

# City of Capitola Agenda

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



**REVISED**

## **CAPITOLA CITY COUNCIL REGULAR MEETING**

**TUESDAY, NOVEMBER 25, 2014**

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

### **CLOSED SESSION – 6:30 PM CITY MANAGER’S OFFICE**

*An announcement regarding the items to be discussed in Closed Session will be made in the City Hall Council Chambers prior to the Closed Session. Members of the public may, at this time, address the City Council on closed session items only. There will be a report of any final decisions in City Council Chambers during the City Council's Open Session Meeting.*

#### **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to Govt. Code §54956.9(b)  
One potential case: Water Rock Corporation claim

#### **CONFERENCE WITH LEGAL COUNSEL – INITIATION LITIGATION**

Initiation of litigation pursuant to Govt. Code §54956.9(c)  
One potential case: Unpaid and Overdue Share Loan

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

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

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

**1. ROLL CALL AND PLEDGE OF ALLEGIANCE**

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

**2. PRESENTATIONS**

- A. Proclamation honoring Cary Oyama, Maintenance Worker II, on his 35 years of service to the City of Capitola.
- B. Proclamation honoring Lisa Murphy, Administrative Services Director, on her 13 years of service to the City of Capitola.

**3. REPORT ON CLOSED SESSION**

**4. ADDITIONAL MATERIALS**

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

- A. 10.A.  
DETAILS:  
Emails from Steingrube.
- B. 10.F.  
DETAILS:  
Additional Material.

**5. ADDITIONS AND DELETIONS TO AGENDA**

**6. PUBLIC COMMENTS**

*Oral Communications allows time for members of the Public to address the City Council on any item not on the Agenda. Presentations will be limited to three minutes per speaker. Individuals may not speak more than once during Oral Communications. All speakers must address the entire legislative body and will not be permitted to engage in dialogue. All speakers are requested to print their name on the sign-in sheet located at the podium so that their name may be accurately recorded in the minutes. A MAXIMUM of 30 MINUTES is set aside for Oral Communications at this time.*

**7. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS**

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

**CAPITOLA CITY COUNCIL REGULAR MEETING - Tuesday, November 25, 2014**

**8. BOARDS, COMMISSIONS AND COMMITTEES APPOINTMENTS**

- A. Interim appointment to the Historical Museum Board of Directors.  
RECOMMENDED ACTION:  
Make appointment.

**9. CONSENT CALENDAR**

*All items listed in the "Consent Calendar" will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Council votes on the action unless members of the public or the City Council request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Government.*

*Note that all Ordinances which appear on the public agenda shall be determined to have been read by title and further reading waived.*

- A. Consider approving the November 13, 2014, Regular City Council Meeting Minutes.  
RECOMMENDED ACTION:  
Approve Minutes.
- B. Approval of City Check Register Reports dated October 17, 2014; October 24, 2014; October 31, 2014; November 7, 2014; and November 14, 2014.  
RECOMMENDED ACTION:  
Approve the City Check Register Reports.
- C. Receive the First Quarter Budget Report and Fourth Quarter Sales Tax Report.  
RECOMMENDED ACTION:  
Receive the Reports.
- D. Receive Annual Donations and Contributions Report.  
RECOMMENDED ACTION:  
Receive Report.
- E. Consider denying a liability claim of Water Rock Construction in the amount of \$674,260.  
RECOMMENDED ACTION:  
Deny Liability Claim.

**10. GENERAL GOVERNMENT / PUBLIC HEARINGS**

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

- A. Consider a Resolution approving the McGregor Park skate park design; and approve a budget adjustment to recognize the project reimbursement revenue and related expenditures.  
RECOMMENDED ACTION:  
Adopt Resolution and approve budget adjustment.

## CAPITOLA CITY COUNCIL REGULAR MEETING - Tuesday, November 25, 2014

- B. Introduction of an Ordinance regarding safety requirements for the McGregor Skate Park [1st Reading].  
RECOMMENDED ACTION:  
Introduce Ordinance.
- C. Receive report on the Park Avenue Sidewalk Project, and authorize the Public Works Director to amend the contract with Harris and Associates as necessary to complete the design and environmental review at an estimated cost of \$50,000.  
RECOMMENDED ACTION:  
Receive Report, and authorize the Public Works Director to amend the contract.
- D. Consider the approval of the plans, specifications, and estimate for the Stockton Avenue and Esplanade Intersection Improvements; authorize the Public Works Department to obtain a Coastal Development Permit and advertise for construction bids; and approve a budget adjustment to reflect a \$17,000 contribution towards the project expenditures.  
RECOMMENDED ACTION:  
(1) Approve the plans, specifications, and estimate for the Stockton Avenue and Esplanade Intersection Improvements; (2) authorize the Public Works Department to obtain a Coastal Development Permit and advertise for construction bids; and (3) approve a budget adjustment.
- E. Consider awarding a contract to Michael Arnone and Associates for the development of a public park plan for the Rispin property in the amount not to exceed \$32,870.  
RECOMMENDED ACTION:  
Award Contract.
- F. Consider approving the Santa Cruz Libraries Facilities Financing Authority Joint Exercise of Powers Agreement, and authorize the City Manager to sign the Agreement.  
RECOMMENDED ACTION:  
Approve agreement, and authorize the City Manager to sign the Agreement.

### 11. ADJOURNMENT

Adjourn to the next Regular Meeting of the City Council on Thursday, December 11, 2014, at 7:00 PM, in the City Hall Council Chambers, 420 Capitola Avenue, Capitola, California.

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

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

## **CAPITOLA CITY COUNCIL REGULAR MEETING - Tuesday, November 25, 2014**

**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](http://www.cityofcapitola.org) and at Capitola City Hall and at the Capitola Branch Library, 2005 Wharf Road, Capitola, on the Monday prior to the Thursday 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](http://www.cityofcapitola.org) by clicking on the Home Page link "**Meeting Video**". Archived meetings can be viewed from the website at anytime.

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# City of Capitola Mayor's Proclamation

*In Recognition and Appreciation to*

**CARY OYAMA**

*Upon his Retirement after 35 Years of Service to the City of Capitola  
November 5, 1979 through November 5, 2014*

**WHEREAS**, on November 5, 1979, at the age of 23 years old, Cary Kazuo Oyama was hired as a Maintenance Worker I for the City of Capitola; and

**WHEREAS**, on December 13, 1987, Cary was promoted to Senior Maintenance Worker, now referred to as Maintenance Worker II; and

**WHEREAS**, on February 12, 1998, Cary was recognized as Public Works Employee of the Year for his hard work, youthful demeanor, and being an excellent member of the crew; and

**WHEREAS**, Cary's landscaping background made him an instrumental member of the Public Works crew that was responsible for construction of the fields and landscaping at Jade Street Park and Community Center; and

**WHEREAS**, Cary has continued to take steps to improve his skills and make himself more valuable to the City, and in 2014, he successfully obtained his Class A commercial drivers license; and

**WHEREAS**, Cary has always been available when needed and has been an important part of the Public Works emergency response during floods, storms, and other disasters; and

**WHEREAS**, Cary has a passion for fishing and dune buggies, and heads to Grover Beach every year in July for a week of camping and riding his dune buggy in the sand dunes; and

**WHEREAS**, after 35 years of service with the City of Capitola, Cary has decided to move on to the next phase of his life.....Retirement, with more time for his hobbies and other interests.

**NOW, THEREFORE**, I, Sam Storey, Mayor of the City of Capitola, on behalf of the entire City Council, do hereby recognize and commend Cary Oyama for his 35 years of service to the people of the City of Capitola, and wish him well in his retirement.



A blue ink signature of Sam Storey is written over a horizontal line. The signature is cursive and appears to read "Sam Storey".

Sam Storey, Mayor

Signed and sealed this 25<sup>th</sup> day of November 2014

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# City of Capitola

## Mayor's Proclamation

*In Recognition and Appreciation to*  
**LISA MURPHY**

*WHEREAS, Lisa Murphy is an Aptos High School graduate, she attended Cal Poly San Luis Obispo and Sonoma State, earning her bachelor's degree. Lisa also holds a master's degree in Public Administration from Golden Gate University; and*

*WHEREAS, Lisa was hired on January 22, 2002, as the Assistant to the City Manager and was promoted to Administrative Services Director on July 5, 2011; and*

*WHEREAS, in 2013, Lisa was named "Woman of the Year" by the Capitola Chamber of Commerce in recognition of her many years of service to the community, her hard work, dedication, and commitment to public service; and*

*WHEREAS, Lisa helped the City navigate the nuances of dealing with our various franchise agreements including the GreenWaste Recovery contract; and*

*WHEREAS, Lisa oversaw the operations of the Pacific Cove Mobile Home Park and she became the defacto park manager. She truly distinguished herself following the floods that closed the park in 2011 by personally seeing that every resident of the park was safe; she established temporary housing for those who needed it, arranged for meals, and kept in constant contact with them during those trying times; and*

*WHEREAS, Lisa helped the City negotiate numerous MOUs with the employee groups, and ultimately lead the City's 2013 negotiations with the Police Officer's bargaining unit, which resulted in a fair long term contract for all parties; and*

*WHEREAS, Lisa served as staff to the Art and Cultural Commission, facilitating the development of the City's public art projects, including the Monterey Avenue and Wharf Road murals, the Sea Otter Kiosk, the 41<sup>st</sup> Avenue Median Art Project, the Sea Wall Tile Project, and even the infamous Guardian of the Bay Dolphin Statue, all of which (dolphin excluded) have provided a lasting contribution to our community's character and culture; and*

*WHEREAS, the Police Chief has recently awarded her the "McGruff" crime fighting award for her keen eye in identifying and reporting criminal activity; and*

*WHEREAS, Lisa spearheaded the City's environmental efforts to implement the polystyrene ordinance, the plastic bag ban, and the commercial composting program, which earned her the honorary "Green Crown"; and*

*WHEREAS, Lisa is a joy to work with, always positive and professional. Lisa is always ready to help with any issues and has the insight to bring a positive solution to every challenge. Lisa is a problem solver and can tackle a tough situation with ease, and has been a real asset to the City throughout the years; and*

*NOW, THEREFORE, I, Sam Storey, Mayor of the City of Capitola, on behalf of the entire City Council, hereby recognize **Lisa Murphy** for her dedication, loyalty and excellent customer service to the employees and citizens of the City of Capitola and hereby wish Lisa and her family the very best in the future.*

  
 Sam Storey, Mayor

Signed and sealed this 25<sup>th</sup> day of November 2014



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**From:** Lisa Steingrube [lisasteingrube@gmail.com]  
**Sent:** Tuesday, November 25, 2014 5:16 PM  
**To:** City Council  
**Subject:** Fwd: tonight's meeting one more point

Please be advised of my correspondence with Mike today regarding skate park.

----- Forwarded message -----

**From:** Lisa Steingrube <lisasteingrube@gmail.com>  
**Date:** Tue, Nov 25, 2014 at 5:05 PM  
**Subject:** Re: tonight's meeting one more point  
**To:** Mike Termini <michael@triadelectric.com>

I've spent quite a bit of time talking to people today and most thought that tonight's meeting was for the adoption of plans for McGregor NOT moving park. SO if there is an amazing amount of people at the meeting supporting moving the park to Monterey Ave it's because it was a set up by that group and not to infer that the rest of the neighborhood doesn't care. We do care-- we had no idea that moving the park was up for grabs or that we were to gather opposing forces to attend the meeting tonight.

Please keep me advised.

Thank you

Lisa

On Nov 25, 2014 12:24 PM, "Lisa Steingrube" <lisasteingrube@gmail.com> wrote:

Thanks for getting back to me. I know of almost no one besides the two residents that want the skatepark on Monterey Avenue. We're always sure it was going in McGregor the planning meeting was for McGregor and I'm not sure who these two women are polling but its no one that I know. I will forward what helen Bryce sent me this morning. I know the two women are promising to donate a lot of money if park is moved but doesn't always talk. As I told Steve this morning we are hosting a 21st birthday party for my nephew tonight and if need be my husband will leave just to come to the city council meeting. But all of the emails I have received that's far have assured me that the skatepark is going in McGregor and not on Monterey Avenue. I think with this short notice for me to get a group of people together for tonight is almost impossible but I assure you there is much opposition. What bothers me is that the two still think that they can single-handedly move the skatepark? The City Council made a decision and I think we need to stand by it but if we have to fight it we will.

Lisa

On Nov 25, 2014 11:34 AM, "michael termini" <michael@triadelectric.com> wrote:

Lisa,

I have just received your letter and, as I said when we met at Gayle's, a small group of residents had started a drive to have the park moved to Monterey. The reason it was not mentioned in the staff report is that we had no intention of discussing it.

I have told the Monterey park group that unless we see a very large group in favor and almost no one against, that they should not even bring the idea forward.

**Item #: 4.A. 10.A. Additional Material.pdf**

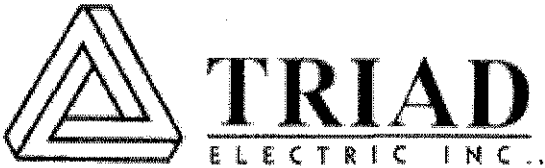
Believe me, we are all going forward on McGregor and unless there is an amazing and unbelievable effort in the Monterey neighborhood, no further will it go.

But, I keep hearing of the almost unanimous support for going ahead at Monterey so, if you have a group to speak up please have them attend.

Michael Termini, CEO

Main 831-462-1085

Cell 831-476-6206



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Lisa

## Idea Stores 10 years on: the next generation

by Sarah Godowski, Director of Bisset Adams, and Sergio Dogliani, Deputy Head of Idea Store

### 1. The Designers' view by Sarah Godowski

It is now ten years since the first of Tower Hamlets' ground-breaking Idea Stores opened in Bow, and it's still seen as one of the best and most exciting library services in the country, referenced widely as an exemplar of innovative best practice. Bisset Adams has been involved in the Idea Store programme since 1998, working with Tower Hamlets council to devise a new model for customer engagement in learning, libraries and the community.

The Idea Store programme has been a very different experience from the designers' viewpoint, owing largely to the innovative and forward-thinking character of Tower Hamlets council as a client, understanding the value of design and treating the designer and brand consultant as an integral part of the team. The success of the Idea Store programme has been largely due to a willingness to explore ideas, with radical results and successful engagement with the community; local people feel a real sense of ownership of the Idea Stores, and visits, membership and book issues continue to rise.

After the largest-ever public consultation on the future of libraries, the team identified that local people wanted libraries to broaden their remit: offering better bookstock first and foremost, but also a range of other facilities from café to learning, and



in more convenient locations alongside shopping or transport centres.

We at Bisset Adams found early meetings memorable for the freedom of ideas: at a time when everyone was scratching their heads wondering how to save money on libraries, Tower Hamlets had recognised their potential and had fixed on the library service as a key partner in a broad learning

## Idea Stores: the next generation

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offer to stimulate regeneration and foster inclusion. They also realised the name 'library' meant little to many of the local community to whom the stock of old libraries in run-down buildings had little to engage or offer.

Bisset Adams took a bold approach to designing the identity of the new service: the new brand was 'Idea', based on the concept that everyone has ideas, and believing in your ideas can change your life. The core values of 'Engage, Empower and Enrich; describe the customers' journey was engaging with the brand, being empowered, and enriching their lives through the books and services. The name 'library' appears in the strapline (Library, Learning and Information), but it was felt the new



Idea Store branding

Idea Store Watney Market



## Idea Stores: the next generation

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name would engage and appeal to local people to signal a much-needed innovation within the borough.

Bisset Adams was the architect of the pilot Idea Store in Bow in 2002, and is now architect on the newbuild Idea Store at Watney Market, a landmark building currently in construction.

The key to the success of Idea Stores has been to engage with previously excluded audiences, creating a genuinely vibrant community hub of learning, library, business, arts and community events. The café is used for business meetings; the learning labs for everything from language classes to baby massage. The latest Idea Store at Watney Market follows a new model as a 'marketplace of information' with the council's partners. The library space is spread over three floors with dedicated space for adults, children and young people, and 'learning clusters' provide a highly informal learning environment, part of a range of learning opportunities offered in the Idea Stores as well as in partnerships with local schools.

In difficult financial times, it's exciting to be working with a local authority which recognises the value of libraries for local communities and for fostering regeneration and learning.

Sarah Godowski

### 2. The Practitioners' view by Sergio Dogliani

They say that time flies when you have fun, and looking back over the last 10 years, since Tower Hamlets Council opened its first Idea Store in Bow, one can't deny that our journey that eventually turned around libraries in Tower Hamlets has been hard work, but fun too.

We set out with the aim of transforming our libraries, and put them at the centre of people's lives, because that was our mandate from Tower Hamlets residents. How did we achieve that? First of all by working very closely with like-minded architects such as Bisset Adams, who very involved from day one in a new concept, not just a new building – we think it is this marriage of creative minds that resulted in such an innovative project. We then started by re-locating our buildings where people were, on the high streets, and by investing in books and IT.



## Idea Stores: the next generation

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We then had to throw away the rule book (the one that still makes many libraries too daunting and austere, with silly signs on the doors telling you the 1,000 things you cannot do as you enter), and try to create a place where mutual respect is the norm. Our 'no rules' policy has brought in thousands of people who had never been to a library before, and as a result of our widening participation policies, social cohesion is now a reality, in a diverse borough like Tower Hamlets, not just a desirable outcome.

We then had to learn a few tricks from the retail sector (because they know how to engage with ordinary people), to the dismay of traditionalists and lazy intellectuals, who immediately jumped to the conclusion that we were selling out - we are proud to remain a public service, we are efficient in our use of resources, but profit is definitely not on our agenda. So, longer opening hours (seven days a week), books attractively displayed (as in the best bookshops), customer focused layout design, and competent staff who care. Add to these art galleries and cafes, events for all ages (all year round), an ever-growing free reading festival with diverse audiences (Write Idea 2012), and you get the idea of a place that continues to be a choice destination for many: yearly visits of 2,100,000 (up from 550,000), and book lending up by 27% have put Tower Hamlets among the very top in London, after being at the bottom 10 years ago – this is remarkable, particularly considering the chronic decline in most library services in the UK.



top: The first Idea Store at Bow

below: Idea Store Canary Wharf



## Idea Stores: the next generation

We continue to live by our values (engage, empower, enrich), so we still engage, and continue to seek novel ways of capturing the attention of users who are increasingly attracted by other offers in modern life; we continue to empower our people, by making things easier for them and by listening, taking on board their demands. And we continue to enrich the lives of those more in need, bringing an ever expanding range of services to an ever wider audience: we are now focusing on employability and health, the basis for improving the quality of life in Tower Hamlets, and use reading and learning opportunities to achieve this. So, we offer 800 courses yearly: literacy, yoga, complementary health, cookery, computing, numeracy, languages, fitness, design, sewing, dance, photography, accounting, music - the list goes on and on, and for each of these, we provide books and online learning materials, greatly enhancing the learning experience.

We are now working on our fifth building, and it is interesting to note that at each stage the architects we've worked with - Bisset Adams at Bow and Watney Market, David Adjaye at Chrisp Street and Whitechapel, Dearle & Henderson at Canary Wharf - have contributed in different ways to the project, whether it was a refurbishment, new build or fit out, proving the strength of the concept.



Idea Store Whitechapel

Idea Store Watney Market, the first of a new generation of Idea Stores



## Idea Stores: the next generation

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Many ask us: what is the key secret of your successful formula? If we were to single out a factor, we would say it is the attention we have always put on people (customers, staff), not just on things (buildings, books). Great buildings are certainly important, and you must have enough books to fill the shelves, but we think a truly great library service puts the customers first, and concentrates on removing all barriers to participation.

Attitude is everything, no matter how wonderful a building, no matter how comprehensive the book stock, you need to have staff who are able to combine fantastic people's skills with the competencies required to deliver great reading, learning and information services. Too many times you see short term strategies (in the UK and abroad), where local authorities think you can remedy library usage decline by building a new library, and after the initial excitement, when the honeymoon period is over, the service continues to decline, because it was not supported by a solid concept, by a long term vision – in the Idea Store case, we went the whole way, people and things, seamlessly entwined, because you can't have one without the other.

So, 10 years on, and we still continue to receive many foreign delegations who study our model, and are asked ourselves to travel to faraway places to talk about how we do things 'the Idea Store way'. The fact that most of the interest comes from Scandinavia, where you can arguably find the best libraries in the world, fills us with pride. But why are we so popular in Tromsø, Palafrugell and Seoul, and

not so much in our own country? Why did cities in the United States, Holland and Italy based their library services on our model, and yet no one has given this serious consideration in the UK? For all the money we've invested in new books, we wish we could find one that answers that question. As dozens of libraries around the country close or severely reduce their services, can the UK library world outside Tower Hamlets really afford to ignore the future-proof Idea Store model for another 10 years?

Sergio Dogliani





## CITY COUNCIL AGENDA REPORT

### MEETING OF NOVEMBER 25, 2014

FROM: CITY MANAGER'S DEPARTMENT  
SUBJECT: HISTORICAL MUSEUM BOARD MEMBER APPOINTMENT

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**RECOMMENDED ACTION:** That the City Council, 1) approve Gordan van Zuiden's leave of absence from the Historical Museum Board for one year, and 2) temporarily appoint Carolyn Swift as a Historical Museum Board Member for a term of one year.

**BACKGROUND:** The Historical Museum Board (Board) is composed of seven members with staggering terms of three years. Gordon van Zuiden has been a dedicated board member since 2004 and his current term will expire in June of 2016. Mr. van Zuiden has requested a leave of absence from the Board from January – December 2015. The Board is requesting the City Council to approve the leave of absence and appoint Carolyn Swift as his temporary replacement.

**DISCUSSION:** According to the Historical Museum Board bylaws, Board members may request a leave of absence from the Board, not to exceed three consecutive months. Mr. van Zuiden would like to request a leave of one year which exceeds the allowable amount by nine months, therefore the City Council must make the final determination.

If the Council should approve the leave of absence, the Board would also like the Council to appoint Carolyn Swift as his temporary replacement. The Bylaws state the following, "Appointments to the Museum Board shall be made by the Mayor, subject to the approval of three Council Members (one of whom can be the Mayor)."

**FISCAL IMPACT:** No fiscal impact.

**ATTACHMENT:**

1. Historical Museum Bylaws

Report Prepared By: Lisa G. Murphy  
Administrative Services Director

Reviewed and Forwarded  
by City Manager:



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**CAPITOLA HISTORICAL MUSEUM  
BOARD OF TRUSTEES**

**BYLAWS**

I. PURPOSE

A. The purpose of the Board of Trustees of the Capitola Historical Museum shall be:

1. To promote, through the establishment and maintenance of a museum and allied projects, a program that will bring about a better understanding and appreciation by the Capitola community of its history, architecture, culture, technology, and its creative and natural environments.
2. To advise the Capitola City Council on issues relating to these topics pursuant to Municipal Code Chapter 2.28.

II. MANAGEMENT OF THE MUSEUM

A. Duties of the Board. The Board shall have the duties set forth in Municipal Code Section 2.28.030 which reads as follows:

“2.28.030 Board – Duties. The duties of the Board are:

1. To advise the City Council and City Manager on the following and related items: financial affairs of the museum; general museum administration; formulation of long term museum plans; formulation of written policies for acquisition by the City of museum objects; and steps that can be taken to bring about a better understanding and appreciation by the Capitola community of its history, architecture, culture, technology, and its creative and natural environment, through the promotion of the City’s Museum and allied projects.
2. To establish the ethical standards of the Capitola Historical Museum for collecting.

3. Monitor the Museum finances.
4. Serve as trustees of any trust formed to receive and disburse funds collected solely for Museum purposes.
5. Preparation of reports, if any, which are appropriate under Government Code Section 37557.
6. Accept donations of Museum objects and receive Museum objects on loan.
7. Recruit and supervise volunteers.”

III. MEETINGS

- A. Public Meetings. Regular public meetings shall be held on the first Thursday of each month in every month except January at a time to be determined and announced by the Board of Trustees.
- B. Special Meetings. Special meetings may be called by the president or by a majority vote of the Board during any regular or special meeting.
- C. No meeting of this Board shall be held in any facility that prohibits the admittance of any person or persons on the basis of race, religious creed, color, national origin, ancestry, sex or disability. (Government Code Section 54961).
- D. Notice. The public shall be notified in advance of the time, place and agenda of regular and special meetings.
- E. At least forty-eight hours prior to each regular and special meeting, an agenda for the meeting shall be mailed to each Board member, representatives of the news media, and each person who has submitted a written request to the Board for notification of meetings. In addition to the agenda, any written material to be discussed at the meeting, and the minutes of the last meeting should be mailed to each Board member at least forty-eight hours prior to each meeting.

## CAPITOLA HISTORICAL MUSEUM BYLAWS

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F. A person shall not be required to register his, or her name or fulfill any other obligation as a condition to attendance at any meeting of the Board, but may volunteer such information for inclusion in the Board's minutes. (Government Code Section 54953.3)

G. The meetings will be conducted in accordance with Robert's Rules of Order Revised unless otherwise specified by authorizing legislation or Bylaws of this Board.

H. AGENDAS

1. The Director and any Board member may place items on the agenda by providing those items to the President of the Board at least one week prior to the meeting.

2. The agenda will begin with community oral communications. Citizens shall be given five minutes each to express their concerns. When further discussion is required, the Board may vote to allot time in the agenda of the following meeting.

IV. BOARD MEMBERSHIP

A. Appointment. Board members shall be appointed in accordance with Municipal Code Section 2.28.020 for a term of three years and serve without compensation.

B. Selection and Appointment of Members. Applications for the Museum Board members will be received by the City and forwarded to the President of the Museum Board. Applicants will be interviewed by the Chair and Members of the Museum Board at a regular meeting of the board. The President will forward the Museum Board's recommendation(s) for approval of applicant(s) to the City Clerk/Mayor. Appointments to the Museum Board shall be made by the Mayor, subject to the approval of three Council Members (one of whom can be the Mayor).

C. Attendance. Attendance of Board members shall be recorded in the minutes. Any member of the Board who is absent for three consecutive regular meetings or a majority of the regular meetings in one fiscal year without presenting a satisfactory excuse to the Board President in advance of the meeting shall be deemed to have resigned from the Board and shall cease to be a member thereof, subject to reinstatement by the City Council. The President of the Board shall notify the Board member and the City Council of the member's resignation.

D. Leave. Board members may request a leave of absence from the Board, not to exceed three (3) consecutive months. Members on leave are considered inactive.

E. Vacancy. If any vacancy occurs, the Board shall make a written recommendation for a replacement to the Mayor of the City.

F. Ex-Officio Members. The Board may from time to time appoint ex-officio members for a specific time period as it desires. Ex-officio members shall not be entitled to vote nor shall they be counted for quorum purposes.

V. VOTING

A. Quorum. A quorum shall be defined as a simple majority of Board members not on leave of absence. A quorum shall be required for voting.

B. All official acts of the Board shall comply with the ordinances of the City of Capitola.

C. Conflict of Interest. A Board member shall abstain from voting where a conflict of interest exists.

VI. OFFICERS

A. Elections. Officers shall be the President, Vice President, Secretary and Treasurer. Officers shall be nominated and elected at the July meeting each year for the positions beginning in August of each year.



## CAPITOLA HISTORICAL MUSEUM BYLAWS

5

B. Duties of President. The President shall preside at all meetings of the Board, set agendas, appoint committees, represent the Board to the public and the City Council, and shall be an ex-officio member of all committees.

C. Duties of Vice President. In the absence of the President or the President's inability to carry out such duties, the Vice President shall assume the duties of the President.

D. Duties of Treasurer. The Treasurer shall keep an accurate record of all money received and disbursed by the Board members as Trustees of any Museum trust. The Treasurer shall monitor the disposition of city funds allocated for museum purposes, and shall make monthly reports to the Board and an annual report at the end of the fiscal year.

E. Duties of Secretary. The Secretary shall take minutes of the meetings. In conjunction with the President, the secretary shall prepare the agenda and mail the agenda packets to Board members, and mail notices of meetings to the press and other interested parties.

## VII. SUBCOMMITTEES

A. Appointment. Subcommittees may be appointed, as needed, by the President with the majority approval of the Board. The President is an ex-officio member of all subcommittees. The President with the majority approval of the Board shall terminate the subcommittee when its function is no longer necessary. All subcommittees with more than two members shall post notice of meetings in advance. All subcommittees shall take minutes and the results of the subcommittee meeting shall be reported at the next regular meeting of the Board.

B. Executive Committee. The President, Vice President and one other Board member, elected in July of each year for a one-year term, along with an alternate to serve for any Executive Committee member who cannot attend, shall form an executive

committee. The Executive Committee shall act for the Board on business which cannot wait until the next regularly scheduled meeting.

C. Volunteer Committee. The Volunteer Committee shall be responsible for the recruitment, training and scheduling of volunteers. The committee may include museum volunteers.

VIII. FINANCIAL MATTERS

A. Budget. The Board shall work with the Museum Director on the proposed budget provisions prior to their submission to the City Council.

B. Donations. The Board shall accept monetary donations or artifacts on behalf of the City of Capitola, in accordance with the adopted acquisition policy.

IX. DISSOLUTION

A. Should the museum permanently cease to function at any time, the Board shall make recommendations to the City Council as to the disposition of permanent artifacts and those on loan.

X. BYLAWS

A. The President of the Board may appoint a committee to review and update the bylaws when needed.

B. The Bylaws and any amendments shall be recommended by a majority vote of the Board for approval by the Capitola City Council.



# CITY COUNCIL AGENDA REPORT

## MEETING OF NOVEMBER 25, 2014

FROM: OFFICE OF THE CITY CLERK

SUBJECT: MINUTES OF THE NOVEMBER 13, 2014, REGULAR COUNCIL MEETING

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**RECOMMENDED ACTION:** Approve the subject minutes as submitted.

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

**ATTACHMENTS:**

1. November 13, 2014, Regular Meeting Minutes.

Report Prepared By: Susan Sneddon, CMC  
City Clerk

Reviewed and Forwarded  
By City Manager: 

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**CAPITOLA CITY COUNCIL  
REGULAR MEETING ACTION SUMMARY  
THURSDAY, NOVEMBER 13, 2014**

**CLOSED SESSION – 6:15 PM  
CITY MANAGER'S OFFICE**

**CALL TO ORDER**

Mayor Storey called the meeting to order at 6:15 PM. He announced the items to be discussed in Closed Session, as follows:

**CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Govt. Code § 54956.8)**

Property: APN 035-141-33, Capitola, CA (City of Capitola, Owner)

City Negotiator: City Manager

Negotiating Parties: Verizon Wireless

Under Negotiation: Real Property Lease - Verizon cell tower license

**CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

**Significant exposure to litigation pursuant to Govt. Code §54956.9(b)**

One potential case: Water Rock Corporation claim

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Govt. Code §54957)**

City Council's Performance Evaluation of the City Manager.

Steven Michelson, Water Rock Corporation CEO, contested the City's denial of their claim regarding the Lower Pacific Cove Parking Lot Project.

Mayor Storey recessed the meeting at 6:25 p.m. to the Closed Session in the City Manager's Office.

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

**1. ROLL CALL AND PLEDGE OF ALLEGIANCE**

Council Members Dennis Norton, Ed Bottorff, Michael Termini, and Mayor Sam Storey.  
Council Member Stephanie Harlan was absent.

City Treasurer McBroom was present.

**2. PRESENTATIONS**

- A. Proclamation honoring Museum Board Member Thomas "Tom" McGranahan.  
[120-40/240-40]

Mayor Storey presented the proclamation to Tom McGranahan. In addition, Linda Smith and other Historical Museum Boardmembers presented Mr. McGranahan an appreciation gift.

- B. Pancreatic Cancer Awareness Month Proclamation. [120-40]

Mayor Storey presented the proclamation to the following: (1) Jennifer Flaniken, Volunteer for the Silicon Valley Affiliate of the Pancreatic Cancer Action Network; and (2) Diane Borrison, Volunteer Advocacy Coordinator of the Silicon Valley Affiliate and Pancreatic Cancer Survivor.

- C. Proclamation supporting the Mayors' challenge to end Veteran homelessness.  
[120-40]

Mayor Storey presented the proclamation to the following: (1) Ingrid Trejo, Site Director of the Veterans Resource Center; and (2) Jack Tracey Supportive Services for Veteran Families Program Manager.

**3. REPORT ON CLOSED SESSION**

City Attorney Barisone stated that City Council received a status report from City Manager Goldstein regarding real property negotiations with Verizon Wireless, regarding property located at 420 Capitola Avenue, Capitola; there was no reportable action. The City Council then received a status report regarding the following anticipated litigation: Water Rock Corporation claim; the Council received a brief report from the City Attorney; there was no reportable action. Mr. Barisone stated that the Council discussed the performance evaluation of the City Manager; there was no reportable action.

**4. ADDITIONAL MATERIALS**

Additional material was received from Gayle Ortiz regarding Item 8.J. related to authorizing execution of the State Standard Agreement for Housing Related Parks Program Grant for Rispin Park.

**5. ADDITIONS AND DELETIONS TO AGENDA**

City Manager Goldstein stated that Item 8.H. regarding the Water Rock Corporation claim will be continued to the November 25, 2014, City Council meeting.

**ACTION** Motion made by Council Member Norton, seconded by Council Member Bottorff, to approve continuing Item 8.H. regarding the Water Rock Corporation claim to the November 25, 2014, City Council meeting. The motion carried with the following vote: **AYES:** Council Members Norton, Termini, Bottorff, and Mayor Storey. **NOES:** None. **ABSENT:** Council Member Harlan.

**6. PUBLIC COMMENTS**

Casey Beyer, Silicon Valley Turkey Trot representative, announced the Silicon Valley Turkey Trot 2014 will be on Thanksgiving morning; the event is to raise funds for local organizations to assist in providing affordable housing resources, as well as funding the Second Harvest Food Bank Santa Cruz County.

Steve Bennett, Santa Cruz County Food Bank Community Relations Director, encouraged community to attend.

The following local residents stated their opposition to the installation of a Verizon Wireless cell tower in the Upper Pacific Cove Parking Lot:

- Marilyn Garrett
- Bonnie Johanson
- Karen Nevis

Bruce Holloway, Boulder Creek resident, stated that Council Member Termini (Triad Electric CEO) violated the government code related to "Conflicts of Interest in Contracts"; he provided copies of purchase orders for work done by Triad Electric. Mr. Holloway stated that Council Member Termini violated Government Code Section 1090 et seq. because his company provided electrical products to upgrade the Santa Cruz City Public Library electrical system.

Gerry Jensen, local resident, complimented City staff for the building permit process that he experienced.

## CAPITOLA CITY COUNCIL ACTION MINUTES – November 13, 2014

Mike Taylor, Allterra Solar, requested that the City investigate the HERO Program aimed at helping property owners cut back on pollution, water use, and energy use.

Danielle Comacho, HERO Program Contractor, provided support for the HERO Program.

Helen Bryce, local resident, thanked the City Council for the McGregor Park Project, and that she supports the skate park being at McGregor Park.

## 7. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

Mayor Storey stated he will adjourn tonight's meeting in memory of Jim Redding, a long time resident of the City.

City Clerk Sneddon stated that the City is seeking Capitola representatives to various City committees and commissions.

Council Member Norton thanked Council Member Termini for his company volunteering many hours to the Santa Cruz City Public Library Committee. In addition, he stated that the Santa Cruz Children's Discovery Museum opens Saturday, November 15<sup>th</sup>.

Council Member Bottorff stated that the month of November is Men's Awareness Month, designed to help address health issues for men.

## 8. CONSENT CALENDAR

Council Member Norton requested that Item 8.E. regarding the 2015 City Hall Closure Schedule, and Item 8.J. regarding authorizing execution of State Standard Agreement for Housing Related Parks Program Grant for Rispin Park be pulled from the Consent Calendar for discussion.

Mayor Storey stated that that Item 8.E. and Item 8.J. will be discussed after Item 9.C.

- A. Consider approving the October 23, 2014, Regular City Council Meeting Minutes.
- B. Receive the November 6, 2014, Regular Planning Commission Action Minutes. [740-50]
- C. Adoption of **Ordinance No. 996** amending Chapter 17.10 of the City Municipal Code (Green Building Ordinance) [2nd Reading]. [570-10/750-10]
- D. Receive and approve the 2015 Meeting Schedules for City Council/Successor Agency, Planning Commission/Architectural and Site Review Committee. [520-40]
- E. Consider a Resolution approving the 2015 City Hall Closure Schedule. [630-10]
- F. Consider a request from the Capitola-Soquel Chamber of Commerce to offer free three-hour parking in Village Parking Zone A(1), November 26, 2014, through December 25, 2014; and approval of **Resolution No. 4006** establishing temporary three-hour parking in Village Parking Zone A (1) November 26, 2014, through December 25, 2014. [470-30]
- G. Consider a request from the Heritage Lane Home Owner's Association for the Mayor to send a letter to the USPS to request a Zip Code change from 95062 to 95010. [740-40]
- H. Consider a liability claim of Water Rock Corporation in the amount of \$674,260. [Claims Binder]

- I. Consider approving a Notice of Completion for the Lower Pacific Cove Parking Lot Project. [265-10; 500-10 A/C: Water Rock Corporation]
- J. Consider a Resolution authorizing the execution of State Standard Agreement for Housing Related Parks Program Grant for Rispin Park. [275-45]

**ACTION** Motion made by Council Member Termini, seconded by Council Member Bottorff, to approve Items 8.A., 8.B., 8.C., 8.D., 8.F., 8.G., and 8.I. on the Consent Calendar. The motion carried with the following vote: **AYES:** Council Members Norton, Termini, Bottorff, and Mayor Storey. **NOES:** None. **ABSENT:** Council Member Harlan.

**9. GENERAL GOVERNMENT / PUBLIC HEARINGS**

- A. Consider approving the Wharf Road Mural Extension Public Art Project; and authorize the City Manager to enter into a professional services agreement with the artist, John Ton, for an amount not to exceed \$12,000. [1010-10/500-10 A/C: Ton, John]

**ACTION** Motion made by Council Member Termini, seconded by Council Member Bottorff, to approve the Wharf Road Mural Extension Public Art Project; and authorize the City Manager to enter into a professional services agreement with the artist, John Ton, for an amount not to exceed \$12,000. The motion carried with the following vote: **AYES:** Council Members Norton, Termini, Bottorff, and Mayor Storey. **NOES:** None. **ABSENT:** Council Member Harlan.

- B. Receive Report regarding options to relocate the Capitola Mall Transit Center. [1170-10]

Ron Graves, City representative on the Santa Cruz Metropolitan Transit District Board (Metro), encouraged the City Council to be unanimous in their recommendation to Metro.

**ACTION** Motion made by Council Member Termini, seconded by Council Member Bottorff, to support the proposed new location for Capitola Mall Transit Center, and to direct staff to continue to work with Macerich to pursue options to help finance the overall Capitola Mall Redevelopment Project and/or modify the project scope to meet budget constraints. The motion carried with the following vote: **AYES:** Council Members Norton, Termini, Bottorff, and Mayor Storey. **NOES:** None. **ABSENT:** Council Member Harlan.

Council Member Norton suggested seeking County Supervisor John Leopold's support on the Council's recommendation.

- C. Consider a professional services agreement with Kimley-Horn and Associates to prepare the City's 2015-2023 Housing Element Update, in an amount not to exceed \$41,036. [740-40/500-10 A/C: Kimley-Horn and Associates]

**ACTION** Motion made by Council Member Norton, seconded by Council Member Bottorff, to approve the professional services agreement with Kimley-Horn and Associates to prepare the City's 2015-2023 Housing Element Update, in an amount not to exceed \$41,036. The motion carried with the following vote: **AYES:** Council Members Norton, Termini, Bottorff, and Mayor Storey. **NOES:** None. **ABSENT:** Council Member Harlan.



CAPITOLA CITY COUNCIL ACTION MINUTES – November 13, 2014

The following Consent Calendar items were pulled for further discussion:  
Item 8.E. and Item 8.J.

8.E. Consider a Resolution approving the 2015 City Hall Closure Schedule. [630-10]  
Council Member Norton stated that he is opposed to calling the October 12th holiday "Columbus Day."

**ACTION** Motion made by Council Member Bottorff, seconded by Council Member Termini, to approve Resolution No. 4005 approving the 2015 City Hall Closure Schedule. The motion carried with the following vote: **AYES:** Council Members Norton, Termini, Bottorff, and Mayor Storey. **NOES:** None. **ABSENT:** Council Member Harlan.

8.J. Consider a Resolution authorizing the execution of State Standard Agreement for Housing Related Parks Program Grant for Rispin Park. [275-45]

**ACTION** Motion made by Council Member Bottorff, seconded by Council Member Termini, to approve Resolution No. 4007 authorizing the execution of the State Standard Agreement for Housing Related Parks Program Grant for Rispin Park. The motion carried with the following vote: **AYES:** Council Members Norton, Termini, Bottorff, and Mayor Storey. **NOES:** None. **ABSENT:** Council Member Harlan.

**10. ADJOURNMENT**

At 9:05 PM Mayor Storey adjourned the meeting in honor of Jim Redding, a long time resident of the City, to the next Regular Meeting of the City Council on Tuesday, November 25, 2014, at 7:00 PM, in the City Hall Council Chambers, 420 Capitola Avenue, Capitola, California.

