.00
07	Detail 24	1850	LF	1.600	\$2,960.00
08	Detail 38A	1000	LF	1.400	\$1,400.00
09	Detail 39	2300	LF	1.200	\$2,760.00
10	Detail 39A	600	LF	1.100	\$660.00
Subtotal					\$12,130.00
Segment 3					
11	Detail 8	3100	LF	0.750	\$2,325.00
12	Detail 24	1510	LF	0.800	\$1,208.00
13	Detail 38A	800	LF	1.600	\$1,280.00
14	Detail 39	2500	LF	1.200	\$3,000.00
15	Detail 39A	1000	LF	1.100	\$1,100.00
16	Detail 31	150	LF	1.500	\$225.00
Subtotal					\$9,138.00

Removal
 0 10 \$ 3200

\$ 37345

\$ 40545

Attachment: Striping Bids (41st Avenue Striping Contract)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF OCTOBER 24, 2019

FROM: City Manager Department

SUBJECT: Set Appeal of Planning Commission Denial of Tree Removal Permit

RECOMMENDED ACTION: Schedule the appeal hearing for a tree removal permit at 1600 49th Ave. for the regular City Council meeting of January 23, 2020.

BACKGROUND: The requirements for tree removal permits are outlined in Capitola Municipal Code §12.12.180 and are generally granted administratively if staff can make findings outlined in the Code. Specifically, findings required are that the tree is a safety hazard, it is causing unreasonable property damage, or the tree's health is failing. Staff's decision can be appealed to the Planning Commission, and then to the City Council. Municipal Code §2.52 establishes that appeal process. Once an appeal is filed with the City Clerk's Office and any fees paid, it requires the City Council either to hear or schedule the appeal at its next regular meeting.

DISCUSSION: The Planning Commission heard an appeal of the Community Development Director's denial of permit to remove a large coastal redwood at 1600 49th Ave. at its October 3 meeting. One Commission member was recused due to proximity, and the vote tied at 2-2. According to Rosenberg's Rules, an action requires an affirmative vote, therefore the staff decision was upheld, and the permit denied. The applicants then submitted an appeal request to the City Clerk's Office on October 15 (Attachment 1).

Working with the applicants around pending agenda items and schedules, staff identified January 23, 2020, to hold the hearing.

FISCAL IMPACT: None. The applicants have given the City a deposit and will pay for staff time required to process the appeal.

ATTACHMENTS:

1. Oliver Appeal to Capitola City Council October 13 2019

Report Prepared By: Linda Fridy
City Clerk

Schedule appeal
October 24, 2019

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

10/18/2019

OCT 15 2019

Appeal of findings to City Council of the City of Capitola
Re: Coast redwood (*Sequoia sempervirens*) at 1600 49th Avenue

Capitola City Council
Attention: Sean Sesanto, Assistant Planner
420 Capitola Avenue Capitola, CA 95010

To Capitola City Council;

We regret that City staff has denied our request to remove this tree for safety reasons a second time and that the planning commission did not have an odd number of commissioners to approve our appeal—the commission split 2-2 with one recusal so no action could be taken.

The fact that 50% of the commissioners believed the risk of branch failure is too great and poses a dangerous situation lends support that prudent individuals would remove this tree. Further, one commissioner worked with Registered Professional Foresters before and repeatedly stated that they were extremely knowledgeable about trees—perhaps more knowledgeable than arborists.

Additionally, one of the commissioners appeared to have his mind made up to save this tree prior to the meeting. I want to caution Councilmembers that have strong tree preservation beliefs, this is NOT about saving a tree; it is about creating a safe environment for my family, neighbors and those walking under this tree on the sidewalk. We cannot change where this tree is located, we wish it were in a forest where it belongs, all we can do at this point is remove the tree for safety reasons.

We tried to remove the tree in 2012 for safety reasons due to our neighbors expressing concerns over falling branches but were denied. After the 2012 denial, we hired Lewis Tree Service at a cost of about \$2,000 in late 2012 or early 2013 and worked with their arborist, Mike Hernandez, to prune and tip branches to minimize future branch failures. The fact that we are applying again to remove this tree indicates how ineffectual these strategies are in minimizing branch failure.

We are not asking to remove this tree lightly. We have landscaped to make the tree a focal point of our yard and were not considering removing this tree, even with the branches falling after the tree pruning, until the events of this year. We genuinely appreciate the beauty of the tree. With this said, **we do not believe we can ignore any longer that we, our neighbor's and those walking underneath the tree on the sidewalk face a serious safety issue with falling branches from our tree.**

The staff denial for removal is based upon their misunderstanding of a registered professional foresters (RPF) credentials and the belief that the City's arborist's, Mr. Allen, recommendation that pruning EVERY branch to reduce weight would be sufficient to minimize or eliminate branch failure. We feel that Mr. Allen is less qualified than Mike Jani, the RPF that evaluated our tree, and was working at a disadvantage when it came to evaluating our tree. That is, it seems Capitola/staff do not feel that evaluations of trees require the individual doing the evaluation talk to the owners to determine:

1. Past maintenance;
2. Number of events;
3. Conditions during events;
4. Danger in cleaning gutters 4-6 times a year; and
5. Other critical information (e.g., mold and root removal remedy that may further weaken tree).

I would like to think if Mr. Allen had spoken to us and our neighbors that he would have concluded to remove the tree due to the present condition of the tree, our level of risk tolerance and conditions that

Attachment: Oliver Appeal to Capitola City Council October 13 2019 (Schedule appeal)

resulted in branch failures. **How is it possible for anyone to properly evaluate the removal or other strategies of trees without having a complete history?** We paid Capitola \$1,000 to have a tree evaluation done that was inadequate due to the process and a **poor evaluation that was incomplete based upon ISA Tree Hazard Evaluation form (attached)**. We feel cheated out of that money.

In addition to Capitola's poor administrative process for tree removal that we believe handicapped the arborist from obtaining critical evidence, my wife and I have read James Allen letter dated May 2, 2019 and we have some very deep concerns about the letter and conclusions. I will attempt to describe what I believe both the registered professional forester (RPF), Mike Jani, and James Allen agree to about our redwood and the flaws in Mr. Allen's letter and conclusions.

Mr. Allen and Mr. Jani are of like mind in the following areas when Mr. Allen in his letter states that:

The assessment of this tree's condition by Mr. Michael Jani, RPF is accurate:

- This tree is quite healthy with minor influences of salinity burn do to proximity of ocean influences
- This tree has very large, long limbs due to genetics and excellent cultural growing conditions
- Past pruning; thinning, limb removal and topping along with branch breakage has created spaces/voids and opened wind corridors in the tree's canopy resulting in increased branch failure potential during strong wind events that are typical "during large winter storms". (Quotation marks added by Mr. Allen and not in Mr. Jani report)
- Branch failures will continue.

This past year our redwood tree had an estimated **18-20 branch failures**, twelve of these branches fell to the ground immediately while 8 others hung up in the tree. **One of these branches was suspended over the sidewalk**. After the March 13th branch failures I had Lewis Tree Service come out on an emergency call to clean up the fallen branches and remove the other 6-8 broken branches in the canopy at a cost of \$700. **It is important to remember that we had pruned and tipped the tree 6 years earlier to prevent branch failures.**

There is also agreement between the two that branch failures will be expected to continue; though, Mr. Allen qualifies this by saying only if proper pruning is not preformed. Unfortunately, this is where most agreement ends. Mr. Allen states that:

Mr. Jani inaccurately states that this species is not native to the area and has outgrown the neighborhood.

Mr. Jani knows the "natural" habitat of redwoods since he has worked 45 years with redwoods in Santa Cruz County, is chief forester over 440,000 acres of redwoods throughout the State and is on the California State Board of Forestry appointed by both Governors Brown and Newsom. It doesn't take much research to find the native habitat of coastal redwoods and, in fact, it is well known that these redwoods have not populated the marine terrace habitat found in Capitola (See maps (not included) of redwood habitat by Charles Sargent (1881), Madison Grant (1919); Griffin and Critchfield (1972)). It is important that coastal redwoods have not naturally populated the marine terrace in Capitola because it begs the question, Why not?

It seems the reason why redwoods do not naturally occur in Capitola is that:

Although many redwood stands are close to the sea, they do not seem to tolerate ocean winds or salts and so do not grow on exposed hillsides that face the ocean.

(https://ucanr.edu/sites/forestry/California_forests/http__ucanrorg_sites_forestry_California_forests_Tree_Identification_/Coast_Redwood_Sequoia_sempervirens_198/)

The fact that our redwood was planted in an area that can support incredible growth has added to the problem of being exposed to strong coastal winds and salt that results in redwoods failing. **During the planning commission hearing, Mr. Routh stated he has been walking 49th Ave corridor for decades and has noticed the wind tunneling effect up 49th Ave.**

Mr. Allen does not include in his letter the impact of past tree topping, pruning and the open canopy caused by six-seven branches breaking in the same area when assessing risk; though, he acknowledges that these issues increase risk of branch failures. **Mr. Jani pointed out that each of these acts (topping done prior to our purchasing the house, pruning done by Lewis Tree Service and canopy opening by multiple branch failures in same location) creates a situation where branch failure can be expected to accelerate. Not one of these issues was dealt with by Mr. Allen specifically; thus, the real risks of branch failures caused by past practices and events that CANNOT be undone are completely ignored in Mr. Allen's letter.**

That is, how do you restore a 20 foot hole in the middle of a tree canopy that allows winds to accelerate and cause further branch failures?

I paid Capitola \$1,000 to have an assessment of the tree as a hazard based upon Mr. Jani's identified issues; what I received was an incomplete assessment from Mr. Allen that did not address most of the issues listed in ISA's Tree Hazard Evaluation Form (2nd Edition, see appropriate tree assessment form attached):

1. Assess the top of the tree and risk of these branches failing because of lack of structural foundation;
2. Assess the open canopy and the risk of future branch failure caused by the wind increasing velocity/force due to tunneling effect;
3. Assess the enhanced risk of branch failure caused by past pruning of important structural branches that has left the remaining branches with weakened points; and
4. Determine past maintenance or conditions that resulted in branch failure.

It is for the above reasons that Mr. Jani concluded that our redwood tree has outgrown the neighborhood. Mr. Allen says Mr. Jani is wrong in this assertion but does nothing in his letter to indicate that these specific risks can be mitigated by branch shortening.

Further, Mr. Jani assesses redwood trees for failure all of the time with respect to roads, utility lines, buildings, etc. Mr. Jani is MORE qualified about the risks of redwoods than is Mr. Allen, since he has managed 100,000's of acres of redwood trees over decades.

Mr. Allen in his conclusion states:

*This tree is in a good state of vigor with long, **weighted branches that are prone to continued breakage.** The supporting roots and trunk appear solid and are not expected to fail in the foreseeable future, Branch failures that occurred during January and March of 2019 may have been triggered by **atypical** storm events with strong bursts of high velocity wind that increased the load on the large diameter, long branches. Wind load is a dynamic force imposed upon structural components by constantly changing pressure, direction and duration of wind events.*

It seems apparent to me that Mr. Allen did not fully read our letter submitted in the application to remove our redwood and was not allowed to communicate with us so that he understood the wind

conditions. Our concluding paragraph provides the light wind condition on March 13, 2019 during a sunny and warm day.

Mr. Allen’s assertion that these branches failed during “**atypical**” storm events is neither accurate or a fair representation of the events that resulted in five large branches (we have all agreed these are abnormally large branches) failed on March 13, 2019. **Until someone can ascertain exactly why these five branches failed in light wind, there is no way of saying branch shortening will reduce future branch failings.**

Furthermore, storm conditions are predicted to get even stronger over the years, not decrease, thus, what Mr. Allen termed “atypical” storm events this year may be considered normal or mild in the future due to changes in climate.

The branches from this redwood tree came down in “typical” winter storm winds and “atypically” light wind. The branches did not fail in “atypically” strong storm winds as Mr. Allen suggests.

It should also be noted that Mr. Allen’s examples of trees that have undergone branch reduction and not had branch failures are located 4-5 times further from the ocean than our house, are protected by more structures and trees and will not receive the strong storm winds that our tree does on a coastal bluff. Further, these tree examples are not comparable in terms of size or history of branch failure in low winds.

We started this process because after the March 13th event I believed that there was an emergency issue due to the number and size of branches that fell during a slight change in wind direction. The winds March 13 were not particularly strong; though, they brought down 5 large branches from this redwood tree onto my neighbor’s property and over the sidewalk. For everyone’s safety it is time to remove this tree that has outgrown the neighborhood in which it was planted.

We feel that City staff accepted Mr. Allen’s letter because of the working relationship that they have with him. **His letter does not refute any of Mr. Jani’s findings and, in fact, supports all of them with the exception of removing the tree for safety.** The difference between Mr. Jani and Mr. Allen is that Mr. Jani feels that past topping, pruning and recent wind events that opened the canopy make the tree unsafe; therefore, decided the best and safest course forward to protect everyone was tree removal. **Mr. Allen does not provide any evidence that the past events with the tree are NOT going to increase branch failure as indicated by Mr. Jani.**

Mr. Allen goes to great length to point out the difference in his certification and assumes that just because Mr. Jani is not an arborist that he cannot correctly assess risk with trees in which he is extremely knowledgeable. In addition, Mr. Allen states that proper maintenance will reduce risk to a tolerable level—whose risk is at a tolerable level. Certainly not mine, my wife’s, our neighbors or those walking on the sidewalk under the tree.

I can understand why a person that does not live by this tree, does not walk on the sidewalk under the overhanging branches, does not have to go on the second story to remove redwood debris 4-6 times a year, or does not have house mold related to organic matter (i.e., redwood tree roots) in the crawl space may seem comfortable with the proposed remedy. **However, I think any prudent individual can also see that 30 foot long branches falling from a height of 30-80 feet in heavy or light winds may believe that a more acceptable solution is tree removal. Two planning commissioners agreed.**

It is critical to note that Mr. Allen, and all that deal with risk assessment, always put on a caveat that past results (branch shortening) may not predict future events (branches not falling) and nothing short of removal will reduce risk to zero. I find this language convenient, vague and, most likely, developed in

response to legal action against arborists that assessed risk incorrectly. **If Mr. Allen is so sure of his branch shortening strategy, will he accept liability after branch shortening if branches fail and harm individuals or property? Will Capitola accept liability for denying a second time the application to remove this tree?** That is, will Mr. Allen provide analysis about branch shortening that asserts it will **eliminate** future branch failures without adding the caveat of tolerable risk and removal is the only remedy that ensures safety? **Will Capitola create a policy that assumes risks of trees that they deny removal for safety reasons? Will Capitola take over maintenance costs of the redwood tree?**

If the answer to these questions is no, then I believe the risk tolerance reverts to the property owner. **My wife and I are not willing to accept the level of risk that Mr. Allen apparently is. Our neighbors are friends and I would feel horrible if something happened to them, their dog or their property because we accepted a risk level of "tolerable" when Mr. Jani, who is extremely knowledgeable of redwoods, said to remove the tree for safety and liability reasons.**

Council members, I have stated our position, rationale, and level of risk tolerance. We ask that you override the staff recommendation and permit us to remove the tree for safety reasons. Two planning commissioners agreed with the tree removal for safety reasons. **The fact that two commissioners believed the risk of branch failure is too great and the tree should be removed is evidence that prudent individuals would remove this tree. I do not feel that I could find a person willing to accept the inherent risk and liability of this tree given its history of past failures.**

Further, it seems that everything that has been done to our redwood (i.e., topping that was wholly wrong but cannot be undone, past pruning that we thought would help, or the branch failures that opened up the canopy to future failures) has only hurt it. I do not have faith that shortening every branch, pruning every branch to reduce weight, and root undercutting to prevent mold in our house will change the direction of interventions; the tree will end up being worse off and more of a risk – not less.

Thank you for your time, patience and deliberation. **It is not easy for us to ask you to do this but the tree possesses risks to us, our neighbors and those walking beneath this redwood.** You represent us as a check on government over-reach; this tree is our property, it is unsafe as stated by an extremely knowledgeable RPF that works with redwoods, and it is critical that you approve the tree approval application for tree removal for safety reasons—regardless of your own beliefs around tree preservation. **We hope that you understand that we ask for the removal of this tree because we feel the responsibility and obligation of protecting our neighbors.**

Sincerely,



Michael and Vickie Oliver
1600 49th Ave.
Capitola, Ca 95010

Pictured below is Mr. Oliver on second story of home to remove redwood debris in August 2019. This has to be done 4-6 times a year including after winter storms when the roof may still be wet. Just maintaining the gutters due to the redwood tree creates a safety issue—over 500,000 people fall off ladders and roofs each year. Cleaning gutters requires both climbing ladders and reaching over the roof line.



Attachment: Oliver Appeal to Capitola City Council October 13 2019 (Schedule appeal)



A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas
TREE HAZARD EVALUATION FORM 2nd Edition

Site/Address: _____
 Map/Location: _____
 Owner: public _____ private _____ unknown _____ other _____
 Date: _____ Inspector: _____
 Date of last inspection: _____

HAZARD RATING:

Failure Potential	+	Size of part	+	Target Rating	=	Hazard Rating
						_____ Immediate action needed
						_____ Needs further inspection
						_____ Dead tree

TREE CHARACTERISTICS

Tree #: _____ Species: _____
 DBH: _____ # of trunks: _____ Height: _____ Spread: _____
 Form: generally symmetric minor asymmetry major asymmetry stump sprout stag-headed
 Crown class: dominant co-dominant intermediate suppressed
 Live crown ratio: _____ % Age class: young semi-mature mature over-mature/senescent
 Pruning history: crown cleaned excessively thinned topped crown raised pollarded crown reduced flush cuts cabled/braced
 none multiple pruning events Approx. dates: _____
 Special Value: specimen heritage/historic wildlife unusual street tree screen shade indigenous protected by gov. agency

TREE HEALTH

Foliage color: normal chlorotic necrotic Epicormics? Y N Growth obstructions:
 stakes wire/ties signs cables
 Foliage density: normal sparse Leaf size: normal small curb/pavement guards
 Annual shoot growth: excellent average poor Twig Dieback? Y N other _____
 Woundwood development: excellent average poor none
 Vigor class: excellent average fair poor
 Major pests/diseases: _____

SITE CONDITIONS

Site Character: residence commercial industrial park open space natural woodland/forest
 Landscape type: parkway raised bed container mound lawn shrub border wind break
 Irrigation: none adequate inadequate excessive trunk wetted
 Recent site disturbance? Y N construction soil disturbance grade change line clearing site clearing
 % dripline paved: 0% 10-25% 25-50% 50-75% 75-100% Pavement lifted? Y N
 % dripline w/ fill soil: 0% 10-25% 25-50% 50-75% 75-100%
 % dripline grade lowered: 0% 10-25% 25-50% 50-75% 75-100%
 Soil problems: drainage shallow compacted droughty saline alkaline acidic small volume disease center history of fail
 clay expansive slope _____° aspect: _____
 Obstructions: lights signage line-of-sight view overhead lines underground utilities traffic adjacent veg. _____
 Exposure to wind: single tree below canopy above canopy recently exposed windward, canopy edge area prone to windthrow
 Prevailing wind direction: _____ Occurrence of snow/ice storms never seldom regularly

TARGET

Use Under Tree: building parking traffic pedestrian recreation landscape hardscape small features utility lines
 Can target be moved? Y N Can use be restricted? Y N
 Occupancy: occasional use intermittent use frequent use constant use

The International Society of Arboriculture assumes no responsibility for conclusions or recommendations derived from use of this form.

