

City of Capitola Agenda

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



CAPITOLA CITY COUNCIL REGULAR MEETING

THURSDAY, MARCH 26, 2020

7:00 PM

CITY COUNCIL CHAMBERS
420 CAPITOLA AVENUE, CAPITOLA, CA 95010

CLOSED SESSION - 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 Open Session Meeting.

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

2. ADDITIONAL MATERIALS

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

A. Item 7.B - six public comment emails

B. Item 7.C - updated staff report

3. ADDITIONS AND DELETIONS TO AGENDA

4. 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.

5. CITY COUNCIL / STAFF COMMENTS

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

6. 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.

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
March 26, 2020

- A. Receive the Planning Commission Action Minutes for the Regular Meeting of March 5, 2020
RECOMMENDED ACTION: Receive minutes.
- B. Approval of City Check Registers Dated February 7, February 14, February 21 and February 28, 2020
RECOMMENDED ACTION: Approve check registers.
- C. Second Reading of an Ordinance Amending Chapter 17.74 Accessory Dwelling Units and Chapter 17.15 (17.16 Outside Coastal Zone) for R-1 Zoning District
RECOMMENDED ACTION: Adopt the proposed Ordinance amending Title 17 to align with recent State requirements for Accessory Dwelling Units and Floor Area Ratio for Single Family Residences with an Accessory Dwelling Unit, and waive reading of the text.
- D. Second Reading of an Ordinance Amending Chapter 17.80 Signs
RECOMMENDED ACTION: Adopt the proposed Ordinance amending Title 17 to align with recent legal decisions regarding non-commercial signs, amended from introduction to allow 120 days for political signs, and waive reading of the text.
- E. Update on the Emergency Repairs to the Wharf
RECOMMENDED ACTION:
 - 1. Accept this update report on the Emergency Repairs to the Wharf, and
 - 2. By super majority vote, adopt a resolution amending Resolution No. 4166 adopted by the City Council on February 13, 2020, to reflect changes in the project scope.

7. GENERAL GOVERNMENT / PUBLIC HEARINGS

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

- A. Update on the COVID-19 Emergency Declaration
RECOMMENDED ACTION:
 - 1. Accept this update report on the emergency declaration due to the worldwide spread of the Coronavirus (COVID-19), and
 - 2. By super majority vote, adopt a resolution determining that all hazards of the Coronavirus as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, have not been eliminated and that there is a need to continue action.
- B. Consider Adopting an Urgency Ordinance Temporarily Prohibiting Tenant Evictions Due to COVID-19
RECOMMENDED ACTION: Approve an urgency ordinance to establish a temporary moratorium on evicting tenants unable to pay rent due to a loss of income caused by the Coronavirus Disease 2019 (COVID-19).
- C. Consider Approval of Plans, Specifications, and Construction Estimate for Park Avenue Storm Damage Repair and Authorize Advertising for Bids
RECOMMENDED ACTION: Approve the plans, specifications, and estimate for the Park Avenue Storm Damage Project and authorize the Department of Public Works to advertise for construction bids, setting the bid opening date for 11:00 a.m. on

Wednesday, April 29, 2020.

8. ADJOURNMENT

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

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

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

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

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

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

Woodmansee, Chloe

From: julie@withmyowntwohands.net
Sent: Tuesday, March 24, 2020 11:15 AM
To: julie@withmyowntwohands.net
Subject: Stop Evictions, PLEASE HELP!!

I've lived in Santa Cruz all of my adult life--that's nearly 20 years now--& own 2 small businesses here in town. I'm 41, single, & work VERY hard. I've never missed a rent payment in my life, but am now suddenly unable to do just that due to COVID-19. I've lived in this rental on 38th Ave. for almost 7 years now.

In light of this public health crisis, when it's imperative that families be stably housed, I call on you, our elected officials, to enact the following measures for as long as all residents of Santa Cruz County, regardless of immigration status, are substantially affected by COVID-19.

- 1) An immediate Moratorium on Rent Increases & Evictions
- 2) Immediate End to displacing unhoused encampments
- 3) Emergency Rental or Mortgage Assistance
- 4) Prevent Utility shut-offs & halt fees
- 5) Immediately deploy more public hand-washing stations & port-a-potties

Thank you for fighting for us, & for your hard work. Cheers, Julie

Julie Lefmann
www.WithMyOwnTwoHands.net
www.MermaidMemoriesSC.com
Certified Massage, Watsu, & Reiki Therapist
Professional Mermaid--Parties & Photoshoots

Communication: Item 7.B - six public comment emails (ADDITIONAL MATERIALS)

Woodmansee, Chloe

From: jonelle b <jonelle.superstylist@gmail.com>
Sent: Tuesday, March 24, 2020 3:42 PM
To: City Council
Subject: Commercial Evictions Moratorium

Hello Councilmembers,

I am a small business owner (hair salon, considered nonessential, temporarily/indefinitely shuttered) in Capitola. I appreciate the moratorium on residential evictions, and I know the people possibly affected by this are grateful as well. Please extend the moratorium to include commercial rentals.

My small business will not continue to thrive, or even exist, if you choose not to include commercial properties in the protections.

Thank you so very much,
Jonelle Badger

Communication: Item 7.B - six public comment emails (ADDITIONAL MATERIALS)

Woodmansee, Chloe

From: Rob Willis <robrsw@gmail.com>
Sent: Tuesday, March 24, 2020 3:56 PM
To: City Council
Subject: Small business owners

Follow Up Flag: Follow up
Flag Status: Flagged

I appreciate the moratorium on residential evictions but it needs to include commercial property as well, to protect small business owners...
Thank you

Communication: Item 7.B - six public comment emails (ADDITIONAL MATERIALS)

Woodmansee, Chloe

From: Pamela Badger <pgbadger@gmail.com>
Sent: Wednesday, March 25, 2020 8:35 AM
To: City Council
Subject: protect small businesses from evictions

Hello, I'm a 2nd generation Santa Cruz County native and a 5th generation Californian. My niece has a small business in Capitola. She wants to stay there. She and other small businesses need protection from eviction. please include small businesses in the eviction protection you are considering.

Thank you,
Pam Badger

Communication: Item 7.B - six public comment emails (ADDITIONAL MATERIALS)

Woodmansee, Chloe

From: Paula Bradley <pbradley2004@sbcglobal.net>
Sent: Wednesday, March 25, 2020 11:24 AM
To: City Council
Subject: City Council Meeting 3/26/20 - Urgency ordinance item # 7.B

Dear Mayor and Council Members,

As a resident and residential rental property owner in Capitola, I support the urgency ordinance limiting evictions related to the economic effects of the COVID-19 pandemic. I also agree with the provision that the moratorium does not absolve tenants from paying rent. It is up to an owner and tenants to work out reasonable terms to recover rent, if possible in the future. For many rental property owners, unpaid rents will likely remain a permanent loss of income, the same as for workers and businesses. Workers and small local businesses both need relief and support.

Is the City is considering a moratorium for commercial evictions like Santa Cruz County?

Thank you,

Paula Bradley

Communication: Item 7.B - six public comment emails (ADDITIONAL MATERIALS)

Woodmansee, Chloe

From: Kathy Card <kathcard@gmail.com>
Sent: Wednesday, March 25, 2020 2:48 PM
To: City Council
Subject: [PDF] Council Meeting 3.26.20 - Comment on Item 7.B
Attachments: Emergency Standing Order Related to Unlawful Detainer Proceedings and Judgments 03 24 2020.pdf; SB 939 Fact Sheet - Senator Wiener.pdf

3/25/20

Regarding Agenda Item 7.B.

Attached:

1. California State Senator Scott Wiener's SB 939 Fact Sheet - No Commercial Evictions during COVID-19 State of Emergency (the text of the Bill is expected to be available tonight; it will be emailed to me by the Legislative Aide, and I'll forward it to the Council when I receive it).
2. Santa Cruz Superior Court's Standing Order of 3.24.20 Related to Unlawful Detainer Proceedings and Judgments.

[I understand the Council has already received a copy of the Santa Cruz County Board of Supervisors' Resolution regarding substantive limitations on residential and commercial evictions adopted 3.24.20.]

"No Eviction" enactments to date are helpful, and they offer some protection during this emergency to both landlords and tenants. The Council's proposed Resolution addresses only residential tenants. I urge the Council to enact the same protections for commercial tenants that it does for residential tenants because many small businesses that benefit and support the Capitola community can ill afford the financial consequences of a government-mandated closure.

Please note that, so far, "no eviction" orders, directives, and resolutions do not appear to preclude a landlord from filing a lawsuit or obtaining a default judgment (if the tenant doesn't respond) and then levying on bank accounts or wages. Yesterday's Standing Order by the Superior Court (which stops trials and issuance of writs of possession) protects both residential and commercial tenants, as well as landlords. As I understand it, the Court Clerk will still accept most eviction lawsuit filings by landlords, thus allowing default judgments in favor of a landlord, when appropriate, and writs of executions. To protect commercial or residential tenants in those default judgment instances, the Court is not allowing issuance of writs of possession so that those tenants may not be removed from their homes and buildings during this crisis. Cases that proceed by trial and judgment will not go forward until further order, and those residential and commercial tenants may not be removed from their homes and buildings. Likewise, the Board of Supervisors' Resolution extends "no eviction" protection to commercial and residential tenants.

Please consider SB 939, the Resolution adopted by the Board of Supervisors, and the Superior Court's Standing Order. Please extend this protection to commercial tenants in the Capitola community.

Kathy Card

Communication: Item 7.B - six public comment emails (ADDITIONAL MATERIALS)



Senator Scott Wiener, 11th Senate District

Senate Bill 939– No Commercial Evictions during COVID-19 State of Emergency

SUMMARY

Senate Bill 939 suspends all evictions for commercial tenants, including small businesses and non-profit organizations, for the duration of the COVID-19 State of Emergency that was declared by Governor Gavin Newsom on March 4, 2020.

This bill applies retroactively as well: any commercial eviction issued after March 4, 2020, and prior to the passage of Senate Bill 939, shall be deemed unenforceable and void.

PROBLEM

California is in a historic state of emergency given the global pandemic of COVID-19, putting the health and safety of our communities at serious risk. While public health officials in California have taken aggressive, appropriate action to curb the spread of the virus, these actions have had disastrous economic consequences.

Among them, many businesses and non-profits with tight margins have seen their operations grind to a halt as a result of social distancing and quarantine orders demanded by state and local officials, and are struggling to keep their doors open. Many businesses and non-profits will likely have to decide between laying off staff or making April rent if they aren't already, meanwhile legal representation for these cases is severely limited right now due to precautions in all types of workplaces against spreading the virus.

SOLUTION

SB 939 adds new language to Section 396 of the Penal Code to suspend evictions for commercial tenant as long as California is in the state of emergency declared by Governor Gavin Newsom on March 4, 2020, due to COVID-19.

This suspension applies to all types of commercial tenants, including non-profits and small businesses, for any reason, including nonpayment of rent due to hardships associated with COVID-19.

This suspension also applies retroactively, such that even evictions that are issued at any time during the state of emergency, even before the law's passage, are immediately deemed unenforceable upon passage.

CO-AUTHORS

- Senator Lena Gonzalez (Joint Author)
- Senator Nancy Skinner
- Assemblymember Rob Bonta
- Assemblymember Autumn Burke
- Assemblymember David Chiu
- Assemblymember Phil Ting

FOR MORE INFORMATION

Annie Fryman, *Legislative Aide*
Email: ann.fryman@sen.ca.gov
Phone: (916) 651-4011

Communication: Item 7.B - six public comment emails (ADDITIONAL MATERIALS)

FILED
MAR 24 2020

ALEX CAWVO, CLERK
BY *[Signature]*
DEPUTY, SANTA CRUZ COUNTY

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA CRUZ

**EMERGENCY STANDING ORDER
RELATED TO UNLAWFUL DETAINER
PROCEEDINGS AND JUDGMENTS**

On March 18, 2020, in response to the spread of COVID-19, the Chief Justice of the California Supreme Court determined that the conditions described in section 68115 of the Government Code are met in relation to the operations of the Superior Court of Santa Cruz County. On March 18, 2020, this Court issued a General Order implementing the authority granted to this Court by the Chief Justice and section 68115 of the Government Code.

On March 16, 2020, the County of Santa Cruz issued a sweeping Shelter in Place Order, which confines the movement of Santa Cruz County residents outside of their homes through April 7, 2020. On March 10, 2020, the Santa Cruz County Board of Supervisors declared a State of Emergency based on the COVID-19 epidemic. During the period of the Shelter in Place Order, it is a public health priority for residents to maintain housing in which to remain sheltered.

Communication: Item 7.B - six public comment emails (ADDITIONAL MATERIALS)

1 On March 16, 2020 Governor Gavin Newsom issued Executive Order N-28-20
2 suspending various limitations imposed on local governments by Civil Code Section 1940 et
3 seq., or 1954.25 et seq, and suspended the statutory cause of action for judicial foreclosure
4 under Code of Civil Procedure section 725a et seq., the statutory cause of action for unlawful
5 detainer under Code of Civil Procedure section 1161 et seq., and any other statutory cause of
6 action that could be used to evict or eject a residential or commercial tenant after foreclosure, if
7 the conditions resulting in default relate to the circumstances created by the Covid-19 crisis.
8

9
10 During this time period, the Court has, and will continue to have, minimal functional
11 operations, with access prioritized to emergency proceedings, which do not include unlawful
12 detainers.

13
14 THEREFORE, THE COURT ORDERS the following with respect to unlawful detainer
15 proceedings initiated in Santa Cruz County and judgments issued by the Santa Cruz County
16 Superior Court, effective March 24, 2020:

- 17
18 1. The Clerk's Office will continue to accept filings in unlawful detainer cases. Upon
19 filing, the processing of unlawful detainer cases will be subject to the limitations
20 imposed by this order;
- 21
22 2. During the period of March 24, 2020 through April 30, 2020, no writ of possession for
23 real property shall be issued in a pending unlawful detainer matter;
- 24
25 3. Execution of any previously issued writ of possession for real property is hereby
26 stayed for the period of March 24, 2020, through April 30, 2020, and no payment or
27 undertaking for this period shall be owed by any Defendant, consistent with the Court's
28 discretion under Code of Civil Procedure 918;

Communication: Item 7.B - six public comment emails (ADDITIONAL MATERIALS)

- 1 4. No new unlawful detainer trials are to be assigned to trial courts until May 4, 2020.
- 2 5. The dates in this Order may be extended if public safety warrants it.
- 3 6. The Court will consider ex parte applications for relief from any provision of this Order
- 4 when the party applying for relief establishes by sworn declaration that an emergency is
- 5 created if relief is not granted, or to address a claimed public safety issue that would be
- 6 created by application of this Order.
- 7
- 8
- 9

10 Date: 3/24/2020

11 
12 JUDGE OF THE SUPERIOR COURT

Communication: Item 7.B - six public comment emails (ADDITIONAL MATERIALS)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 26, 2020

FROM: Public Works Department

SUBJECT: Consider Approval of Plans, Specifications, and Construction Estimate for Park Avenue Storm Damage Repair and Authorize Advertising for Bids

RECOMMENDED ACTION: Approve the plans, specifications, and estimate for the Park Avenue Storm Damage Project and authorize the Department of Public Works to advertise for construction bids, setting the bid opening date for 11:00 a.m. on Wednesday, April 29, 2020.

BACKGROUND: The bike lane on Park Avenue east of Coronado Avenue was damaged by falling trees during a windstorm in 2017. Park Avenue is a designated Federal Aid Route which makes the repair costs eligible for reimbursement from Federal Highway Funds administered by Caltrans. Unfortunately, obtaining all approvals required for a federal aid project was cumbersome and took two years to complete. The approvals are now in place and the City has been authorized to bid the project.

DISCUSSION: The project will rebuild the bike lane portion of the roadway and slope between Park Avenue and the railroad tracks. The estimated construction cost is \$379,216. Caltrans will require the City hire a consulting project quality assurance and quality control firm to inspect all materials and work on the project. A request for proposals has been issued for these services and staff anticipates a contract will be brought to the Council along with the bid results in May.

A reduced copy of the plans is included as Attachment 1. The estimated cost detail is included as Attachment 2.

The anticipated construction schedule is as follows:

Plan Approval	March 26, 2020
Receive Bids	April 29, 2020
Award Contract	May 14, 2020
Construction	Summer 2020

FISCAL IMPACT: The Federal funding is approved to pay 89% of the costs on a reimbursement basis with payment requests submitted quarterly. The following tables indicate the current and anticipated revenues and expenditures for the project.

Revenue

Communication: Item 7.C - updated staff report (ADDITIONAL MATERIALS)

Park Avenue Storm Damage Repair to bid
March 26, 2020

General Fund (2017 allocation)	\$100,000. 00	
CalOES Reimbursement	\$ 6,834. 00	(emergency response costs from 2017)
Caltrans Reimbursement to date	\$ 37,567. 70	
Future Caltrans Reimbursement	\$448,051. 40	
<u>Total Funding</u>	\$592,453. 10	

Expenses

Design and Caltrans Coordination	\$110,000. 00
Construction	\$380,000. 00
Project Inspection Services	\$ 50,000. 00
Contingency	\$ 52,453. 10
<u>Total Expenses</u>	\$592,453. 10

25% City share \$ 66,700. (11%)


If the final costs come in as estimated, the City will be reimbursed approximately \$33,300 of the original \$100,000 general fund allocation made to this project.

ATTACHMENTS:

1. Park Ave Slope Repair - Final Plans_ smaller file
2. Park Ave Slope Repair - Final Cost Estimate

Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

3/19/2020

Communication: Item 7.C - updated staff report (ADDITIONAL MATERIALS)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 26, 2020

FROM: City Manager Department

SUBJECT: Receive the Planning Commission Action Minutes for the Regular Meeting of March 5, 2020

RECOMMENDED ACTION: Receive minutes.

DISCUSSION: Attached for Council review are the action minutes of the March 5, 2020, Planning Commission regular meeting.

ATTACHMENTS:

1. 3-5-20 Action

Report Prepared By: Chloe Woodmansee
Interim City Clerk

Reviewed and Forwarded by:

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

Jamie Goldstein, City Manager 3/19/2020



**ACTION MINUTES
CAPITOLA PLANNING COMMISSION MEETING
THURSDAY, MARCH 5, 2020
7 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Commissioners Christiansen, Routh, Welch, Wilk, and Chair Newman were present.

2. ORAL COMMUNICATIONS

A. Additions and Deletions to Agenda

B. Public Comments

C. Commission Comments

D. Staff Comments

3. APPROVAL OF MINUTES

A. Planning Commission - Regular Meeting - Jan 16, 2020 7:00 PM

MOTION: Approve the minutes.

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

B. Planning Commission - Regular Meeting - Feb 6, 2020 7:00 PM

MOTION: Approve the minutes.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Wilk
SECONDER:	Routh
AYES:	Newman, Wilk, Routh
ABSAINTED:	Christiansen, Welch

4. CONSENT CALENDAR

A. 1530 49th Avenue #19-0665 APN: 034-042-07

Design Permit for demolition of an existing one-story single-family residence and construction of a new two-story single-family residence and accessory dwelling unit located within the R-1 (Single-Family Residential) zoning district.

This project is in the Coastal Zone and requires a Coastal Development Permit which is not appealable to the California Coastal Commission after all possible appeals are exhausted.

Environmental Determination: Categorical Exemption

Property Owner: Rodger Shaheen

Representative: Francisco Torres, Filed: 12.02.2019

MOTION: Approve the Design Permit and Coastal Development Permit.

RESULT:	APPROVED [4 TO 0]
MOVER:	Routh
SECONDER:	Wilk
AYES:	Welch, Wilk, Routh, Christiansen
ABSTAIN:	Newman

- B. 115 San Jose Avenue #19-0186 APN: 035-221-17&18**
REQUEST TO CONTINUE Master Use Permit including designated shared seating areas with onsite consumption of beer and wine for the Capitola Mercantile located within the C-V (Central Village) zoning district. This project is in the Coastal Zone and does not require a Coastal Development Permit.
 Environmental Determination: Categorical Exemption
 Property Owner: Peter Dwares
 Representative: Dennis Norton, Filed: 04.19.2019

MOTION: Continue to the next regular meeting of the Planning Commission on April 2, 2020.

RESULT:	CONTINUED [APRIL 2, 2020]
MOVER:	Welch
SECONDER:	Christiansen
AYES:	Newman, Welch, Wilk, Routh, Christiansen

5. PUBLIC HEARINGS

- A. 2163 Francesco Circle #19-0661 APN: 034-541-15**
 Tree Removal Permit to remove three healthy palm trees and plant six trees within the PD (Planned Development) zoning district. This project is outside the Coastal Zone.
 Environmental Determination: Categorical Exemption
 Property Owner: Satu Larson
 Representative: Satu Larson, Filed: 11.25.19

MOTION: Approve the Tree Removal Permit.

RESULT:	APPROVED [4 TO 1]
MOVER:	Wilk
SECONDER:	Welch
AYES:	Welch, Wilk, Routh, Christiansen
NAYS:	Newman

- B. 1115 41st Avenue #19-0534 APN: 034-163-02**
 Amendment to a Master Sign Program for O’Neill Surf Shop located within the CC (Community Commercial) zoning district. This project is in the Coastal Zone but does not require a Coastal Development Permit.
 Environmental Determination: Categorical Exemption
 Property Owner: O’Neill Surf Shop
 Representative: Mike Terron, Filed: 10.15.19

Attachment: 3-5-20 Action (PC Action Minutes)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Welch
SECONDER:	Christiansen
AYES:	Welch, Wilk, Routh, Christiansen
RECUSED:	Newman

MOTION: Approve the Amendment to the Master Sign Program.

- C. 201 Capitola Avenue #19-0375 APN: 035-231-09**
 Design Permit and Conditional Use Permit for modifications to an historic structure introducing new windows and doors along the San Jose Avenue façade and converting a second story office to a residential unit located within the C-V (Central Village) zoning district.
 This project is in the Coastal Zone but does not require a Coastal Development Permit.
 Environmental Determination: Categorical Exemption
 Property Owner: WRR CA Properties LLC
 Representative: Dennis Norton, Filed: 08.12.2019

MOTION: Approve the Design Permit and Conditional Use Permit for modifications to an historic structure.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Welch
SECONDER:	Christiansen
AYES:	Welch, Routh, Christiansen
RECUSED:	Newman, Wilk

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

The meeting adjourned at 7:47pm to the next regular meeting of the Planning Commission on April 2, 2020.

Attachment: 3-5-20 Action (PC Action Minutes)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 26, 2020

FROM: Finance Department

SUBJECT: Approval of City Check Registers Dated February 7, February 14, February 21 and February 28, 2020

RECOMMENDED ACTION: Approve check registers.

Account: City Main				
Date	Starting Check #	Ending Check #	Payment Count	Amount
2/07/2020	94860	94936	83	\$308,072.30
2/14/2020	94937	94972	37	\$217,725.11
2/21/2020	94973	95048	80	\$210,665.89
2/28/2020	95049	95094	41	\$ 65,572.80

The main account check register dated January 31, 2020, ended with check #94859.

Account: Library				
Date	Starting Check #	Ending Check #	Payment Count	Amount
2/21/2020	179	179	1	\$ 8,454.00

The library account check register dated January 31, 2020, ended with check #178.

Account: Payroll				
Date	Starting Check #	Ending Check #	Payment Count	Amount
2/07/2020	5653	5653	1	\$ 240.32
2/14/2020	5654	5656	96	\$167,667.22
2/28/2020	5657	5659	94	\$168,637.05

The payroll account check register dated January 31, 2020, ended with check #5652.

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

Check/ EFT	Issued to	Dept	Description	Amount
94916	Santa Cruz County Bank	FN	Pacific Cove financing lease	\$ 82,532.87
889	CalPERS Health	CM	February health insurance	\$ 61,255.07
890	CalPERS Member	CM	PERS contributions PPE	\$ 53,624.75

Approval of City Check Registers
March 26, 2020

	Services		1/25/20	
893	IRS	FN	Federal taxes & Medicare PPE 1/25/20	\$ 30,418.88
94939	Anderson Pacific Engineering Construction	PW	November and December Park Avenue sidewalk construction	\$176,291.13
94965	Phil Allegri Electric Inc.	PW	Corporation yard wiring and breaker installation	\$ 13,334.34
94988	Burke Williams and Sorensen LLP	CM	December city attorney services	\$ 13,592.15
95012	Kosmont Companies	CD	December and January mall economic consulting	\$ 13,055.90
95034	Softchoice Corporation	CM	Microsoft Office 365 renewal	\$ 15,515.30
897	IRS	FN	Federal taxes & Medicare PPE 2/8/20	\$ 28,407.28
898	CalPERS Member Services	CM	PERS contributions PPE 2/8/20	\$ 53,567.10
95077	PG&E	PW	Monthly gas and electricity	\$ 14,036.11

ATTACHMENTS:

1. 2/7/20 City Check Register
2. 2/14/20 City Check Register
3. 2/21/20 City Check Register
4. 2/28/20 City Check Register

Report Prepared By: Maura Herlihy
Accountant I

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 3/19/2020

City main account checks dated February 7, 2020, numbered 94860 to 94936 plus 6 EFTs, totaling \$308,072.30, and 1 payroll account check, totaling \$240.32, for a grand total of \$308,312.62, have been reviewed and authorized for distribution by the City Manager.

As of February 7, 2020, the unaudited cash balance is \$4,205,620.82.

CASH POSITION - CITY OF CAPITOLA

February 7, 2020

	Net Balance
General Fund	\$ (1,835,963.04)
Payroll Payables	\$ 2,884.13
Contingency Reserve Fund	\$ 2,048,845.66
Facilities Reserve Fund	\$ 488,485.06
Capital Improvement Fund	\$ 2,391,327.23
Stores Fund	\$ 50,671.01
Information Technology Fund	\$ 231,077.42
Equipment Replacement	\$ 368,623.70
Self-Insurance Liability Fund	\$ 128,707.17
Workers' Comp. Ins. Fund	\$ 286,663.29
Compensated Absences Fund	\$ 44,299.19
TOTAL UNASSIGNED GENERAL FUNDS	\$ 4,205,620.82

The Emergency Reserve Fund balance is \$1,359,205.54 (not included above).