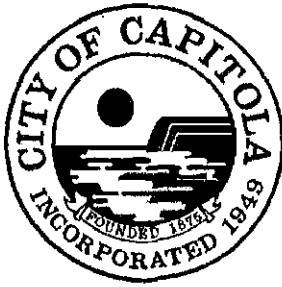
\_\_\_\_\_  
Sam Storey, Mayor

ATTEST:

\_\_\_\_\_  
Susan Sneddon, City Clerk

CMC

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## CITY COUNCIL AGENDA REPORT MEETING OF NOVEMBER 25, 2014

FROM: FINANCE DEPARTMENT  
SUBJECT: CITY CHECK REGISTER REPORT

**RECOMMENDED ACTION:** Approve the attached Check Register Reports for October 17, October 24, October 31, November 7, and November 14, 2014

**DISCUSSION:** Check Registers are attached for:

Date	Starting Check #	Ending Check #	Total Checks/EFT	Amount
10/17/14	78731	78784	57	\$159,681.05
10/24/14	78785	78828	45	\$112,758.84
10/31/14	78829	78883	58	\$114,361.79
11/7/14	78884	78926	44	\$113,031.37
11/14/14	78927	78970	44	\$68,697.73

The check register of October 10, 2014 ended with check #78730.

Following is a list of checks issued for more than \$10,000.00, and a brief description of the expenditure:

Check	Issued to:	Dept.	Purpose	Amount
78739	Coastal Watershed Council	PW	Storm water/Urban Watch	\$12,570.33
EFT	IRS	FIN	Taxes, 10/17/14 Payroll	\$27,448.79
78812	SCC Auditor-Controller	PD	Sep2014 Citation Surcharges	\$17,096.00
EFT	CalPERS	FIN	PERS Payment 10/17/14 Payroll	\$64,247.33
78833	Atchison, Barisone, et al	CM	Sep2014 Legal Services	\$13,641.60
78865	PG&E	PW	Monthly Gas & Electric	\$14,997.39
EFT	IRS	FIN	Taxes, 10/31/14 Payroll	\$27,229.52
78903	Harris & Associates	PW	Park Ave Topo Services	\$15,523.75
EFT	CalPERS	CM	Group Health Premium	\$60,631.79
EFT	IRS	FIN	Taxes, 11/14/14 Payroll	\$27,316.86

**ATTACHMENTS:**

1. Check Register for October 17, 2014
2. Check Register for October 24, 2014
3. Check Register for October 31, 2014
4. Check Register for November 7, 2014
5. Check Register for November 14, 2014

Report Prepared By: Linda Benko  
Accounts Payable Clerk

Reviewed and Forwarded  
by City Manager: 

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Checks dated 10/17/14 numbered 78731 to 78784 for a total of \$124,178.92 plus three EFTs for \$35,502.13 have been reviewed and authorized for distribution by the City Manager

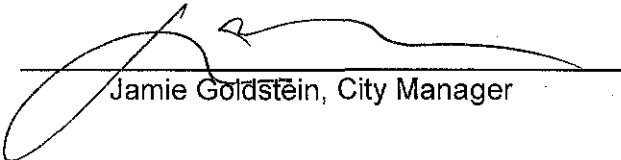
As of 10/17/14 the unaudited cash balance is \$2,637,078

**CASH POSITION - CITY OF CAPITOLA 10/17/14**

	<u>Net Balance</u>
General Fund	\$ 591,064
Contingency Reserve Fund	\$ 1,621,346
Worker's Comp. Ins. Fund	\$ 221,853
Self Insurance Liability Fund	\$ (63,550) <sup>1</sup>
Stores Fund	\$ 1,886
Information Technology Fund	\$ 112,916
Equipment Replacement	\$ 93,690
Compensated Absences Fund	\$ 57,873
<b>TOTAL UNASSIGNED GENERAL FUNDS</b>	<b>\$ 2,637,078</b>

The Emergency Reserve Fund Balance is \$584,105.54 (not included above).

<sup>1</sup> The self-insurance fund paid a settlement in the amount of \$147,500. Sufficient cash is available for use from the Contingency Fund in accordance with Administrative Procedure III-3, Section C3. Cash in the amount of \$88,500 is anticipated to be repaid by the Successor Agency. Internal Service Fund cash transfer of \$62,325 is also anticipated to be recorded at the end of December.

  
 \_\_\_\_\_  
 Jamie Goldstein, City Manager

10/17/2014  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Christine McBroom, City Treasurer

\_\_\_\_\_  
 Date

## City Payment Register

10/17/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78731	10/17/2014	Open			A TOOL SHED	\$50.00
	Invoice		Date	Description		Amount
	1003254-5		09/29/2014	Stump grinder		\$50.00
78732	10/17/2014	Open			B & B SMALL ENGINE REPAIR	\$180.14
	Invoice		Date	Description		Amount
	313807		09/24/2014	Parts		\$49.72
	313924		09/26/2014	Parts		\$103.55
	313925		09/26/2014	Mower blades		\$26.87
78733	10/17/2014	Open			BEAR ELECTRICAL SOLUTIONS, INC.	\$838.00
	Invoice		Date	Description		Amount
	1639		09/30/2014	Signal & Streelight Service Sep2014		\$616.00
	1640		09/30/2014	Maintenance Sep2014		\$222.00
				Fund 1310, Gas Tax		
78734	10/17/2014	Open			BIG CREEK LUMBER	\$35.18
	Invoice		Date	Description		Amount
	277197		09/30/2014	Stencil supplies		\$35.18
78735	10/17/2014	Open			BLYSTON, WENDY	\$1,320.00
	Invoice		Date	Description		Amount
	2015-00000289		10/09/2014	Open Gym Jan 14 to March 14		\$480.00
	2015-00000290		10/09/2014	Open Gym Official April thru June 2014		\$440.00
	2015-00000291		10/09/2014	Open Gym Vball July - Sept 2014		\$400.00
78736	10/17/2014	Open			BROADCAST MUSIC INC.	\$330.00
	Invoice		Date	Description		Amount
	25608630		10/14/2014	Music licensing		\$330.00
78737	10/17/2014	Open			CA DEPARTMENT OF JUSTICE	\$32.00
	Invoice		Date	Description		Amount
	058157		10/03/2014	VIP fingerprints		\$32.00
78738	10/17/2014	Open			CAPITOLA PEACE OFFICERS ASSOC	\$1,597.75
	Invoice		Date	Description		Amount
	2015-00000294		10/15/2014	POA DUES 10/17/14 Pay Date		\$1,597.75
78739	10/17/2014	Open			COASTAL WATERSHED COUNCIL	\$12,570.33
	Invoice		Date	Description		Amount
	1309		09/30/2014	Stormwater Educ Services, Q3		\$1,011.14
	1308		09/30/2014	CapPEAIP, Sep2014		\$200.00
	1310		09/30/2014	Urban Watch, Sep2014		\$4,326.00
	1311		09/30/2014	First Flush, Sep2014		\$7,033.19
78740	10/17/2014	Open			COMMUNITY ACTION BOARD OF SCC	\$5,695.31
	Invoice		Date	Description		Amount
	Aug2014		09/23/2014	Aug2014 Emergency Housing Assistance		\$5,695.31
78741	10/17/2014	Open			CONOCO-PHILLIPS FLEET SERVICES	\$39.00
	Invoice		Date	Description		Amount
	38280758		09/30/2014	Late Fee, PD		\$39.00

## City Payment Register

10/17/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78742	10/17/2014	Open			CVS PHARMACY INC.	\$39.56
	Invoice		Date	Description		Amount
	20141001		10/07/2014	Coffee-PD		\$39.56
78743	10/17/2014	Open			DEPT OF PESTICIDE REGULATION	\$60.00
	Invoice		Date	Description		Amount
	133402-2015		10/15/2014	Renewal Application, Franchi		\$60.00
78744	10/17/2014	Open			EWING IRRIGATION	\$38.00
	Invoice		Date	Description		Amount
	8737047		09/26/2014	Irrigation supplies		\$38.00
78745	10/17/2014	Open			FERGUSON ENTERPRISES, INC.	\$87.16
	Invoice		Date	Description		Amount
	3104740		09/25/2014	Plumbing supplies		\$87.16
78746	10/17/2014	Open			FERRASCI-HARP, AMY	\$1,182.50
	Invoice		Date	Description		Amount
	40		10/09/2014	Sep2014 BIA Services		\$1,182.50
				Fund 1321, BIA		
78747	10/17/2014	Open			FIRST ALARM	\$283.87
	Invoice		Date	Description		Amount
	768092		09/18/2014	May-Dec2014 First Net, PD		\$283.87
78748	10/17/2014	Open			FLOORS ETC.	\$490.49
	Invoice		Date	Description		Amount
	cg412424		09/24/2014	new evidence room		\$490.49
				Fund 1300, SLESF		
78749	10/17/2014	Open			HOSE SHOP	\$131.62
	Invoice		Date	Description		Amount
	371331		09/29/2014	Brush Chipper		\$131.62
78750	10/17/2014	Open			ICMA RETIREMENT TRUST 457	\$4,445.42
	Invoice		Date	Description		Amount
	Jul2013		10/09/2014	Remit underpaid Retirement Contr from 7/		\$71.26
	2015-00000295		10/15/2014	Retirement Plan Contr, 10/17/14 pay Date		\$4,374.16
78751	10/17/2014	Open			INDEPENDENT ELECTRIC SUPPLY IN	\$2,466.36
	Invoice		Date	Description		Amount
	S101960405.005		09/30/2014	Top piece for light pole - Cap rd		\$2,466.36
78752	10/17/2014	Open			INTERSTATE BATTERY SYSTEMS	\$118.48
	Invoice		Date	Description		Amount
	50243919		09/22/2014	Auto Parts		\$118.48
78753	10/17/2014	Open			INTERSTATE SALES	\$1,650.81
	Invoice		Date	Description		Amount
	8972		09/24/2014	Street paint		\$1,650.81
				Fund 1310, Gas Tax		
78754	10/17/2014	Open			LOOMIS	\$398.53
	Invoice		Date	Description		Amount
	137032-a		09/10/2014	car service		\$398.53

## City Payment Register

10/17/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78755	10/17/2014	Open			MBS BUSINESS SYSTEMS	\$78.39
	Invoice		Date	Description		Amount
	219235		09/18/2014	Office Supplies, Staples for Copy Machine		\$78.39
78756	10/17/2014	Open			MID-COUNTY AUTO SUPPLY	\$286.79
	Invoice		Date	Description		Amount
	396110		09/17/2014	Auto parts, PW F-250 4x4		\$14.69
	397522		09/30/2014	Carb cleaner		\$66.34
	397508		09/30/2014	Auto parts, PD Toyota		\$9.62
	397509		09/30/2014	Auto parts, PD Toyota		\$9.62
	397156		09/26/2014	Shop Gloves		\$17.35
	396307		09/18/2014	Auto parts, PW New F-250		\$169.17
78757	10/17/2014	Open			NATIONAL RECREATION & PARKS ASSOC	\$165.00
	Invoice		Date	Description		Amount
	41457-2015		10/14/2014	Membership		\$165.00
78758	10/17/2014	Open			ORCHARD SUPPLY HARDWARE	\$52.16
	Invoice		Date	Description		Amount
	6008-8389704		09/24/2014	Small Tools		\$39.13
	6009-6126499		09/25/2014	Wasp spray		\$13.03
78759	10/17/2014	Open			PALACE ART & OFFICE SUPPLIES	\$306.07
	Invoice		Date	Description		Amount
	9070629		09/24/2014	Museum Office Supplies		\$28.58
	284486		09/29/2014	Office Supplies-Rec		\$44.83
	284726		09/30/2014	Office Supplies		\$130.55
	285162		10/02/2014	Office Supplies, City Hall		\$109.11
	C285162		10/07/2014	Return Pens		(\$7.00)
				Fund 1000, Gen Fund=\$73.41		
				Fund 2210, Stores=\$232.66		
78760	10/17/2014	Open			PEELLE TECHNOLOGIES INC.	\$3,377.76
	Invoice		Date	Description		Amount
	COCPT1917		10/07/2014	Planning Docs Digitization		\$3,377.76
				Fund 1317, Technology Fee Fund		
78761	10/17/2014	Open			PESTICIDE APPLICATORS PROF ASSOC.	\$45.00
	Invoice		Date	Description		Amount
	133402-2015		10/15/2014	2015 Membership, Franchi		\$45.00
78762	10/17/2014	Open			PFX PET SUPPLY, LLC	\$442.47
	Invoice		Date	Description		Amount
	cd12592136		09/15/2014	K-9 supplies		\$442.47
78763	10/17/2014	Open			PHOENIX GROUP INFORMATION SYS	\$2,562.71
	Invoice		Date	Description		Amount
	082014070		09/23/2014	Aug 2014		\$2,562.71
78764	10/17/2014	Open			PITNEY BOWES INC.	\$820.69
	Invoice		Date	Description		Amount
	745111		10/03/2014	Quarterly Postage Meter Rental, Jul-Sep20		\$208.80
	805962		10/01/2014	Postage Meter Maint Agreement, Apr-Sep		\$611.89
				Fund 2210, Stores		



## City Payment Register

10/17/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78765	10/17/2014	Open			SAN LORENZO LUMBER	\$140.58
	Invoice		Date	Description		Amount
	55-69826		09/24/2014	Tools - Cooper		\$140.58
78766	10/17/2014	Open			SANTA CRUZ AUTO PARTS INC.	\$14.94
	Invoice		Date	Description		Amount
	183474		09/24/2014	Auto Parts		\$14.94
78767	10/17/2014	Open			SANTA CRUZ FIRE EQUIPMENT CO.	\$285.03
	Invoice		Date	Description		Amount
	97265		09/26/2014	Service Fire Extinguishers, Jade St		\$285.03
78768	10/17/2014	Open			SANTA CRUZ SENTINEL	\$425.82
	Invoice		Date	Description		Amount
	2040516-Sep14		10/03/2014	Sep 2014 Advertising Exp		\$425.82
78769	10/17/2014	Open			SERVPRO OF SANTA CRUZ	\$216.39
	Invoice		Date	Description		Amount
	2842		09/17/2014	Bio hazard vehicle cleanup-PD		\$100.42
	2843		09/17/2014	Bio hazard vehicle cleanup		\$115.97
78770	10/17/2014	Open			SOIL CONTROL LAB	\$524.00
	Invoice		Date	Description		Amount
	4090896		10/12/2014	DI soil testing for TMDL		\$524.00
78771	10/17/2014	Open			SOQUEL CREEK WATER DISTRICT	\$5,871.81
	Invoice		Date	Description		Amount
	16324-Jul2014		10/09/2014	Water Bill not previously invoiced		\$50.18
	2015-00000299		10/02/2014	Semi-Monthly Water Usage, Irrigation		\$5,821.63
78772	10/17/2014	Open			SPRING VALLEY WHOLESALE NURSERY	\$59.81
	Invoice		Date	Description		Amount
	4857		10/06/2014	Tree - B&V II evidence		\$59.81
78773	10/17/2014	Open			SUMMIT UNIFORM CORP	\$681.86
	Invoice		Date	Description		Amount
	16458		09/23/2014	Uniform Expense, Dally-PD		\$681.86
78774	10/17/2014	Open			TARGET SPECIALTY PRODUCTS	\$675.34
	Invoice		Date	Description		Amount
	1700730		09/29/2014	Fertilizer		\$675.34
78775	10/17/2014	Open			THE SKYLIGHT PLACE INC.	\$31.48
	Invoice		Date	Description		Amount
	102307		09/30/2014	City Hall screen		\$31.48
78776	10/17/2014	Open			TON, JOHN	\$500.00
	Invoice		Date	Description		Amount
	20141015		10/08/2014	Concept Development for Wharf Rd Mural Fund 1315, Public Art		\$500.00
78777	10/17/2014	Open			UNITED WAY OF SCC	\$50.00
	Invoice		Date	Description		Amount
	2015-00000297		10/15/2014	United Way Contributions, Oct 2014		\$50.00

## City Payment Register

10/17/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78778	10/17/2014	Open			US Bank Institutional Trust	\$337.29
	Invoice		Date	Description	Amount	
	2015-00000298		10/15/2014	PARS Retirement Contr, 10/17/14 Pay Dal	\$337.29	
78779	10/17/2014	Open			WATSONVILLE BLUEPRINT	\$74.87
	Invoice		Date	Description	Amount	
	48777		10/01/2014	Prints, Capitola Shores Condos	\$10.85	
	48778		10/01/2014	Prints, Capitola Shores Condos	\$64.02	
78780	10/17/2014	Open			WELLS FARGO BANK	\$4,205.64
	Invoice		Date	Description	Amount	
	Sep2014		10/02/2014	Sep Credit Card Charges	\$4,205.64	
				Fund 1000, Gen Fund=\$678.20		
				Fund 1313, Gen Plan Update=\$26.00		
				Fund 1317, Technology Fee=\$744.56		
				Fund 2210, Stores=\$139.35		
				Fund 2211, IT=\$2617.53		
78781	10/17/2014	Open			WESTERN EXTERMINATOR COMPAN'	\$100.00
	Invoice		Date	Description	Amount	
	2615926		09/30/2014	City Hall	\$50.00	
	2592243		09/30/2014	Turnouts	\$50.00	
78782	10/17/2014	Open			WHEELCHAIRS OF SAN MATEO	\$2,199.15
	Invoice		Date	Description	Amount	
	8377		09/26/2014	Wheelchair Maintenance, Irao	\$2,199.15	
78783	10/17/2014	Open			ZUMAR INDUSTRIES INC.	\$567.36
	Invoice		Date	Description	Amount	
	154902		09/30/2014	Permit parking signs	\$567.36	
				Fund 1310, Gas Tax Fund		
78784	10/17/2014	Open			SOQUEL UNION ELEM SCHOOL DISTF	\$65,000.00
	Invoice		Date	Description	Amount	
	GymMaint		10/17/2014	New Brighton Gym Maintenance	\$65,000.00	
Check Totals:						\$124,178.92
<u>EFT</u>						
26	10/17/2014	Open			EMPLOYMENT DEVELOPMENT DEPT	\$6,887.03
	Invoice		Date	Description	Amount	
	2015-00000300		10/16/2014	State Tax Withheld 10/17/14	\$6,887.03	
27	10/17/2014	Open			INTERNAL REVENUE SERVICE	\$27,448.79
	Invoice		Date	Description	Amount	
	2015-00000301		10/16/2014	Fed Tax & Medicare 10/17/14	\$27,448.79	
28	10/17/2014	Open			STATE DISBURSEMENT UNIT	\$1,166.31
	Invoice		Date	Description	Amount	
	2015-00000302		10/16/2014	Garnishments 10/17/14	\$1,166.31	
EFT Totals:						\$35,502.13

# City Payment Register

10/17/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
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Grand Totals:

Checks	Count	Transaction Amount	Reconciled
	54	\$124,178.92	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	54	\$124,178.92	\$0.00

EFTs	Count	Transaction Amount	Reconciled
	3	\$35,502.13	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	3	\$35,502.13	\$0.00

All	Count	Transaction Amount	Reconciled
	57	\$159,681.05	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	57	\$159,681.05	\$0.00

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Checks dated 10/24/14 numbered 78785 to 78828 for a total of \$48511.51 plus one EFT for \$64,247.33 have been reviewed and authorized for distribution by the City Manager

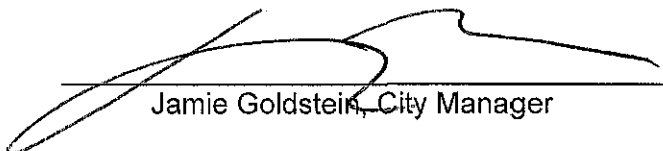
As of 10/24/14 the unaudited cash balance is \$2,752,084

### CASH POSITION - CITY OF CAPITOLA 10/24/14

	<u>Net Balance</u>
General Fund	\$ 497,826
Contingency Reserve Fund	\$ 1,621,346
Worker's Comp. Ins. Fund	\$ 312,878
Self Insurance Liability Fund	\$ (1,505) <sup>1</sup>
Stores Fund	\$ 11,315
Information Technology Fund	\$ 141,625
Equipment Replacement	\$ 110,726
Compensated Absences Fund	\$ 57,873
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$ 2,752,084</u>

The Emergency Reserve Fund Balance is \$584,105.54 (not included above).

<sup>1</sup> The self-insurance fund paid a settlement in the amount of \$147,500. Sufficient cash is available for use from the Contingency Fund in accordance with Administrative Procedure III-3, Section C3. Cash in the amount of \$88,500 is anticipated to be repaid by the Successor Agency. Internal Service Fund cash transfer of \$62,325 is also anticipated to be recorded at the end of December.

  
 \_\_\_\_\_  
 Jamie Goldstein, City Manager

10/24/2014  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Christine McBroom, City Treasurer

\_\_\_\_\_  
 Date

## City Payment Register

24-Oct-14

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78785	10/24/2014	Open			KENDALL & POTTER PROPERTY MGM	\$180.00
	Customer Type			Description	Amount	
	10726		10/08/2014	Refund Dupl BIA Pymt	\$180.00	
78786	10/24/2014	Open			BASILEIA CONSULTING GROUP	\$2,472.56
	Invoice		Date	Description	Amount	
	1273		10/16/2014	Office 365 Email Migration Fund 2211, IT	\$2,472.56	
78787	10/24/2014	Open			BAY PHOTO LAB	\$70.98
	Invoice		Date	Description	Amount	
	4084885		09/26/2014	Prints for Museum	\$70.98	
78788	10/24/2014	Open			BEAR ELECTRICAL SOLUTIONS, INC.	\$838.00
	Invoice		Date	Description	Amount	
	1565		08/31/2014	2 of 10-Traffic signal, st light maintenance,	\$616.00	
	1595		08/31/2014	2 of 10-Traffic signal, st light maintenance, Fund 1310, Gas Tax	\$222.00	
78789	10/24/2014	Open			BIG CREEK LUMBER	\$308.45
	Invoice		Date	Description	Amount	
	280522		10/07/2014	Wood - Library ramp	\$308.45	
78790	10/24/2014	Open			CALIFORNIA COAST UNIFORM CO	\$136.92
	Invoice		Date	Description	Amount	
	3054		09/26/2014	Uniform Expense, Minium-PD	\$136.92	
78791	10/24/2014	Open			Charter Communications	\$2,190.02
	Invoice		Date	Description	Amount	
	3377-Oct14		10/17/2014	Internet Access Fund 1000, Gen Fund=\$871.05 Fund 2211, IT=\$1318.97	\$2,190.02	
78792	10/24/2014	Open			COMMUNITY TELEVISION OF SCC	\$575.00
	Invoice		Date	Description	Amount	
	2093		10/02/2014	Broadcast council, planning mtgs	\$575.00	
78793	10/24/2014	Open			CRESTOR INC.	\$172.66
	Invoice		Date	Description	Amount	
	R214870		10/17/2014	custom bronze plaque (Hale)	\$172.66	
78794	10/24/2014	Open			D & G SANITATION	\$840.39
	Invoice		Date	Description	Amount	
	216520		09/30/2014	B&V II portable toilets	\$247.19	
	216521		09/30/2014	Wharf portable toilets Fund 1000, Gen Fund=\$247.19 Fund 1311, Wharf Fund=\$593.20	\$593.20	
78795	10/24/2014	Open			EWING IRRIGATION	\$377.33
	Invoice		Date	Description	Amount	
	8770788		10/03/2014	Pathway drain - Soquel Creek	\$22.34	
	8770789		10/03/2014	Irrigation supplies	\$36.70	
	8770790		10/03/2014	Drain supplies - Soquel Creek	\$3.77	
	8798190		10/09/2014	Irrigation supplies	\$43.52	
	8798191		10/09/2014	Erosion control supplies - B&V II	\$271.00	

# City Payment Register

24-Oct-14

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78796	10/24/2014	Open			FASTENAL COMPANY	\$101.83
	Invoice		Date	Description		Amount
	CASAT27579		10/02/2014	Fleet Supplies		\$93.59
	CASAT27643		10/08/2014	Auto Supplies, Fleet		\$8.24
78797	10/24/2014	Open			FIRST ALARM	\$315.00
	Invoice		Date	Description		Amount
	768643		09/26/2014	Ran new wires for new property room Fund 1300, SLESF		\$315.00
78798	10/24/2014	Open			FLYERS ENERGY, LLC	\$4,659.95
	Invoice		Date	Description		Amount
	14-017288		10/10/2014	475 Gal Ethanol		\$1,689.24
	14-017290		10/10/2014	140 Gal Diesel		\$513.27
	14-014990		10/03/2014	150 Gal Diesel		\$559.83
	14-014989		10/03/2014	503 Gal Ethanol		\$1,897.61
78799	10/24/2014	Open			FOJACO, HANYA	\$43.55
	Invoice		Date	Description		Amount
	2015-00000309		10/21/2014	Early Fall Instr Payment 2014		\$43.55
78800	10/24/2014	Open			HOME DEPOT CREDIT SERVICES	\$251.10
	Invoice		Date	Description		Amount
	70056284		09/26/2014	Misc.		\$47.57
	7020800		09/29/2014	Scarifier - kiosk		\$8.64
	659330		09/30/2014	Tools - Cooper		\$98.79
	6562644		09/30/2014	Misc.for street painting		\$96.10
78801	10/24/2014	Open			KAREN NEVIS FINE ARTS	\$63.00
	Invoice		Date	Description		Amount
	1514		10/09/2014	2015 Calendars for Museum		\$63.00
78802	10/24/2014	Open			KELLY-MOORE PAINTS	\$11.29
	Invoice		Date	Description		Amount
	803-00000547466		10/07/2014	Filters for paint rig		\$11.29
78803	10/24/2014	Open			KING'S PAINT AND PAPER, INC.	\$139.49
	Invoice		Date	Description		Amount
	A0207535		10/03/2014	Paint thinner		\$75.10
	A0207704		10/07/2014	Primer - Library ramp		\$64.39
78804	10/24/2014	Open			MBS BUSINESS SYSTEMS	\$1,093.49
	Invoice		Date	Description		Amount
	219827		09/25/2014	Copier Exp, Acct 4754242, Contract 21883		\$1,093.49
78805	10/24/2014	Open			MID-COUNTY AUTO SUPPLY	\$133.31
	Invoice		Date	Description		Amount
	397356		09/29/2014	Drill Bit		\$28.40
	397333		09/29/2014	Auto parts, Mazda PU		\$49.30
	396832		09/24/2014	Auto parts, PW992 F-250		\$19.95
	396833		09/24/2014	Auto parts, PW 992, F-250		\$20.48
	397863		10/03/2014	Auto Parts, Fleet		\$4.08
	397616		10/01/2014	Auto Parts, KZ-1000 Motorcycle		\$11.10

## City Payment Register

24-Oct-14

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78806	10/24/2014	Open			MISSION PRINTERS	\$230.54
	Invoice		Date	Description		Amount
	49439		10/08/2014	City Envelopes		\$230.54
				Fund 2210, Stores		
78807	10/24/2014	Open			MONTEREY BAY AREA SELF INS AUTI	\$279.50
	Invoice		Date	Description		Amount
	MBA14-0219		09/26/2014	Claim Settlement, Reliance Intermodal		\$279.50
				Fund 2213, Self Ins Liability		
78808	10/24/2014	Open			ORCHARD SUPPLY HARDWARE	\$468.26
	Invoice		Date	Description		Amount
	6011-3523478		09/29/2014	Pump		\$108.74
	6007-4798864		10/01/2014	Ropes		\$53.23
	6013-7897858		10/03/2014	Misc.		\$90.20
	6011-3034931		10/06/2014	Misc.		\$46.97
	6005-3035733		10/07/2014	Lights		\$11.94
	6013-4798550		10/06/2014	Broom		\$16.30
	6005-6125328		10/02/2014	Tools, Fleet		\$36.91
	6005-3525780		10/08/2014	Parts for Shop Truck		\$22.46
	6005-6126712		10/15/2014	Shop Supplies, Fleet		\$55.43
	6010-1140318		10/03/2014	Misc Supplies, Fleet		\$26.08
				Fund 1000, Gen Fund=\$368.06		
				Fund 1311, Wharf Fund=\$100.20		
78809	10/24/2014	Open			PALACE ART & OFFICE SUPPLIES	\$117.71
	Invoice		Date	Description		Amount
	285278		10/02/2014	Office Supplies, PD		\$82.63
	285453		10/03/2014	Office Supplies, City Hall		\$7.31
	285665		10/06/2014	Office Supplies, City Hall		\$27.77
				Fund 1000, Gen Fund=\$82.63		
				Fund 2210, Stores=\$35.08		
78810	10/24/2014	Open			PHIL ALLEGRI ELECTRIC, INC.	\$85.00
	Invoice		Date	Description		Amount
	19271		10/01/2014	Lawn Way pump station		\$85.00
78811	10/24/2014	Open			PLACEWORKS	\$866.26
	Invoice		Date	Description		Amount
	54791		09/30/2014	Sep 2014 General Plan and EIR		\$866.26
				Fund 1313, Gen Plan Update		
78812	10/24/2014	Open			SCC AUDITOR-CONTROLLER	\$17,096.00
	Invoice		Date	Description		Amount
	Sep2014		10/17/2014	Sep2014 Citaiton Surcharges		\$17,096.00
78813	10/24/2014	Open			SCC INFORMATION SERVICES	\$521.99
	Invoice		Date	Description		Amount
	SCAN-Oct2014		10/01/2014	Oct 2014 Open Query scan		\$521.99
78814	10/24/2014	Open			SOQUEL NURSERY GROWERS, INC.	\$73.27
	Invoice		Date	Description		Amount
	323081		10/09/2014	Plants - B&V II		\$73.27



## City Payment Register

24-Oct-14

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78815	10/24/2014	Open			SUMMIT UNIFORM CORP	\$303.41
	Invoice		Date	Description		Amount
	16817		09/30/2014	Uniform Expense, VIP Altman-PD		\$256.65
	16818		09/30/2014	Uniform Expense, VIP Howard-PD		\$46.76
78816	10/24/2014	Open			US BANCORP EQUIPMENT FINANCE	\$340.33
	Invoice		Date	Description		Amount
	263368243		10/04/2014	Contract 500-0306481-000, Canon IR2525		\$80.48
	263368292		10/04/2014	Contract 500-0332346-000, Konica C452		\$259.85
				Fund 1000, Gen Fund=\$259.85		
				Fund 2210, Stores=\$80.48		
78817	10/24/2014	Open			VIGILANT CANINE SERVICES	\$500.00
	Invoice		Date	Description		Amount
	1627		09/29/2014	K-9 Training, Sept 2014		\$500.00
78818	10/24/2014	Open			WHEELCHAIRS OF SAN MATEO	\$9,128.92
	Invoice		Date	Description		Amount
	8347		08/29/2014	Wheelchair Maint, Valdez		\$9,128.92
78819	10/24/2014	Open			CASTELLANOS, JAMES	\$458.00
	Invoice		Date	Description		Amount
	14-135		10/17/2014	Planner Cost Recovery Refund, 100 Oakla		\$458.00
78820	10/24/2014	Open			Cazarez, Angel	\$96.00
	Invoice		Date	Description		Amount
	12138310		10/16/2014	Refund cite 12138310		\$96.00
78821	10/24/2014	Open			DO, ANH	\$351.00
	Invoice		Date	Description		Amount
	14-099		10/17/2014	Refund Planner Cost Recovery, 111 Cantr		\$351.00
78822	10/24/2014	Open			Gaspar, Kathy	\$86.00
	Invoice		Date	Description		Amount
	111123798		10/16/2014	Refund cite 111123798		\$86.00
78823	10/24/2014	Open			GOLINO, BRUCH	\$1,478.00
	Invoice		Date	Description		Amount
	14-131		10/17/2014	Planner Cost Recovery Refund, 1740 Wha		\$1,478.00
78824	10/24/2014	Open			Marshall, Francine	\$102.60
	Invoice		Date	Description		Amount
	2002084-002		10/21/2014	Class refund		\$102.60
78825	10/24/2014	Open			McCullough, Megan	\$10.00
	Invoice		Date	Description		Amount
	122124155		10/16/2014	Refund cite #122124155		\$10.00
78826	10/24/2014	Open			Menard, Phyllis	\$86.40
	Invoice		Date	Description		Amount
	2002088-02		10/21/2014	Refund Class fee		\$86.40

# City Payment Register

24-Oct-14

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78827	10/24/2014	Open			MOORE, STARLEY	\$558.00
	Invoice		Date	Description		Amount
	14-129Final		10/17/2014	Refund Planner Cost Recovery, 114 Grant		\$558.00
78828	10/24/2014	Open			PSTI	\$300.00
	Invoice		Date	Description		Amount
	2015-00000306		10/20/2014	Keane & Mitchell CSO training		\$300.00
Type Check Totals:						\$48,511.51
<u>EFT</u>						
29	10/24/2014	Open			CalPERS Member Services Division	\$64,247.33
	Invoice		Date	Description		Amount
	2015-00000312		10/24/2014	PERS10-17-14		\$64,247.33
Type EFT Totals:						\$64,247.33
CITY - Main City Totals						

Checks	Count	Transaction Amount	Reconciled Amount
	44	\$48,511.51	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	44	\$48,511.51	\$0.00

EFTs	Count	Transaction Amount	Reconciled Amount
	1	\$64,247.33	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	1	\$64,247.33	\$0.00

All	Count	Transaction Amount	Reconciled Amount
	45	\$112,758.84	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	45	\$112,758.84	\$0.00

Checks dated 10/31/14 numbered 78829 to 78883 for a total of \$77,825.32 plus three EFT for \$34,700.76 have been reviewed and authorized for distribution by the City Manager

As of 10/31/14 the unaudited cash balance is \$2,419,953

**CASH POSITION - CITY OF CAPITOLA 10/31/14**

	<u>Net Balance</u>
General Fund	\$ 167,301
Contingency Reserve Fund	\$ 1,621,346
Worker's Comp. Ins. Fund	\$ 312,878
Self Insurance Liability Fund	\$ (2,010) <sup>1</sup>
Stores Fund	\$ 10,215
Information Technology Fund	\$ 141,625
Equipment Replacement	\$ 110,726
Compensated Absences Fund	\$ 57,873
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$ 2,419,953</u>

The Emergency Reserve Fund Balance is \$584,105.54 (not included above).

<sup>1</sup> The self-insurance fund paid a settlement in the amount of \$147,500. Sufficient cash is available for use from the Contingency Fund in accordance with Administrative Procedure III-3, Section C3. Cash in the amount of \$88,500 is anticipated to be repaid by the Successor Agency. Internal Service Fund cash transfer of \$62,325 is also anticipated to be recorded at the end of December.

  
 \_\_\_\_\_  
 Jamie Goldstein, City Manager

10/31/2014  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Christine McBroom, City Treasurer

\_\_\_\_\_  
 Date

# City Payment Register

From Payment Date: 10/27/2014 - To Payment Date: 10/31/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78829	10/27/2014	Open			STATE DISBURSEMENT UNIT	\$1,166.31
	Invoice		Date	Description	Amount	
	2015-00000313		10/27/2014	Garnishments, 10/17 Paydate	\$1,166.31	
78830	10/31/2014	Open			ALAMEDA ROOFING SERVICES INC	\$2,843.00
	Invoice		Date	Description	Amount	
	7985		10/14/2014	Roof Repair, City Hall	\$2,843.00	
78831	10/31/2014	Open			ALLEY, DONALD W	\$4,846.40
	Invoice		Date	Description	Amount	
	1014-05		10/23/2014	Fish and Wildlife Monitoring of Soquel Crk	\$4,846.40	
78832	10/31/2014	Open			APTOS LANDSCAPE SUPPLY, INC.	\$80.11
	Invoice		Date	Description	Amount	
	383892		10/15/2014	Sawdust - B&V II	\$80.11	
78833	10/31/2014	Open			ATCHISON, BARISONE, & CONDOTTI	\$13,641.60
	Invoice		Date	Description	Amount	
	31580		10/24/2014	Sep 2014 Legal Services	\$13,641.60	
78834	10/31/2014	Open			B & B SMALL ENGINE REPAIR	\$263.96
	Invoice		Date	Description	Amount	
	314872		10/15/2014	Oil mix	\$263.96	
78835	10/31/2014	Open			BORDEN DECAL	\$1,408.89
	Invoice		Date	Description	Amount	
	82213		10/01/2014	Parking permits	\$1,408.89	
78836	10/31/2014	Open			CA DEPT OF TRANSPORTATION	\$3,968.02
	Invoice		Date	Description	Amount	
	SI150155		10/15/2014	Signals & Lighting July-Sept 2014	\$3,968.02	
				Fund 1310, Gas Tax Fund		
78837	10/31/2014	Open			CALE AMERICA INC.	\$1,921.40
	Invoice		Date	Description	Amount	
	133939		09/29/2014	Sept active meters	\$1,829.00	
	134093		10/08/2014	test card	\$92.40	
78838	10/31/2014	Open			CLEAN BUILDING MAINTENANCE	\$4,480.30
	Invoice		Date	Description	Amount	
	13263		10/03/2014	September Cleaning Services	\$4,480.30	
				Fund 1000, General Fund=\$4262.80		
				Fund 1311, Wharf Fund=\$217.50		
78839	10/31/2014	Open			CLEAN SOURCE	\$2,461.87
	Invoice		Date	Description	Amount	
	1538964		10/07/2014	Cleaning supplies	\$1,537.09	
	1545719		10/21/2014	Cleaning supplies	\$924.78	
78840	10/31/2014	Open			COMMUNITY TECHNOLOGY ALLIANCI	\$542.00
	Invoice		Date	Description	Amount	
	0703645		10/14/2014	HMIS Cost Share for FY14-15	\$542.00	

**City Payment Register**

From Payment Date: 10/27/2014 - To Payment Date: 10/31/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78841	10/31/2014	Open			ET Water Systems Inc.	\$219.00
	Invoice		Date	Description		Amount
	22418		10/30/2014	Water management		\$219.00
78842	10/31/2014	Open			EWING IRRIGATION	\$507.87
	Invoice		Date	Description		Amount
	8804749		10/10/2014	Weed block - B&V II		\$507.87
78843	10/31/2014	Open			FEDERAL EXPRESS	\$94.49
	Invoice		Date	Description		Amount
	2-815-52614		10/17/2014	Shipping Expense		\$94.49
78844	10/31/2014	Open			FERGUSON ENTERPRISES, INC.	\$23.39
	Invoice		Date	Description		Amount
	3117865		10/09/2014	Plumbing supplies		\$23.39
78845	10/31/2014	Open			FLYERS ENERGY, LLC	\$1,818.82
	Invoice		Date	Description		Amount
	14-019657		10/17/2014	415 Gal Ethanol		\$1,428.84
	14-019658		10/17/2014	110 Gal Diesel		\$389.98
78846	10/31/2014	Open			FLYNN, CAROLYN	\$3,450.00
	Invoice		Date	Description		Amount
	CBF9-2014		10/03/2014	Sep Prof Services, Housing Fund 1000, Gen Fund=\$1350.00 Fund 1372, Housing Trust=\$2000.00 Fund 5552, Cap Hsg Successor=\$100.00		\$3,450.00
78847	10/31/2014	Open			Geo. H. Wilson, Inc.	\$450.00
	Invoice		Date	Description		Amount
	109568		10/09/2014	Lawn Way maintenance		\$450.00
78848	10/31/2014	Open			GRANITE ROCK COMPANY	\$120.22
	Invoice		Date	Description		Amount
	853622		10/10/2014	Drain rock - Soquel Creek		\$27.18
	856497		10/18/2014	Fines		\$93.04
78849	10/31/2014	Open			GREEN LINE	\$440.00
	Invoice		Date	Description		Amount
	62146		10/23/2014	Grease trap cleanout		\$440.00
78850	10/31/2014	Open			HOME DEPOT CREDIT SERVICES	\$595.42
	Invoice		Date	Description		Amount
	9051882		10/07/2014	Vacuum - Grinding		\$182.88
	11070		10/16/2014	Asphalt emulsion		\$177.83
	23563		10/16/2014	Asphalt emulsion		\$132.50
	3518495		09/03/2014	New evidence room		\$26.10
	7255960		08/30/2014	New evidence room		\$76.11
				Fund 1000, General Fund=\$493.21		
				Fund 1300, SLESF=\$102.21		