Attachment: Oliver Appeal to Capitola City Council October 13 2019 (Schedule appeal)

TREE DEFECTS

ROOT DEFECTS:

Suspect root rot: Y N Mushroom/conk/bracket present: Y N ID: _____
 Exposed roots: severe moderate low Undermined: severe moderate low
 Root pruned: _____ distance from trunk Root area affected: _____% Buttress wounded: Y N When: _____
 Restricted root area: severe moderate low Potential for root failure: severe moderate low
 LEAN: _____ deg. from vertical natural unnatural self-corrected Soil heaving: Y N
 Decay in plane of lean: Y N Roots broken Y N Soil cracking: Y N
 Compounding factors: _____ Lean severity: severe moderate low

CROWN DEFECTS: Indicate presence of individual defects and rate their severity (s = severe, m = moderate, l = low)

DEFECT	ROOT CROWN	TRUNK	SCAFFOLDS	BRANCHES
Poor taper				
Bow, sweep				
Codominants/forks				
Multiple attachments				
Included bark				
Excessive end weight				
Cracks/splits				
Hangers				
Girdling				
Wounds/seam				
Decay				
Cavity				
Conks/mushrooms/bracket				
Bleeding/sap flow				
Loose/cracked bark				
Nesting hole/bee hive				
Deadwood/stubs				
Borers/termites/ants				
Cankers/galls/burls				
Previous failure				

HAZARD RATING

Tree part most likely to fail: _____ Failure potential: 1 - low; 2 - medium; 3 - high; 4 - severe
 Inspection period: _____ annual _____ biannual _____ other _____ Size of part: 1 - <6" (15 cm); 2 - 6-18" (15-45 cm);
 Failure Potential + Size of Part + Target Rating = Hazard Rating 3 - 18-30" (45-75 cm); 4 - >30" (75 cm)
 _____ + _____ + _____ = _____ Target rating: 1 - occasional use; 2 intermittent use;
 3 - frequent use; 4 - constant use

HAZARD ABATEMENT

Prune: remove defective part reduce end weight crown clean thin raise canopy crown reduce restructure shape
 Cable/Brace: _____ Inspect further: root crown decay aerial monitor
 Remove tree: Y N Replace? Y N Move target: Y N Other: _____
 Effect on adjacent trees: none evaluate
 Notification: owner manager governing agency Date: _____

COMMENTS

Attachment: Oliver Appeal to Capitola City Council October 13 2019 (Schedule appeal)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF OCTOBER 24, 2019

FROM: City Manager Department
SUBJECT: Consider Afterschool Program Scholarships

RECOMMENDED ACTION:

1. Approve a scholarship program for the Recreation Division afterschool program, and
2. Authorize a budget amendment to allocate \$4,000 from the dedicated early childhood and youth programs fund, and to accept a \$4,000 matching contribution for the scholarship program from the Soquel Union Elementary School District.

BACKGROUND: In September 2019, the Recreation Division began a pilot Afterschool Rec Club at New Brighton Middle School (formerly the Teen Club). The cost of this program is \$12 per day for residents, which includes those living in the Soquel Union Elementary School District (SUESD) boundaries, and \$14 per day for nonresidents. Sessions are offered in six- or seven-week cycles. The cost to enroll depends on the number of days a week a student participates in the program and the length of the session. For example, for three days a week of participation in a six-week session the cost is \$215 resident/\$252 nonresident.

Research into scholarship processes used by other recreation departments in the County showed most use the Federal Income Eligibility Guidelines for free or reduced meals. The California Department of Education states that any family who qualifies for CalFresh or CalWorks benefits are automatically eligible for free meal benefits. Staff has received public inquiries regarding scholarships for the afterschool program.

DISCUSSION: Consistent with other local recreation programs, staff is recommending a scholarship application process that utilizes the Federal Income Eligibility Guidelines, or CalFresh/CalWorks benefits. Applicants will self-report their eligibility; there is no proposed income verification process. Applicants who qualify will be eligible for a full scholarship minus a registration fee. For example, the cost to participate in a six-week session, for three days a week, for will drop from \$215 to \$15.

Income verification processes are staff intensive. The City currently contracts with the Housing Authority to complete income verifications for affordable housing units. Each verification costs approximately \$150. The Friends of Parks and Recreation for Santa Cruz City and the California Department of Education use an application process that references the Federal guidelines and also does not require proof of income.

As proposed, applicants must be residents of the City or Soquel Union Elementary School District to receive funding. Scholarship applications will be processed on a first-come, first-

Afterschool Program Scholarships
October 24, 2019

served basis and if all the funds are awarded will serve a minimum of 15 percent of participants, for each session.

Staff will review scholarship applications. Those applicants awarded benefits will receive a credit applied to their Active Net account. Any award not used after the start of the session will be returned to the scholarship fund and awarded to the next qualified applicant.

Staff recommends allocating \$4,000 from the Transient Occupancy Tax (TOT) dedicated early childhood and youth fund to be used for the remainder of Fiscal Year 2019/20. SUEDES has pledged to match \$4,000 from its budget to be allocated to this scholarship fund for a total scholarship program of \$8,000.

The money allocated for this scholarship will be used specifically for the Afterschool Rec Club and no other programs offered by Recreation. As part of the Strategic Plan project, an evaluation of the scholarship need for all of Recreation programs will be explored and brought before Council at a later date.

FISCAL IMPACT: The estimated available balance in the Restricted TOT Early Childhood/ Youth Programs fund is \$20,000. Using \$4,000 for the scholarship fund will leave a remaining available balance of approximately \$16,000.

ATTACHMENTS:

1. Scholarship Application
2. Afterschool Scholarship Program Budget Amendment

Report Prepared By: Nikki Bryant LeBlond
Recreation Supervisor

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

10/18/2019



Capitola Recreation Scholarship Application

4400 Jade Street, Capitola, CA 95010 • 831.475.5935

Parent/Guardian Name: _____ Child Name: _____

Address: _____ City: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

SCHOLARSHIP REQUESTS

Program Title	Cost of Program	Dates of Program

Including myself, household size: _____

Household monthly income:
\$ _____

Household is synonymous with family and means a group of related or unrelated individuals who are not residents of an institution or boarding house, but who are living as one economic unit sharing housing and all significant income and expenses.

*Based on California Department of Education Income eligibility guidelines for reduced price meals and snacks.
<https://www.cde.ca.gov/ls/nu/rs/scales1920.asp>*

OR I currently receive CalFresh or CalWorks benefits

Income Eligibility Limits

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	23,107.00	1,926.00	963.00	889.00	445.00
2	31,284.00	2,607.00	1,304.00	1,204.00	602.00
3	39,461.00	3,289.00	1,645.00	1,518.00	759.00
4	47,638.00	3,970.00	1,985.00	1,833.00	917.00
5	55,815.00	4,652.00	2,326.00	2,147.00	1,074.00
6	63,992.00	5,333.00	2,667.00	2,462.00	1,231.00
7	72,169.00	6,015.00	3,008.00	2,776.00	1,388.00
8	80,346.00	6,696.00	3,348.00	3,091.00	1,546.00
For each additional family member, add:	8,177.00	682.00	341.00	315.00	158.00

Attachment: Scholarship Application (Afterschool Program Scholarships)

- Scholarship applications **must be submitted 5 working days before the start of registration**. Email to: capitolarecreation@ci.capitola.ca.us or mail to 4400 Jade St. Capitola, CA 95010
- Applications will be reviewed in the order they are received
- Applicants who are awarded benefits will receive full benefits minus the registration fee. The registration fee is the responsibility of the applicant.
- Scholarship applicants **must create a Capitola Recreation ActiveNet account** to receive benefits
- Scholarship benefits will be awarded as credit to your ActiveNet account
- Any unused credit will be removed from your account and returned to the scholarship fund a week after the start of the session.

By signing below, I acknowledge that the information I provided is accurate, true, correct and that my household INCOME IS AT OR LESS THAN the income eligibility scale provided, or I currently receive CalFresh or CalWorks benefits.

Signature: _____ Date: _____

City of Capitola Budget Adjustment Form



Date 10/10/2019

Requesting Department Recreation

Administrative Council

Item # TBD
 Council Date 10/24/2019
 Council Approval _____

Revenues		
Account #	Account Description	Increase/Decrease
1000-50-50-545-3910.xxx	Interfund transfer in-Restricted	4,000
	TOT Early Childhood/Youth	
1000-50-50-545-3700.xxx	Other revenues grants, donations	4,000
Total		8,000

Expenditures		
Account #	Account Description	Increase/Decrease
1305-00-00-000-4910.xxx	Interfund transfer out-aftershcool	4,000
	scholarship program	
Total		4,000

Net Impact	4,000
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Purpose: Funding for Afterschool Scholarship Program

Department Head Approval _____
 Finance Department Approval Jim Malberg
 City Manager Approval _____

Attachment: Afterschool Scholarship Program Budget Amendment (Afterschool Program Scholarships)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF OCTOBER 24, 2019

FROM: Community Development

SUBJECT: Introduction of an Ordinance Amending Chapter 15.04 of the Capitola Municipal Code Pertaining to Building and Fire Model Codes

RECOMMENDED ACTION: Adopt the first reading of an Ordinance amending Municipal Code Chapter 15.04 to update building and fire codes reflecting 2020 state standards.

BACKGROUND: The State of California has adopted new editions of the California Building Codes, which take effect throughout the state on January 1, 2020. The proposed Ordinance would amend Title 15 of the Municipal Code to adopt the most current version of the California Building Codes as required by California Health and Safety Code Section 18541.5.

DISCUSSION: The City of Capitola must amend Title 15 of the Capitola Municipal Code approximately every three years to incorporate the most recent editions of building codes that have been adopted by the California Building Standards Commission.

Additionally, the Municipal Code will be amended to allow for the use of the International Building Codes as an alternative to the California Building Codes, if reviewed and approved by the City's Building Official.

Unlike previous Building Code cycle amendments, there are no significant changes from the 2016 California Building Codes. Notable code changes are shown below and a detailed list of changes are provided in Attachment 1.

- Modifications related to geologic conditions and concrete floors in residential structures; language deleted as current code has language that supersedes.
- Modifications related to seismic reinforcing and concrete floor moisture penetration are deleted as current code has language that supersedes.
- A new Section is added to clarify language regarding a Seismic Design method which was not previously identified.

Central Fire Protection District's updated code adoption is included as Attachment 2.

Staff recommends the City Council adopt the State Codes as the governing Code to construct a structure during this cycle due to the City's obligation to apply State Building and Fire Codes and because the State's standards are tailored to the geographic, climatic, and topographic

Intro Ord Building and Fire Model Code Amendment
October 24, 2019

conditions found in California. Staff also recommends the City Council adopt any and all amendments and errata to the State Codes to retain regional code consistency and long-standing seismic construction standards which were not included in the most recent state code update.

ATTACHMENTS:

1. Summary of Building Code Changes (PDF)
2. 2019 Fire Code (PDF)

Report Prepared By: Katie Herlihy
Community Development Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

10/18/2019

ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
AMENDING CHAPTER 15.04 OF THE CAPITOLA MUNICIPAL CODE
PERTAINING TO ADOPTION OF CALIFORNIA BUILDING CODES**

THE CITY COUNCIL OF THE CITY OF CAPITOLA HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Chapter 15.04 is amended to be titled Building and Fire Codes

SECTION 2. Section 15.04.010 of the Capitola Municipal Code is amended to read as follows:

15.04.010 Adoption of California Building Codes. The City of Capitola adopts the following Codes or designated portions thereof:

- A. The California Building Code and appendices, 20162019 edition, which edition incorporates the International Building Code, 20152018 edition as published by the International Code Council and includes the Historic, Existing Building, and International Property Maintenance Codes.
- B. The California Electrical Code, 20162018 edition, which incorporates the 2014 National Electrical Code as published by the National Fire Protection Association, NFPA 70.
- C. The California Mechanical Code, 20162019 edition, which incorporates the 20152018 Uniform Mechanical Code as published by the Association of Plumbing and Mechanical Officials.
- D. The California Plumbing Code, 20162019 edition, which incorporates the 20152018 edition of the Uniform Plumbing Code.
- E. ~~The California Fire Code, 2019 edition as amended by the Central Fire Protection District Fire Code, 2018 edition.~~
- F. The California Residential Code, 20162019 edition, which incorporates the International Residential Code, 20152018 edition.
- G. The 20162019 California Referenced Standards Code.
- H. The California Energy Code, 20162019 edition.
- I. The California Green Building Standards Code, 20162019 edition.
- J. The California Administrative Code, 20162019 edition.
- K. The California Historical Building Code, 20162019 edition.
- L. The California Existing Building Code, 20162019 edition, which incorporates the International Existing Building Code, 20152018 edition.

The International Building Codes may be used as an alternative to the California Codes, when submitted, reviewed, and approved by the City's Building Official.

~~SECTION 3. Section 15.04.050 Modifications to the California Building Code.~~

~~A. The following local geologic conditions justify modifications to California Building Standards Code as detailed in subsection B:~~

~~Geological—The region is located in an area of high seismic activities as indicated by United States Geological Survey and California Division of Mines and Geology. Recent earthquake activities have indicated the lack of flexibility of materials and/or building systems has been a contributing factor to damages that reduced the usability~~

~~of buildings, degraded the life safety of building occupants, and increased the cost of rehabilitation of the structures.~~

~~B. The following modifications apply to the California Building Code:~~

~~1805.3.1. Concrete floors in all residential occupancies shall be protected from moisture penetration by a bed of at least three inches of clean rock, not less than 3/8 inch nor more than 1 inch in diameter. Dam proofing consisting of not less than 10-mil polyethylene with joints lapped not less than 12 inches, a vapor barrier that meets or exceeds ASTM E-1745 Standards, or other approved methods or materials shall be installed beneath the slab. Joints in the membrane shall be lapped and sealed in accordance with the manufacturer's installation instructions.~~

~~Section 1905.1.8. Amends ACI 318 section 22.10.1 of ACI 318 that allows the use of plain concrete in residential structures assigned to seismic design category D, E or F to read:~~

~~22.10. Plain concrete in structures assigned to seismic design category C, D, E or F.~~

~~22.10.1. Structures assigned to Seismic Design Category C, D, E or F shall not have elements of structural plain concrete, except as follows:~~

~~(a) — Isolated footings of plain concrete supporting pedestals or columns are permitted, provided the projection of the footing beyond the face of the supported member does not exceed the footing thickness.~~

~~Exception: In detached one and two-family dwelling three stories or less in height, the projection of the footing beyond the face of the supported member is permitted to exceed the footing thickness.~~

~~(b) — Plain concrete footing supporting walls are permitted, provided the footings have at least two continuous longitudinal reinforcing bars. Bars shall not be smaller than No. 4 and shall have a total area of not less than 0.002 times the gross cross-sectional area of the footing. A minimum of one bar shall be provided at the top and bottom of the footing. Continuity of reinforcement shall be provided at corners and intersections.~~

~~Exception: In detached one and two-family dwellings three stores or less in height and constructed with stud bearing walls, plain concrete footings with at least two continuous longitudinal reinforcing bars not smaller than No. 4 are permitted to have a total area of less than 0.002 times the gross cross-sectional area of the footing.~~

~~SECTION 4. The following changes and modifications are hereby made to the California Residential Code as referenced below:~~

~~R506.2.3. Concrete floors in all residential occupancies shall be protected from moisture penetration by a bed of at least three inches of clean rock, not less than 3/8 inch nor more than 1 inch in diameter. Damproofing consisting of not less than 10-mil polyethylene with joints lapped not less than 12 inches, a vapor barrier that meets or exceeds ASTM E-1745 Standards, or other approved methods or materials shall be installed beneath the slab. Joints in the membrane shall be lapped and sealed in accordance with the manufacturer's installation instructions.~~

~~R403.1.3. Seismic reinforcing.~~

~~a) — Concrete footings located in Seismic Design Categories D0, D1 and D2, as established in Table R301.2 (1), shall have minimum reinforcement of at least two continuous longitudinal reinforcing bars not smaller than No. 4 bars. Bottom~~

~~reinforcement shall be located a minimum of 3 inches (76 mm) clear from the bottom of the footing.~~

~~a) In Seismic Design Categories D0, D1 and D2 where a construction joint is created between a concrete footing and a stem wall, a minimum of one No. 4 bar shall be installed at not more than 4 feet (1219 mm) on center. The vertical bar shall extend to 3 inches (76 mm) clear of the bottom of the footing, have a standard hook and extend a minimum of 14 inches (357 mm) into the stem wall.~~

~~a) In Seismic Design Categories D0, D1 and D2 where a grouted masonry stem wall is supported on a concrete footing and stem wall, a minimum of one No. 4 bar shall be installed at not more than 4 feet (1219 mm) on center. The vertical bar shall extend to 3 inches (76 mm) clear of the bottom of the footing and have a standard hook.~~

~~a) In Seismic Design Categories D0, D1 and D2 masonry stem walls without solid grout and vertical reinforcing are not permitted.~~

~~Exception: In detached one- and two-family dwellings which are three stories or less in height and constructed with stud bearing walls, isolated plain concrete footings supporting columns or pedestals are permitted.~~

SECTION 3. In Seismic Design Categories D₀, D₁, and D₂, Method GB is not permitted and the use of Method PCP is limited to one-story single family dwellings and accessory structures.

Add the “e” footnote notation in the title of Table R602.10., after the four footnotes currently shown, to read:

TABLE R602.10.1.3(3)^{a,b,c,d,e}

a) R602.10.4.4. Limits on methods GB and PCP. In Seismic Design Categories D₀, D₁, and D₂, Method GB is not permitted for use as intermittent braced wall panels, but gypsum board is permitted to be installed when required by this Section to be placed on the opposite side of the studs from other types of braced wall panel sheathing. In Seismic Design Categories D₀, D₁, and D₂, the use of Method PCP is limited to one-story single family dwellings and accessory structures.

SECTION 45. This Ordinance shall take effect and be in full force January 1, 2020.

This Ordinance was introduced on the 24th day of October, 2019, and was passed and adopted by the City Council of the City of Capitola on the ____ day of November, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Jacques Bertrand, Mayor

ATTEST:

Linda Fridy, City Clerk

February 20, 2019

SUMMARY OF 2019 CALIFORNIA BUILDING STANDARDS CODE CHANGES

Changes in the 2019 California Building Standards Code (Parts 1, 2, 3, 4, 5, 10, 11 and 12, California Code of Regulations, Title 24) amended by the Division of the State Architect – Structural Safety (DSA-SS) provide enhanced clarity and consistency in application. The basis for the majority of these changes resulted from California amendments to the 2018 model building codes. Part 1, California Administrative Code, became effective January 8, 2019. Parts 2, 3, 4, 5, 10, 11 and 12 become effective January 1, 2020. Some of the most significant changes include the following:

Part 1:

- Clarifies when an addition is required to have a dedicated egress system.
- Revises project inspector certification examinee eligibility criteria to better recognize appropriate qualifying experience and/or education.

Part 2:

- Aligns engineering requirements in the building code with major revisions to national standards for structural steel and masonry construction, minor revisions to standards for wood construction, and support and anchorage requirements of solar panels in accordance with industry standards.
- Clarifies requirements for testing and special inspection of selected building materials during construction.
- Recognizes and clarifies design requirements for buildings within tsunami inundation zones.

Part 4:

- Increases MERV (Minimum Efficiency Reporting Value) for air filters from 8 to 13.

Part 11:

- Requires electric vehicle charging infrastructure for new parking areas and additions to existing parking.
- Sets minimum requirements for use of shade trees to provide shade to surface parking areas as well as landscape and hardscape areas.

Substantial changes reflected in the 2019 California Building Standards Code as amended by DSA-SS are as follows:

Part 1 – California Administrative Code (CAC, Effective January 8, 2019)

SECTION	NOTES
4-306	Clarifies when an addition is required to have a dedicated egress system for the occupants of that addition, independent of the existing building to which it is attached. See DSA BU 19-01 .
4-321 & 4-324	Aligns the project filing fee for school buildings, and examples for calculating the fee, in accordance with the AB 111, 2017 Budget Bill, which went into effect June 27, 2017 by amendment to Education Code sections 17300 and 81133. These fees are subject to adjustment per AB 111 which will be published by DSA upon modification.
4-333.1	Changes project inspector examinee candidate eligibility criteria to recognize various qualifying experience and education and to improve alignment with similar programs (e.g., OSHPD), Removes the Class 4 examination and incorporates previous Class 4 qualification criteria into Class 3 criteria.

Part 2 – California Building Code (CBC, Effective January 2020)

CHAPTER	SECTION	NOTES
1	106.1.1	Revises existing DSA amendment to clarify posting requirements for design snow loads at floor levels and roofs.
2	202	Definitions were removed from Chapters 16, 16A – 26 and relocated into Chapter 2.
15	1502	2018 IBC relocated roof drainage provisions into Section 1502.
15	1510.7.2.1	Provides additional information regarding seismic and wind design requirements for roof top solar panels and references new sections added to ASCE 7. Amendment also allows DSA to accept industry standards to ensure compliance of solar panel attachments after recent solar panel attachment failures.
16 & 16A	1617 and 1617A	Several DSA amendments were eliminated, resulting from inclusion of same or equivalent requirements in revised masonry reference standards, TMS 402-16 and TMS 602-16.
16 & 16A	1617.3.1 & 1605A.1.1	Adds allowance to use $\phi = 1$ (ϕ for foundation geotechnical capacity at soil-foundation interface as defined in new ASCE 7 Section 12.13.5 “Strength Design for Foundation Geotechnical Capacity”).
16 & 16A	1617.7.1 & 1609A.1.3	Revises amendment language to clarify the drift limit of single-story open “structures” (currently “buildings” in 2016 CBC) applies only where the structure is used for larger occupancies or emergency purposes (Seismic Risk Category III or IV).