The PERS Contingency Fund balance is \$901,712.76 (not included above).

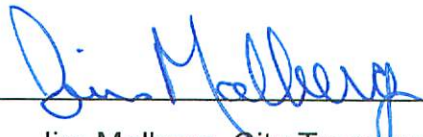
The Library Fund balance is \$4,854,021.98 (not included above).



 Jamie Goldstein, City Manager

2/10/20

 Date



 Jim Malberg, City Treasurer

2/10/20

 Date

Attachment: 2/7/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 7, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94860	02/07/2020			ADT SECURITY SERVICES INC.	\$213.46
	Invoice	Date	Description		Amount
	ADT012920	01/29/2020	Corporation yard & museum security monitoring		\$213.46
94861	02/07/2020			AFLAC	\$2,425.65
	Invoice	Date	Description		Amount
	202296	01/26/2020	January supplemental insurance 1001 - Payroll Payables		\$2,425.65
94862	02/07/2020			ALLSAFE LOCK COMPANY	\$79.25
	Invoice	Date	Description		Amount
	52243	01/28/2020	Keys, key tags		\$39.19
	52247	02/03/2020	Lifeguard room keys		\$40.06
94863	02/07/2020			AMAZON CAPITAL SERVICES	\$330.18
	Invoice	Date	Description		Amount
	14GN-4VYP-7P1X	01/29/2020	Ink cartridge		\$23.97
	1CYN-CRVY-PWTG	02/02/2020	Digital lock		\$262.62
	1KL7-F1HV-194K	01/30/2020	Step stool		\$43.59
94864	02/07/2020			APTOS LANDSCAPE SUPPLY INC.	\$47.08
	Invoice	Date	Description		Amount
	507070	01/30/2020	Pathway bark		\$47.08
94865	02/07/2020			AT&T/CALNET 3	\$574.29
	Invoice	Date	Description		Amount
	0014171976	01/13/2020	January telephone service		\$574.29
			1000 - General Fund	\$527.93	
			2211 - ISF - Info Tech	\$46.36	
94866	02/07/2020			AUTHENTIC APPROACH	\$2,525.00
	Invoice	Date	Description		Amount
	11013	02/01/2020	BIA communications & marketing management 1321 - Village-Wharf BIA		\$2,525.00
94867	02/07/2020			AUTOMATION TEST ASSOCIATES	\$40.00
	Invoice	Date	Description		Amount
	48135	01/22/2020	January wharf meter reading 1311 - Wharf		\$40.00
94868	02/07/2020			AXCIENT	\$125.00
	Invoice	Date	Description		Amount
	FY20INEFI038296	01/31/2020	January AppAssure storage 2211 - ISF - Info Tech		\$125.00

Attachment: 2/7/20 City Check Register (Approval of City Check Registers)

City of Capitola

City Checks Issued February 7, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94869	02/07/2020			BAY PHOTO LAB	\$34.60
	Invoice	Date	Description		Amount
	15359309	01/29/2020	Photo scanning service		\$6.50
	15363784	01/30/2020	Slide pages for museum		\$28.10
94870	02/07/2020			BEN NOBLE URBAN AND REGIONAL PLANNING	\$4,387.50
	Invoice	Date	Description		Amount
	1249	12/20/2019	November zoning code services		\$600.00
	1256	01/17/2020	December zoning code amendments 1313 - General Plan		\$3,787.50
94871	02/07/2020			BEN'S MOTORCYCLE WORKS	\$696.45
	Invoice	Date	Description		Amount
	6348	02/04/2020	2019 BMW motorcycle 6,000 mile service		\$696.45
94872	02/07/2020			CA DEPARTMENT OF CONSERVATION	\$362.15
	Invoice	Date	Description		Amount
	CDC123119	12/31/2019	Oct. - Dec. strong motion & seismic hazard mapping fee		\$362.15
94873	02/07/2020			CALE AMERICA INC.	\$1,829.00
	Invoice	Date	Description		Amount
	158071	01/31/2020	January active meters		\$1,829.00
94874	02/07/2020			CALIFORNIA BUILDING STANDARDS COMMISSION	\$357.30
	Invoice	Date	Description		Amount
	CBSC093019	09/30/2019	July - Sept. building standards admin. fee		\$158.40
	CBSC123119	12/31/2019	October - December building standards admin. fee		\$198.90
94875	02/07/2020			CALIFORNIA PARK AND RECREATION SOCIETY	\$555.00
	Invoice	Date	Description		Amount
	CPRS011720	01/17/2020	Annual membership renewal		\$555.00
94876	02/07/2020			CASEY PRINTING	\$5,361.92
	Invoice	Date	Description		Amount
	40804011	01/24/2020	Spring 2020 recreation brochure		\$5,361.92
94877	02/07/2020			CENTRALSQUARE TECHNOLOGIES LLC	\$499.00
	Invoice	Date	Description		Amount
	264194	12/20/2019	Central Square conference		\$499.00

Attachment: 2/7/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 7, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94878	02/07/2020			CLEAN BUILDING MAINTENANCE CO.	\$3,719.13
	Invoice	Date	Description		Amount
	24226	01/31/2020	January janitorial services		\$3,719.13
			1000 - General Fund	\$3,453.63	
			1311 - Wharf	\$265.50	
94879	02/07/2020			COMMUNITY PRINTERS	\$1,539.13
	Invoice	Date	Description		Amount
	26607011	01/10/2020	Winter newsletter printing		\$1,539.13
94880	02/07/2020			COMMUNITY TELEVISION OF SANTA CRUZ COUNTY	\$516.00
	Invoice	Date	Description		Amount
	2756	01/23/2020	December televised meetings		\$516.00
94881	02/07/2020			COMPLETE MAILING SERVICE INC.	\$1,822.51
	Invoice	Date	Description		Amount
	5162	01/29/2020	Spring recreation brochure mailing		\$1,822.51
94882	02/07/2020			CRAIG FEENEY	\$1,292.30
	Invoice	Date	Description		Amount
	113	01/31/2020	Wharf restaurant fan vent assembly with motor, labor		\$1,292.30
			1311 - Wharf		
94883	02/07/2020			D & G SANITATION	\$310.65
	Invoice	Date	Description		Amount
	269456	01/24/2020	Esplanade portable toilet rental		\$310.65
94884	02/07/2020			DUDEK	\$2,210.00
	Invoice	Date	Description		Amount
	20199929	01/15/2020	December mall environmental consulting		\$2,210.00
94885	02/07/2020			EMPLOYMENT DEVELOPMENT DEPT	\$150.00
	Invoice	Date	Description		Amount
	L1858684256-15	07/16/2019	Employee earning withholding order		\$150.00
			1001 - Payroll		
94886	02/07/2020			ESTELLE DRINKHAUS	\$65.00
	Invoice	Date	Description		Amount
	ED020320	02/03/2020	Instructor payment		\$65.00
94887	02/07/2020			FIRST SECURITY	\$382.50
	Invoice	Date	Description		Amount
	IN-0030176	02/03/2020	February Esplanade patrol service		\$382.50

Attachment: 2/7/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 7, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94888	02/07/2020			FIRST SECURITY	\$356.42
	Invoice	Date	Description		Amount
	IN-0030175	02/03/2020	February skate park patrol service		\$356.42
94889	02/07/2020			FLYERS ENERGY LLC	\$1,221.87
	Invoice	Date	Description		Amount
	20-056580	01/24/2020	322 gallons gasoline		\$1,221.87
94890	02/07/2020			GALLS LLC	\$128.21
	Invoice	Date	Description		Amount
	014720585	01/10/2020	Uniform oxide chains		\$88.74
	014882715	01/29/2020	Uniform belt		\$39.47
94891	02/07/2020			GEORGE McMENAMIN	\$1,023.75
	Invoice	Date	Description		Amount
	2020-5	02/02/2020	January riparian restoration services		\$1,023.75
94892	02/07/2020			HOME DEPOT CREDIT SERVICES	\$392.10
	Invoice	Date	Description		Amount
	9051049	01/29/2020	Earphones		\$38.13
	4612707	01/14/2020	Eye top for line post, brace band		\$7.07
	8061521	01/10/2020	Pipe wrench, stiff scraper		\$30.79
	2622423	01/16/2020	Hole step bit, heavy-duty utility blades		\$57.70
	0020268	01/28/2020	PVC couplings, PVC bushings, PE pipe		\$7.24
	1623663	01/27/2020	Super nozzle, rear control nozzle, multi-pattern trigger nozzle		\$56.55
	9630178	01/29/2020	Clorox cleaner spray, paper towels		\$53.64
	9031258	12/10/2019	12' tiles		\$25.04
	6633824	12/13/2019	Gloves, spring link		\$15.78
	3611611	11/06/2019	Batteries, cable lighting, RainX, car charger		\$65.66
	2632226	10/08/2019	Packing tape		\$10.83
	0644840	01/28/2020	Hinges, barrel bolt		\$23.67
94893	02/07/2020			HUB INTERNATIONAL	\$109.50
	Invoice	Date	Description		Amount
	HUB020320	02/03/2020	January community center event insurance		\$109.50
94894	02/07/2020			ICMA RETIREMENT TRUST 457	\$7,486.12
	Invoice	Date	Description		Amount
	277363	01/31/2020	457 contributions PPE 1/25/20		\$7,486.12
94895	02/07/2020			IN-SITU Inc.	\$523.20
	Invoice	Date	Description		Amount
	2005	12/31/2019	Annual HydroVu software and support renewal		\$523.20

Attachment: 2/7/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 7, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94896	02/07/2020			INTERSTATE TRAFFIC CONTROL PRODUCTS	\$121.60
	Invoice	Date	Description		Amount
	236567	01/29/2020	Stop/slow paddle, cone sign, delivery fee		\$121.60
94897	02/07/2020			JOHANNA WEINSTEIN	\$808.60
	Invoice	Date	Description		Amount
	JW020320	02/03/2020	Instructor payment		\$808.60
94898	02/07/2020			KBA Document Solutions LLC	\$397.49
	Invoice	Date	Description		Amount
	55Y1062207	02/03/2020	January copier usage charges		\$321.30
	55Y1062206	02/03/2020	January copier usage charges		\$76.19
			1000 - General Fund	\$23.72	
			2211 - ISF - Info Tech	\$373.77	
94899	02/07/2020			KING'S PAINT AND PAPER INC.	\$112.09
	Invoice	Date	Description		Amount
	A0293989	01/30/2020	Street curb paint		\$99.03
	A0293976	01/30/2020	Memorial bench chip brush, rags		\$13.06
94900	02/07/2020			LIUNA PENSION FUND	\$1,478.40
	Invoice	Date	Description		Amount
	DR0488	01/31/2020	January LIUNA pension dues		\$1,478.40
			1001 - Payroll		
94901	02/07/2020			LOCKERS UNLIMITED INC	\$85.64
	Invoice	Date	Description		Amount
	29449	01/28/2020	Locker name plates		\$85.64
94902	02/07/2020			LORRAINE KINNAMON	\$458.25
	Invoice	Date	Description		Amount
	LK020320	02/03/2020	Instructor payment		\$458.25
94903	02/07/2020			LUXLAUNDER	\$901.96
	Invoice	Date	Description		Amount
	LL013120	01/31/2020	January uniform and mat cleaning		\$901.96
94904	02/07/2020			MASTER CLEANERS	\$293.56
	Invoice	Date	Description		Amount
	MC012920	01/29/2020	January uniform cleaning		\$293.56
94905	02/07/2020			MICHAEL G LEW	\$273.00
	Invoice	Date	Description		Amount
	ML020320	02/03/2020	Instructor payment		\$273.00

Attachment: 2/7/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 7, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94906	02/07/2020			MID COUNTY AUTO SUPPLY	\$7.55
	Invoice	Date	Description		Amount
	MID-669092	01/30/2020	Auto computer memory keeper		\$7.55
94907	02/07/2020			MISSION LINEN SUPPLY	\$128.83
	Invoice	Date	Description		Amount
	511721996	01/29/2020	Corp. yard linen service, mats, towels		\$92.05
	511721995	01/29/2020	Fleet linen service		\$36.78
94908	02/07/2020			OUTDOOR SUPPLY HARDWARE	\$30.02
	Invoice	Date	Description		Amount
	A13061	01/29/2020	Facilities supplies		\$14.16
	A12913	01/29/2020	Foam strip refills		\$5.00
	A13037	01/29/2020	Key blanks		\$10.86
94909	02/07/2020			PALACE BUSINESS SOLUTIONS	\$5.00
	Invoice	Date	Description		Amount
	568804-1	01/28/2020	Hand sanitizer		\$65.37
	9685826-0	01/30/2020	4 inch letters (16)		\$30.00
	568990-0	01/28/2020	Binder clips, correction tape, pen ink refills		\$15.21
	C568710-0	01/27/2020	Return hand sanitizer		(\$105.58)
			1000 - General Fund	(\$10.21)	
			2210 - ISF - Stores	\$15.21	
94910	02/07/2020			PRAXAIR DISTRIBUTION INC.	\$124.39
	Invoice	Date	Description		Amount
	94392917	01/22/2020	Acetylene rental		\$124.39
94911	02/07/2020			PREFERRED BENEFIT INSURANCE ADMIN.	\$5,696.20
	Invoice	Date	Description		Amount
	EIA31031	01/01/2020	January dental and vision insurance		\$5,696.20
			1001 - Payroll		
94912	02/07/2020			QUILL CORPORATION	\$27.01
	Invoice	Date	Description		Amount
	4335775	01/28/2020	Detective name plate		\$27.01
94913	02/07/2020			ROBIN H EVEREST	\$74.75
	Invoice	Date	Description		Amount
	RE020320	02/03/2020	Instructor payment		\$74.75
94914	02/07/2020			SAN LORENZO LUMBER	\$51.97
	Invoice	Date	Description		Amount
	55-0520160	01/28/2020	Hex nuts, washers, carriage bolts, threaded rods		\$51.97

Attachment: 2/7/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 7, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94915	02/07/2020			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$6,217.00
	Invoice	Date	Description		Amount
	SCC010320	01/03/2020	December citation processing		\$6,217.00
94916	02/07/2020			SANTA CRUZ COUNTY BANK	\$82,532.87
	Invoice	Date	Description		Amount
	SCCB011620	01/16/2020	Pacific Cove financing lease payment 1420 - Pac Cove Lease		\$82,532.87
94917	02/07/2020			SANTA CRUZ COUNTY INFORMATION SERVICES	\$633.68
	Invoice	Date	Description		Amount
	SCC013120	01/31/2020	February Open Query SCAN		\$633.68
94918	02/07/2020			SANTA CRUZ LIVE SCAN INC	\$300.00
	Invoice	Date	Description		Amount
	1382	02/01/2020	January new hire and recreation instructor live scans		\$300.00
94919	02/07/2020			SESE EGAN GEDDES	\$76.05
	Invoice	Date	Description		Amount
	SEG020320	02/03/2020	Instructor payment		\$76.05
94920	02/07/2020			SIRCHIE	\$87.20
	Invoice	Date	Description		Amount
	0432647-IN	01/29/2020	Evidence sealing tape		\$87.20
94921	02/07/2020			SOQUEL CREEK WATER DISTRICT	\$736.33
	Invoice	Date	Description		Amount
	08-15562-00.0120	01/16/2020	Cliff and Fair View water service		\$37.06
	08-15299-00.0120	01/16/2020	Monterey Ave irrigation		\$159.53
	13-10919-00.0120	01/18/2020	2000 Wharf Road water service		\$37.06
	09-15964-00.0120	01/16/2020	Monterey Ave irrigation		\$502.68
94922	02/07/2020			STATE STEEL COMPANY	\$232.96
	Invoice	Date	Description		Amount
	126084	01/27/2020	Sheet metal, tubing		\$232.96
94923	02/07/2020			STATE WATER RESOURCES CONTROL BOARD	\$1,501.00
	Invoice	Date	Description		Amount
	WD-0169851	01/08/2020	Annual permit fee flume and jetty		\$1,501.00
94924	02/07/2020			T MOBILE	\$195.68
	Invoice	Date	Description		Amount
	20191220	12/21/2019	December cell phone usage		\$195.68

Attachment: 2/7/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 7, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94925	02/07/2020			THE HOME DEPOT PRO	\$552.49
	Invoice	Date	Description		Amount
	532410222	01/24/2020	Janitorial supplies		\$593.65
	532567179	01/24/2020	Credit for janitorial supplies		(\$41.16)
94926	02/07/2020			TRANSPORTATION ALLIANCE BANK INC.	\$1,337.76
	Invoice	Date	Description		Amount
	655022	01/16/2020	Sweeper filaments, g.b. set 1310 - Gas Tax		\$1,337.76
94927	02/07/2020			UNITED WAY OF SANTA CRUZ COUNTY	\$50.00
	Invoice	Date	Description		Amount
	UW013120	01/31/2020	January United Way contributions 1001 - Payroll		\$50.00
94928	02/07/2020			UPLIFT DESK	\$384.76
	Invoice	Date	Description		Amount
	INV186050	01/09/2020	Monitor arm, power grommets, desk pad, wire clips, standing mat		\$340.62
	INV186000	01/08/2020	Monitor arm clips		\$44.14
94929	02/07/2020			US BANK PARS Acct 6746022400	\$488.86
	Invoice	Date	Description		Amount
	PARS013120	01/31/2020	PARS contributions PPE 1/25/20 1001 - Payroll		\$488.86
94930	02/07/2020			VICTORIA M JOHNSON	\$270.40
	Invoice	Date	Description		Amount
	VJ020320	02/03/2020	Instructor payment		\$270.40
94931	02/07/2020			YOSHIE MORRISSEY	\$357.50
	Invoice	Date	Description		Amount
	YM020320	02/03/2020	Instructor payment		\$357.50
94932	02/07/2020			ZEE MEDICAL SERVICE CO.	\$78.55
	Invoice	Date	Description		Amount
	66584605	01/29/2020	First aid supplies		\$78.55
94933	02/07/2020			Anne Hoppe	\$71.40
	Invoice	Date	Description		Amount
	AH020420	02/04/2020	Encroachment permit refund 137 Magellan 1000 - General Fund 1317 - Tech Fee Fund	\$68.00 \$3.40	\$71.40

Attachment: 2/7/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 7, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94934	02/07/2020			Dave Johnson	\$527.61
	Invoice	Date	Description		Amount
	DJ013020	02/03/2020	Settlement claim - 213 Monterey Ave. 2213 - ISF - Self-Insurance		\$527.61
94935	02/07/2020			EHM Properties LLC	\$1,000.00
	Invoice	Date	Description		Amount
	18-0546 19-0054	02/04/2020	Tree deposit refund #18-0546 & #19-0054		\$1,000.00
94936	02/07/2020			Shorelife Community Church	\$500.00
	Invoice	Date	Description		Amount
	19-0487	02/04/2020	Tree deposit refund #19-0487		\$500.00
Type Check Totals:					\$152,899.63
<u>EFT</u>					
889	02/04/2020			CalPERS Health Insurance	\$61,255.07
	Invoice	Date	Description		Amount
	1001495828	02/04/2020	February health insurance		\$61,255.07
			1000 - General Fund	\$2,842.26	
			1001 - Payroll	\$58,412.81	
890	02/05/2020			CalPERS Member Services Division	\$53,624.75
	Invoice	Date	Description		Amount
	1001496618-17	02/05/2020	PERS contributions PPE 1/25/20		\$53,624.75
			1000 - General Fund	(\$0.17)	
			1001 - Payroll	\$53,624.92	
891	02/03/2020			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice	Date	Description		Amount
	SSQL13S6657	02/03/2020	Employee garnishments PPE 1/25/20		\$1,232.76
			1001 - Payroll		
892	02/04/2020			EMPLOYMENT DEVELOPMENT DEPT	\$8,633.67
	Invoice	Date	Description		Amount
	1-700-814-880	02/04/2020	State taxes PPE 1/25/20		\$8,633.67
			1001 - Payroll		
893	02/04/2020			INTERNAL REVENUE SERVICE	\$30,418.88
	Invoice	Date	Description		Amount
	62447138	02/04/2020	Federal taxes & Medicare PPE 1/25/20		\$30,418.88
			1001 - Payroll		

Attachment: 2/7/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 7, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
894	02/04/2020			INTERNAL REVENUE SERVICE	\$7.54
	Invoice	Date	Description		Amount
	05013322	02/04/2020	Medicare employee final paycheck 1001 - Payroll		\$7.54
Type EFT Totals:					\$155,172.67

CITY - Main City Totals	Count	Total
Checks	77	\$152,899.63
EFTs	6	\$155,172.67
All	83	\$308,072.30
WELLS - Payroll Totals		
Checks	1	\$240.32
EFTs	0	\$0.00
All	1	\$240.32
Grand Totals:		
Checks	78	\$153,139.95
EFTs	6	\$155,172.67
All	84	\$308,312.62

Attachment: 2/7/20 City Check Register (Approval of City Check Registers)

City main account checks dated February 14, 2020, numbered 94937 to 94972 plus 1 EFTs, totaling \$217,725.11, and 3 payroll account checks plus 93 EFTs, totaling \$167,667.22, for a grand total of \$385,392.33, have been reviewed and authorized for distribution by the City Manager.

As of February 14, 2020, the unaudited cash balance is \$4,094,300.00.

CASH POSITION - CITY OF CAPITOLA

February 14, 2020

	<u>Net Balance</u>
General Fund	\$ (2,071,711.19)
Payroll Payables	\$ 143,280.18
Contingency Reserve Fund	\$ 2,048,845.66
Facilities Reserve Fund	\$ 475,150.72
Capital Improvement Fund	\$ 2,391,327.23
Stores Fund	\$ 50,431.63
Information Technology Fund	\$ 231,077.42
Equipment Replacement	\$ 368,623.70
Self-Insurance Liability Fund	\$ 126,312.17
Workers' Comp. Ins. Fund	\$ 286,663.29
Compensated Absences Fund	\$ 44,299.19
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$ 4,094,300.00</u>

The Emergency Reserve Fund balance is \$1,359,205.54 (not included above).
The PERS Contingency Fund balance is \$901,712.76 (not included above).
The Library Fund balance is \$5,605,114.88 (not included above).

 _____ Jamie Goldstein, City Manager	2/18/20 _____ Date
 _____ Jim Malberg, City Treasurer	2/18/20 _____ Date

Attachment: 2/14/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 14, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94937	02/14/2020			ADRIENNE HARRELL	\$507.00
	Invoice	Date	Description		Amount
	AH021020	02/10/2020	Instructor payment		\$507.00
94938	02/14/2020			AIMEE FITZGERALD	\$397.80
	Invoice	Date	Description		Amount
	AF021020	02/10/2020	Instructor payment		\$397.80
94939	02/14/2020			ANDERSON PACIFIC ENGINEERING CONSTRUCTION INC	\$176,291.13
	Invoice	Date	Description		Amount
	4	12/02/2019	November Park Ave. sidewalk construction		\$144,042.14
	5	01/03/2020	December Park Ave. sidewalk construction		\$32,248.99
			1308 - SB1 Road M&R	\$121,935.74	
			1309 - RTC Streets	\$54,355.39	
94940	02/14/2020			B & B SMALL ENGINE REPAIR	\$73.24
	Invoice	Date	Description		Amount
	437630	02/06/2020	PP 800 middle pole		\$73.24
94941	02/14/2020			BECKY ADAMS	\$566.80
	Invoice	Date	Description		Amount
	BA021020	02/10/2020	Instructor payment		\$566.80
94942	02/14/2020			BLUEPOINT PLANNING LLC	\$2,330.00
	Invoice	Date	Description		Amount
	492	02/10/2020	January recreation strategic plan consulting		\$2,330.00
94943	02/14/2020			CA DEPARTMENT OF JUSTICE	\$490.00
	Invoice	Date	Description		Amount
	432700	02/05/2020	January personnel fingerprinting services		\$490.00
94944	02/14/2020			CAPITOLA-SOQUEL CHAMBER OF COMMERCE	\$6,241.03
	Invoice	Date	Description		Amount
	COC013120	01/31/2020	Quarterly funding contribution		\$6,241.03
			1305 - Restricted TOT		
94945	02/14/2020			CLAUDIO FRANCA	\$182.00
	Invoice	Date	Description		Amount
	CF021020	02/10/2020	Instructor payment		\$182.00
94946	02/14/2020			DAVID SCOTT COBABE	\$1,691.20
	Invoice	Date	Description		Amount
	DSC021020	02/10/2020	Instructor payment		\$1,691.20

Attachment: 2/14/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 14, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94947	02/14/2020			EMPLOYMENT DEVELOPMENT DEPT	\$2,395.00
	Invoice	Date	Description		Amount
	L0730797280	01/29/2020	October - December unemployment benefit charges 2213 - ISF - Self-Insurance		\$2,395.00
94948	02/14/2020			FERRARI FLORIST & GIFTS	\$71.07
	Invoice	Date	Description		Amount
	003417	01/31/2020	Flower arrangement		\$71.07
94949	02/14/2020			FRED MENG AUDIO VISUAL SERVICES	\$375.00
	Invoice	Date	Description		Amount
	FM022120	02/21/2020	Movie projectionist		\$375.00
94950	02/14/2020			HOME DEPOT CREDIT SERVICES	\$29.15
	Invoice	Date	Description		Amount
	4510549	02/03/2020	Painter's rags, woven roller, chip brush		\$29.15
94951	02/14/2020			JIM CLARK	\$123.50
	Invoice	Date	Description		Amount
	1920	01/09/2020	Backflow prevention device tests (2)		\$123.50
94952	02/14/2020			JODI CHRISTIANSEN DESIGNS	\$343.20
	Invoice	Date	Description		Amount
	JC021020	02/10/2020	Instructor payment		\$343.20
94953	02/14/2020			KING'S PAINT AND PAPER INC.	\$311.01
	Invoice	Date	Description		Amount
	A0294242	02/06/2020	Chip brush, shirt rags		\$14.98
	A0294191	02/05/2020	Street curb paint		\$95.27
	A0294193	02/05/2020	Plastic tray liner		\$7.19
	A0294257	02/06/2020	Bench paint, duo pack cover		\$193.57
94954	02/14/2020			LABORMAX STAFFING	\$2,155.65
	Invoice	Date	Description		Amount
	26-117822	01/31/2020	Seasonal labor 1/25 - 1/31		\$1,243.92
	26-118090	02/07/2020	Seasonal labor 2/1 - 2/7		\$911.73
94955	02/14/2020			LAURA ALIOTO	\$460.20
	Invoice	Date	Description		Amount
	LA021020	02/10/2020	Instructor payment		\$460.20
94956	02/14/2020			MICHAEL G LEW	\$351.00
	Invoice	Date	Description		Amount
	ML021020	02/10/2020	Instructor payment		\$351.00