**City Payment Register**

From Payment Date: 10/27/2014 - To Payment Date: 10/31/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78851	10/31/2014	Open			INDUSTRIAL SAFETY SUPPLY	\$266.91
	Invoice		Date	Description	Amount	
	1008285		10/21/2014	Gas cans	\$266.91	
78852	10/31/2014	Open			INTERSTATE SALES	\$157.06
	Invoice		Date	Description	Amount	
	9087		10/08/2014	Beads for street painting Fund 1310, Gas Tax	\$157.06	
78853	10/31/2014	Open			JIM CLARK BACKFLOW	\$110.00
	Invoice		Date	Description	Amount	
	101814		10/17/2014	Backflow testing	\$110.00	
78854	10/31/2014	Open			KELLY-MOORE PAINTS	\$128.42
	Invoice		Date	Description	Amount	
	803-0000549359		10/17/2014	Sprayer filters	\$50.84	
	803-0000549268		10/16/2014	Paint	\$77.58	
78855	10/31/2014	Open			KING'S PAINT AND PAPER, INC.	\$250.07
	Invoice		Date	Description	Amount	
	A0207780		10/08/2014	Paint for Library ramp	\$97.71	
	A0208172		10/16/2014	Paint thinner	\$49.77	
	A0208475		10/22/2014	Graffiti paint	\$102.59	
78856	10/31/2014	Open			LIFE INSURANCE CO OF NA-CIGNA	\$2,323.28
	Invoice		Date	Description	Amount	
	2015-00000307		10/01/2014	Oct2014 Life & Disability Ins	\$2,323.28	
78857	10/31/2014	Open			LLOYD'S TIRE SERVICE INC.	\$25.00
	Invoice		Date	Description	Amount	
	271951		10/07/2014	Flat Repair	\$25.00	
78858	10/31/2014	Open			MID-COUNTY AUTO SUPPLY	\$1,048.64
	Invoice		Date	Description	Amount	
	399100		10/14/2014	Auto Parts, K2 Motorcycle	\$15.00	
	398203		10/06/2014	Shop Tool	\$206.58	
	397870		10/03/2014	Tools for Shop Truck	\$826.40	
	397682		10/01/2014	Exchange Spark Plugs	\$0.66	
78859	10/31/2014	Open			MILLER'S TRANSFER & STORAGE CO	\$312.15
	Invoice		Date	Description	Amount	
	86053		10/02/2014	Records Handling: Oct Storage, Sep Hand	\$312.15	
78860	10/31/2014	Open			MISSION LINEN SUPPLY	\$875.64
	Invoice		Date	Description	Amount	
	Sep2014		10/03/2014	Mat, Mop, and Uniform Cleaning, Sep2014	\$875.64	
78861	10/31/2014	Open			MUNISERVICES, LLC	\$381.47
	Invoice		Date	Description	Amount	
	35215		10/10/2014	Sales and Use tax, Q2 CY2014	\$346.47	
	35216		10/10/2014	District Sales Tax Audit, Q2 CY2014	\$35.00	

**City Payment Register**

From Payment Date: 10/27/2014 - To Payment Date: 10/31/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78862	10/31/2014	Open			NATIVE REVIVAL NURSERY	\$262.88
	Invoice		Date	Description		Amount
	40942		10/16/2014	Plants - B&V II		\$136.33
	40963		10/22/2014	Plants - B&V II		\$74.61
	12087A		10/16/2014	Plants - B&V II		\$51.94
78863	10/31/2014	Open			O'Reilly Auto Parts	\$262.06
	Invoice		Date	Description		Amount
	2763-459300		10/09/2014	Sweeper Parts		\$32.60
	2763-459154		10/08/2014	Auto Parts, Fleet		\$229.46
				Fund 1000, Gen Fund=\$229.46		
				Fund 1310, Gas Tax=\$32.60		
78864	10/31/2014	Open			ORCHARD SUPPLY HARDWARE	\$324.19
	Invoice		Date	Description		Amount
	6013-6129189		10/08/2014	Parts for Shop Truck		\$42.72
	89		09/30/2014	Rags		\$14.13
	7553		10/02/2014	Painting supplies		\$29.23
	5952		10/10/2014	Misc.		\$23.91
	1643		10/15/2014	Wire wheel - rust removal		\$36.95
	6007-3031749		10/16/2014	Tap		\$13.02
	6007-3031761		10/16/2014	Nuts & bolts		\$13.37
	6009-3529443		10/17/2014	Plunger		\$7.06
	6011-4767874		10/20/2014	paint		\$19.10
	6013-4792217		10/21/2014	Paint - baseball shed		\$55.17
	6007-7893069		10/22/2014	Painting supplies		\$41.29
	6013-4792596		10/22/2014	Wasp spray		\$6.51
	6007-7893203		10/22/2014	Painting supplies		\$21.73
78865	10/31/2014	Open			PACIFIC GAS & ELECTRIC	\$14,997.39
	Invoice		Date	Description		Amount
	2015-00000316		10/15/2014	Monthly Elec		\$14,997.39
				Fund 1000, Gen Fund=\$5099.98		
				Fund 1300, SLESF=\$115.43		
				Fund 1310, Gas Tax Fund=\$7124.29		
				Fund 1311, Wharf Fund=\$2657.69		
78866	10/31/2014	Open			PALACE ART & OFFICE SUPPLIES	\$229.05
	Invoice		Date	Description		Amount
	285137		10/02/2014	Office supplies-PD		\$41.31
	285831		10/07/2014	Supplies-PD		\$84.07
	285915		10/07/2014	office supplies-PD		\$103.67
78867	10/31/2014	Open			PERRY, FRANK	\$169.83
	Invoice		Date	Description		Amount
	20141023		10/24/2014	Reimb Museum Expenses		\$169.83
78868	10/31/2014	Voided	Incorrect Amount	10/31/2014	QUENVOLD'S SAFETY SHOEMOBILES	\$0.00
	Invoice		Date	Description		Amount
	94205		10/16/2014	Safety Shoes, Turcotte		\$188.14
	54606		10/16/2014	Safety shoes, Corp Yd Staff		\$1,647.57

# City Payment Register

From Payment Date: 10/27/2014 - To Payment Date: 10/31/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78869	10/31/2014	Open			ROYAL WHOLESALE ELECTRIC	\$87.72
	Invoice		Date	Description		Amount
	7719-105416		09/29/2014	Credit returns		(\$34.80)
	7719-586366		10/15/2014	Street lights		\$69.60
	7719-586648		10/23/2014	Electrical supplies		\$39.15
	7719-586679		10/24/2014	Electrical supplies		\$13.77
78870	10/31/2014	Open			SAN LORENZO LUMBER	\$125.17
	Invoice		Date	Description		Amount
	56-29913		10/09/2014	Plants and erosion seed - B&V II		\$125.17
78871	10/31/2014	Open			SCC HUMAN SERVICES DEPT	\$1,814.00
	Invoice		Date	Description		Amount
	CEDS-FY14-15		09/29/2014	Cost Share, Comprehensive Econ Dev Str.		\$1,814.00
78872	10/31/2014	Open			SANTA CRUZ MUNICIPAL UTILITIES	\$704.58
	Invoice		Date	Description		Amount
	2015-00000315		10/23/2014	WATER BILLS FOR STREET MEDIANS		\$704.58
78873	10/31/2014	Open			SIRCHIE	\$446.42
	Invoice		Date	Description		Amount
	0183186		10/17/2014	Patrol supplies		\$446.42
78874	10/31/2014	Open			SOQUEL NURSERY GROWERS, INC.	\$74.64
	Invoice		Date	Description		Amount
	323296		10/22/2014	Plants - B&V II		\$74.64
78875	10/31/2014	Open			SOQUEL UNION ELEM SCHOOL DISTF	\$1,000.00
	Invoice		Date	Description		Amount
	15-04		10/21/2014	Stipend to run Middle School Enviro Club		\$1,000.00
78876	10/31/2014	Open			STATE DISBURSEMENT UNIT	\$1,176.16
	Invoice		Date	Description		Amount
	2015-00000319		10/29/2014	Garnishments, 10/31 Paydate		\$1,176.16
78877	10/31/2014	Open			STATE STEEL COMPANY	\$326.80
	Invoice		Date	Description		Amount
	121181		10/07/2014	Rack Tubing, PW Flatbed		\$326.80
78878	10/31/2014	Open			TRI-COUNTY BUSINESS SYSTEMS IN	\$1,069.49
	Invoice		Date	Description		Amount
	CNIN060342		10/10/2014	Maint Contract, Sharp MX7001N Fund 2210, Stores		\$1,069.49
78879	10/31/2014	Open			UPEC LIUNA LOCAL 792	\$1,245.00
	Invoice		Date	Description		Amount
	2015-00000318		10/29/2014	UPEC Dues, Oct 2014, Employee Funded		\$1,245.00
78880	10/31/2014	Open			US Bank Institutional Trust-Western Reg	\$300.02
	Invoice		Date	Description		Amount
	2015-00000321		10/29/2014	PARS Contribution, Employee Funded		\$300.02



# City Payment Register

From Payment Date: 10/27/2014 - To Payment Date: 10/31/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78881	10/31/2014	Open			WATSONVILLE BLUEPRINT	\$31.04
	Invoice		Date	Description		Amount
	48818		10/03/2014	Prints, 101 Grand Ave. Fund 2210, Stores		\$31.04
78882	10/31/2014	Open			ZEE MEDICAL SERVICE CO.	\$309.60
	Invoice		Date	Description		Amount
	66430561		10/16/2014	Medical supplies		\$43.01
	66430564		10/20/2014	First Aid Station Supplies for City Hall		\$266.59
78883	10/31/2014	Open			QUENVOLD'S SAFETY SHOEMOBILES	\$1,647.57
	Invoice		Date	Description		Amount
	54606		10/16/2014	Safety shoes, Corp Yd Staff		\$1,647.57

Type Check Totals: \$77,825.32

**EFT**

30	10/31/2014	Open			EMPLOYMENT DEVELOPMENT DEPT	\$6,966.24
	Invoice		Date	Description		Amount
	2015-00000323		10/29/2014	State Tax Withheld 10/31 Paydate		\$6,966.24
31	10/31/2014	Open			INTERNAL REVENUE SERVICE	\$27,229.52
	Invoice		Date	Description		Amount
	2015-00000324		10/29/2014	Fed tax deposit for 10/31 Paydate		\$27,229.52
32	10/30/2014	Open			EMPLOYMENT DEVELOPMENT DEPT	\$505.00
	Invoice		Date	Description		Amount
	L1138038080		10/29/2014	Q3 2014 Unemployment Benefits Charge		\$505.00

Type EFT Totals: \$34,700.76

CITY - Main City Totals

Checks	Count	Transaction Amount	Reconciled Amount
	54	\$77,825.32	\$0.00
	0	\$0.00	\$0.00
	1	\$1,835.71	\$0.00
	0	\$0.00	\$0.00
	55	\$79,661.03	\$0.00
EFTs	Count	Transaction Amount	Reconciled Amount
	3	\$34,700.76	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	3	\$34,700.76	\$0.00
All	Count	Transaction Amount	Reconciled Amount
	57	\$112,526.08	\$0.00
	0	\$0.00	\$0.00
	1	\$1,835.71	\$0.00
	0	\$0.00	\$0.00
	58	\$114,361.79	\$0.00

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Checks dated 11/7/14 numbered 78884 to 78926 for a total of \$52399.58 plus one EFT for \$60631.79 have been reviewed and authorized for distribution by the City Manager

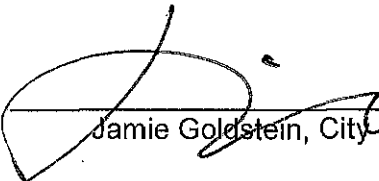
As of 11/7/14 the unaudited cash balance is \$2,490,708

### CASH POSITION - CITY OF CAPITOLA 11/7/14

	<u>Net Balance</u>
General Fund	\$ 238,920
Contingency Reserve Fund	\$ 1,621,346
Worker's Comp. Ins. Fund	\$ 312,878
Self Insurance Liability Fund	\$ (2,117) <sup>1</sup>
Stores Fund	\$ 9,735
Information Technology Fund	\$ 141,347
Equipment Replacement	\$ 110,726
Compensated Absences Fund	\$ 57,873
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$ 2,490,708</u>

The Emergency Reserve Fund Balance is \$584,105.54 (not included above).

<sup>1</sup> The self-insurance fund paid a settlement in the amount of \$147,500. Sufficient cash is available for use from the Contingency Fund in accordance with Administrative Procedure III-3, Section C3. Cash in the amount of \$88,500 is anticipated to be repaid by the Successor Agency. Internal Service Fund cash transfer of \$62,325 is also anticipated to be recorded at the end of December.

  
 \_\_\_\_\_  
 Jamie Goldstein, City Manager

11/7/2014

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Christine McBroom, City Treasurer

\_\_\_\_\_  
 Date

## City Payment Register

11/7/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78884	11/07/2014	Open			AFLAC	\$700.14
	Invoice		Date	Description		Amount
	236870		10/17/2014	Supplemental Ins Premiums, Employee Fu		\$700.14
78885	11/07/2014	Open			ALLSAFE LOCK COMPANY	\$48.60
	Invoice		Date	Description		Amount
	46577		10/24/2014	general supplies, rec		\$29.11
	46592		11/03/2014	Keys to Larry's Kave		\$19.49
78886	11/07/2014	Open			AT&T	\$1,635.12
	Invoice		Date	Description		Amount
	5843		10/13/2014	Telephone & T-1 Lines		\$1,635.12
				Fund 1000, Gen Fund=\$1358.04		
				Fund 2211, IT=\$277.08		
78887	11/07/2014	Open			AUTOMATION TEST ASSOCIATES	\$25.00
	Invoice		Date	Description		Amount
	41641		10/22/2014	Wharf Meter Reading, Oct2014		\$25.00
				Fund 1311, Wharf Fund		
78888	11/07/2014	Open			Barreto, Kelly	\$89.48
	Invoice		Date	Description		Amount
	Oct2014FF		10/30/2014	Reimb Misc Expenses, City Hall		\$89.48
78889	11/07/2014	Open			BIG CREEK LUMBER	\$127.93
	Invoice		Date	Description		Amount
	284115		10/14/2014	Misc.		\$127.93
78890	11/07/2014	Open			BLANKENSHIP, LELAND	\$68.60
	Invoice		Date	Description		Amount
	20141106		11/05/2014	Reimb Food for Firing Range		\$68.60
78891	11/07/2014	Open			BOWMAN & WILLIAMS, INC.	\$2,610.00
	Invoice		Date	Description		Amount
	8672		09/30/2014	Stockton Avenue & Esplanade sidewalk pr		\$2,610.00
				Fund 1200, CIP		
78892	11/07/2014	Open			CALIF LAW ENFORCEMENT ASSOC.	\$539.00
	invoice		Date	Description		Amount
	Nov2014		10/21/2014	POA Long Term Disability-Nov2014		\$539.00
78893	11/07/2014	Open			CAROLYN FLYNN	\$5,418.00
	Invoice		Date	Description		Amount
	CBF-10-2014		10/31/2014	Oct 2014 CDD Housing prof services		\$5,418.00
				Fund 1000, Gen Fund=\$550.00		
				Fund 1372, Housing Trusi=\$3218.00		
				Fund 5552, Cap Hsg Successor=\$1650.00		
78894	11/07/2014	Open			CLEAN SOURCE	\$107.75
	Invoice		Date	Description		Amount
	1545719-01		10/24/2014	Doggie bags		\$107.75

## City Payment Register

11/7/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78895	11/07/2014	Open			COMMUNICATION SERVICE CORP	\$2,474.25
	Invoice		Date	Description	Amount	
	214404		10/24/2014	cable installation in community room	\$2,474.25	
				Fund 1200, CIP		
78896	11/07/2014	Open			COMMUNITY ACTION BOARD OF SCC	\$2,179.26
	Invoice		Date	Description	Amount	
	20141029		10/29/2014	Sep 2014 Emergency Housing Asst Reimt	\$2,179.26	
				Fund 5552, Cap Hsg Successor		
78897	11/07/2014	Open			CRESTOR INC.	\$345.32
	Invoice		Date	Description	Amount	
	R214846		07/11/2014	bronze plaque (Hart, Allen)	\$345.32	
78898	11/07/2014	Open			DE LAGE LANDEN FINANCIAL SVCS	\$335.61
	Invoice		Date	Description	Amount	
	43202553		10/25/2014	Acct 371362, Copier Lease, Sharp MX700	\$335.61	
				Fund 2210, Stores		
78899	11/07/2014	Open			ED LAKE	\$95.00
	Invoice		Date	Description	Amount	
	20141105		10/31/2014	Paint Sprayer Repair	\$95.00	
78900	11/07/2014	Open			EWING IRRIGATION	\$142.91
	Invoice		Date	Description	Amount	
	8825555		10/08/2014	Tall fescue	\$18.27	
	8831472		10/16/2014	Tall fescue - B&V II	\$18.27	
	8837663		10/17/2014	Misc.	\$106.37	
78901	11/07/2014	Open			FLYERS ENERGY LLC	\$2,344.32
	Invoice		Date	Description	Amount	
	14-021604		10/23/2014	55 Gal Drum of oil, AW30	\$429.29	
	14-022006		10/24/2014	140 Gal Diesel	\$524.05	
	14-022002		10/23/2014	390 Gal Ethanol	\$1,390.98	
78902	11/07/2014	Open			GOLDFARB & LIPMAN, LLP	\$253.55
	Invoice		Date	Description	Amount	
	113909		10/17/2014	Sep 2014 Legal Services	\$253.55	
78903	11/07/2014	Open			HARRIS & ASSOCIATES	\$15,523.75
	Invoice		Date	Description	Amount	
	26262		10/08/2014	Topographic Surveying Services-Park Ave	\$15,523.75	
				Fund 1200, CIP		
78904	11/07/2014	Open			HOSE SHOP	\$94.80
	Invoice		Date	Description	Amount	
	371781		10/14/2014	Hose for paint rig	\$94.80	
78905	11/07/2014	Open			HUB INTERNATIONAL OF CA INS	\$107.40
	Invoice		Date	Description	Amount	
	Oct2014		10/30/2014	Oct 2014 Insurance Expense, Comm Ctr	\$107.40	
				Fund 2213, Self-Ins Liability		
78906	11/07/2014	Open			KING'S CLEANERS	\$572.25
	Invoice		Date	Description	Amount	
	20141014		10/14/2014	Uniform cleaning-PD	\$572.25	

## City Payment Register

11/7/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78907	11/07/2014	Open			LIUNA PENSION FUND	\$1,209.60
	Invoice		Date	Description		Amount
	2015-00000296		10/17/2014	LIUNA Pension Dues, Oct2014		\$801.60
	2015-00000322		10/29/2014	LIUNA Pension Dues-Oct third PP		\$408.00
78908	11/07/2014	Open			MARCHESE, HELEN	\$522.92
	Invoice		Date	Description		Amount
	PC-Nov2014		10/30/2014	Petty Cash Replenishment		\$522.92
				Fund 1000, Gen Fund=\$512.01		
				Fund 2210, Stores=\$10.91		
78909	11/07/2014	Open			McMENAMIN, GEORGE	\$437.50
	Invoice		Date	Description		Amount
	27/11-5-14		11/05/2014	Riparian Restoration FY 14/15		\$437.50
78910	11/07/2014	Open			MID COUNTY AUTO SUPPLY	\$267.15
	Invoice		Date	Description		Amount
	398532		10/09/2014	Sweeper Parts		\$9.67
	398662		10/10/2014	Auto Parts, Fleet		\$34.72
	399099		10/14/2014	Auto Parts, Fleet		\$31.97
	399203		10/15/2014	Fleet, Tools		\$190.79
78911	11/07/2014	Open			MISSION PRINTERS	\$45.43
	Invoice		Date	Description		Amount
	49484		10/09/2014	Business Cards, Harlan		\$45.43
				Fund 2210, Stores		
78912	11/07/2014	Open			MORRISON, ED	\$2,500.00
	Invoice		Date	Description		Amount
	28		11/03/2014	Public Works Inspections FY 14/15		\$2,500.00
78913	11/07/2014	Open			O'Reilly Auto Parts	\$184.76
	Invoice		Date	Description		Amount
	2763-460662		10/15/2014	Auto parts, fleet		\$152.16
	2763-462308		10/22/2014	Batteries, Sweeper		\$32.60
78914	11/07/2014	Open			ORCHARD SUPPLY HARDWARE	\$21.18
	Invoice		Date	Description		Amount
	6013-4790594		10/14/2014	Cleaning supplies		\$21.18
78915	11/07/2014	Open			PALACE OFFICE SUPPLIES	\$191.54
	Invoice		Date	Description		Amount
	287137		10/14/2014	Office Supplies, City Hall		\$71.83
	9077252		10/16/2014	office supplies, Rec		\$37.08
	287959		10/20/2014	Office supplies		\$82.63
				Fund 1000, Gen Fund=\$119.71		
				Fund 2210, Stores=\$71.83		
78916	11/07/2014	Open			PERFORMANCE PAINTING CO.	\$680.00
	Invoice		Date	Description		Amount
	772600		10/25/2014	prime & paint new IT office		\$680.00
				Fund 1200, CIP		
78917	11/07/2014	Open			R & S ERECTION OF MONTEREY BAY	\$244.00
	Invoice		Date	Description		Amount
	COMM458		10/28/2014	Bay door repair		\$244.00

# City Payment Register

11/7/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78918	11/07/2014	Open			SAN LORENZO LUMBER	\$335.86
	Invoice		Date	Description		Amount
	55-75247		10/14/2014	Caution tape		\$46.72
	55-75193		10/14/2014	Supplies, Rec		\$35.46
	55-80699		11/04/2014	Wharf Rd fence repair		\$253.68
78919	11/07/2014	Open			SANTA CRUZ FIRE EQUIPMENT CO.	\$301.18
	Invoice		Date	Description		Amount
	97326		10/17/2014	Extinguisher Inspection, Museum		\$38.00
	97343		10/17/2014	Service PW Vehicles Fire Extinguishers		\$263.18
78920	11/07/2014	Open			SC MOSQUITO & VECTOR CONTROL	\$120.72
	Invoice		Date	Description		Amount
	03514135		10/31/2014	North County Mosquito & Disease Control		\$120.72
78921	11/07/2014	Open			SOQUEL CREEK WATER DISTRICT	\$3,390.43
	Invoice		Date	Description		Amount
	2015-00000325		10/15/2014	Semi-monthly water use		\$3,390.43
78922	11/07/2014	Open			UNITED PARCEL SERVICE	\$26.44
	Invoice		Date	Description		Amount
	954791434		10/25/2014	Shipping-PD		\$26.44
78923	11/07/2014	Open			UNITED STATES POSTAL SERVICE	\$5,105.85
	Invoice		Date	Description		Amount
	64659		11/05/2014	Postage for Winter brochure 2015		\$5,105.85
78924	11/07/2014	Open			WATSONVILLE BLUEPRINT	\$26.04
	Invoice		Date	Description		Amount
	48654		09/25/2014	Public Info Request for City Documents Fund 2210, Stores		\$26.04
78925	11/07/2014	Open			WHEELER, MARK	\$335.30
	Invoice		Date	Description		Amount
	20141019		11/05/2014	Reimb Travel Expense		\$335.30
78926	11/07/2014	Open			SHADOWBROOK RESTAURANT	\$615.64
	Invoice		Date	Description		Amount
	20141029		10/30/2014	Green Business Luncheon, 10/16/14		\$615.64
<b>Type Check Totals:</b>						<b>\$52,399.58</b>
<b>EFT</b>						
1107	11/07/2014	Open			CalPERS Health Insurance	\$60,631.79
	Invoice		Date	Description		Amount
	2015-00000308		10/17/2014	GROUP HEALTH - Group Health*		\$60,631.79
<b>EFT Totals</b>						<b>\$60,631.79</b>

# City Payment Register

11/7/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
--------------	----------------	--------	--------------	-------------	------------	--------------------

CITY - Main City Totals

Checks	Count	Transaction Amount	Reconciled Amount
	43	\$52,399.58	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	43	\$52,399.58	\$0.00

EFT	Count	Transaction Amount	Reconciled Amount
	1	\$60,631.79	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	1	\$60,631.79	\$0.00

Grand Totals:

TOTALS	Count	Transaction Amount	Reconciled
	44	\$113,031.37	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	44	\$113,031.37	\$0.00



Checks dated 11/14/14 numbered 78927 to 78970 for a total of \$34,337.64 plus two EFT for \$34,360.09 have been reviewed and authorized for distribution by the City Manager

As of 11/14/14 the unaudited cash balance is \$3,261,543

### CASH POSITION - CITY OF CAPITOLA 11/14/14

	<u>Net Balance</u>
General Fund	\$ 1,010,628
Contingency Reserve Fund	\$ 1,621,346
Worker's Comp. Ins. Fund	\$ 312,878
Self Insurance Liability Fund	\$ (2,117) <sup>1</sup>
Stores Fund	\$ 9,127
Information Technology Fund	\$ 141,081
Equipment Replacement	\$ 110,726
Compensated Absences Fund	\$ 57,873
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$ 3,261,543</u>

The Emergency Reserve Fund Balance is \$584,105.54 (not included above).

<sup>1</sup> The self-insurance fund paid a settlement in the amount of \$147,500. Sufficient cash is available for use from the Contingency Fund in accordance with Administrative Procedure III-3, Section C3. Cash in the amount of \$88,500 is anticipated to be repaid by the Successor Agency. Internal Service Fund cash transfer of \$62,325 is also anticipated to be recorded at the end of December.

  
 \_\_\_\_\_  
 Jamie Goldstein, City Manager

11/14/2014

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Christine McBroom, City Treasurer

\_\_\_\_\_  
 Date

## City Payment Register

11/14/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78927	11/14/2014	Open			ADVANTAGE CREDIT INC.	\$10.00
	Invoice		Date	Description		Amount
	188126		10/31/2014	Credit Check		\$10.00
78928	11/14/2014	Open			BAY CITY TOW	\$195.00
	Invoice		Date	Description		Amount
	19954		10/28/2014	Towed recovered vehicle		\$195.00
78929	11/14/2014	Open			CAPITOLA PEACE OFFICERS ASSOC.	\$1,597.75
	Invoice		Date	Description		Amount
	2015-00000333		11/14/2014	POA Dues 11/14/14 Payroll		\$1,597.75
78930	11/14/2014	Open			COASTAL WATERSHED COUNCIL	\$6,906.60
	Invoice		Date	Description		Amount
	1324		10/31/2014	Urban Watch 14-15		\$1,407.16
	1326		10/31/2014	Stormwater NPDES Permit Compliance A		\$210.00
	1323		10/31/2014	NPDES Public Education & Outreach FY 1		\$2,102.80
	1325		10/31/2014	Professional Services-First Flush 10/1-10/		\$3,186.64
78931	11/14/2014	Open			eFolder Systems	\$125.00
	Invoice		Date	Description		Amount
	70871		11/01/2014	Monthly Usage, Replication & Remote Sto		\$125.00
				Fund 2211, IT		
78932	11/14/2014	Open			FLYERS ENERGY LLC	\$2,609.61
	Invoice		Date	Description		Amount
	14-024355		10/31/2014	495 Gal Ethanol		\$1,780.77
	14-024362		10/31/2014	200 Gal Diesel		\$728.84
	14-021604a		10/23/2014	Correct Invoice Amount		\$100.00
78933	11/14/2014	Open			GONZALEZ, ESMERALDA	\$179.33
	Invoice		Date	Description		Amount
	20141107		11/07/2014	Reimb Office supplies		\$179.33
78934	11/14/2014	Open			GREEN LYNX LLC	\$1,225.00
	Invoice		Date	Description		Amount
	11032014		11/03/2014	Climate Action Plan support		\$1,225.00
78935	11/14/2014	Open			HOME DEPOT CREDIT SERVICES	\$103.66
	Invoice		Date	Description		Amount
	7025541		10/29/2014	General supplies		\$103.66
78936	11/14/2014	Open			HOSE SHOP	\$101.53
	Invoice		Date	Description		Amount
	372007		10/23/2014	Auto parts, John Deere Loader		\$101.53
78937	11/14/2014	Open			ICMA RETIREMENT TRUST 457	\$4,374.16
	Invoice		Date	Description		Amount
	2015-00000334		11/13/2014	457 Contributions, 11/14/14 Payroll		\$4,374.16
78938	11/14/2014	Open			INTERSTATE BATTERY SYSTEMS OF SAN JOSE	\$115.01
	Invoice		Date	Description		Amount
	421951		10/15/2014	Batteries		\$115.01

## City Payment Register

11/14/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78939	11/14/2014	Open			MBS BUSINESS SYSTEMS	\$125.00
	Invoice		Date	Description		Amount
	222452		10/20/2014	Copier Repair Fund 2211, IT		\$125.00
78940	11/14/2014	Open			MICROFLEX CORP #774353	\$518.84
	Invoice		Date	Description		Amount
	1506895		10/17/2014	Gloves		\$518.84
78941	11/14/2014	Open			MID COUNTY AUTO SUPPLY	\$153.72
	Invoice		Date	Description		Amount
	399196		10/15/2014	Auto Parts, Fleet		\$35.89
	400158		10/23/2014	Auto Parts, Fleet		\$97.83
	399828		10/21/2014	Auto parts, PD KZ1000 Motorcycle		\$10.00
	399451		10/17/2014	Auto parts, PD KZ1000 Motorcycle		\$10.00
78942	11/14/2014	Open			NATIONAL NOTARY ASSOCIATION	\$59.00
	Invoice		Date	Description		Amount
	15027722-2015		11/06/2014	Membership, Sneddon		\$59.00
78943	11/14/2014	Open			NORTH BAY FORD	\$70.67
	Invoice		Date	Description		Amount
	244710		10/27/2014	Window Switch, PD061		\$70.67
78944	11/14/2014	Open			ORCHARD SUPPLY HARDWARE	\$58.32
	Invoice		Date	Description		Amount
	6008-3371703		10/23/2014	general supplies		\$28.79
	6013-4794757		10/29/2014	Misc.		\$29.53
78945	11/14/2014	Open			PALACE OFFICE SUPPLIES	\$168.70
	Invoice		Date	Description		Amount
	288634		10/23/2014	Office Supplies, City hall Fund 2210, Stores		\$168.70
78946	11/14/2014	Open			PAST CONSULTANTS LLC	\$500.00
	Invoice		Date	Description		Amount
	2		10/13/2014	Historic Standards Response, 124 Central		\$500.00
78947	11/14/2014	Open			PHOENIX GROUP INFORMATION SYSTEMS	\$2,149.42
	Invoice		Date	Description		Amount
	92014070		10/20/2014	Sept 2014		\$2,149.42
78948	11/14/2014	Open			PITNEY BOWES INC.	\$439.03
	Invoice		Date	Description		Amount
	359678		10/25/2014	Supplies for City Hall postage meter Fund 2210, Stores		\$439.03
78949	11/14/2014	Open			PRAXAIR DISTRIBUTION INC.	\$111.05
	Invoice		Date	Description		Amount
	50752141		10/20/2014	Gases, Corp Yd		\$111.05
78950	11/14/2014	Open			ROYAL WHOLESALE ELECTRIC	\$35.24
	Invoice		Date	Description		Amount
	7719-586143		10/07/2014	Bulbs		\$35.24

## City Payment Register

11/14/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78951	11/14/2014	Open			SAN LORENZO LUMBER	\$64.81
	Invoice		Date	Description		Amount
	55-79624		10/30/2014	Wood		\$64.81
78952	11/14/2014	Open			SCC INFORMATION SERVICES	\$521.99
	Invoice		Date	Description		Amount
	Nov 2014		11/05/2014	Scan open query Nov 2014		\$521.99
78953	11/14/2014	Open			SANTA CRUZ FIRE EQUIPMENT CO.	\$365.94
	Invoice		Date	Description		Amount
	97344		10/21/2014	New Extinguishers for PW vehicles		\$365.94
78954	11/14/2014	Open			SANTA CRUZ SENTINEL	\$297.57
	Invoice		Date	Description		Amount
	2015		10/31/2014	Subscription - PD		\$297.57
78955	11/14/2014	Open			SERVPRO OF SANTA CRUZ	\$281.21
	Invoice		Date	Description		Amount
	2961		11/04/2014	Bio hazard clean up		\$134.51
	2962		11/04/2014	Bio hazard clean up		\$146.70
78956	11/14/2014	Open			STATE BOARD OF EQUALIZATION	\$212.92
	Invoice		Date	Description		Amount
	00019558009		11/04/2014	Water Rights Permit Annual fee		\$212.92
78957	11/14/2014	Open			STATE WATER RESOURCES CONTROL BOARD	\$5,826.00
	Invoice		Date	Description		Amount
	SW-0090202		10/30/2014	State Water Resources Control Board Ann		\$5,826.00
78958	11/14/2014	Open			SUMMIT UNIFORM CORP	\$238.16
	Invoice		Date	Description		Amount
	17449		10/18/2014	Uniform Exp, Garrett - PD		\$238.16
78959	11/14/2014	Open			US BANCORP EQUIPMENT FINANCE, INC	\$179.45
	Invoice		Date	Description		Amount
	264634114		10/24/2014	Contract 500-0296803-000, Canon IR2525		\$80.48
	264434903		10/22/2014	Contract 500-0332356-000, IR1750, Rec		\$98.97
				Fund 1000, Gen Fund=\$98.97		
				Fund 2211, IT=\$80.48		
78960	11/14/2014	Open			US BANK PARS	\$354.13
	Invoice		Date	Description		Amount
	2015-00000335		11/13/2014	PARS - 11/14/14 Payroll		\$354.13
78961	11/14/2014	Open			USA PROTECT, LLC dba LP POLICE	\$452.99
	Invoice		Date	Description		Amount
	114lp31150		11/01/2014	Live search plan		\$452.99
78962	11/14/2014	Open			Brown, Rose Mary	\$55.80
	Invoice		Date	Description		Amount
	2002105-002		11/10/2014	Class refund		\$55.80

# City Payment Register

11/14/2014

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
78963	11/14/2014	Open			Capitola-Soquel Chamber of Commerce	\$39.05
	Invoice		Date	Description		Amount
	2015-00000331		11/11/2014	Special event overpayment		\$39.05
78964	11/14/2014	Open			Grindy, Danielle	\$328.67
	Invoice		Date	Description		Amount
	2015-00000332		11/06/2014	Refund Health Prem Pymt from 10/3 payct		\$328.67
78965	11/14/2014	Open			Guillinz, Maria	\$10.00
	Invoice		Date	Description		Amount
	2015-00000330		11/10/2014	Refund citye 133123568		\$10.00
78966	11/14/2014	Open			FERRASCI-HARP, AMY	\$825.00
	Invoice		Date	Description		Amount
	41		11/05/2014	Oct BIA Services Fund 1321, BIA		\$825.00
78967	11/14/2014	Open			MUNISERVICES LLC	\$1,186.00
	Invoice		Date	Description		Amount
	35286		10/23/2014	Q2 2014 STARS Service		\$1,186.00
78968		VOID				\$0.00
78969		VOID				\$0.00
78970	11/14/2014	Open			STATE DISBURSEMENT UNIT	\$1,166.31
	Invoice		Date	Description		Amount
	14-Nov		11/13/2014	Garnishments		\$1,166.31
<b>Check Totals</b>						<b>\$34,337.64</b>
EFT						
20	11/14/2014	Open			EMPLOYMENT DEVELOPMENT DEPT	\$7,043.23
	Invoice		Date	Description		Amount
	2015-00000336		11/13/2014	State Tax Deposit, 11/14/14 Payroll		\$7,043.23
21	11/14/2014	Open			INTERNAL REVENUE SERVICE	\$27,316.86
	Invoice		Date	Description		Amount
	2015-00000337		11/13/2014	Fed Tax Deposit, 11/14/14 Payroll		\$27,316.86
<b>EFT Totals:</b>						<b>\$34,360.09</b>
<b>CITY - Main City Totals</b>						
				Checks	Count saction Amount	Reconciled Amount
					42 \$34,337.64	\$0.00
				Voids	2 0	
				EFT	Count saction Amount	Reconciled Amount
					2 \$34,360.09	\$0.00
<b>Grand Totals:</b>						
					Count saction Amount	Reconciled Amount
					42 \$68,697.73	\$0.00
				Voids	2 \$0.00	\$0.00
				TOTAL	44 \$68,697.73	\$0.00

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# CITY COUNCIL AGENDA REPORT

## MEETING OF NOVEMBER 25, 2014

FROM: FINANCE DEPARTMENT

SUBJECT: QUARTERLY FINANCIAL REPORTS – FIRST QUARTER BUDGET REPORT AND  
FOURTH QUARTER SALES TAX REPORT

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**RECOMMENDED ACTION:** Receive the First Quarter Budget Report and Fourth Quarter Sales Tax Report.

**BACKGROUND:** The City's quarterly reports are typically posted to the City's website in the last week of the month for the preceding quarter. These reports are also placed on the City Council agenda for informational purposes.

**DISCUSSION:** The attached quarterly reports contain information for the following dates:

- First Quarter Budget Report: July 1 to September 30, 2014.
- Fourth Quarter Sales Tax Report: April 1 to June 30, 2014.  
The Fourth Quarter Sales Tax Report reflects revenues earned for the period listed above. Sales tax information for the quarter ended September 30, 2014, will not be available until December 2014.

Detailed information on both subjects can be found in the attached documents.

**FISCAL IMPACT:** This action is administrative and should not result in a financial impact.

**ATTACHMENTS:**

1. First Quarter Budget Report
2. Fourth Quarter Sales Tax Report

Report Prepared By: Tori Hannah  
Finance Director

Reviewed and Forwarded  
by City Manager: 

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## Budget Report First Quarter – FY14/15

### Overview:

This report summarizes the City's overall financial position for the current fiscal year through September 2014. Except as noted below, revenue and operating expenditures are generally consistent with annual projections.

### Fiscal Year 2013/2014 Recap

The numbers presented in the Fourth Quarter Budget Report were prepared prior to receiving all year-end accrual amounts. The updated ending General Fund Unassigned Fund Balance is \$1,076,600, which is approximately \$12,000 less than the projected amount. A recap of Fiscal Year 2014/2015 is provided below:

General Fund	Budgetary Comparison			Prior Year
	Amended Budget	YTD Transactions	Percent	
Beginning Fund Balance	\$746,800	\$ 746,800		\$548,500
Revenues	14,344,000	14,474,700	101%	\$14,392,400
Expenditures	12,155,900	11,911,100	98%	11,605,500
<b>Operating Subtotal</b>	<b>2,188,100</b>	<b>2,563,600</b>		<b>2,786,900</b>
Other Financing: (CIP, Debt Serv., Reserves)	2,233,700	2,233,800	100%	2,588,600
<b>FY 13/14 Difference</b>	<b>(45,600)</b>	<b>329,800</b>		<b>198,300</b>
<b>Est. Year-End Fund Balance</b>	<b>\$ 701,200</b>	<b>\$ 1,076,600</b>		<b>\$ 746,800</b>
Fund Balance Appropriated in FY 15/16		550,000		
<b>Adjusted Fund Balance</b>		<b>\$ 526,600</b>		

During the Fiscal Year 2014/15 Budget Study Sessions, Council appropriated \$475,000 of the fund balance towards the following priorities in the Fiscal Year 2014/15 Budget:

- Contingency/Emergency Reserves: \$200,000
- Capital Improvements: \$200,000
- Facilities Reserve Fund: \$75,000

An additional \$75,000 of the remaining fund balance was earmarked for ADA projects as part of the Five-Year CIP presentation.

### Fiscal Year 2014/15 General Fund - First Quarter Results:

The fiscal year is 25% complete. The General Fund revenues are 13% of the annual projections, while expenditures are at 22%. Although revenues received are less than 25% of the budget, this variation is typical due to revenue receipting streams. The negative operating difference can be covered from the General Fund balance or through short-term loans from the Contingency Reserve Fund. The City's expenditures are primarily consistent with the number of payrolls processed through September 30, 2014.