16 & 16A	1617.9.4 & 1613A.3	Adds amendment to note that ballasted PV systems must comply with ASCE 7 Section 13.6.12 (new provisions for Rooftop Solar Panels).
16 & 16A	1617.10 & 1615A.1	Adds amendment to clarify how Tsunami Risk Category (TRC) will be determined (new Section 1615 added to 2018 IBC and new Chapter 6 added to ASCE 7-16 regarding Tsunami loads). TRC dictates the level of design and detailing required.
16 & 16A	1617.11.9 & 1617A.1.10	Amendment eliminates the prohibition on extreme torsional irregularity for very stiff structures where diaphragm span-to-depth ratio does not exceed 3 and the maximum story drift in the direction of the irregularity is less than 10% of the allowable story drift.
16 & 16A	1617.11.15& 1617A.1.18	Distinguishes between moveable and mobile equipment; mobile equipment anchorage not required when stored in a storage room, subject to specified conditions.
16A	1617A.1.23	For non-structural component anchorage, when $I_p=1.5$, Ω_o need not exceed R_p .
16 & 16A	1617.11.16, 1617.11.17, 1617.11.18 & 1617A.1.24, 1617A.1.25, and 1617A.1.26	Provides limitations on maximum support rod length and load for non-structural component anchorage.
17A	Tables 1705A.2.1 and 1705A.3	While the number of changes appears significant, no new testing or special inspection requirements occur; changes made merely reference existing requirements.
17A	1705A.2.5	Clarifies qualifications for NDT personnel performing such testing on steel connections to align with current industry standards.
17A	1705A.2.6	Clarifies qualifications for special inspectors of steel high strength fastener assemblies to align with current industry standards.
17A	1705A.3.4	Exception language provides clarification of reasonable actual field practice of special inspection requirements for prestress or posttensioned cables or tendons.
17A	1705A.17	Adds Risk Category II structures to those requiring special inspection since DSA project inspectors currently perform these special inspections.

18A	1810A.3.8.3.3	Amendment removes new exception added to 2018 IBC 1810.3.8.3.3 item 5 for SDC D, E and F regarding minimum transverse reinforcement precast non-prestressed concrete piles.
18A	1810A.3.8.3.4	Adds exception permitting an increase in the prestressed concrete pile axial load limit under Ω_0 E forces.
18A	1811A.3, 1812A.2, and 1812A.4.1	Updates amendments regarding maximum duration for temporary shoring and required corrosion protection and test loads in response to/ in order to coordinate with latest issue of PTI DC35.1 Recommendations for Prestressed Rock and Soil Anchors.
19A	1903A.8	Clarifies allowance of and requirements associated with fusion welding with holding wire often used in reinforcing steel cages. Also, provides quality control requirements for reinforcing with fusion welded holding wires.
19 & 19A	1909.4 and 1908A	For Shotcrete, most DSA-only amendments adopted in the 2016 CBC and the July 1, 2018 Supplement are being repealed and co-adopted with OSHPD. Recognizes current shotcrete references (ACI 506.2-13 and ACI 506R-16). <i>Previously adopted significant changes aligning with current industry standards include increasing from 3,000 psi to 4,000 psi minimum shotcrete compressive strength (1909.4.1 and 1908A.1), modifying surface roughening techniques based on environmental considerations (1909.4.4 and 1908A.1), and increasing the minimum curing temperature to be maintained from 40°F to 50°F (1909.4.6 and 1908A.9).</i>
21 & 21A		Several DSA amendments were eliminated, resulting from inclusion of same or equivalent requirements in revised masonry reference standards, TMS 402-16 and TMS 602-16.
21 & 21A	2115.2 & 2103A.4	Allows the sampling and testing of unidentified masonry reinforcing bars to match that used for concrete reinforcing bars.
21 & 21A	2104A.1.3.1.2.2	Allows an increase in wall height for low-lift grout method for 10" nominal and larger CMU units.
21 & 21A	2115.9.1 & 2106A.1.1	Relaxes horizontal reinforcing spacing requirements for non-bearing non-shear walls, whether interior or exterior.
22 & 22A		Repeals multiple former DSA amendments where the 2018 steel standards for seismic design have adopted the same or equivalent.

22 & 22A	2212 and 2211A	Multiple DSA amendments have been relocated and references updated to align with 2018 IBC and steel standards (AISC and AISI).
23	2304	Accepts new Cross-Laminated Timber (CLT) requirements for gravity and non-lateral resisting elements and systems.
26	2618	Adopts new 2018 IBC adopted provisions for attachment of insulated exterior finishes to wood framing; similar to provisions previously adopted for steel framing.
31		Amends several sections in Chapter 31 to align with the design and material chapter requirements for public schools.
35		Updates reference standards to current versions.

Part 3 – California Electrical Code (Effective January 2020)

CHAPTER	SECTION	NOTES
		Adopts the 2017 National Electric Code as the 2019 California Electrical Code. DSA carried over previous administrative amendments, and did not add any new amendments.

Part 4 – California Mechanical Code (Effective January 2020)

CHAPTER	SECTION	NOTES
		Adopts the 2018 Uniform Mechanical Code as the 2019 California Mechanical Code. DSA carried over previous administrative amendments, and did not add any new amendments.
4	401.2	Adopts the increase to the minimum efficiency reporting value (MERV) rating requirements for HVAC filters from 8 to 13 to align with the 2019 Energy Efficiency Standards found in Part 6 <i>California Energy Code</i> promulgated by the California Energy Commission.
17	Table 1701.2	This Table is new to the 2018 Uniform Mechanical Code and lists additional referenced standards, publications, practices and guides not referenced in other sections of the code, but are permitted to be referenced for the purpose of providing alternative materials and methods of construction.

Part 5 – California Plumbing Code (Effective January 2020)

CHAPTER	SECTION	NOTES
		Adopts the 2015 Uniform Plumbing Code as the 2016 California Mechanical Code. DSA carried over previous administrative amendments.

17	Table 1701.2	Similar to the UMC, this table is new to the 2018 Uniform Plumbing Code and lists additional referenced standards, publications, practices and guides not referenced in other sections of the code, but are permitted to be referenced for the purpose of providing alternative materials and methods of construction.
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Part 10 – California Existing Building Code (CEBC, Effective January 2020)

CHAPTER	SECTION	NOTES
		Adopts selected sections of 2018 IEBC and carries forward existing amendments from the 2016 CEBC with updates to corresponding section references in the 2019 California Building Code.
3		Adopts a new non-structural performance level N-D to align with ASCE 41-17 which is the updated version adopted into the 2018 IEBC. Clarifies the non-structural N-D performance level need not exceed that for new construction.
5		Relocates 2016 CEBC Chapter 4: Prescriptive Compliance method into Chapter 5 to align with the 2018 IEBC. The 2018 IEBC moved this chapter and created a new Chapter 4: Repairs, which DSA does not adopt since requirements for Repair are defined in Part 1, CA Admin Code.

Part 11 – California Green Building Standards Code (CALGreen, Effective Jan. 2020)

CHAPTER	SECTION	NOTES
5.106	5.106.5.3	Requires electric vehicle charging infrastructure for new parking areas and additions to existing parking.
5.106	5.106.12	Requires shade trees to provide shade to 50% of new surface parking areas and additions to surface parking areas within 15 years, and shade to 20% of landscape areas and hardscape areas within 15 years.

Part 12 – California Reference Standards Code (CRSC, Effective January 2020)

CHAPTER	SECTION	NOTES
12-16-1	12-16-101	Revises Chapter 12-16-1 to adopt current industry standards (ASCE) for earthquake-actuated automatic gas shutoff valves.
12-16-2	12-16-201	Revises Chapter 12-16-2 to adopt current industry standards (ASTM and ANSI) for excess flow actuated automatic gas shutoff valves.

Summary of 2019 California Building Code Changes for Accessibility in the Triennial Code Cycle

The following changes in the 2019 California building codes (California Code of Regulations, Title 24) amended by the Division of the State Architect become effective January 1, 2020.

- The table includes the amendments in:
 - Chapter 1 – Scope and Administration
 - Chapter 2 – Definitions
 - Chapter 11B – Accessibility to Public Buildings, Public Accommodations, Commercial Buildings and Public Housing

Part 2 - California Building Code – Chapter 1 – Scope and Administration, Division I California Administration

SECTION	TITLE	NOTES
1.9.1.1.1 1.9.1.1.2 1.9.1.1.3 1.9.1.1.4	Section 1.9 Division of the State Architect	Amendments include: <ul style="list-style-type: none"> • Addition of a reference for public housing in Sections 1.9.1.1.1, 1.9.1.1.2 and 1.9.1.1.3. • The language in Section 1.9.1.1.3 was repealed and the section was renumbered to 1.9.1.1.4. The original language in Section 1.9.1.1.3 was redundant and is included in the definition of “public housing”. • Section 1.9.1.1.5 was renumbered to Section 1.9.1.1.4.

Part 2 - California Building Code – Chapter 2 – Definitions

Definition	NOTES
Adult changing facility	Definition is added in conjunction with the scoping and technical provisions for adult changing facilities.
Commercial place of public amusement.	Definition is added in conjunction with the scoping and technical provisions for adult changing facilities.
District Agricultural Associations	Definition is added in conjunction with the scoping and technical provisions for adult changing facilities.
Riser	The definition of riser was amended to clarify that a riser is between landings and adjacent stair treads. The definitions of step and tread have been repealed.

Part 2 - California Building Code – Chapter 11B

SECTION	TITLE	NOTES
11B-203.8	Residential facilities	The term “public housing” was repealed to align Chapter 11B with the 2010 ADA Standards for Accessible Design provisions.
11B-206.2.19	Pedestrian street crossings	This code change restores the scoping for curb ramps at street intersections from prior editions of the code.
11B-207 11B-207.1	Accessible means of egress General	An exception is added to this section to retain the provision that DSA currently adopts in Chapter 10 for accessible means of egress in existing buildings. The section in Chapter 10 is being relocated to the 2018 International Existing Building Code that DSA does not adopt.
11B-213 11B-213.3	Toilet facilities and bathing facilities	This section is amended to include scoping for the locations where transfer type showers are allowed.
Table 11B-224.2	Guest rooms with mobility features	The table is revised to align Chapter 11B with the 2010 ADA Standards for Accessible Design. Footnotes have been added clarify the requirements for bath tubs, transfer type showers and roll-in showers.
11B-233.3 11B-233.1	Public housing facilities	The title of this section is amended to repeal the term “residential” and replace it with “public housing”. In Section 11B-233.1 “available for public use” has been repealed.
11B-233.3.1 11B-233.3.1.1 11B-233.3.1.2 11B-233.3.1.2.4 11B-233.3.1.2.5	Minimum number new construction	The redundant term “public housing” is repealed in these sections. In Section 11B-233.3.1.2 a section reference has been amended to include Section 11B-233.3.1.2.6.
11B-233.3 11B-233.3.3	Public housing facilities Additions	The redundant term “public housing” is repealed in this section. This aligns Chapter 11B with the 2010 ADA Standards for Accessible Design.

Part 2 - California Building Code – Chapter 11B, continued.

SECTION	TITLE	NOTES
11B-233.3 11B-233.3.4 11B-233.3.4.1 11B-233.3.4.2 11B-233.3.4.3	Public housing facilities Alterations	The term “public housing facility” was repealed in various sections to align Chapter 11B with the 2010 ADA Standards for Accessible Design provisions. The references to dwelling units with adaptable features have been repealed in certain sections and the date of March 13, 1991 has been added to align with the requirements in the Fair Housing Accessibility Guidelines. Section 11B-233.3.4.3 specifies the requirements for the maintenance of units with adaptable features constructed on or after March 13, 1991.
11B-233.3 11B-233.3.5	Public housing facilities	The term “public housing facility” was repealed to align Chapter 11B with the 2010 ADA Standards for Accessible Design. The reference to units with adaptable features is repealed in Section 11B-233.3.5 these types of units are not required to meet the dispersion provisions.
11B-248 11B-248.1 11B-248.2	Common use areas and employee work areas	Sections 11B-248.1 and 11B-248.2 are added to clarify the requirements for access compliance in common use and employee work areas.
11B-249 11B-249.1 11B-249.1.1 11B-249.1.2	Adult changing facilities	New scoping section is added for adult changing facilities in response to Assembly Bill 662 (2015-2016)/California Health and Safety Code §19952.8.
11B-405 11B-405.9 11B-405.9.2	Ramps	The section is revised to clarify the requirement for ramp edge protection to alleviate possible conflicts with the 2010 ADA Standards for Accessible Design.
11B-502 11B-502.5	Parking spaces	An exception is added in this section to allow 80 inches of vertical clearance in existing parking structures excluding van spaces, access aisles and vehicular routes serving them.

Part 2 - California Building Code – Chapter 11B, continued.

SECTION	TITLE	NOTES
11B-608 11B-608.2.1	Shower compartments Transfer type showers	The section is amended to that allows transfer type shower compartments in Chapter 11B. Scoping is included with a reference to Section 11B-213.3.6 for specific locations where transfer type shower compartments are allowed.
11B-608 11B-608.3 11B-608.3.1	Shower compartments Grab bars	This section is added to include the technical requirements for grab bars in transfer type shower compartments.
11B-608 11B-608.4	Shower compartments Seats	This section is amended to provide the technical provision that requires seats in transfer type shower compartments.
11B-608 11B-608.5 11B-608.5.1	Shower compartments Controls	This section is added to include the technical requirements for controls in transfer type shower compartments.
11B-608 11B-608.7	Shower compartments Thresholds	This section is amended to for technical provisions with an exception for thresholds in transfer type shower compartments.
11B-610 11B-610.3	Shower compartments Seats	This section is amended to provide the technical provisions for seats in transfer type shower compartments.
11B-812 11B-812.8 11B-812.8.7	Electric vehicle charging stations	This section is amended to clarify the requirements for signs located in circulation paths rather than an accessible route.
11B-813	Adult changing facilities	The entire section is a new addition to Chapter 11B to provide the technical provisions for adult changing facilities.

**CENTRAL FIRE PROTECTION DISTRICT
OF SANTA CRUZ COUNTY**

ORDINANCE NO. 2019-01

An ordinance of the Central Fire Protection District adopting the 2019 edition of the California Fire Code, regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises in the Central Fire Protection District providing for the issuance of permits and collection of fees therefore; repealing Ordinance 2019-01 of the Central Fire Protection District and all other ordinances and parts of the ordinances in conflict therewith.

PART 1

The Board of Directors of the Central Fire Protection District does ordain as follows:

That portion of the 2019 California Fire Code that imposes substantially the same requirements as are contained in the International Fire Code, 2018 Edition published by the International Code Council and the California Building Standards Commission with Errata, together with those portions of the International Fire Code, 2018 Edition, including Appendices B, BB, C, CC, I, N and O as published by the International Code Council not included in the California Fire Code, as modified and amended by this ordinance, are adopted by this reference into this code, and are hereby collectively declared to be the Fire Code of the Central Fire Protection District, in the State of California regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; providing for the issuance of permits and collection of fees for same; and each and all of the regulations, provisions, penalties, conditions and terms of said Fire Code on file in the office of the Central Fire Protection District are hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions and changes, if any, prescribed in Part 2 of this ordinance.

PART 2

Ordinance No. 2019-01 of the Central Fire Protection District is hereby repealed and replaced with Ordinance 2019-01 to read as follows:

California Fire Code Adopted.

That portion of the 2019 California Fire Code that imposes substantially the same requirements as are contained in the International Fire Code, 2018 Edition published by the International Code Council and the California Building Standards Commission with errata, together with those portions of the International Fire Code, 2018 Edition, including Appendices B, BB, C, CC, I, N and O published by the International Code Council not included in the 2019 California Fire Code, as modified and amended by this ordinance, are adopted by this reference into code, and are hereby collectively declared to be the Fire Code of the Central Fire Protection District for the purpose of regulating and governing the safeguarding of life, property and public welfare to a reasonable degree from the hazards of fire, hazardous materials release and explosion arising from the storage, use and handling of dangerous and hazardous materials, substances and devices, conditions hazardous to life or property in the occupancy and use of buildings and premises, the operation, installation, construction, location, safeguarding and maintenance of attendant equipment, the installation and maintenance of adequate means of egress not provided for by the building code, and providing for the issuance of permits and collection of fees for same.

Section 101.1 is amended – Title.

Section 101.1 of Chapter 1 of the Fire Code of the Central Fire Protection District is amended to read as follows:

101.1 - Title. These regulations shall be known as the Fire Code of the Central Fire Protection District, hereinafter referred to as “this code.”

Section 102.1 is amended – Construction and design provisions.

Section 102.1 of Chapter 1 of the Fire Code of the Central Fire Protection District is amended to read as follows:

102.1 - Construction and design provisions. The construction and design provisions of this code shall apply to:

1. Structures, facilities and conditions arising after the adoption of this code.
2. Existing structures, facilities and conditions not legally in existence at the time of adoption of this code.
3. Existing structures, facilities and conditions where required in Chapter 11.
4. Existing structures, facilities and conditions that, in the opinion of the fire code official, constitute a distinct hazard to life or property.
5. Existing Structures, Alterations and Repairs. All new work performed in alterations and/or repairs to existing structures shall comply with the current provisions of this Chapter. When alterations and/or repairs result in the removal, alteration, modification, replacement and/or repair of fifty percent or more of the external walls of a building, or result in the removal, modification, replacement and/or repair of fifty percent or more of the existing internal structural and/or non-structural framework, independently or in combination thereof, within a five year period, the entire building shall be made to conform to the current provisions of this chapter. The determination under this section of the requirement for upgrading any existing structure to full conformance with current provisions of this Chapter shall be at the sole discretion of the Fire Code Official.

Section 102.9 is amended - Matters not provided for.

Section 102.9 of Chapter 1 of the Fire Code of the Central Fire Protection District is amended to read as follows:

102.9 - Matters not provided for. Requirements that are essential for the public safety of an existing or proposed activity, building or structure, or for the safety of the occupants thereof, which are not specifically provided for by this code shall be determined by the fire code official.

The fire chief is authorized to render interpretations of this code and to make and enforce rules, supplemental regulations and standards in order to carry out the application and intent of its provisions. Such interpretations, rules, regulations and standards shall be in conformance with the intent and purpose of this code and shall be available to the public during normal business hours. Those standards promulgated by the Santa Cruz County Fire Chiefs Association shall be deemed as prima facie evidence of compliance with this code.

Section 103.5 is added – Law enforcement powers.

Section 103.5 of Chapter 1 of the Fire Code of the Central Fire Protection District is added to read as follows:

103.5 - Law enforcement powers. The fire code official and his/her deputies shall have the powers of law enforcement officers in performing their duties under this code. When requested to do so by the fire code official, the chief of police or county sheriff of the jurisdiction is authorized to assign such available law enforcement as necessary to assist the fire code official with enforcing the provisions of this code.

Section 105.1 is amended – General.

Section 105 of Chapter 1 of the Fire Code of the Central Fire Protection District is amended to read as follows:

105.1 - General. Permits shall be in accordance with Sections 105.1.1. through 105.7.18- or other provisions of this code as required by the jurisdiction having authority.

Section 107.2.1 is added – Inspection Requests.

Section 107.2.1 of Chapter 1 of the Fire Code Central Fire Protection District is added to read as follows:

107.2.1 – Inspection Requests. It shall be the duty of the holder of the permit or their duly authorized agent to notify the fire code official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code.

Section 108.6 is added – Overcrowding.

Section 107.2.1 of Chapter 1 of the Fire Code Central Fire Protection District is added to read as follows:

108.6 – Overcrowding. Overcrowding or admittance of any person beyond the approved capacity of a building or a portion thereof shall not be allowed. The fire code official, on finding any overcrowding conditions or obstruction in aisles, passageways or other means of egress, or on finding any condition that constitutes a life safety hazard, shall be authorized to cause the event to be stopped until such condition or obstruction is corrected.

Section 109.1 is amended - Board of appeals established.

Section 108.1 of Chapter 1 of the Fire Code of the Central Fire Protection District is amended to read as follows:

109.1 - Board of appeals established. In order to hear and decide appeals of orders, decisions or determinations made by the fire code official relative to the application and interpretation of this code, there shall be and is hereby created a Board of Appeals. The Board of Appeals shall be the Board of Directors of the Central Fire Protection District or a sub-committee as appointed by the Board of Directors of the Central Fire Protection District. The fire code official shall be an ex-officio member of said board but shall have no vote on any matter before the board. The board may adopt additional rules of procedure for conducting its business and shall render all decisions and findings in writing to the appellant with a duplicate copy to the fire code official.