Attachment: 2/14/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 14, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94957	02/14/2020			MICHELE FAIA	\$910.00
	Invoice	Date	Description		Amount
	MF021020	02/10/2020	Instructor payment		\$910.00
94958	02/14/2020			MISSION LINEN SUPPLY	\$88.42
	Invoice	Date	Description		Amount
	511773626	02/05/2020	Corp. yard linen service, mats, towels		\$88.42
94959	02/14/2020			NANCY ELLEN GALLOWAY	\$273.00
	Invoice	Date	Description		Amount
	NG021020	02/10/2020	Instructor payment		\$273.00
94960	02/14/2020			OUTDOOR SUPPLY HARDWARE	\$111.04
	Invoice	Date	Description		Amount
	A16139	02/04/2020	Sand paper, scratch-x, paint marker, gloves, flap disc		\$96.90
	A15637	02/03/2020	Vermin control		\$14.14
94961	02/14/2020			PALACE BUSINESS SOLUTIONS	\$271.59
	Invoice	Date	Description		Amount
	571137-0	02/07/2020	Legal pads, pens, paper		\$239.38
	570923-0	02/10/2020	Custom stamp		\$32.21
			1000 - General Fund	\$32.21	
			2210 - ISF - Stores	\$239.38	
94962	02/14/2020			PAMELA MACHUTT	\$429.00
	Invoice	Date	Description		Amount
	PM021020	02/10/2020	Instructor payment		\$429.00
94963	02/14/2020			PAPA	\$50.00
	Invoice	Date	Description		Amount
	PAPA2020Dixor	02/13/2020	Annual membership renewal		\$50.00
94964	02/14/2020			PAULA BLISS	\$1,012.70
	Invoice	Date	Description		Amount
	PB021020	02/10/2020	Instructor payment		\$1,012.70
94965	02/14/2020			PHIL ALLEGRI ELECTRIC INC.	\$13,334.34
	Invoice	Date	Description		Amount
	26629	12/09/2019	Corp. yard wiring, installed 100 amp breaker		\$13,334.34
			1025 - Facilities		
94966	02/14/2020			SANDY MARRUJO	\$409.50
	Invoice	Date	Description		Amount
	SM021020	02/10/2020	Instructor payment		\$409.50

Attachment: 2/14/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 14, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94967	02/14/2020			SKATEDOGS	\$1,115.40
	Invoice	Date	Description		Amount
	SD021020	02/10/2020	Instructor payment		\$1,115.40
94968	02/14/2020			THE HOME DEPOT PRO	\$41.16
	Invoice	Date	Description		Amount
	532647898	01/27/2020	Janitorial supplies		\$41.16
94969	02/14/2020			TRENISE POT	\$2,326.35
	Invoice	Date	Description		Amount
	TP021020	02/10/2020	Instructor payment		\$2,326.35
94970	02/14/2020			WENDY NOLAN	\$515.12
	Invoice	Date	Description		Amount
	WN021020	02/10/2020	Instructor payment		\$515.12
94971	02/14/2020			WESTERN EXTERMINATOR COMPANY	\$128.00
	Invoice	Date	Description		Amount
	7677424	12/31/2019	City Hall rodent control		\$64.00
	7677425	12/31/2019	Turnouts rodent control		\$64.00
94972	02/14/2020			ZEP SALES & SERVICE	\$409.09
	Invoice	Date	Description		Amount
	9004816888	01/03/2020	Auto glass cleaner, write away, 45 dual force		\$409.09
Type Check Totals:					\$216,809.69
<u>EFT</u>					
895	02/11/2020			WELLS FARGO BANK	\$915.42
	Invoice	Date	Description		Amount
	WF021120	02/11/2020	Monthly client analysis charges		\$915.42
Type EFT Totals:					\$915.42

Attachment: 2/14/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 14, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
CITY - Main City Totals				Count	Total
Checks				36	\$216,809.69
EFTs				1	\$915.42
All				37	\$217,725.11
WELLS - Pavroll Totals					
Checks				3	\$2,736.64
EFTs				93	\$164,930.58
All				96	\$167,667.22
Grand Totals:					
Checks				39	\$219,546.33
EFTs				94	\$165,846.00
All				133	\$385,392.33

Attachment: 2/14/20 City Check Register (Approval of City Check Registers)

City main account checks dated February 21, 2020, numbered 94973 to 95048 plus 4 EFTs, totaling \$210,665.89, and 1 library account check, totaling \$8,454.00, for a grand total of \$219,119.89, have been reviewed and authorized for distribution by the City Manager.

As of February 21, 2020, the unaudited cash balance is \$4,110,407.20.

CASH POSITION - CITY OF CAPITOLA
February 21, 2020

	Net Balance
General Fund	\$ (1,932,984.84)
Payroll Payables	\$ 39,537.97
Contingency Reserve Fund	\$ 2,048,845.66
Facilities Reserve Fund	\$ 475,150.72
Capital Improvement Fund	\$ 2,391,327.23
Stores Fund	\$ 49,928.96
Information Technology Fund	\$ 212,703.15
Equipment Replacement	\$ 368,623.70
Self-Insurance Liability Fund	\$ 126,312.17
Workers' Comp. Ins. Fund	\$ 286,663.29
Compensated Absences Fund	\$ 44,299.19
TOTAL UNASSIGNED GENERAL FUNDS	\$ 4,110,407.20

The Emergency Reserve Fund balance is \$1,359,205.54 (not included above).
The PERS Contingency Fund balance is \$901,712.76 (not included above).
The Library Fund balance is \$5,596,785.88 (not included above).

 Jamie Goldstein, City Manager	2/26/20 Date
 Jim Malberg, City Treasurer	2/24/20 Date

Attachment: 2/21/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 21, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94973	02/19/2020			WELLS FARGO BANK	\$8,714.67
	Invoice	Date	Description		Amount
	WF00320	02/03/2020	January credit card purchases		\$8,714.67
			Purchases over \$500 threshold:		
			Job posting	\$1,196.00	
			Trainer course	\$550.00	
			Trainer course	\$550.00	
			Training lodging	\$635.92	
			1000 - General Fund	\$8,030.34	
			1300 - Supl Law Enfc	\$522.42	
			2211 - ISF - Info Tech	\$161.91	
94974	02/21/2020			ADRIENNE HARRELL	\$351.00
	Invoice	Date	Description		Amount
	AH021820	02/18/2020	Instructor payment		\$351.00
94975	02/21/2020			ALLSAFE LOCK COMPANY	\$216.69
	Invoice	Date	Description		Amount
	52258	01/07/2020	Fix front door of police station		\$63.00
	52361	02/12/2020	Padlocks		\$153.69
94976	02/21/2020			ALVAREZ TECHNOLOGY GROUP INC	\$232.50
	Invoice	Date	Description		Amount
	54449	02/17/2020	Monthly webroot antivirus software		\$232.50
			2211 - ISF - Info Tech		
94977	02/21/2020			AMAZON CAPITAL SERVICES	\$527.71
	Invoice	Date	Description		Amount
	1QLH-M4YG-GF4W	02/06/2020	Folding step stool		\$10.89
	1XTR-DC4W-F1MY	02/11/2020	Toner cartridge		\$41.41
	11HK-KTLV-CT6F	02/06/2020	Standing desk swivel stool		\$196.19
	19TV-K4CD-FYLP	02/05/2020	Toner cartridge		\$223.66
	1JP1-T9DV-V4MX	02/09/2020	Safety clothing		\$55.56
			1000 - General Fund	\$55.56	
			2211 - ISF - Info Tech	\$472.15	
94978	02/21/2020			ARCHIVES & ARCHITECTURE LLC	\$1,500.00
	Invoice	Date	Description		Amount
	1880	02/10/2020	Standards review #19-0510 116 Central Ave.		\$1,500.00

Attachment: 2/21/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 21, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94979	02/21/2020			AT&T	\$9.09
	Invoice	Date	Description		Amount
	ATT020120	02/01/2020	February long distance charges		\$9.09
			1000 - General Fund	\$4.48	
			2211 - ISF - Info Tech	\$4.61	
94980	02/21/2020			AVENU MUNISERVICES	\$121.77
	Invoice	Date	Description		Amount
	INV06-008018	01/24/2020	Quarterly sales tax auditing service		\$121.77
94981	02/21/2020			B & B SMALL ENGINE REPAIR	\$11.75
	Invoice	Date	Description		Amount
	438096	02/13/2020	Plug, annular buffer		\$11.75
94982	02/21/2020			BAY PHOTO LAB	\$797.55
	Invoice	Date	Description		Amount
	15428457	02/18/2020	Photo print for museum		\$17.90
	15428347	02/18/2020	Photo prints for museum		\$8.90
	15427688	02/18/2020	Photo prints for museum		\$55.16
	15413951	02/13/2020	Museum prints and foam mounting		\$102.90
	15413931	02/13/2020	Photo prints for museum		\$24.49
	15405177	02/11/2020	Photo prints for museum		\$32.52
	15398553	02/10/2020	Photo prints for museum		\$122.96
	15393507	02/07/2020	Photo prints for museum		\$42.40
	15390802	02/06/2020	Museum prints and foam mounting		\$200.12
	15386165	02/05/2020	Photo prints for museum		\$125.85
	15380485	02/04/2020	Photo prints for museum		\$64.35
94983	02/21/2020			BAYSIDE OIL II INC.	\$1,257.00
	Invoice	Date	Description		Amount
	36825	01/17/2020	Contaminated waste disposal		\$1,257.00
94984	02/21/2020			BEN NOBLE URBAN AND REGIONAL PLANNING	\$2,100.00
	Invoice	Date	Description		Amount
	1262	02/12/2020	Implementation plan update		\$2,100.00
			1313 - General Plan		
94985	02/21/2020			BEN'S MOTORCYCLE WORKS	\$97.76
	Invoice	Date	Description		Amount
	14960	02/05/2020	562 wheelchair repair		\$97.76
94986	02/21/2020			BOBBY'S PIT STOP INC.	\$565.05
	Invoice	Date	Description		Amount
	0367769	02/07/2020	2011 Ford Crown Victoria replaced cooling fan		\$565.05

Attachment: 2/21/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 21, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94987	02/21/2020			BRINKS AWARDS & SIGNS	\$155.00
	Invoice	Date	Description		Amount
	81963	02/07/2020	Name plate engraving		\$155.00
94988	02/21/2020			BURKE WILLIAMS AND SORENSEN LLP	\$13,592.15
	Invoice	Date	Description		Amount
	250128	01/28/2020	December labor and employment legal services		\$142.50
	250129	01/28/2020	December city attorney general services		\$10,330.65
	250130	01/28/2020	December city attorney code enforcement services		\$390.00
	250131	01/28/2020	December city attorney planning services		\$2,340.00
	250132	01/28/2020	December city attorney public works services		\$104.00
	250133	01/28/2020	December city attorney litigation services		\$285.00
94989	02/21/2020			CALE AMERICA INC.	\$1,485.21
	Invoice	Date	Description		Amount
	158395	02/18/2020	Pay station modem upgrade (3)		\$1,399.57
	158393	02/18/2020	Pay station credit card reader cables (2)		\$85.64
94990	02/21/2020			CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFIC	\$330.00
	Invoice	Date	Description		Amount
	300004273	02/19/2020	Finance Director annual membership renewal		\$110.00
	300004274	02/19/2020	Senior Accountant annual membership renewal		\$110.00
	300004282	02/19/2020	Accountant annual membership renewal		\$110.00
94991	02/21/2020			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,781.50
	Invoice	Date	Description		Amount
	POA021420	02/14/2020	POA and gym dues PPE 2/8/20 1001 - Payroll		\$1,781.50
94992	02/21/2020			CHARTER COMMUNICATIONS	\$3,257.86
	Invoice	Date	Description		Amount
	0000178020120	02/01/2020	February internet service		\$3,257.86
			1000 - General Fund	\$1,305.75	
			2211 - ISF - Info Tech	\$1,952.11	
94993	02/21/2020			CRYSTAL SPRINGS WATER CO.	\$336.00
	Invoice	Date	Description		Amount
	CSW013120	01/31/2020	January drinking water		\$336.00
94994	02/21/2020			CSG Consultants Inc.	\$4,092.98
	Invoice	Date	Description		Amount
	B200025	02/03/2020	January building plan review services		\$4,092.98

Attachment: 2/21/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 21, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
94995	02/21/2020			DAVID SCOTT COBABE	\$45.00
	Invoice	Date	Description		Amount
	DSC021820	02/18/2020	Instructor payment		\$45.00
94996	02/21/2020			ELEVATOR SERVICE COMPANY INC.	\$1,005.00
	Invoice	Date	Description		Amount
	26975 J5488	02/11/2020	Hoist way clean down and service door		\$1,005.00
94997	02/21/2020			EMPLOYMENT DEVELOPMENT DEPT	\$150.00
	Invoice	Date	Description		Amount
	L1858684256-16	02/14/2020	Earnings withholding order PPE 2/8/20 1001 - Payroll		\$150.00
94998	02/21/2020			EWING IRRIGATION	\$59.80
	Invoice	Date	Description		Amount
	9040751	02/06/2020	Village irrigation parts		\$59.80
94999	02/21/2020			FERGUSON ENTERPRISES INC 795	\$196.13
	Invoice	Date	Description		Amount
	8300123	02/03/2020	Bathroom supplies		\$196.13
95000	02/21/2020			FIRST SECURITY	\$344.93
	Invoice	Date	Description		Amount
	IN-0030149	02/03/2020	February Jade Street patrol service		\$344.93
95001	02/21/2020			FLYERS ENERGY LLC	\$1,827.20
	Invoice	Date	Description		Amount
	20-060512	01/30/2020	312 gallons gasoline		\$1,202.88
	20-060514	01/30/2020	166 gallons diesel		\$624.32
95002	02/21/2020			FRED MENG AUDIO VISUAL SERVICES	\$250.00
	Invoice	Date	Description		Amount
	FM012620	02/06/2020	"The Testing Block" screening projectionist services		\$250.00

Attachment: 2/21/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 21, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
95003	02/21/2020			GRANICUS LLC	\$9,525.60
	Invoice	Date	Description		Amount
	122753	02/01/2020	February legislative management software		\$1,190.70
	114669	07/31/2019	July legislative management software		\$1,190.70
	116342	08/01/2019	August legislative management software		\$1,190.70
	117220	09/01/2019	September legislative management software		\$1,190.70
	118041	10/01/2019	October legislative management software		\$1,190.70
	119568	11/01/2019	November legislative management software		\$1,190.70
	120338	12/01/2019	December legislative management software		\$1,190.70
	121806	01/01/2020	January legislative management software 1320 - PEG - Public Edu Govt		\$1,190.70
95004	02/21/2020			HOME DEPOT CREDIT SERVICES	\$190.58
	Invoice	Date	Description		Amount
	6646903	02/11/2020	Can, putty knives, paint brushes		\$18.22
	6615152	02/11/2020	Oil paint brush, paint trays		\$16.91
	4340882	02/03/2020	Storage clipboard		\$27.23
	0624796	02/07/2020	Quick dry contact cleaner, de-greaser, grease		\$53.28
	3032864	02/14/2020	Mouse traps		\$11.28
	5613547	01/23/2020	Lock nuts, screws, washers, knobs		\$17.13
	5623229	01/23/2020	LED lights, screw, 7 piece hex nut screw driver set		\$46.53
95005	02/21/2020			HOUSING AUTHORITY OF THE COUNTY OF SANTA C	\$404.00
	Invoice	Date	Description		Amount
	HA020320	02/03/2020	2020 fair market rent study		\$404.00
95006	02/21/2020			HUMBOLDT PETROLEUM LLC	\$26.00
	Invoice	Date	Description		Amount
	088918	01/31/2020	January car wash services		\$26.00
95007	02/21/2020			ICMA RETIREMENT TRUST 457	\$7,487.52
	Invoice	Date	Description		Amount
	285217	02/14/2020	457 contributions PPE 2/8/20 1001 - Payroll		\$7,487.52
95008	02/21/2020			INTERNATIONAL ASSOCIATION OF CHIEFS OF POLIC	\$190.00
	Invoice	Date	Description		Amount
	0099712	12/04/2019	501 annual membership dues		\$190.00
95009	02/21/2020			JEANI MITCHELL	\$444.60
	Invoice	Date	Description		Amount
	JM021820	02/18/2020	Instructor payment		\$444.60

Attachment: 2/21/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 21, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
95010	02/21/2020			JHS CONSULTING LLC	\$3,347.75
	Invoice	Date	Description		Amount
	1153	02/16/2020	January mall project management & environmental consulting		\$3,347.75
95011	02/21/2020			KBA Document Solutions LLC	\$43.55
	Invoice	Date	Description		Amount
	55Y1066504	02/13/2020	City Hall copier usage charges		\$35.69
	55Y1066505	02/13/2020	Recreation copier usage charges		\$7.86
			1000 - General Fund	\$7.86	
			2211 - ISF - Info Tech	\$35.69	
95012	02/21/2020			KOSMONT COMPANIES	\$13,055.90
	Invoice	Date	Description		Amount
	1908.8-006	01/31/2020	January mall economic consulting services		\$2,662.40
	1908.8-005	12/31/2019	December mall economic consulting services		\$10,393.50
95013	02/21/2020			LABORMAX STAFFING	\$1,371.14
	Invoice	Date	Description		Amount
	26-118390	02/14/2020	Seasonal labor 2/8 - 2/14		\$1,371.14
95014	02/21/2020			MADLINE C HORN	\$1,305.00
	Invoice	Date	Description		Amount
	40	02/14/2020	Museum cataloging and artifact organizing		\$1,080.00
	39	02/02/2020	Museum cataloging and artifact organizing		\$30.00
	38	02/02/2020	Museum cataloging and artifact organizing		\$195.00
95015	02/21/2020			MAR-KEN K-9 TRAINING CENTER	\$240.00
	Invoice	Date	Description		Amount
	022-20	02/10/2020	February K-9 training		\$240.00
95016	02/21/2020			METRO MOBILE COMMUNICATIONS	\$166.70
	Invoice	Date	Description		Amount
	44344	02/07/2020	Motorola battery		\$166.70
95017	02/21/2020			MID COUNTY AUTO SUPPLY	\$175.20
	Invoice	Date	Description		Amount
	MID-672288	02/03/2020	Multi-meter		\$14.20
	MID-687636	02/13/2020	Wiper blades (4)		\$19.12
	MID-683955	02/11/2020	Wiper blade		\$9.53
	MID-683841	02/11/2020	Antifreeze (6), fiberglass paint stripper		\$106.38
	MID-682396	02/10/2020	Clear diesel cleaner, 3v battery		\$25.97

Attachment: 2/21/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 21, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
95018	02/21/2020			MILLER'S TRANSFER & STORAGE CO.	\$254.65
	Invoice	Date	Description		Amount
	91845	02/11/2020	February record storage and January warehouse handling		\$254.65
95019	02/21/2020			MISSION LINEN SUPPLY	\$250.90
	Invoice	Date	Description		Amount
	511802935	02/10/2020	Community Center mop and mat service		\$85.29
	511773625	02/05/2020	Fleet linen service		\$36.78
	511818823	02/12/2020	Fleet linen service		\$36.78
	511818824	02/12/2020	Corp. yard linen service, mats, towels		\$92.05
95020	02/21/2020			MONY Life Insurance Company of America	\$2,654.72
	Invoice	Date	Description		Amount
	96927	01/13/2020	February LTD, STD, AD&D, life insurance		\$2,654.72
			1000 - General Fund	(\$89.18)	
			1001 - Payroll	\$2,743.90	
95021	02/21/2020			NIELS KISLING	\$288.79
	Invoice	Date	Description		Amount
	NK021020	02/10/2020	Museum fundraising remittance envelopes		\$288.79
95022	02/21/2020			O'REILLY AUTO PARTS	\$134.27
	Invoice	Date	Description		Amount
	2763-112765	02/06/2020	Air filters, oil filters, fuel filter		\$42.78
	2763-112046	02/03/2020	Exhaust fluid (6)		\$91.49
95023	02/21/2020			OCEAN HONDA	\$116.26
	Invoice	Date	Description		Amount
	645030	01/29/2020	Auto battery		\$116.26
95024	02/21/2020			PACIFIC GALVANIZING	\$163.88
	Invoice	Date	Description		Amount
	PG1166006	01/02/2020	Tube rail 6'x3'		\$163.88
95025	02/21/2020			PALACE BUSINESS SOLUTIONS	\$183.70
	Invoice	Date	Description		Amount
	566475-0	01/14/2020	Pens, paper		\$111.32
	9691835-0	02/17/2020	Museum poster letters		\$7.50
	9688798-0	02/08/2020	Museum foam board, cream poster pen		\$18.19
	572213-0	02/13/2020	City Hall office supplies		\$27.09
	572149-0	02/13/2020	City Hall office supplies		\$19.60
			1000 - General Fund	\$137.01	
			2210 - ISF - Stores	\$46.69	

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City Checks Issued February 21, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
95026	02/21/2020			PHOENIX GROUP INFORMATION SYSTEMS	\$2,671.73
	Invoice	Date	Description		Amount
	012020070	02/14/2020	January citation processing		\$2,671.73
95027	02/21/2020			PROFORCE LAW ENFORCEMENT	\$890.13
	Invoice	Date	Description		Amount
	399221	01/30/2020	Taser training cartridges (22)		\$890.13
95028	02/21/2020			ROBERT M PATTERSON	\$200.00
	Invoice	Date	Description		Amount
	RMP020620	02/06/2020	February citation hearings		\$200.00
95029	02/21/2020			ROYAL WHOLESALE ELECTRIC	\$1,674.03
	Invoice	Date	Description		Amount
	7719-654639	01/09/2020	Facility lights		\$327.00
	7719-654770	01/13/2020	Fluorescent lights		\$44.50
	7719-653820	12/17/2019	Facility lights		\$284.49
	7719-653451	12/06/2019	AC volt detector		\$32.70
	7719-655075	02/04/2020	LED lamp, scissors, utility knife, supplies		\$985.34
95030	02/21/2020			SANTA CLARA COUNTY OFFICE OF THE SHERIFF	\$300.72
	Invoice	Date	Description		Amount
	1800071694	01/31/2020	"Coplink" South Bay info. sharing system renewal		\$300.72
95031	02/21/2020			SANTA CRUZ MUNICIPAL UTILITIES	\$89.60
	Invoice	Date	Description		Amount
	SCMU013120	01/31/2020	January water service for medians		\$89.60
95032	02/21/2020			SANTA CRUZ SENTINEL	\$1,326.40
	Invoice	Date	Description		Amount
	0001236252	01/31/2020	January public notices		\$1,326.40
95033	02/21/2020			SHARPS SOLUTIONS LLC	\$75.00
	Invoice	Date	Description		Amount
	SS33046	02/11/2020	Regulated waste disposal		\$75.00
95034	02/21/2020			SOFTCHOICE CORPORATION	\$15,515.30
	Invoice	Date	Description		Amount
	5319917	02/07/2020	Office 365 renewal		\$15,515.30
			2211 - ISF - Info Tech		

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City Checks Issued February 21, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
95035	02/21/2020			SOQUEL CREEK WATER DISTRICT	\$2,421.76
	Invoice	Date	Description		Amount
	42-14952-00.0120	01/28/2020	42-14952 Cortez Park irrigation		\$118.38
	42-15297-00.0120	01/28/2020	42-15297-00 426 Capitola Ave irrigation		\$115.25
	42-15751-01.0120	01/28/2020	42-15751-01 2005 Wharf Road irrigation		\$49.72
	42-15969-00.0120	01/28/2020	42-15969-00 Lawn Way irrigation		\$49.72
	42-16122-00.0120	01/28/2020	42-16122-00 Esplanade fountain irrigation		\$60.94
	42-10504-00.0120	01/28/2020	42-10504-00 Cliff Drive irrigation		\$49.72
	42-11090-01.0120	01/28/2020	42-11090-01 Capitola Road irrigation		\$115.25
	42-11467-00.0120	01/28/2020	42-11467-00 Jade Street park irrigation		\$391.19
	42-11517-00.0120	01/28/2020	42-11517-00 41st Avenue irrigation		\$115.25
	42-14404.00.0120	01/28/2020	42-14404.00 Monterey Ave Nobel Gulch Park irrigation		\$49.72
	42-16130-00.0120	01/28/2020	42-16130-00 Wharf Road irrigation		\$49.72
	42-16136-00.0120	01/28/2020	42-16136-00 1400 Wharf Road irrigation		\$348.50
	42-16407-00.0120	01/28/2020	42-16407-00 Depot Hill		\$49.72
	34-18508-00.0120	01/29/2020	34-18508-00 1510 McGregor Drive water service		\$43.66
	42-14431-00.0120	01/28/2020	42-14431-00 Monterey Ave irrigation		\$595.32
	42-17688-00.0120	01/28/2020	42-17688-00 Lawn Way irrigation 2		\$50.37
	42-18238-00.0120	01/28/2020	42-18238-00 Capitola Road irrigation		\$49.72
	06-14476-00.0220	02/05/2020	06-14476-00 430 Kennedy Drive water service		\$119.61
95036	02/21/2020			THE HOME DEPOT PRO	\$2,219.31
	Invoice	Date	Description		Amount
	534714258	02/07/2020	Janitorial supplies		\$1,177.15
	533546578	01/31/2020	Janitorial supplies		\$1,042.16
95037	02/21/2020			TIRE CHOICE AUTO SERVICE CENTERS	\$1,108.28
	Invoice	Date	Description		Amount
	381635	12/04/2019	2016 Ford F250 tires (2)		\$526.67
	201275	02/06/2020	2011 Ford F250 tires (2), lifetime install package		\$552.11
	200961	01/13/2020	2017 Toyota Tacoma flat repair		\$29.50