General Fund	Budgetary Comparison			Prior Year
	Amended Budget	YTD Transactions	Percent	
Revenues	\$ 14,284,050	\$ 1,805,910	13%	1,828,125
Expenditures	12,512,449	2,757,760	22%	2,766,332
Operating Subtotal	1,771,601	(951,850)		(938,207)
Other Financing: (CIP, Debt Service, Reserves)	2,270,025	-	-	60,000
<b>FY13/14 Difference</b>	<b>\$ (498,424)</b>	<b>\$ (951,850)</b>		<b>\$ (998,207)</b>

# Item #: 9.C. Attach 1.pdf

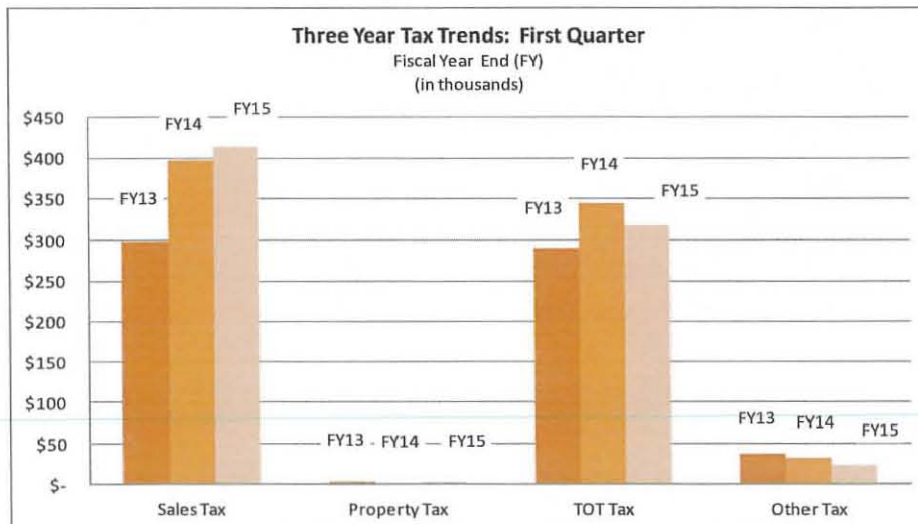
## Key Revenues:

Revenue	Budgetary Comparison			Prior Year
	Amended Budget	YTD Transactions	% Used / Rec'd	
<b>Taxes:</b>				
Property Taxes	\$ 1,762,900	\$ 2,910	0%	\$ -
Sales and Use Tax	7,318,600	414,300	6%	397,200
Document Transfer Tax	-	-	-	5,631
Business License Tax	280,800	4,402	2%	6,324
Franchise Tax	485,200	18,894	4%	19,517
TOT Tax	1,251,000	316,338	25%	344,614
<b>Subtotal - Taxes</b>	<b>\$ 11,098,500</b>	<b>\$ 756,844</b>	<b>7%</b>	<b>\$ 773,286</b>
<b>Other:</b>				
Licenses and permits	\$ 254,450	\$ 57,882	23%	\$ 68,538
Intergovernmental revenues	168,700	12,949	8%	21,086
Charges for services	1,921,400	783,272	41%	768,218
Fines and forfeitures	718,800	159,173	22%	156,263
Use of money & property	51,800	5,956	11%	5,678
Other revenues	70,400	29,834	42%	35,056
Other financing sources	0	0	0%	-
Extraordinary Items	0	0	0%	-
<b>Subtotal - Other Revenues</b>	<b>3,185,550</b>	<b>1,049,066</b>	<b>33%</b>	<b>1,054,839</b>
<b>Total Revenues</b>	<b>\$ 14,284,050</b>	<b>\$ 1,805,910</b>	<b>13%</b>	<b>\$ 1,828,125</b>

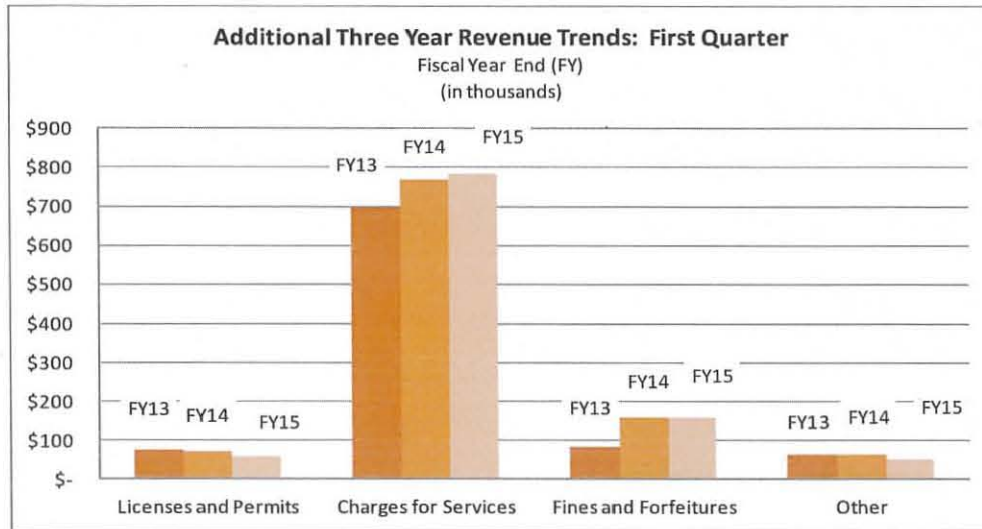
### Taxes

The City receives sales, property, franchise, and business license taxes on alternate schedules. Due to the year-end accruals and timing of revenue receipts, only 7% of tax revenues were received in the First Quarter of FY 13/14. This trend is consistent with prior years. The 7% primarily reflects the receipt of Transient Occupancy Tax (TOT) and one month of sales tax revenues. TOT revenues are \$28,276 less than the prior year. This reduction is partially due to delayed reimbursements from a hotel rewards program. The Finance Department will be monitoring TOT trends, and the effect of the rewards reimbursements in subsequent months.

The following chart providing three-year tax trend information is provided for reference:



Additional three-year revenue trend information is presented below:



**Intergovernmental / Use of Money & Property**

Due to reimbursement patterns related to grants, the timing of intergovernmental revenue receipts is variable. While the Use of Money & Property category is fairly consistent with the prior year, \$35,000 in annual projected revenues is scheduled to be invoiced for the Gas Tax Fund’s use of the street sweeper.

**Expenditures:**

All expenditures are relatively consistent with the budget and prior year expenditures. The subsequent notes provide a description of any variances.

Expenditures by Category	Budgetary Comparison			Prior Year
	Amended Budget	YTD Transactions	% Used/ Rec'd	
Personnel	\$ 7,985,744	\$ 1,768,935	22%	1,668,402
Contract Services	2,762,750	626,527	23%	726,254
Training & Memberships	83,545	25,060	30%	24,246
Supplies	550,000	124,576	23%	123,022
Grants and Subsidies	269,763	0	0%	-
Capital Outlay	10,000	0	0%	1,177
Internal Service Fund Charges	850,647	212,662	0%	223,231
Other Financing Uses	2,270,025	0	0%	60,000
<b>Fund Totals: General Fund</b>	<b>\$ 14,782,474</b>	<b>\$ 2,757,760</b>	<b>19%</b>	<b>\$ 2,826,332</b>

Expenditures By Department	Budgetary Comparison			Prior Year
	Amended Budget	YTD Transactions	% Used/ Rec'd	
City Council	\$ 127,115	\$ 32,626	26%	\$ 38,841
City Manager	850,228	183,975	22%	179,493
Personnel	201,926	32,188	16%	37,742
City Attorney	185,000	38,680	21%	29,011
Finance	805,886	130,067	16%	121,681
Community Grants	269,763	-	0%	-
Public Safety	5,968,947	1,349,015	23%	1,418,728
Public Works	2,442,029	538,630	22%	505,273
Community Development & Building	702,830	140,375	20%	131,870
Culture and Leisure	958,725	312,204	33%	303,693
Transfers	2,270,025	-	0%	60,000
<b>Expenditure Totals</b>	<b>\$ 14,782,474</b>	<b>\$ 2,757,760</b>	<b>19%</b>	<b>\$ 2,826,332</b>

## Item #: 9.C. Attach 1.pdf

### Personnel

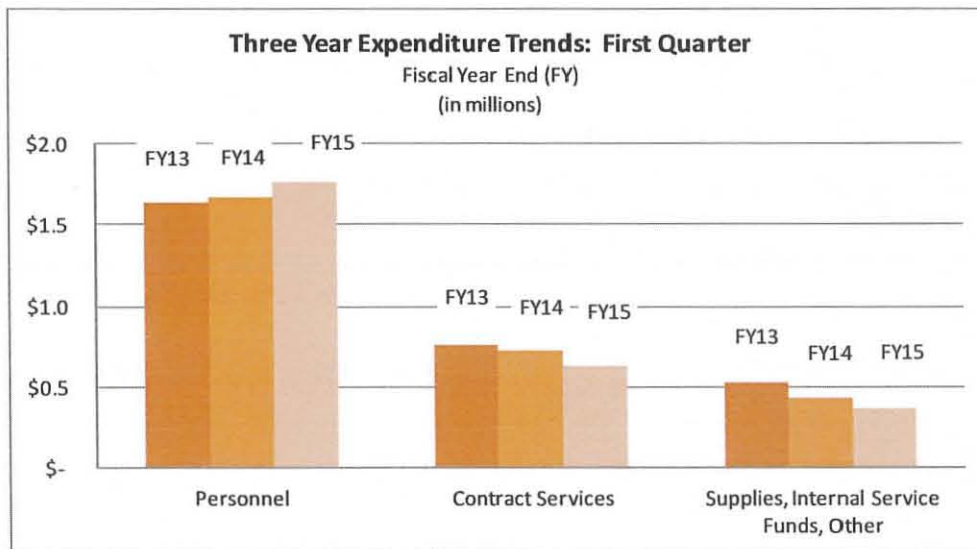
The personnel numbers presented in this report reflect 21% of the annual payroll; with Recreation salaries reflecting 37% of their annual budget. The Recreation Department salaries peak in the First and Fourth Quarters due to seasonal activities. The FY 14/15 salaries are approximately \$100,000 greater than the prior year due filling vacant positions, an additional Maintenance Worker, and a cost of living increase.

### Contract Services

Contract Services are approximately \$100,000 less than the prior year. This is primarily due to timing differences associated with a payment on a Police Department 911 Center contract.

Additional annual variances may exist due to the timing differences in transfers.

Three year expenditure trend information by category is presented in the following chart.





## Fourth Quarter Sales Tax Report Fiscal Year 2013-14

Capitola sales tax revenue for Fiscal Year 2013-14 was \$1.1 million or 18.9% greater than the prior fiscal year. Two thirds of the increase was due to a full year of Measure O revenue versus a single quarter during the prior year; 11.7% or \$133,6000 resulted from increased local sales; and 21.9% was due to timing of In lieu triple flip payments and true ups from the State.

Sales tax revenues, net of Measure O and the In-Lieu Trip Flip, increased by 2.9% or \$133,600.

	Sales Tax Revenue – Annual Receipts			% Incr./ (Decr.)	
				2013-14	
	2013-14 Actual	2013-14 Amended Budget	2012-13 Actual	2013-14 Act. Vs Amended Budget	2013-14 Act. Vs 2012-13
Bradley Burns - 3/4%	\$ 3,791,520	\$ 3,816,859	\$ 3,662,709	-0.7%	3.5%
In Lieu Triple Flip	\$ 1,352,332	\$ 1,352,332	\$ 1,102,417	0.0%	22.7%
Measure D District Tax	\$ 1,025,513	\$ 1,034,970	\$ 1,020,747	-0.9%	0.5%
Measue O District Tax	\$ 1,010,362	\$ 1,016,444	\$ 254,668	-0.6%	296.7%
	\$ 7,179,727	\$ 7,220,605	\$ 6,040,541	-0.6%	18.9%

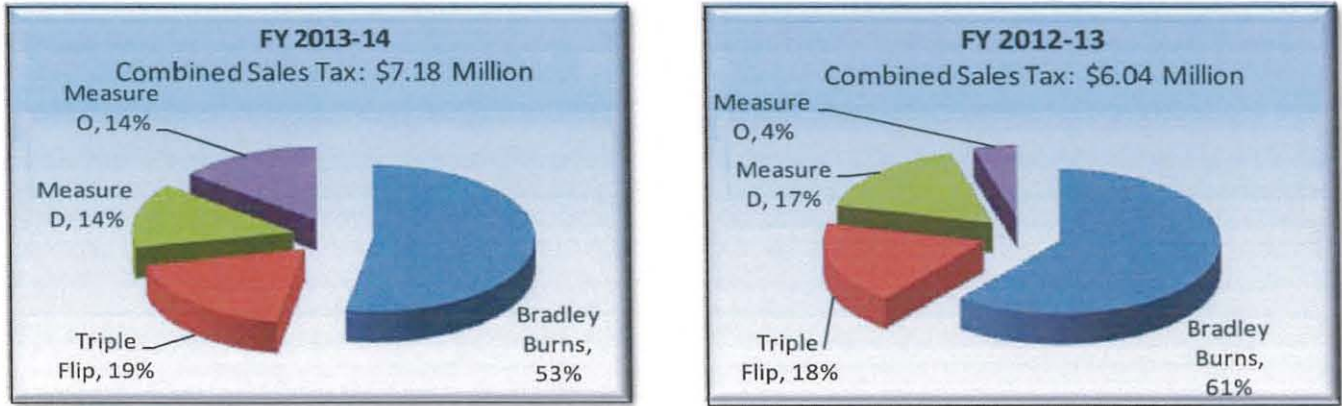
The Fourth Quarter sales tax revenue for fiscal year 2013-14 was \$18,900 or 1.3% higher than prior year and \$28,100 or 1.9% lower than the Amended Budget. Due to a sales tax audit adjustment of \$24,000 in the prior year quarter, the estimated increase in quarterly sales tax activity was actually closer to 2.9%. The City will be monitoring quarterly sales activity closely in the next two quarters to confirm whether or not revenue performance is meeting projections.

	Sales Tax Revenue - Q4 FY 2013-14			% Incr./ (Decr.)	
				2013-14	
	2013-14 Actual	2013-14 Amended Budget	2012-13 Actual	2013-14 Act. Vs Amended Budget	2013-14 Act. Vs 2012-13
Bradley Burns - 3/4%	\$ 941,553	\$ 959,148	\$ 927,382	-1.8%	1.5%
Measure D District Tax	\$ 262,190	\$ 266,075	\$ 263,481	-1.5%	-0.5%
Measure O District Tax	\$ 260,025	\$ 266,619	\$ 253,979	-2.5%	2.4%
	\$ 1,463,768	\$ 1,491,842	\$ 1,444,842	-1.9%	1.3%

**Proportional Sales Tax**

The charts below show the change in the composition of the City's sales tax revenue. While the proportional share of the Bradley Burns tax revenue is smaller due to the addition of Measure O, the absolute value of the Bradley Burns tax experienced a 3.5% increase over the prior year. Measure D and Measure O provide 1/4% or approximately \$1 million dollars in General Fund Revenues. Measure D is scheduled to sunset in December of 2017.

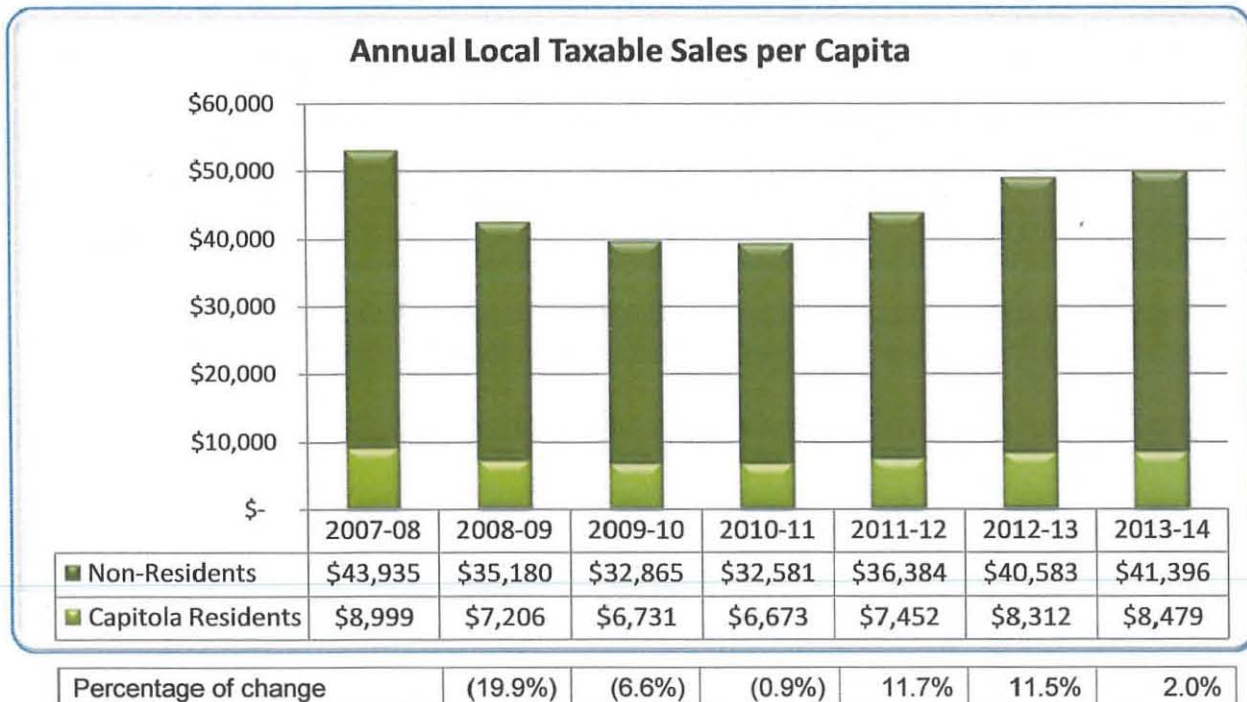
**Source of Sales Tax Revenue – Last Two Fiscal Years**



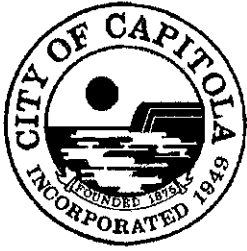
**Taxable Sales and Spending Trends**

The chart below shows the City's seven year taxable sale trends expressed on a per capita basis. The chart distinguishes between per capita Capitola resident and non-resident spending. While the annual local taxable sales per capita range is \$39,250 to \$52,900, approximately 83% of Capitola taxable sales are made by non-residents <sup>(1)</sup>. It is estimated that the resident portion of "per capita" sales is within the \$6,700 to \$9,000 range.

The City population has varied less than 1.5% from the average population over this time period. The following per capita chart identifies the lowest per capita spending in Fiscal Year 2010-11, with increases of just above 11% in the following two years; with a 2.0% increase last year. Fiscal 2013-14 is \$3,000 per capita or 5.8% below the Fiscal Year 2007-08 peak of \$52,900 per capita.



(1) City of Capitola Economic Development Strategic Plan, Applied Development Economics, 2007



## CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 25, 2014

FROM: FINANCE DEPARTMENT

SUBJECT: ANNUAL DONATIONS AND CONTRIBUTIONS REPORT

**RECOMMENDED ACTION:** Receive the Annual Donations and Contributions Report.

**BACKGROUND:** In July of 2013, the City implemented Administrative Policy III-15 which authorizes the City Manager to accept and appropriate donations or grants of \$5,000 or less to support City projects and programs previously approved by Council. The attached Annual Donations and Contributions Report provides information related to grants and contributions received in Fiscal Year 2013/2014.

**DISCUSSION:** In Fiscal Year 2013/2014, the City received \$44,600 in donations and contributions with values of \$5,000 or less. A complete list of contributions, their purpose, and recipient programs are provided in Attachment 1. The contributions include continued community sponsorship and support of the Capitola Twilight Concerts, Movies at the Beach, Art & Music at the Beach, and National Night Out.

In Fiscal Year 2013/2014, the City also received \$140,600 in State and Federal grants. This includes \$50,600 in final reimbursements for the Community Development Block Grant (CDBG) Disaster Recovery Initiative (DRI) for the Capitola Safety Element and Local Hazard Mitigation Plan. In addition, the Police Department received over \$67,100 in grant funding, primarily for Traffic Safety activities. The complete list of the granting agencies, as well as a description of expenditures is provided in Attachment 2.

**FISCAL IMPACT:** The City of Capitola benefits greatly from the generosity of individual citizens, City businesses, nonprofit agencies and others. As shown in Attachment 1, contributions and sponsorships totaled \$44,600 for Fiscal Year 2013/2014, including approximately \$965 in non-cash contributions for National Night Out. Additionally, the City received State and Federal revenue of \$140,600, for a total of over \$185,000 in grant and donation funding.

**ATTACHMENTS:**

1. Donations and Contributions \$5,000 and Under Report;
2. Federal and State Grants Fiscal Year 2013/14.

Report Prepared By: Tori Hannah  
Finance Department

Reviewed and Forwarded  
by City Manager: 

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## Donations and Contributions to the City of Capitola

\$5,000 and under

Fiscal Year 2013-14

Purpose	From	To	Contribution	Contribution value
2013 Twilight Concert Sponsor	Paradise Beach Grille	Arts & Cultural	Cash	\$ 1,200
2013 Twilight Concert Sponsor	Britannia Arms of Capitola	Arts & Cultural	Cash	1,200
2013 Twilight Concert Sponsor	Lanai Financial Solutions	Arts & Cultural	Cash	1,200
2014 Twilight Concert Sponsor	Zelda's On The Beach	Arts & Cultural	Cash	1,200
2014 Twilight Concert Sponsor	Union Bank of California	Arts & Cultural	Cash	1,200
2014 Twilight Concert Sponsor	Devcon Construction Inc.	Arts & Cultural	Cash	1,200
2014 Twilight Concert Sponsor	Ow Family Properties	Arts & Cultural	Cash	1,200
2014 Twilight Concert Sponsor	Gayle's Bakery & Rosticceria	Arts & Cultural	Cash	1,200
2014 Twilight Concert Sponsor	Capitola Surf & Paddle	Arts & Cultural	Cash	1,200
2014 Twilight Concert Sponsor	Toyota of Santa Cruz	Arts & Cultural	Cash	1,200
2014 Twilight Concert Sponsor	Marriott / Fairfield Inn of Santa Cruz	Arts & Cultural	Cash	1,200
2014 Twilight Concert Sponsor	Stockton Bridge Grille	Arts & Cultural	Cash	1,200
Movies at the Beach Sponsor	Pizza My Heart	Arts & Cultural	Cash	2,000
Art & Music at the Beach 2014	Fairfield Inn - Marriott	Arts & Cultural	Cash	800
Art & Music at the Beach 2014	Slatter Construction	Arts & Cultural	Cash	800
Art & Music at the Beach 2013	GreenWaste	Arts & Cultural	Cash	800
				<u>\$ 18,800</u>
2014 National Night Out	Capitola Mall Security	PD	Cash	400
2014 National Night Out	Zelda's By The Beach	PD	Cash	100
2014 National Night Out	Driscoll's	PD	Fresh berries	75
2014 National Night Out	Whole Foods Market	PD	Chips / water	75
2014 National Night Out	Trader Joe's	PD	Water	35
2014 National Night Out	Glacier Ice	PD	Water	25
2014 National Night Out	New Leaf Community Markets	PD	Water	25
2014 National Night Out	Safeway	PD	Gift card	30
2014 National Night Out	King's Cleaners	PD	Meat	75
2014 National Night Out	Chipotle	PD	Chips / water	25
2014 National Night Out	Crown Café	PD	Cookies	25
2014 National Night Out	Matt Kotila	PD	Tomatoes	25
2014 National Night Out	Woodworm	PD	Balloons	50
				<u>965</u>
Rifles	Capitola Safety Foundation	PD	Cash	3,251
Canine donation	Capitola Safety Foundation	PD	Cash	5,000
Women's Self Defense Class	Pacific Gas & Electric / Anna Marie Gotti	PD / Recreation	Subsidized class	2,000
				<u>\$ 10,251</u>
Fundraising (non-book)	Various	Museum	Cash	\$ 13,048
On site donation box	Various	Museum	Cash	1,558
				<u>\$ 14,606</u>

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City of Capitola  
**Federal and State Grants**  
 Fiscal Year 2013/14

Purpose	Grant	From	To	2013-14 Expenditure Funding
Preparation of the Local Hazard Mitigation Plan	CDBG Disaster Recovery Initiative	U.S. Department of Housing and Urban Development	CDD	\$ 34,882
Preparation of Safety Element	CDBG Disaster Recovery Initiative	U.S. Department of Housing and Urban Development	CDD	\$ 15,714
General Plan and Safe Drinking Water	Proposition 84 Grant	State of CA Dept of Conservation Rev Fd	CDD-GP	\$ 17,879
Recycling education	CCPP Funding	State of California Resources Recycling and Recovery	CM	\$ 5,000
STEP Grant	STEP Grant - OTS	Under NHSA/AFETEA, CA Office of Traffic Safety	PD	\$ 30,422
DUI checkpoints and saturation patrol	Avoid the Nine - AL1461	National Highway Traffic Safety Administration	PD	\$ 23,745
DUI checkpoints and saturation patrol	Avoid the Nine - OTS	National Highway Traffic Safety Administration	PD	\$ 3,125
Bullet proof vests for officers	Bullet Proof Vest Partnership	U.S. Department of Justice	PD	\$ 1,909
Police Officer Safety Training	POST Training Reimbursement	State of California	PD	\$ 7,910
				\$ 140,586

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## CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 25, 2014

FROM: CITY MANAGER'S DEPARTMENT

SUBJECT: LIABILITY CLAIM

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**RECOMMENDED ACTION:** Deny liability claim.

**DISCUSSION:**

The following claimant has filed a liability claim against the City of Capitola:

1. Water Rock Construction, \$674,260

**ATTACHMENTS:** None

Report Prepared By: Liz Nichols  
Executive Assistant to the City Manager

Reviewed and Forwarded  
by City Manager: 

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## CITY COUNCIL AGENDA REPORT

### MEETING OF NOVEMBER 25, 2014

FROM: CITY MANAGER'S DEPARTMENT  
 SUBJECT: RESOLUTION APPROVING THE SKATEBOARD PARK DESIGN FOR MCGREGOR DRIVE PARK

**RECOMMENDED ACTION:**

1. Adopt the proposed Resolution approving the design for the skateboard park at McGregor Drive; and
2. Approve a budget adjustment to recognize the project reimbursement revenue and related expenditures.

**BACKGROUND:** The City Council awarded the contract for the design and installation of the skateboard park at McGregor Drive to MG Creations Skatepark Construction at the meeting held on October 23<sup>rd</sup>. At this meeting, the Council also considered a conceptual design of the skateboard park which was first unveiled at a public meeting held on October 16<sup>th</sup>. The City Council requested staff to hold a second public meeting to get more feedback on what the community would like to see in the skateboard park.

**DISCUSSION:** A second public meeting was held to review the skateboard park design on November 10<sup>th</sup> at City Hall. Attendance was not large, but those who participated provided valuable advice and feedback. Again, the community's general consensus was the skateboard park elements should be constructed out of concrete rather than wood or metal. Given the budget of \$50,000, the contractor has developed a new design which incorporates a concrete track and minimal concrete elements. This design eliminates the need for asphalt paving and this savings will go towards the concrete track. In addition, staff asked for a second design based on the public input requesting more concrete elements. The second design cost estimate is \$100,000. Both designs allow for additional features to be phased in over time.

Similar to the bicycle pump track, skateboard parks inherently carry the risk of personal injury for its users, due to the nature of the activity. Under California Law the City is not liable for injuries caused by a dangerous condition of its property when the plan or design creating that condition was reasonably approved before construction. Accordingly, this design is being presented for City Council consideration and approval in order to qualify the skateboard park for the design immunity provided by State Law.

**FISCAL IMPACT:** The attached Resolution, if adopted, would approve the design for the skateboard park portion of McGregor Drive. This project is funded through the sponsorship of the Monte Foundation in the amount of \$50,000 which will provide a reimbursement upon project completion. If the Council directs staff to proceed with the second design with a cost of \$100,000, the attached budget adjustment would be modified to reflect the change. The additional funding could be appropriated from the General Fund balance which has a balance of \$526,600.

**ATTACHMENT:**

1. Draft Resolution
2. Budget Adjustment
3. Skateboard Park Design - \$50,000 (to be distributed at the meeting)
4. Skateboard Park Design - \$100,000 (to be distributed at the meeting)

Report Prepared By: Lisa G. Murphy  
 Administrative Services Director

Reviewed and Forwarded  
 by City Manager. 

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RESOLUTION NO. \_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA APPROVING  
SKATE PARK DESIGN PREPARED BY MG CREATIONS SKATEPARK  
CONSTRUCTION FOR THE MCGREGOR  
MULTI-USE RECREATIONAL PARK**

**WHEREAS**, the City Council authorized the use of the McGregor property as a multi-use recreational facility on November 13, 2014, with uses to include a bike pump track, skate park, and dog park; and

**WHEREAS**, at the October 23, 2014, City Council meeting the Council awarded a contract to MG Creations Skatepark Construction to design and construct the skate park portion of the facility, based on MG Creations Skatepark Construction extensive experience and qualifications in designing and constructing such facilities; and

**WHEREAS**, in connection with said contract award, plans and specifications for the skate park's design and construction were presented to the City Council for its consideration and approval.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Capitola that that the design and construction plans prepared by MG Creations Skatepark Construction for the McGregor Multi-Use Recreational Park Skate Park have been duly considered by the City Council, and said plans are hereby approved.

**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 25th day of November, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Sam Storey, Mayor

ATTEST: \_\_\_\_\_, CMC  
Susan Sneddon, City Clerk

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Date 11/19/2014

Requesting Department City Manager

Administrative Council

Item # 10A  
 Council Date 11/25/2014  
 Council Approval \_\_\_\_\_

Revenues		
Account #	Account Description	Increase/Decrease
1200-00-00-000-3700.001 CS0018	Other Revenue-Grants/Donation	50,000
<b>Total</b>		<b>50,000</b>

Expenditures		
Account #	Account Description	Increase/Decrease
1200-00-00-000-4390-400 CS0018	Project Construction	50,000
<b>Total</b>		<b>50,000</b>

Net Impact -

Purpose: Recognize project reimbursement revenue from the Monte Foundation and corresponding expenditures of up to \$50,000 for the McGregor Park skateboard park elements.

Department Head Approval \_\_\_\_\_

Finance Department Approval \_\_\_\_\_

City Manager Approval \_\_\_\_\_

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## CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 25, 2014

FROM: CITY MANAGER'S DEPARTMENT

SUBJECT: INTRODUCTION OF AN ORDINANCE ADDING CHAPTER 12.54 PERTAINING TO REGULATING SKATE PARKS [1<sup>ST</sup> READING]

**RECOMMENDED ACTION:** Approve the first reading of an Ordinance adding Chapter 12.54 of the Capitola Municipal Code pertaining to regulating skate parks on public property.

**BACKGROUND:** The City Council considered the proposed Ordinance regarding regulating skate parks at its meeting held on October 23, 2014. The Council asked staff to obtain additional input regarding the proposed rules, specifically referring to weather or not to allow bikes and scooters in the park. After holding two public meetings, there was no definitive majority to include or exclude bikes and scooters from the park. At this time, the proposed rules exclude them from the park. The City Council can review this ordinance in the future to determine if at a later time they would like to reconsider this exclusion after the park has been open and users can provide more feedback.

**DISCUSSION:** The purpose of this Ordinance is to comply with the State of California's Health and Safety Code Section 115800 that requires public operators of a skate park to mandate safety gear for those who use the facility to qualify for specific immunities. The section further states that a city must adopt an Ordinance outlining these requirements, provisions for its enforcement, and guidelines for posting the rules on site.

The attached draft Ordinance outlines the rules of conduct expected at the facility, as well as penalties for violation. The proposed Ordinance: (1) requires properly fitted and fastened helmet, elbow pads, and knee pads at all times; (2) requires riders under the age of ten to be accompanied by a parent or adult guardian; (3) prohibits any device other than a skateboard or skates; (4) bans food, beverages, glass bottles, or any breakable items in the skateboard park; (5) prohibits the placement or utilization of additional obstacles, objects or other materials in the skateboard park; and (6) prohibits reckless behavior or any other activity that could endanger the safety of persons using the skateboard park or present in the skateboard park. In addition, the rules exclude bikes and scooters from the park.

The Ordinance also provides the authority to staff to close the skateboard park in the event of vandalism or graffiti. A first violation of this Ordinance is punishable by a fine of thirty dollars, the second violation is fifty dollars, and a third violation a fine of seventy-five dollars. In addition, staff will post signs at the skateboard park with the rules pursuant to the Ordinance as well as any other applicable park rules.

**FISCAL IMPACT:** No fiscal impact.

**ATTACHMENT:** 1) Draft Ordinance, 2) Health and Safety Code Section 115800

Report Prepared By: Lisa G. Murphy  
Administrative Services Director

Reviewed and Forwarded  
by City Manager:

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ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CAPITOLA ADDING  
CHAPTER 12.54 TO THE CAPITOLA MUNICIPAL CODE PERTAINING TO REGULATIONS  
APPLICABLE TO SKATEBOARD PARKS ON PUBLIC PROPERTY**

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

**"Chapter 12.54"SC  
SKATEBOARD PARKS ON PUBLIC PROPERTY**

**Section 1.** Chapter 12.54 is added to Title 12 of the Capitola Municipal Code to read as follows:

**12.54.010 Definitions**

- a) "Skateboard Park" is a public facility designed specifically for use by persons riding skateboards or skates and which is designated a "Skateboard Park" by the Director of Public Works.
- b) "Skates" are devices worn on the feet to enable the wearer to roll along on wheels, and include roller skate, in-line skates, and other similar devices.

**12.54.020 Prohibitions**

- (a) No person in a Skateboard Park shall:
  - (1) Ride or be in possession of a skateboard or skates in a Skateboard Park without wearing a properly fitted and fastened helmet, elbow pads, and knee pads at all times;
  - (2) If under the age of ten (10), enter or use the Skateboard Park unless accompanied by a parent or adult guardian;
  - (3) Ride, operate, or utilize any device other than a skateboard or skates;
  - (4) Use, consume, or possess food, beverages, glass bottles, or any breakable items in the Skateboard Park;
  - (5) Place or utilize additional obstacles, objects or other materials in the Skateboard Park;
  - (6) Engage in reckless behavior or any other activity that could endanger the safety of persons using the Skateboard Park or present in the Skateboard Park;

**12.54.030 Required Signage**

(a) The Director of Public Works shall erect and maintain visible signs at all Skateboard Parks which shall afford notice that any person failing to abide by the following conditions will be subject to citation under Title 4 of the Municipal Code:

- (1) Any person in the facility riding or possessing a skateboard or skates must wear a helmet, elbow pads, and knee pads at all times.
- (2) Any person under the age of ten (10) shall be accompanied by a parent or adult guardian."

**Item #: 10.B. Attach 1.pdf**

Ordinance No. \_\_\_\_\_

**12.54.040 Penalties**

(a) Failure to comply with any provisions of this Chapter shall be punishable in accordance with Title 4 of the Municipal Code, except as provided in section (b) below.

(b) Any person convicted of an infraction under the provisions of this Chapter 12.54 shall be punishable by fine only as follows: (i) upon a first conviction, by a fine of not exceeding thirty dollars (\$30); (ii) for a second conviction within a period of one year, by a fine of not exceeding fifty dollars (\$50); (iii) for each additional violation of the same section of this Chapter 12.54 within a period of one year, by a fine not exceeding seventy-five dollars (\$75).

**12.54.050 Skateboard Park Closure**

In the event of an incident of vandalism or graffiti to the Skateboard Park, the City Council, the Public Works Director, the City Manager or the Chief of Police, or their authorized representatives, shall have the discretion to immediately close the Skateboard Park for up to 72 hours. The closure and the reason for such closure shall be posted at the entrance of the Park.

**Section 2. Severability.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction such portion shall be deemed a separate, distinct and independent provision of such Ordinance and shall not affect the validity of the remaining portions thereof.

**Section 3. CEQA Compliance.** The City Council finds and determines that the enactment of this Ordinance is not a "project" as that term is used in the California Environmental Quality Act ("CEQA;" Cal. Pub. Resources Code Section 21000 et seq.) or the State CEQA Guidelines (Cal. Code of Regs., Title 14, Section 15000 et seq.). Therefore, no environmental assessment is required or necessary.

**Section 4. Effective Date.** This Ordinance shall take effect thirty days after the date of its adoption.

This Ordinance was introduced on the 25<sup>th</sup> day of November 2014, and was passed and adopted by the City Council of the City of Capitola on the \_\_\_\_\_ day of \_\_\_\_\_, 2014, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Sam Storey, Mayor

ATTEST:

\_\_\_\_\_, CMC  
Susan Sneddon, City Clerk



## Health and Safety Code - 115800.

(a) No operator of a skateboard park shall permit any person to ride a skateboard therein, unless that person is wearing a helmet, elbow pads, and knee pads.

(b) With respect to any facility, owned or operated by a local public agency, that is designed and maintained for the purpose of recreational skateboard use, and that is not supervised on a regular basis, the requirements of subdivision (a) may be satisfied by compliance with the following:

(1) Adoption by the local public agency of an ordinance requiring any person riding a skateboard at the facility to wear a helmet, elbow pads, and knee pads.

(2) The posting of signs at the facility affording reasonable notice that any person riding a skateboard in the facility must wear a helmet, elbow pads, and knee pads, and that any person failing to do so will be subject to citation under the ordinance required by paragraph (1).

(c) "Local public agency" for purposes of this section includes, but is not limited to, a city, county, or city and county.

(d) (1) Skateboarding at any facility or park owned or operated by a public entity as a public skateboard park, as provided in paragraph (3), shall be deemed a hazardous recreational activity within the meaning of Section 831.7 of the Government Code if all of the following conditions are met:

(A) The person skateboarding is 12 years of age or older.

(B) The skateboarding activity that caused the injury was stunt, trick, or luge skateboarding.

(C) The skateboard park is on public property that complies with subdivision (a) or (b).

(2) In addition to the provisions of subdivision (c) of Section 831.7 of the Government Code, nothing in this section is intended to limit the liability of a public entity with respect to any other duty imposed pursuant to existing law, including the duty to protect against dangerous conditions of public property pursuant to Chapter 2 (commencing with Section 830) of Part 2 of Division 3.6 of Title 1 of the Government Code. However, nothing in this section is intended to abrogate or limit any other legal rights, defenses, or immunities that may otherwise be available at law.

(3) (A) Except as provided in subparagraph (B), for public skateboard parks that were constructed on or before January 1, 1998, this subdivision shall apply to hazardous recreational activity injuries incurred on or after January 1, 1998, and before January 1, 2001. For public skateboard parks that are constructed after January 1, 1998, this subdivision shall apply to hazardous recreational activity injuries incurred on or after January 1, 1998. For purposes of this subdivision, any skateboard facility that is a movable facility shall be deemed constructed on the first date it is initially made available for use at any location by the local public agency.

(B) For public skateboard parks that were constructed after January 1, 1996, and before January 1, 1998, this subdivision shall apply to hazardous recreational activity injuries incurred on or after January 1, 2012.

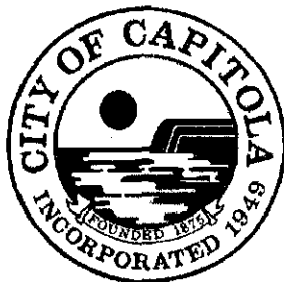
(4) The appropriate local public agency shall maintain a record of all known or reported injuries incurred by a skateboarder in a public skateboard park or facility. The local public agency shall also maintain a record of all claims, paid and not paid, including any lawsuits and their results, arising from those incidents that were filed against the public agency. Beginning in 2013, copies of the records of claims and lawsuits shall be filed annually, no later than January 30 each year, with the Assembly Committee on Judiciary and the Senate Committee on Judiciary.

**Item #: 10.B. Attach 2.pdf**

(5) (A) Except as provided in subparagraph (B), this subdivision shall not apply on or after January 1, 2001, to public skateboard parks that were constructed on or before January 1, 1998, but shall continue to apply to public skateboard parks that are constructed after January 1, 1998.

(B) On and after January 1, 2012, this subdivision shall apply to public skateboard parks that were constructed on or after January 1, 1996.

*(Amended (as amended by Stats. 2006, Ch. 140, Sec. 1) by Stats. 2011, Ch. 232, Sec. 1. Effective January 1, 2012.)*



## CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 25, 2014

FROM: DEPARTMENT OF PUBLIC WORKS  
SUBJECT: PARK AVENUE SIDEWALK UPDATE

**RECOMMENDED ACTION:** Accept report on the Park Avenue Sidewalk Project, and authorize the Public Works Director to amend the contract with Harris and Associates as necessary to complete the design and environmental review at an estimated cost of \$50,000.

**BACKGROUND:** The survey work and some preliminary design work for the Park Avenue Sidewalk Project (Project) have been completed by Harris and Associates. In order to finalize the design and prepare plans, an amendment to Harris and Associates' contract will be required. The Project will result in a continuous sidewalk from Cabrillo Avenue to Monterey Avenue along the northern edge of the road. Crosswalks over Park Avenue are included at Washburn Avenue and either Cabrillo Avenue or Wesley Avenue.

**DISCUSSION:** Completion of the final design will be done this winter. CEQA review and coastal permitting will follow with construction this spring and summer. Each property owner will receive information showing what the development of their road frontage will look like and will identify any impacts that may occur. While it is not anticipated that any right of way acquisition will be required for the Project, there will be impacts on some private improvements that exist in the road right of way such as planters and parking. Efforts will be taken to minimize these impacts.

**FISCAL IMPACT:** The Project budget is \$450,000 which includes allocation of \$87,000 for design and permitting. To date Harris and Associate's contract has expended \$25,000. This \$50,000 amendment would increase the total contract amount to \$75,000. Funds are available for this adjustment within the existing project budget.

**ATTACHMENTS:**

1. Proposal from Harris & Associates

Report Prepared By: Steven Jesberg  
Public Works Director

Reviewed and Forwarded  
By City Manager

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Harris & Associates.

*Shaping the future, One project at a time.*

Mr. Steven E. Jesberg, P.E.  
Public Works Director  
City of Capitola  
420 Capitola Road  
Capitola, California 95010

Re: Park Avenue Sidewalks (McCormick Avenue to Wesley Street)

Dear Steve:

Harris is ready to assist the City of Capitola with the design of approximately 1,800 linear feet of sidewalk along the north side of Park Avenue from McCormick Avenue to Wesley Street. We understand that this project will require an accelerated design schedule and advertisement for bids in 2014 to qualify for Federal funding. As soon as we receive a purchase order or an agreement from the City to proceed with the work, then we and our sub consultant are ready to start working to meet the aggressive schedule.

We present the attached scope work and level of effort for your review, Exhibit A and Exhibit C respectively. The project area is shown in the attached Exhibit B.

Harris & Associates appreciates the opportunity to work with the City again. Please do not hesitate to call me should you have any questions regarding the attached scope of work or level of effort at 925.827.4900 extension 1176.