Section 109.3 is deleted – Qualifications.

Section 108.3 of Chapter 1 of the Fire Code of the Central Fire Protection District is deleted.

Section 109.4 is added – Appeals process.

Section 108.4 of Chapter 1 of the Fire Code of the Central Fire Protection District is added to read as follows:

109.4.1 - Initiating appeal. Any beneficially interested party has the right to appeal the order served by the fire code official by filing a written "NOTICE OF APPEAL" with the office of the fire code official within fourteen (14) days after service of such order. The notice shall state the order appealed from, the identity and mailing address of the appellant, and the specific grounds upon which the appeal is made.

109.4.2 - Stay of order. The filing of a properly completed notice of appeal shall have the effect of staying the implementation of the order appealed from, until the final decision of appeal.

Exception: Orders affecting acts or conditions which in the opinion of the fire code official, pose an immediate threat to life, property, or the environment as a result of panic, fire, explosion, or release.

109.4.3 - Hearing of appeal. Following is the process for establishing and hearing appeals:

1. The Board of Appeals, or the secretary thereof, shall set the matter to be heard at a date within thirty days of receipt of such notice of appeal. Written notice of the time and place set for hearing shall be served on the appellant by first class mail to the mailing address given in the notice of appeal at least five days prior to the date set for the hearing. The fire code official shall transmit to the Board of Appeals all records related to the appeal.
2. At the hearing on the appeal, the appellant shall, in the first instance present evidence in support of the grounds enumerated in her/his notice of appeal. The fire code official shall next present evidence in support of her/his order. The appellant and the fire code official shall each have one opportunity to rebut the evidence presented by the other. The hearing shall be de novo in all respects.

109.4.4 - Decision of the board of appeals. Upon hearing the appeal, the Board of Appeals may issue a decision affirming, modifying or vacating the order of the fire code official. The decision shall be in writing and shall be served upon the appellant by first class mail to the mailing address given in the notice of appeal.

109.4.5 - Time of decision. The Board of Appeals shall have the power to continue any hearing and may, in its discretion, take the appeal under submission. The Board of Appeals shall render a decision not later than the seventh day following the date the matter was taken under submission, and forthwith notify the interested parties as previously set forth.

Section 110.4 is amended – Violation penalties.

Section 109.4 of Chapter 1 of the Fire Code of the Central Fire Protection District is amended to read as follows:

110.4 - Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents, or of a permit or certificate used under provisions of this code, shall be guilty of an infraction.

Acts denominated as infractions shall not be punishable by imprisonment. Every violation determined to be an infraction is punishable by:

1. A fine not exceeding one hundred dollars for a first violation;
2. A fine not exceeding two hundred dollars for a second violation of the same provision of this code within one year;
3. A fine not exceeding five hundred dollars for each additional violation of the same provision of this code within one year.

A person charged with an infraction shall not be entitled to a trial by jury. A judgment that a person convicted of an infraction be punished by fine may also provide for the payment to be made within a specified time or in specified installments, contingent upon the person giving his written promise to either pay the fine as provided or to appear in court on the due date. Any person who willfully violates any such written promise is guilty of a misdemeanor.

Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 110.4.1 is amended – Abatement of violation.

Section 110.4.1 of Chapter 1 of the Fire Code of the Central Fire Protection District is amended to read as follows:

110.4.1 - Abatement of violation. In addition to the imposition of the penalties herein described, the fire code official is authorized to institute appropriate action to prevent unlawful construction or to restrain, correct or abate a violation; or to prevent illegal occupancy of a structure or premises; or to stop an illegal act, conduct of business or occupancy of a structure on or about any premises. Any violation of this code shall be deemed a public nuisance pursuant to Santa Cruz County Code Section 1.12.050 and/or the Cen

Fire Protection District's Fire Code. In the event that a public nuisance is not abated in accordance with the fire code official's order or the order of the Board of Appeals, if any, the fire code official may, upon securing approval of the Board of Directors of the Central Fire Protection District, proceed to abate the nuisance by force account, contract, or any other method deemed most expedient by the Board. The cost of such abatement may be charged to the owner of record or assessed to the property in a manner provided in Sections 1.14.040 through 1.14.080 of the County of Santa Cruz Code.

Section 110.4.2 is added – Enforcement.

Section 110.4.2 of Chapter 1 of the Fire Code of the Central Fire Protection District is added to read as follows:

110.4.2 - Enforcement. The fire code official and her/his delegated subordinates, pursuant to the provisions of Section 836.5 of the Penal Code of the State of California, are hereby authorized to arrest a person without a warrant whenever they have reasonable cause to believe that the person has committed a violation of any of the provisions of this Code in their presence. Upon making such an arrest, the fire code official or her/his delegated subordinate shall prepare a citation and release the person arrested pursuant to Section 853.6 of the Penal Code of the State of California, the provisions of which are hereby adopted by reference as part of this Section.

Section 112.4 is amended – Failure to comply.

Section 112.4 of Chapter 1 of the Fire Code of the Central Fire Protection District is amended to read as follows:

112.4 - Failure to comply. It is unlawful for any person, firm or corporation to violate or fail to comply with any lawful order of the fire code official; fail to comply with an order by the Board of Appeals; or, fail to comply with an order of the court of competent jurisdiction within the time fixed therein. Every such violation shall be deemed a misdemeanor and shall be punishable by a fine of not more than \$500.00 plus court assigned fees or by imprisonment not exceeding 1 year in the county jail, or both such fine and imprisonment.

Section 202 is amended – Definition of All-Weather Surface.

Definition of All-Weather Surface in Section 202 of Chapter 2 of the Fire Code of the Central Fire Protection District is added after Alcohol-Blended Fuels to read as follows:

ALL WEATHER SURFACE. An all-weather surface shall be a minimum of 6" of compacted Class II base rock for grades up to and including 5%, oil and screened for grades up to and including 15%, and asphaltic concrete for grades exceeding 15%. No grade shall be allowed to exceed 16% in State Responsibility Area (SRA) or 20% in Local Responsibility Area (LRA).

Section 202 is amended – Definition of Bridge.

Definition of Bridge in Section 202 of Chapter 2 of the Fire Code of the Central Fire Protection District is added after Bonfire to read as follows:

BRIDGE. A bridge shall be defined as a structure designed to carry a roadway over a depression or obstacle.

Section 202 is amended – Definition of De Novo.

Definition of De Novo in Section 202 of Chapter 2 of the Fire Code of the Central Fire Protection District is added after Deluge System to read as follows:

DE NOVO. adj. Latin for "anew," which means starting over, as in a trial de novo. For example, a decision in a small claims case may be appealed to a local trial court, which may try the case again, de novo.

Section 202 is amended – Definition of Fire Chief.

Definition of Fire Chief in Section 202 of Chapter 2 of the Fire Code of the Central Fire Protection District is amended to read as follows:

FIRE CHIEF. The Chief of the Central Fire Protection District.

Section 202 is amended – Definition of Greenhouse.

Definition of Greenhouse in Section 202 of Chapter 2 of the Fire Code of the Central Fire Protection District is added after Grandstand to read as follows:

GREENHOUSE. A greenhouse is a structure with walls and roof made chiefly of a non-combustible, transparent material, such as glass, in which plants requiring regulated climatic conditions are grown. Construction within the greenhouse is also of a non-combustible nature.

Section 202 is amended – Definition of Local Responsibility Area (LRA).

Definition of Local Responsibility Area (LRA) in Section 202 of Chapter 2 of the Fire Code of the Central Fire Protection District is added after Listed to read as follows:

LOCAL RESPONSIBILITY AREA (LRA). Shall mean lands on which neither the state nor the federal government has any legal responsibility for providing fire protection. Local responsibility areas include incorporated cities and cultivated agriculture lands. Local responsibility area fire protection is typically provided by city fire departments, fire protection districts, special districts, counties, and by CAL FIRE under contract to local government.

Section 202 is amended – Definition of Stage.

Definition of Stage in Section 202 of Chapter 2 of the Fire Code of the Central Fire Protection District is added after Spraying Space to read as follows:

STAGE. A space within a building utilized for entertainment or presentations, which includes overhead hanging curtains, drops, scenery or stage effects other than lighting and sound. Stage area shall be measured to include the entire performance area and adjacent backstage and support areas not separated from the performance area by fire-resistance rated construction. Stage height shall be measured from the lowest point on the stage floor to the highest point of the roof or floor deck above the stage.

Section 202 is amended – Definition of State Responsibility Area (SRA).

Definition of State Responsibility Area (SRA) in Section 202 of Chapter 2 of the Fire Code of the Central Fire Protection District is added after Standpipe, Types of to read as follows:

STATE RESPONSIBILITY AREA (SRA). Shall mean lands that are classified by the Board of Forestry pursuant to Public Resources Code Section 4125-4127; and the California Code of Regulations, Title 14, Division 1.5, Chapter 7, Article 1, Sections 1220-1220.5 where the financial responsibility of preventing and suppressing forest fires is primarily the responsibility of the State of California.

Section 202 is amended – Definition of Turnaround.

Definition of Turnaround in Section 202 of Chapter 2 of the Fire Code of the Central Fire Protection District is added after Tube Trailer to read as follows:

TURNAROUND. A roadway, unobstructed by parking, which allows for a safe opposite change of direction for emergency equipment. Maximum grade in all directions may not exceed 5% and maximum distance from the structure is 150 feet (45,720 mm) or as approved by the fire code official. Design of such area may be found in Santa Cruz County Fire Prevention Officers Standards.

Section 202 is amended – Definition of Turnout.

Definition of Turnout in Section 202 of Chapter 2 of the Fire Code of the Central Fire Protection District is added after Turnaround to read as follows:

TURNOUT. A widening in a roadway to allow vehicles to pass. Design of such area may be found in Santa Cruz County Fire Prevention Officers Standards.

Section 304.1.2 is amended - Vegetation.

Section 304.1.2 of Chapter 3 of the Fire Code of the Central Fire Protection District is amended to read as follows:

304.1.2 - Vegetation. Weeds, grass, vines or other growth that is capable of being ignited and endangering property, shall be cut down and removed by the owner or occupant of the premises. Vegetation clearance requirements in urban-wildland interface areas shall be maintained around and adjacent to buildings and structures. A firebreak shall be made by removing and clearing away, for a distance of not less than 30 feet on each side of the building or structure or to the property line, whichever is nearer, all flammable vegetation or other combustible growth. This does not apply to single specimens of trees or other vegetation that is well-pruned and maintained so as to effectively manage fuels and not form a means of rapidly transmitting fire from other nearby vegetation to any building or structure.

When required by state law, or local ordinance, rule or regulation, an additional fire protection zone or firebreak may be made by removing all brush, flammable vegetation, or combustible growth that is located within 100 feet from the building or structure or to the property line. This section does not prevent an insurance company that insures a building or structure from requiring the owner of the building or structure to maintain a firebreak of more than 100 feet around the building or structure. Grass and other vegetation located more than 30 feet from the building or structure and less than 18 inches in height above the ground may be maintained where necessary to stabilize the soil and prevent erosion. This does not apply to single specimens of trees or other vegetation that is well-pruned and maintained so as to effectively manage fuels and not form a means of rapidly transmitting fire from other nearby vegetation to a dwelling or structure.

Section 305.4 is added – Deliberate or negligent burning.

Section 305.4 of Chapter 3 of the Fire Code of the Central Fire Protection District is added to read as follows:

305.4 - Deliberate or negligent burning. It shall be unlawful to deliberately or through negligence set fire to or cause the burning of combustible material in such a manner as to endanger the safety of persons or property.

Section 307.2 is amended – Permit required.

Section 307.2 of Chapter 3 of the Fire Code of the Central Fire Protection District is amended to read as follows:

307.2 - Permit required. When required by the fire chief, a permit shall be obtained in accordance with Section 105.6 prior to kindling a fire for recognized silvicultural or range or wildlife management practices, prevention or control of disease or pests, or a bonfire. Application for such permit shall only be presented by and permits issued to the owner of the land upon which the fire is to be kindled.

The open burn season for Santa Cruz County unless otherwise declared shall be December 1st through April 30th of the calendar year. The dates may only be changed by the Monterey Bay Area Unified Air Pollution Control District.

Exception: During the “declared open burn season” (as declared by the Monterey Bay Area Unified Air Pollution Control District) pile burning is allowed, at the discretion of the fire chief, when the “Guidelines for Pile Burning” (published by the California Department of Forestry and Fire Protection or Monterey Bay Area Unified Air Pollution Control District) are strictly adhered to.

Section 307.2.1 is added – Authorization.

Section 307.2.1 of Chapter 3 of the Fire Code of the Central Fire Protection District is added to read as follows:

307.2.1 - Authorization. Where required by state or local law or regulations, open burning shall only be permitted with prior approval from the state or local air and water quality management authority, provided that all conditions specified in the authorization are followed.

Section 307.3 is added – Extinguishment authority.

Section 307.3 of Chapter 3 of the Fire Code of the Central Fire Protection District is added to read as follows:

307.3 - Extinguishment authority. The fire code official is authorized to order the extinguishment by the permit holder, another person responsible or the fire department of open burning that creates or adds to a hazardous or objectionable situation.

Section 307.4 is added - Location.

Section 307.4 of Chapter 3 of the Fire Code of the Central Fire Protection District is added to read as follows:

307.4 – Location. The location for open burning shall not be less than 50 feet from any structure, and provisions shall be made to prevent the fire from spreading to within 50 feet of any structure.

Exceptions:

1. Fires in approved containers that are not less than 15 feet from a structure.
2. The minimum required distance from a structure shall be 25 feet when the pile size is 3 feet or less in diameter and 2 feet or less in height.

Section 307.4.1 is added – Bonfires.

Section 307.4.1 of Chapter 3 of the Fire Code of the Central Fire Protection District is added to read as follows:

307.4.1 – Bonfires. A bonfire shall not be conducted within 50 feet (15240 mm) of a structure or combustible material unless the fire is contained in a barbecue pit. Conditions which could cause a fire to spread within 50 feet (15240 mm) of a structure shall be eliminated prior to ignition.

Section 307.4.2 is added – Recreational fires.

Section 307.4.2 of Chapter 3 of the Fire Code of the Central Fire Protection District is added to read as follows:

307.4.2 – Recreational fires. Recreational fires shall not be conducted within 25 feet of a structure or combustible material. Conditions which could cause a fire to spread within 25 feet of a structure shall be eliminated prior to ignition.

Section 307.4.3 is added – Portable outdoor fireplaces.

Section 307.4.3 of Chapter 3 of the Fire Code of the Central Fire Protection District is added to read as follows:

307.4.3 – Portable outdoor fireplaces. Portable outdoor fireplaces shall be used in accordance with the manufacturer's instructions and shall not be operated within 15 feet of a structure or combustible material.

Exception:

Portable outdoor fireplaces used at one- and two-family dwellings.

Section 307.5 is added - Attendance.

Section 307.5 of Chapter 3 of the Fire Code of the Central Fire Protection District is added to read as follows:

307.5 – Attendance. Open burning; bonfires, recreational fires and use of portable outdoor fireplaces shall be constantly attended until the fire is extinguished. A minimum of one portable fire extinguisher complying with Section 906 with a minimum 4-A rating or other approved on-site fire – extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization.

Section 308.1.2 is added – Throwing or placing sources of ignition.

Section 308.1.2 of Chapter 3 of the Fire Code of the Central Fire Protection District is added to read as follows:

308.1.2 - Throwing or placing sources of ignition. A person shall not throw or place, or cause to be thrown or placed, a lighted match, cigar, cigarette, matches, or other flaming or glowing substance or object on any surface or article where it can cause an unwanted fire.

Section 308.1.4 is deleted – Open-flame cooking devices.

Section 308.1.4 of Chapter 3 of the Fire Code of the Central Fire Protection District is hereby deleted:

~~**308.1.4 – Open-flame cooking devices.** Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction.~~

Exceptions:

- ~~1. One and two family dwellings.~~
- ~~2. Where building, balconies and decks are protected by an automatic sprinkler system.~~
- ~~3. LP-gas cooking devices having LP-gas container with a water capacity not greater than 2-1/2 pounds [nominal 1 pound (0.454 kg) LP-gas capacity].~~

Section 308.1.6.3 is added – Sky lanterns.

Section 308.1.6.3 of Chapter 3 of the Fire Code of the Central Fire Protection District is added to read as follows:

308.1.6.3 - Sky lanterns. A person shall not release or cause to be released an untethered sky lantern.

Section 308.1.7 is added – Religious ceremonies.

Section 308.1.7 of Chapter 3 of the Fire Code of the Central Fire Protection District is added to read as follows:

308.1.7 – Religious ceremonies. When, in the opinion of the fire code official, adequate safeguards have been taken, participants in religious ceremonies are allowed to carry hand-held candles. Hand-held candles shall not be passed from one person to another while lighted.

Section 311.5 is amended – Placards.

Section 311.5 of Chapter 3 of the Fire Code of the Central Fire Protection District is amended to read as follows:

311.5 – Placards. When required by the fire code official, any building or structure determined to be unsafe pursuant to Section 110 of this code relating to structural or interior hazards shall be marked as required by Sections 311.5.1 through 311.5.5.

Section 403.12 is added – Special Requirements for Public Safety.

Section 403.12 of Chapter 4 of the Fire Code Central Fire Protection District is added to read as follows:

403.12 - Special Requirements for public safety shall be in accordance with Sections 403.12.1 through 403.12.3.3.

403.12.1 - Fire watch personnel. Where, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the

owner, agent or lessee shall provide one or more fire watch personnel, as required and approved. Fire watch personnel shall comply with Sections 403.12.1.1 and 403.12.1.2

403.12.1.1 – Duty Times. Fire Watch personnel shall remain on duty while places requiring a fire watch are open to the public, or when activity requiring a fire watch is being conducted.

403.12.1.2 – Duties. On-duty fire watch personnel shall have the following responsibilities:

1. Keep diligent watch for fires, obstructions to means of egress and other hazards.
2. Take prompt measures for remediation of hazards and extinguishment of fire that occur.
3. Take prompt measures to assist in the evacuation of the public from the structure.

Section 501.3 is amended – Construction documents.

Section 501.3 of Chapter 5 of the Fire Code of the Central Fire Protection District is amended to read as follows:

501.3 – Construction documents. Construction documents for proposed fire apparatus access, location of fire lanes, security gates across fire apparatus access roads and construction documents and hydraulic calculations for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction. When grading work is needed for the access road(s) within the jurisdiction of Santa Cruz County, application for a grading permit shall be made with the Santa Cruz County Planning Department pursuant to the Santa Cruz County Grading Ordinance. Such Permits shall be reviewed by the Santa Cruz County Environmental Coordinator as required.

Section 503 is added – Fire Apparatus Access Roads.

Section 503 of Chapter 5 of the Fire Code of the Central Fire Protection District is added and amended below.

Section 503.2.1 is amended – Dimensions.

Section 503.2.1 of Chapter 5 of the Fire Code of the Central Fire Protection District is amended to read as follows:

503.2.1 – Dimensions. Fire Apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 15 feet (4572 mm).

Exceptions:

1. Within the State Responsibility Area (SRA) of Santa Cruz County, all driveways serving two or fewer habitable structures shall have an unobstructed width of not less than 12 feet (3658 mm) and an unobstructed vertical clearance of not less than 15 feet (4572 mm).
2. Within the Local Responsibility Area (LRA) of Santa Cruz County, access roads shall be a minimum of 18 feet (5486 mm) wide for all access roads or driveways serving more than two habitable structures, and 12 feet (3658 mm) for an access road or driveway serving two or fewer habitable structures. Where it is environmentally inadvisable to meet these criteria (due to excessive grading, tree removal or other environmental impacts), a 12-foot wide all-weather surface access road with 12-foot wide by 35-foot long turnouts located approximately every 500 feet may be provided with the approval of the fire code official.
3. Vertical clearance may be reduced; provided such reduction does not impair access by fire apparatus and approved signs are installed and maintained indicating the established vertical clearance when approved by the fire code official.

Section 503.2.1.1 is added – Vegetation clearance along access roads.

Section 503.2.1.1 of Chapter 5 of the Fire Code of the Central Fire Protection District is added to read as follows:

503.2.1.1 – Vegetation clearance along access roads. Areas within 10 feet (3048 mm) horizontal and 15 feet (4572 mm) vertical on each side of portions of highways, public and private streets, roads and driveways which are ordinarily used for vehicular traffic shall be cleared of flammable vegetation and other combustible growth. Design of such area may be found in Santa Cruz County Fire Prevention Officers Standards.