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City Checks Issued February 21, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
95038	02/21/2020			TRACTOR SUPPLY COMPANY	\$426.04
	Invoice	Date	Description		Amount
	200324602	01/27/2020	Gate for dog park		\$98.31
	200318720	01/02/2020	Fenders		\$327.73
95039	02/21/2020			UNISAFE INC	\$643.30
	Invoice	Date	Description		Amount
	706596	02/04/2020	Bulk nitrile gloves		\$643.30
95040	02/21/2020			US BANK EQUIPMENT FINANCE	\$481.78
	Invoice	Date	Description		Amount
	406300608	02/03/2020	City Hall & Recreation copier leases		\$481.78
			1000 - General Fund	\$25.80	
			2210 - ISF - Stores	\$455.98	
95041	02/21/2020			US BANK EQUIPMENT FINANCE	\$103.55
	Invoice	Date	Description		Amount
	406300558	02/03/2020	Recreation copier lease		\$103.55
95042	02/21/2020			US BANK EQUIPMENT FINANCE	\$288.85
	Invoice	Date	Description		Amount
	406300756	02/03/2020	PD copier lease		\$288.85
95043	02/21/2020			US BANK PARS Acct 6746022400	\$429.14
	Invoice	Date	Description		Amount
	PARS021420	02/14/2020	PARS contributions PPE 2/8/20		\$429.14
			1001 - Payroll		
95044	02/21/2020			WESTERN EXTERMINATOR COMPANY	\$128.00
	Invoice	Date	Description		Amount
	7764202	01/31/2020	Cliff Dr. turnout rodent control		\$64.00
	7764186	01/31/2020	City Hall rodent control		\$64.00
95045	02/21/2020			ZUMAR INDUSTRIES INC.	\$486.20
	Invoice	Date	Description		Amount
	87306	02/12/2020	"Don't Trash the Bay" signs (24)		\$486.20
95046	02/21/2020			Allen & Linda Brown	\$380.00
	Invoice	Date	Description		Amount
	200125497	02/14/2020	Citation refund		\$380.00

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City Checks Issued February 21, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
95047	02/21/2020			Daddario Roofing	\$270.04
	Invoice	Date	Description		Amount
	20200036	02/11/2020	Refund building permit		\$270.04
			1000 - General Fund	\$205.53	
			1313 - General Plan	\$54.75	
			1317 - Tech Fee Fund	\$9.76	
95048	02/21/2020			Judith Johnson	\$36.00
	Invoice	Date	Description		Amount
	200125555	02/14/2020	Citation refund		\$36.00
Type Check Totals:					\$119,597.17
<u>EFT</u>					
896	02/18/2020			EMPLOYMENT DEVELOPMENT DEPT	\$7,861.58
	Invoice	Date	Description		Amount
	1-725-280-288	02/18/2020	State taxes PPE 2/8/20		\$7,861.58
			1001 - Payroll		
897	02/18/2020			INTERNAL REVENUE SERVICE	\$28,407.28
	Invoice	Date	Description		Amount
	73212891	02/18/2020	Federal taxes & Medicare PPE 2/8/20		\$28,407.28
			1001 - Payroll		
898	02/18/2020			CalPERS Member Services Division	\$53,567.10
	Invoice	Date	Description		Amount
	1001505141-5	02/18/2020	PERS contributions PPE 2/8/20		\$53,567.10
			1000 - General Fund	(\$0.15)	
			1001 - Payroll	\$53,567.25	
899	02/18/2020			STATE DISBURSEMENT UNIT	\$1,232.76
	Invoice	Date	Description		Amount
	YRU3V0E6657	02/18/2020	Garnishments PPE 2/8/20		\$1,232.76
			1001 - Payroll		
Type EFT Totals:					\$91,068.72
Library - Library					
<u>Check</u>					
179	02/21/2020			BOGARD CONSTRUCTION INC.	\$8,454.00
	Invoice	Date	Description		Amount
	160707-41	01/29/2020	Library construction project management services		\$8,454.00
			1360 - Library		
Type Check Totals:					\$8,454.00

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City Checks Issued February 21, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
CITY - Main City Totals				Count	Total
Checks				76	\$119,597.17
EFTs				4	\$91,068.72
All				80	\$210,665.89
Library - Library Totals					
Checks				1	\$8,454.00
EFTs				0	\$0.00
All				1	\$8,454.00
Grand Totals:					
Checks				77	\$128,051.17
EFTs				4	\$91,068.72
All				81	\$219,119.89

Attachment: 2/21/20 City Check Register (Approval of City Check Registers)

City main account checks dated February 28, 2020, numbered 95049 to 95094 and one EFT, totaling \$65,572.80, and 3 payroll account checks plus 91 EFTs, totaling \$168,637.05, for a grand total of \$234,209.85, have been reviewed and authorized for distribution by the City Manager.

As of February 28, 2020, the unaudited cash balance is \$4,789,631.66.

CASH POSITION - CITY OF CAPITOLA
February 28, 2020

	<u>Net Balance</u>
General Fund	\$ (1,381,354.16)
Payroll Payables	\$ 176,716.59
Contingency Reserve Fund	\$ 2,048,845.66
Facilities Reserve Fund	\$ 475,150.72
Capital Improvement Fund	\$ 2,381,788.75
Stores Fund	\$ 49,928.96
Information Technology Fund	\$ 212,656.79
Equipment Replacement	\$ 368,623.70
Self-Insurance Liability Fund	\$ 126,312.17
Workers' Comp. Ins. Fund	\$ 286,663.29
Compensated Absences Fund	\$ 44,299.19
TOTAL UNASSIGNED GENERAL FUNDS	\$ 4,789,631.66

The Emergency Reserve Fund balance is \$1,359,205.54 (not included above).
The PERS Contingency Fund balance is \$908,625.54 (not included above).
The Library Fund balance is \$5,597,105.83 (not included above).

3/5/20

Jamie Goldstein, City Manager Date

3/2/20

Jim Malberg, City Treasurer Date

Attachment: 2/28/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 28, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
95049	02/28/2020			A TOOL SHED	\$740.00
	Invoice	Date	Description		Amount
	1402730-5	02/21/2020	3 ton excavator rental		\$740.00
95050	02/28/2020			AT&T/CALNET 3	\$637.77
	Invoice	Date	Description		Amount
	0014328391	02/13/2020	Monthly telephone service		\$637.77
			1000 - General Fund	\$591.41	
			2211 - ISF - Info Tech	\$46.36	
95051	02/28/2020			AT&T/CALNET 3	\$809.66
	Invoice	Date	Description		Amount
	0014329059	02/13/2020	Monthly T-1 access		\$809.66
95052	02/28/2020			AUTOMATION TEST ASSOCIATES	\$40.00
	Invoice	Date	Description		Amount
	48224	02/22/2020	February wharf meter reading		\$40.00
			1311 - Wharf		
95053	02/28/2020			BEAR ELECTRICAL SOLUTIONS INC.	\$1,146.45
	Invoice	Date	Description		Amount
	9822	01/28/2020	January traffic signal maintenance services - response		\$499.65
	9845	01/30/2020	January traffic signal maintenance services - routine		\$646.80
			1310 - Gas Tax		
95054	02/28/2020			BICYCLE TRIP INC.	\$38.15
	Invoice	Date	Description		Amount
	220000128664	02/21/2020	Bicycle rear light		\$38.15
95055	02/28/2020			BROWNELLS INC.	\$170.53
	Invoice	Date	Description		Amount
	18533034	01/02/2020	AR-15 pins (6)		\$170.53
95056	02/28/2020			CALE AMERICA INC.	\$3,141.31
	Invoice	Date	Description		Amount
	157909	12/31/2019	Paystation custom non-perforated parts (100)		\$3,141.31
95057	02/28/2020			CALIFORNIA COAST UNIFORM COMPANY	\$406.67
	Invoice	Date	Description		Amount
	7821	02/12/2020	566 uniform		\$10.85
	7820	02/12/2020	563 uniform jacket, embroidery		\$211.79
	7819	02/12/2020	Uniform stripes		\$25.00
	7818	02/12/2020	483 uniform		\$159.03

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City Checks Issued February 28, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
95058	02/28/2020			CENTRAL HOME SUPPLY	\$99.46
	Invoice	Date	Description		Amount
	128751	02/13/2020	PD evidence room supplies		\$99.46
95059	02/28/2020			CERTIFIED FOLDER DISPLAY SERVICE INC	\$1,532.28
	Invoice	Date	Description		Amount
	574517	01/24/2020	BIA brochure distribution service 1321 - Village-Wharf BIA		\$1,532.28
95060	02/28/2020			COMMUNITY TELEVISION OF SANTA CRUZ COUNTY	\$752.50
	Invoice	Date	Description		Amount
	2769	02/25/2020	January televised City Council meetings		\$752.50
95061	02/28/2020			FERGUSON ENTERPRISES INC 795	\$228.77
	Invoice	Date	Description		Amount
	8337494	02/19/2020	Wharf metering pillar taps 1311 - Wharf		\$228.77
95062	02/28/2020			FIRST ALARM	\$215.16
	Invoice	Date	Description		Amount
	524158	02/15/2020	Quarterly Community Center intrusion system monitoring		\$215.16
95063	02/28/2020			FRANK PERRY	\$463.20
	Invoice	Date	Description		Amount
	FP021820	02/18/2020	Reimbursement for museum exhibit supplies		\$463.20
95064	02/28/2020			GINA ENRIQUEZ	\$7,862.40
	Invoice	Date	Description		Amount
	GE022420	02/24/2020	Instructor payment		\$7,862.40
95065	02/28/2020			GRANICUS LLC	\$1,190.70
	Invoice	Date	Description		Amount
	123613	03/01/2020	March legislative management software 1320 - Public Education		\$1,190.70
95066	02/28/2020			HANYA FOJACO	\$1,053.00
	Invoice	Date	Description		Amount
	HF022420	02/24/2020	Instructor payment		\$1,053.00
95067	02/28/2020			HOME DEPOT CREDIT SERVICES	\$278.29
	Invoice	Date	Description		Amount
	3270654	02/14/2020	Muriatic acid, lighted mechanical pickup		\$22.84
	6014082	02/21/2020	DeWalt 3 speed impact tool		\$215.82
	6625231	02/11/2020	Black marker, cable ties		\$39.63

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City Checks Issued February 28, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
95068	02/28/2020			HUMBOLDT PETROLEUM LLC	\$26.00
	Invoice	Date	Description		Amount
	088950	02/15/2020	February car wash services		\$26.00
95069	02/28/2020			INTERNATIONAL BRONZE PLAQUE COMPANY	\$556.00
	Invoice	Date	Description		Amount
	19-53830	12/05/2019	Memorial bench plaque		\$139.00
	20-54089	01/07/2020	Memorial bench plaque		\$139.00
	20-54447	02/24/2020	Memorial bench plaque		\$139.00
	20-54444	02/24/2020	Memorial bench plaque		\$139.00
95070	02/28/2020			KEYSTONE COFFEE COMPANY	\$73.48
	Invoice	Date	Description		Amount
	50495	02/20/2020	Break room coffee		\$36.74
	50290	01/03/2020	Break room coffee		\$36.74
95071	02/28/2020			KIMLEY HORN AND ASSOCIATES INC	\$9,538.48
	Invoice	Date	Description		Amount
	15755282	01/31/2020	Clares St. traffic calming data gathering & design alternatives		\$402.92
	15755283	01/31/2020	Capitola Ave. sidewalk improvements 1200 - Capital Impr		\$9,135.56
95072	02/28/2020			LABORMAX STAFFING	\$1,159.10
	Invoice	Date	Description		Amount
	26-118666	02/21/2020	Seasonal labor 2/15 - 2/21		\$1,159.10
95073	02/28/2020			MISSION LINEN SUPPLY	\$173.71
	Invoice	Date	Description		Amount
	511870056	02/19/2020	Corp. yard linen service, mats, towels		\$88.42
	511908625	02/24/2020	Community Center mop and mat service		\$85.29
95074	02/28/2020			NATIONAL DATA & SURVEYING SERVICES	\$4,940.00
	Invoice	Date	Description		Amount
	20-8004	02/04/2020	Speed surveys		\$4,940.00
			1000 - General Fund	\$2,470.00	
			1300 - Supl Law Enfc	\$2,470.00	
95075	02/28/2020			OUTDOOR SUPPLY HARDWARE	\$14.16
	Invoice	Date	Description		Amount
	A20901	02/13/2020	36 inch magnet extension		\$14.16
95076	02/28/2020			OUTDOOR WORLD INC.	\$1,359.79
	Invoice	Date	Description		Amount
	43178	02/13/2020	Public Works pants		\$1,359.79

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City Checks Issued February 28, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
95077	02/28/2020			PACIFIC GAS & ELECTRIC	\$14,036.11
	Invoice	Date	Description		Amount
	PGE021920-acctf	02/19/2020	Monthly gas & electricity		\$14,025.28
	PGE021220-acctf	02/12/2020	Wharf Road Rispin Mansion utilities		\$10.83
			1000 - General Fund	\$5,214.62	
			1300 - Supl Law Enfc	\$248.11	
			1310 - Gas Tax	\$6,787.40	
			1311 - Wharf	\$1,785.98	
95078	02/28/2020			PALACE BUSINESS SOLUTIONS	\$185.18
	Invoice	Date	Description		Amount
	573200-0	02/21/2020	Paper		\$98.08
	9694463-0	02/25/2020	Citizen's Academy certificates		\$55.98
	9694257-0	02/24/2020	Foam board		\$5.47
	9693025-0	02/20/2020	Museum foam board, tape, glue stick		\$12.60
	9692896-0	02/20/2020	Paint		\$13.05
95079	02/28/2020			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$7,205.50
	Invoice	Date	Description		Amount
	SCC020520	02/05/2020	January citation processing		\$7,205.50
95080	02/28/2020			SANTA CRUZ COUNTY HUMAN SERVICES DEPT	\$1,512.00
	Invoice	Date	Description		Amount
	391600-1159-011	02/24/2020	Comprehensive Economic Development Strategy cost share		\$1,512.00
95081	02/28/2020			SANTA CRUZ OCCUPATIONAL MEDICAL CENTER	\$115.00
	Invoice	Date	Description		Amount
	I-25155	01/31/2020	Employee medical exam		\$115.00
95082	02/28/2020			SOQUEL NURSERY GROWERS INC.	\$21.49
	Invoice	Date	Description		Amount
	0000354818	02/18/2020	Lawn Way plants		\$21.49
95083	02/28/2020			VERIZON WIRELESS	\$2,959.84
	Invoice	Date	Description		Amount
	9848113447	02/10/2020	Monthly telephone charges		\$2,959.84
95084	02/28/2020			VISIT SANTA CRUZ COUNTY	\$495.00
	Invoice	Date	Description		Amount
	12733	02/19/2020	BIA map advertising		\$495.00
			1321 - Village-Wharf BIA		

Attachment: 2/28/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 28, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
95085	02/28/2020			Ann Marie Nygaard	\$10.00
	Invoice	Date	Description		Amount
	2020-00000252	02/19/2020	Citation refund		\$10.00
95086	02/28/2020			Auto Chlor System Inc.	\$36.00
	Invoice	Date	Description		Amount
	200123973	02/21/2020	Citation refund		\$36.00
95087	02/28/2020	Void/Reissued		Check stock error	
95088	02/28/2020	Void/Reissued		Check stock error	
95089	02/28/2020	Void/Reissued		Check stock error	
95090	02/28/2020	Void/Reissued		Check stock error	
95091	02/28/2020			Brian Miller or Patricia Inserra	\$41.00
	Invoice	Date	Description		Amount
	244707	02/21/2020	Citation refund		\$41.00
95092	02/28/2020			Candy Harker	\$100.00
	Invoice	Date	Description		Amount
	2003900.002	02/24/2020	Facility rental deposit refund		\$100.00
95093	02/28/2020			Diana Mitchell Roberts or Michael Mitchell	\$41.00
	Invoice	Date	Description		Amount
	244705	02/21/2020	Citation refund		\$41.00
95094	02/28/2020			Kathleen Cannon	\$32.66
	Invoice	Date	Description		Amount
	247922	02/21/2020	Citation refund		\$32.66
Type Check Totals:					\$65,437.80
EFT					
900	02/25/2020			DISCOVERY BENEFITS	\$135.00
	Invoice	Date	Description		Amount
	0001114125-IN	01/31/2020	January FSA and COBRA admin.		\$135.00
Type EFT Totals:					\$135.00

Attachment: 2/28/20 City Check Register (Approval of City Check Registers)

City Checks Issued February 28, 2020

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
CITY - Main City Totals				Count	Total
Checks				39	\$65,437.80
EFTs				1	\$135.00
All				41	\$65,572.80
WELLS - Pavroll Totals					
Checks				3	\$2,146.79
EFTs				91	\$166,490.26
All				94	\$168,637.05
Grand Totals:					
Checks				42	\$67,584.59
EFTs				92	\$166,625.26
All				134	\$234,209.85

Attachment: 2/28/20 City Check Register (Approval of City Check Registers)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 26, 2020

FROM: Community Development

SUBJECT: Second Reading of an Ordinance Amending Chapter 17.74 Accessory Dwelling Units and Chapter 17.15 (17.16 Outside Coastal Zone) for R-1 Zoning District

RECOMMENDED ACTION: Adopt the proposed Ordinance amending Title 17 to align with recent State requirements for Accessory Dwelling Units and Floor Area Ratio for Single Family Residences with an Accessory Dwelling Unit, and waive reading of the text.

BACKGROUND/DISCUSSION: The California State Legislature brought forward several bills in 2019 related to the development of Accessory Dwelling Units (ADUs). In October 2019, the Governor signed into law Assembly Bill (AB) 68, AB 881, and Senate Bill (SB) 13 amending the section of the California Government Code related to ADUs (Government Code Section 65852.2). Additionally, AB 68 amended standards for Junior ADUs, and SB 13 made additions to the State Health and Safety Code (adding Section 1790.12). The new laws took effect on January 1, 2020.

Portions of the Capitola Municipal Code Chapter 17.74: Accessory Dwelling Units are inconsistent with the new State legislation. The City is currently enforcing the State legislation, and thus is in compliance with the law; amending Chapter 17.74 will make the Municipal Code consistent with the law.

The ordinance was introduced on February 27, 2020, at which time the City Council approved a first reading. Since that first reading, the State of California Department of Housing and Community Development (HCD) provided guidance on the first draft which included unsubstantial changes. Staff incorporated the suggested changes into the draft ordinance for an updated first reading of the ordinance.

The City Council passed the first reading of the updated ordinance with HCD recommended modifications at its meeting on February 27, 2020.

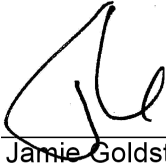
CEQA: These code revisions are statutorily exempt from CEQA pursuant to Public Resources Code Section 21080.17 (Application of Division to Ordinances Implementing Law Relating to Construction of Dwelling Units and Second Units), since the proposed changes are consistent with adopted State Law.

FISCAL IMPACT: Very minor fiscal impact from potential increase in property tax.

Second Reading ADUs
March 26, 2020

Report Prepared By: Katie Herlihy
Community Development Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 3/19/2020

Second Reading ADUs
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ORDINANCE NO. XXXX

AN ORDINANCE OF THE CITY OF CAPITOLA AMENDING MUNICIPAL CODE SECTIONS 17.15, 17.16, AND 17.74 RELATED TO ACCESSORY DWELLING UNITS

WHEREAS, in 2019, the California Legislature approved, and the Governor signed into law a number of bills regarding Accessory Dwelling Units ("New ADU Laws") that, among other things, amended Government Code section 65852.2 and 65852.22 to impose new limits on local authority to regulate Accessory Dwelling Units ("ADUs") and Junior Accessory Dwelling Units ("JADUs"); and

WHEREAS, the New ADU Laws took effect January 1, 2020 and, because portions of the City's current ADU ordinance is not consistent with the New ADU Laws, those portions of the City's ordinance are null and void and unenforceable as of January 1, 2020, thereby limiting the City to the application of the few default standards provided in Government Code sections 65852.2 and 65852.22 for the approval of ADUs and JADUs; and

WHEREAS, the approval of ADUs and JADUs based solely on the default statutory standards, without local regulations governing height, setback, landscape, architectural review, among other things, would threaten the character of existing neighborhoods, and negatively impact property values, personal privacy, and fire safety; and

WHEREAS, the proposed ADU amendments address and ameliorate the public peace, welfare, health and safety issues related to the City's urgent need to provide additional housing; and

WHEREAS, the City desires to amend its local regulatory scheme for the construction of ADUs and JADUs to comply with the amended provisions of Government Code sections 65852.2 and 65852.22; and

WHEREAS, the proposed amendments to the City's ADU ordinance are statutorily exempt from CEQA pursuant to Public Resources Code Section 21080.17 (Application of Division to Ordinances Implementing Law Relating to Construction of Dwelling Units and Second Units), since the proposed changes are consistent with adopted State Law; and

WHEREAS, the Planning Commission held a duly noticed public hearing on February 6, 2020, at which time it reviewed the proposed amendments, considered all public comments on the revisions and related CEQA exemption, and provided a unanimous positive recommendation on the proposed ordinance; and

WHEREAS, based upon the Planning Commission recommendation, the City Council determined that the amendments are consistent with the General Plan, including the Goals, Policies and Implementation Measures of the Land Use Element and Housing Element, and that the revisions would be internally consistent with all other provisions of the Municipal Code.

WHEREAS, the Zoning Code serves as the Implementation Plan of the City's Local Coastal Program and is intended to be implemented in a manner that is in full conformance with the

Second Reading ADUs
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California Coastal Act.

BE IT ORDAINED By the City of Capitola as follows:

Section 1. The above findings are adopted and incorporated herein.

Section 2. Chapter 17.74 (Accessory Dwelling Units) of the Capitola Municipal Code is hereby amended to read as follows:

Chapter 17.74 – ACCESSORY DWELLING UNITS

Sections:

17.74.010	Purpose
17.74.020	Definitions
17.74.030	Permitting Process
17.74.040	General Requirements
17.74.050	Units Subject to Limited Standards
17.74.060	Units Subject to Full Review Standards
17.74.070	Units Requiring a Design Permit
17.74.080	Development Standards
17.74.090	Objective Design Standards
17.74.100	Deviation from Standards
17.74.110	Findings
17.74.120	Deed Restrictions
17.74.130	Incentives

17.74.010 Purpose

This chapter establishes standards for the location and construction of accessory dwelling units (ADUs) consistent with Government Code Sections 65852.2-65852.22. These standards are intended to allow accessory dwelling units as a form of affordable housing in Capitola while maintaining the character and quality of life of residential neighborhoods.

17.74.020 Definitions

Terms used in this chapter are defined as follows:

- A. Accessory Dwelling Unit. “Accessory dwelling unit” means a self-contained living unit located on the same parcel as a primary dwelling unit.
- B. Attached Accessory Dwelling Unit. “Attached accessory dwelling unit” means an accessory dwelling unit that:
 1. Shares at least one common wall with the primary dwelling unit; and
 2. Is not fully contained within the existing space of the primary dwelling unit.
- C. Detached Accessory Dwelling Unit. “Detached accessory dwelling unit” means an accessory dwelling unit that does not share a common wall with primary dwelling unit and is not an internal accessory dwelling unit.
- D. Internal Accessory Dwelling Unit. “Internal accessory dwelling unit” means an accessory dwelling unit that is fully contained within the existing space of the primary dwelling unit or an accessory structure.
- E. Junior Accessory Dwelling Unit. “Junior accessory dwelling unit” means an accessory dwelling unit no more than 500 square feet in size and contained entirely within a single-family residence.

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- F. Two-story Attached Accessory Dwelling Unit. “Two-story attached accessory dwelling unit” means an attached accessory dwelling unit that is configured as either:
 - 1. Two stories of living space attached to an existing primary dwelling unit; or
 - 2. Second-story living space above a ground-floor garage or living space in an existing primary dwelling unit.
- G. Two-story Detached Accessory Dwelling Unit. “Two-story detached accessory dwelling unit” means a detached accessory dwelling unit that is configured as either:
 - 1. Two stories of living space in a single accessory dwelling unit; or
 - 2. Second story living space above a ground floor garage or other accessory structure.

17.74.030 Permitting Process

A. When Consistent with Standards.

- 1. Except when a Design Permit is specifically required by this chapter, an accessory dwelling unit that complies with all standards in in this chapter shall be approved ministerially with an Administrative Permit. No discretionary review or public hearing is required. A building permit application may be submitted concurrently with the Administrative Permit application.
 - 2. If an existing single-family or multifamily dwelling exists on the parcel upon which an accessory dwelling unit is proposed, the City shall act on an application to create an accessory dwelling unit within 60 days from the date the City receives a completed application. If the applicant requests a delay in writing, the 60-day time period shall be tolled for the period of the delay.
 - a. The City has acted on the application if it:
 - (1) Approves or denies the building permit for the accessory dwelling unit;
 - (2) Informs the applicant in writing that changes to the proposed project are necessary to comply with this chapter; or
 - (3) Determines that the accessory dwelling unit does not qualify for ministerial approval.
 - b. If the accessory dwelling unit application is submitted with a permit application to create a new single-family dwelling on the parcel, the City may delay acting on the accessory dwelling unit application until the City acts on the permit application for the new single-family dwelling. The accessory dwelling unit shall be considered without discretionary review or hearing.
- B. Two-Story Units. A two-story accessory dwelling unit (attached or detached) greater than 16 feet in height requires Planning Commission approval of a Design Permit. To approve the Design Permit, the Planning Commission must make the findings in Section 17.74.110. A two-story accessory dwelling unit must comply with the standards in Sections 17.74.080 (Development Standards) and 17.74.090 (Objective Design Standards) unless the Planning Commission allows a deviation through the Design Permit process.
- C. When Deviating from Standards. An accessory unit that deviates from any standard in 17.74.080 (Development Standards) or 17.74.090 (Objective Design Standards) may be allowed with Planning Commission approval of a Design Permit. See Section 17.74.100 (Deviation from Standards).
- D. When Dependent on Separate Construction. When a proposed attached or detached accessory dwelling unit is dependent on the construction of a new building or new portion of a building which is not a part of the accessory dwelling unit (“separate construction”) and is not proposed as part of a permit application to create a new single-family dwelling on the parcel , the City shall either:
- 1. Accept and begin processing the accessory dwelling unit application only after acting on an application for the proposed separate construction; or
 - 2. Upon written request from the applicant, review and act on the accessory dwelling unit

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together with the separate construction as part of a single application. In this case, the accessory dwelling unit is subject to the same review procedures as the separate construction.