Sincerely,

**Harris & Associates**

Kurt Maire, PE  
Project Manager

Enclosures



## City of Capitola

### Park Avenue Sidewalks

#### SCOPE OF WORK

##### I. PROJECT DESCRIPTION

This project will install new sidewalk along the north side of Park Avenue to provide primary pedestrian access from the Cliffwood Heights neighborhood to Capitola Village. The project will be federally funded and will provide a safe passage for pedestrians from approximately 450 residential properties in the Cliffwood Heights neighborhood. The new sidewalk will extend approximately one third of a mile from McCormick Avenue to Wesley Street, as shown in the attached Exhibit B.

The project will include topographic survey, determination of the right of way, side slopes to existing grade within the right of way and installation of retaining walls where required, removal of landscaping within the right of way, and modification of existing driveways to conform to the new sidewalk. There are currently four short segments of sidewalk in the project area that the new sidewalk will conform to.

Some of the tasks required for the design of the project include:

- (a) Topographic survey and determination of the right of way location
- (b) Demolition and removal of existing improvements within public right of way to accommodate the new sidewalk
- (c) Installation of new sidewalk and curb and gutter
- (d) Installing ADA ramps at street crossings
- (e) Conformance to four existing short segments of sidewalk in the area
- (f) Conformance to existing driveways
- (g) Side slopes to existing grade within the right of way
- (h) Design of retaining walls where necessary
- (i) Routing the new sidewalk around existing power poles
- (j) Installing striping for crosswalks
- (k) Installing signage
- (l) Assist City in application for CEQA and NEPA categorical exception forms.

##### II. APPROACH

Harris will be responsible for the design of the new sidewalk, curb and gutter, and curb ramps in compliance with Caltrans, ADA, and City Standards. Our surveyor subconsultant will provide surveying services to provide a topographic base map and locate the existing right-of-way.

At the early stage of design, Harris will prepare preliminary plans and a cost estimate to determine if the proposed project costs are within the City's available budget. Harris will proceed with preparation of final construction documents after all design issues have been resolved.

**III. DELIVERABLES**

**1. Preliminary Design (50% Submittal)**

Title Sheet  
1"=20' 50% Plan and Profile Drawings (5 sheets)  
1"=40' 50% Striping and Signing Plan (2 sheet)  
Typical Sections (1 sheet)  
Preliminary Opinion of Probable Construction Costs  
Preliminary Specifications Outline

**2. 95% Submittal**

Title Sheet  
1"=20' 95% Plan and Profile Sheets (5 sheets)  
1"=40' 95% Striping and Signing Plan (2 sheet)  
Typical Sections & Construction Details (3 sheets)  
95% Specifications (Front End and Technical)  
95% Preliminary Opinion of Probable Construction Costs

**3. Final Submittal**

Title Sheet  
1"=20' Final Plan and Profile Sheets (5 sheets)  
1"=40' Final Striping and Signing Plan (2 sheet)  
Typical Sections & Construction Details (3 sheets)  
Final Specifications (Front End and Technical)  
Final Opinion of Probable Construction Costs

V. **DEFINED TASKS**

**1. Project Management**

- 1.1 Kick-off and project meetings
- 1.2 Prepare monthly progress reports
- 1.3 Subconsultant Management

**2. Investigation Phase**

- 2.1 Gathering and evaluation of existing background information, including design standards, details, and specifications, monumentation and other property information, utility locations, etc.
- 2.2 Perform surveying and mapping
- 2.3 Perform site visits

**3. Preliminary Design Phase (50% Submittal)**

- 3.1 Incorporating comments from Schematic Design Phase to prepare 50% submittal plans
- 3.2 Prepare 50% Preliminary Opinion of Probable Construction Costs
- 3.3 Prepare Preliminary Specifications Outline
- 3.4 Quality Review
- 3.5 Perform site visits

**4. 95% Submittal**

- 4.1 Incorporating comments from 50% submittal to prepare 95% submittal plans
- 4.2 Prepare 95% Preliminary Opinion of Probable Construction Costs
- 4.3 Prepare 95% Specifications (Front end and technical)
- 4.4 Quality Review

**5. Final Submittal**

- 5.1 Incorporating comments from 95% submittal to prepare Final Plans
- 5.2 Prepare Final Opinion of Probable Construction Costs
- 5.3 Prepare Final Specifications (Front end and technical)
- 5.4 Quality Review

VI. **FEE**

See Exhibit C – Level of Effort for fee.



**VII. PROJECT TEAM**

Project Director: Jasmine Cuffee, P.E.  
Project Manager: Kurt Maire, P.E.  
Project Engineer: Chris Diano, P.E.  
CAD Technician: Daniel Wilkins, E.I.T.  
Surveyor: Bowman & Williams Consulting Civil Engineers & Land Surveyors

**VIII. ASSUMPTIONS**

The assumptions upon which this scope of work is based are attached to Exhibit C, Level of Effort.





## CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 25, 2014

FROM: DEPARTMENT OF PUBLIC WORKS  
SUBJECT: STOCKTON AVENUE AND ESPLANADE INTERSECTION IMPROVEMENTS

### RECOMMENDED ACTION:

- (1) Approve the plans, specifications, and estimate for the Stockton Avenue and Esplanade Intersection Improvements;
- (2) Authorize the Public Works Department to obtain a Coastal Development Permit and advertise for construction bids;
- (3) Approve Budget Adjustment to reflect a \$17,000 contribution towards the project expenditures.

**BACKGROUND:** Included in the current Capitola Improvement Program is funding for pedestrian improvements at the intersection of the Esplanade and Stockton Avenue. Bowman and Williams Engineering has prepared plans to combine two crosswalks across Stockton Avenue into a single crosswalk, construct a median island, construct a raised bulb-out, and replace old sidewalk in the area. The details of the plan can be seen on the attached plan (Attachment 1).

These plans have been modified from previous versions to change the raised median island on Stockton Avenue to a painted median to address concerns about emergency access through this intersection during congested times.

**DISCUSSION:** This plan includes removal and replacement of the sidewalk along the northeast corner of the intersection. The property owner for the adjacent property has agreed to pay \$17,000 or approximately 50% of these sidewalk improvements. This portion of sidewalk will be widened to match the sidewalk further to the north.

A Coastal Development Permit will be required for this permit. The permit will be on the January 2015 Planning Commission meeting for consideration. Upon approval of the permit, the project will be advertised for bid with construction taking place later this winter.

**FISCAL IMPACT:** The construction estimate for the project is \$141,000. Available funding includes \$150,000 allocated in the CIP and the \$17,000 contribution.

### ATTACHMENTS:

1. Project construction plan set;
2. Budget Adjustment.

Report Prepared By: Steven Jesberg  
Public Works Director

Reviewed and Forwarded  
By City Manager: 

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# STREET IMPROVEMENT PLAN

## STOCKTON AVENUE AND ESPLANADE INTERSECTION

### CITY OF CAPITOLA, CALIFORNIA

**BASIS OF BEARINGS**

THE BASIS OF BEARINGS FOR THIS SURVEY IS THE CENTERLINE OF SAN JOSE AVENUE AS SHOWN ON THE RECORD OF SURVEY 88-34-11 & 8 1274 C.

**TEMPORARY BENCHMARK**

BENCHMARK IS CUT # 8 CONCRETE BULKHEAD LOCATED APPROXIMATELY 56.42' NORTHEAST OF THE FOUND LEAD TAG AND PILE, NE 6270, IN SIDEWALK AT SOUTHEAST CORNER OF STOCKTON AVENUE AND ESPLANADE.

**BENCHMARK**

BENCHMARK IS SANTA CRUZ COUNTY BENCHMARK 224, 1988 BM 72 212 1833 CONTROL IN STATION 1/2 OF MONTECITO & PARK AVES. INTERSECTION 3 OF TP #13 LOCATED BY 4.4' WINDS POST, S&D OWN, SET IN CONCRETE FOUNDATION ELEVATION = 63.922 NAVD 83 (PROCESSED).

**CONTOUR INTERVAL = 1 FOOT**

CONTOURS ARE SHOWN IN FEET AND DECIMALS THEREOF. AERIAL TOPOGRAPHIC MAPPING BY AERCO-DEGENERCO CORPORATION, APRIL 2000.

**NOTICE TO CONTRACTOR**

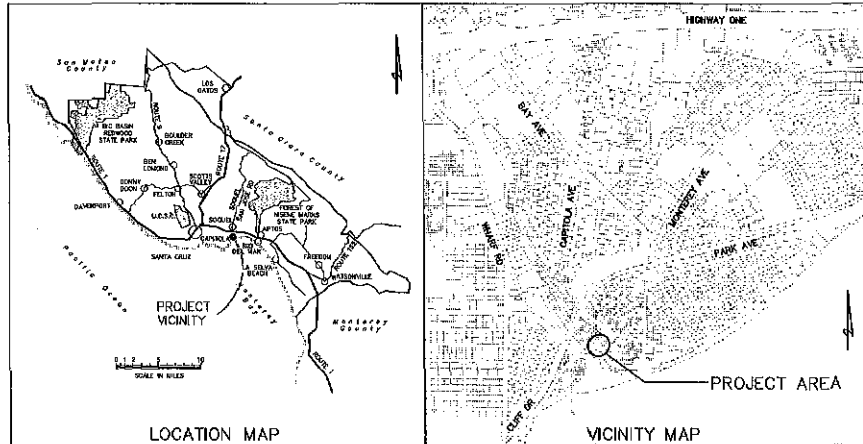
CONSTRUCTION CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR AND SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY, THAT THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO USUAL WORKING HOURS, AND CONSTRUCTION CONTRACTOR FURTHER AGREES TO DEFEND, INDEMNIFY AND HOLD DESIGN PROFESSIONAL HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF DESIGN PROFESSIONAL.

**UNAUTHORIZED CHANGES AND USES:**

THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES TO OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.

**UNDERGROUND UTILITIES**

IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO STARTING ANY WORK. CALL UNDERGROUND SERVICE ALERT (CUSA) AT (800)485-2144 AT LEAST 48 HOURS IN ADVANCE OF EXCAVATION TO MARK THE LOCATION OF UTILITIES OF THE SITE. VERIFY DEPTH BY APPROVED TEST HOLE METHODS PRIOR TO EXCAVATION.



**PROJECT DESCRIPTION**

1. WIDEN THE SIDEWALK ALONG THE AREA SHOWN.
2. REPLACE THE EXISTING CURB, GUTTER & SIDEWALK AS SHOWN TO MATCH THAT ON CARROLLA AVE. AND ALONG THE SOUTH SIDE OF THE ESPLANADE.
3. PLACE TWO NEW TREES AND ONE NEW STREET LIGHT.
4. RE-STRIKE ROADWAY AND CROSSWALKS.

**SHEET INDEX**

- C1.0 COVER SHEET
- C2.0 PROJECT PLAN & GENERAL NOTES
- C3.0 STREET IMPROVEMENT PLAN - DEMOLITION
- C3.1 STREET IMPROVEMENT PLAN - LAYOUT
- C3.2 STREET IMPROVEMENT PLAN - GRADING
- C3.3 CURB AND GUTTER PROFILES
- C4.0 STANDARD DETAILS
- C4.1 DETAILS & SPECIFICATIONS
- TP-1 TOPOGRAPHIC MAP

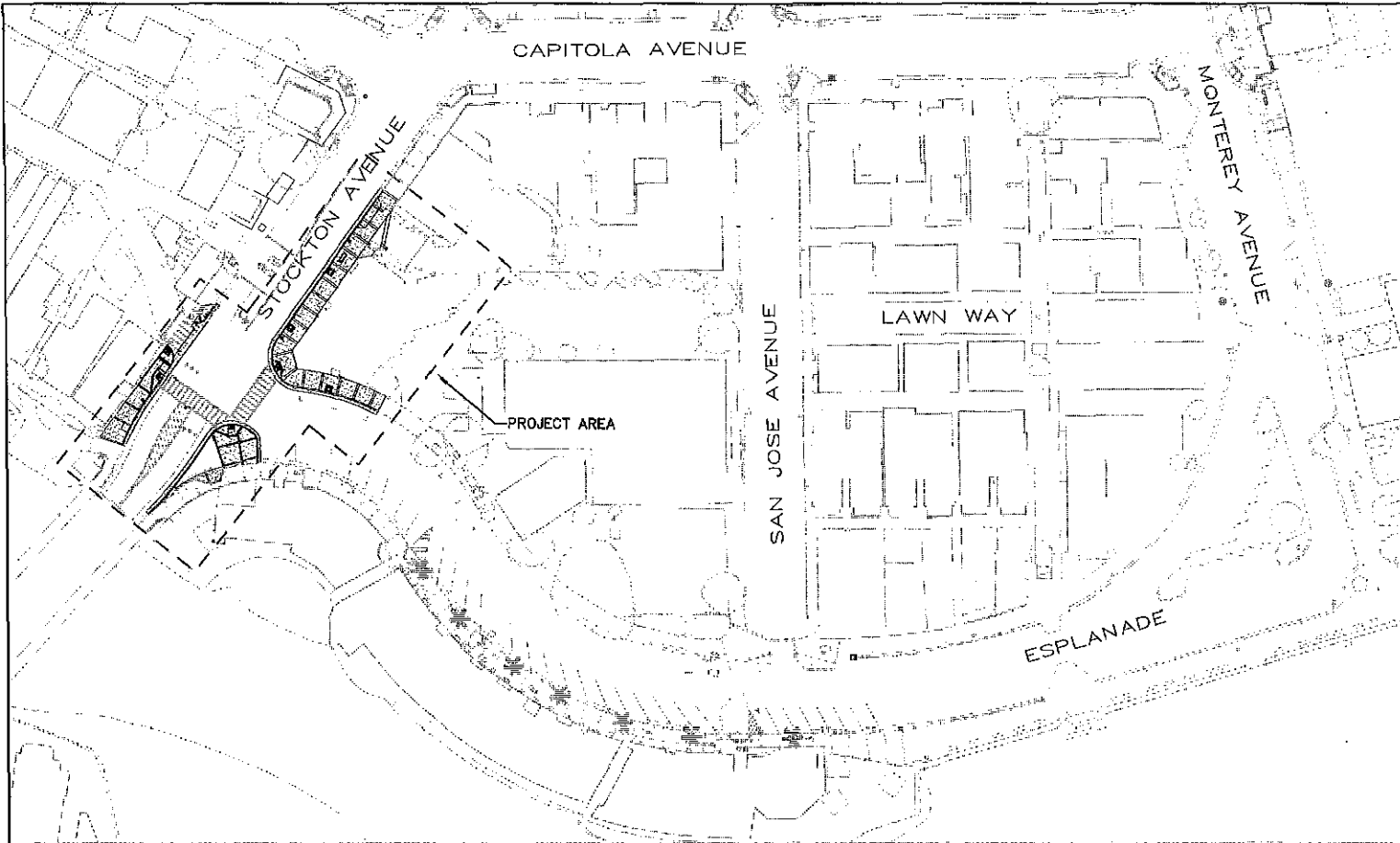
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APR 035-211-01, 02, 03 & 04



<b>BOWMAN &amp; WILLIAMS</b> CONSULTING CIVIL ENGINEERS 8111 DEWEE STREET SANTA FE, CA 95060 (831) 494-3880		<b>COVER SHEET</b>  IMPROVEMENT PLANS STOCKTON AVENUE & ESPLANADE INTERSECTION THE CITY OF CAPITOLA, CALIFORNIA	
SCALE AS SHOWN	DRAWN TFC/JFR	JOB NO. 2374	SHEET
DATE DOCUMENT 6, 2014	CHECKED JFR	INDEX R0200 3A	C1.0
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**GENERAL NOTES**

1. THE CONTRACTOR SHALL MAKE A DETAILED AND THOROUGH STUDY OF THESE PLANS IN THEIR ENTIRETY PRIOR TO ANY WORK ON THE WORK. HE IS TO VERIFY ALL EXISTING DIMENSIONS AND TO COORDINATE THESE DRAWINGS WITH ALL OTHER TRADE DRAWINGS FOR THE PROJECT WORK. HE IS ALSO TO UNDERSTAND THAT ANY FEATURE OF CONSTRUCTION NOT FULLY SHOWN OR DETAILED SHALL BE OF THE SAME TYPE AS SHOWN FOR SIMILAR CONDITIONS.
2. THE CONTRACTOR SHALL IMMEDIATELY REPORT TO THE ENGINEER ANY DISCREPANCY OCCURRING ON THE COURSE OF OR PRIOR TO HIS CONSTRUCTION WORK. ANY CHANGES IN APPROVED PLANS SHALL BE MADE WITHOUT PRIOR WRITTEN APPROVAL OF THE ENGINEER.
3. ANY REQUEST FOR ALTERATIONS OR SUBSTITUTIONS MUST BE PRESENTED DIRECTLY TO THE ENGINEER ACCOMPANIED BY A DETAILED SPECIFICATION FOR REVIEW. BEFORE ANY APPROVAL WILL BE GIVEN AND BEFORE PROCEEDING WITH THE WORK. ABSOLUTELY NO ALTERATIONS OF THESE DRAWINGS OF ANY KIND WILL BE APPROVED ON ANY SUCH DRAWINGS.
4. ALL CONSTRUCTION SHALL CONFORM TO THE APPLICABLE PROVISIONS OF THE STATE OF CALIFORNIA STANDARD SPECIFICATIONS (CALTRANS) LATEST EDITION, THE LATEST EDITION OF THE COUNTY OF SANTA CRUZ DESIGN CRITERIA MANUAL, LOCAL CREDIT WAIVER OUTLINE STANDARDS, THE CITY OF CAPITOLA STANDARD DETAILS, THE UNIFORM BUILDING CODE AND ALL OTHER APPLICABLE FEDERAL AND STATE LAWS.
5. ALL UNDERGROUND UTILITIES WITHIN THE ROADWAY AND UNDER CURB, GUTTER AND SIDEWALK SHALL BE INSTALLED PRIOR TO THE PLACEMENT OF NEW CURB, GUTTER, SIDEWALK AND PAVEMENT BY OTHER.
6. THE LOCATIONS OF EXISTING UTILITIES AS SHOWN ON THE PLANS WERE OBTAINED FROM UTILITY COMPANIES AND MAY NOT REPRESENT TRUE LOCATION. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION AND DEPTH OF THESE UTILITIES PRIOR TO CONSTRUCTION, AND TO NOTIFY THE PROJECT ENGINEER IN CASE OF CONFLICT.
7. CONSTRUCTION STAGING AND COORDINATION SHALL BE DONE BY THE ENGINEER, EDMAN & WILLIAMS, 800 COAST STREET (2-D, BOX 184), SANTA CRUZ, CA 95061. THE CONTRACTOR SHALL NOTIFY THE PROJECT ENGINEER (426-3500) 72 HOURS PRIOR TO THE NEED FOR CONSTRUCTION STAGING.
8. THE CONTRACTOR SHALL OBTAIN ALL REQUIRED CONSTRUCTION PERMITS FROM THE DEPARTMENT OF PUBLIC WORKS PRIOR TO THE START OF WORK.
9. NO CHANGES IN THESE IMPROVEMENT PLANS SHALL BE MADE FROM THE DEPARTMENT OF PUBLIC WORKS PRIOR TO THE START OF WORK.
10. NO CHANGES IN THESE IMPROVEMENT PLANS SHALL BE MADE WITHOUT PRIOR APPROVAL OF THE CITY OF CAPITOLA DEPARTMENT OF PUBLIC WORKS AND THE WRITTEN APPROVAL OF THE ENGINEER.
11. THE CONTRACTOR SHALL NOTIFY THE GEOTECHNICAL ENGINEER AT LEAST 48 HOURS PRIOR TO THE START OF CONSTRUCTION.
12. ALL FEDERAL, COUNTY AND STATE, SHALL BE OBTAINED BY THE CONTRACTOR PRIOR TO THE START OF CONSTRUCTION.
13. THE DIRECTOR OF PUBLIC WORKS OR HIS AUTHORIZED REPRESENTATIVE SHALL HAVE THE AUTHORITY TO "STOP WORK" IF THE WORK IS NOT BEING DONE IN ACCORDANCE WITH THESE IMPROVEMENT PLANS.
14. ALL CONSTRUCTION SHALL COMPLY WITH THE AMERICANS WITH DISABILITIES ACT.

**ABBREVIATIONS**

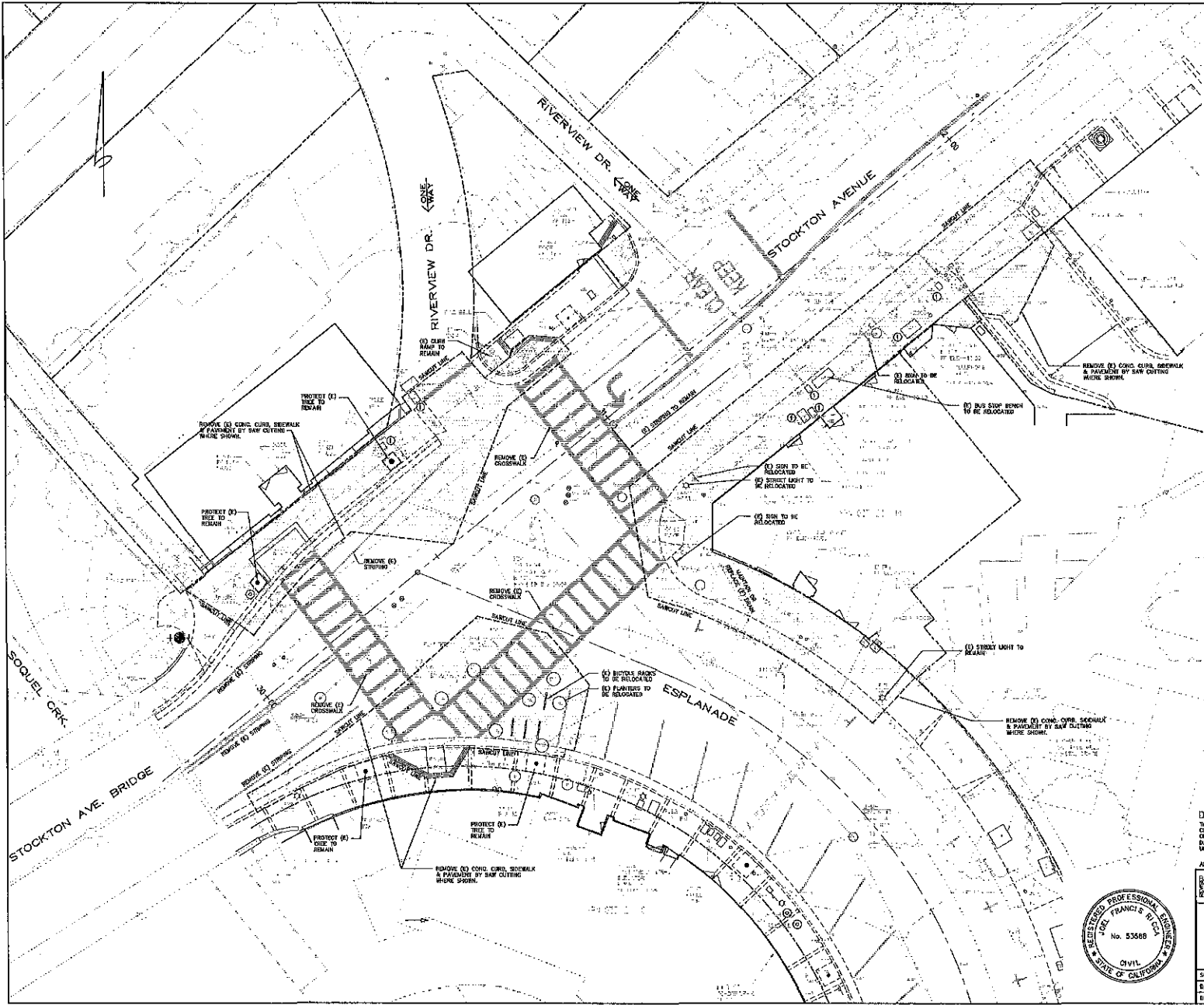
A.B.	AGGREGATE BASE	EP.	EDGE OF PAVEMENT	M.A.	Mechanical JOINT	SD	Storm Drain CATCH BASIN
A.C.	ASPHALT CONCRETE	EA.	EDGE	MIN.	MINIMUM	SE.	SEWER
A.M.	AMERICAN WITH DISABILITIES ACT	EL.	ELEVATION	MIN.	MINIMUM	SS.	SANITARY SEWER
B.M.	BENCH MARK	EX., EXIST.	EXISTING	M.C.	NOT IN CONTRACT	SSCD	SANITARY SEWER CLEANOUT
B.O.W.	BOTTOM OF WALL	F.F.	FINISH FLOOR	N.	NORTH	SSWH	SANITARY SEWER MANHOLE
B.W.	BACK OF WALK	F.G.	FINISH GRADE	N.T.S.	NOT TO SCALE	STL.	STATION
C & Q	CURB AND GUTTER	F.H.	FIRE HYDRANT	O.C.	ON CENTER	STO.	STANDARD
C.A.T.V.	CABLE TELEVISION	F.O.C.	FACE OF CURB	P.C.C.	PORLAND CEMENT CONCRETE	TC	TOP OF CURB
CI.	CAST IRON	F.O.	FACE	P.C.M.	PORCELAN GLAZED AND ENAMELED	TY	TOP OF WALL
CL.	CENTER LINE	F.L.	FLANGE	PL.	POLYMER LINE	T.V.	TELEVISION
CONC.	CONCRETE	FL.	FLOWING	P.C.	POLYMER CONDUIT	TYP.	TYPICAL
CONST.	CONSTRUCT	G.V.	GATE VALVE	PANET	PAVEMENT	V.	VALVE
DET.	DETAIL	GRD.	GROUND	R/W	RIGHT OF WAY	V.F.	VERIFY IN FIELD
DI.	DIAMETER	H.V.	HORIZONTAL AND VERTICAL CONTROL	R.C.	REINFORCED CONCRETE	W	WEST
DN.	DOWN	IN/OUT	IN/OUT	R.C.C.	REINFORCED CONCRETE PIPE	WM	WATER METER
DS.	DOWN SLOPE	J.	JOINT POLE	R.C.W.	REINFORCED CONCRETE	WS	WATER SERVICE
DWG.	DRAWING	L.F.	LINEAR FEET	R.	RADIUS	WV	WATER VALVE
ENR.	ENGINEERING	LAT.	LATERAL	S.	SOUTH	WV	WATER VALVE
E	EAST	MAX.	MAXIMUM	SD	STORM DRAIN	W/O	WITHOUT

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APP: 035-211-01, 02, 03 & 04

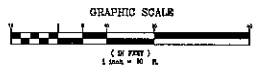


<b>BOWMAN &amp; WILLIAMS</b> CONSULTING CIVIL ENGINEERS 800 COAST STREET SANTA CRUZ, CA 95060 (408) 428-3500		<b>PROJECT PLAN &amp; GENERAL NOTES</b> IMPROVEMENT PLANS STOCKTON AVENUE & ESPLANADE INTERSECTION THE CITY OF CAPITOLA, CALIFORNIA	
SCALE: 1" = 30'	DESIGN: JFR	CHECKED: JFR	DATE: OCTOBER 6, 2014
DATE: OCTOBER 6, 2014	DESIGN: JFR	CHECKED: JFR	DATE: OCTOBER 6, 2014
DESIGN: JFR	DATE: OCTOBER 6, 2014	FILE NO: 15452	SHEET: C2.0 OF 9



- DEMOLITION NOTES**
- (E) UTILITY VALVES, METERS AND BOXES SHALL BE ADJUSTED TO NEW GRADE OR REPLACED AT THE DISCRETION OF THE UTILITY COMPANY.
  - DEMOLITION SHALL CONSIST OF REMOVAL AND DISPOSAL OF ALL EXISTING CONCRETE, ASPHALT TO CONCRETE, AGGREGATE BASE, AND ANY OTHER SURFACE EXCEPT TO BE SAVED.
  - ALSO REPAIR AND REMOVAL WITH THE LIMITS OF WORK WILL BE PARALLEL METERS, TRAFFY RECEPACLES, AND BROYLE TRAYS. THESE SHALL BE SAWCUT TO THE CURB.
  - SAW CUT SHALL BE DONE TO PRODUCE A STRAIGHT SOLID VERTICAL FACE OF (E) MATERIAL WHICH TO ADJUST NEW PAVEMENT ASHANT.

APPROXIMATE AREA TO BE DEMOLISHED

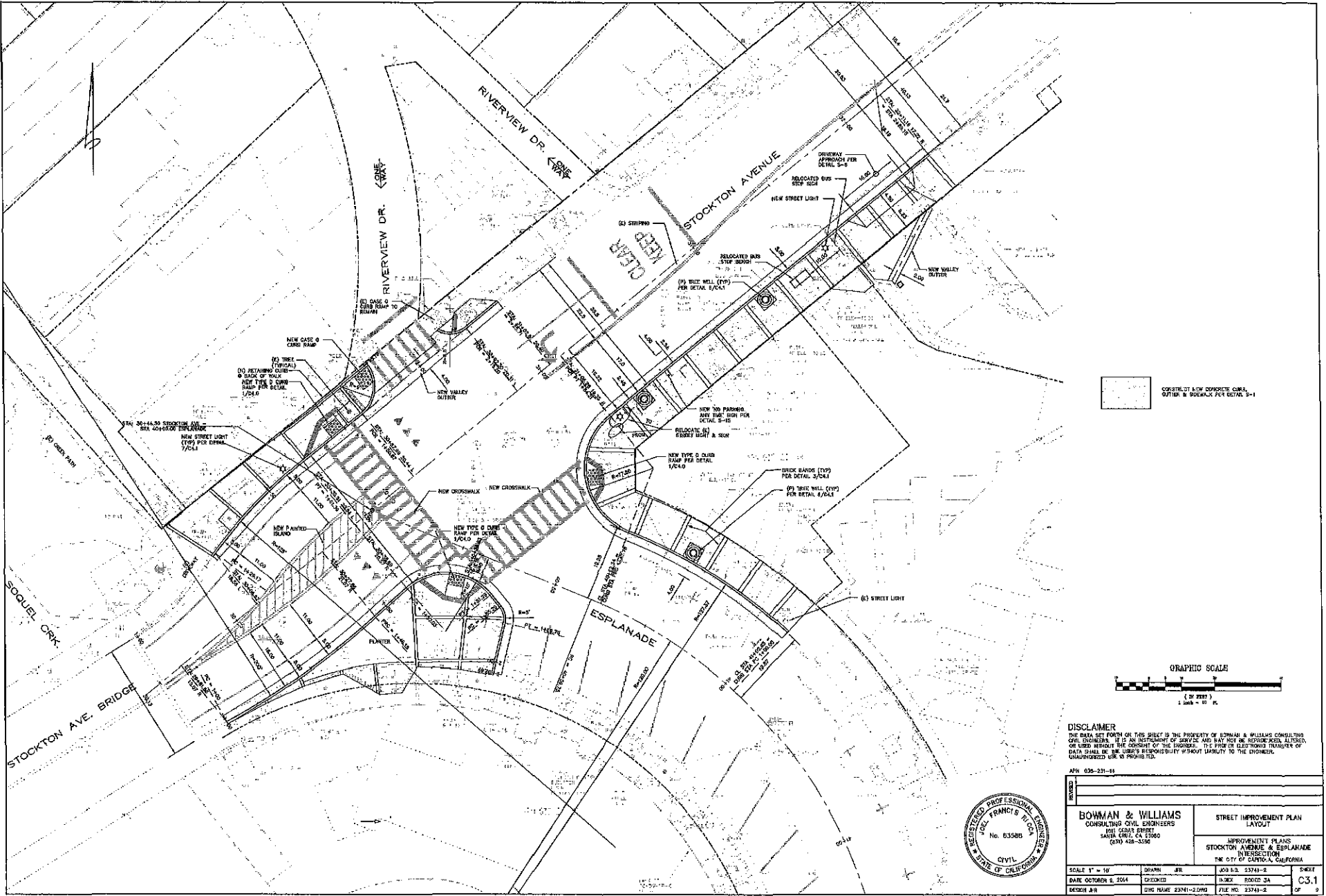


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APH 030-231-14

<b>BOWMAN &amp; WILLIAMS</b> CONSULTING CIVIL ENGINEERS 1011 GEMINI STREET SANFORD, CA 95066 (916) 428-2500		STREET IMPROVEMENT PLAN DEMOLITION	
SCALE 1" = 10' DATE OCTOBER 3, 2014 ECDON JFW		IMPROVEMENT PLANS STOCKTON AVENUE & ESPLANADE INTERSECTION THE CITY OF DARTMOUTH, CALIFORNIA	
JOB NO. 23741-2 CHECKED BY DWG NUMBER 23741-2.010	SHEET C3.0 OF 3	FILE NO. 23741-2	





(1" = 10')  
 CONCRETE & NEW CONCRETE CURB,  
 OUTLET & SIDEWALK PER DETAIL S-1

GRAPHIC SCALE  
 1" = 10'

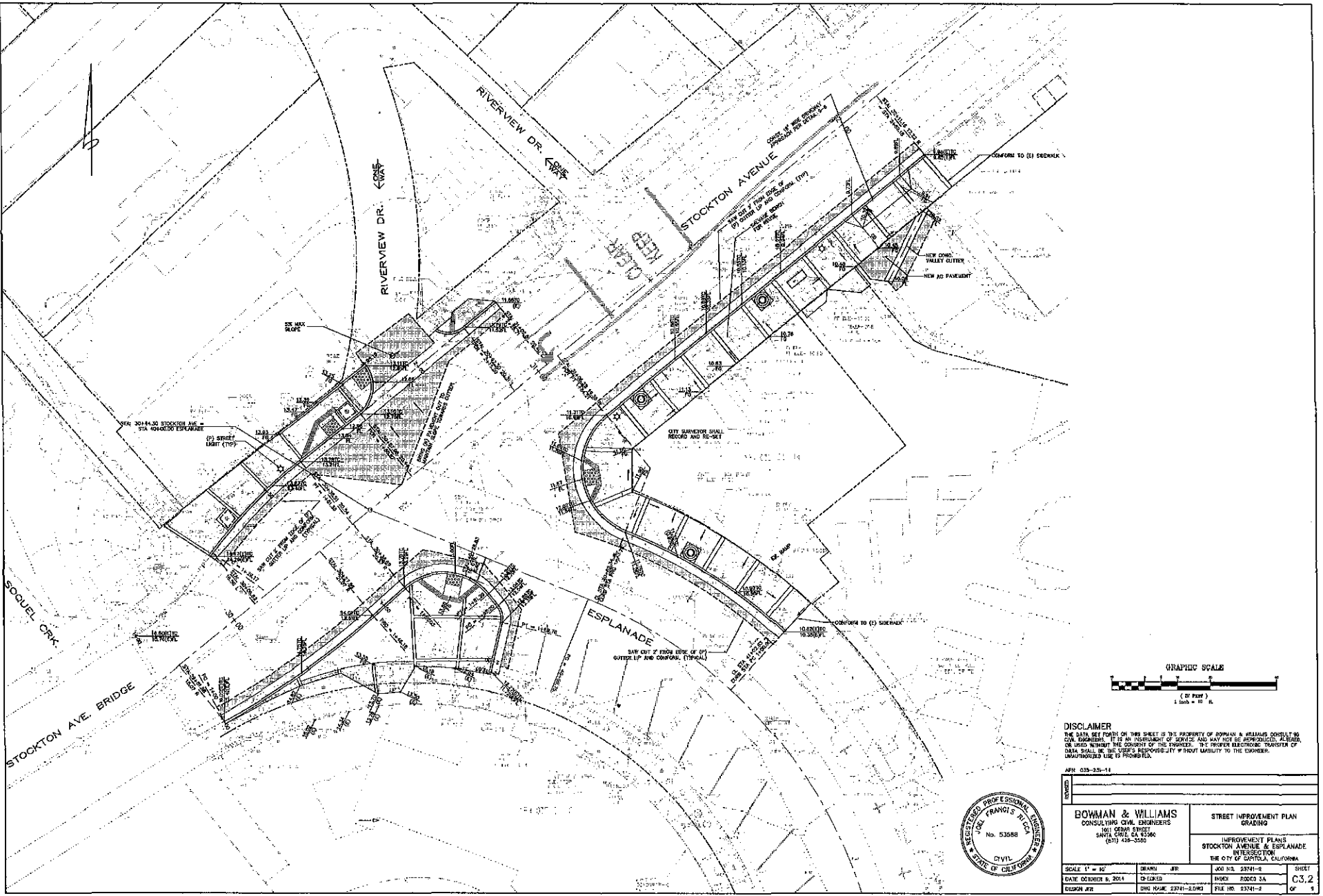
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APR 030-231-01



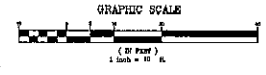
<b>BOWMAN &amp; WILLIAMS</b> CONSULTING CIVIL ENGINEERS 1911 CEDAR STREET SANTA CRUZ, CA 95060 (831) 428-3536		STREET IMPROVEMENT PLAN LAYOUT IMPROVEMENT PLANS STOCKTON AVENUE & ESPLANADE INTERSECTION THE CITY OF CANTON, CALIFORNIA	
SCALE 1" = 10'	DRAWN JR	403 D.S. 23741-2	SHEET
DATE OCTOBER 6, 2014	CHECKED	11/02 05022 3A	C3.1
DESIGN JR	CHG NAME 23741-2.DWG	FILE NO. 23741-2	OF 9





Plot No. 175 11/15/2014 9:05 AM 2/25/2015 11:14 AM 4/16/2015 9:05 AM 4/16/2015 9:05 AM

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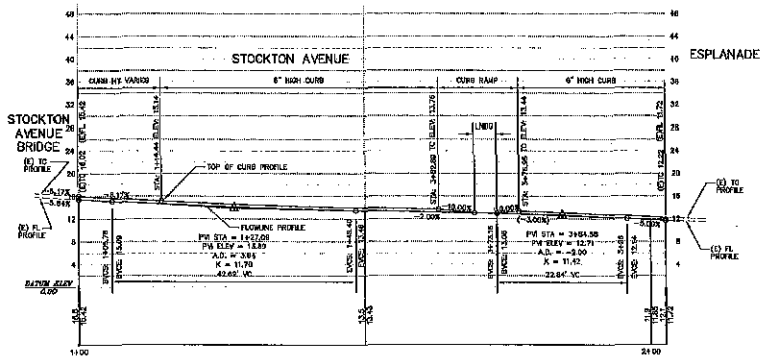


APR 033-231-11

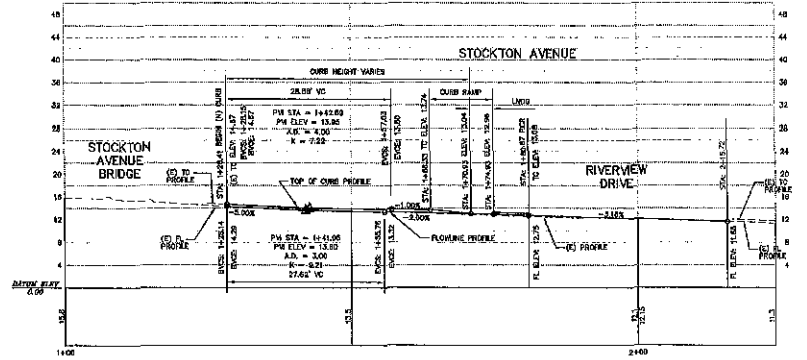


<b>BOWMAN &amp; WILLIAMS</b> CONSULTING CIVIL ENGINEERS 161 CHERRY STREET SANTA CLARA, CA 95050 (415) 428-3520		<b>STREET IMPROVEMENT PLAN GRADING</b>	
		IMPROVEMENT PLAN'S STOCKTON AVENUE & ESPLANADE INTERSECTION THE CITY OF SANTIAGO, CALIFORNIA	
SCALE 1" = 10'	DRAWN JFR	JOB NO. 23741-S	SHEET
DATE OCTOBER 6, 2014	CH-EGP/ED	INCHES 200X30 3A	C3.2
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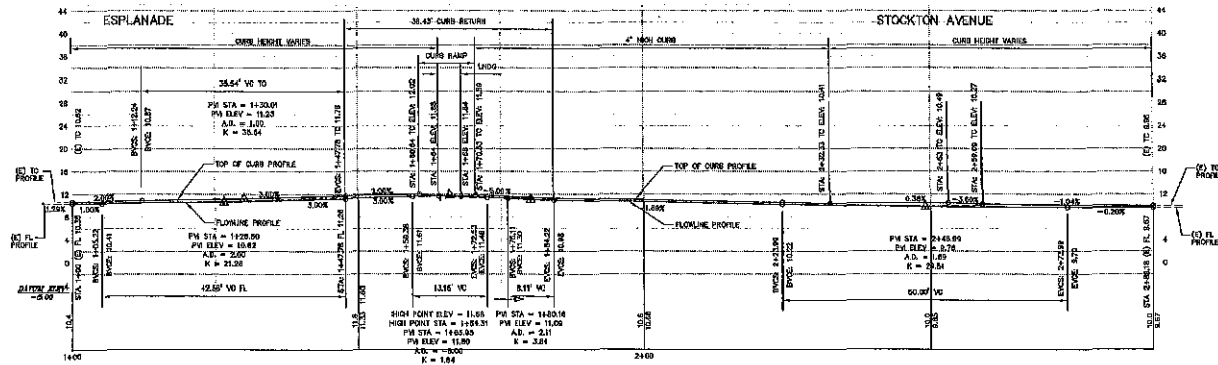
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STOCKTON RIGHT TO ESPLANADE RIGHT PROFILE