Exception: Single specimens of trees, ~~ornamental shrubbery~~ or cultivated ground cover such as green grass, ivy, succulents or similar plants used as ground covers, are exempt provided they do not form a means of readily transmitting fire at the discretion of the fire code official.

Section 503.2.3 is amended – Surface.

Section 503.2.3 of Chapter 5 of the Fire Code of the Central Fire Protection District is amended to read as follows:

503.2.3 - Surface. An all-weather surface shall be a minimum of 6" of compacted Class II base rock for grades up to and including 5%, oil and screened for grades up to and including 15%, and asphaltic concrete for grades exceeding 15%. No grade shall be allowed to exceed 16% in State Responsibility Area (SRA) or 20% in Local Responsibility Area (LRA).

Section 503.2.4 is amended – Turning radius.

Section 503.2.4 of Chapter 5 of the Fire Code of the Central Fire Protection District is amended to read as follows:

503.2.4 – Turning radius. In the State Responsibility Area (SRA) no roadway shall have a horizontal inside radius of curvature of less than 50 feet and additional surface width of 4 feet shall be added to curves of 50-100 feet radius; 2 feet to those from 100-200 feet. In the Local Responsibility Area (LRA) the minimum centerline radius shall be 35 feet.

Section 503.2.5.1 is added – New dead-end access roads.

Section 503.2.5 of Chapter 5 of the Fire Code of the Central Fire Protection District is added to read as follows:

503.2.5.1 – New dead-end access roads. New dead-end roads are prohibited, without secondary access, serving more than one parcel in new minor land divisions or subdivisions which exceed the following distances from an adequate through road unless approved by the applicable fire protection agency, the Department of Public Works, and by the Planning Commission; in no case shall a new dead-end road exceed ½ mile in length.

Urban & Suburban General Plan and LCP Land Use Plan designation	500'
Rural General Plan and LCP Land Use Plan designation	1000'
Mountain General Plan and LCP Land Use Plan designation	1500'

Section 503.2.6.1 is added – Width.

Section 503.2.6.1 of Chapter 5 of the Fire Code of the Central Fire Protection District is added to read as follows:

503.2.6.1 - Width. All bridges shall be a minimum of 20 feet of clear width. The fire code official may allow the width to be reduced for access to U or R-3 occupancies in accordance with Objective 6.5 – Fire Hazards of the Santa Cruz County General Plan.

Section 503.2.6.2 is added – Certification.

Section 503.2.6.2 of Chapter 5 of the Fire Code of the Central Fire Protection District is added to read as follows:

503.2.6.2 - Certification. Every private bridge hereafter constructed shall be engineered by a licensed civil or structural engineer and approved by the fire code official. Certification shall be provided by the licensed engineer in writing that the bridge complies with the design standard required by this section to the fire code official.

Section 503.2.6.3 is added – Recertification.

Section 503.2.6.3 of Chapter 5 of the Fire Code of the Central Fire Protection District is added to read as follows:

503.2.6.3 - Recertification. Every private bridge shall be recertified every ten years or whenever deemed necessary by the fire code official. Such recertification shall be in accordance with the requirements of 503.2.6.2.

Section 503.2.6.4 is added – Existing private bridges.

Section 503.2.6.4 of Chapter 5 of the Fire Code of the Central Fire Protection District is added to read as follows:

503.2.6.4 - Existing private bridges. An existing private bridge not conforming to these regulations may be required to conform when in the opinion of the fire code official, such repairs are necessary for public safety.

Section 503.2.6.5 is added – Fees.

Section 503.2.6.5 of Chapter 5 of the Fire Code of the Central Fire Protection District is added to read as follows:

503.2.6.5 - Fees. All fees charged for the purpose of certification or recertification shall be at the owner's expense.

Section 503.2.7 is amended – Grade.

Section 503.2.7 of Chapter 5 of the Fire Code of the Central Fire Protection District is amended to read as follows:

503.2.7 – Grade. The grade for all roads, streets, private lanes and driveways shall not exceed 16% in State Responsibility Area (SRA) and 20% in Local Responsibility Area (LRA).

Section 503.3 is added – Marking.

Section 503.3 of Chapter 5 of the Fire Code of the Central Fire Protection District is added to read as follows:

503.3 Marking. Where required by the fire code official, approved signs or other approved notices or markings that include the words NO PARKING—FIRE LANE shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.

Section 503.7 is added – Gates.

Section 503.7 of Chapter 5 of the Fire Code of the Central Fire Protection District is added to read as follows:

503.7 – Gates. All Gates providing access from a road to a driveway, or within any access road, shall be located at least 30 feet from the roadway and shall open to allow a vehicle to stop without obstructing traffic on the road. Gate entrances shall be at least 2 (two) feet wider than the access road being secured, but in no case shall the width be less than 14 (fourteen) feet unobstructed horizontal clearance and unobstructed vertical clearance of 15 (fifteen) feet. When gates are to be locked, the installation of a key box or other acceptable means for immediate access may be required as in Section 503.6.

Section 505.2 is amended – Street and road signs.

Section 505.2 of Chapter 5 of the Fire Code of the Central Fire Protection District is amended to read as follows:

505.2 - Street and road signs. Streets and roads shall be identified with approved signs. Temporary signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles. Signs shall be of an approved size, weather resistant and be maintained until replaced by permanent signs. Posting of any road names and numbers not authorized by the Office of Street Naming and Numbering of the County of Santa Cruz, and the fire code official is prohibited.

Section 507.3 is amended – Fire flow.

Section 507.3 of Chapter 5 of the Fire Code of the Central Fire Protection District is amended to read as follows:

507.3 – Fire flow. Fire flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method Appendix B, or Appendix BB (for school buildings as scoped in BB 101.1)

Parcels not within the boundaries of a public or private water purveyor shall have a minimum water supply capable of supplying a flow of 500 gallons per minute for 20 minutes (10,000 gallons) for all new fire sprinklered (NFPA 13D) dwellings, residential additions in excess of 500 square feet, and other structures classified as a residential accessory uses such as garages, storage buildings, barns, etc..

Privately owned water that is not supplied by a licensed water purveyor shall:

1. serve no more than two dwellings and no more than 10,000 square feet of habitable dwelling space, and;
2. be provided pursuant to a recorded covenant that runs with the land if the water supply originates from another parcel. If a water purveyor supplies the water, the applicant must submit with the building plan written verification from the licensed purveyor that the water supply meets the flow requirement.

Exception: A 2% reduction will be allowed for flow supplied by approved stationary water tanks, to account for the nominal standardized capacity of such tanks.

Section 507.5.7 is added – Painting.

Section 507.5.7 of Chapter 5 of the Fire Code of the Central Fire Protection District is added to read as follows:

507.5.7 – Painting. When required by the fire code official, fire hydrants shall be painted in accordance with NFPA 291 and Santa Cruz County Fire Prevention Officers Standards.

CFC Sections 903.1 through 903.2.7.1 are deleted and replaced – Automatic Sprinkler Systems.

Sections 903.1 through 903.2.7.1 of Chapter 9 of the Fire Code of the Central Fire Protection District are deleted and replaced to read as follows:

903.1 - General. Automatic sprinkler systems shall comply with this section.

903.1.1 - Alternative protection. Alternative automatic fire-extinguishing systems complying with Section 904 shall be permitted in lieu of automatic sprinkler protection where recognized by the applicable standard and approved by the fire code official.

903.2 - Where required. Approved automatic sprinkler systems in new buildings and structures shall be provided in the locations described in this section.

903.2.1 - New structures. An automatic fire sprinkler system shall be provided in all new occupancies as defined in Chapter 3 of the California Building Code, regardless of type of construction and/or floor area,

unless otherwise pre-empted by the California Health and Safety Code. Any occupancy not specifically mentioned shall be included in the group that it most nearly resembles based on the proposed life and fire hazard;

Exceptions:

1. Private garages, carports, sheds not more than 1,000 square feet (93 m²) of total floor area shall not require fire sprinklers where they are detached and separate from other structures and provided with exterior wall and opening protection as per the California Building Code.
2. Sheds exceeding 1,000 square feet, (93 m²) but not exceeding 3,000 square feet (278 m²) shall not require fire sprinklers at the discretion of the fire chief when the applicant demonstrates that the applicant's proposal does not increase the fire hazard or fire load.
3. Agricultural buildings as defined in Appendix Chapter C, of the California Building Code having a clear unobstructed side yard exceeding 60 feet (18,280 mm) in all directions, not exceeding 25 feet (7620 mm) in height and located within an Agricultural zoned district, as defined in the Santa Cruz County Planning Code.
 - a. Not exceeding 2,000 square feet (186 m²) or as exempted by the fire chief, shall not require fire sprinklers.
 - b. Exceeding 2,000 square feet (186 m²) but not exceeding 5,000 square feet, shall not require fire sprinklers at the discretion of the fire chief when the applicant demonstrates the applicant's proposal does not increase the fire hazard or fire load.
 - c. Greenhouses of non-combustible construction shall not require fire sprinklers.
4. Group B and Group M Occupancies not more than 500 square feet (46.5 m²) shall not require fire sprinklers where they are detached and separate from other structures and provided with exterior wall and opening protection as per the California Building Code, Table 508.3.3.
5. For public school state-funded construction projects see CFC Section 903.2.19.

903.2.1.4 - Group R. An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area.

Exceptions:

1. Existing Group R-3 occupancies converted to Group R-3.1 occupancies not housing bedridden clients, not housing non-ambulatory clients above the first floor, and not housing clients above the second floor.
2. Existing Group R-3 occupancies converted to Group R-3.1 occupancies housing only one bedridden client and complying with section 425.8.3.3 of the California Building Code.
3. Pursuant to Health and Safety Code Section 13113 occupancies housing ambulatory children only, none of whom are mentally ill or mentally retarded, and the buildings or portions thereof in which such children are housed are not more than two stories in height, and buildings or portions thereof housing such children have an automatic fire alarm system activated by approved smoke detectors.
4. Pursuant to Health and Safety Code Section 13143.6 occupancies licensed for protective social care which house ambulatory clients only, none of whom is a child (under the age of 18 years), or who is elderly (65 years of age or over).

When not used in accordance with Section 504.2 or 506.3 of the California Building Code an automatic sprinkler system installed in accordance with Section 903.3.1.2 shall be allowed in Group R-2.1 occupancies.

903.2.1.5 - Group R-3 congregate residences. An automatic sprinkler system installed in accordance with Section 903.3.1.3 shall be permitted in Group R-3 congregate living facilities with 16 or fewer residents.

903.2.1.6 - Care facilities. An automatic sprinkler system installed in accordance with Section 903.3.1.3 shall be permitted in care facilities with 5 or fewer individuals in a single-family dwelling.

903.2.2 - Existing buildings and structures except for one- and two-family dwellings. An automatic sprinkler system shall be installed in existing buildings and structures, except One- and Two-Family Dwellings, after the effective date of this code, when a building permit is issued to allow additions to be made, as follows:

1. For existing buildings less than 6,000 square feet in gross floor area when an addition to the building causes the structure to exceed 6,000 square feet, the entire structure shall be provided with an automatic sprinkler system.
2. For existing buildings larger than 6,000 square feet in gross floor area when an addition is equal to or greater than 10% of the existing square footage or when extensive renovation or remodeling is done to more than 50% of the gross floor area, the entire structure shall be provided with an automatic sprinkler system.

For the purposes of this section, extensive renovation or remodeling shall be defined as any change, addition or modification in construction or occupancy or structural repair or change in primary function to an existing structure made by, on behalf of or for the use of a public accommodation or commercial facility that affects or could affect the usability of the building or facility or part thereof. Alterations include, but are not limited to, remodeling, renovation, rehabilitation, reconstruction, historic restoration, changes or rearrangement of the structural parts or elements, and changes or rearrangement in the plan configuration of walls and full-height partitions.

All new work performed in alterations and/or repairs to existing structures shall comply with the current provisions of this Chapter. When alterations and/or repairs result in the removal, alteration, modification, replacement and/or repair of fifty percent or more of the external walls of a building, or result in the removal, modification, replacement and/or repair of fifty percent or more of the existing internal structural and/or non-structural framework, independently or in combination thereof, within a five year period, the entire building shall be made to conform to the current provisions of this chapter. The determination under this section of the requirement for upgrading any existing structure to full conformance with current provisions of this Chapter shall be at the sole discretion of the Fire Code Official.

Exceptions to Section 903.2.2 (1 and 2)

- (a) Group A-2 occupancies exceeding 5,000 square feet shall have an automatic sprinkler system installed.
- (b) Group A-5 occupancies exceeding 1,000 square feet in the following areas: concession stands, retail areas, press boxes and other accessory use areas shall have an automatic sprinkler system installed.
- (c) Assembly occupancies on roofs. Where an occupied roof has an assembly occupancy with an occupant load exceeding 100 for Group A-2 and 300 for other Group A occupancies, all floors between the occupied roof and the level of exit discharge shall be equipped with an automatic sprinkler system in accordance with Section 903.3.1.1 or 903.3.1.2.

Exception: Open Parking garages of Type I or Type II construction.
- (d) Multiple fire areas of Group A-1, A-2, A-3 or A-4 occupancies share exit or exit access components and the combined occupant load of these fire areas is 300 or more.
- (e) Group F-1 occupancies exceeding 2,500 square feet used for the manufacture of upholstered furniture or mattresses shall have an automatic sprinkler system installed.
- (f) Woodworking operations exceeding 2,500 square feet in area that generate finely divided combustible waste or use finely divided combustible materials. *[SFM] A fire wall of less than 4-hour fire-resistance rating without openings, or any fire wall with openings, shall not be used to establish separate fire areas.*
- (g) Group H occupancies shall be provided with an automatic sprinkler system.
- (h) Group I fire areas shall be provided with an automatic sprinkler system.

Exceptions:

- (1) Those areas exempted by Section 407.6 of the California Building Code.

- (2) Group I-2 occupancies, or any alterations thereto, located in Type IA construction in existence on or before March 4, 1972 as required in California Health and Safety Code Section 13113(d).
- (i) *Group I-2 occupancies. An existing, unsprinklered Group I-2, nurses' stations open to fire-resistive exit access corridors shall be protected by an automatic sprinkler system located directly above the nurses' station. It shall be permitted to connect the automatic sprinkler system to the domestic water service.*
- (j) *Group I-3 Every building, or portion thereof, where inmates or persons are in custody or restrained shall be protected by an automatic sprinkler system conforming to NFPA 13. The main sprinkler control valve or valves and all other control valves in the system shall be locked in the open position and electrically supervised so that at least an audible and visual alarm will sound at a constantly attended location when valves are closed. The sprinkler branch piping serving cells may be embedded in the concrete construction.*
- (k) *Group M occupancy used for the display and sale of upholstered furniture or mattresses exceeds 5,000 square feet.*
- (l) *Group S-1 occupancies used for the storage of commercial motor vehicles where the fire area exceeds 5,000 square feet.*
- (m) *Group S-1 occupancies exceeding 2,500 square feet used for the storage of upholstered furniture or mattresses shall have an automatic sprinkler system installed.*
- (n) *Group S-1 fire areas exceeding 5,000 square feet used for the repair of commercial motor vehicles.*
- (o) *Structures where the area for the storage of tires exceeds 20,000 cubic feet shall be equipped throughout with an automatic fire sprinkler system in accordance with Section 903.3.1.1.*
- (p) *Group U occupancies exceeding 1,000 square feet shall have an automatic sprinkler system installed. Group U occupancies not exceeding 1,000 square feet are exempt where they are detached and separate from other structures and provided with exterior wall and opening protection as per the California Building Code.*
- (q) *Sheds exceeding 1,000 square feet but not exceeding 3,000 square feet shall not require fire sprinklers at the discretion of the fire chief when the applicant demonstrates that the applicant's proposal does not increase the fire hazard or fire load.*
- (r) Agricultural buildings as defined in Appendix Chapter C, of the California Building Code having a clear unobstructed side yard exceeding 60 feet (18,280 mm) in all directions, not exceeding 25 feet (7620 mm) in height and located within an Agricultural zoned district, as defined in the Santa Cruz County Planning Code.
- i. Not exceeding 2,000 square feet (186 m2) or as exempted by the fire chief, shall not require fire sprinklers.
 - ii. Exceeding 2,000 square feet (186 m2) but not exceeding 5,000 square feet, shall not require fire sprinklers at the discretion of the fire chief when the applicant demonstrates the applicant's proposal does not increase the fire hazard or fire load.
 - iii. Greenhouses of non-combustible construction shall not require fire sprinklers.
- 3 Any alteration and/or repair within a building that contains an automatic fire sprinkler system requires that the automatic fire sprinkler system be extended/modified to the area of proposed work, thus, creating fire sprinkler protection throughout the entire building.
4. Any change in use or occupancy creating a more hazardous fire/life safety condition, as determined by the Fire Chief, requires that the entire structure be provided with an automatic sprinkler system.
5. Any combination of addition, alteration, repair and/or change of use shall comply with Sections 903.2.11 through 903.6.

Exceptions to Section 903.2.2:

- (a) Seismic or Accessibility improvements.
- (b) Any exemption otherwise allowable under the Fire Code, if in the discretion of the Fire Chief, the safety of the public is not compromised.
- (c) Exterior improvements and work not requiring permits as provided in the Building Code.
- (d) Work requiring only a mechanical, electrical, plumbing and/or demolition permit.

903.2.3 - Existing one- and two-family dwellings. An automatic sprinkler system shall be installed in existing one- and two-family dwellings, after the effective date of this code, when a building permit is issued to allow additions to be made, as follows:

1. Any addition is made which increases the total existing square footage by 50% or more.
2. The proposed total floor area exceeds the available fire flow as specified in Section 507.1 or APPENDIX B.
3. Any addition to a one- or two-family dwelling that contains an automatic fire sprinkler system requires that the automatic fire sprinkler system be extended/modified to the area of proposed work, thus, creating fire sprinkler protection throughout the entire dwelling.

Exceptions to Section 903.2.3:

- (a) Additions of 500 square feet or less when the proposed total floor area does not exceed the available fire flow are exempt from fire sprinklers unless the dwelling is already protected by a fire sprinkler system.

Section 903.3.1.3 is amended – NFPA 13D sprinkler systems.

Section 903.3.1.3 of Chapter 9 of the Fire Code of the Central Fire Protection District is amended to read as follows:

903.3.1.3 - NFPA 13D sprinkler systems. Automatic sprinkler systems installed in one and two-family dwellings, Group R-3 and R-4 congregate living facilities and townhouses, non-habitable structures classified as accessory to a residential use and not intended for commercial usage or mercantile, shall be permitted to be installed throughout in accordance with NFPA 13D and installation guidelines as promulgated by the Santa Cruz County Fire Chiefs Association.

Section 903.3.7 is amended – Fire department connections.

Section 903.3.7 of Chapter 9 of the Fire Code of the Central Fire Protection District is amended to read as follows:

903.3.7 - Fire department connections. Fire department connections for automatic sprinkler systems shall be installed in accordance with Section 912. Buildings equipped with a fire sprinkler system in accordance with this chapter shall have a fire department connection located within 100 feet (183m). The location of the fire department connections shall be approved by the fire code official.

Exception: Single- and two-family dwellings protected by a fire sprinkler system in accordance with Section 903.3.1.3.

Section 1201.4 is added – Alternate power sources.

Section 1201.4 of Chapter 12 of the Fire Code of the Central Fire Protection District is added to read as follows:

1201.4 - Alternate power sources. All permanent installations of electrical generators, wind generators, solar photovoltaic cells, or other power sources shall be approved by the building code official. In addition to all applicable provisions of Title 24 CCR for any such installation, a sign reading:

“WARNING – This premise is provided with an Alternate Power Source. Disconnection of commercial power may not disable the electrical power source”

shall be permanently affixed. Sign shall be red in color with a minimum of ½” tall contrasting lettering and

shall be permanently affixed on each electrical panel subject to back-feed from alternate power sources. Any and all power disabling switches shall be clearly labeled.

Section 3905.1.3 is amended – Operation

Section 3905.1.3 of Chapter 39 of the Central Fire Protection District is amended to read as follows:

3905.1.3 – Operation. Activation of the gas detection system shall result in all of the following:

1. Initiation of distinct audible and visual alarm signals in extraction room.
2. Deactivation of all heating systems located in the extraction room.
3. Activation of the mechanical ventilation system, where the system is interlocked with gas detection.
4. For detection levels at or exceeding 25% of the LEL/LFL shall result in the activation of the building's fire alarm system.

Section 5303.5.3 is amended – Securing compressed gas containers, cylinders and tanks.