E. Within Coastal Zone.

1. A proposed accessory dwelling unit that is located in the Coastal Zone may require a Coastal Development Permit (CDP) as specified by Chapter 17.44 (Coastal Overlay Zone) and the findings for approval of a CDP as specified in 17.44.130 (Findings for Approval).
2. Nothing in this chapter shall be construed to supersede or in any way alter or lessen the effect of application of the California Coastal Act of 1976 (Division 20, commencing with Section 30000, of the Public Resources Code), except that a public hearing for a CDP application for an accessory dwelling unit shall not be required.

F. Historic Resources.

1. If a Design Permit is required for an accessory dwelling unit on a property with a historic resource, the proposed project is subject to the requirements in Chapter 17.94 (Historic Preservation). Third-party review of the proposed project may be required as provided in Chapter 17.94.
2. Compliance with Chapter 17.94 is not required for accessory dwelling units approved ministerially with an Administrative Permit.

17.74.040 General Requirements

The following requirements apply to all accessory dwelling units.

A. Where Allowed. An accessory dwelling unit is permitted:

1. In any zoning district where single-family or multifamily dwellings are a permitted use; and
2. On any parcel with an existing or proposed single-family or multifamily dwelling.

B. Maximum Number per Parcel. Not more than one accessory dwelling unit is allowed per parcel except as allowed by subsections 17.74.050.B (Detached Accessory Dwelling Units), 17.74.050.C (Non-livable Multifamily Space), and 17.74.050.D (Detached Accessory Dwelling Units on Multifamily Parcels).

C. Residential Mixed Use. If one dwelling unit is on a parcel with a non-residential use, the dwelling unit is considered a single-family dwelling for the purpose of determining the applicable requirements in this chapter. If two or more dwelling units are on a parcel with a non-residential use, the dwelling units are considered a multi-family dwelling.

D. Utility Connections. Utility connection requirements shall be subject to state law and the serving utility district

E. Fire Sprinklers. The City shall not require accessory dwelling units to provide fire sprinklers if they would not be required for the primary residence under the current Fire Code.

F. Vacation Rentals Prohibited. Accessory dwelling units may not be used for vacation rentals as defined in 17.160 (Glossary).

G. Separate Sale from Primary Dwelling. An accessory dwelling unit shall not be sold or conveyed separately from the primary dwelling.

H. Guaranteed Allowance. Maximum building coverage, floor area ratio, and private open space standards in Section 17.74.080 (Development Standards) shall not prohibit an accessory dwelling unit with up to 800 square feet of floor area, up to 16 feet in height, and four-foot side and rear yard setbacks, provided the accessory dwelling unit complies with all other applicable standards. The guaranteed allowance of 800 square feet of floor area is in addition to the maximum floor area of a property.

I. Converting and Replacing Existing Structures.

1. An internal accessory dwelling unit may be constructed regardless of whether it conforms to the current zoning requirement for building separation or setbacks.

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2. If an existing structure is demolished and replaced with an accessory dwelling unit, an accessory dwelling unit may be constructed in the same location and to the same dimensions as the demolished structure.
 3. If any portion of an existing structure crosses a property line, the structure may not be converted to or replaced with an accessory dwelling unit. For existing structure within 4 feet of a property line, the applicant must submit a survey demonstrating that the structure does not cross the property line.
- J. Manufactured Homes and Mobile Units.
1. A manufactured home, as defined in California Health and Safety Code Section 18007, is allowed as an accessory dwelling unit. Pursuant California Health and Safety Code Section 18007, as may be amended from time to time, a manufactured home must:
 - a. Provide a minimum of 320 square feet of floor area;
 - b. Be built on a permanent chassis
 - c. Be designed for use as a single-family dwelling with or without a foundation when connected to the required utilities; and
 - d. Include the plumbing, heating, air conditioning, and electrical systems contained within the home.
 2. Vehicles and trailers, with or without wheels, which do not meet the definition of a manufactured home, are prohibited as accessory dwelling units.
 3. A prefabricated or modular home is allowed as an accessory dwelling unit.
- K. Junior Accessory Dwelling Units
1. General. Junior accessory dwelling units shall comply with all standards in this chapter unless otherwise indicated.
 2. Occupancy. The property owner must occupy either the primary dwelling unit or the junior accessory dwelling unit on the property.
 3. Sanitation Facilities. A junior accessory dwelling unit may include sanitation facilities, or may share sanitation facilities with the primary dwelling.
 4. Kitchen. A junior accessory dwelling unit must include, at a minimum:
 - a. A cooking facility with appliances; and
 - b. At least 3 linear feet of food preparation counter space and 3 linear feet of cabinet space.
- L. Multifamily Homeowners Associations. If a multifamily dwelling is located in a development with a homeowners' association (HOA), an application for an accessory dwelling unit must:
1. Be signed by an authorized officer of the HOA; and
 2. Include a written statement from the HOA stating that the application is authorized by the HOA, if such authorization is required;

17.74.050 Units Subject to Limited Standards

The City shall ministerially approve an application for a building permit within a residential or mixed-use zoning district to create the following types of accessory dwelling units. For each type of accessory dwelling unit, the City shall require compliance only with the development standards in this subsection. Standards in Subsection 17.74.080 (Development Standards) and 17.74.090 (Objective Design Standards) do not apply to these types of accessory dwelling units.

- A. Internal Accessory Dwelling Units. One internal accessory dwelling unit or junior accessory dwelling unit per parcel with a proposed or existing single-family dwelling if all of the following apply:
1. The internal accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet

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- beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.
2. The unit has exterior access from the proposed or existing single-family dwelling.
 3. The side and rear setbacks are sufficient for fire and safety.
 4. The junior accessory dwelling unit complies with Government Code Section 65852.22.
- B. One-Story Detached Accessory Dwelling Units 800 Square Feet or Less. One detached, new construction, accessory dwelling unit for a parcel with a proposed or existing single-family dwelling. The detached accessory dwelling unit may be combined with a junior accessory dwelling unit described in Subsection A (Internal Accessory Dwelling Units) above. The accessory dwelling unit must comply with the following:
1. Minimum rear and side setbacks: 4 feet.
 2. Maximum floor area: 800 square feet.
 3. Maximum height: 16 feet.
- C. Non-Livable Multifamily Space. One or more internal accessory dwelling units within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, subject to the following:
1. At least one accessory dwelling unit is allowed within an existing multifamily dwelling up to maximum of 25 percent of the existing multifamily dwelling units; and
 2. Each unit shall comply with state building standards for dwellings.
- D. Detached Accessory Dwelling Units on Multifamily Parcels. Not more than two detached accessory dwelling units that are located on a parcel that has an existing multifamily dwelling, subject to the following:
1. Maximum height: 16 feet.
 2. Minimum rear and side setbacks: 4 feet.

17.74.060 Units Subject to Full Review Standards

The City shall ministerially approve an application for a building permit to create the following types of accessory dwelling units.

- A. One-Story Attached Accessory Dwelling Units. A one-story attached accessory dwelling unit in compliance with standards in Subsection 17.74.080 (Development Standards) and 17.74.090 (Objective Design Standards).
- B. One-Story Detached Accessory Dwelling Units Between 800 and 1,200 Square Feet. A one-story detached accessory dwelling unit with a floor area between 800 and 1,200 square feet in compliance with standards in Subsection 17.74.080 (Development Standards) and 17.74.090 (Objective Design Standards).

17.74.070 Units Requiring a Design Permit

The following types of accessory dwelling units require Planning Commission approval of a Design Permit.

- A. Two-Story Accessory Dwelling Units. A two-story attached or detached accessory dwelling unit greater than 16 feet in height in compliance with standards in Subsection 17.74.080 (Development Standards) and 17.74.090 (Objective Design Standards).
- B. Accessory Dwelling Units Deviating from Standards. Any accessory dwelling unit that deviates from one or more standards in Subsection 17.74.080 (Development Standards) and 17.74.090 (Objective Design Standards).

17.74.080 Development Standards

The standards in this section apply to all accessory dwelling units not approved pursuant to Section 17.74.050 (Units Subject to Limited Standards).

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A. General. Table 17.74-1 shows development standards that apply to accessory dwelling units.

ADU Type/Location	Standard
Unit Size, Maximum	
Attached ADU, one bedroom or less	50 percent of the existing primary dwelling or 850 sq. ft., whichever is greater
Attached ADU, more than one bedroom	50 percent of the existing primary dwelling or 1,000 sq. ft., whichever is greater
Detached ADU	1,200 sq. ft.
Internal ADU	<u>No maximum</u>
Junior ADU	500 sq. ft.
Floor Area Ratio, Maximum [1]	As required by zoning district [2]
Setbacks, Minimum [3,4]	
Front	Same as primary dwelling [5]
Interior Side, 1 st and 2 nd Story	4 ft.
Exterior Side, 1 st and 2 nd Story	4 ft.
Rear, 1 st and 2 nd Story	4 ft.
Building Coverage, Maximum	
R-M zoning district	40 % [2]
All other zoning districts	No maximum
Height, Maximum [3]	
Attached ADU	Height of primary residence or maximum permitted in zoning district, whichever is less
Detached ADU, one-story	16 ft.
Detached ADU, two-story [6]	22 ft.
Private Open Space, Minimum [7]	48 sq. ft. [2]

Notes

[1] Calculated as the total floor area ratio on the site, including both the primary dwelling and accessory dwelling unit. An applicant may request simultaneous approval of a new internal accessory dwelling unit and an addition to the primary residence as part of a single application.

[2] Standard may not prohibit an accessory dwelling unit with at least an 800 square feet of floor area. See Section 17.74.040.H (Guaranteed Allowance).

[3] Setback and height standards apply only to attached and detached accessory dwelling units. Standards do not apply to internal or junior accessory dwelling units.

[4] See also Section 17.74.040.H (Converting and Replacing Existing Structures) for setback exceptions that apply to an accessory dwelling unit created by converting or replacing an existing structure.

[5] See also 17.74.080.B (Front Setbacks).

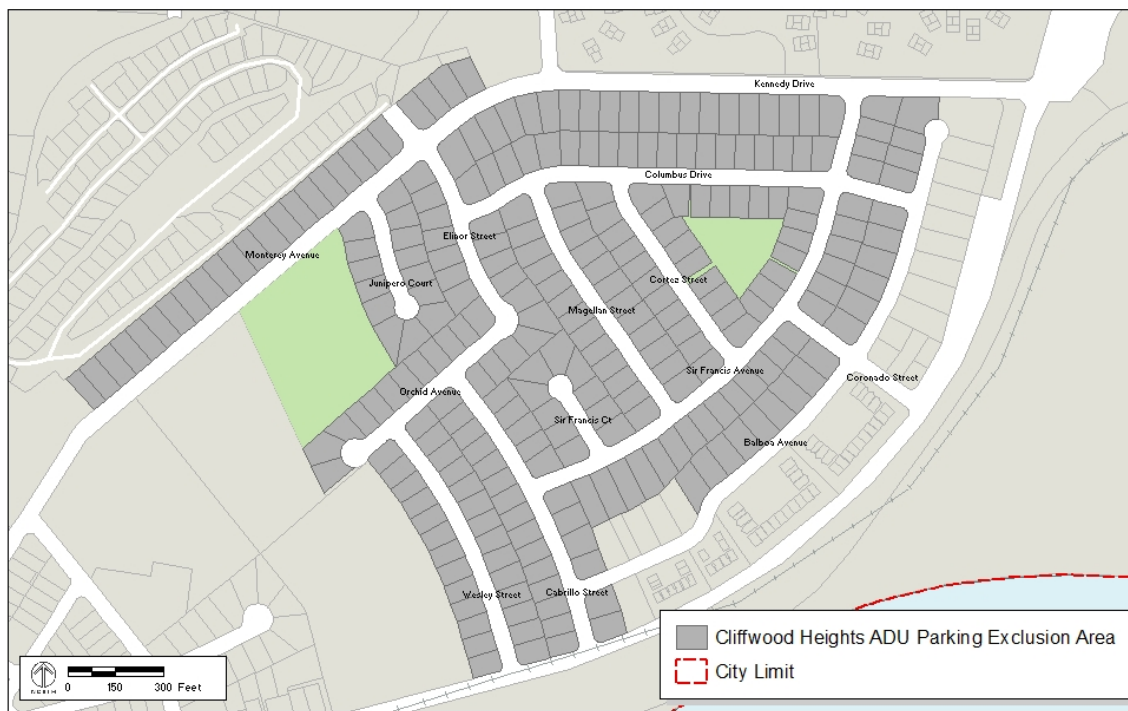
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- [6] A two-story detached accessory dwelling unit greater than 16 feet in height requires a Design Permit.
- [7] Private open space may include screened terraces, decks, balconies, and other similar areas.
- B. Front Setbacks.
1. Any increased front setback requirement that applies to a garage associated with a primary dwelling unit also applies to a garage that serves an accessory dwelling unit.
 2. In the R-1 zoning district, front setback exceptions in Riverview Terrace and on Wharf Road as allowed in 17.16.030.B apply to accessory dwelling units.
 3. In the mix use zoning districts, minimum front setbacks in Chapter 17.20 (Mixed Use Zoning Districts) apply to accessory dwelling units. Maximum setbacks or build-to requirements do not apply.
- C. Parking.
1. All Areas. The following parking provisions apply to accessory dwelling units in all areas in Capitola.
 - a. Required Parking in Addition to Primary Residence. Parking spaces required for an accessory dwelling unit are in addition to parking required for the primary residence.
 - b. Tandem Spaces. Required off-street parking may be provided as tandem parking on an existing driveway.
 - c. Within Setback Areas.
 - (1) Required off-street parking may be located within minimum required setback areas from front, side, and rear property lines.
 - (2) A parking space in a required front setback area shall be a “ribbon” or “Hollywood” design with two parallel strips of pavement. The paving strips shall be no wider than 2.5 feet each and shall utilize permeable paving such as porous concrete/asphalt, open-jointed pavers, and turf grids. Unpaved areas between the strips shall be landscaped with turf or low-growing ground cover.
 - d. Alley-Accessed Parking. Parking accessed from an alley shall maintain a 24-foot back-out area, which may include the alley.
 2. Outside of Coastal Zone and in Cliffwood Heights. The following parking provisions apply only to accessory dwelling units outside of the Coastal Zone and in the Cliffwood Heights neighborhood as shown in Figure 17.74-1.
 - a. No additional parking is required for an internal or junior accessory dwelling unit. The floor area of an internal or junior accessory dwelling unit shall not be included in the parking calculation for the primary residence.
 - b. One off-street parking space is required for an attached or detached accessory dwelling unit, except as provided in Paragraph (c) below.
 - c. No off-street parking is required for an accessory dwelling unit in the following cases:
 - (1) The accessory dwelling unit is located within one-half mile walking distance of public transit, as defined in Government Code Section 65852.2(j)(10).
 - (2) The accessory dwelling unit is located within a National Register Historic District or other historic district officially designated by the City Council.
 - (3) The accessory dwelling unit is part of the proposed or existing primary residence or an accessory structure.
 - (4) When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.
 - (5) When there is a car share vehicle pick-up/drop-off location within one block of the accessory dwelling unit.

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- d. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, replacement parking stalls are not required for the demolished or converted parking structure.
3. Within Coastal Zone and Outside Cliffwood Heights. The following parking provisions apply only to accessory dwelling units in the Coastal Zone and outside of the Cliffwood Heights neighborhood as shown in Figure 17.74-1 in accordance with the City's adopted Local Coastal Program.
 - a. One off-street parking space is required for any type of accessory dwelling unit except as provided in Paragraph (b) below.
 - b. Where the primary residence is served by four or more existing off-street parking spaces, including spaces in a tandem configuration, no off-street parking is required for the accessory dwelling unit.
 - c. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, replacement parking stalls are required for the demolished or converted parking structure. Replacement parking space(s) may be covered or uncovered. Replacement parking does not satisfy the one off-street parking requirement for the accessory dwelling unit in Paragraph (a) above.

FIGURE 17.74-1



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17.74.090 Objective Design Standards

The standards in this section apply to all accessory dwelling units not approved pursuant to Section 17.74.050 (Units Subject to Limited Standards).

- A. Entrance Orientation – Detached ADU. The primary entrance to a detached accessory dwelling unit shall face the front or interior of the parcel unless the accessory dwelling unit is directly accessible from an alley or a public street.
- B. Privacy Impacts. To minimize privacy impacts on adjacent properties, the following requirements apply to walls with windows within 8 feet of an interior side or rear property line abutting a residential use.
 1. For a single-story wall or the first story of a two-story wall, privacy impacts shall be minimized by either:
 - a. A 6-foot solid fence on the property line; or
 - b. Clerestory or opaque windows for all windows facing the adjacent property.
 2. For a second story wall, all windows facing the adjacent property shall be clerestory or opaque.
- C. Second Story Decks and Balconies. Second story decks and balconies shall be located and designed to minimize privacy impacts on adjacent residential properties, as determined by the Planning Commission through the Design Permit approval process.
- D. Architectural Details. Table 17-74-2 shows architectural detail standards for accessory dwelling units.

Table 17-74-2: Architectural Detail Standards

	Non-Historic Property [1]		Historic Property [1]	
	Attached ADU	Detached ADU	Attached ADU	Detached ADU
Primary Exterior Materials [2]	Same as primary dwelling [3]	No requirement	Same as primary dwelling; or horizontal wood, fiber cement, or board and batten siding or shingles [3]	Horizontal wood, fiber cement, or board and batten siding, or shingles [4]
Window and Door Materials	No requirement		Wood, composite, pre-finished metal with a non-reflective finish	
Window Proportions	No requirement		Windows must be taller than they are wide or match the proportions of the primary dwelling window [5]	
Window Pane Divisions	No requirement		True or simulated divided lights	
Roof Material	Same as primary dwelling [3]	No requirement	Same as primary dwelling [3]	Same as primary dwelling; or architectural composition shingles, clay tile, slate, or non-reflective standing seam metal [3]
Roof Pitch	No requirement	4:12 or greater. [6]	No requirement	4:12 or greater [6]

Notes:

- [1] "Historic property" means a designated historic resource or potential historic resource as defined in Section 17.84.020 (Types of Historic Resources).

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- [2] Standard does not apply to secondary and accent materials.
- [3] "Same as primary dwelling" means the type of material must be the same as the primary dwelling. The size, shape, dimensions, and configuration of individual pieces or elements of the material may differ from the primary dwelling.
- [4] If primary dwelling is predominantly stucco, stucco is allowed for the accessory dwelling unit.
- [5] Bathroom windows may be horizontally oriented.
- [6] If the primary dwelling has a roof pitch shallower than 4:12, the accessory dwelling unit roof pitch may match the primary dwelling.

E. Building Additions to Historic Structures. A building addition to a designated historic resource or potential historic resource as defined in Section 17.84.020 (Types of Historic Resources) for an attached accessory dwelling unit shall be inset or separated by a connector that is offset at least 18 inches from the parallel side or rear building wall to distinguish it from the historic structure.

17.74.100 Deviation from Standards

- A. When Allowed. The Planning Commission may approve an accessory dwelling unit that deviates from one or more standards in Section 17.74.080 (Development Standards) and 17.74.090 (Objective Design Standards).
- B. Permit Required. Deviations allowed under this section require Planning Commission approval of a Design Permit. A Variance is not required. To approve the Design Permit, the Planning Commission must make the findings in Section 17.74.110 (Findings).

17.74.110 Findings

- A. When Required. The Planning Commission must make the findings in this section to approve a Design Permit for:
 1. Two-story attached or detached accessory dwelling units greater than 16 feet in height; and
 2. Accessory dwelling units that deviate from one or more standards in Section 17.74.080 (Development Standards) and 17.74.090 (Objective Design Standards).
- B. Findings. To approve the Design Permit, the Planning Commission shall find that:
 1. The exterior design of the accessory dwelling unit is compatible with the primary dwelling on the parcel through architectural use of building forms, height, construction materials, colors, landscaping, and other methods that conform to acceptable construction practices.
 2. The exterior design is in harmony with, and maintains the scale of, the neighborhood.
 3. The accessory dwelling unit will not create excessive noise, traffic, or parking congestion.
 4. The accessory dwelling unit has or will have access to adequate water sewer service as determined by the applicable service provider.
 5. Adequate open space and landscaping has been provided that is usable for both the accessory dwelling unit and the primary residence. Open space and landscaping provides for privacy and screening of adjacent properties.
 6. The location and design of the accessory dwelling unit maintains a compatible relationship to adjacent properties and does not significantly impact the privacy, light, air, solar access, or parking of adjacent properties.
 7. The accessory dwelling unit generally limits the major access stairs, decks, entry doors, and major windows to the walls facing the primary residence, or to the alley if applicable. Windows that impact the privacy of the neighboring side or rear yard have been minimized. The design of the accessory dwelling unit complements the design of the primary residence and does not visually dominate it or the surrounding properties.

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8. The site plan is consistent with physical development policies of the General Plan, any area plan or specific plan, or other City policy for physical development. If located in the coastal zone, the site plan is consistent with policies of the Local Coastal Plan. If located in the coastal zone and subject to a coastal development permit, the proposed development will not have adverse impacts on coastal resources.
9. The project would not impair public views along the ocean and of scenic coastal areas. Where appropriate and feasible, the site plan restores and enhances the visual quality of visually degraded areas.
10. The project deviation (if applicable), is necessary due special circumstances applicable to subject property, including size, shape, topography, location, existing structures, or surroundings, and the strict application of this chapter would deprive subject property of privileges enjoyed by other properties in the vicinity and under identical zoning classification.

17.74.120 Deed Restrictions

- A. Before obtaining a building permit for an accessory dwelling unit, the property owner shall file with the County Recorder a declaration of restrictions containing a reference to the deed under which the property was acquired by the current owner. The deed restriction shall state that:
 1. The accessory dwelling units may not be used for vacation rentals as defined in 17.160 (Glossary).
 2. The accessory dwelling unit may not be sold separately from the primary dwelling.
 3. For junior accessory dwelling units, restrictions on size, owner occupancy requirement, and attributes in conformance with this chapter.
- B. The above declarations are binding upon any successor in ownership of the property. Lack of compliance shall be cause for code enforcement and/or revoking the City's approval of the accessory dwelling unit.
- C. The deed restriction shall lapse upon removal of the accessory dwelling unit.

17.74.130 Incentives

- A. Fee Waivers for Affordable Units.
 1. The City may waive development fees for accessory dwelling units that will be rented at levels affordable to low or very low income households.
 2. Applicants of affordable accessory dwelling units shall record a deed restriction limiting the rent to low or very low-income levels prior to issuance of a building permit.
 3. Landlords of accessory dwelling units shall be relieved of any affordability condition upon payment of fees in the amount previously waived as a result of affordability requirements, subject to an annual consumer price index increase commencing with the date of application for building permit.
- B. Historic Properties. The Planning Commission may allow exceptions to design and development standards for accessory dwelling units proposed on a property that contains a Historic Resource as defined in Chapter 17.84 (Historic Preservation). To allow such an exception, the Planning Commission shall approve a Design Permit and find that the exception is necessary to preserve the architectural character of the primary residence.

Section 3. Section 17.15.100 et seq. (Floor area ratio) of Chapter 17.15 of the Capitola Municipal Code is hereby amended to read as follows:

17.15.100 Floor area ratio.

Building size shall be regulated by the relationship of the building to the lot size, a measurement identified as floor area ratio (FAR). Maximum FAR shall be determined as follows:

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A.	Lots less than 2,650 sf	58%
	Lots 2,651 to 3,250 sf	57%
	Lots 3,251 to 3,500 sf	56%
	Lots 3,501 to 3,750 sf	55%
	Lots 3,751 to 4,000 sf	54%
	Lots 4,001 to 4,250 sf	53%
	Lots 4,251 to 4,500 sf	52%
	Lots 4,501 to 4,750 sf	51%
	Lots 4,751 to 5,000 sf	50%
	Lots 5,001 to 6,000 sf	49%
	Lots more than 6,000 sf	48%

This calculation includes the gross building area, including covered parking, as further described in subsections B through D of this section:

Section 4. Chapter 17.16 (Residential Zoning Districts) of the Capitola Municipal Code is hereby amended to read as follows:

Chapter 17.16 – RESIDENTIAL ZONING DISTRICTS

Sections:

17.16.010	Purpose of the Residential Zoning Districts
17.16.020	Land Use Regulations
17.16.030	Development Standards
17.16.010	Purpose of the Residential Zoning Districts

- A. General. The purpose of residential zoning districts is to support attractive, safe, and friendly neighborhoods consistent with Capitola's intimate small-town feel and coastal village charm. Development within the residential zoning districts will feature high quality design that enhances the visual character of the community. The mass, scale, and design of new homes shall be compatible with existing homes in neighborhoods and carefully designed to minimize impacts to existing homes. Residential zoning districts contain a range of housing types and community facilities to support diverse and complete neighborhoods with a high quality of life for residents.
- B. Specific.
1. Residential Single-Family (R-1) Zoning District. The purpose of the R-1 zoning district is to protect and enhance the unique qualities of individual neighborhoods in Capitola. The R-1 zoning district allows for variation in development standards based on the existing

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development patterns within these neighborhoods. New development will respect the existing scale, density, and character of neighborhoods to strengthen Capitola's unique sense of place.

2. Residential Multi-Family (RM) Zoning District. The purpose of the RM zoning district is to accommodate a range of housing types to serve all Capitola residents. The RM zoning districts allows single-family and multi-family housing at higher densities to maintain and increase the supply of affordable housing choices. Housing in the RM zoning districts will be carefully designed to enhance Capitola's unique identity and to minimize impacts on adjacent land uses and structures. The RM zone is divided into three subzones (RM-L, RM-M, and RM-H) allowing for a range of permitted residential densities.
3. Mobile Home Park (MH) Zoning District. The MH zone provides areas for exclusive development of mobile home parks. Mobile home parks provide a valuable source of affordable housing serving Capitola's lower-income and senior residents.