STOCKTON AVE LEFT PROFILE



ESPLANADE LEFT TO STOCKTON RIGHT PROFILE

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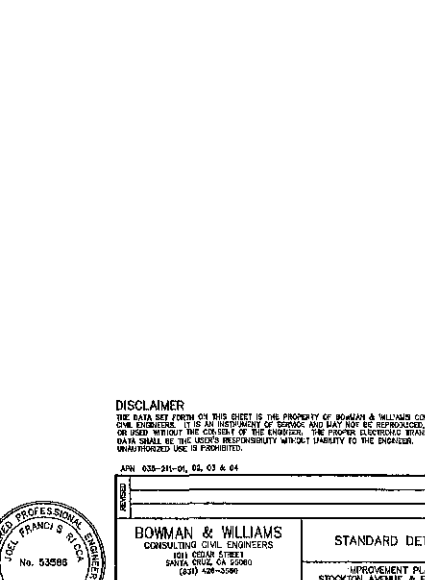
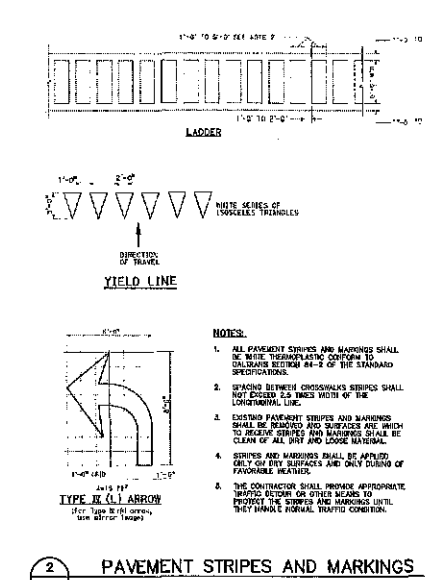
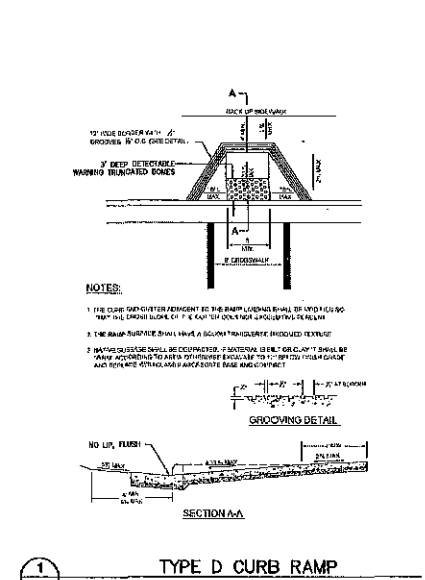
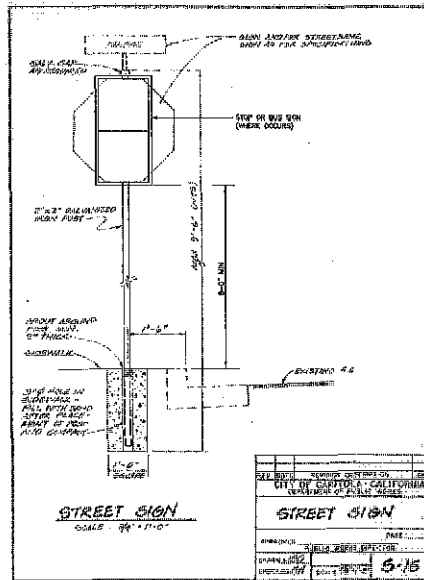
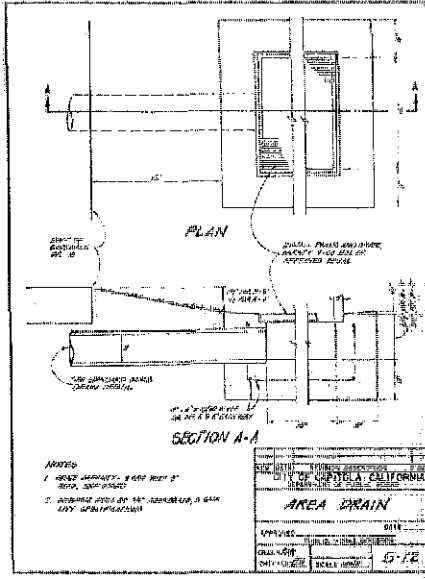
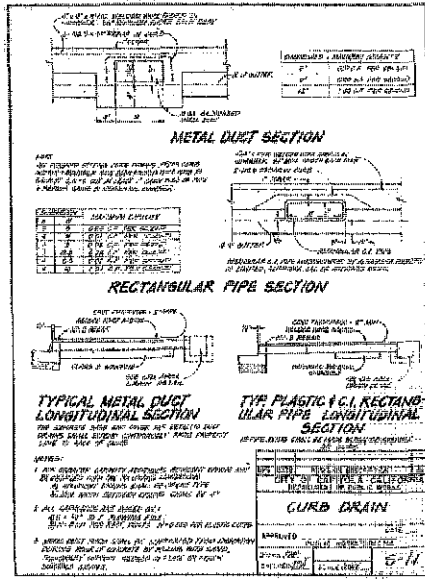
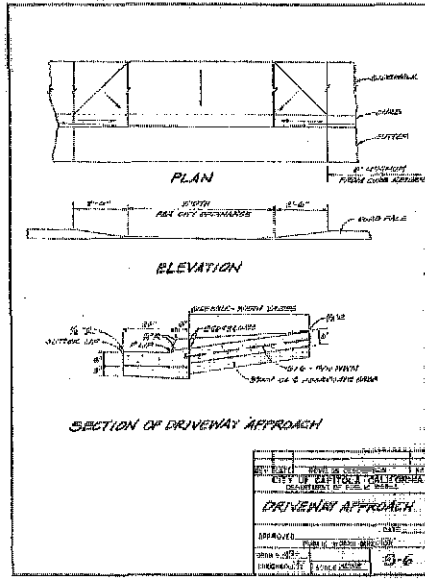
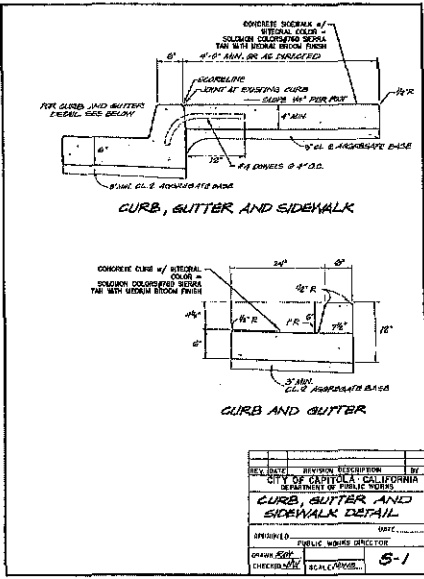
APR 035-231-14



**BOWMAN & WILLIAMS**  
 CONSULTING CIVIL ENGINEERS  
 1815 DEAN STREET  
 SANTA CRUZ, CA 95060  
 (571) 426-3877

CURB AND GUTTER PROFILES  
 IMPROVEMENT PLANS  
 STOCKTON AVENUE & ESPLANADE  
 INTERSECTION  
 THE CITY OF SANFORD, CALIFORNIA

SCALE 1" = 10'	DRAWN JTB	JOB NO. 23741-2	SHEET
DATE OCTOBER 8, 2014	CHECKED	INDEX R0000-3A	C3.3
DESIGN JR	DRG NAME 23741-2E-00	FILE NO. 23741-2	OF 9



**SOQUEL CREEK WATER DISTRICT NOTES:**

1. ALL WATERWORKS RELATED CONSTRUCTION SHALL BE PERFORMED IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS, STANDARD PLANS AND THE SPECIFICATIONS OF THE DEPT. OF WATER RESOURCES, STANDARD PLANS AND THE SPECIFICATIONS OF THE DEPT. OF WATER RESOURCES OF THE SOQUEL CREEK WATER DISTRICT. A COPY OF THE SOQUEL CREEK WATER DISTRICT STANDARD SPECIFICATIONS AND STANDARD PLANS SHALL BE MADE AVAILABLE TO THE JOB SITE AT ALL TIMES. COPIES MAY BE OBTAINED AT THE OFFICE OF THE SOQUEL CREEK WATER DISTRICT, 5160 SOQUEL DRIVE, SOQUEL, CA. 95073.
2. THE CONTRACTOR SHALL NOTIFY THE CHIEF ENGINEER OF THE SOQUEL CREEK WATER DISTRICT A MINIMUM OF 14 BUSINESS DAYS BEFORE COMMENCING ANY CONSTRUCTION. THE CONTRACTOR SHALL SCHEDULE ALL CONSTRUCTION WITH THE SOQUEL CREEK WATER DISTRICT A MINIMUM OF 21 BUSINESS DAYS BEFORE THE START OF CONSTRUCTION. CONSTRUCTION SHALL BE OPERATED BY THE PERSONNEL OF THE SOQUEL CREEK WATER DISTRICT. SPECIAL PERMITS FOR THE INSTALLATION OF NEW WATERWORKS SYSTEM SHALL BE OBTAINED WITH THE SOQUEL CREEK WATER DISTRICT A MINIMUM OF 30 BUSINESS DAYS IN ADVANCE FOR RESIDENTIAL, COMMERCIAL AND INDUSTRIAL USES.

**TECHNICAL SPECIFICATIONS**

**CURB, GUTTER & SIDEWALK**

1. CONCRETE SHALL BE 3000 PSI CLASS "A".
2. CONCRETE COLOR SHALL BE GOLDEN COLORADO SAND TANK WITH MEDIUM BROOM FINISH. CONFORM COLOR WITH COLOR TO CALTRANS SECTION 301-2.10.1.
3. PROVIDE EXPANSION JOINT EVERY 60 FT WITH WEARED PLANE JOINT EVERY 12 FT.

**REINFORCING STEEL**

1. REINFORCING STEEL SHALL COMPLY WITH ASTM A615, GRADE 60.
2. SUPPORTING DEVICES FOR THE REINFORCEMENT SHALL BE SPACED SUFFICIENTLY TO PROPERLY SUPPORT THE REINFORCEMENT AND PREVENT EXCESSIVE DEFLECTION.
3. THE FOLLOWING MINIMUM END COVERS SHALL BE MAINTAINED: CONCRETE CAST AGAINST AND SUBSEQUENTLY EXPOSED TO WATER, 3 INCHES; CONCRETE EXPOSED TO EARTH OR WEATHER, 1 1/2 INCHES.

**EARTHWORK & GRADING**

1. ALL EARTHWORK SHALL BE DONE IN ACCORDANCE TO SECTIONS 15 AND 19 OF CALTRANS STANDARD SPECIFICATIONS.
2. ALL CONSTRUCTION SHALL BE DONE UNDER THE SUPERVISION OF THE CITY SOIL ENGINEER. THE CONTRACTOR SHALL NOTIFY AND COORDINATE WITH THE CITY FOR ANY CONDUITS, UTILITIES OR EXISTING STRUCTURES. ALL CONDUITS, UTILITIES AND STRUCTURES SHALL BE RECORDED WITH THE CITY OF GAITHERSBURG.

**ASPHALT CONCRETE**

1. ASPHALT CONCRETE SHALL BE 1/2" MINIMUM TYPE A MINOR PER CALTRANS SECTION 36.
2. PAVEMENT SHALL BE REPAIRED FOR HOT MIX SHALL BE PG 24-20 CONFORMING TO CALTRANS SECTION 36.
3. SURFACES TO BE PAVED SHALL BE PREPARED CONFORMING TO CALTRANS SECTION 36-107. EACH COAT FOR SURFACES RECEIVING HOT MIX ASPHALT REPAIRS SHALL CONFORM TO CALTRANS SECTION 10-3.07.

**AGGREGATE BASE**

1. AGGREGATE BASE SHALL CLASS 2 CONFORMING TO CALTRANS SECTION 36.

**THERMOPLASTIC STRIPING**

1. ALL NEW PAVEMENT STRIPING SHALL BE THERMOPLASTIC CONFORMING TO CALTRANS SECTION 36-2.
2. THERMOPLASTIC MATERIAL FOR PAVEMENT MARKINGS SHALL BE APPLIED AT A THICKNESS OF 3/32-1/8 IN.
3. THERMOPLASTIC PAVEMENT MARKINGS SHALL NOT BE INSTALLED ON PAVEMENT MARKERS, MANHOLE AND WATER VALVE COVERS, SURVEY MONUMENTS, AND ANY UTILITY TAG MARKERS.

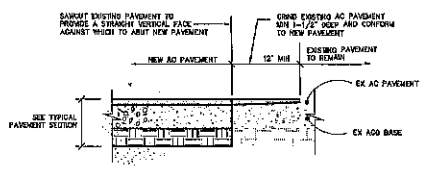
**IRRIGATION**

1. POINT OF ORIGIN SHALL BE TAKEN FROM THE EXISTING SERVICE LINE. THE CONTRACTOR SHALL SET OUT THE SERVICE LINE AND INSTALL THE BACKFLOW DEVICE AND MANHOLE AS NOTED ON THE PLAN.
2. CONTROLLER SHALL BE PERMANENTLY MOUNTED AND LOCATED AT THE LOCATION FOR THE CITY OF GAITHERSBURG. THE CONTROLLER SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR FOR A PERIOD OF TWENTY DAYS AFTER ACCEPTANCE OF WORK.
3. IRRIGATION DESIGN IS DIAGRAMMATIC. MAINLINE VALVES, LATERALS AND OTHER IRRIGATION EQUIPMENT MAY BE SHOWN OUTSIDE OF THE PLANNED BEDS FOR SPACING CLARITY. ALL IRRIGATION EQUIPMENT SHALL BE LOCATED BY THE ADJACENT PLANTING BEDS.
4. IRRIGATION PIPE DEPTHS MANHOLE UNDER PAVING SHALL HAVE 24" COVER OVER THE PIPE. LATERAL LINES UNDER PAVING SHALL HAVE 24" COVER OVER PIPES AND 12" COVER IN PLANTED BED AREAS.
5. CONTROL WIRES SHALL BE 14 GAUGE DRY CELL BATTERY WIRE, USE RED FOR CONTROL WIRE AND WHITE FOR COMMON. THE CONTROLLER SHALL HAVE ONE SPARE COMMON AND ONE SPARE CONTROL WIRE TO EACH OF THE COE VALVES. ALL JOHNSON VALVES SHALL BE MADE ONLY AT REPAIR CONTROL BOXES. ALL CONNECTIONS SHALL BE MADE WITH A 2" GALV. WIRE FOR SERVICE. CONNECTION SHALL BE MADE BY THE CONTRACTOR ON-SITE. THE CONTRACTOR OR LOCAL ELECTRICAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE CONNECTIONS TO THE CONTROLLER. ALL ELECTRICAL CONNECTIONS FOR THE CONTROLLER SHALL BE INSTALLED BY A LICENSED ELECTRICAL CONTRACTOR. ALL WIRE SHALL COMPLY WITH THE LATEST CURRENT STANDARDS AND CODES AT THE TIME OF INSTALLATION. CONTRACTOR SHALL HARD WIRE NEW CLOCKS AT CLOCKS, NEAREST LOCATION.

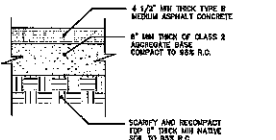
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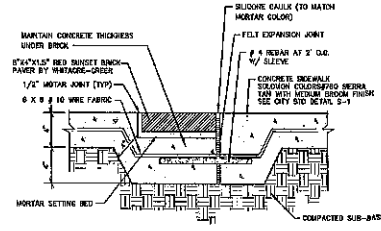
JRN 028-211-01, 01, 02 & 04



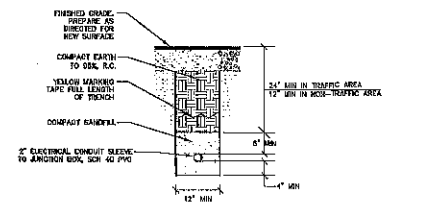
**1 PAVEMENT BEVEL GRIND DETAIL**  
SCALE: NTS



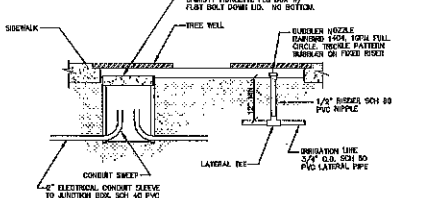
**2 TYPICAL ASPHALT PAVEMENT SECTION**  
SCALE: 3/4" = 1'-0"



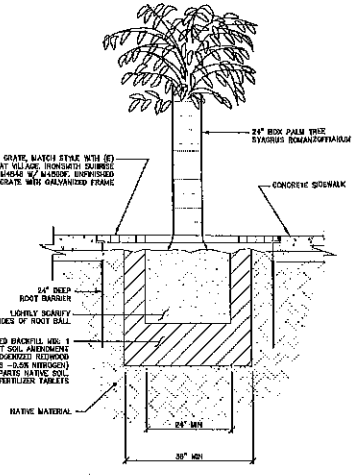
**3 BRICK BAND TYPICAL SECTION**  
SCALE: NTS



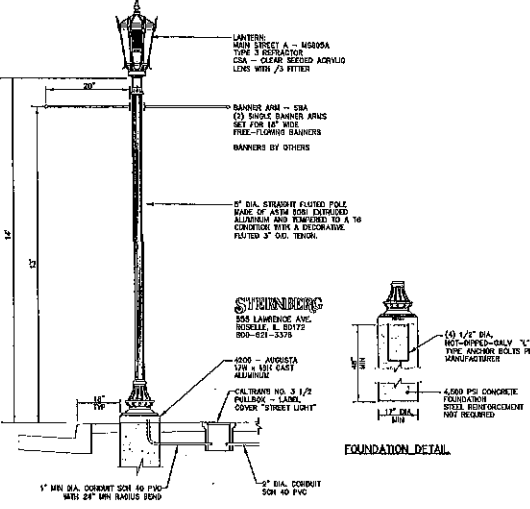
**4 CONDUIT TRENCH DETAIL - LIGHTING**  
SCALE: NTS



**5 TREE WELL ELECTRICAL CONNECTION & BUBBLER RISER AT TREEWELL**  
SCALE: 1" = 1'-0"



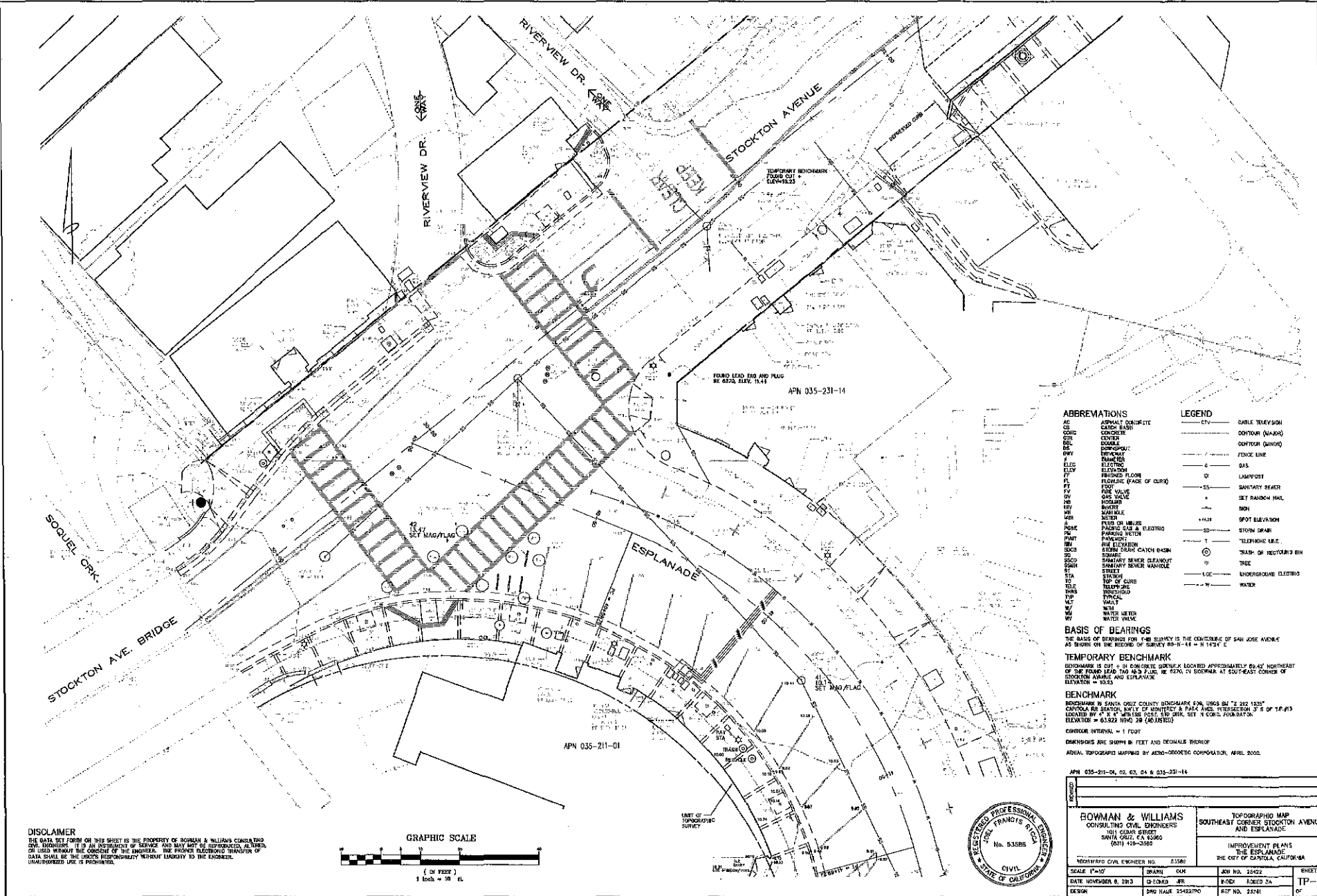
**6 TREE PLANTING DETAIL**  
SCALE: 3/4" = 1'-0"



**7 DECORATIVE STREET LIGHT DETAIL**  
SCALE: NTS



<b>BOWMAN &amp; WILLIAMS</b> CONSULTING CIVIL ENGINEERS 1011 CRYSTAL STREET SANTA ANA, CA 92705 (949) 428-3360		<b>DETAILS &amp; SPECIFICATIONS</b>	
IMPROVEMENT PLANS STOCKTON AVENUE & DELAWARE INTERSECTION THE CITY OF GAITHERSBURG		1" SHEET C4.1 OF 6	
SCALE: 1" = 10'	DRAWN: JRN	JOB NO.: 23421-01	
DATE: OCTOBER 9, 2014	CHECKED: JRN	ISSUE: 02/20/15	
DESIGN: JRN	FILE NO.: 23421-01		



**ABBREVIATIONS**

AC	ASPHALT CONCRETE
CB	CATCH BASIN
CC	CONCRETE
CD	CENTER
CG	CONCRETE
DR	DRAINAGE
DWY	DRAINAGE
ELEC	ELECTRIC
ELV	ELEVATION
FL	FRESHWATER FLOOR
FR	FRONT
FRG	FRONT (PAGE OF CURB)
FT	FOOT
GV	GAS VALVE
HE	HYDRANT
HTV	HIGHWAY
ME	METER
MEB	METER BOX
MEB	METER BOX & ELECTRIC
MK	MARKING
P	PAVEMENT
RE	RIDGE
SCB	SEWER
SS	SEWER
SSCB	SEWER CATCH BASIN
SSSB	SEWER CLEANOUT
SSMB	SEWER MANHOLE
ST	STREET
ST	STATION
TOP	TOP OF CURB
TSL	TYPICAL
TY	TYPICAL
V	VALVE
W	WATER
W	WATER

**LEGEND**

—CTV—	CABLE TELEVISION
○	CONTOUR (MAJOR)
○	CONTOUR (MINOR)
—	FENCE LINE
—C—	GAS
○	LAMPPOST
—SS—	SEWER SEWER
+	SET RANDOM MAIL
—	SEWER
+	SPOT ELEVATION
—SD—	STORM DRAIN
—T—	TELEPHONE LINE
⊗	TRASH OR RECYCLING BIN
⊕	TRIE
—LOC—	UNDERGROUND ELECTRIC
—W—	WATER

**BASIS OF BEARINGS**

THE BASIS OF BEARINGS FOR THIS SURVEY IS THE CENTERLINE OF SAN JOSE AVENUE AS SHOWN ON THE RECORD OF SURVEY 88-11-18 & 11-19-18 C.

**TEMPORARY BENCHMARK**

BENCHMARK IS SET IN CONCRETE SURVEY MARKER LOCATED APPROXIMATELY 60' NORTHWEST OF THE FOUND LEAD PIG AND PLUG. BE 5270.71 BENCHMARK AT SOUTH-EAST CORNER OF ESPLANADE & STOCKTON AVENUE. ELEVATION = 105.63

**BENCHMARK**

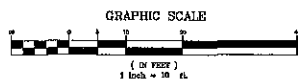
BENCHMARK IS SANTA CRUZ COUNTY BENCHMARK 206, USGS BM "2 292 1333" LOCATED IN SOUTHWEST CORNER OF INTERSECTION OF STOCKTON AVENUE & ESPLANADE. ELEVATION = 68.622 (ADJUSTED)

**CONTOUR INTERVAL = 1 FOOT**

CONTOURS ARE SHOWN IN FEET AND DECIMAL THEREOF. ASHRAE TOPOGRAPHIC MAPS BY ARSO-TOPOGRAPHIC CORPORATION, APRIL 2002.

<b>BOWMAN &amp; WILLIAMS</b> CONSULTING CIVIL ENGINEERS 101 CEDAR STREET SAN JOSE, CA 95106 (408) 426-3550		<b>TOPOGRAPHIC MAP</b> SOUTHEAST CORNER STOCKTON AVENUE AND ESPLANADE	
REGISTERED CIVIL ENGINEER NO. 43540 SCALE 1"=10' DATE NOVEMBER 8, 2013 DESIGN		CIVIL No. 53588 THE CITY OF SAN JOSE, CALIFORNIA IMPROVEMENT PLANS JOB NO. 25422 SHEET OF 4	
REF NO. 25422-10 DATE NOVEMBER 8, 2013 DESIGN		REF NO. 25422-10 REF NO. 25422-10 REF NO. 25422-10	

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Item #: 10.D. Attach 1.pdf

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City of Capitola Budget Adjustment Form



Date 11/25/2014

Requesting Department Public Works

Administrative Council

Item # \_\_\_\_\_  
 Council Date 11/25/2014  
 Council Approval \_\_\_\_\_

Revenues		
Account #	Account Description	Increase/Decrease
1200-00-00-000-3700.001 (Project CS 0017)	Other revenue - grant, donations, contributions	17,000
<b>Total</b>		<b>17,000</b>

Expenditures		
Account #	Account Description	Increase/Decrease
1200-00-00-000-4390.200 (Project CS0017)	Construction services - design services	\$ 17,000
<b>Total</b>		<b>17,000</b>

Net Impact -

Purpose: Intersection improvement plan for Stockton Avenue and the Esplanade. Cooperative project with adjacent property and business owners. Project CS0017.

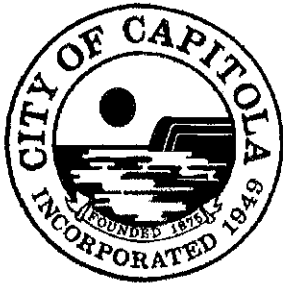
Department Head Approval \_\_\_\_\_

Finance Department Approval \_\_\_\_\_

City Manager Approval \_\_\_\_\_

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## CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 25, 2014

FROM: DEPARTMENT OF PUBLIC WORKS  
SUBJECT: RISPIN PARK PLAN DEVELOPMENT  
CONTRACT AWARD FOR PARK DESIGN SERVICES

**RECOMMENDED ACTION:** Award a contract to Michael Arnone and Associates for the development of a public park plan for the Rispin property in the amount not to exceed \$32,870.

**BACKGROUND:** With the recent award of a Community Housing Parks Grant for the development of a public park on the Rispin property staff issued a Request for Proposals for a consultant to host community meetings and develop a park plan. Four firms submitted proposals, the top two were interviewed by a panel consisting of three City staff and one community member. Michael Arnone & Associates was the unanimous selection of the panel.

**DISCUSSION:** This plan will be the first step in the process of improvements to the Rispin property that will transform it into a public park. Upon completion of this contract the City will have an approved plan that identifies restoration, safety, and access improvements. Following approval of the plan by the City Council, CEQA review and permitting will be completed. Final design, bidding, and construction are then anticipated for 2016.

Michael Arnone and Associates scope of work includes holding an initial community meeting to receive input on ideas and concepts for the plan. A second community meeting will be held to review draft plans and focus on a final plan. Finally, the draft final plan will be presented to the City Council at a public hearing.

**FISCAL IMPACT:** Funding for this contract has been approved as part of the Fiscal Year 2014-2015 Capital Improvement Program Fund budget, which has \$300,000 allocated for this work and for access ramp improvements in Peery Park. The Community Housing Parks Grant will provide an additional \$384,000 for construction of park improvements.

**ATTACHMENTS:**

1. Proposal from Michael Arnone & Associates

Report Prepared By: Steven Jesberg  
Public Works Director

Reviewed and Forwarded  
By City Manager: 

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October 24, 2014

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

Steve,

We are pleased to submit our Design Services proposal to you for the Rispin Mansion Park project. As a past member of the Rispin Committee and long time contributor to Capitola I am excited to see progress towards the development of this treasured piece of Capitola history. As active members of the city we have witnessed several attempts to utilize this property; first as a park location, then as a possible site for the library, and most recently a boutique Bed and Breakfast. I am grateful that we have come full circle and with grant funding we can once again consider this wonderful space as a community park to be enjoyed by city residents and visitors alike.

As a member of the Rispin Committee I was able to tour inside the Mansion on three occasions and each time I was awestruck. One can imagine the splendor of the view from the grand living room looking out the glass enclosed tower or the wonderful parties held on the two terraces overlooking Soquel Creek back in 1921.



  
**Michael Arnone + Associates**  
LANDSCAPE ARCHITECTURE

3370 Samuel Place • Santa Cruz, CA 95062 • 831-462-4988  
rkrown1@hotmail.com • www.arnonelandscapes.com

## Item #: 10.E. Attach 1.pdf

Like many residents, I use the property for walking our dogs and as a bicycle short cut across Soquel Creek. As such, it is underutilized, unattractive and unsafe. The potential for this hidden treasure is immense and should not be limited to an access corridor shortcut; rather this property should be transformed as a scenic open space for family gatherings, passive recreation and a destination point for community events. The preservation of the mansion and the restoration of its garden will add a unique and much needed park for the community.

These photos were taken at the 2010 walk through as we discussed the options presented to the council. We can all be grateful the decision was made to preserve the mansion and secure it for future generations. Now we have the task of developing the property as a community park and we look forward to the challenge.



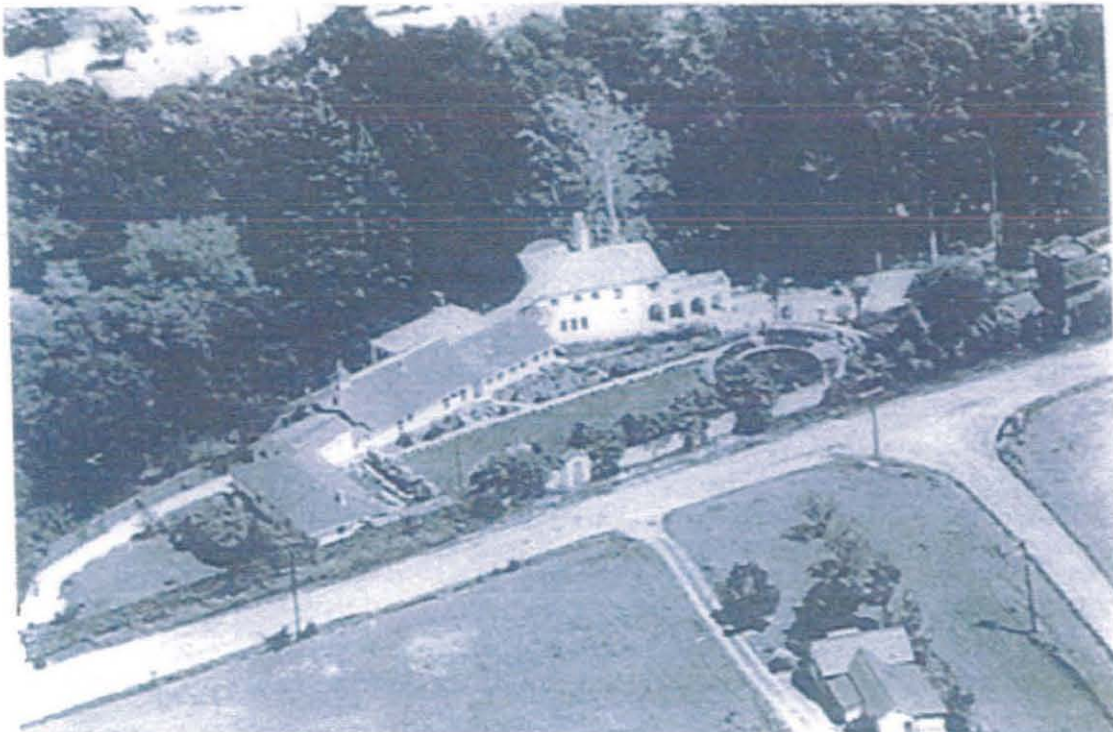
**Michael Arnone + Associates**  
LANDSCAPE ARCHITECTURE

3370 Samuel Place • Santa Cruz, CA 95062 • 831.462.4988  
rkown1@hotmail.com • www.arnonelandscape.com

As I sat in Prospect Park overlooking the fireworks last week I couldn't help but overhear a small boy, maybe 6 years old, who over the blasts of the fireworks kept yelling 'Capitola Rocks!'. Capitola is indeed a truly unique and wonderful place to live. I have been extremely fortunate to be a part of this great community for almost 30 years and contributed to its growth and development. With this project we have the opportunity to recreate the tranquil garden of the 1920's using today's sustainable model, melding the best of the past with the most current best practice policies of environmental planning. We look forward to working with the people of Capitola, it's planning staff and the city council to create an amazing park which will not only honor the mansion's colorful history but illustrates our community's ability to move forward.

Thanks for considering us for this project.

Sincerely,  
Michael A. Arnone  
MA+A  
Landscape Architect  
California License #3347



**Michael Arnone + Associates**  
LANDSCAPE ARCHITECTURE

3370 Samuel Place • Santa Cruz, CA 95062 • 831.462.4988  
rkown1@hotmail.com • www.arnonelandscape.com

Michael Arnone + Associates Landscape Architecture  
October 24, 2014

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# Proposal for

## RISPIN PARK



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## I. Introduction

Michael Arnone + Associates (MA+A) is a landscape architecture firm based in Santa Cruz, California. Since its beginning in 1990, MA+A has focused on water conservation through the use of drought tolerant plant material and efficient, low flow irrigation systems. Our slogan, 'With Nature in Mind' serves as a constant reminder that as environmental design professionals we must base our work on nature's model. Our goal as stewards of the land is to create and utilize wise development practices limiting negative effects on the local and regional environment. By listening carefully to client expectations and by gathering information about the site and the surrounding environment, we strive to create a design that works on all levels. MA+A has had the opportunity to work on more than 1000 projects with municipal, commercial and residential clients in Santa Cruz, Monterey and Santa Clara counties.

Our firm is excited to work with the City of Capitola and believe that our successful history of built projects within the City is a testament to our commitment to quality design in our community.

**For Rispin Park**, we have assembled a team to address the critical aspects of this project. In addition to MA+A's experience with multiple parks and community related projects, Bowman and Williams will provide civil engineering to minimize impacts on Soquel Creek watershed and address ADA compliancy. Ellen Cooper, Arborist and Landscape Architect will provide specific knowledge on protecting sensitive habitat and preserving native and heritage trees. Celine Livengood, Landscape Architect and public facilitator will provide skills and experience to conduct a successful public workshop.





## II. Project Team and Qualifications

### PROJECT LEAD:

**Michael Arnone + Associates, Landscape Architecture** - 3370 Samuel Place, Santa Cruz, Ca 95062

Michael Arnone, Principal Landscape Architect

#### Qualifications:

- o Licensed Landscape Architect since 1989
- o Municipal project experience with County of Santa Cruz, City of Santa Cruz, City of Capitola
- o Adjunct Faculty Instructor at Cabrillo College since 1999 (Landscape Design)
- o Extensive experience with low impact development utilizing;
  - Pervious Paving
  - Bio-Retention Basins
  - Rain Gardens
  - Drought Tolerant Plant Material
  - Low Flow Surface and Sub Surface Irrigation Techniques
- o Resident of Santa Cruz/Capitola; active in community activities and development
- o Served on Capitola Arch and Site Committee from 1997 to 2007
- o Member of Capitola/Soquel Chamber of Commerce
- o See appendix 1 for resume and references and Associate Landscape Architect resume

### CONSULTANTS:

**Bowman and Williams Consulting Civil Engineers** – PO Box 1621, Santa Cruz CA 95062

**Qualifications:** See Appendix 3 for Statement of Qualifications, resumes and references

**Ellen Cooper, Arborist, Landscape Architect**- 612 Windsor Street, Santa Cruz CA 95062

**Qualifications:** See Appendix 4 for qualifications, resume and references

**Celine Livengood, Landscape Architect, Public Meeting Facilitator**- 2935 Grinnel Drive, Davis CA 95618

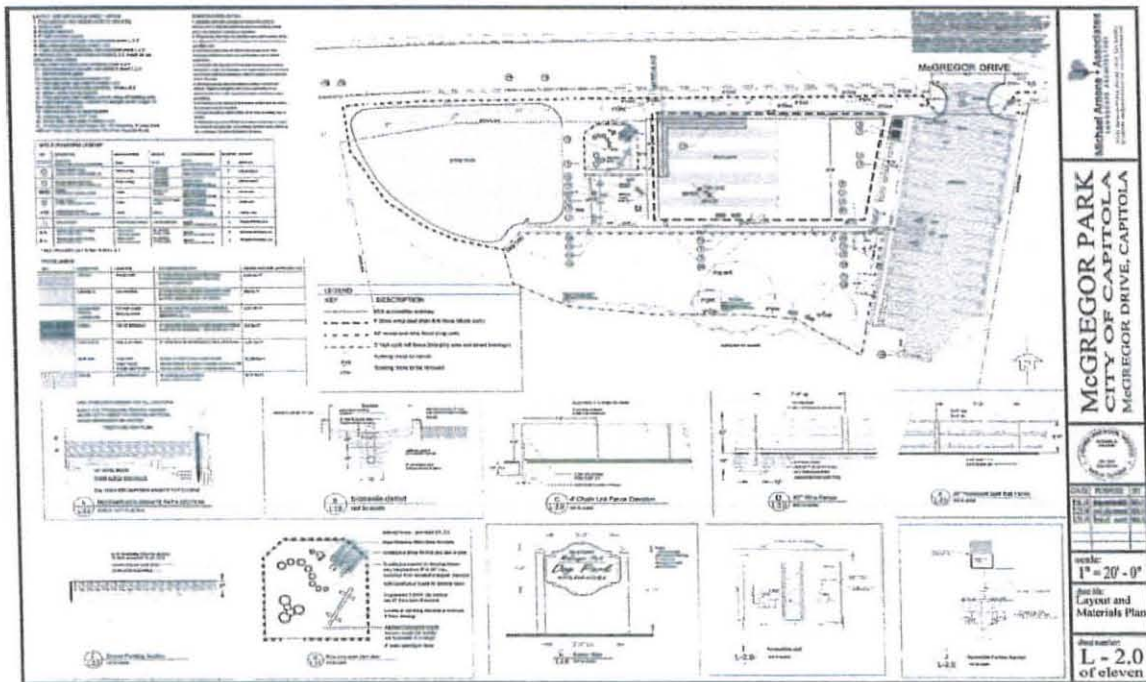
**Qualifications:** See Appendix 5 for for qualifications, resume and references

### III. Similar Projects

**McGregor Park, Capitola, Ca – Client: City of Capitola**

MA+A prepared conceptual site plans and construction drawings for the park master plan. We worked with City Staff and Community groups to develop the site plan for the park elements including a dog park, skate park, pump track and parking area. Project also includes pervious paving and a bio-retention area. This project is in construction.

- Conceptual site plans
- Grading , drainage and erosion control design with best management practices for storm water runoff
- Irrigation design with water conserving technology
- Planting design with native and drought tolerant plantings
- ADA accessible hardscape design
- Facilitation of community input with project donors and stakeholders.