Section 5303.5.3 of Chapter 53 of the Fire Code of the Central Fire Protection District is amended to read as follows:

5303.5.3 - Securing compressed gas containers, cylinders and tanks. Compressed gas containers, cylinders and tanks shall be secured to prevent falling caused by contact, vibration or seismic activity. Securing of compressed gas containers, cylinders and tanks shall be by one of the following methods:

1. Securing containers, cylinders and tanks to a fixed object with two or more non-combustible restraints. The object used to anchor the restraint to shall be capable of withstanding the anticipated load(s) imposed. Anchor(s) shall be attached to a structural framing member or similar.
2. Securing containers, cylinders and tanks on a cart or other mobile device designed for the movement of compressed gas containers, cylinders or tanks.
3. Nesting of compressed gas containers, cylinders and tanks at container filling or servicing facilities or in seller's warehouses not accessible to the public. Nesting shall be allowed provided the nested containers, cylinders or tanks, if dislodged, do not obstruct the required means of egress.
4. Securing of compressed gas containers, cylinders and tanks to or within a rack, framework, cabinet or similar assembly designed for such use.

Exception: Compressed gas containers, cylinders and tanks in the process of examination, filling, transport or servicing.

CHAPTER 56 is amended - EXPLOSIVES AND FIREWORKS.

Chapter 56 of the Fire Code of the Central Fire Protection District is amended to read as follows:

5601.1.3 – Fireworks. The possession, manufacture, storage, sale, handling and use of fireworks are prohibited within the Central Fire Protection District.

Exception: The use of fireworks for fireworks displays, pyrotechnics before a proximate audience and pyrotechnic special effects in motion pictures, television, theatrical or group entertainment productions as allowed in Title 19, Division 1, Chapter 6 Fireworks reprinted in Section 5608 and Health and Safety Code Division 11.

5601.2 – Permit required. Permits shall be required as set forth in 105.6 and regulated in accordance with this Chapter. Permits for explosives as contained within this chapter, with the exception of display fireworks, shall be obtained by the Law Enforcement Agency of Jurisdiction.

5601.2.2 - Sale and retail display. Persons shall not construct a retail display nor offer for sale explosives, explosive materials or fireworks.

CHAPTER 90 is added – SUPPRESSION AND CONTROL OF FIRE IN WILDFIRE RISK AREAS.

Chapter 90 of the Fire Code of the Central Fire Protection District is added to read as follows:

9001 - SCOPE. The unrestricted use of grass-, grain-, brush- or forest-covered land in wildfire risk areas is a potential menace to life and property from fire and resulting erosion. Safeguards to prevent the occurrence of fires and to provide adequate fire-protection facilities to control the spread of fire which might be caused by recreational, residential, commercial, industrial or other activities shall be in accordance with Chapter 90.

9002 - RESTRICTED ENTRY. The fire code official shall determine and publicly announce when wildfire risk areas shall be closed to entry and when such areas shall again be opened to entry. Entry on and occupation of wildfire risk areas, except public roadways, inhabited areas or established trails and camp sites which have not been closed during such time when the wildfire risk area is closed to entry, is prohibited.

Exceptions:

1. Residents and owners of private property within wildfire risk areas and their invitees and guests going to or being upon their lands.
2. Entry, in the course of duty, by peace or police officers, and other duly authorized public officers, members of a fire department and members of the United States Forest Service.

9003 - TRESPASSING ON POSTED PROPERTY.

9003.1 - General. When the fire code official determines that a specific area within a wildfire risk area presents an exceptional and continuing fire danger because of the density of natural growth, difficulty of terrain, proximity to structures or accessibility to the public, such areas shall be closed until changed conditions warrant termination of closure. Such areas shall be posted as hereinafter provided.

9003.2 - Signs. Approved signs prohibiting entry by unauthorized persons and referring to §9002 shall be placed on every closed area.

9003.3 - Trespassing. Entering and remaining within areas closed and posted is prohibited.

Exception: Owners and occupiers of private or public property within closed and posted areas, their guests or invitees, and local, state and federal public officers and their authorized agents acting in the course of duty.

9004 - USE OF FIRE ROADS AND FIREBREAKS. Motorcycles, motor scooters and motor vehicles shall not be driven or parked upon, and trespassing is prohibited upon, fire roads or firebreaks beyond the point where travel is restricted by a cable, gate or sign, without the permission of the property owners. Vehicles shall not be parked in a manner which obstructs the entrance to a fire road or firebreak.

Exception: Public officers acting within their scope of duty.

Radio and television aerials, guy wires thereto, and other obstructions shall not be installed or maintained on fire roads or firebreaks unless located 16 feet (4877 mm) or more above such fire road or firebreak.

9005 - USE OF MOTORCYCLES, MOTOR SCOOTERS AND MOTOR VEHICLES. Motorcycles, motor scooters and motor vehicles shall not be operated within wildfire risk areas, without a permit by the fire code official, except upon clearly established public or private roads. Permission from the property owner shall be presented when requesting a permit.

9006 - LIABILITY FOR DAMAGE. The expenses of fighting fires which result from a violation of this chapter shall be a charge against the person whose violation caused the fire. Damages caused by such fires shall constitute a debt of such person and are collectable by the fire code official in the same manner as in the case of an obligation under a contract, expressed or implied.

PART 3

The geographic limits referred to in certain sections of the Fire Code of the Central Fire Protection District are hereby established as follows:

Establishment of limits of districts in which storage of flammable or combustible liquids in outside aboveground tanks is prohibited. The limits referred to in Sections 5704.2.9.6.1 and 5706.2.4.4 of the Fire Code of the Central Fire Protection District in which the storage of Class I flammable liquids or Class II combustible liquids in aboveground tanks outside of buildings is restricted are hereby established as the incorporated area of the political boundary of the Central Fire Protection District.

Exceptions: Such use is allowed in the following zoning districts:

1. The storage of Class I flammable liquids or Class II combustible liquids in aboveground tanks outside of buildings is allowed in A or A-1 Zones;
2. The storage of Class I flammable liquids or Class II combustible liquids in aboveground tanks outside of buildings is allowed in M-1, M-2 or M-3 Zones;
3. The storage of Class I flammable liquids or Class II combustible liquids in aboveground tanks outside of buildings is allowed in NR Zones.

Establishment of limits of districts in which storage of flammable cryogenic fluids in stationary containers is to be prohibited. The limits referred to in Section 5806.2 of the Fire Code of the Central Fire Protection District in which storage of flammable cryogenic fluids in stationary containers is prohibited are hereby established as the political boundary of the Central Fire Protection District.

Exceptions:

1. The storage of flammable cryogenic fluids in stationary containers is allowed in an M-2 Zone with a Conditional Use Permit issued by the Planning Department.
2. The storage of flammable cryogenic fluids in stationary containers is allowed in an M-3 Zone.

Establishment of limits for storage of Liquefied Petroleum Gas. The limits referred to in Section 6104.2 of the Fire Code of the Central Fire Protection District are hereby limited to a maximum of 2,000 gallons water capacity within the political boundary of the Central Fire Protection District.

PART 4

Ordinance No. 2019-01 of the Central Fire Protection District entitled “2019 Fire Code”, and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

PART 5

That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Directors of the Central Fire Protection District hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

PART 6

That nothing in this ordinance or in the Fire Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Part 4 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

PART 7

That the fire chief of the Central Fire Protection District is hereby ordered and directed to cause a notice of this ordinance to be published in a newspaper in general circulation in accordance with Section 6066 of the California Government Code.

PART 8

That this ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect on January 1, 2020 pursuant to Health

and Safety Code Section 18941.5. This Ordinance shall remain in full force and effect until a subsequent superseding ordinance becomes effective.

PASSED AND ADOPTED this 10th day of September, 2019 by the Board of Directors of the Central Fire Protection District by the following vote:

YES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

President of the Board of Directors

ATTEST:

Secretary of Said Board

APPROVED AS TO FORM:

District Council

DISTRIBUTION: Board of Supervisors

RATIFIED _____

DENIED _____

MODIFIED _____

this _____ day of _____, 2019, by the Board of Supervisors of the County of Santa Cruz by the following vote:

AYES: _____ SUPERVISORS

NOES: _____ SUPERVISORS

ABSENT: _____ SUPERVISORS

ABSTAIN: _____ SUPERVISORS

Chairperson of the Board of Supervisors

ATTEST:

Clerk of the Board

Attachment: 2019 Fire Code (Intro Ord Building and Fire Model Code Amendment)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF OCTOBER 24, 2019

FROM: City Manager Department

SUBJECT: Introduce an Ordinance Amending Capitola Municipal Code Chapter 2.12,
Planning Commission

RECOMMENDED ACTION: Approve the first reading of an ordinance amending section 2.12.010 regarding Planning Commission membership to require that commissioners reside within the City limits or sphere of influence.

BACKGROUND: In 2000, the City Council adopted Ordinance No. 823, which included repealing language in Capitola Municipal Code Section 2.04.030 requiring residency for “boards and commissions” memberships. The November 29, 2000, meeting minutes for the hearing where the ordinance was introduced included a request for the City Attorney to return with an ordinance or resolution requiring residency for the Planning Commission and Finance Advisory Commission. That amendment was never brought forward, although the requirement was later added to the Finance Advisory Commission.

DISCUSSION: At its September 26, 2019, meeting, the City Council directed staff to prepare an ordinance adding a requirement that Planning Commissioners reside in either the city limits or the City’s sphere of influence as defined by the Santa Cruz Local Area Formation Commission. Staff has drafted an amendment to Section 2.12.010 to include the residency requirement.

The introduction of this ordinance was originally scheduled for the meeting of October 10, 2019, which was canceled due to PG&E’s public safety power shutoff. Two public comments were received as additional materials prior to that meeting and are included as Attachment 1.

FISCAL IMPACT: None.


ATTACHMENTS:

1. PC ordinance public comment (PDF)

Report Prepared By: Linda Fridy
City Clerk

Planning Commission Residency Ordinance
October 24, 2019

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

10/15/2019

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CAPITOLA AMENDING SECTION 2.12.010 OF THE CAPITOLA MUNICIPAL CODE REGARDING PLANNING COMMISSION MEMBERSHIP TO REQUIRE THAT COMMISSIONERS RESIDE WITHIN THE CITY LIMITS OR SPHERE OF INFLUENCE

WHEREAS, the City Council of Capitola does hereby find that one of the purposes of the Planning Commission is to make and advise on decisions that are in the best interests of the community of Capitola; and

WHEREAS, the City Council of Capitola does hereby find that many individuals who may reside in the sphere of influence of Capitola are invested in the community of Capitola; and

WHEREAS, the City Council of Capitola does hereby find that individuals who reside in the City of Capitola or the sphere of influence, as defined by the Santa Cruz Local Agency Formation Commission, are best positioned to make decisions that are in the best interests of the community of Capitola,

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

Section 1. Section 2.12.010 of the Capitola Municipal Code is hereby amended to read as follows (added language is underlined):

2.12.010 Members ~~—Number~~

The planning commission of the city shall consist of five members. Those commissioners serving at the time of adoption of the ordinance codified in this chapter may continue to serve until replaced in the manner provided in this chapter. All commissioners shall live within the City limits of Capitola or within the sphere of influence of Capitola, as defined by the Santa Cruz Local Area Formation Commission.

Section 2. COMPLIANCE WITH CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA).

The City Council hereby finds that the action to adopt this ordinance will not result in any change in the environment and thus is not a project subject to the requirements of CEQA.

Section 3. SEVERABILITY.

The City Council hereby declares every section, paragraph, sentence, cause, and phrase of this ordinance is severable. If any section, paragraph, sentence, clause, or phrase of this ordinance is for any reason found to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses, or phrases.

Section 4. EFFECTIVE DATE.

This Ordinance shall be in full force and effect thirty (30) days from its passage and adoption.

This ordinance was introduced on the 24th day of October, 2019, and was passed and adopted by the City Council of the City of Capitola on the ___ day of _____, 2019, by the following vote:

Fridy, Linda (lfridy@ci.capitola.ca.us)

From: Susan Westman <susan@bestwestman.com>
Sent: Sunday, October 06, 2019 10:06 AM
To: City Council
Subject: Agenda Item 8 - C Planning Commission

Dear Mayor and Council Member,

I am very disappointed in the direction the City Council provided to staff regarding residency requirements for Planning Commissioner. The best solution would be to simply require Planning Commissioner to be residents of Capitola starting in 2020. This would have allowed Courtney Christiansen to finish her term and made the rules for the future clear and easy to understand.

Adding the Sphere of Influence as an area that qualifies someone to be on the Planning Commission is a mistake for lots of reason. This boundary was not created by the City of Capitola and can be changed by LAFCO without the City's approval. To assume that people who live in the Moran Lake area or Pleasure Point have a vested interest is what is best for Capitola is not realistic. To assume that any of this area will actually be annexed to Capitola in the foreseeable future is naive. Living in the Sphere of Influence does not make someone Capitola resident. There are enough qualified Capitola residents to fill the 5 Planning Commission seats.

Most people I have spoken with think that Ms. Christiansen should be allowed to finish her current term that she was legally appointed but were surprised to realize Capitola does not have a requirement for Planning Commissions to live in Capitola.

I feel strongly that being a resident is an important requirement for being on the Planning Commission. You need to be a part of this community and one of its neighborhoods. You need to be engaged in Capitola not Pleasure Point. You need to be able to hear from other residents about their wants, desire and concerns not only as a Planning Commissioner but as a neighbor and fellow resident.

Please respect that Capitola residents would like to have their Planning Commissions to be from Capitola and eliminate the Sphere of Influence eligibility in the proposed ordinance.

Susan Westman

Attachment: PC ordinance public comment (Planning Commission Residency Ordinance)

From: Nels Westman <nels@bestwestman.com>
Sent: Tuesday, October 08, 2019 10:15 PM
To: City Council <citycouncil@ci.capitola.ca.us>
Subject: Council Agenda Item 8c - Planning Commission

Dear City Council,

What seems to be getting lost in this dust-up is that four out of five of our city council members seem to think it is fine for Planning Commissioners to not be Capitola residents. And while they think this is good governance, I strongly disagree. As I read the proposed new ordinance there is no limit on the number of non-resident Planning Commissioners so depending on personal agendas it is quite conceivable that someday we may be saddled with a Planning Commission on which only a minority are actually Capitola Residents.

On many, many issues (General Plan, LCP, Zoning, the Capitola Mall, the Village Hotel, historic preservation - just to name a few) the Planning Commission is an integral part of the formulation, public hearing and approval process. In many instances its work product drills down to the nitty gritty details and most truly takes into account Capitola history, neighborhood nuances and traditions and bridges the frictions with competing neighborhood or special interest groups. It is, therefore, a crucial attribute for Planning Commissioners to have Capitola knowledge and experience, community respect and recognition as well being friends and neighbors. A "Ghost Planning Commissioner" who lives at 34th and Hawes in Live Oak and is unknown to pretty much every Capitola resident would not a good fit. Yet four of the five city council members seem to think that is no problem. They think that is good governance.

The City Council, the Planning Commission and the Finance Committee work as a collaborative team to preserve Capitola's history and chart its future. To be successful I think they need to share some core values. The most important is to love Capitola, to be in tune with its character and to put its benefit above personal agendas. But mostly every Council member, Planning Commissioner and Finance Committee member must share one trait. They all live in Capitola and share a commitment to their community. I think it is very dangerous to farm the Planning Commission duties out to non-residents. I think that is bad governance.

Is there such a dearth of qualified residents in a city of almost ten thousand residents that the City Council cannot find five commissioners? This is a critical responsibility of each Council person to search until a resident is found. If a resident cannot be found, then it should be opened up to a public process rather than default to recruiting in the County. Good governance demands that eligibility requires residency.

At the last Council meeting everyone seems to be in quite a dither. The rush into the quite controversial and apparently unorthodox (in the state) policy of allowing non-residents to serve as Planning Commissioners seems driven by being spun up over Mick Routh. Why not strike a compromise? Require Planning Commissioners to be Capitola residents, but include an exception that the current non-resident commissioner can serve out her current term? THAT seems like good governance to me.

Let's keep Capitola, Capitola without a dash or two of Live Oak.

Thank you

Nels Westman

Attachment: PC ordinance public comment (Planning Commission Residency Ordinance)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF OCTOBER 24, 2019

FROM: Community Development

SUBJECT: Approve the Sole-Source Contract for CSG Consultants for On-Call Building Division Contract Services

RECOMMENDED ACTION: Approve a sole-source contract for on-call Building Division contract services with CSG Consultants in an amount not to exceed \$61,300 for Fiscal Year 2019/20 and \$39,600 for fiscal year 2020/21 and a budget amendment for fiscal year 2019/20 in the amount of \$78,300.

BACKGROUND: Prior to 2018, the Building Division included two full-time positions, including one building official and one building inspector. Under this structure, the majority of building plan checks were done in-house with the exception of projects requiring special engineering review and larger commercial plans.

In 2018, the building division was restructured to one part-time building official, one full-time building inspector, and one full-time development service technician with half of the time dedicated to affordable housing administration. In summer 2019, the amount of building plan checks done in-house decreased substantially due to turnover within the building inspector position and the part-time schedule of the building official.

To maintain a high level of service, plan check has been contracted through a third party, CSG Consultants. The City Manager initially approved a contract of \$25,000 during the recruitment for a new building inspector. As of October 1, there is \$1,399 remaining in the contract for building plan reviews; however, staff recently received an invoice for September building plan review for \$4,254. It should be noted that approximately \$11,100 of costs incurred in Fiscal Year (FY) 2019/20 are for plan reviews in which revenue was received in FY 2018/19.

DISCUSSION: Although now fully staffed, the Building Division will continue to need consultant services for building plan review due the part-time status of the building official and training of new staff. Additionally, assistance in the division during scheduled training and time off is necessary to maintain the current level of service for building inspections. Both building plan review and building inspections are contemplated in the contract.

In the first quarter of FY 2019/20 fiscal year, the city incurred \$16,742 in plan review fees. For the remainder of FY 2019/20 staff expects this trend to decrease with more building plan review completed in-house beginning in 2020. This trend should continue to improve in 2021 with increased training of the new building inspector. To cover the gap, staff anticipates plan review fees of \$50,000 for the remainder of FY 2019/20 and \$28,000 for FY 2020/21.

CSG Contract for Building Plan review
October 24, 2019

Staff also anticipates contracting a building inspector up to 60 hours per fiscal year to cover building inspections during planned time-off for training and vacations. The cost for that additional service is \$6,300 for the remainder of FY 2019/2020 and \$6,600 for FY 2020/2021.

The assumptions built into the estimates for building permit fees is based on recent trends in building permit submittals. Staff has built in \$5,000 per year to cover engineering review and an increase in permit volume. In total, the contract will include a not-to-exceed amount of \$61,300 for the 2019/2020 fiscal year and \$39,600 for the 2020/2021 fiscal year.

Scope	Cost
September 2019 – June 2020	
Plan Review	50,000
Building Inspector: 60 hours (105/hr)	6,300
Engineering review/Increase permits	5,000
Total	61,300
Fiscal Year 2020/2021	
Plan Review	28,000.00
Building Inspector 60 hours (105/hr)	6,600.00
Engineering review/Increase permits	5,000
Total	39,600

Staff is recommending a sole-source contract with CSG Consultants due to their knowledge of the Capitola Building Division processes and procedures.

FISCAL IMPACT: The contract building plan review is a revenue source for the Building Division based on the valuation of projects. CSG Consultants charges the industry standard of 65 percent of the building plan fee.

For the 2019/2020 fiscal year, the budget for third-party building plan review was approved at \$8,000. A budget amendment is necessary to account for the July 2019 contract of \$25,000 and the proposed contract of \$61,300. In total, the third-party building plan review budget needs to be amended by \$78,300 to account for all unanticipated costs. This will be partially offset with administrative fees associated with administration of contracts related to the redevelopment of the Capitola Mall.

Approved Budget	\$8,000
Budget Amendment	

CSG Contract for Building Plan review
October 24, 2019


CSG July 2019 Contract at \$25,000	\$17,000 (\$25,000 – \$8,000)
Proposed CSG Contract for remainder of the fiscal year	\$61,300
Total Budget Amendment	\$78,300

ATTACHMENTS:

1. CSG Consultants - Fixed Fee Contract - 10.25.2019
2. CSG FY 19-20 20-21 Fee Schedule
3. CSG Contract Budget Amendment
4. CSG Sole Source Vendor

Report Prepared By: Katie Herlihy
Community Development Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

10/18/2019

CITY OF CAPITOLA
PROFESSIONAL SERVICES AGREEMENT
 Building Consulting Services
 CSG Consultants

THIS AGREEMENT is entered into on October 25, 2019, by and between the City of Capitola, a Municipal Corporation, hereinafter called "City" and CSG Consultants, Inc., hereinafter called "Consultant".