17.16.020 Land Use Regulations

- A. Permitted Land Uses. Table 17.16-1 identifies land uses permitted in the residential zoning districts.

TABLE 17.16-1: PERMITTED LAND USES IN THE RESIDENTIAL ZONING DISTRICTS

Key	Zoning District			Additional Regulations
	R-1	RM	MH	
P Permitted Use				
A Administrative Permit required				
M Minor Use Permit required				
C Conditional Use Permit required				
- Use not allowed				
Residential Uses				
Duplex Homes	-	P	-	
Elderly and Long Term Care	-	C	-	
Group Housing	-	P	-	
Mobile Home Parks	-	C	P [1]	Chapter 17.100
Multi-Family Dwellings	-	P	-	
Residential Care Facilities, Small	P	P	C [2]	
Residential Care Facilities, Large	C	C	C [2]	Section 17.96.080
Accessory Dwelling Units	A/C	A/C [4]	-	Chapter 17.74
Single-Family Dwellings	P	P	C [2]	
Public and Quasi-Public Uses				
Community Assembly	C	C	C	
Day Care Centers	C	C	C	
Home Day Care, Large	M	M	M	Section 17.96.070
Home Day Care, Small	P	P	P	
Parks and Recreational Facilities	-	C	C	
Public Pathways and Coastal Accessways	C	C	C	

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Key	Zoning District			Additional Regulations
	R-1	RM	MH	
P Permitted Use				
A Administrative Permit required				
M Minor Use Permit required				
C Conditional Use Permit required				
- Use not allowed	R-1	RM	MH	Additional Regulations
Schools, Public or Private	-	C	C	
Commercial Uses				
Bed and Breakfast	C	C	-	
Vacation Rentals	See Section 17.40.030			
Transportation, Communication, and Utility Uses				
Utilities, Major	C	C	C	
Utilities, Minor	P	P	P	
Wireless Communications Facilities	See Chapter 17.104			
Other Uses				
Accessory Uses and Structure	P [3]	P [3]	P[3]	Chapter 17.52
Home Occupation	A	A	A	Section 17.96.040
Temporary Uses and Structures	M	M	-	Section 17.96.180
Urban Agriculture				
Home Gardens	P	P	P	
Community Gardens	M	M	M	
Urban Farms	C	C	C	

Notes:

- [1] May include offices incidental and necessary to conduct a mobile home park use.
 [2] Permitted on the mobile home park parcel or on a separate parcel of no less than 5,000 square feet.
 [3] An accessory structure that exceed the development standards of Chapter 17.52 requires a Conditional Use Permit.
 [4] Permitted only when the parcel contains an existing or proposed there is one single family or multifamily dwelling.

B. Additional Permits. In addition to permits identified in Table 17.16-1, development projects in the residential zoning districts may also require a Design Permit pursuant to Chapter 17.120 (Design Permits). Modifications to a historic resource may require a Historic Alteration Permit pursuant to Chapter 17.84 (Historic Preservation). Development in the coastal zone may require a Coastal Development Permit pursuant to Chapter 17.44 (Coastal Overlay Zone) independent of and in addition to any other required permit or approval.

17.16.030 Development Standards

A. General Standards - Single-Family and Multi-Family Zoning Districts. Table 17.16-2 identifies development standards that apply in the R-1 and RM zoning districts.

TABLE 17.16-2: DEVELOPMENT STANDARDS IN THE R-1 AND RM ZONING DISTRICTS

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	R-1	RM	Additional Standards
Site Requirements			
Parcel Area, Minimum [1]	5,000 sq. ft.	N/A	
Parcel Width, Minimum [1]	30 ft.	N/A	
Parcel Depth, Minimum [1]	80 ft.	N/A	
Floor Area Ratio, Maximum	See Section 17.16.030.B.1	N/A	Section 17.16.030.B Section 17.48.040
Building Coverage, Maximum	N/A	40%	
Open Space	N/A	Section 17.030.C.2	
Parcel Area Per Unit, Minimum	N/A	RM-L: 4,400 sq. ft. RM-M: 2,900 sq. ft. RM-H: 2,200 sq. ft.	
Parking and Loading	See Chapter 17.76		
Structure Requirements			
Setbacks, Minimum			Section 17.48.030.B.256
Front	<u>Ground floor:</u> 15 ft. <u>Garage:</u> 20 ft. <u>Second story:</u> 20 ft.	<u>Main structure:</u> 15 ft. <u>Garage:</u> 20 ft.	Section 17.16.030.B.2 Section 17.16.030.B.35 Garage Setback: Section 17.16.030.B.4
Rear	20% of parcel depth; 25 ft. max.	15% of parcel depth	Section 17.16.030.B.45
Interior Side	<u>Ground floor:</u> 10% of parcel width; 3 ft. min.; 7 ft. max. <u>Second story:</u> 15% of parcel width	10% of parcel width	Section 17.16.030.B.5&6
Street Side, Corner Lots	10 ft.	10 ft.	Section 17.16.030.B.5
Height, Maximum	25 ft.	RM-L: 30 ft. RM-M: 30 ft. RM-H: 35 ft.	Section 17.16.030.B. 7&8 Section 17.48.020
Accessory Structures	See Chapter 17.52		

Notes:

[1] Parcel area, width, and depth requirements apply only to the creation of new parcels. These requirements do not apply to legally created parcels existing as of [effective date of updated Zoning Code]. See Capitola Municipal Code Title 16 (Subdivisions) for requirements that apply to lot line adjustments to existing parcels that do not comply with the parcel area, width, and depth requirements in this table.

B. Additional Standards in the R-1 Zoning District. The following additional standards apply in the R-1 zoning district.

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1. Floor Area Ratio. Table 17.16-3 identifies the maximum permitted floor area ratio (FAR) in the R-1 zoning district. See Section 17.48.040.B for floor area calculations.

TABLE 17.16-3: MAXIMUM FLOOR AREA RATIO IN THE R-1 ZONING DISTRICT

Lot Size	Maximum FAR
2,650 sq. ft. or less	0.58
2,651 to 3,250 sq. ft.	0.57
3,251 to 3,500 sq. ft.	0.56
3,501 to 3,750 sq. ft.	0.55
3,751 to 4,000 sq. ft.	0.54
4,001 to 4,250 sq. ft.	0.53
4,251 to 4,500 sq. ft.	0.52
4,501 to 4,750 sq. ft.	0.51
4,751 to 5,000 sq. ft.	0.50
5,001 to 6,000 sq. ft.	0.49
More than 6,000 sq. ft.	0.48

Section 5. Section 17.16.030.B.9 et seq (Mini-Bar/Convenience Areas) of Chapter 17.14 of the Capitola Municipal Code is hereby amended to read as follows:

17.16.030.B.9. Mini-Bar/Convenience Areas.

- a. A single-family home may contain one mini-bar/convenience area in addition to a kitchen, subject to the following standards:
 - (1) Fixtures shall be limited to a small refrigerator, a microwave oven, and a small sink with a drain size less than one and one-half inches.
 - (2) No gas line or 220-volt electric service is permitted within the area.
 - (3) Only one such area is permitted within a property in addition to the kitchen.
 - (4) The mini-bar/convenience area may be located within the home or outside of the home as part of an outdoor kitchen. If located within the home, internal access to the area shall be maintained within the dwelling.
- b. The requirements in paragraph (a) above shall not limit the establishment of an accessory dwelling unit in conformance with Chapter 17.74 (Accessory Dwelling Units).

Section 6: Compliance with California Environmental Quality Act (CEQA)

These code revisions are statutorily exempt from CEQA pursuant to Public Resources Code Section 21080.17 (Application of Division to Ordinances Implementing Law Relating to Construction of Dwelling Units and Second Units), since the proposed changes are consistent with adopted State Law.

Section 7: Severability

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

Section 8: Effective Date

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This Ordinance shall be in full force and effect thirty (30) days from its passage and adoption except that it will not take effect within the coastal zone until certified by the California Coastal Commission. This Ordinance shall be transmitted to the California Coastal Commission and shall take effect in the coastal zone immediately upon certification by the California Coastal Commission or upon the concurrence of the Commission with a determination by the Executive Director that the Ordinance adopted by the City is legally adequate.

This ordinance was introduced on the 27th day of February, 2020, and passed first reading on the 12th day of March, 2020, and was adopted by the City Council of the City of Capitola on the ___ day of ____, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Kristen Petersen, Mayor

ATTEST:

Linda Fridy, City Clerk



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 26, 2020

FROM: Community Development

SUBJECT: Second Reading of an Ordinance Amending Chapter 17.80 Signs

RECOMMENDED ACTION: Adopt the proposed Ordinance amending Title 17 to align with recent legal decisions regarding non-commercial signs, amended from introduction to allow 120 days for political signs, and waive reading of the text.

BACKGROUND/DISCUSSION: The changes to the sign code are related to the United States Supreme Court decision on *Reed v. Town of Gilbert*, which found that sign restrictions that are not content-neutral violate the First Amendment. The decision also set forth a rigid test for assessing content neutrality and mandated that "strict scrutiny" judicial review applies to laws that target speech based on its communicative intent. Due to the wide-ranging impacts of this decision, cities in California are being advised to ensure their sign codes comply with the court's strict approach to defining content neutrality.

A draft ordinance was introduced on February 27, 2020 that included changes to comply with the recent decision including:

1. Adding language allowing noncommercial content wherever commercial content is allowed.
2. Adding definitions for "commercial message," "commercial sign," and "election period."
3. Adding a section allowing small temporary noncommercial signs on residential property.
4. Adding "Message Neutrality," "Message Substitution," "Prohibited Sign Content," "Other Government-Installed Signs," and "Signs in the Coastal Zone" sections

At that hearing the City Council requested staff research extending the 90-day limit on political signs. The Council approved the overall language, but asked staff to bring the ordinance back for an updated first reading if the sign limitation could be increased to 120 days.

Many jurisdictions establish a 90-day limit for political signs because that is the limit used by CalTrans in enforcing the State Outdoor Advertising Act. From a practical standpoint, many cities find it is easier to administer a 90-day time period because it is consistent with state regulations. However, nothing in state law prohibits cities from allowing political signs to be posted for a longer period in areas not covered by the State Outdoor Advertising Act.

Based on the City Council's direction at the February 27 meeting, staff revised the ordinance to allow 120 days. The City Council passed the first reading of the updated ordinance at its

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meeting on March 12, 2020.

FISCAL IMPACT: None

Report Prepared By: Katie Herlihy
Community Development Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 3/19/2020

Second Reading of an Ordinance Amending Chapter 17.80 Signs
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ORDINANCE NO. XXXX

AN ORDINANCE OF THE CITY OF CAPITOLA AMENDING 17.80 SIGNS TO INCORPORATE MESSAGE NEUTRALITY STANDARDS FOR COMMERCIAL AND NONCOMMERCIAL SIGNS

WHEREAS, Chapter 17.80 of the Capitola Municipal Code establishes the City's regulations regarding signs; and

WHEREAS, in the case of *Reed v. Town of Gilbert* (2015) 135 S.Ct. 2218, the United States Supreme Court held that absent a compelling reason, a city may not provide preferential treatment in providing opportunities for posting noncommercial messages on signs based on the sign's content; and

WHEREAS, the proposed amendments to Chapter 17.80 incorporate message neutrality standards for commercial and noncommercial signs protected by the First Amendment to the U.S. Constitution; and

WHEREAS, the proposed amendments to Chapter 17.80 allow temporary noncommercial signs on private property; and

WHEREAS, the proposed amendments to Chapter 17.80 further the City's interest in both aesthetics and traffic safety by establishing appropriate limitations on the size, height, number, location and duration of such noncommercial signs so that they are appropriate and in keeping with the zoning district in which the signs are placed and to ensure that the signs do not overly distract, obstruct or otherwise impede traffic circulation; and

WHEREAS, the proposed amendments to Chapter 17.80 are exempt from the requirements of the California Environmental Quality Act (Public Resources Code Section 21000, et seq.) pursuant to Guidelines Sections 15061(b)(1), 15061(b)(2), and specifically, the "General Rule" Section 15061(b)(3), where it can be seen with certainty that the proposed action will have no significant effect on the environment, projects are exempt from the requirements of CEQA; and

WHEREAS, the Planning Commission held a duly noticed public hearing on February 6, 2020, at which time it reviewed the proposed amendments, considered all public comments on the revisions and related CEQA exemption, and provided a unanimous positive recommendation on the proposed ordinance; and

WHEREAS, based upon the Planning Commission recommendation, the City Council determined that the amendments are consistent with the General Plan, including the Goals, Policies and Implementation Measures of the Land Use Element and Housing Element, and that the revisions would be internally consistent with all other provisions of the Municipal Code; and

WHEREAS, the Zoning Code serves as the Implementation Plan of the City's Local Coastal Program and is intended to be implemented in a manner that is in full conformance with the California Coastal Act.

BE IT ORDAINED by the City of Capitola as follows:

Second Reading of an Ordinance Amending Chapter 17.80 Signs
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Section 1. The above findings are adopted and incorporated herein.

Section 2. Chapter 17.80 (Signs) of the Capitola Municipal Code is hereby amended to read as follows:

Chapter 17.80 – SIGNS

Sections:

17.80.010	Purpose and Applicability
17.80.020	Definitions
17.80.030	Permit Requirements
17.80.040	Rules of Measurement
17.80.050	Signs Allowed Without Permits
17.80.060	Prohibited Signs
17.80.070	General Sign Standards
17.80.080	Standards for Specific Types of Signs
17.80.090	Design Standards
17.80.100	Residential Signs
17.80.110	Temporary Signs
17.80.120	Adjustment to Sign Standards
17.80.130	Master Sign Program
17.80.140	Nonconforming Signs
17.80.150	Violations and Enforcement

17.80.010 Purpose and Applicability

- A. Purpose. This chapter establishes standards relating to the permitted type, size, height, placement, number, and design of signs. The intent of these standards is to:
1. Support economically viable businesses serving city residents, workers, and visitors.
 2. Allow for signage that identifies businesses in a fair and equitable manner.
 3. Protect and enhance the aesthetic qualities of the city.
 4. Minimize hazards to motorists and pedestrians resulting from excessive, confusing, and distracting signs.
 5. Allow for a simple and streamlined sign permitting process.
- B. Applicability. This chapter applies to all signs in Capitola, except for City-installed signs and signs required by a governmental agency to carry out its responsibility to protect the public health, safety, and general welfare.

17.80.020 Definitions

The following definitions apply to this chapter:

- A. Awning Sign. A sign incorporated into, attached, or painted on an awning.
- B. Awning Face Sign. A sign located on the sloping plane face of an awning.
- C. Awning Valance Sign. A sign located on the valance of an awning perpendicular to the ground.
- D. Center Identification Sign. A sign identifying the name of a shopping center and that does not include the name of any business within the center. A shopping center is a commercial building or group of buildings operated as a unit on a single parcel, sharing common parking areas or commonly owned adjacent parcels.
- E. Commercial Message. Any sign copy that directly or indirectly names, draws attention to, or advertises a business, product, good, service, or other commercial activity, or which proposes a commercial transaction.

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- F. Commercial Sign. A sign with a commercial message.
- G. Construction Site Sign. An on-premise sign for an approved construction project that publicizes the future building and occupants as well as the architects, engineers and construction organizations involved in the project.
- H. Directory Sign. An on-premise sign which shows the direction to or location of a customer entrance to a business.
- I. Election Period. The period beginning 120 days before and ending 1 day after any national, state, or local election in which city electors may vote.
- J. Flags. Fabric, textile, or material with colors and/or patterns which display a symbol of a nation, state, company, or idea.
- K. Monument Sign. An independent, freestanding structure supported on the ground as opposed to being supported on the building.
- L. Projecting Sign. Any sign permanently attached to a building or wall such that the sign face or faces are perpendicular to the building or wall.
- M. Roof Sign. Any sign that is mounted on a roof or a parapet, of a building.
- N. Sidewalk Sign. Movable or permanent business identification signs placed in or attached to a public sidewalk.
- O. Sign. Any device, fixture, placard or structure that uses any color, form, graphic, illumination, symbol or writing to advertise or announce the purpose of a business or entity, or to communicate information of any kind to the public.
- P. Sign Area. See Section 17.80.040.A (Calculation of Sign Area).
- Q. Sign Copy. The area of a sign occupied by letters, numbers, graphics, or other content intended to inform, direct, or otherwise transmit information.
- R. Sign Face. The area of a sign where sign copy is placed.
- S. Wall Sign. A sign which is attached to or painted on the exterior wall of a structure with the display surface of the sign approximately parallel to the building wall.
- T. Window Sign. A sign posted, painted, placed, or affixed in or on a window exposed to public view or within one foot and parallel to a window exposed to public view.

17.80.030 Permit Requirements

- A. Administrative Sign Permits. An Administrative Sign Permit (Chapter 17.132) is required to install, construct, or enlarge a sign, except for:
 1. Signs exempt from the permit requirements of this chapter as specified in Section 17.80.050 (Signs Allowed without Permits).
 2. Signs requiring a Sign Permit as identified in Section B below.
- B. Sign Permits. Planning Commission approval of a Sign Permit (Chapter 17.132) is required for the following types of signs and approvals:
 1. New signs in the Mixed Use Village (MU-V) zoning district.
 2. Exterior neon signs.
 3. Monument signs for more than four tenants.
 4. Auto dealership signs in the C-R zoning district (Section 17.80.080.A) that are not otherwise allowed with an Administrative Sign Permit.
 5. Adjustments to sign standards in low visibility areas in commercial zoning districts (17.80.120.E).
 6. Signs that do not conform with permitted sign types and standards in Section 17.80.080 (Standards for Specific Types of Signs)
 7. Master sign programs (Section 17.80.130).
- C. Noncommercial Signs. Noncommercial signs are allowed wherever commercial signs are permitted and are subject to the same standards and total maximum allowances per site or building of each sign type specified in this chapter.
- D. Message Neutrality.

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1. It is the City's policy to regulate signs in a constitutional manner that does not favor commercial speech over noncommercial speech, and is content neutral as to noncommercial messages which are within the protections of the First Amendment to the U.S. Constitution and the corollary provisions of the California Constitution.
 2. Where necessary, the Director will interpret the meaning and applicability of this chapter in light of this message neutrality policy.
- E. Message Substitution.
1. Subject to the property owner's consent, a message of any type may be substituted, in whole or in part, for the message displayed on any legally established sign without consideration of message content.
 2. Message substitutions are allowed by-right without a permit.
 3. This message substitution provision does not:
 - a. Create a right to increase the total amount of signage beyond that otherwise allowed or existing;
 - b. Affect the requirement that a sign structure or mounting device be properly permitted, when a permit requirement applies;
 - c. Allow a change in the physical structure of a sign or its mounting device;
 - d. Allow the establishment of a prohibited sign as identified in 17.80.060 (Prohibited Signs); or
 - e. Nullify or eliminate any contractual obligation through a development agreement or similar agreement that specifies the allowable content of a sign.
- F. City-Installed Signs. City-installed signs in all zoning districts do not require a permit.
- G. Other Government-Installed Signs. Governmental agency-installed signs to carry out its responsibility to protect the public health, safety, and general welfare in all zoning districts do not require a permit.
- H. Signs in the Coastal Zone.
1. If a proposed sign is located in the Coastal Zone, it may require a Coastal Development Permit (CDP) as specified in Chapter 17.44 (Coastal Overlay Zone). Approval of a CDP requires conformance with the CDP findings for approval as specified in 17.44.130 (Findings for Approval).
 2. Notwithstanding all applicable standards in this Chapter, any sign that could reduce public coastal access, including signs limiting public parking or restricting use of existing lateral and/or vertical accessways, requires a coastal development permit.

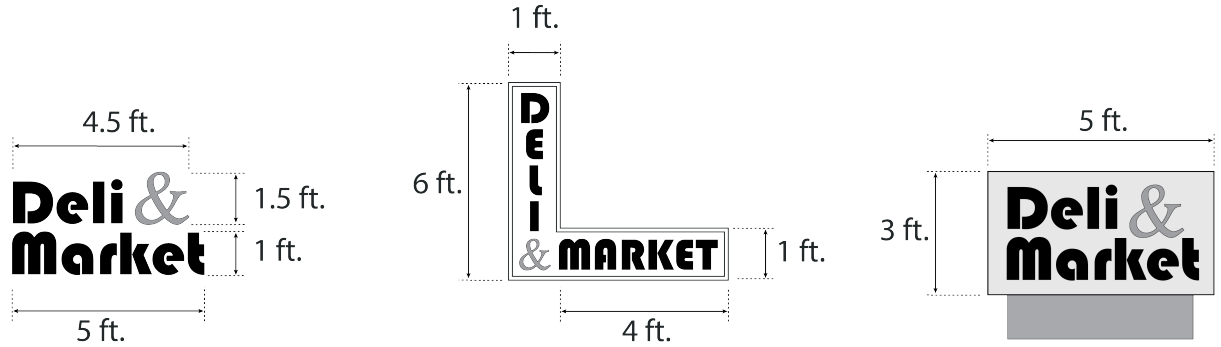
17.80.040 Rules of Measurement

A. Calculation of Sign Area.

1. Sign area is measured as the area of all sign copy, framing, or other display enclosed within a continuous perimeter forming a single geometric shape with no more than six sides. See Figure 17-80-1.

FIGURE 17-80-1: MEASUREMENT OF SIGN AREA

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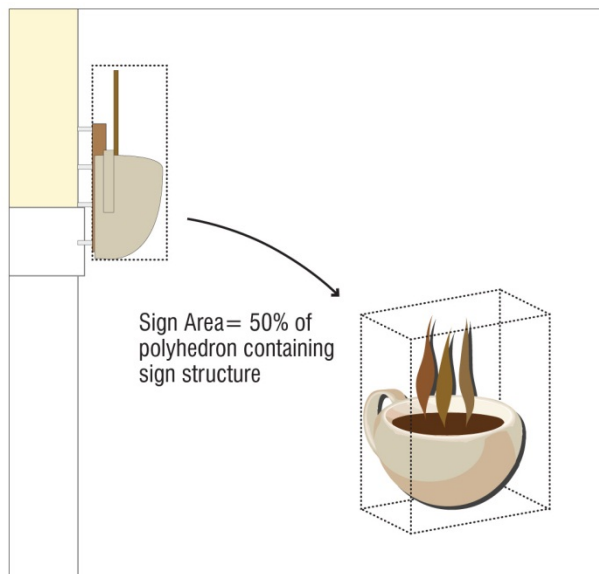
Sign Area = 12 sq. ft.

Sign Area = 10 sq. ft.

Sign Area = 15 sq. ft.

2. Supporting framework or bracing that is clearly incidental to the display itself shall not be calculated as sign area.
3. The area of a double-faced (back-to-back) sign shall be calculated as a single sign face if the distance between each sign face does not exceed 18 inches and the two faces are parallel with each other
4. The area of spherical, free-form, sculptural or other non-planar signs are measured as 50 percent of the sum of the area enclosed within the four vertical sides of the smallest four-sided polyhedron that will encompass the sign structure. See Figure 17.80-2.

FIGURE 17.80-2: NON-PLANER SIGN AREA



- B. Monument Sign Height Measurement. The height of a monument or other freestanding sign is measured as the vertical distance from the sidewalk or top of curb nearest the base of the sign to the top of the highest element of the sign.

17.80.050 Signs Allowed Without Permits

- A. Types of Signs. The following signs are allowed without a planning permit and shall not be counted towards the allowable sign area or number of signs on a parcel:

1. On-site directional signs which do not include commercial messages or images, not to

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- exceed 3 feet in height and 6 square feet in area.
2. Informational signs which do not include commercial messages or images, displayed for the safety and convenience of the public, providing information such as “restrooms,” “danger,” “impaired clearance,” “no smoking,” “parking in rear,” “coastal access,” and other signs of a similar nature.
 3. Flags bearing noncommercial messages or graphic symbols.
 4. One commemorative plaque identifying a building name, date of construction, or similar information that is cut into, carved, or made of stone, concrete, metal, or other similar permanent material.
 5. One bulletin board on a parcel occupied by a noncommercial organization, with a maximum area of 12 square feet.
 6. Political signs during an election period located outside of a public street, path, or right-of-way except to the extent such signs are prohibited by State or Federal law. Political signs may not exceed 6 feet in height and 32 square feet per unit.
 7. Constitutionally protected non-commercial message signs not to exceed 3 feet in height, with a maximum of 6 square feet per unit; and 6 square feet per non-residential property.
 8. Signs within a building, or on the premises of a building, that are not visible from the public right-of-way and are intended for interior viewing only.
 9. Murals on the exterior of a building that do not advertise a product, business, or service.
 10. Official or legal notices required by a court order or governmental agency.
 11. Signs installed by a governmental agency within the public right-of-way.
 12. Signs, postings, or notices required by a governmental agency to carry out its responsibility to protect the public health, safety, and general welfare.
 13. Restaurant menu signs attached to a building, with a maximum area of 3 square feet.
 14. Real estate listings posted in the window of a real estate office, with a maximum area of 25 percent of the total window area.
 15. Residential signs not requiring a building permit as specified in Section 17.80.100 (Residential Signs).
 16. Temporary signs allowed without a permit as provided in Section 17.80.110 (Temporary Signs).
 - 16.17. Vacation rental signs up to 12 inches by 12 inches.
 - 17.18. Garage sale signs limited to the day of the garage sale.
 - B. Building Permit Review. Planning staff shall review all proposed signs listed in Section A (above) that require a Building Permit to verify compliance with all applicable standards.
 - C. Changes to Sign Face. Changes to a sign face that do not structurally alter or enlarge a legally-established sign and utilize similar materials shall not require a planning permit.
 - D. Routine Maintenance. The painting, cleaning, repair, and normal maintenance of a legally-established sign shall not require a planning permit.