### III. Similar Projects

#### Capitola Village Streetscape Renovations, Capitola, Ca – Client: City of Capitola

MA+A prepared preliminary design and construction drawings for the renovation of the streetscape in the main shopping district of downtown Capitola. We worked with City Staff and Community groups to develop Improvements that focused on pedestrian scale elements. Sidewalks were widened, bike lanes and street trees were added and vehicular traffic was re-routed to de-emphasize car travel through the village. New parking was provided along the perimeter of the village. Three new public seating areas defined by raised planters were created. New at-grade planters, containers and hanging baskets provide colorful plantings to enhance the atmosphere of the retail area. Renovations included colored concrete walkways, antique street light fixtures, benches and engraved bricks.(Completed)



- Design Development
- Pedestrian and vehicular circulation design
- Lighting design
- Site amenity and hardscape materials selection
- Planting and irrigation design
- Construction documents



### III. Similar Projects

**Capitola Esplanade Bandstand, Capitola, Ca – Client: City of Capitola**

MA+A worked with city officials, public works department, community members and trades to design and construct the bandstand for Esplanade Park. The design details including the Victorian columns, roof and trim, were inspired by the historic Capitola Hotel that stood in the same location until 1929. (Completed)

- Bandstand Elevation Drawings
- Site design including renovations for ADA access
- Planting and irrigation design



### III. Similar Projects

#### **Animal Services Authority Complex, 7th Avenue. Santa Cruz, Ca**

MA+A worked with architects, Animal Services Authority and county planning staff to design the grounds for the new animal rescue and adoption building. Best management practices for storm water run-off and water conservation were key program elements for the design. (Completed)

- Hardscape design
- Site amenities and materials selection
- Planting design focusing on native and drought tolerant plants
- Irrigation design with water conserving technology
- Bioswale design for storm water run-off
- Construction documents



## IV. Additional Project Experience

### **Capitola Library Tot Lot**

Preliminary Design & Construction Documents for Public Library Playground, Capitola, CA  
Landscape and hardscape and site furnishings including play structures for small community tot lot adjacent to library. Prepared landscape and irrigation construction documents for bidders. Construction site observation. (Completed)

### **Capitola Elementary School Life Lab Garden Park**

Preliminary Design, Construction Drawings, Funding for Volunteer School Garden, Capitola, CA  
Developed concept, raised money and organized volunteers to construct a learning garden for students at Capitola Elementary School (now New Brighton Middle School). Planting and Irrigation design. (Completed)

### **Prospect Park**

Preliminary Design & Construction Documents for Rotary Club Funded Park, Capitola, CA  
Conceptual design and construction drawings for park along top of bluff overlooking Capitola Wharf and Village. Worked with Santa Cruz Rotary Club, neighbors and city staff to come up with design components. Planting and Irrigation design. (Completed)

### **Capitola Esplanade Park**

Preliminary Design Alternatives for Community Park, Capitola, CA  
Worked with city staff and community groups to develop three alternatives for Esplanade Park along with design of bandstand. (Plan Review)

### **Head Start Playground**

Preliminary Design & Construction Documents for Pajaro Valley Unified School District, Watsonville  
Conceptual design and construction drawings for migrant farm workers children. Worked with PVUSD planners and facilities staff. Designed hardscape layout, planting and irrigation system; selected play surface and play structures/activities. (Completed)

### **Cowell Beach Renovations**

Preliminary Design & Construction Documents for Cowell Beach Ramp and Parking Lot, Santa Cruz, CA  
Worked with wharf staff to renovate site plan for new ramp, bike parking, lighting and site furnishings. Prepared landscape and irrigation construction documents for bidders. Construction site observation. (Plan Review)

### **Cabrillo College Campus: Student Activities Center and Arts Education Center** Site Observation of Landscape and Irrigation Installation for new construction in Aptos, CA.

Worked with college representatives, general contractor and landscape contractors to oversee installation of landscape and irrigation systems for Student Activities Center and Art Education Center at the Aptos campus. (Completed)

### **Resource Conservation District and Soquel Creek Water District**

Demonstration Garden Design & Construction Documents for Water District Offices Soquel, CA  
Worked with RCD and Water District staff to create a demonstration garden illustrating pervious paving, rain gardens, water catchment, and bio-retention swales. Prepared landscape and irrigation construction documents for bidders. (Plan Review)

## IV. Additional Project Experience (con't)

### Seacliff Village Renovation

Preliminary Design & Construction Documents for State Park Drive and Center Street in Seacliff Village, Aptos, CA

Worked with community groups, Santa Cruz County Public Works and State Park staff to renovate streetscape and create a town square community park. Prepared landscape and irrigation construction documents for bidders. (Plan Review)

## V. Scope Of Work

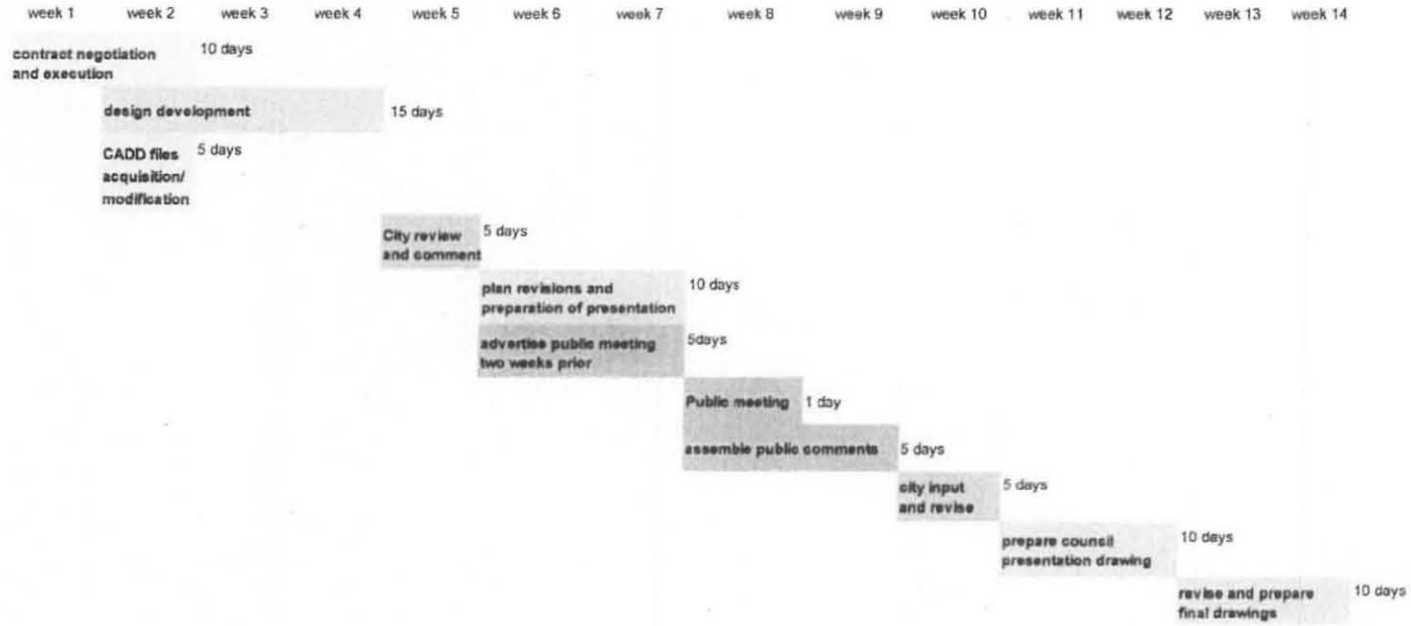
MA+A will provide the following services:

- o Preliminary Design Plan
- o Review Design Plans
- o Public Meeting/Workshop
- o Public Meeting/Workshop Response Comments
- o Review Design Plans
- o Presentation Drawing to City Council
- o Final Design Plans

The final documents will include the Landscape Architect's design reflecting the city staff and public meeting input, the arborist report and findings and the civil engineers preliminary grading and drainage plan highlighting ADA compliance. Electronic files as well as hard copy drawings will be provided to city at various stages of the process

# VI. Proposed Schedule

**Rispin Mansion Park Design Time Table**





## VII. Proposed Budget

<b>MA+A Landscape Architectural Services</b>	<b>\$11,850.00</b>
\$165 per hour principal time	
\$85 per hour associate landscape architect time	
\$45 per hour staff time	
<b>Arborist Services</b>	<b>\$1,100.00</b>
<i>Ellen Cooper, Arborist/Landscape Architect</i>	
\$110 per hour arborist time	
<b>Meeting Facilitator Services</b>	<b>\$3,060.00</b>
<i>Celine Livengood, Landscape Architect</i>	
\$90 per hour meeting facilitator time	
<b>Civil Engineering Services</b>	<b>\$14,160.00</b>
<i>Bowman and Williams</i>	
<i>Joel Ricca</i>	
see civil proposal for hourly fee rates	
<b>Historic Architect</b>	<b>\$1,500.00</b>
<i>Achieves and Architecture</i>	
<i>Leslie Dill, Historic Architect</i>	
\$125 per hour	
<b>Restoration Cost Estimating</b>	<b>\$1,200.00</b>
<i>AC Bentley Concrete</i>	
\$65 per hour	
<i>Millbrook Stone and Restoration</i>	
\$85 per hour	
<b>Estimated Total Fees</b>	<b>\$32,870.00</b>

## VIII. Insurance

\$1,000,000 general and office liability insurance underwritten by RLI.

\$1,000,000 errors and omission insurance underwritten by Westport Insurance Corporation

\$500,000 automobile coverage underwritten by AAA

See appendix 2 for supporting insurance documentation

## IX. Project References

**Jack Sohriakoff, Director**  
Santa Cruz County Public Works  
401 Ocean Street, 4th Floor  
Santa Cruz, CA 95060  
831.454.2392

**David Ow, Director**  
Kings Plaza Shopping Center  
1601 41<sup>st</sup> Avenue  
Capitola, CA 95010  
831.475.9042

**Toni Castro, Executive Director**  
Capitola/Soquel Chamber of Commerce  
716 G Capitola Avenue  
Capitola, CA 95010  
831.475.6522

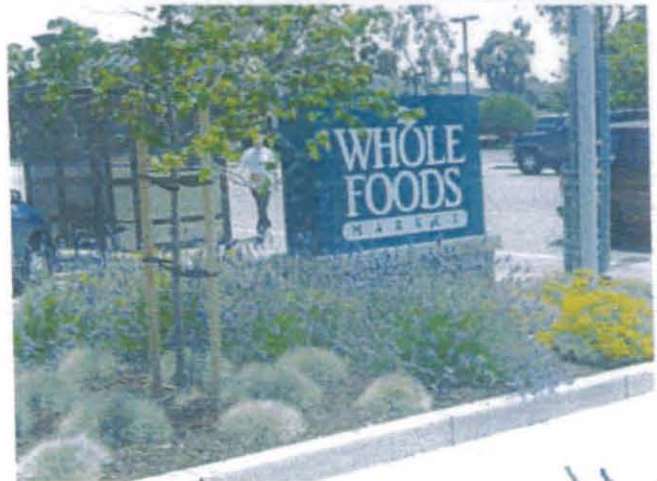
**Doug Deaver, Construction Coordinator, retired**  
Cabrillo College  
6500 Soquel Drive  
Aptos, CA 95003  
831.662.3246

**Jon Bombaci, Wharf Supervisor**  
Santa Cruz Parks and Recreation Dept.  
21 Municipal Wharf  
Santa Cruz, CA 95060  
831.420.6027

**Peter Shaw, Department Chair**  
Cabrillo College  
6500 Soquel Drive  
Aptos, CA 95003  
831.479.6256

**Matthew Thompson, Architect**  
Thatcher and Thompson  
200 Washington Street  
Santa Cruz, CA 95060  
831.457.3939

**Joe Appenrodt**  
Top Shelf Development  
4375 Capitola Road  
Capitola, CA 95010  
831.465.9191



## X. Rispin Park Goals/Objectives

In its heyday the Rispin Mansion and its opulent gardens were the jewel of Capitola. Henry Rispin chose this spot to live, work, entertain and market what would become the city we know today. The dramatic demise of the Rispin and Smith fortunes and the subsequent occupation of the site by the cloistered nuns of the Order of Poor Clares have led to a rich urban folklore of the site; some people maintain that it is haunted. Legends and myths aside, the historical and environmental significance of the site warrant its preservation and renovation as a cultural and open space resource for our community. It will be our goal to work with the community to restore and renew the property to create a multi-use park for the enjoyment of all residents and guests.

### THE MANSION

Currently the structure is locked and fenced off from the public and has lost much of its charm. Modification to the sealed windows and arched doorways especially along its west side could help the restoration regain more of the original character of the home. The window and door openings are integral parts of the architectural design. The subtle variation between the wall color and the window/door color minimizes the contrast and down plays rather than accentuates their importance to the mansion's facade.



Ideas should be studied to disguise or soften the current armored look and cover or replace it with something that fits the Spanish Eclectic style of George McCrea's original architectural statement. Inserting wrought iron bars to replicate the divided light period windows may be a practical approach. The use of painted murals to serve as 'open' window views into the house or just painting the sealed openings black are other possibilities.



## X. Rispin Park Goals/Objectives (con't)

**RESTORED ELEMENTS** The historic elements of the garden that have survived should be restored and used as focal points in the restoration design. Each element provides a historical representation of the mansion's 20th century glory.

### **Wharf Road Entry and Wall**

The arched entrance off Wharf Road should be restored along with the adjacent square columns. The wall should be lowered and recapped to match the original design. Increased visual access into the site will improve safety and link the future park to the surrounding neighborhood. The southernmost end of the wall should be removed to allow a clean sight line into the park from the Clares Street intersection. This will also provide a bit more space to move around the existing utility pole guy wire that is located near the probable main entrance to the park. The wood gate should be removed, it blocks the strong visual line that connects the entry to the octagonal base of the sundial.



### **Wharf Road Entry Steps**

The steps and one remaining cheek wall should be restored, the second wall should be rebuilt to match the existing wall. This entry into the park is very inviting and should be preserved with a path leading from the steps to and around the restored sundial.



## X. Rispin Park Goals/Objectives (con't)

### Grand Staircase and Balustrade

The steps joining the upper park terrace to the lower mansion have survived quite well. They should be repaired as needed to provide a safe and architecturally important approach to the mansion. In the same area is a low wall with a balustrade rail. This will also be restored or replaced to match the existing balustrade along the perimeter of the mansion entry courtyard. The stairs would require handrails unless the historic nature of the project receives an exemption. If hand rails are needed they should match the balustrade or wrought iron designed to reflect the architectural style of the period.



### Fountain and Reflecting Pool

The dominant element of the upper garden terrace is the fountain and its 32 foot diameter reflecting pool. The fountain and pool would need significant design and restoration work. There is the possibility of using the fountain and pool as it was used in the original garden but conforming to current pool safety codes and current water use regulations may make that impractical. An alternative solution would be to restore the outer appearance of the two structures without repairing the fountain plumbing. The pool depth could be reduced and a decorative stone could be used to simulate water. The use of LED lighting along with the stone could make this a stunning visual element without using water.



## X. Rispin Park Goals/Objectives (con't)

### PLANTS AND LANDSCAPE

Other than the Oak trees, little remains of the original garden plants. Even the outline of the formal lawn has disappeared. We do have photos and a garden restoration plan from the mid '80's that identifies much of what was there. The garden restoration should simulate the early 1900's style. The plant palette and design should utilize the 'old garden' theme while maintaining today's water wise landscape and irrigation techniques. The spectacular large canopy Coast Live Oaks should be cleared of the invasive Ivy dominant on the slope and protected during the renovation. Some of the Oaks on the top of the slope have been recently pruned as part of a volunteer effort to beautify the property. The other Oaks should be pruned of dead wood.



Butterfly habitat plants should be used for all habitat zones and interspersed throughout the project along with coastal California Native plants. Restoring the large lawn that once dominated the upper level of the Rispin Property poses a problem given our current awareness of water conserving landscape practices. We could discuss the use of turf alternatives or look at ways to use subsurface water techniques to irrigate the lawn areas of the park.

The sloped areas of the site are heavily vegetated with Algerian Ivy, Blackberry and Vinca. Consideration should be given to clearing and replanting these areas as part of a potential second phase project when funds are available. All trees and shrubs selected for use on the property should be pest and disease resistant and should require little to no pruning. Heavy mulching in planted and non-planted areas should be used to minimize weed growth.

The preliminary plan will identify the approximate locations of all proposed planting areas.

**SUSTAINABILITY** All new surfaces used for walkways and paths should be made from pervious materials. The restoration of the existing historical elements mentioned above will be made of concrete to maintain the original look. The use of decomposed granite, pervious concrete and interlocking pavers will allow water to percolate back into the soil and minimize additional runoff to Soquel Creek.

There is an opportunity to use water catchment tanks on site to capture rain water. Rain water from the roof of the mansion could be collected and stored in tanks, then pumped to the upper terrace to water much of the new landscape planting. All irrigation could be low flow and even the lawn (if redone) could use underground irrigation instead of overhead sprays.

## X. Rispin Park Goals/Objectives (con't)

### PEDESTRIAN USE

Currently the property is used as a pedestrian link for residents and high school students connecting the north and south ends of Wharf Road. The park also provides a connection to the bike and pedestrian bridges leading to Peery Park. We witnessed some tourists checking out the mansion, several people walking/exercising their dogs and many people jogging and biking. Judging from the trash it is still a night time party spot. The new design should provide a safe, comfortable walking and bike pathway system to respect the current use of the property. The use of ramps would allow access for wheelchairs, bikes, and strollers. Additional steps where needed should be wide enough for easy passage and resemble the historic steps.



## X. Rispin Park Goals/Objectives (con't)

### ADA COMPLIANCE

The design work will comply with all current ADA codes and regulations. Access to the mansion terrace could be provided from the south by ramps, minimal grading would be needed. Access to the upper terrace from Wharf Road is possible close to the existing entry near the south end of the wall with the use of ramps and minimal grading. The most challenging path of travel is from the upper terrace to the north side of the mansion. This would require a switch back ramp to navigate the approximately 7 feet of elevation change from the north end of the 'lawn' to the existing paved ramp. This ramp leads to the north end of the mansion terrace and then switches back to the beginning of the bridge ramp. Minor ramping would be required to get from the asphalt path to the mansion terrace.





## X. Rispin Park Goals/Objectives (con't)

### SAFETY AND VANDALISM

Lighting will help deter vandalism and provide safe navigation along the walks, ramps and steps. Replica lighting fixtures using LED lamps should be selected that fit the historical period. The fixture we used in the village is available with an LED lamp for longer life and less maintenance. Smaller bollard type lights are also available for pathway and step lighting, although they can be more prone to vandalism. Lighting the Oak trees from subterranean well lights would be a nice effect and provide ambient light for the park. The mansion can be illuminated from the slope or lighting can be used at the base of the mansion for a more subtle effect.



Fencing must be used to separate the public park from the habitat and restoration areas. Due to the sloping nature of the site, visibility from Wharf Road to the face of the mansion is limited. Mansion walls could be fenced off to limit graffiti and vandalism with a non-climbable metal fence that fits the historical period of the mansion. This would allow visitors to view the mansion but still limit the chances of damage. The fence could be open during hours of operation and locked at closing by a caretaker. A fence may not completely eliminate vandalism, the cost and appearance of the fence will have to be evaluated to see if it is a practical solution.



### SIGNAGE

A theme should be developed for metal signs that reflect the historical period of the mansion. Signage for directional information should be concise and properly located. Signage for educational purposes can highlight the historical aspects of the mansion, Henry Rispin, the Sisters of St. Clares as well as information on the butterfly habitat, the use of low impact development techniques, drought tolerant planting and the garden restoration project.

## X. Rispin Park Goals/Objectives (con't)

### **RISPIN MANSION COMMUNITY PARK**

Abundant opportunities exist to create a wonderful neighborhood/community park. The final list of elements for the park will be decided by the staff and community input. The following paragraphs explain some additional ideas for the park plan that we feel should be considered and discussed.

#### **Seating**

A number of seating areas can be developed along the upper terrace pedestrian circulation pattern. Benches using sustainable materials can be arranged in groups or a single bench. They should be placed so some are in the shade and some in sunlight. Benches should be vandal resistant, minimize skateboard use and securely anchored. The bench style selected should fit the historical period. As in many parts of Capitola, we have done donor plates to help fund the project and memorialize loved ones.

The park may also utilize built-in seat wall type seating if practical and affordable. Seat walls could be used in areas around existing trees where the changing the elevation is a concern for the root system of the tree. A successful example of this type of seat wall can be seen in our design for the Capitola Library Tot Lot, across the street from the Rispin site. Seat walls could also be incorporated into retaining walls where terracing is needed.

#### **Game Tables**

Along with the benches there may be a desire for game tables with chess/checker boards. There are a number of manufacturers to select from, most are made with sustainable materials with style options that reflect the period.

#### **Picnic Area**

Having a picnic area with a couple of tables would be a nice amenity. A BBQ grill presents problems with the fire/smoke issue, safety and tree canopies so we would avoid bringing that feature into the park.

#### **Music/Theater/Lecture Stage**

A couple locations on the property could house a small stage for musical or theatrical events. A prime location for this venue is the lower terrace northwest of the mansion where the foundation wall of the old building stands. This is almost a natural amphitheater and could easily be converted to fit this use. This location is also more removed from the neighborhood to minimize the noise issue. The city could set restrictions on amplification, time of performance and control the number of performances seasonally. The setting seems ideal for a string quartet, a jazz trio, or Shakespearean drama. It would also be in demand for nature lectures, historical tours and even garden workshops. The reflecting pool space could also work as a stage area if the water element is omitted.

#### **Wedding Ceremony Location**

The park and stage area mentioned above could be used as a location for wedding ceremonies or similar events.

#### **Art And Sculpture Garden**

Part of the park could be dedicated as an art/sculpture garden. This could be done with permanent pieces or perhaps the arts commission would coordinate a circulating garden where pieces are changed on a seasonal basis with the park supplying the pedestals and lighting. The property is large enough that the pathway system could double as a strolling display of art/sculpture.

## X. Rispin Park Goals/Objectives (con't)

### **Bocce Ball**

A popular and fairly quiet recreation, bocce ball takes an area about 10' wide by 60 to 70' long. It is relatively easy to construct and requires little maintenance and no water. This could be located on a flat terrace beyond the tree canopies.

### **Edible Community Garden Plot**

When Jade Street lost its community garden plots, many wished to find locations to replace them. The park is probably not large enough and too shady for this but we envision the possibility of one plot with edibles that is 'adopted' by a school or community group. If considered, it should be located in a sunny area that can be fenced off from foot traffic.

## XI. Appendix 1

Resumes for:  
Michael Arnone and Associates, Landscape Architecture

**MICHAEL ARNONE, Landscape Architect**

3370 Samuel Place • Santa Cruz, CA 95062 • 831.462.4988

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**EMPLOYMENT  
HISTORY**

**Principal, Michael Arnone + Associates**

Residential and commercial site planning and production of landscape construction documents.  
1990 to present.

**Instructor, Cabrillo College**

Hort 55A & 55B: Plan Identification & Design, Hort 65: Landscape Design. 1997 & 1998

Hort 60A Landscape Gardening. 2001 & 2002, Hort 65: Landscape Design Graphics. 2003-present

Hort 66: Intermediate Landscape Design 2003-present.

**Architectural and Site Review Committee, City of Capitola**

Review all commercial and residential development proposals; make recommendations to city planning commission and city council. Appointed by mayor March 1994 to January 2005.

**Instructor, Capitola/Soquel Continuing Education Program**

Landscape and Irrigation Design for the Home Owner'. 1993 to 1996

**Associate, Steve Sutherland & Associates**

Project manager for commercial, residential and municipal projects. Produced preliminary plans and construction documents for planting, irrigation, grading, erosion control, and construction details. 1989 to 1990.

**Registered Landscape Architect**

Certification as California Landscape Architect License #3347, October 1989.

**Associate, Madrone Landscape Group**

Draftsperson responsible for production of planting and irrigation documents for commercial and residential projects. Assisted in erosion control design. 1986 to 1989.

**MICHAEL ARNONE, Landscape Architect**

3370 Samuel Place • Santa Cruz, CA 95062 • 831.462.4988

---

**EDUCATION**

**Cabrillo College; Plant Materials & Design, Microcomputers, AutoCAD ,**  
1986, 1988, 1996

**College of Environmental Science & Forestry State University of New  
York at Syracuse,**

Studies in Landscape Architectural Design, Site Engineering,  
Dendrology, Planning. Bachelor of Science in Environmental Studies,  
Graduated Cum Laude, , 1976.

**Syracuse University, Syracuse, New York**

Bachelor of Science in Forestry, Graduated Cum Laude, 1976

**Jamestown Community College, Jamestown, New York**

Majored in Liberal Arts. Associate of Arts Degree, Graduated 1974.

**AWARDS**

Citizen of the Year 1997 Capitola Chamber of Commerce.

Designer of CLCA 2001 Beautification Award First Place: Irrigation

Designer of CLCA 2008 Installation Award First Place: Large Residential

Designer of CLCA 2014 Installation Award First Place: Medium  
Residential

**Jennifer Clark Colfer, Landscape Architect**1831 Lotman Dr • Santa Cruz, CA 95062 • 831.235.1886

---

**EMPLOYMENT  
HISTORY****Associate Landscape Architect, Michael Arnone + Associates**

Residential and commercial site planning and production of landscape construction documents.  
1990 to present.

**Registered Landscape Architect**

Certification as California Landscape Architect License #5784, March 2012.

**Architectural and Site Review Committee, City of Capitola**

Review all commercial and residential development proposals; make recommendations to city planning commission and city council. Appointed by mayor January 2005 1994 to December 2008.

**Landscape Designer**

Quadriga Landscape Architecture and Planning Inc., Sacramento, California, (July 1998-April 2000). My work included commercial, institutional, and residential projects. My responsibilities include surveying site conditions, meeting with clients, coordinating with other disciplines such as engineers and architects, preparing conceptual and construction drawings, and helping to conduct community workshops.

**Landscape Designer**

Gardenmakers, Landscape Architects, Sacramento, California, (July 1997-July 1998). I worked on all aspects of residential and small-scale commercial projects. My responsibilities included surveying site conditions, meeting with clients, preparing conceptual and construction drawings and general project administration.

**Design and Planning Intern**

Sacramento Housing and Redevelopment Agency (SHRA), Sacramento, California, (December 1996-June 1997). I worked on two projects during my internship; I organized an Arbor Day Tree Planting Event as part of the Richards Boulevard Revitalization Project and I surveyed and researched the location and content for approximately 50 interpretive and directional signs along Sacramento River Bikeway for the Sacramento River Bikeway Sign Program.

**Architecture and Planning Intern**

Mogavero + Notestine, Sacramento, California, (September 1996-December 1996). I made architectural models and did research for architects and planners in the office, and maintained general office organization.

**Design and Planning Intern**

Center for Design and Planning Services, U.C. Davis, California, (January 1996-April 1996). I worked in a student group to provide conceptual solutions to design projects proposed for the campus and nearby communities.

**Jennifer Clark Colfer, Landscape Architect**

1831 Lotman Dr • Santa Cruz, CA 95062 • 831.235.1886

---

**EMPLOYMENT  
HISTORY  
(con't)**

**Assistant Nursery Manager**

U.C. Davis Arboretum, Davis, California, (July 1994-January 1996). Managed daily operations of a botanical nursery including; plant maintenance, propagation, curation of botanical collections and supervision of two undergraduate nursery technicians and one high-school intern.

**Design Intern**

Solano County Resource Conservation District, Dixon, California (April 1994-August 1994). I assisted a Landscape Architect in implementing the Wildlife Cooperator Program that encourages local residents in the rural communities of Dixon and Vacaville to employ water conserving and wildlife promoting landscape practices. Work entailed meeting with community members at their homes and compiling a packet of information specific to their needs.

**EDUCATION**

Bachelors of Science, in **Landscape Architecture**, University of California, Davis, June 1997

**AWARDS**

**American Society of Landscape Architects**

**Award for Excellence in the Study of Landscape Architecture.** (1996-1997)

**Landscape Architecture Foundation - University Program Scholarship.** (May 1996)

**Landscape Architecture Foundation - Landscape Architecture Program Scholarship.** (May 1996)

**Luther and Marie Davis Scholarship.** (April 1996) Scholarship awarded for outstanding scholastic accomplishments and potential for future achievement.



## XII. Appendix 2

MA+A Proof of Insurance Documents



Policy Number:

Date Entered: 9/2/2014

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/17/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> ALLANSON INSURANCE AGENCY Aptos Insurance Associates Inc 9500 Soquel Drive Aptos, CA 95003	CONTACT NAME: John Allanson PHONE (A/C No. Ext): (831) 685-0101      FAX (A/C No.): (831) 685-0202 E-MAIL ADDRESS: johna@allansoninsurance.com														
<b>INSURED</b> Michael Arnone & Ass Landscape & Architecture Michael Arnone 3370 Samuel Place Santa Cruz, CA 95062	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center;">NAIC #</td> </tr> <tr> <td>INSURER A: Mid Century Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B: Mount Vernon Fire Insurance Co</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Mid Century Insurance Company		INSURER B: Mount Vernon Fire Insurance Co		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Mid Century Insurance Company															
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INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURERS	SUBROGATED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC			604808708	03/26/2014	03/26/2015	EACH OCCURRENCE      \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence)    \$75,000 MED EXP (Any one person)    \$5,000 PERSONAL & ADV INJURY      \$2,000,000 GENERAL AGGREGATE          \$4,000,000 PRODUCTS - COMP/OP AGG      \$2,000,000 \$								
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS						COMBINED SINGLE LIMIT (Ea accident)    \$ BODILY INJURY (Per person)                    \$ BODILY INJURY (Per accident)                  \$ PROPERTY DAMAGE (Per accident)              \$ \$								
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$						EACH OCCURRENCE      \$ AGGREGATE                          \$ \$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">WC STATUTORY LIMITS</td> <td style="text-align: center;">OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATUTORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATUTORY LIMITS	OTH-ER														
E.L. EACH ACCIDENT	\$														
E.L. DISEASE - EA EMPLOYEE	\$														
E.L. DISEASE - POLICY LIMIT	\$														
B	Profession Liab (E&O)			SP2550338B	09/02/2014	09/02/2015	Each Claim      \$1,000,000 Annual Aggregate    \$1,000,000 Deductible          \$2,500								

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 As Usual to insured operations

<b>CERTIFICATE HOLDER</b>  Insured's Copy	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <div style="text-align: center; margin-top: 10px;"> </div>
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ACORD 25 (2010/05)

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## General Endorsement

AAA Northern California, Nevada & Utah Insurance Exchange  
P.O. 22221, Oakland, CA 94623-2221

TO

CITY OF CAPITOLA  
420 CAPITOLA AVE.  
CAPITOLA CA  
95010

### TO BE COMPLETED WHEN THIS ENDORSEMENT IS ISSUED

ATTACHES TO AND FORMS A PART OF POLICY NUMBER

**CAAS200467491**

ENDORSEMENT EFFECTIVE DATE

02-28-2014

POLICY EXPIRATION

05-06-2015

NAMED INSURED

MICHAEL A ARNONE  
CARRIE ARNONE

The Policy identified above is changed only as follows:

1. The following person or organization:

Name: CITY OF CAPITOLA

Address: 420 CAPITOLA AVE.  
CAPITOLA CA 95010

Will be considered an **insured person**, under and subject to the terms and conditions specified in Item 2 below.

2. For an additional premium, subpart (3) of the section entitled "ADDITIONAL DEFINITION USED IN THIS PART ONLY", under PART I – LIABILITY, COVERAGE A – LIABILITY COVERAGE, on page 4 of the Policy, is added to the Policy:
  - (3) any other person or organization with respect only to legal liability for acts or omissions of:
    - (a) any person covered under this Part while using **your insured car**, or
    - (b) **you** or any **relative** covered under this Part while using any **car** or **utility trailer** other than **your insured car** if the **car** or **utility trailer** is not owned or hired by that person or organization.
3. Prior to cancellation of this policy, **we** will give to the person or organization shown above 10 days' notice of cancellation for non-payment of premium, 20 days' notice of cancellation for any other reason or lapse of the Policy.
4. Terms in bold text are defined in the Policy. All other terms, conditions and exclusions of the Policy remain unchanged.

### XIII. Appendix 3

Resumes and supporting documents for:  
Bowman and Williams, Civil Engineers



**BOWMAN & WILLIAMS**  
CONSULTING CIVIL ENGINEERS  
A CALIFORNIA CORPORATION

1011 CEDAR • PO BOX 1621 • SANTA CRUZ, CA 95061-1621  
PHONE (831) 426-3560 FAX (831) 426-9182 www.bowmanandwilliams.com

October 24, 2014

**Michael Arnone + Associates**  
**Landscape Architecture**

3370 Samuel Place  
Santa Cruz, Ca 95062

Subject: **Statement of Qualifications for Engineering Services**  
**Planning & Design Services, Rispin Park, 2000 Wharf Rd., Capitola, CA.,**  
our file no. 25803

Bowman & Williams Civil Engineers and Land Surveyor (B&W) is excited to offer this Statement of Qualifications and Estimate for Planning & Design Services for the initial conceptual design of Rispin Park at 2000 Wharf Road in Capitola. B&W is a locally owned Santa Cruz company which has a long history with The City of Capitola, providing un-paralleled civil engineering and land surveying services both for its original developers and the City since its inception.

We understand that The City of Capitola is seeking a planning and design firm to provide planning and design services for the design and permitting of Rispin Park.

We will be teaming up with your firm as a sub consultant to provide:

- accessibility compliance,
- grading, and
- drainage design assistance

For your plans to be presented to the City for review and approval. We expect that there will be an initial submittal, two review submittals, a presentation to a public workshop, and a final presentation to the City Council. Our services will also include consultation with you during the initial design phase on accessibility and grading issues, and attendance at three coordination meetings.

Attached are our supporting materials for this statement of qualifications including, staff resumes, examples of relevant experience, references, a fee estimate and hourly rates.

Sincerely,  
Bowman & Williams Civil Engineers and Land Surveyors

Joel F. Ricca, RCE 53588  
President

Attachments:

1. Staff Resumes
2. Examples of Relevant Experience
3. References
4. Hourly Charge Rates
5. Sample Insurance Certificate



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**Planning & Design Services, Rispin Park, 2000 Wharf Rd., Capitola, CA., our file no. 25803**

**Firm Profile**

B&W was founded in 1908 in Santa Cruz, California, by Lloyd Bowman, Civil Engineer and Land Surveyor. Presently, Bowman & Williams provides civil engineering and land surveying services throughout the local counties of the Central Coast and SF Bay Area. Bowman & Williams provides services from feasibility analysis to final design and mapping to construction administration and support for private and public projects of projects large and small. Our principal engineers are Joel F. Ricca and Jeffrey R. Naess. Joel has been a Capitola resident since, 1981, and Jeff an Aptos Resident since 1965.

Our firm has 11 employees on staff, including Principal Engineers, Associate Engineers, Licensed Land Surveyors, Junior Engineers, AutoCAD Technicians, Union Field Survey Crews, and Administrative Personnel.

B&W is a California Corporation and has also been certified as a Small Business Enterprise with the State of California. Our project range is generally a two hour radius from Santa Cruz which extends into areas of the East Bay, Mid-Peninsula, Gilroy, Salinas, Carmel, Monterey, and Big Sur.

B&W consistently responds proactively to all critical planning and design issues that may affect a project. These include environmental protection, community involvement and priorities of governmental agencies. Bowman & Williams prides itself in efficiently providing high quality products. We are known for our ability to solve problems quickly as they arise in the design process. The varied professional disciplines of B&W personnel form an outstanding background. They enable the organization to provide an effective design and evaluation service capable of meeting the civil engineering and surveying requirements of a broad range of municipal or private projects.

Our firm performs civil engineering and land surveying services on residential, government, and light commercial projects that included:

- Feasibility Analysis
- Topographic Mapping
- Boundary Surveying
- Construction Monitoring & Staking
- Record of Survey Maps
- Subdivision Mapping
- Bidding Support
- Site Planning & Development
- Grading & Drainage Plans
- Earthwork Estimates
- Hydrologic Studies
- Wet and Gravity Utility Coordination, Design, & Relocation
- SWPPP Preparation & Inspection
- Storm Water Management Plans
- Storm Water Maintenance and Operations Plans
- Accessibility (ADA) Compliance



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**Planning & Design Services, Rispin Park, 2000 Wharf Rd., Capitola, CA., our file no. 25803**

**Staff Resumes**

**JOEL F. RICCA, President**  
**Principal Engineer**

Joel has been with Bowman & Williams since 1981. He achieved his Registration as a Civil Engineer in 1995, becoming a principal in the firm in 1998. His general project experience with Public and Educational Facilities projects includes Cabrillo College, City of Capitola, County of Santa Cruz, Santa Cruz METRO, and Santa Cruz City Schools. His private sector experience ranges from Seascape Uplands to Habitat for Humanity.

Registration: Registered Civil Engineer, California No. 53588

Memberships: American Society of Civil Engineers (ASCE)  
 Habitat for Humanity of Santa Cruz County Board of Directors (2009 – 2011)  
 City of Santa Cruz Board of Building Appeals (1994)  
 City of Capitola Architectural & Site Review Committee (1990-1993)

Joel will be the Civil Engineer of Record and as Principal in the firm, be responsible for the staffing, design concepts, review of the Plans, Specifications and Estimates, project billing, and quality control of the work. Joel will also be available for site visits and design coordination meetings in consort with the project Associate Engineer, Mr. Chau, PE

**TAI P. CHAU, P.E., QSD**  
**Associate Engineer**

Tai has been with Bowman & Williams since June 2006. His general project experience is in civil design for residential, commercial, and public projects, with emphasis on site grading and storm water, storm water pollution control, and LID post construction measures.

Education: California State University, Chico  
 B.S. in Civil Engineering, graduated May 2006

Registration: Registered Civil Engineer, California No. 74958  
 Qualified SWPPP Developer, Cert # 00547

Membership: American Society of Civil Engineers

Tai will be the Project Engineer and as Associate Engineer will be responsible for the design and preparation of the Plans, Specifications and Estimates, and direct supervision of the design and CAD staff. Tai will also be available for site visits and design coordination meetings in consort with the Principal Engineer, Mr. Ricca, PE.



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**Planning & Design Services, Rispin Park**, 2000 Wharf Rd., Capitola, CA., our file no. 25803

**Project Understanding and Approach**

We understand that The City of Capitola is seeking a planning and design firm to provide planning and design services for the design and permitting of Rispin Park.

**Scope of Work**

- Accessibility Compliance - Working with City staff, the consultant will develop a preliminary plan for the park that covers the park site. The City wishes to restore the historic garden features while providing public access as well. Bowman & Williams will provide assistance in this area with a site meeting with the team, design recommendations on your plan through the design iteration process.
- Grading – Based on your plan, we propose to develop a preliminary grading plan showing existing and propose contours, finish grades, grading quantities and site sections. We will utilize as a base map the topographic map by Joe L. Akers that is in the City's RFP. We are assuming that an AutoCAD version of the map will be available for our use.
- Drainage – Based on your plan, and an inspection of the existing drainage system shown on the topographic map in the field, we propose to develop a preliminary drainage plan that will ensure that the project complies with the latest State mandated storm water management requirements.

For your plans to be presented to the City for review and approval. We expect that there will be an initial submittal, two review submittals, a presentation to a public workshop, and a final presentation to the City Council. Our services will also include consultation with you during the initial design phase on accessibility and grading issues, and attendance at three coordination meetings.





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**Planning & Design Services, Rispin Park, 2000 Wharf Rd., Capitola, CA., our file no. 25803**

**Relevant Experience**

B&W and its current President Joel F. Ricca, PE has extensive experience providing civil engineering design, topographic and land surveying, and construction related engineering services in the Central Coast. This experience includes the following projects:

Cabrillo College. Mr. Ricca was Civil Engineer of Record for the VAPA, Student Services, and Allied Health Complex projects. We provided topographic surveys, design development, construction document preparation and construction administration services for the addition of nearly \$20,000,000 worth of site improvements from 2003 through 2009. We've also performed numerous other smaller projects for Cabrillo College.

City of Capitola. B&W provided as Prime Consultant the topography, planning, design and construction documents for the Pacific Cove Slide Repair and Parking Lot Project. Also the improvement plans for all of the street improvement projects around the Village since the early 1980's have been surveyed, designed and prepared by B&W. In particular, Joel was the engineer-of-record for the Capitola Avenue Enhancement Project.

Santa Cruz METRO. B & W is the On-call engineer for the Santa Cruz METRO providing project management, topographic surveys, design development, construction document preparation and construction administration services for the District.

Delaware Addition. Bowman & Williams provided topographic surveys, design development, construction document preparation and construction administration services for the construction of a 56 lot mixed use development on the west side of Santa Cruz.



## NORTH COAST BEACHES

Davenport Landing & Scott Creek  
Santa Cruz, Ca

Client: County of Santa Cruz Parks, Open Space & Cultural Services

Bowman & Williams prepared plans for the Scott Creek and Davenport Landing Beach Access as part of the County's North Coast Beaches Project. Wheelchair accessibility was provided to the Davenport Landing Beach and a boardwalk to an overlook area was provided through sensitive snowy plover habitat at the Scott Creek site. The project involved obtaining approvals through various State, Federal and local agencies including: Army Corps of Engineers, US Fish & Wildlife, CalTrans, State Coastal Commission and Conservancy, State Parks and Recreation Department, State Department of Fish & Game, Santa Cruz County Planning, Santa Cruz Metropolitan Transit District and the Santa Cruz County Health Department.