WHEREAS, City desires certain services described in Appendix One and Consultant is capable of providing and desires to provide these services;

NOW, THEREFORE, City and Consultant for the consideration and upon the terms and conditions hereinafter specified agree as follows:

SECTION 1
Scope of Services

The services to be performed under this Agreement are for Building Consultant and further detailed in Appendix One.

SECTION 2
Duties of Consultant

All work performed by Consultant, or under its direction, shall be sufficient to satisfy the City's objectives for entering into this Agreement and shall be rendered in accordance with the generally accepted practices, and to the standards of, Consultant's profession.

Consultant shall not undertake any work beyond the scope of work set forth in Appendix One unless such additional work is approved in advance and in writing by City. The cost of such additional work shall be reimbursed to Consultant by City on the same basis as provided for in Section 4.

If, in the prosecution of the work, it is necessary to conduct field operations, security and safety of the job site will be the Consultant's responsibility excluding, nevertheless, the security and safety of any facility of City within the job site which is not under the Consultant's control.

Consultant shall meet with Katie Herlihy, Community Development Director, called "Director," or other City personnel, or third parties as necessary, on all matters connected with carrying out of Consultant's services described in Appendix One. Such meetings shall be held at the request of either party hereto. Review and City approval of completed work shall be obtained monthly, or at such intervals as may be mutually agreed upon, during the course of this work.

SECTION 3
Duties of the City

City shall make available to Consultant all data and information in the City's possession which City deems necessary to the preparation and execution of the work, and City shall actively aid and assist Consultant in obtaining such information from other agencies and individuals as necessary.

The Director may authorize a staff person to serve as his or her representative for conferring with Consultant relative to Consultant's services. The work in progress hereunder shall be reviewed from time to time by City at the discretion of City or upon the request of Consultant. If the work is satisfactory, it will be approved. If the work is not satisfactory, City will inform Consultant of the changes or revisions necessary to secure approval.

SECTION 4 **Fees and Payment**

Payment for the Consultant's services shall be made upon a schedule and within the limit, or limits shown, upon Appendix Two. Such payment shall be considered the full compensation for all personnel, materials, supplies, and equipment used by Consultant in carrying out the work. If Consultant is compensated on an hourly basis, Consultant shall track the number of hours Consultant, and each of Consultant's employees, has worked under this Agreement during each fiscal year (July 1 through June 30) and Consultant shall immediately notify City if the number of hours worked during any fiscal year by any of Consultant's employees reaches 900 hours. In addition, each invoice submitted by Consultant to City shall specify the number of hours to date Consultant, and each of Consultant's employees, has worked under this Agreement during the current fiscal year.

SECTION 5 **Changes in Work**

City may order major changes in scope or character of the work, either decreasing or increasing the scope of Consultant's services. No changes in the Scope of Work as described in Appendix One shall be made without the City's written approval. Any change requiring compensation in excess of the sum specified in Appendix Two shall be approved in advance in writing by the City.

SECTION 6 **Time of Beginning and Schedule for Completion**

This Agreement will become effective when signed by both parties and will terminate on the earlier of:

- The date Consultant completes the services required by this Agreement, as agreed by the City; or
- The date either party terminates the Agreement as provided below.

Work shall begin on or about October 25, 2019.

In the event that major changes are ordered or Consultant is delayed in performance of its services by circumstances beyond its control, the City will grant Consultant a reasonable adjustment in the schedule for completion provided that to do so would not frustrate the City's objective for entering into this Agreement. Consultant must submit all claims for adjustments to City within thirty calendar days of the time of occurrence of circumstances necessitating the adjustment.

SECTION 7 **Termination**

City shall have the right to terminate this Agreement at any time upon giving ten days written notice to Consultant. Consultant may terminate this Agreement upon written notice to City should the City fail to fulfill its duties as set forth in this Agreement. In the event of termination, City shall pay the Consultant for all services performed and accepted under this Agreement up to the date of termination.

**SECTION 8
Insurance**

Consultant shall procure and maintain for the duration of the contract and for two years thereafter, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, or employees.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

- 1. Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 0001).
- 2. Insurance Services office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto).
- 3. Workers' Compensation insurance as required by the State of California, and Employer's Liability Insurance.
- 4. Professional (Errors and Omissions) Liability insurance appropriate to the consultant's profession. Architects' and engineers' coverage shall include contractual liability.

Minimum Limits of Insurance

Consultant shall maintain limits no less than:

- 1. General Liability: **\$1,000,000** per occurrence and **\$2,000,000** in aggregate (including operations, products and completed operations)
- 2. Automobile Liability: **\$1,000,000** per accident for bodily injury and property damage.
- 3. Employer's Liability Insurance **\$1,000,000 per accident for bodily injury and property damage.**
- 4. Errors and Omissions Liability: Limits **\$1,000,000** per claim and **\$2,000,000** in the aggregate.

Attachment: CSG Consultants - Fixed Fee Contract - 10.25.2019 (CSG Contract for Building Plan review)

Other Insurance Provisions

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City of Capitola, its officers, officials, employees and volunteers are to be covered as additional insured's as respects: liability arising out of work or operations performed by or on behalf of the Consultant or automobiles owned, leased, hired or borrowed by the Consultant.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled except after prior written notice has been given to the City.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Waiver of Subrogation

Contractor hereby agrees to waive rights of subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. **The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Capitola** for all work performed by the Contractor, its employees, agents and subcontractors.

Verification of Coverage

Consultant shall furnish the City with original certificates and amendatory endorsements affecting coverage by this clause. The endorsements should be on forms provided by the City or on other than the City's forms provided those endorsements conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

SECTION 9 Indemnification

For General Services: To the fullest extent permitted by law, Consultant agrees to indemnify, defend, and hold harmless the City, its directors, officers, employees from and against any and all claims, demands, actions, liabilities, damages, judgments, or expenses (including attorneys' fees and costs) arising from the acts or omissions of Consultant's employees or agents in any way related to the obligations or in the performance of services under this Agreement, except for design professional services as defined in Civil Code § 2782.8, and except where caused by the sole or active negligence, or willful misconduct of the City.

For Design Professional Services under Civil Code §2782.8: To the fullest extent permitted by law, Consultant agrees to indemnify, defend, and hold harmless the City, its directors, officers, and employees

from and against any and all claims, demands, actions, liabilities, damages, or expenses (including attorneys' fees and costs) arising from the negligence, recklessness, or willful misconduct of the Consultant, Consultant's employees, or agents in any way related to the obligations or in the performance of design professional services under this Agreement as defined in Civil Code §2782.8, except where caused by the sole or active negligence, or willful misconduct of the City. The costs to defend charged to the Consultant relating to design professional services shall not exceed the Consultant's proportionate percentage of fault per Civil Code §2782.8 and against all claims, damages, losses, and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the Consultant, Consultant's employees, agents or subcontractors, except where caused by the active negligence, sole negligence, or willful misconduct of the City.

SECTION 10 **Civil Rights Compliance/Equal Opportunity Assurance**

Every supplier of materials and services and all consultants doing business with the City of Capitola shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990, and shall be an equal opportunity employer as defined by Title VII of the Civil Rights Act of 1964 and including the California Fair Employment and Housing Act of 1980. As such, consultant shall not discriminate against any person on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, age or sex with respect to hiring, application for employment, tenure or terms and conditions of employment. Consultant agrees to abide by all of the foregoing statutes and regulations.

SECTION 11 **Legal Action/Attorneys' Fees**

If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which he or she may be entitled. The laws of the State of California shall govern all matters relating to the validity, interpretation, and effect of this Agreement and any authorized or alleged changes, the performance of any of its terms, as well as the rights and obligations of Consultant and the City.

SECTION 12 **Assignment**

This Agreement shall not be assigned without first obtaining the express written consent of the Director after approval of the City Council.

SECTION 13 **Amendments**

This Agreement may not be amended in any respect except by way of a written instrument which expressly references and identifies this particular Agreement, which expressly states that its purpose is to amend this particular Agreement, and which is duly executed by the City and Consultant. Consultant acknowledges that no such amendment shall be effective until approved and authorized by the City Council, or an officer of the City when the City Council may from time to time empower an officer of the City to approve and authorize such amendments. No representative of the City is authorized to obligate the City to pay the cost or value of services beyond the scope of services set forth in Appendix Two. Such authority is retained solely by the City Council. Unless expressly authorized by the City Council, Consultant's compensation shall be limited to that set forth in Appendix Two.

SECTION 14
Miscellaneous Provisions

1. *Project Manager.* Director reserves the right to approve the project manager assigned by Consultant to said work. No change in assignment may occur without prior written approval of the City.
2. *Consultant Service.* Consultant is employed to render professional services only and any payments made to Consultant are compensation solely for such professional services.
3. *Licensure.* Consultant warrants that he or she has complied with any and all applicable governmental licensing requirements.
4. *Other Agreements.* This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter, and no other agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.
5. *City Property.* Upon payment for the work performed, or portion thereof, all drawings, specifications, records, or other documents generated by Consultant pursuant to this Agreement are, and shall remain, the property of the City whether the project for which they are made is executed or not. The Consultant shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information and reference in connection with the City's use and/or occupancy of the project. The drawings, specifications, records, documents, and Consultant's other work product shall not be used by the Consultant on other projects, except by agreement in writing and with appropriate compensation to the City.
6. *Consultant's Records.* Consultant shall maintain accurate accounting records and other written documentation pertaining to the costs incurred for this project. Such records and documentation shall be kept available at Consultant's office during the period of this Agreement, and after the term of this Agreement for a period of three years from the date of the final City payment for Consultant's services.
7. *Independent Contractor.* In the performance of its work, it is expressly understood that Consultant, including Consultant's agents, servants, employees, and subcontractors, is an independent contractor solely responsible for its acts and omissions, and Consultant shall not be considered an employee of the City for any purpose.
8. *Conflicts of Interest.* Consultant stipulates that corporately or individually, its firm, its employees and subcontractors have no financial interest in either the success or failure of any project which is, or may be, dependent on the results of the Consultant's work product prepared pursuant to this Agreement.
9. *Notices.* All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given and fully received when made in writing and deposited in the United States mail, certified and postage prepaid, and addressed to the respective parties as follows:

Professional Services Agreement October 25, 2019
Building Consultant Services
CSG Consultants
Page 7

CITY
CITY OF CAPITOLA
420 Capitola Avenue
Capitola, CA 95010
831-475-7300

CONSULTANT
CSG Consultants
550 Pilgrim Drive
Foster City, CA 94404
(650) 522-2500

By: _____
Benjamin Goldstein, City Manager

By: _____
Charles D. Rider, Secretary

Dated: _____

Dated: _____

Approved as to Form:

Samantha Zutler, City Attorney

Attachment: CSG Consultants - Fixed Fee Contract - 10.25.2019 (CSG Contract for Building Plan review)

APPENDIX ONE Scope of Services

Services are to be provided on an as needed basis. Consultant shall provide well qualified and competent personnel to provide the following services to City:

1. Building Plan Review Services
 - a. Services shall consist of the review of plans and documents for compliance with the City's adopted or enforced codes and regulations. Additionally, services shall be provided in accordance with accepted standards of practice for government plan review, and in conformance with the policies, procedures, interpretations and practices of the City.
 - b. Services shall include but may not necessarily be limited to the examination of the following plans: Structural; electrical, mechanical & plumbing code; disabled access code; Green Building Code; Energy Code; and Non-structural fire and life-safety.
 - c. During the plan review process, Consultant shall meet, if requested, with the applicant or architect/engineer, City staff or consultants.
 - d. Turn-around time shall be a maximum of ten (10) business days for the first check. The turn-around time for subsequent checks, revisions, deferred submittals, and RFIs shall be a maximum of five (5) business days. **Note:** *Turn-around time may vary with the complexity and magnitude of the project. If a review is anticipated to take longer than the maximum turnaround time, Consultant shall notify City and negotiate additional time required to ensure an appropriate level of review.*
 - e. At their option, City may transmit plans for review digitally in electronic format, or physically in hard copy format. Consultant may provide courier service to pick-up and return plans to City.
 - f. Consultant shall provide expedited plan review services upon request of City. The review time shall be five (5) working days or less, or by mutually agreed upon between City and Consultant.
 - g. City shall provide Consultant local changes to State codes as adopted from time to time.

APPENDIX TWO Fees and Payments

Consultant will provide invoices to the City for all services and expenses on a monthly basis. City will endeavor to pay all invoices within 30 days of receipt. The total amount billed by Consultant and paid by City pursuant to this agreement shall not exceed \$61,300 FY 2019/2020 and \$39,600 FY2020/2021 without written advance authorization from the City.

Consultant hereby represents and warrants, based upon Consultant's independent determination of the time and labor, including overtime, which will be required to perform said services, that Consultant will provide all said services at a cost which will not exceed the maximum price set forth in this agreement for Consultant's services. Consultant hereby assumes the risk that Consultant will perform said services within this maximum price constraint and Consultant acknowledges that its inability to do so shall not excuse completion of the services and shall not provide a basis for additional compensation.

Salary expenses include the actual direct pay of personnel assigned to the project (except for routine secretarial and account services) plus payroll taxes, insurance, sick leave, holidays, vacation, and other fringe benefits. The percentage of compensation attributable to salary expenses includes all of Consultant's indirect overhead costs and fees. For purposes of this Agreement, Consultant's salary expenses and non-salary expenses will be compensated at the rates set forth in the fee schedule attached to this appendix and in accordance with the terms set forth therein. Non-salary expenses include travel, meals and lodging while traveling, materials other than normal office supplies, reproduction and printing costs, equipment rental, computer services, service of subconsultants or subcontractors, and other identifiable job expenses. The use of Consultant's vehicles for travel shall be paid at the current Internal Revenue Service published mileage rate.

Salary payment for personnel time will be made at the rates set forth in the attached fee schedule for all time charged to the project. Normal payroll rates are for 40 hours per week. Consultant shall not charge the City for personnel overtime salary at rates higher than those set forth in the attached fee schedule without the City's prior written authorization.

In no event shall the total fee charged for the scope of work set forth in Appendix One exceed the total budget of \$61,300 (Sixty-one thousand three hundred dollars), for fiscal year 2019/2020 and \$31,600 (thirty-one thousand six hundred dollars) for fiscal year 2020/2021 without specific, written advance authorization from the City.

Payments shall be made monthly by the City, based on itemized invoices from the Consultant which list actual costs and expenses. Such payments shall be for the invoice amount. The monthly statements shall contain the following affidavit signed by a principal of the Consultant's firm:

"I hereby certify as principal of the firm of CSG Consultants, that the not to exceed of \$61,300 FY 2019/2020 and \$39,600 FY2020/2021 total as summarized above and shown in detail on the attachments is fair and reasonable, is in accordance with the terms of the Agreement dated October 25, 2019, and has not been previously paid."

Fee Schedule

CSG’s fee schedule for proposed work is provided below. CSG will coordinate the pickup and return of all plans to CSG via CSG staff or a licensed courier service. ***This service is provided at no additional cost.***

Plan review is based on a percentage of plan check fees and includes the initial plan review and two subsequent reviews. Additional reviews, deferred submittals, revisions, and RFIs will be charged at the appropriate hourly rate below or as otherwise determined by mutual agreement with the City. RFIs for larger developments will be performed at an hourly rate, and turnaround times will be agreed upon in advance with the City. The hourly rates for the 2019-2020 and 2020-2021 Fiscal Year are provided in their respective columns below.

PERSONNEL / SERVICES	ALL INCLUSIVE FEE / HOURLY RATE	
	FY 2019-2020	FY 2020-2021
BUILDING PLAN REVIEW		
Full Plan Review by Percentage	65% of City’s Building Plan Check Fees	
Structural Plan Review by Percentage	55% of City’s Building Plan Check Fees	
Expedited Plan Review by Percentage	95% of City’s Building Plan Check Fees	
Building Plan Review / Professional Engineer (Hourly)	\$125	\$130
Building Plan Review / ICC Licensed Plans Examiner (Hourly)	\$100	\$105
CASp Consultation / Review (Hourly)	\$135	\$140
Expedited Plan Review (Hourly)	1.5 x Hourly Rate	
BUILDING STAFFING SERVICES	FY 2019-2020	FY 2020-2021
Certified Building Inspector	\$105	\$110
CASp Inspection	\$135	\$140
Building Official / Counter Assistance	\$115	\$120

All hourly rates include salaries, benefits, workers compensation insurance, local travel and miscellaneous office expenses. Should the scope of work change or circumstances develop which necessitate special handling, CSG will notify the City prior to proceeding. Overtime services will be billed at 1.5x the applicable hourly rate. On each anniversary of the contract start date, CSG will initiate an hourly rate increase based on change in CPI for the applicable region. CSG will invoice on a monthly basis for services rendered during the prior month. Unless otherwise agreed, payment terms are 30-days from receipt of invoice.

Attachment: CSG FY 19-20 20-21 Fee Schedule (CSG Contract for Building Plan review)

City of Capitola Budget Adjustment Form



Date 10/17/2019

Requesting Department Community Development

Administrative Council

Item # TBD
 Council Date 10/24/2019
 Council Approval _____

Revenues		
Account #	Account Description	Increase/Decrease
1000-40-40-000-3460.050	Comm dev Planning - other fees	36,600
Total		36,600

Expenditures		
Account #	Account Description	Increase/Decrease
1000-40-41-000-4360.150	CS-Bldg Svcs Bldg plan checks	78,300
Total		78,300

Net Impact (41,700)

Purpose: Cost recovery for mall redevelopment (revenue) and increased budget for outsourced building plan check services (expenditure)

Department Head Approval _____
 Finance Department Approval _____
 City Manager Approval _____

Attachment: CSG Contract Budget Amendment (CSG Contract for Building Plan review)

**Sole Source Purchases Determination
CSG Consultants • \$100,000 • Building Plan Review**

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

DISCUSSION: The contract with the CSG Consultants for Building Plan Review and Staffing in the amount of \$61,300 dated October 25, 2019, is a qualified sole source purchase within the City Administrative Policy III-4 Section II.

Policy Section B1: Materials, Supplies & Equipment:

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

Policy Section B2: Consultant or General Services:

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

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

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

CSG Consultants has provided the City of Capitola with building plan review and staffing services for the past two months. Their staff has acquired extensive working knowledge of the Capitola building review system, inspection services, and computer systems.

Katie Herlihy, Community Development Director Date Jamie Goldstein, City Manager Date

Attachment: CSG Sole Source Vendor (CSG Contract for Building Plan review)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF OCTOBER 24, 2019

FROM: Public Works Department

SUBJECT: Consider Adding Streets within the Jewel Box Neighborhood to be Slurry Sealed as Part of the Jewel Box Sewer Project

RECOMMENDED ACTION: Authorize the Public Works Department to reimburse the County of Santa Cruz for slurry sealing additional streets within the Jewel Box neighborhood as part of the County's Jewel Box Sewer Project at an estimated cost of \$84,750; and approve a budget amendment of \$93,000 transferring funds within the Capital Improvement Program.

BACKGROUND: In 2018 the City completed a citywide slurry seal project that initially included some streets within the Jewel Box neighborhood. While planning the slurry project, Public Works staff was also working with County of Santa Cruz staff on scheduling the Jewel Box Sewer Project (sewer project). The sewer project included slurry seals on the impacted streets. At the time the City bid the 2018 slurry project, City staff removed several streets within the Jewel Box to avoid conflicts with the sewer project. At the time, it was anticipated that the City would coordinate with the County to add streets to the sewer project slurry to ensure all of the streets in the neighborhood were sealed once the sewer project was completed. As the sewer project is nearing completion, the contractor is scheduling the slurry seal and Public Works staff is recommending adding slurry seals on 45th Avenue, 47th Avenue, 49th Avenue, Topaz Street, and small portions of Emerald Street and Garnet Street to the project. A map is included as Attachment 1.

DISCUSSION: The County's contractor has calculated the cost to add this additional work at the contract prices prescribed in its contract. Public Works staff has requested the contractor also provide some pothole and pavement repairs prior to the slurry seal. The cost of the City's requested additional work breaks down as follows:

Work Item	Cost
Slurry Seal	\$37,507
Striping	\$29,243
3 days of pothole/street repair (\$750/hour)	\$18,000
Total	\$84,750

The contractor's pricing sheets are included as Attachment 2. The pothole and street repair work will be done under the direction of Public Works staff and the \$18,000 is the maximum that will be spent. The slurry seal and striping final costs will be based on the actual quantity

Jewel Box Sewer Add Slurry
October 24, 2019

completed.