17.80.060 Prohibited Signs

- A. Prohibited Sign Types. The following types of signs are prohibited:
 1. Signs or sign structures which have become a public nuisance or hazard due to inadequate maintenance, dilapidation, or abandonment.
 2. Portable signs placed on the ground other than sidewalk signs permitted in the MU-V zoning district consistent with Section 17.80.080.K (Sidewalk Signs).
 3. Roof signs.
 4. Signs emitting odors, gases, or fluids.
 5. Signs that feature a flag, pennant, whirligig, or any device which is designed to wave, flutter, rotate or display other movement under the influence of wind, excluding flags and insignia of any government.
 6. Digital display and electronic readerboard signs which allow the image on a sign to be

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changed by electronic control methods, except for digital gas and service station signs consistent with Section 17.80.080.H (Gas and Service Station Signs) and parking garage signs consistent with Section 17.80.080.I (Parking Garage Signs).

7. Animated signs, with the exception of clocks and barber poles.
8. Signs that emit sound.
9. Signs which simulate in size, color, lettering, or design a traffic control sign or signal.
10. Signs which flash, blink, change color, or change intensity.
11. Beacons.
12. Signs mounted or attached to a vehicle parked for the purpose of calling attention to or advertising a business establishment.
13. Signs that have been abandoned, or whose advertised use has ceased to function for a period of 90 days or more.
14. Signs adversely affecting traffic control or safety.
15. Signs with exposed raceways.
16. Signs attached to trees.
17. Signs erected or maintained with horizontal or vertical clearance from overhead utilities less than required by State agencies.
18. Signs erected for the dominant purpose of being seen by travelers on a freeway, except for auto dealership signs as allowed by Section 17.80.080.A (Auto Dealership Signs).
19. Inflatable signs and balloons greater than fifteen inches in diameter, except for temporary auto dealership signs.
20. Signs on or affecting public property (e.g., 'tenant parking only') not placed there by the public entity having the possessory interest in such property.
21. All other signs not specifically permitted by or exempted from the requirements of this chapter.

B. Prohibited Sign Content.

1. The following sign content is prohibited:
 - a. Obscene or indecent text or graphics.
 - b. Text or graphics that advertise unlawful activity.
 - c. Text or graphics that constitute defamation, incitement to imminent lawless action, or true threats.
 - d. Text or graphics that present a clear and present danger due to their potential confusion with signs that provide public safety information (for example, signs that use the words "Caution," or "Danger," or comparable words, phrases, symbols, or characters in such a manner as to imply a safety hazard that does not exist).
2. The content prohibited by Paragraph (1) above is either not protected by the United States or California Constitutions or are offered limited protection that is outweighed by the substantial governmental interests in protecting the public safety and welfare. It is the intent of the City Council that each subparagraph of Paragraph (1) above be individually severable in the event that a court of competent jurisdiction were to hold one or more of them to be inconsistent with the United States or California Constitutions.

17.80.070 General Sign Standards

- A. Maximum Permitted Sign Area. Table 17.80-1 identifies the maximum cumulative/total sign area permitted on a property in each zoning district. Each business may have a mix of the sign types allowed by Section 17.80.080 (Standards for Specific Sign Types) provided the area of all signs on the property does not exceed the maximum established in Table 17.80-1.

TABLE 17.80-1: SIGN AREA STANDARDS

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Zoning District	Area per Linear Foot of Building Frontage
MU-V, MU -N	0.5 sq. ft. per linear foot 36 sq. ft. max
C-R, C-C, I	1 sq. ft. per linear foot 50 sq. ft. max
VS, CF, P/OS [1]	As determined through Sign Permit
PD	As determined through the Development Plan

Notes:

Sign requirements in the Visitor Serving overlay zone shall be as required by the base zoning district.

- B. Maintenance. Signs, including all supports, braces, and anchors, shall be maintained in a state of good repair at all times. Damage to signs, including cracked sign faces, frayed or weathered fabric, and broken lighting, shall be repaired promptly.
- C. Building Surface Repair. When an existing sign is replaced or modified, any newly exposed portions of a building surface on which the sign is displayed shall be repaired and repainted to restore a uniform appearance to the surface. Compliance with this requirement includes the removal of any excess conduit and supports, and the patching or filling of any exposed holes.
- D. Illumination.
 - 1. Non-residential signs may be internally or externally illuminated except where specifically prohibited. Internal illumination is permitted only when the portion of the sign that appears illuminated is primarily the sign lettering, registered trademark, or logo. Internally illuminated boxes are prohibited, except that the copy of an existing internally illuminated box sign may be replaced with a change of business.
 - 2. The light source for externally illuminated signs shall be positioned so that light does not shine directly on adjoining properties or cause glare for motorists or pedestrians.
 - 3. Exposed bulbs are not permitted.
 - 4. Internal illumination is prohibited in the Mixed-Use Village (MU-V).
- E. Materials and Design.
 - 1. Except for interior window signs, all permanent signs shall be constructed of wood, metal, plastic, glass, or similar durable and weatherproof material.
 - 2. The design of signs, including its shape, features, materials, colors, and textures, shall be compatible with the design character of the development or use it identifies and will not have an adverse effect on the character and integrity of the surrounding area.
- F. Location and Placement.
 - 1. All signs shall be located on the same parcel as the business or use that it serves, except as otherwise allowed by this chapter.
- 2. Signs shall not obstruct the ingress to, or egress from, a door, window, fire escape, or other required accessway.
- 3. Signs shall not interfere with visibility at an intersection, public right-of-way, driveway, or other point of ingress/egress. The City may require sign setbacks greater than specified in this chapter as needed to maintain adequate visibility for motorists and pedestrians. See Section 17.96.050 (Intersection Sign Distance).

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G. Signs in the Public Right-of-Way.

1. No sign shall be permitted in the public right-of-way, except for:
 - a. Signs installed or required by a governmental agency.
 - b. Awning, canopy, marquee, projecting, or suspended signs attached to a building wall subject to the requirements in Section 17.80.080 (Standards for Specific Types of Signs).
 - c. Sidewalk signs in the Village Mixed Use (MU-V) zoning district consistent with Section 17.80.080.G (Sidewalk Signs).
 - d. Shared auto dealership signs consistent with Section 17.80.080.A (Auto Dealership Signs).
2. Any sign illegally installed or placed on public property shall be subject to removal and disposal as specified in Section 17.80.150 (Violations and Enforcement). The City shall have the right to recover from the owner or person placing such a sign the full costs of removal and disposal of the sign.
3. Signs in the public right-of-way may require City approval of an Encroachment Permit.

17.80.080 Standards for Specific Types of Signs

Signs consistent with the standards in this section are allowed with an Administrative Permit unless Planning Commission approval of a Sign Permit is specifically required. Signs that deviate from the standards in this section may be allowed with Planning Commission approval of a Sign Permit in accordance with Section 17.80.120 (Adjustment to Sign Standards).

A. Auto Dealership Signs.

1. In addition to signs allowed with an Administrative Sign Permit (17.080.030.A), the Planning Commission may allow special auto dealership signage in the C-R zoning district with approval of a Sign Permit subject to the following standards:
 - a. Location: On or adjacent to an auto dealership land use.
 - b. Placement: 10 feet minimum setback from property line abutting the public right-of-way.
 - c. Maximum Height: At or below roof line.
 - d. The Planning Commission shall review the Sign Permit application if the total combined sign area on the site exceeds 100 square feet.
 - e. The Planning Commission may allow one shared sign used by multiple auto dealerships at the entry of Auto Plaza Drive which extends into or above the public right-of-way.

The Planning Commission may allow temporary auto dealership signage, such as signage on light poles and flags and pennants, that deviate from temporary sign standards in 17.80.110 (Temporary Signs) with the approval of a Sign Permit.

B. Awning Signs.

1. Standards for awning signs in each zoning district are as shown in Table 17.80-2.
2. Awning signs shall be located on the awning above a display window or the entrance to the business it serves.
3. An awning sign that projects over any public walkway or walk area shall have an overhead clearance of at least 8 feet.

TABLE 17.80-2: AWNING SIGN STANDARDS

	Awning Face Sign	Awning Valance Sign

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Zoning District	Maximum Area	Maximum Number	Maximum Area	Maximum Letter Height	Maximum Number
MU-V, MU-N	Sign Permit Required (Chapter 17.132)		75 percent of valance	Two-thirds of valance height	1 sign per awning located on either the awning face or the awning valance
C-R, C-C	30 percent of awning face	1 sign per awning located on either the awning face or the awning valance			
I	20 percent of awning face				

Note: In the Visitor Serving (VS), Community Facility (CF) and Parks and Open Space (P/OS) zoning districts, standards for awning signs shall be established by the Planning Commission through a Sign Permit. In the Planned Development (PD) zoning district, standards for awning signs shall be established by the City Council in the Development Plan.

C. Monument Signs.

- Standards for monument signs in each zoning district are as shown in Table 17.80-3.

TABLE 17.80-3: MONUMENT SIGN STANDARDS

Zoning District	Maximum Area	Maximum Height	Maximum Number
MU-V	12 sq. ft.	4 ft.	1 per property
MU-N	16 sq. ft.		
C-R	60 sq. ft.	8 ft.	1 per building frontage
C-C	35 sq. ft.		
I			4 ft.

Note: In the Visitor Serving (VS), Community Facility (CF) and Parks and Open Space (P/OS) zoning districts, standards for monument signs shall be established by the Planning Commission through a Sign Permit. In the Planned Development (PD) zoning district, standards for monument signs shall be established by the City Council in the Development Plan.

- Monument signs shall be placed on the property of the business associated with the sign.
- Where two monument signs are allowed on a corner parcel, each sign shall be placed at least 200 feet from the intersection corner.
- A monument sign for up to four tenants may be approved with an Administrative Sign Permit. Monument signs listing more than four tenants require Planning Commission

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approval of a Sign Permit.

5. The area surrounding the base of a monument sign shall be landscaped consistent with Chapter 17.72 (Landscaping).
6. Monument signs shall be placed at least 5 feet away from any public or private driveway.
7. Monument signs shall be placed at least 5 feet behind sidewalk or property line, whichever is greater.
8. The height of a monument sign is measured as the vertical distance from the sidewalk or top of curb nearest the base of the sign to the top of the highest element of the sign.
9. Monument signs are not allowed in conjunction with wall signs on a property with three or fewer businesses.

D. Center Identification Signs.

1. Standards for center identification signs in each zoning district are as shown in Table 17.80-4.
2. Center identification signs shall identify the name of the center but may not include the name of any business or businesses within the center.
3. No more than one freestanding sign is permitted per center street frontage. If a monument sign is located along the center frontage, an additional center identification sign is not permitted.

TABLE 17.80-4: CENTER IDENTIFICATION SIGN STANDARDS

Zoning District	Maximum Area	Maximum Height	Maximum Number
MU-V and MU-N	Not permitted		
C-R	60 sq. ft.	5 ft.	1 per shopping center
C-C	35 sq. ft.		
I	Not permitted		

Note: In the Planned Development (PD) zoning district, standards for center identification signs shall be established by the City Council in the Development Plan.

E. Directory Signs.

1. Standards for directory signs in each zoning district are as shown in Table 17.80-5.
2. Directory signs may not be legible from adjacent public rights-of-way.
3. Directory signs shall identify the names of the occupant of the building or complex.

TABLE 17.80-5: DIRECTORY SIGN STANDARDS

Zoning District	Maximum Area	Maximum Height
MU-V	12 sq. ft.	4 ft.
MU-N	16 sq. ft.	

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C-R	30 sq. ft.	5 ft.
C-C	25 sq. ft.	
I	25 sq. ft.	4 ft.

Note: In the Visitor Serving (VS), Community Facility (CF) and Parks and Open Space (P/OS) zoning districts, standards for directory signs shall be established by the Planning Commission through a Sign Permit. In the Planned Development (PD) zoning district, standards for directory signs shall be established by the City Council in the Development Plan.

F. Wall Signs.

- Standards for wall signs in each zoning district are as shown in Table 17.80-6.
- Wall signs shall be attached parallel to the exterior wall of the business associated with the sign and may not extend above the top of building wall.
- Wall signs may be in cabinets, on wood, or on similar material attached to the wall or painted directly on the wall.
- Any portion of a wall sign that projects over any public walkway or walk area shall have an overhead clearance of at least 8 feet.
- Wall signs are not allowed in conjunction with a monument sign on a property with three or fewer businesses.
- On a corner lot, one wall sign is allowed per street frontage.

TABLE 17.80-6: WALL SIGN STANDARDS

Zoning District [1]	Maximum Area	Maximum Projection from Wall	Maximum Number
MU-V	0.5 sq. ft. per linear foot of shopfront, not to exceed 36 sq. ft. max	4 in.	1 per shopfront
MU-N	1.0 sq. ft. per linear foot of shopfront, not to exceed 36 ft.		
C-R, C-C, I [2]		12 in.	1 per shopfront

Note:

- [1] In the Visitor Serving (VS), Community Facility (CF) and Parks and Open Space (P/OS) zoning districts, standards for wall signs shall be established by the Planning Commission through a Sign Permit. In the Planned Development (PD) zoning district, standards for wall signs shall be established by the City Council in the Development Plan.
- [2] Wall signs are not allowed in conjunction with a monument sign in the Industrial (I) zoning district.

G. Projecting Signs.

- Standards for projecting signs in each zoning district are as shown in Table 17.80-7.
- Projecting signs shall be attached to the ground floor exterior wall of the business associated with the sign and may not extend above the top of the second story finished

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- floor.
3. Projecting signs shall maintain a minimum 2-foot horizontal clearance from a driveway or street curb.
 4. An encroachment permit must be obtained for all signs projecting over a public right-of-way.
 5. A projecting sign that projects over any public walkway or walk area shall have an overhead clearance of at least 8 feet.

TABLE 17.80-7: PROJECTING SIGN STANDARDS

Zoning District	Maximum Area	Maximum Projection from Wall	Maximum Number
MU-V, MU-N	4 sq. ft.	4 ft.	1 per business entryway or storefront
C-R, C-C, I	8 sq. ft.	4 ft.	1 per business entryway or storefront

Note:

In the Visitor Serving (VS), Community Facility (CF) and Parks and Open Space (P/OS) zoning districts, standards for projecting signs shall be established by the Planning Commission through a Sign Permit. In the Planned Development (PD) zoning district, standards for projecting signs shall be established by the City Council in the Development Plan.

- H. Gas and Service Station Signs. In addition to signs allowed with an Administrative Sign Permit (Section 17.080.030.A), the Planning Commission may allow special gas and service station signs that comply with the following standards .
1. A maximum of two signs, not exceeding 4 square feet, shall be allowed on each pump island to denote either full service or self-service.
 2. No other signs will be allowed to be attached to pumps or islands other than required by State law. (See Business & Professions Code Section 13530.)
 3. A six-foot-high monument sign which displays prices charged, credit cards accepted or special services rendered shall be allowed on each street frontage.
 4. Digital changeable copy signs for gasoline pricing is permitted.
 5. Two additional signs up to a maximum of 1 square foot are permitted to advertise ancillary services such as ATMs and propane. Such signs must be attached to another sign or structure and may not be a portable freestanding sign.
- I. Parking Garage Signs. A maximum of one digital display signs not exceeding four square feet on each street frontage is permitted to show the number of available parking spaces.
- J. Window Signs.
1. Standards for window signs in each zoning district are as shown in Table 17.80-8.
 2. Window signs may be attached only to the inside of a ground floor window of the business associated with the sign.
 3. Interior signs within one foot of a window and publicly visible from outside of the building shall be included in the calculation of sign area for the property.

TABLE 17.80-8: WINDOW SIGN STANDARDS

Zoning District	Maximum Area
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MU-V, MU-N	25 percent of window
C-R, C-C, I	30 percent of window

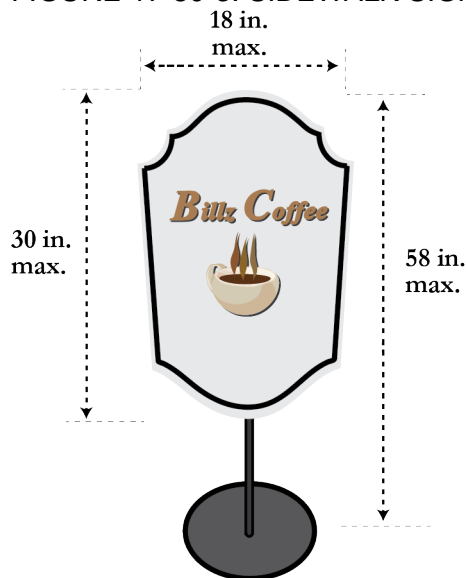
Note:

[1] In the Visitor Serving (VS), Community Facility (CF) and Parks and Open Space (P/OS) zoning districts, standards for window signs shall be established by the Planning Commission through a Sign Permit. In the Planned Development (PD) zoning district, standards for window signs shall be established by the City Council in the Development Plan.

K. Sidewalk Signs.

1. Where Allowed. Sidewalk signs are permitted only in the MU-V zoning district consistent with the requirements of this section.
2. Permits Required.
 - a. Sidewalk signs consistent with this section and the approved BIA design as illustrated in Figure 17-80-3 can be issued an over the counter sign permit by the Community Development Director.
 - b. All sidewalk signs shall obtain an encroachment permit. The encroachment permit will identify the location and method used to drill a hole in the sidewalk and/or the location of a sign on a base.
 - c. The owner of any business desiring to place a sidewalk sign on the City right-of-way shall provide an executed City hold harmless waiver and proof of liability insurance to the satisfaction of the City Attorney in the amount of one million dollars prior to placing the sign within said right-of-way.

FIGURE 17-80-3: SIDEWALK SIGN STANDARDS AND DESIGN CONCEPTS



3. Dimensions. Sidewalk signs shall comply with the dimension standards in Table 17.80-9.

TABLE 17.80-9: SIDEWALK SIGNS STANDARDS

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Zoning District	Sign Face			Entire Sign
	Maximum Area	Maximum Width	Maximum Height	Maximum Height [1]
MU-V	3.75 sq. ft.	18 in.	32 in.	58 in.
All Other Zoning Districts	Not permitted			

Note:

[1] Measured from sidewalk to top of sign

4. Number of Signs.
 - a. Only one two-sided sidewalk sign per business establishment is permitted.
 - b. Multi-tenant developments are permitted one sidewalk sign per each common exterior public business entrance.
5. Materials and Design.
 - a. Sidewalk signs shall be attached to metal poles. Poles may be either drilled into the sidewalk or inserted into a moveable base. Moveable bases shall be constructed of metal, form a circle with a diameter of no more than 18 inches, and must be approved as part of the sign permit.
 - b. Lights, banners, flags or similar objects shall not be placed on or adjacent to sidewalk signs.
 - c. Signs faces shall be constructed of solid wood, metal or similar durable and weatherproof material.
 - d. No sidewalk sign may contain lights of any kind.
6. Sidewalk Clearance.
 - a. The sidewalk in front of the business must be at least 78 inches in width.
 - b. Sidewalk signs shall not interfere with pedestrian ingress or egress as required by the building code or obstruct vehicular traffic sight distance requirements. A 48-inch level clear path of travel on concrete or similar material must be maintained where the sign is located.
7. Separation from Other Sidewalk Signs. Sidewalk signs shall be spaced a minimum of 30 linear feet from all other permitted sidewalk signs.
8. Display During Open Hours. Sidewalk signs may be used only during the hours when the business is open to the public. At all other times the sign and base must be stored within the business premises.
9. Advertising Multiple Businesses. Individual signs may advertise more than one business.
10. Other Business Signage.
 - a. No other temporary advertising signs (Section 17.80.110) may be used at the same time as the sidewalk sign is in use.
 - b. All other signs on the property must be in conformance with the City's sign regulations prior to a sidewalk sign permit being issued.

17.80.090 Design Standards

- A. Design Standards for Mixed Use Zoning Districts. The following design standards apply to all signs in the MU-V and MU-N zoning districts.
 1. Signs shall preserve, complement, or enhance the architectural composition and features of the building to which it is attached. Signs may not cover or obscure

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- significant architectural details of the building to which it is attached.
2. Signs shall be coordinated with the overall façade composition, including ornamental details and other signs on the building to which it is attached.
 3. Signs shall be mounted to fit within existing architectural features. The shape of the sign shall be used to reinforce the relationship of moldings and transoms seen along the street.
 4. Signs shall be located and designed so that they are legible when viewed from the sidewalk. Sign letter styles and sizes shall be designed for legibility from the sidewalk, not the street.
 5. To the extent possible, sign attachment parts shall be reused in their original location (holes in the façade or fixing positions) to protect the original building materials.
 6. Internally illuminated signs are prohibited in the MU-V and MU-N zoning districts.
 7. Wiring conduit for sign lighting shall be carefully routed to avoid damage to architectural details and to be concealed from view as much as possible.
 8. Sign materials and colors shall be compatible with the period and style of building to which it is attached. Sign panels shall avoid the extensive use of primary color or significant areas of white or cream.
 9. Letters and logos shall be raised, routed into the sign face, or designed to give the sign variety and depth.
 10. The sign will not have a significant adverse effect on the character and integrity of the surrounding area.
- B. Design Standards for Commercial Zoning Districts. The following design standards apply to all signs in the C-C and C-R zoning districts.
1. Sign design shall conform to and be in harmony with the architectural character of the building.
 2. Signs shall be symmetrically located within a defined architectural space.
 3. Internally illuminated signs are permitted only when the portion of the sign that appears illuminated is primarily the sign lettering, registered trademark, or logo. Large panel internally illuminated signs are prohibited.
 4. The design of monument and other freestanding signs shall relate to the architecture of the building or development they serve. Exterior materials, finishes and colors shall be the same or similar to those of the building or structures on site.
 5. Letters and logos shall be raised, routed into the sign face, or designed to give the sign variety and depth.
- C. Design Standards for Industrial Zoning District. Signs within the Industrial (I) zoning district shall be constructed of metal or other materials consistent with the light industrial character of the zoning district.

17.80.100 Residential Signs – Multi-Unit Properties

Multi-unit properties may display one or more master signs subject to the following requirements:

- A. A master sign program (17.80.130) has been approved for the multi-unit property.
- B. Maximum allowable sign area: 20 square feet per property.
- C. A master sign for a multi-unit property requires an Administrative Sign Permit.

17.80.110 Temporary Signs

- A. Permitted Temporary Signs. Table 17.80-10 (Temporary Sign Standards) identifies temporary signs permitted either by-right or with the approval of an Administrative Sign Permit. The Planning Commission may allow other types of temporary signs or temporary signs that do not comply with the standards in Table 17.80-1 with approval of a Sign Permit.

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TABLE 17.80-10 TEMPORARY SIGN STANDARDS

Sign Type	Permit Required	Use Restriction	Maximum Number	Maximum Area/ Size	Maximum Duration
Auto Dealership Signs - Flags - Pennants - Balloons	None	Auto dealerships on Auto Plaza Drive only	No maximum	0.5 sq. ft. per linear business frontage; 30 sq. ft. max; 1/3 of window max	Year-round; must be maintained in good condition
Commercial Banner Signs	Administrative Sign Permit	Non-residential uses only	1 per 500 ft. of linear side building frontage; 2 sign maximum	30 sq. ft.	30 continuous calendar days; no more than 60 days each calendar year
Construction Site Signs - Residential	Administrative Sign Permit	Residential uses only	1 per 500 ft. of linear side building frontage; 2 sign maximum	Height: 5 ft. Area: 12 sq. ft.	From issuance of building permit to certificate of occupancy
Construction Site Signs - Non-Residential	Administrative Sign Permit	Commercial and industrial uses only	1 per 500 ft. of linear side building frontage; 2 sign maximum	Height: 8 ft.; 4 ft. in MU-V Area: 40 sq. ft.; 12 sq. ft. in MU-V	From issuance of building permit to certificate of occupancy
For Sale, Lease, and Rent Signs, Non-Residential	None	Commercial and industrial uses only	1 per property	Height: 8 ft. Area: 40 sq. ft.	1 year; Director may approve extension
For Sale, Lease, and Rent Signs, Residential	None	Residential uses only	1 per property	Height: 4 ft. Area: 6 sq. ft.	180 days; Director may approve extension
Open House or model home	None	None	1 per property and 1 on other property with owner consent	Height: 4 ft. Area: 6 ft.	Limited to day of open house.
Special Event	None	Special events open to the public (e.g., open- stables),	1 per property and 1 on other property with owner consent	Height: 4 ft. Area: 6 ft.	Limited to day of special event house.
Residential Subdivision	Administrative Sign Permit	Residential subdivisions and condominiums located in the city	1 per subdivision	Height: 10 ft. Area: 40 sq. ft.	180 days or upon the sale of the last unit, whichever comes first

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17.80.150 Violations and Enforcement

- A. Illegal Signs. It is unlawful for any person to install, place, construct, repair, maintain, alter or move a sign in a manner that does not comply with the requirements of this chapter.
- B. Removal of Illegal Signs.
1. The City may immediately remove or cause the removal of any sign that places the public in immediate peril or that is located within the public right-of-way.
 2. For illegal signs that do not place the public in immediate peril and are located on private property, the City shall serve the business owner, property owner, or person responsible for the sign a written certified notice that:
 - a. Describes the physical characteristics of the subject sign.
 - b. Explains the nature of the violation.
 - c. States that the sign shall be removed or brought into compliance with this article within a specified number of days after the notice is received.
 - d. States that the City will remove the sign if the business owner or person responsible for sign does not correct the violation within the specified number of days after the notice is received.
 - e. States that the City may destroy the illegal sign if it is not retrieved within 20 days of removal by the City.
 - f. States that the business owner or person responsible for all costs associated with the removal, storage, and destruction of the sign.
 3. If an illegal sign is not removed or brought into compliance within the specified number of days after a notice is received, the City may issue a citation to the business owner or person responsible for the sign as provided in Municipal Code Title 4 (General Municipal Code Enforcement) and may remove or cause the removal of the sign.
 4. Any accessory structures, foundations, or mounting materials which are unsightly or a danger to the public health, safety, and welfare shall be removed at the time of the sign removal.
 5. A sign removed by the City shall be stored for a minimum of 20 days. If the sign is not retrieved by the business owner or person responsible for the sign within this 20-day period, the City may destroy the sign.

Section 3: Compliance with California Environmental Quality Act (CEQA)

The City Council hereby finds that the action to adopt this ordinance is exempt from the requirements of the California Environmental Quality Act (Public Resources Code Section 21000, et seq.) pursuant to Guidelines Sections 15061(b)(1), 15061(b)(2), and specifically, the "General Rule" Section 15061(b)(3), where it can be seen with certainty that the proposed action will have no significant effect on the environment, projects are exempt from the requirements of CEQA.