- ADA access
- Parking lot design
- Restroom facilities
- Erosion control
- Bus stop design
- Dune & habitat restoration



## ANNA JEAN CUMMINGS PARK

Soquel, Ca.

Client: Santa Cruz County Parks, Recreation & Open Space Department

Bowman & Williams prepared final construction plans, specifications & estimates for the Anna Jean Cummings Park located in Soquel adjacent to Soquel High School. This new park constructed for the Santa Cruz County Parks, Recreation & Open Space Department consisted of 2 softball fields, 2 soccer fields, lower & upper parking lots, play structures and picnic areas. Estimated Cost of the improvements was \$2,700,000. The project involved ADA Access, Utility Design, Grading Design, Parking Lot Design & Erosion Control Plans. The project also involved the widening of Soquel/San Jose Road along the park frontage.



- ADA access
- Utility layout
- Grading plan design
- Parking lot design
- Roadway design
- Erosion control plans
- Specification preparation





## DEPOT PARK

Center & Pacific Avenue, Santa Cruz, Ca.

Client: City of Santa Cruz Parks & Recreation Department



Bowman & Williams was the Project Civil Engineer for this new City Park. The park included a new synthetic turf soccer field, new play structures and a new pathway with lighting along the railroad frontage to the proposed site of the new Monterey Bay Sanctuary Building. Bowman & Williams also performed structural engineering for renovations to the existing historical depot structure. The project also included the realignment of Washington Street. The project involved ADA Access, Utility Design, Grading Design, Parking Lot Design & Erosion Control Plans and the preparation of a SWPPP Plan. Water Quality Best Management Practices were implemented as a portion of the site runoff enters Neary Lagoon, a sensitive habitat.

- ADA access
- Utility layout
- Grading plan design
- Parking lot design
- Street realignment
- Legal descriptions for right of way realignment
- Erosion control plans
- Specification preparation
- Storm water quality BMP's
- SWPPP plan





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**Planning & Design Services, Rispin Park, 2000 Wharf Rd., Capitola, CA., our file no. 25803**

**References**

Bowman & Williams is currently providing On-call Engineering Service to the following:

1. UCSC @ 2 departments

Physical Planning and Construction 831.459.4972  
John Barnes & Kalie Lindsay-Contract Dept.

UCSC Office of Campus Facilities 831-459-2528  
Eli Mowbray- Construction Management  
1156 High St, Barn G  
Santa Cruz, Ca. 95064  
On Call Civil Engineering and Surveying Services.

2. Soquel Creek Water District

5180 Soquel Drive  
Soquel, Ca. 95073  
831-475-8500  
Mike Wilson  
On Call Surveying Services.

3. City of Santa Cruz Water Department

212 Locust Street STE C  
Santa Cruz, Ca. 95060  
831-420-5218  
Kalen Dodd  
On Call Surveying Services, we renew the contract each year.

4. Santa Cruz METRO

Erron Alvey, Purchasing Agent  
Santa Cruz METRO Administrative Office  
110 Vernon Street  
Santa Cruz, CA 95060  
831-426-0199



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**Planning & Design Services, Rispin Park, 2000 Wharf Rd., Capitola, CA., our file no. 25803**

October 24, 2014

**Estimate of Fees for Civil Engineering Services**  
**Rispin Park**  
**2000 Wharf Road, Capitola**

Bowman & Williams Job No. 25803

		Personnel	Principal Engineer	Associate Engineer	Assistant Engineer	Technical Draftsman	Total
<b>BASIC SERVICES</b>							
		Hourly Rate:	180	165	150	105	
1	Accessibility Compliance	Hours:	8	4	8	8	\$4,140
2	Preliminary Grading Plan	Hours:	4	8	8	12	\$4,500
3	Preliminary Storm Water Management Plan	Hours:	4	8	6	8	\$3,780
4	Meetings	Hours:	6	4			\$1,740
<b>Total</b>			22	24	22	28	\$14,160



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: SL

DATE (MM/DD/YYYY)  
08/09/2014

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<b>PRODUCER</b> ACEC/MARSH 701 Market St., Ste. 1100 St. Louis, MO 63101 Jeff B. Connelly		Phone: 800-338-1391 Fax: 888-621-3173	<b>CONTACT NAME</b> PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS PRODUCER CUSTOMER ID #: <b>BOWM-01</b>
<b>INSURED</b> Bowman & Williams, Inc Dunbar Craig Land Surveyors 1011 Cedar St. Santa Cruz, CA 95062		INSURER(S) AFFORDING COVERAGE INSURER A: <b>Hartford Insurance Company</b> NAIC # <b>22357</b> INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL <input checked="" type="checkbox"/> XCU GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input checked="" type="checkbox"/>		84SBWBX2984	09/01/2014	09/01/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		84UEGAJ2032	09/01/2014	09/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000		84SBWBX2984	09/01/2014	09/01/2015	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	84WBGBE9700	09/01/2014	09/01/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) RE: ALL OPERATIONS OF THE NAMED INSURED.						

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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ACORD 25 (2009/09)

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# CERTIFICATE OF LIABILITY INSURANCE

OP ID: KL

DATE (MM/DD/YYYY)  
06/12/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> ACE/MARSH 701 Market St., Ste. 1100 St. Louis, MO 63101	Phone: 800-338-1391 Fax: 888-621-3173	<b>CONTACT NAME</b> PHONE (A/C, No., Ext): E-MAIL: ADDRESS: PRODUCER CUSTOMER ID #: <b>BOWM-01</b>	FAX (A/C, No.): INSURER(S) AFFORDING COVERAGE NAIC #
<b>INSURED</b> Bowman & Williams, Inc. and Dunbar Craig Land Surveyors 1011 Cedar St. Santa Cruz, CA 95062	INSURER A: <b>The Travelers Insurance Co.</b> INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	31194	

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR. TR.	TYPE OF INSURANCE	ADOL SUBR. INSR. WVD.	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY					EACH OCCURRENCE \$
	COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	CLAIMS-MADE OCCUR					MED. EXP. (Any one person) \$
						PERSONAL & ADV. INJURY \$
						GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG \$
	POLICY    PRO-JECT    LOC					\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO					BODILY INJURY (Per person) \$
	ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	HIRED AUTOS					\$
	NON-OWNED AUTOS					\$
	UMBRELLA LIAB	OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	CLAIMS-MADE				AGGREGATE \$
	DEDUCTIBLE					\$
	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					AC STATU-TORY LIMITS    OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE/OWNER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N				\$ L EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					\$ L DISEASE - EA EMPLOYEE \$
						\$ L DISEASE - POLICY LIMIT \$
A	PROFESSIONAL LIABILITY		105804845	07/01/2014	07/01/2015	PER CLAIM 1,000,000 AGGREGATE 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  

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ACORD 25 (2009/09)

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## XIV. Appendix 4

Resumes and supporting documents for:  
Ellen Cooper, Landscape Architect + Arborist

## Ellen Cooper, Arborist/Landscape Architect

### Employment History

- **Ellen Cooper and Associates, Owner**  
612 Windsor Street, Santa Cruz, CA

Residential and commercial landscape architecture, including site planning, grading and drainage, planting and irrigation design, lighting design, construction detailing, specifications and constructions supervision.

Wildland restoration, including erosion control planning, consultation on removal of non-native species, re-vegetation design, monitoring and maintenance planning.

Arboricultural consultation including tree health evaluation and restorative maintenance planning.  
(1989-present)

- **Habitat Restoration Group**  
P O Box 4006, Felton, CA  
Contract Re-vegetation Specialist and Arborist  
(1992-present)
- **City of Santa Cruz, Arborist**  
Department of Parks and Recreation  
307 Church Street, Santa Cruz, CA  
(1991-1995)
- **Roy Rydell Associates, Inc.**  
201 Maple Street, Santa Cruz, CA  
Associate Landscape Architect  
(1983-1990)
- **John Gilchrist and Associates**  
201 Maple Street, Santa Cruz, CA  
Environmental Planning Associate  
(1985-1986)

### Educational Background

- University of California, Santa Cruz  
Certificate of Landscape Architecture, 1987
- University of California, Santa Cruz  
BA Environmental Design, 1982

### Credentials

- **Landscape Architect**  
License #2937, State of California, 1988
- **Arborist**  
License #848, International Society of Arboriculture, 1991
- **University of California Master Gardener**  
1996

### Professional Organizations

- International Society of Arboriculture
- University of California Master Gardeners
- California Native Plant Society

## XV. Appendix 5

Resumes and supporting documents for:  
Celine Livengood, Landscape Architect + Public Meeting Facilitator



## **BACKGROUND**

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In 1998, Celine graduated from the University of California at Davis with honors for excellence in Landscape Architecture. The following four years she worked for Quadriga; a Landscape Architecture firm focusing on private development throughout the northern California regions of Sacramento and Santa Rosa. She spent the next nine years in the public sector as lead Landscape Architect with Sacramento County Regional Parks Department (Parks).

As the primary public liaison for Parks she regularly facilitated community meetings to collect input on proposed improvement plans and bring about project support through consensus. To advance her outreach and negotiation skills she took a series of training classes in facilitation through Sacramento County employee programs along with a course in Conflict Resolution through the UC Extension.

For any given project, public outreach was a main component during the initial planning stages. Some of the many community groups she presented to and facilitated meetings for are the Save the American River Association, Mather Independence Housing Association, Friends of Gibson Ranch and the Sacramento Area Bicycle Advocates. Adjunct to those informational meetings, she presented to hearing bodies representing those communities which are advisory to the Sacramento County Supervisors; including American River Parkway Advisory Committee, the Rio Linda Advisory Committee and the Wilton Community Services District.

In her most recent collaboration, she facilitated a multidisciplinary, six-member team in creating guidelines for best practices in design and maintenance of public parks. This effort produced a 62 page document for Sacramento County for the purpose of directing sustainable park development and maintenance of the County's park land.

Celine's approach in facilitation is to encourage participation, to give confirmation to stakeholders that their voice has been heard, to model a positive attitude throughout the process and to work toward consensus.

## **REPRESENTATIVE WORK**

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Stakeholder groups named below are established organizations throughout the Sacramento region. For each project Celine prepared materials, presented the project and facilitated the meetings.

### **Friends of Gibson Ranch and Dry Creek Parkway Advisory Committee (2004-2011)**

- ***Gibson Ranch Park Facilities*** - Picnic Shelters and Restrooms Facilities 2006
- ***Ranch House Community Center*** - Building renovation and expanded usable outdoor space.
- ***Ranch Entry Project*** - Replacement of an existing gate with an electronic gate and security system.
- ***Dry Creek Parkway*** - Evaluation of proposed housing development for compliance with setbacks created for the purpose of floodway.

### **Wilton Community Services District 4B (2006)**

- ***Wilton Community Park Master Plan 2005*** - Master Plan for this 23-acre park through a 6-month process leading a eight-member steering committee comprised of various community leaders.



**Rio Linda School Board and Sacramento County Library Officials (2008)**

▪ *Rio Linda Elementary School Playground* - Location of a proposed County library on school grounds.

**Sacramento Transportation Authority and Sacramento Area Bicycle Advocates (2009-2011)**

▪ *Retail and Use Tax Measure A Funds* - A new \$300,000 annual allocation specific to improvements to the American River Parkway Bike Trail. After Celine developed a preliminary strategic plan for prioritization of funding use. This information was presented for input and subsequent approval.

**Save the American River and the American River Parkway Advisory Committee (2010-2011)**

- *Lower Sunrise Picnic Area Restroom*
- *Geo-textile Erosion Control, American River Mile 20*
- *American River Parkway Trail Repairs*

**Friends of Mather and Independence Housing Association (2007-2011)**

- *Mather Bike Trail* - A one mile of paving overlay for this Class 1 bike trail and partnership with the Sacramento Tree Foundation for native plantings.
- *Mather Lake Rotary Park* - A universal access fishing dock, picnic shelters, furnishings, walkways and asphalt access drive.

**LICENSURE & CERTIFICATIONS**

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- Small Business Enterprise, Certificate #1745984 .....2012
- Disadvantaged Business Enterprise, Certificate 40757 .....2012
- CA Registered Landscape Architect, License #4911 .....2004

**PROFESSIONAL TRAINING**

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- Facilitation of Meetings, Leadership, Conflict Resolution.....2005-2012

**DEGREES**

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- B.S. Landscape Architecture, University of California, Davis, CA .....1998
- A.S. Liberal Arts, Chabot Community College, Hayward, CA .....1982

**FEES**

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Compensation is based on an hourly fee. Time will be recorded in an Excel spreadsheet, by task, to the quarter hour. An hourly rate of \$90 will be charged and billable after completion of described public meeting. See attached Scope of Work for anticipated hours and tasks.



October 13, 2014

Subject: City of Capitola- Rispin Park

Prepared for Michael Anone Landscape Architecture  
as sub-consultant for public meeting facilitation services

#### **Description of Services - Facilitator**

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1. Meetings - Phone conference with lead Landscape Architect, Michael Arnone. Time to confer and coordinate per phone conference, receive and review shared materials via electronic transfer. Allow 4 hours
2. Preparation of Materials - Prepare agenda, charts and other materials to facilitate public meeting. Allow 3 hours. (See excluded items section).
3. Facilitation Services - Public meeting to take place in City of Capitola. As per the Request for Proposal, one public forum is anticipated. introducing the project, background, site description, environmental issues, engineer's report and more. Allow a duration of 4 hours along with 1 hour or set-up and clean-up.
4. Assemble Public Comments - Organize resulting information from the public meeting and subsequently submit original recorded input along with collated information. Allow 4 hours.

#### **Terms for Performance**

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Performance on services are described above is contingent on the following;

A minimum of 12 days prior to date services are needed at the public meeting must be given to facilitator.

That all necessary illustrative materials, overhead projector and informational handouts are provided by Michael Arnone Landscape Architecture.

Allow a minimum of three days for collation and delivery of information from public meeting.

#### **Exclusions to Facilitation Services**

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1. Illustrative Exhibits - The following items are to be provided by Lead Landscape Architect; graphics sized appropriate for anticipated audience by either hardcopy exhibits or projected overhead to large-screen. Printed handouts for individual participants with any pertinent information to educate
2. Delivery by Courier or Mail service fees for any overnight courier or other ground services.

#### **Fee for Services**

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These above described services will be provided for on an hourly basis at \$90/ hour. Fees are due within 30 days of completion of services.

REFERENCES - Mirus Landscape Architecture

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Jim Schubert – Senior Landscape Architect, Sacramento County Department of Transportation  
Phone: 916-874-7911, email: [schubertj@saccounty.net](mailto:schubertj@saccounty.net)

Chuck Ingels – Sacramento County Director UC Cooperative Extension Services  
Phone: 916-875-6527, Email: [caingels@ucdavis.edu](mailto:caingels@ucdavis.edu)

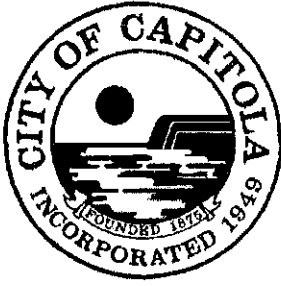
Carmel Brown., Executive Advisor, Integrated Water Management  
California Department of Water Resources  
Phone (916) 591-1324: Email: [Carmel.brown@water.ca.gov](mailto:Carmel.brown@water.ca.gov)

Mary de Beauvieres – Principal Planner, City of Sacramento Parks and Recreation  
Phone: 916-808-8722, Email: [MdeBeauvieres@cityofsacramento.org](mailto:MdeBeauvieres@cityofsacramento.org)

Michael Grace - General Manager, Fulton-El Camino Recreation and Park District  
Phone: 916-927-3802 x118, Email: [mgrace@fecrecrepark.com](mailto:mgrace@fecrecrepark.com)

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## CITY COUNCIL AGENDA REPORT

MEETING OF NOVEMBER 25, 2014

FROM: CITY MANAGER'S OFFICE

SUBJECT: JOINT EXERCISE OF POWERS AGREEMENT FOR THE SANTA CRUZ  
LIBRARIES FACILITIES FINANCING AUTHORITY

**RECOMMENDED ACTION:** Approve the attached Santa Cruz Libraries Facilities Financing Authority Joint Exercise of Powers Agreement and authorize the City Manager to sign the Agreement.

**BACKGROUND:** Over the last year City Council has received several updates regarding the Library Facilities Master Plan for the Santa Cruz City-County Library System, and a potential regional library funding measure. Mostly recently, on October 23<sup>rd</sup> staff presented the status of negotiations regarding how to distribute revenue from a potential regional bond measure.

In order to consider putting such a regional measure out to voters in 2015, the first step is the creation of an entity with the authority to place a special assessment in the ballot in the three cities and the unincorporated areas within the County.

**DISCUSSION:** Attached is the documentation necessary to create the new Joint Exercise of Powers Agreement (JPA) for the Santa Cruz Libraries Facilities Financing Authority (Agreement). The purpose of this Agreement is to provide the financing for acquisition, construction, and improvement of public library facilities through the formation of a community facilities district, as well as the authorization and issuance of bonds under the Mello Roos Community Facilities Act of 1982. This Agreement has been approved by the Library Joint Powers Board, as well as the cities of Scotts Valley and Santa Cruz. It is scheduled for County consideration on December 9<sup>th</sup>.

The City of Capitola is already a party to two other agreements related to the library system. One is a Library Operations Joint Power Authority which manages the library system operations and is overseen by a nine-member board. The Library Operations JPA includes the County of Santa Cruz and the cities of Santa Cruz, Scotts Valley, and Capitola (not the City of Watsonville which operates its own system). A separate Joint Powers Financing Authority distributes funding to the region's two library systems, and includes the County and all four cities.

Creating a new and separate Library Facilities Financing Authority was determined to be the best way to provide for the financing of the Public Library Improvements at this time. Amending the existing operating Joint Powers Agreement was not practical as that agreement expires in 2017. Amending the existing Joint Powers Financing Authority was also not practical because it includes the City of Watsonville which is not a party to the Library Facilities Master Plan process. Therefore, a new and separate third Joint Powers Agreement for the purpose of forming a community facilities district for the issuance of bonds is being presented. It needs to be approved by all jurisdictions by December 2014, in order to allow enough time for the formation process of the community facilities district.

## Item #: 10.F. Staff Report.pdf

11-25-14 AGENDA REPORT

SANTA CRUZ LIBRARIES FACILITIES FINANCING AUTHORITY JPA AGREEMENT

The need for the financing through this new Agreement comes from a master planning process initiated in 2012 by the Library Operations JPA to create modern library facilities. The final report, dated March 28, 2013, discussed 11 library facilities:

- Aptos
- Boulder Creek
- Branciforte
- Capitola
- Downtown
- Felton
- Garfield Park
- Library Headquarters
- La Selva Beach
- Live Oak
- Scotts Valley

The total cost of the Public Library Improvements discussed in the Master Facilities Plan ranges from a total of \$62.9 million to \$83 million. The actual dollar amount for improvements that would be funded through a bond issue has not yet been determined. On page three of the Agreement the 11 library facilities are listed with \$1 each as a placeholder. The \$1 is truly just a placeholder and is not intended to indicate a ratio of the final distribution (i.e. the same amount for each facility). In order to call an election before March 6, 2015, this Agreement will need to be amended to identify the actual dollar allocations for each facility.

The Agreement calls for the County Auditor-Controller to serve as Treasurer of the new Joint Powers Authority without compensation. The governing board of the new Library Facilities Financing Authority will be the County Administrative Officer of the County and the City Managers of the three cities.

The term of the Agreement starts when all jurisdictions have approved it and continues in full force and effect while any bonds or other obligations of the Library Facilities Financing Authority remain outstanding. However, as outlined previously the Agreement does not authorize the issuance of any debt unless a subsequent amendment is passed that delineates the distribution of funds.

**FISCAL IMPACT:** If the Agreement is approved by all jurisdictions and if a distribution of funds is subsequently approved through an amendment to this Agreement, then the City of Capitola would receive their share of the bond proceeds for library improvements. The repayment of the bonds would be by assessments on properties within the entire community facilities district, not just the City of Capitola.

### **ATTACHMENT:**

1. Santa Cruz Libraries Facilities Financing Authority Joint Exercise of Powers Agreement

Report Prepared By: Jamie Goldstein  
City Manager

Reviewed and Forwarded  
By City Manager 

**SANTA CRUZ LIBRARIES FACILITIES FINANCING AUTHORITY**

**JOINT EXERCISE OF POWERS AGREEMENT**

This JOINT EXERCISE OF POWERS AGREEMENT (this "Agreement"), dated December \_\_, 2014, is entered into by and among the CITY OF SANTA CRUZ, a charter city and municipal corporation duly organized and existing under the Constitution and laws of the State of California, the CITY OF SCOTTS VALLEY, a general law city and municipal corporation duly organized and existing under the laws of the State of California, the CITY OF CAPITOLA, a general law city and municipal corporation duly organized and existing under the laws of the State of California, and the COUNTY OF SANTA CRUZ, a California county duly organized and existing under the laws of the State of California.

**BACKGROUND:**

1. The Cities and the County wish to enter into this Agreement establishing a new and separate joint powers authority for the purpose of financing the acquisition, construction and improvement of public library facilities (the "Public Library Improvements") through the formation of a community facilities district under the Mello-Roos Community Facilities Act of 1982, constituting Chapter 2.5 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California, commencing with Section 53311 of said Code (the "Mello Roos Act") and the authorization and issuance of bonds under the Mello Roos Act.

2. Following the execution and delivery of this Agreement, the Cities and the County intend to amend this Agreement (the "Amendment") to specify details regarding the terms and provisions upon which the Public Library Improvements will be funded, including provisions relating to the allocation of bond proceeds, the scope of the Public Library Improvements including minimum deliverables and standards for furniture, shelving and signage, the roles and responsibilities with respect to the construction of the Public Library Improvements, the allocation and disposition of excess funds, a definition of general design standards for the Public Library Improvements, and other matters relating to the design, construction and implementation of the financing plan for the Public Library Improvements.

**AGREEMENT:**

For and in consideration of the premises and the material covenants hereinafter contained, the Parties hereto hereby formally covenant, agree and bind themselves as follows:

SECTION 1. *Definitions.* Unless the context otherwise requires, the terms defined in this Section 2 have the meanings herein specified.

"Agreement" means this Joint Exercise of Powers Agreement, as it may be amended from time to time, creating the Facilities Authority.

"Amendment" means an amendment to this Agreement referenced in Background recital 2 above.

"Board" means the governing board of the Facilities Authority.

"Bond" or "Bonds" means any notes, bonds or other obligations issued by the Facilities Authority for the purpose of financing Public Library Improvements.

"Cities" means, collectively, the Cities of Santa Cruz, Scotts Valley and Capitola.

"County" means the County of Santa Cruz.

"Directors" means the members of the Board, as set forth in Section 4(b).

"Facilities Authority" means the joint powers authority created by this Agreement.

"Joint Powers Act" means the Joint Exercise of Powers Act, constituting Chapter 5 of Division 7 of Title 1 of the California Government Code, commencing with Section 6500 of said Code.

"Library Operator" means the Library Joint Powers Authority, the Parties or any other entity established to carry out library operations.

"Mello Roos Act" means the Mello-Roos Community Facilities Act of 1982, constituting Chapter 2.5 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California, commencing with Section 53311 of said Code.

"Parties" means, collectively, all the parties to the Agreement, being the Cities and the County.

"Public Library Improvements" means physical improvements to the public library facilities, as set forth in Section 2, which are operated by the Library Operator and for which bonds may be issued pursuant to Section 6546(p) of the Joint Powers Act.

SECTION 2. *Purpose.* This Agreement is entered into under the Joint Powers Act for the purpose of establishing a joint powers authority which is authorized to exercise the powers granted to it under the Joint Powers Act and the Mello Roos Act for the purpose of:

- (a) Forming a community facilities district under the Mello Roos Act;
- (b) Calling an election under the Mello Roos Act on the issuance of Bonds for the purpose of raising not to exceed \$11 of proceeds for the financing of Public Library Improvements;
- (c) Issuing Bonds to finance Public Library Improvements; and
- (d) Carrying out all activities required for the proper management of the Bonds to be issued hereunder.

It is understood and agreed by the Parties that the purpose of the Facilities Authority is to form a single community facilities district and to conduct a single bond

election for the issuance of a single issue of Bonds for the purpose of raising not to exceed \$11 and that following the initial formation of the community facilities district and bond election, the purposes of the Facilities Authority shall be to issue the Bonds that have been authorized at such election, to service the debt associated with the issuance and otherwise administer the Bonds during the term thereof.

Within ten days of issuance, exclusive of any costs of issuance, which shall be retained by the Facilities Authority, and exclusive of any reserve which is funded from the proceeds of the Bonds, the Facilities Authority shall distribute the Bond proceeds to each of the Parties in the amounts specified below in order to undertake and complete the construction of the Public Library Improvements:

Aptos – \$1  
 Boulder Creek – \$1  
 Branciforte – \$1  
 Capitola – \$1  
 Downtown – \$1  
 Felton – \$1  
 Garfield Park – \$1  
 Headquarters – \$1  
 La Selva Beach – \$1  
 Live Oak – \$1  
 Scotts Valley – \$1

Changes to the total amount of the Bonds to be issued or to the distribution of Bond proceeds among the Parties shall require an amendment to this Agreement, as set forth in Section 14, and shall be subject to the requirements of the Joint Powers Act.

It is understood that the above \$1 allocation per branch is intended to be a placeholder for actual allocations which are intended to be set forth in the Amendment to this Agreement. The amounts specified are an example only and are not intended to reflect any particular ratio apportionment or amount of bond proceeds to be issued for any of the particular branch libraries for which bond proceeds may be issued.

The Amendment will also address how excess funds by project will be re-allocated to fulfill the purposes stated in the financial measure which funds the Community Facilities District.

Each of the Parties shall deposit Bond proceeds into a separate account to track revenues, expenses and fund balance, which will be subject to an independent audit every year during the term of this Agreement. Each of the Parties will be required to execute and deliver certifications and make representations and covenants regarding the administration and investment of Bond proceeds, as may be required by bond counsel in order to ensure compliance with applicable provisions of federal tax law.

The Parties shall work with their designated Library Operator to ensure that the Public Library Improvements meet the appropriate minimum deliverables for each project as well as furniture, shelving and signage standards as defined in the Amendment.

SECTION 3. *Term.* This Agreement takes effect as of the date hereof and continues in full force and effect while any Bonds or other obligations of the Facilities Authority remain outstanding under the terms of any indenture, trust agreement, contract, agreement, lease, sublease or other instrument under which such Bonds are issued or other obligations are incurred. The Facilities Authority shall cause all records regarding its formation, existence, any Bonds issued by it, obligations incurred by it and proceedings pertaining to its termination to be retained for at least six years following termination of the Facilities Authority or final payment of any Bonds, whichever is later.

SECTION 4. *The Facilities Authority.*

(a) Creation of Facilities Authority. There is hereby created under the Joint Powers Act an agency and public entity to be known as the "Santa Cruz Libraries Facilities Financing Authority." As provided in the Joint Powers Act, the Facilities Authority is a public entity separate from the Parties. The debts, liabilities and obligations of the Facilities Authority do not and shall not constitute debts, liabilities or obligations of the Parties. Within 30 days after the effective date of this Agreement or any amendment hereto, the Facilities Authority will cause a notice of this Agreement or amendment to be prepared and filed with the office of the Secretary of State of the State of California in the manner set forth in Section 6503.5 of the Joint Powers Act.

(b) Governing Board. The Facilities Authority shall be administered by the Board consisting of four Directors, who shall consist of the chief executive officer of each of the Parties, or a designee of any such chief executive officer. In the case of the Cities, the chief executive officer shall be the City Manager of each of the Cities; and in the case of the County, the chief executive officer shall be the County Administrative Officer of the County. The Board may adopt, from time to time, such bylaws, rules and regulations necessary for the productive management of its meetings.

All voting power of the Authority shall reside in the Board. Each Director shall have one vote.

(c) Meetings of Board.

(i) Time and Place. The Board shall establish the times and dates for regular meetings by resolution adopted by the Board. Regular meetings of the Board shall be held at such location as shall be designated by the Board, except as may otherwise be permitted by the laws of the State of California in the case of a meeting held by teleconference. The initial location for regular meetings of the Board shall be 224 Church Street in the City of Santa Cruz. The Board may hold special meetings at any time and from time to time in accordance with the provisions of the Ralph M. Brown Act (Chapter 9 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California), or any successor legislation hereinafter enacted (the "Brown Act").

(ii) Brown Act. All meetings of the Board will be called, noticed, held and conducted in accordance with the applicable provisions of the Brown Act.

(iii) Minutes. The Board will cause minutes of all meetings of the Board to be kept and shall, as soon as possible after each meeting, cause a copy of the minutes to be forwarded to each member of the Board and to the Parties.

(iv) Quorum. A majority of the members of the Board shall constitute a quorum for the transaction of business, except that less than a quorum may adjourn meetings from time to time. The affirmative votes of at least a majority of the Directors present at any meeting at which a quorum is present shall be required to take any action by the Board. Notwithstanding the foregoing provisions of this subsection (iv), any action taken by the Board to form a community facilities district, call a bond election or issue Bonds pursuant to such election and distribute bond proceeds shall only be taken with the affirmative vote of all of the Directors.

(d) Officers; Duties; Bonds

(i) Treasurer-Controller. Pursuant to Section 6505.5 and 6505.6 of the Joint Powers Act, the Santa Cruz County Auditor-Controller-Treasurer-Tax Collector is hereby designated as the Treasurer-Controller and, as such, shall perform the functions of the treasurer and the functions of the auditor of the Facilities Authority, as such functions are set forth in Section 6505.5 of the Joint Powers Law. Pursuant to Section 6505.1 of the Joint Powers Act, the Treasurer-Controller shall have custody of, handle and have access to all accounts, funds and money of the Facilities Authority from whatever source and all records of the Facilities Authority relating thereto. The County will not charge the Facilities Authority for the services of the Santa Cruz County Auditor-Controller-Treasurer-Tax Collector's Office to issue debt, make debt service payments or make drawdowns.

The Treasurer-Controller of the Facilities Authority is hereby designated as the public officer or person who has charge of, handles, or has access to any property of the Facilities Authority. The Treasurer-Controller shall file an official bond in the amount of \$25,000 as required by Section 6505.1 of the Joint Powers Act; provided, that such bond shall not be required if the Facilities Authority does not possess or own property or funds with an aggregate value of greater than \$500 (excluding amounts held by a trustee or other fiduciary in connection with any Bonds). So long as required by Section 6505 and Section 6505.5 of the Joint Powers Act, every year during the term of this Agreement the Treasurer-Controller of the Facilities Authority shall prepare or cause to be prepared an independent audit to be made by a certified public accountant, or a public accountant, as required under Sections 6505, 6505.5, and 6505.6 of the Joint Powers Act. Any costs associated with the independent audit shall be paid for by the Parties to this Agreement or their designated Library Operator, as determined by the Parties, proportionate to the Bond proceeds received, as set forth in Section 2.

(ii) Chair and Vice Chair. The Board of Directors shall elect a Chair and a Vice-Chair of the Facilities Authority at its first meeting in January of each year. The Chair shall be the presiding officer of the Facilities Authority, and shall sign all contracts on behalf of the Facilities Authority unless otherwise provided by resolution of the Board. The Vice Chair shall perform the duties of the Chair in the absence or unavailability of the Chair.

(iii) Executive Director, Secretary and Other Officers The Board may appoint staff to conduct the business of the Facilities Authority. Said officers shall perform such functions as shall be customary in the exercise of such positions, and as may be more specifically provided by the Facilities Authority from time to time. The Executive Director shall have charge of the day-to-day administration of the Facilities Authority and shall execute the directives of the Board. The Secretary shall have charge of and access to

all the records of the Facilities Authority other than those that are the responsibility of the Treasurer-Controller. The Secretary shall be responsible for recording and distributing the minutes of all meetings of the Board. The Board may appoint an attorney or firm of attorneys to serve as the general legal counsel to the Facilities Authority, who shall perform such duties as may be prescribed by the Board. Any costs associated with such appointments shall be paid for by the Parties to this Agreement or their designated Library Operator, as determined by the Parties, proportionate to the Bond proceeds received, as set forth in Section 2.

The Board shall have the power to appoint such other officers and employees as it may deem necessary and to retain independent counsel, consultants and accountants. Any costs associated with such appointments shall be paid for by the Parties to this Agreement or their designated Library Operator, as determined by the Parties, proportionate to the Bond proceeds received, as set forth in Section 2.

(iv) Privileges and Immunities. All of the privileges and immunities from liability, exemptions from laws, ordinances and rules, all pension, relief, disability, worker's compensation and other benefits which apply to the activities of officers, agents or employees of the Parties when performing their respective functions within the territorial limits of their respective Party, shall apply to them to the same degree and extent while engaged in the performance of any of their functions and duties extraterritorially under the provisions of this Agreement.

(v) Employees Independent of Parties. None of the officers, agents or employees, if any, directly employed by the Facilities Authority shall be deemed, by reason of their employment by the Facilities Authority, to be employed by any Party or, by reason of their employment by the Facilities Authority, to be subject to any of the requirements of any Party.

#### SECTION 5. *Powers.*

The Facilities Authority shall have the power, in its own name, to conduct proceedings under the Mello Roos Act to form a single community facilities district within all or a portion of the boundaries of the Parties, to conduct a single bond election for the issuance of a single issue Bonds for the purpose of raising not to exceed \$11 for the purpose of authorizing the imposition of a special tax within the community facilities district and for the purpose of authorizing the issuance of Bonds to finance Public Library Improvements within the community facilities district, and to issue Bonds under the Mello Roos Act for said purposes. The Facilities Authority is not authorized to take any actions inconsistent with or additional to the specific proceedings set forth above.

The Facilities Authority shall have all powers which a joint powers authority may exercise under the Joint Powers Act (including powers which are common to the Parties in accordance with Section 6502 of the Joint Powers Act), and all powers granted to it as a public agency under the laws of the State of California (including but not limited to the powers set forth in Chapter 12, Division 6, Title 1 of the California Government Code, commencing with Section 5920 of said Code), for the purpose of carrying out the purposes for which the Facilities Authority has been established. The Facilities Authority is hereby authorized, in its own name, to do all acts necessary for the exercise of common powers, including but not limited to making and entering into contracts, suing and being sued in its own name, incurring obligations, and carrying out and enforcing all the provisions of this Agreement.



Notwithstanding anything herein to the contrary, the Facilities Authority shall not complete proceedings under the Mello Roos Act to form a community facilities district or to conduct an election for the purpose of authorizing the imposition of a special tax within the community facilities and for the purpose of authorizing the issuance of Bonds to finance Public Library Improvements, prior to the execution and delivery of the Amendment to this Agreement by all of the Parties. Such proceedings to form a community facilities district and call an election on the issuance of bonds shall comply in all respects with the applicable provisions of the Amendment.

SECTION 6. *Termination of Powers.* The Facilities Authority shall continue to exercise the powers herein conferred upon it until the termination of this Agreement in accordance with Section 3.

SECTION 7. *Fiscal Year.* Unless and until changed by resolution of the Board, the fiscal year of the Facilities Authority is the period from July 1 of each year to and including the following June 30.

SECTION 8. *Disposition of Assets.* Upon termination of this Agreement under Section 3, any surplus money in possession of the Facilities Authority or on deposit in any fund or account of the Facilities Authority, and all property of the Facilities Authority both real and personal, will be returned in proportion to any contributions made as required by Section 6512 of the Joint Powers Act, and otherwise will be divided proportionate to the amount of the Bonds set forth in Section 2. The Board is vested with all powers of the Facilities Authority for the purpose of concluding and dissolving the business affairs of the Facilities Authority.

SECTION 9. *Contributions and Advances.* Contributions or advances of public funds and of personnel, equipment or property may be made to the Facilities Authority by the Parties for any of the purposes of this Agreement. It is mutually understood and agreed that no Party of the Facilities Authority shall have any obligation to make advances or contributions to the Facilities Authority to provide for the costs and expenses of administration of the Facilities Authority, even though any Party may do so. Any Party may allow the use of personnel, equipment or property in lieu of other contributions or advances to the Facilities Authority.

SECTION 10. *Accounts and Reports.* The Facilities Authority will establish and maintain such funds and accounts as may be required by good accounting practice. The books and records of the Facilities Authority will be open to inspection at all reasonable times by the Parties and their representatives.

SECTION 11. *Conflict of Interest Code.* The Facilities Authority shall, by resolution of the Board, adopt a Conflict of Interest Code to the extent required by law.

SECTION 12. *Severability.* If any part, term, or provision of this Agreement is decided by the courts to be illegal or in conflict with any law of the State of California, or otherwise be rendered unenforceable or ineffectual, the validity of the remaining parts, terms or provisions hereof will not be affected thereby.

SECTION 13. *Successors.* This Agreement is binding on and inures to the benefit of the successors of the Parties. No Party may assign any right or obligation under this Agreement without the written consent of the other Parties.

SECTION 14. *Amendment.* This Agreement may be amended by supplemental agreement executed by the Parties at any time. However, this Agreement may be terminated only in accordance with Section 3 and any such supplemental agreement is subject to any restrictions contained in any Bonds or documents related to any Bonds to which the Facilities Authority is a party.

SECTION 15. *Form of Approvals.* Whenever an approval is required in this Agreement, unless the context specifies otherwise, it shall be given by resolution duly adopted by the governing board of the affected Party, and, in the case of the Facilities Authority, by resolution duly adopted by the Board. Whenever in this Agreement any consent or approval is required, the same shall not be unreasonably withheld.

SECTION 16. *Mutual Defense and Indemnification of Parties and Employees.* Each Party and the Facilities Authority shall defend, indemnify, and hold harmless one another against any and all claims, actions, losses, liability or expense (including attorney's fees) arising out of, or based upon, the acts or omissions of the Facilities Authority or its Parties in executing the powers of the Facilities Authority. To the full extent permitted by law, the Board shall provide for indemnification by the Facilities Authority of any person who is or was a member of the Board, or an officer, employee or other agent of the Facilities Authority or a Party, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any legal proceeding related to the work of the Facilities Authority, if such person acted in good faith and in the course and scope of his or her office, employment or agency. In the case of a criminal proceeding, the Board may, but is not required to, provide for indemnification and defense of a member of the Board, or an officer, employee or other agent of the Facilities Authority to the extent permitted by law. A member, officer, or employee of the Facilities Authority or any Party may not be held personally liable on any Bonds and may not be subject to any personal liability or accountability by reason of the issuance of Bonds under the Joint Powers Act and this Agreement.

(a) Liability Insurance. The Facilities Authority shall purchase a General Liability Insurance policy with coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability. Any costs associated with the insurance policy shall be paid for by the Facilities Authority out of the Bond proceeds. The named insured shall be the Facilities Authority and, accordingly, the Facilities Authority shall have responsibility for exercising all rights conferred by the insurance policy upon the insured.

(b) Uninsured Claims. Any uninsured costs of providing liability defense, including payments for legal fees and costs and including payment of adjusted and settled claims and judgments must be approved by the Parties. Where it is necessary to employ special legal counsel given the nature of the claim, the Facilities Authority shall select said special legal counsel. Legal counsel shall report to the Facilities Authority with respect to said claims in recognition of the Facilities Authority's status as defendant and client. Legal counsel shall therefore enjoy an attorney-client privilege with the Facilities Authority and the Facilities Authority shall have the authority to make all

decisions for which a client is customarily responsible in an attorney-client relationship, including final decisions with respect to the adjustment and settlement of uninsured claims and the rejection of settlement offers. Any costs associated with uninsured claims shall be paid for by the the Parties to this Agreement or their designated Library Operator, as determined by the Parties, proportionate to the Bond proceeds received, as set forth in Section 2.

SECTION 17. *Notices.* Notices to any Party hereunder shall be sufficient if delivered to the representatives of the Parties serving as Directors on the Board.


SECTION 18. *Section Headings.* All section headings contained herein are for convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement.

SECTION 19. *Law Governing.* This Agreement is made in the State of California under the Constitution and laws of the State of California and is to be so construed.

SECTION 20. *Enforcement by Facilities Authority.* The Facilities Authority is hereby authorized to take any or all legal or equitable actions necessary or permitted by law to enforce this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized, and their official seals to be hereto affixed, as of the day and year first above written.

CITY OF SANTA CRUZ

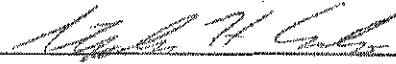
By   
Martin Bernal  
City Manager

Attest:




Bren Lehn  
City Clerk ~~Administration~~

CITY OF SCOTTS VALLEY

By   
STEPHEN H. ANDO  
CITY MANAGER

Attest:

  
TRACY A. FERRARA  
CITY CLERK

CITY OF CAPITOLA

By \_\_\_\_\_  
Benjamin Goldstein, City Manager

Attest:

\_\_\_\_\_  
Susan Sneddon, City Clerk

COUNTY OF SANTA CRUZ

By \_\_\_\_\_

Attest:

\_\_\_\_\_