As has been the past practice when working with the County to add work to one of its projects, the City will issue a Purchase Order to the County for the \$84,570 and then the County will bill the City once the work is complete.

FISCAL IMPACT: When originally budgeted, the 2018 slurry seal project budget included funding for this additional work, but unfortunately the actual costs exceeded the estimated amount. As a result, the remaining fund balance in the slurry seal project is only \$21,368. Additional funding is available from the 38th Avenue improvement project that was also completed in 2018. This project has a remaining fund balance of \$72,382. A budget transfer has been prepared to create a new Capital Improvement Program project for this work and transfer both project balances to this new project. This transfer will allow for the previously completed projects to be closed. Funds remaining from the \$93,750 being transferred will be available for use on future projects.

ATTACHMENTS:

1. Map
2. Slurry Seal Pricing
3. 2019-20 Slurry Seal - Jewel Box Budget Amendment

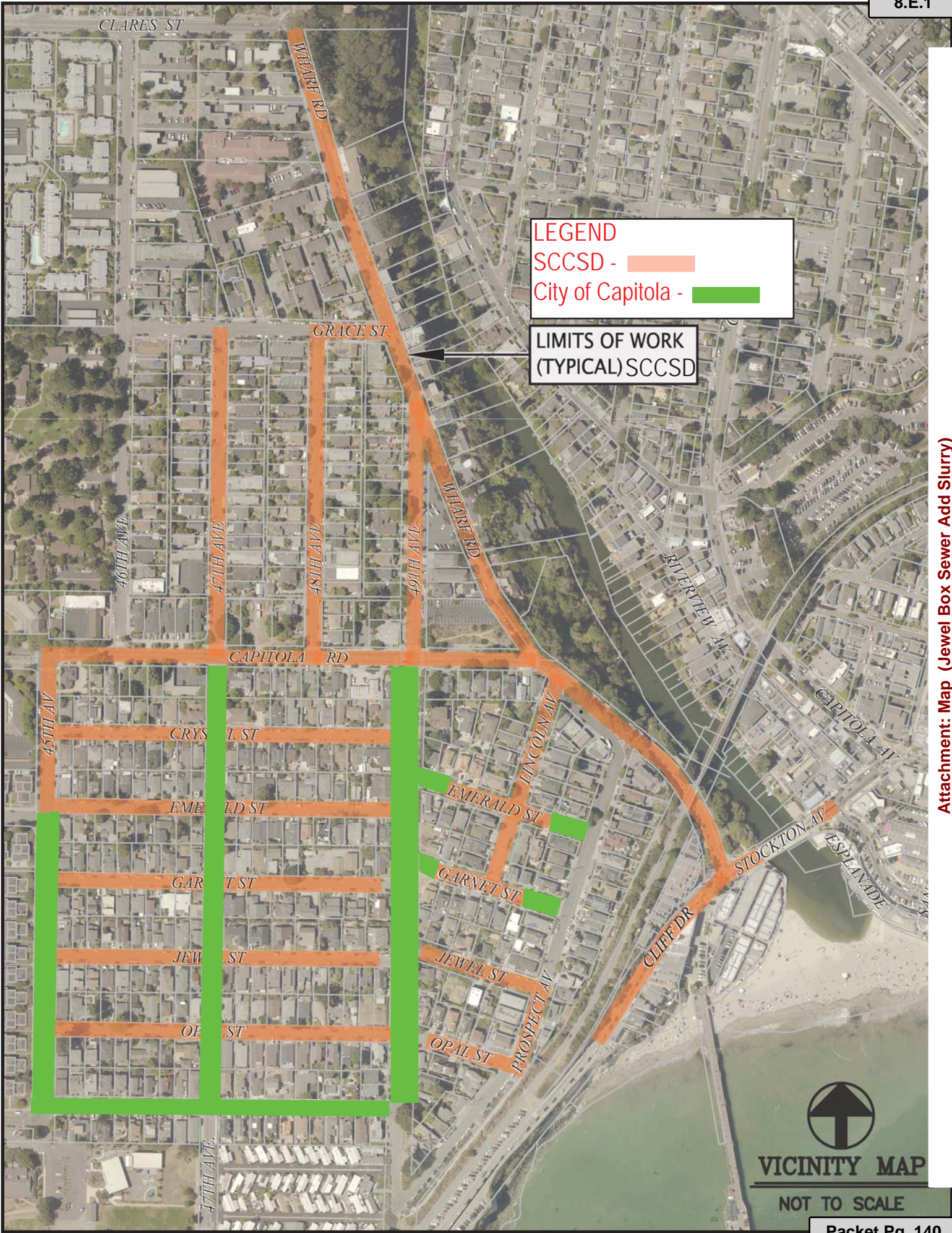
Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

10/18/2019



Attachment: Map (Jewel Box Sewer Add Slurry)

RANGER PIPELINES INC.



GENERAL ENGINEERING CONTRACTORS
LICENSE NUMBER 417996

9/25/2019

Santa Cruz County Sanitation District
701 Ocean Street, Room 410
Santa Cruz , CA 95060

Attn: Mr. David Seanez
Construction Manager

Project Title: Capitola /Jewel Box Sewer Replacement

Re: Additional Slurry Sealing to 45thAve, 47th Ave, 49th Ave, Emerald St, Garnet St & Topaz St.

Ranger Pipelines, Inc. hereby submit our PCO in the amount of \$37,506.50 to slurry seal the additional streets above.

<i>Additional Slurry Sealing Costs</i>				
Description	Quantity	Unit	Unit Price	Total
Additional Slurry Seal	16,570	SY	-	-
Additional Slurry Seal (Up to 125% of Contract)	12,350	SY	\$ 2.14	\$ 26,429.00
Additional Slurry Seal (Over 125% of Contract)	4,220	SY	\$ 2.63	\$ 11,077.50
Total Cost for Additional Slurry Sealing				\$ 37,506.50

Attachment: Slurry Seal Pricing (Jewel Box Sewer Add Slurry)

**Exclusions/Clarifications**

- Slurry seal approximately 16,570 SY of additional streets.
- This does not include the additional portion on Grace St that has since been removed.
- The additional slurry seal will commence after the contract slurry seal has been completed.
- Contract time extension will be required if slurry sealing and striping cannot be performed until Spring 2020.
- If the work cannot be performed this year (2019) due to inclement weather, Graham Contractors is charging \$9,500 per day to mobilize and complete the work in 2020.
- The unit rate price for additional slurry seal from our contractor is \$2.50 SY, All additional slurry over 125% of original contract will be charged at this rate.
- Additional slurry over 125% of original contract will have a 5% Subcontractor Markup.
- Attached quote from Graham Contractor's for additional slurry sealing.
- Working Hours, 7am to 5pm

Yours sincerely,

Gavin McElhinney

Attachment: Slurry Seal Pricing (Jewel Box Sewer Add Slurry)

**GRAHAM
CONTRACTORS
INC. EST. 1976**

Post Office Box 26770

San Jose, CA 95159

Phone (408) 293-9516

Fax (408) 293-3633

Crack Seal Division Ph:(916) 257-7158 Fax (916) 772-9327

QUOTATION

To:	Gavin McElhinney	Quote Date:	REVISED #3.....9-24-19
Firm:	Ranger Pipelines	Bid Date/Time	
Phone:	(415) 866-7459	City	Capitola
Fax:		Contr. NO	N/A
Email:	gavin@rangerpipelines.com		
Job:	CAPITOLA / JEWEL BOX SEWER REPLACEMENT		
	for Santa Cruz County Sanitation District		

ITEM NO.	DESCRIPTION	UOM	QUANTITY	UNIT PRICE	TOTAL
CHANGE ORDER	Slurry Seal	SY	16,570	\$2.50	\$ 41,425.
	INCLUDES ADD TWO (2) DAYS OF WORK TO BASE				
	Add portions of 45th, 47th, 49th, Emerald, Garnet & Topaz				

Includes:	72-Hour Post & Notify, Pre-Sweeping, Traffic Control,	TOTAL	\$ 41,425.
------------------	---	--------------	------------

Price Good	October 15, 2019	# OF DAYS ON JOB:	UP TO 5 DAYS
Thru		Each Add'l DAY:	\$9,500.00

Exclusions: Permits, Fees, Bonds (Bondable @ 1%), Removal of Parked Cars, A/C Patching, Heavy Cleaning / Pressure Washing, Crackfilling, Rout/Sawcutting of cracks, **Herbicide**, Clearing/Grubbing, Vegetation / Tree Trimming, Job-Site Scales, CMS Boards, Traffic Police, Tack/Prime Coats, Flood Testing, Leveling Courses, Rut Filling, Security Classes/Badging, Stripe/Marker Removal, Stripe/Marker Replacement, Stripe/Marker Protection, Temporary Delineation of any type, Job-Specific Calibration, Installation of Posts/Signs, Curb Painting, Bollard Painting, Wheel Stops, Sandblasting or Grinding of any type, Informational Signage Saturday & Sunday Work, Night Work, Any and ALL Contractual Share Payments or Agreements, OCIP/CCIP/WRAP Participation OR Fees (these may be added at actual cost, pending approval by our insurer), Builder's Risk Insurance, Railroad or VTA Traffic Control / Insurance / Permits / Classes / Fees of any type, Federal Wages, Repair of power steering marks (inherent to materials being used), QA/QC/TESTING, SWPPP/WPCP/BMPs, Grading/Base Prep/Watering, Formal OR Certified Traffic Control Plans, Attenuator Vehicles,

Terms of Quote: Payment Within 30 Days of substantial completion of our work / NO RETENTION ON PROJECTS UNDER \$ 7,501.00

THIS QUOTATION AND CONDITIONS MUST BECOME PART OF ANY CONTRACT OR PURCHASE ORDER, AND CANNOT BE SUPERSEDED BY ANY OTHER TERMS OF THE AGREEMENT

IF CONTRACTOR OR OWNER DIRECTS GRAHAM CONTRACTORS TO PROCEED WITH THE WORK SET FORTH ABOVE, EVEN IF SAID DIRECTION IS ONLY MADE VERBALLY OR ELECTRONICALLY, THEN CONTRACTOR AGREES TO THE TERMS AND CONDITIONS OF THIS QUOTE, UNLESS AND UNTIL THE PARTIES THEREAFTER SIGN A MUTUALLY ACCEPTABLE WRITTEN AGREEMENT

Accepted
By: _____ Date: _____
Title: _____

GRAHAM CONTRACTORS IS UNION SIGNATORY
CA Lic. # 315789 A, C-12 ----- DIR Reg. # 1000006175
Quote Submitted By:
Che Corlett

Attachment: Slurry Seal Pricing (Jewel Box Sewer Add Slurry)

RANGER PIPELINES INC.



GENERAL ENGINEERING CONTRACTORS
LICENSE NUMBER 417996

9/25/2019

Santa Cruz County Sanitation District
701 Ocean Street, Room 410
Santa Cruz, CA 95060

Attn: Mr. David Seanez
Construction Manager

Project Title: Capitola /Jewel Box Sewer Replacement

Re: Additional Striping to 45th Ave, 47th Ave, 49th Ave, Emerald St, Garnet St & Topaz St.

Ranger Pipelines, Inc. hereby submit our PCO in the amount of \$29,242.50 to stripe
the additional streets above.

<i>Additional Striping Costs</i>				
Description	Quantity	Unit	Unit Price	Total
Additional Striping	1	LS	\$ 27,850.00	\$ 27,850.00
Markup Percentage on Sub Contractors		5%		\$ 1,392.50
Total Cost for Additional Striping				\$ 29,242.50

Attachment: Slurry Seal Pricing (Jewel Box Sewer Add Slurry)

**Exclusions/Clarifications**

- Removal of existing thermoplastic striping to 45thAve, 47th Ave, 49th Ave, Emerald St, Garnet St & Topaz St
- Install new striping to match existing striping to 45thAve, 47th Ave, 49th Ave, Emerald St, Garnet St & Topaz St
- This does not include the additional portion on Grace St that has since been removed.
- The additional striping will commence after the contract striping has been completed.
- Contract time extension will be required if slurry sealing and striping cannot be performed until Spring 2020.
- Attached quote from Sierra Striping for additional striping.
- Working Hours, 7am to 5pm

Yours sincerely,

Gavin McElhinney

Attachment: Slurry Seal Pricing (Jewel Box Sewer Add Slurry)



CHANGE ORDER # 1

8.E.2

SIERRA TRAFFIC MARKINGS, INC.
 9725 Del Road Suite B Roseville, Ca. 95747
 (916) 774-9080 Office (916) 774-9088 Fax

ESTIMATE #: 19-281

Date 9/25/2019

TO

Ranger Pipelines, Inc.
 PO Box 24109
 San Francisco, CA 94124

Attn: Gavin McElhinney
 Office: 415-822-3700
 Fax: 415-822-3703
 Customer E-mail: Gavin@rangerpipelines.com

PROJECT NAME:
PROJECT ADDRESS:
CITY:
CUSTOMER JOB #:
AUTHORIZED BY:

Capitola Jewel Box Sewer
Santa Cruz County, CA
Glenn Bacchi

The original contract agreement between Sierra Traffic Markings, Inc. and the contractor named above is here by modified and amended by the following deviations from the original contract.

DESCRIPTION OF CHANGE OR MODIFICATION

ITEM	QTY	DESCRIPTION	UNIT TOTAL
	1	LS. ADDITIONAL WORK	27,850.00
		45TH AVENUE	
	610	LF. Detail 22	
	1,032	LF. Detail 39	
	400	LF. Detail 39A	
	1	EA. 8' STOP Stencil	
	4	EA. Bike Symbol with Rider	
	1	EA. "25"	
	2	EA. Speed Bump Striping	
	4	EA. BUMP Legend	
	1	LS. Remove Thermoplastic Striping and Markings	
		47TH AVENUE	
	1	EA. Ladder Crosswalk	
	3	EA. Speed Bump Striping	
	1	LS. Remove Thermoplastic Marking	
*****CONTINUES ONTO NEXT PAGE*****			

CHANGE ORDER TOTAL

It is mutually agreed that for such change the contract price is increased by All provisions of the original contract and agreement shall remain in full force and effect, without change because of above deviations. All change orders must be approved before Sierra Traffic Markings can complete any additional work requested or required. Upon approval of all changes above, please sign, date and return back Sierra Traffic Markings, Inc..

Thank You,
 Sierra Traffic Markings, Inc.

Upon Approval Please Sign Below

Authorized Name & Signature	Date Accepted
Ranger Pipelines, Inc. PO Box 24109 San Francisco, CA 94124	

Attachment: Slurry Seal Pricing (Jewel Box Sewer Add Slurry)



CHANGE ORDER # 1

8.E.2

ESTIMATE #: 19-281

Date 9/25/2019

SIERRA TRAFFIC MARKINGS, INC.
 9725 Del Road Suite B Roseville, Ca. 95747
 (916) 774-9080 Office (916) 774-9088 Fax

TO
 Ranger Pipelines, Inc.
 PO Box 24109
 San Francisco, CA 94124

PROJECT NAME: Capitola Jewel Box Sewer
PROJECT ADDRESS:
CITY: Santa Cruz County, CA
CUSTOMER JOB #:
AUTHORIZED BY: Glenn Bacchi

Attn: Gavin McElhinney
 Office: 415-822-3700
 Fax: 415-822-3703
 Customer E-mail: Gavin@rangerpipelines.com

The original contract agreement between Sierra Traffic Markings, Inc. and the contractor named above is here by modified and amended by the following deviations from the original contract.

DESCRIPTION OF CHANGE OR MODIFICATION

ITEM	QTY	DESCRIPTION	UNIT TOTAL
	1	49TH AVENUE EA. Ladder Crosswalk	
	3	EA. Speed Bump Striping	
	1	LS. Remove Thermoplastic Marking	
	150	TOPAZ STREET LF. Detail 22	
	4	EA. 8' STOP Stencil w/ Limit Line	
	1	LS. Remove Thermoplastic Marking	
NOTE: Additional Work to be Completed At Same Time as Original Contract Work			
CHANGE ORDER TOTAL			\$27,850.00

Attachment: Slurry Seal Pricing (Jewel Box Sewer Add Slurry)

It is mutually agreed that for such change the contract price is increased by **\$27,850.00**
 All provisions of the original contract and agreement shall remain in full force and effect, without change because of above deviations. All change orders must be approved before Sierra Traffic Markings can complete any additional work requested or required. Upon approval of all changes above, please sign, date and return back Sierra Traffic Markings, Inc..

Thank You,
 Sierra Traffic Markings, Inc.

Upon Approval Please Sign Below

Authorized Name & Signature	Date Accepted
Ranger Pipelines, Inc. PO Box 24109 San Francisco, CA 94124	

PROJECT:
OWNER:
Job #:

RANGER PIPELINES, INC.
1790 YOSEMITE AVE
SAN FRANCISCO, CA 94124
(415) 822.3700 Fax: (415) 822.3703

REPORT No.: XWK - _____
DATE: _____
PCO No.: _____
COR: _____
Page No.: _____

Extra Work Report

WORK PERFORMED BY: Ranger Pipelines, Inc.

DESCRIPTION OF WORK: This is a sample T&M tag for a paving crew. Depending on how much paving there is will determine the size of the crew and the amount of equipment required. Some equipment may or may not be required to carry out the works. These are the base rates so you can make a estimate off these.

A- EQUIPMENT		HOURS		HOURLY	EXTENDED
No.	DESCRIPTION	ACTUAL	PAY	Rate	AMOUNT
1	Crew Truck (F250 & F350)	1		\$ 20.29	\$20.29
1	Foreman Truck (F250 & F350)	1		\$ 20.29	\$20.29
1	6 Yard Dump Truck	1		\$ 36.46	\$36.46
1	John Deere 310G Backhoe	1		\$ 36.75	\$36.75
1	Bomag BW 120AD Roller	1		\$ 28.69	\$28.69
COST OF EQUIPMENT - A					\$142.48
B-MATERIALS					
No.	DESCRIPTION	Unit No.	Unit	UNIT COST	AMOUNT
1	7.5% Surcharge for Small Tools				
1	Asphalt	1	Ton	\$78.84	\$78.84
COST OF MATERIALS & WORK-B					\$78.84
C-SUBCONTRACTORS					
No.	DESCRIPTION	Unit No.	Unit	UNIT COST	AMOUNT
1	10 wheeler	1	Hrs.	\$110.00	\$110.00
COST OF SUBCONTRACTOR & WORK-C					\$110.00

TOTAL COST & 15 % MARK- UP A (Equipment)	\$163.85
TOTAL COST & 15 % MARK- UP B (Material)	\$90.67
TOTAL COST & 5 % MARK- UP OR 20% ON TRUCKING C (Subcontractor)	\$132.00
TOTAL COST A & B & C (Incl. Markup)	\$386.52

*s Denotes Standby Rate

No.	D -LABOR	HOURS	RATE	EXT. AMOUNT
1	Operator	1	\$ 78.69	\$78.69
1	Laborer	1	\$ 58.37	\$58.37
1	Laborer	1	\$ 58.37	\$58.37
1	Laborer	1	\$ 58.37	\$58.37
SUBTOTAL				\$253.80
19 % LABOR SURCHARGE				\$48.22
SUBTOTAL				\$302.02
15 % MARKUP ON LABOR				\$45.30
TOTAL COST OF LABOR - D				\$347.33
TOTAL COST OF EQUIPMENT, MALT'S, & SUBS-A & B & C				\$386.52
SUBTOTAL				\$733.84
2 % MARKUP Bonds & Insur				\$14.68
TOTAL THIS REPORT				\$748.52

CERTIFIED CORRECT:

Garvin McElhinney

9/20/2019

For Ranger Pipelines, Inc.

DATE

Inspector

DATE

Attachment: Slurry Seal Pricing (Jewel Box Sewer Add Slurry)

City of Capitola Budget Adjustment Form



Date 10/10/2019

Requesting Department Public Works

Administrative Council

Item # TBD
 Council Date 10/24/2019
 Council Approval _____

Revenues		
Account #	Account Description	Increase/Decrease
Total		-

Expenditures		
Account #	Account Description	Increase/Decrease
1200-00-00-000-4390.100 - CS0053	2017-18 City-Wide Slurry Seal	(21,368)
1200-00-00-000-4390.100 - CS0054	2017-18 38th Ave. Sidewalks	(72,382)
1200-00-00-000-4390.100 - TBD	2019-20 Slurry Seal	93,750
Total		-

Net Impact -

Purpose: Funding for the Jewel Box slurry seal project

Department Head Approval _____
 Finance Department Approval _____
 City Manager Approval _____

Attachment: 2019-20 Slurry Seal - Jewel Box Budget Amendment (Jewel Box Sewer Add Slurry)