Section 4: Severability

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

Section 5: Effective Date

Second Reading of an Ordinance Amending Chapter 17.80 Signs
 March 26, 2020

This Ordinance shall be in full force and effect thirty (30) days from its passage and adoption except that it will not take effect within the coastal zone until certified by the California Coastal Commission. This Ordinance shall be transmitted to the California Coastal Commission and shall take effect in the coastal zone immediately upon certification by the California Coastal Commission or upon the concurrence of the Commission with a determination by the Executive Director that the Ordinance adopted by the City is legally adequate.

This ordinance was introduced on the 12th day of March, 2020, was passed for first reading on the 26th day of March, 2020, and was adopted by the City Council of the City of Capitola on the ___ day of ___, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

 Kristen Petersen, Mayor

ATTEST:

 Linda Fridy, City Clerk



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 26, 2020

FROM: Public Works Department

SUBJECT: Update on the Emergency Repairs to the Wharf

RECOMMENDED ACTION:

1. Accept this update report on the Emergency Repairs to the Wharf, and
2. By super majority vote, adopt a resolution amending Resolution No. 4166 adopted by the City Council on February 13, 2020, to reflect changes in the project scope.

BACKGROUND: On February 13, 2020, the City Council adopted Resolution No. 4166 declaring an emergency condition exists as a result broken piles on Capitola Wharf. Pursuant to Public Contracting Code Section 22050 the City Council must review this action at subsequent regularly scheduled meeting and by a super majority vote authorize work to continue under the emergency declaration. Further, at the Council meeting held on March 12, 2020 the Council was advised that changes to the scope the project resulting from further pile inspections would be necessary. A resolution amending Resolution No. 4166 has been prepared for consideration by the Council.

DISCUSSION: Project status: The contractor has ordered four new piles, which are expected to be delivered within the next few weeks. The original scope of work included replacing two piles under the hoist area and a third pile on the western side of the wharf near the Wharf House Restaurant. In addition, a subsequent inspection discovered another pile missing, which will be necessary to replace for the workers and equipment to access the required areas.

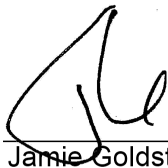
At the meeting on March 12, 2020 in response to concerns raised by the Construction Industry Force Account Council, staff recommended deleting the pile by the Wharf House from the scope of work and adding in the additional required pile necessary to complete the work. The attached resolution reflects these changes in the scope of work. This resolution must be approved by a super-majority of the City Council in order to continue with the emergency declaration.

FISCAL IMPACT: The cost for the four piles is \$37,012.24 which includes shipping costs from Pennsylvania. As directed by Council, the piles are reinforced fiberglass to utilize piles that are consistent with the planned Wharf Rehabilitation Project. In addition, hard polyethylene sleeves have been ordered that will provide additional protection for the piles under the hoist where boats come in contact with the piles. The extra fourth pile that was ordered will be stored by the City to utilize during the planned wharf renovation project.

Wharf Emergency Repairs Update 3
March 26, 2020

Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 3/20/2020

RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
 AMENDING RESOLUTION NO. 4166
 DECLARING THE JANUARY 2020 DAMAGE TO THE WHARF AN EMERGENCY
 AND AUTHORIZING PROCUREMENT AND SERVICES WITHOUT GIVING NOTICE
 FOR BIDS PURSUANT TO PUBLIC CONTRACT CODE SECTION 22050**

WHEREAS, California Public Resources Code Section 21060.3 defines an emergency as a “sudden, unexpected occurrence, involving a clear and imminent danger, demanding immediate action to prevent or mitigate loss of, or damage to, life, health, property or essential public service;” and

WHEREAS, Section 22050(a) of the California Public Contract Code allows a public agency, in the event of an emergency, pursuant to four-fifths vote of its governing body, to repair or replace a public facility; take any directly related and immediate action required by that emergency; and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts; and

WHEREAS, on January 1, 2020, two piles underneath the small boat hoist on the Capitola Wharf (“Piles 1 and 2”) broke, and previously a third pile (“Pile 3”) had failed near the Wharf House restaurant; and

WHEREAS, on February 3, 2020, the Capitola City Council adopted Resolution No. 4166, finding that emergency conditions did not permit a delay resulting from competitive solicitation for bids for the repairs associated with the broken Wharf piles, and that action was necessary to respond to the emergency, and authorizing staff to proceed with the repair of the three piles referenced above, and procurement of the necessary equipment, services, and supplies for that purpose without giving notice for bids to let contracts; and

WHEREAS, subsequent to the Council’s February 3, 2010 emergency declaration, City staff has discovered another missing pile that requires replacement (“Pile 4”), in order for workers and necessary equipment access to replace the piles underneath the hoist; and

WHEREAS, also subsequent to the Council’s February 3, 2010 emergency declaration, City staff determined that Pile 3, a pile near the Wharf House Restaurant that had failed previously, is not endangering the structure and should be removed from the scope of work.

WHEREAS, Piles 1, 2, and 4 present an immediate danger to public safety because the boat hoist and wharf in those areas remain in danger of falling into the ocean and failure to immediately perform repairs would result in further danger and potential damage to public safety and property; and

WHEREAS, compliance with competitive bidding procedures typically takes several months and would not allow prompt action to be taken, as required to safeguard the public; and

WHEREAS, California Public Resources Code subsections 21080(b)(2) and (4) provide that the California Environmental Quality Act (CEQA) does not apply to emergency repairs to public

Wharf Emergency Repairs Update 3
March 26, 2020

service facilities or specific actions necessary to prevent or mitigate an emergency, and Section 15269 of the CEQA Guidelines establishes a statutory exemption for emergency repairs to public service facilities necessary to maintain service, and other specific actions necessary to prevent or mitigate an emergency; and

WHEREAS, the damage to the piles in need of repair occurred suddenly and unexpectedly and involved a clear and imminent threat demanding immediate action to mitigate the immediate threat to public safety, and therefore emergency repairs to the piles and related infrastructure and improvements are exempt under CEQA.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Capitola that:

1. Pursuant to Public Contract Code section 22050(a), the City Council finds, based on substantial evidence, that the emergency will not permit a delay resulting from competitive solicitation for bids for the repairs associated with the broken Wharf piles, and that this action is necessary to respond to the emergency.
2. The City Council authorizes staff to proceed with the repair of the piles and procurement of the necessary equipment, services, and supplies for that purpose without giving notice for bids to let contracts.
3. Staff will proceed to obtain all necessary regulatory authorizations for the repair on an expedited basis using all available emergency procedures.
4. Staff will request all governmental entities with authority over this repair to expedite their consideration of the matter and to use available emergency procedures to ensure that this repair is completed in a timely manner.
5. The City Council will review the status of the emergency at each subsequent meeting and vote to authorize continuation of this resolution until the emergency action is completed.
6. Expenditures for this project will be made from the City's Measure F funds allocated for the Wharf Rehabilitation Project.

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 26th day of March, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kristen Petersen, Mayor

Attest:

Chloe Woodmansee, Acting City Clerk



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 26, 2020

FROM: Public Works Department

SUBJECT: Update on the COVID-19 Emergency Declaration

RECOMMENDED ACTION:

1. Accept this update report on the emergency declaration due to the worldwide spread of the Coronavirus (COVID-19), and
2. By super majority vote, adopt a resolution determining that all hazards of the Coronavirus as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, have not been eliminated and that there is a need to continue action.

BACKGROUND: On March 12, 2020 the City Council adopted Resolution No. 4168 proclaiming the existence of a local emergency due to the worldwide spread of the Coronavirus (COVID-19). All other jurisdictions within the County of Santa Cruz have adopted similar resolutions. On March 16, 2020, the County Health Officer issued a Countywide Shelter in Place of Residence Order to all residents. The order requires residents to stay at home except to engage in certain essential activities and work which are detailed in the order. A copy of the order is included as Attachment 1.

DISCUSSION: In response to the City's emergency declaration and the shelter in place health order, all departments in the City have implemented strategies to minimize exposure for employees while still maintaining essential levels of service. Below is a brief description of the plans currently in place:

Management

City management is maintaining a minimal staffing level at City Hall to continue providing services. Management has been divided into two teams, with each team using separate entrances and restrooms in the building. Staff meetings are being conducted using remote meeting technology to avoid staff assembling in a single room. The Police Chief is working out of the Police Department and remotely coordinating with other management staff.

With the pending City Clerk retirement, Chloe Woodmansee has been appointed as interim City Clerk.

All staff have been given paid time off to respond to COVID-19 through March 31.

Police Department

COVID - 19 Emergency Update 1
March 26, 2020

The public counter in the Police Department remains open Monday through Friday, 8am to 5pm for limited requests. Administrative staff have reduced their staff by 50% to maximize social distancing in the office space. The community has been made aware of online services available to meet most of their needs. A one-person at a time only protocol has been established at the counter. Very few individuals have been seeking in person services at the Police Department since the County's order.

The Police Chief has developed a modified patrol deployment schedule in the event of extended absences due to school closures and childcare challenges for our police officers.

Staff has been proactively contacting businesses to ensure compliance with Health Officer orders. The Santa Cruz County Chief's and Sheriff Association has adopted a county-wide enforcement protocol regarding reported violations of the order. The protocol is primarily complaint driven with an emphasis on compliance and potential involvement of County Health Services, Public Health if necessary.

Finance Department

Payroll and Accounts Payable: Functions are being performed by staff remotely and will continue uninterrupted. Hour and Project Codes have been set-up in payroll for tracking time for tasks related to COVID-19 and codes are set-up in accounts payable for tracking COVID-19 related expenses in anticipation of reimbursements from the federal and/or state government

Accounts Receivable: Sales tax and Property tax is received by the City via electronic payment and we do not anticipate any delays in receiving payments. As staff begins the FY 2020-21 budget process, we do anticipate reduced sales tax revenue and are working on forecasting what those shortages may be. TOT payments are due the 10th of each month, are paid by check and received through the mail. Business license and BIA assessments have been received except for a few late payments and will not be impacted. We continue to receive a few checks by mail and will process those once the shelter in place order is lifted. If the shelter in place order is extended, we will most likely have one staff person come on site once every two weeks to process deposits.

Purchasing: Purchase orders, which is primarily done electronically, will continue to be processed uninterrupted. Small purchases for essential services will continue uninterrupted by authorized essential service staff.

FY 2020-21 budget preparation, fee schedule update, and fiscal transparency dashboard project are being performed by staff both on-site and remote and will continue with no anticipated delays.

Interim Year End Audit which was originally scheduled for this week has been postponed and we are waiting to hear back from our auditors on a new date.

Planning Division

Planning staff is working remotely from their homes on current applications. They have access to our permit tracking software, agenda packet management software, and records. Emails and phone calls from the public are being responded to as received.

COVID - 19 Emergency Update 1
March 26, 2020

Staff plans to hold the April 2 Planning Commission meeting utilizing remote access for commissioners, live video for public, and call-in for remote public comment. There are three applications ready for Planning Commission review. The applications are minor in nature including an addition to a single-family home, a sign permit for Outdoor Supply Hardware, and an extension of the cannabis CUP at 1850 41st Avenue.

Building Division

Since the shelter in place order was released, our Community Development Director and Building Official have been working to establish building inspection and building permit protocol during the shelter in place order. The Order establishes an to provide any services or perform any work necessary to the operations and maintenance of "Essential Infrastructure", including, but not limited to, public works construction, construction of housing (in particular affordable housing or housing for individuals experiencing homelessness), water, sewer, gas, electrical, roads and highways, public transportation, solid waste collection and removal, internet, and telecommunications systems, provided that they carry out those services or that work in compliance with Social Distancing Requirements as defined, to the extent possible.

Building Permits: The City is currently processing applications and issuing building permits for "essential infrastructure" projects. All applications must be submitted electronically. The City is also accepting application for non-essential infrastructure permit. The non-essential permits will be given second priority and issued upon the termination of the shelter in place order.

Building Inspection: The City is currently providing building inspections daily for active building permits for "essential infrastructure". The building division has set call in at 8:30 each morning to review the list of inspections and determine if they qualify as essential infrastructure. Building inspections are being carried out in a safe manner with protocol to ensure the site is safe and the inspector can perform the inspection without touching surfaces. Prior to an inspection, the Inspector talks with the contractor to ensure no one on the site has had flu-like systems and explains to the contractor how to prepare the site for inspection. When appropriate, staff is utilizing live video through zoom and facetime to perform inspection while parked in front of a job site. The touchless inspections protocol is also being followed by the City of Santa Cruz.

Recreation

Recreation has closed all facilities, cancelled any programs and rentals, and postponed any business that was intended to happen during the "shelter in place" order. Postponed business includes: Junior Guard Instructor swim test and March 28 & 29 training, Junior Guard registration, Camp Registration and Class Instructor Summer proposals. We will communicate new timelines for missed business upon return to regular work status. Recreation is evaluating options to provide employee-only childcare to allow essential personnel to return to work.

Public Works

Office staff are now working from home. They have access to necessary files and are responding to encroachment permit applications, reviewing plans, and working on capital improvement projects.

COVID - 19 Emergency Update 1
March 26, 2020

To minimize exposure of Public Works crew members, the crew has been split into teams. Two maintenance teams are out in the field cleaning and sanitizing open facilities, completing park maintenance to keep them usable to the public, and road and facility maintenance as needed. The mechanic is working necessary hours to maintain the fleet and equipment.

The following is a list of the status of City facilities and parks:

Closures

- City hall
 - Offices
 - Community Room
 - Council Chamber
 - Lobby Restrooms
- Community Center
- Museum
- Wharf closed beyond security gate (1/2 way)

Open

- Police Department
- Esplanade Restroom
- Wharf to outer security gate
- Open areas
 - Beach
- Monterey Park
- Noble Gulch Park
- Peery Park
- Cortez Park
- Jade Street Park
 - Outside restrooms
 - Playground
 - Tennis Courts
- McGregor Park

The beach and parks are being monitored by both Police and Public Works staff to ensure social distancing standards are being maintained and group gatherings are not occurring.

FISCAL IMPACT: Hour and Project Codes have been set-up in payroll for tracking time for tasks related to COVID-19 and codes are set-up in accounts payable for tracking COVID-19 related expenses in anticipation of reimbursements from the federal and/or state government.

Anticipated reductions in Sale Tax and Transient Occupancy Tax as a result of this health crisis and shelter in place order could be substantial but are impossible to estimate at this time.

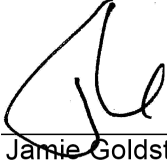
ATTACHMENTS:

1. Shelter in Place Order March 16 2020

COVID - 19 Emergency Update 1
March 26, 2020

Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 3/20/2020



County of Santa Cruz

HEALTH SERVICES AGENCY

POST OFFICE BOX 962, 1080 Emeline Ave., SANTA CRUZ, CA 95061-0962
 TELEPHONE: (831) 454-4000 FAX: (831) 454-4488 TDD: Call 711

Public Health Division

**ORDER OF THE HEALTH OFFICER
 OF THE COUNTY OF SANTA CRUZ DIRECTING
 ALL INDIVIDUALS LIVING IN THE COUNTY TO SHELTER AT THEIR
 PLACE OF RESIDENCE EXCEPT THAT THEY MAY LEAVE TO PROVIDE
 OR RECEIVE CERTAIN ESSENTIAL SERVICES OR ENGAGE IN
 CERTAIN ESSENTIAL ACTIVITIES AND WORK FOR ESSENTIAL
 BUSINESSES AND GOVERNMENTAL SERVICES; EXEMPTING
 INDIVIDUALS EXPERIENCING HOMELESSNESS FROM THE SHELTER
 IN PLACE ORDER BUT URGING THEM TO FIND SHELTER AND
 GOVERNMENT AGENCIES TO PROVIDE IT; DIRECTING ALL
 BUSINESSES AND GOVERNMENTAL AGENCIES TO CEASE NON-
 ESSENTIAL OPERATIONS AT PHYSICAL LOCATIONS IN THE COUNTY;
 PROHIBITING ALL NON-ESSENTIAL GATHERINGS OF ANY NUMBER
 OF INDIVIDUALS; AND ORDERING CESSATION OF ALL NON-
 ESSENTIAL TRAVEL**

DATE OF ORDER: MARCH 16, 2020

Please read this Order carefully. Violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code § 120295, *et seq.*)

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER OF THE COUNTY OF SANTA CRUZ ("HEALTH OFFICER") ORDERS:

1. The intent of this Order is to ensure that the maximum number of people self-isolate in their places of residence to the maximum extent feasible, while enabling essential services to continue, to slow the spread of COVID-19 to the maximum extent possible. When people need to leave their places of residence, whether to obtain or perform vital services, or to otherwise facilitate authorized activities necessary for continuity of social and commercial life, they should at all times reasonably possible comply with Social Distancing Requirements as defined in Section 10 below. All provisions of this Order should be interpreted to effectuate this intent. Failure to comply with any of the provisions of this Order constitutes an imminent threat to public health.
2. All individuals currently living within Santa Cruz County (the "County") are ordered to shelter at their place of residence. To the extent individuals are using shared or outdoor spaces, they must at all times as reasonably possible maintain social distancing of at least six feet from any other person when they are outside their residence. All persons may leave their residences only for Essential Activities, Essential Governmental Functions, or to operate Essential Businesses, all as defined in Section 10. Individuals

Attachment: Shelter in Place Order March 16 2020 (COVID - 19 Emergency Update 1)

experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available as soon as possible and to the maximum extent practicable (and to utilize Social Distancing Requirements in their operation).

3. All businesses with a facility in the County, except Essential Businesses as defined below in Section 10, are hereby required to cease all activities at facilities located within the County except Minimum Basic Operations, as defined in Section 10. For clarity, businesses may also continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e., working from home). All Essential Businesses are strongly encouraged to remain open. To the greatest extent feasible, Essential Businesses shall comply with Social Distancing Requirements as defined in Section 10 below, including, but not limited to, when any customers are standing in line.
4. All public and private gatherings of any number of people occurring outside a household or living unit are prohibited, except for the limited purposes as expressly permitted in Section 10. Nothing in this Order prohibits the gathering of members of a household or living unit.
5. All travel, including, but not limited to, travel on foot, bicycle, scooter, motorcycle, automobile, or public transit, except Essential Travel and Essential Activities as defined below in Section 10, is prohibited. People must use public transit only for purposes of performing Essential Activities or to travel to and from work to operate Essential Businesses or maintain Essential Governmental Functions. People riding on public transit must comply with Social Distancing Requirements as defined in Section 10 below, to the greatest extent feasible. This Order allows travel into or out of the County to perform Essential Activities, operate Essential Businesses, or maintain Essential Governmental Functions.
6. This Order is issued based on evidence of increasing occurrence of COVID-19 within the County and throughout the Bay Area, scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically, and evidence that the age, condition, and health of a significant portion of the population of the County places it at risk for serious health complications, including death, from COVID-19. Due to the outbreak of the COVID-19 virus in the general public, which is now a pandemic according to the World Health Organization, there is a public health emergency throughout the County. Making the problem worse, some individuals who contract the COVID-19 virus have no symptoms or have mild symptoms, which means they may not be aware they carry the virus. Because even people without symptoms can transmit the disease, and because evidence shows the disease is easily spread, gatherings can result in preventable transmission of the virus. The scientific evidence shows that at this stage of the emergency, it is essential to slow virus transmission as much as possible to protect the most vulnerable and to prevent the health care system from being overwhelmed. One proven way to slow the transmission is to limit interactions among people to the greatest extent practicable. By reducing the spread of the COVID-19 virus, this Order helps preserve critical and limited healthcare capacity in the County.
7. This Order is issued in light of the existence of 11 cases of COVID-19 in the County, as well as at least 258 cases of confirmed cases and at least three deaths in adjacent Bay Area counties as of 5:00 p.m. on March 15, 2020, including a significant and increasing number of suspected cases of community transmission and likely further significant increases in transmission. Widespread testing for COVID-19 is not yet available but is expected to increase in the coming days. This Order is necessary to slow the rate of spread and the Health Officer will re-evaluate it as further data becomes available.
8. This Order also is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom, the March 4, 2020 Declaration of Local Health Emergency Regarding Novel Coronavirus 2019 (COVID-19) issued by the Health Officer, the March 10, 2020 Resolution of the Board of Supervisors of the County of Santa Cruz Ratifying the

Order of the County Health Officer
to Shelter in Place

Declaration of a Local Health Emergency, and the March 10, 2020 Resolution of the Board of Supervisors of the County of Santa Cruz Proclaiming a Local Emergency.

9. This Order comes after the release of substantial guidance from the Centers for Disease Control and Prevention, the California Department of Public Health, the County Health Officer and other public health officials throughout the United States and around the world, including a variety of prior orders to combat the spread and harms of COVID-19. The Health Officer will continue to assess the quickly evolving situation and may modify or extend this Order, or issue additional Orders, related to COVID-19.

10. Definitions and Exemptions.

- a. For purposes of this Order, individuals may leave their residence only to perform any of the following “Essential Activities.” But people at high risk of severe illness from COVID-19 and people who are sick are urged to stay in their residence to the extent possible except as necessary to seek medical care.
 - i. To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members (including, but not limited to, pets), such as, by way of example only and without limitation, obtaining medical supplies or medication, visiting a health care professional, or obtaining supplies they need to work from home.
 - ii. To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation, canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products, and products necessary to maintain the safety, sanitation, and essential operation of residences.
 - iii. To engage in outdoor activity, provided the individuals comply with Social Distancing Requirements as defined in this Section, such as, by way of example and without limitation, walking, hiking, or running.
 - iv. To perform work providing essential products and services at an Essential Business or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations.
 - v. To care for a family member or pet in another household.
- b. For purposes of this Order, individuals may leave their residence to work for or obtain services at any “Healthcare Operations” including hospitals, clinics, dentists, pharmacies, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, home healthcare services providers, mental health providers, or any related and/or ancillary healthcare services. “Healthcare Operations” also includes veterinary care and all healthcare services provided to animals. This exemption shall be construed broadly to avoid any impacts to the delivery of healthcare, broadly defined. “Healthcare Operations” does not include fitness and exercise gyms and similar facilities.
- c. For purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to the operations and maintenance of “Essential Infrastructure,” including, but not limited to, public works construction, construction of housing (in particular affordable housing or housing for individuals experiencing homelessness), airport operations, water, sewer, gas, electrical, oil refining, roads and highways, public transportation, solid waste collection and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services), provided that they carry out those services or that work in compliance with Social Distancing Requirements as defined this Section, to the extent possible.

Order of the County Health Officer
to Shelter in Place

- d. For purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services are categorically exempt from this Order. Further, nothing in this Order shall prohibit any individual from performing or accessing “Essential Governmental Functions,” as determined by the governmental entity performing those functions. Each governmental entity shall identify and designate appropriate employees or contractors to continue providing and carrying out any Essential Governmental Functions. All Essential Governmental Functions shall be performed in compliance with Social Distancing Requirements as defined in this Section, to the extent possible.
- e. For the purposes of this Order, covered businesses include any for-profit, non-profit, or educational entities, regardless of the nature of the service, the function they perform, or its corporate or entity structure.
- f. For the purposes of this Order, “Essential Businesses” means:
- i. Healthcare Operations and Essential Infrastructure;
 - ii. Grocery stores, certified farmers’ markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences;
 - iii. Food cultivation, including farming, livestock, and fishing;
 - iv. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
 - v. Newspapers, television, radio, and other media services;
 - vi. Gas stations and auto-supply, auto-repair, and related facilities;
 - vii. Banks and related financial institutions;
 - viii. Hardware stores;
 - ix. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses;
 - x. Businesses providing mailing and shipping services, including post office boxes;
 - xi. Educational institutions—including public and private K-12 schools, colleges, and universities—for purposes of facilitating remote learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible;
 - xii. Laundromats, drycleaners, and laundry service providers;
 - xiii. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out. Schools and other entities that typically provide free food services to students or members of the public may continue to do so under this Order on the condition that the food is provided to students or members of the public on a pick-up and take-away basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site;
 - xiv. Businesses that supply products needed for people to work from home;
 - xv. Businesses that supply other essential businesses with the support or supplies necessary to operate;
 - xvi. Businesses that ship or deliver groceries, food, goods or services directly to residences;


Order of the County Health Officer
to Shelter in Place

- xvii. Airlines, taxis, and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
 - xviii. Home-based care for seniors, adults, or children;
 - xix. Residential facilities and shelters for seniors, adults, and children;
 - xx. Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities;
 - xxi. Childcare facilities providing services that enable employees exempted in this Order to work as permitted. To the extent possible, childcare facilities must operate under the following mandatory conditions:
 - 1. Childcare must be carried out in stable groups of 12 or fewer (“stable” means that the same 12 or fewer children are in the same group each day).
 - 2. Children shall not change from one group to another.
 - 3. If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other.
 - 4. Childcare providers shall remain solely with one group of children.
- g. For the purposes of this Order, “Minimum Basic Operations” include the following, provided that employees comply with Social Distancing Requirements as defined in this Section, to the extent possible, while carrying out such operations:
- i. The minimum necessary activities to maintain the value of the business’s inventory, ensure security, process payroll and employee benefits, or for related functions.
 - ii. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.
- h. For the purposes of this Order, “Essential Travel” includes travel for any of the following purposes. Individuals engaged in any Essential Travel must comply with all Social Distancing Requirements as defined in this Section below.
- i. Any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, or Minimum Basic Operations.
 - ii. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
 - iii. Travel to or from educational institutions for purposes of receiving materials for remote learning, for receiving meals, and any other related services.
 - iv. Travel to return to a place of residence from outside the jurisdiction.
 - v. Travel required by law enforcement or court order.
 - vi. Travel required for non-residents to return to their place of residence outside the County. Individuals are strongly encouraged to verify that their transportation out of the County remains available and functional prior to commencing such travel.
- i. For purposes of this Order, residences include hotels, motels, shared rental units and similar facilities.
- j. For purposes of this Order, “Social Distancing Requirements” includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.
11. Pursuant to Government Code sections 26602 and 41601 and Health and Safety Code section 101029, the Health Officer requests that the Sheriff and all chiefs of police in the County ensure compliance with and enforce this Order. The violation of any provision of this Order constitutes an imminent threat to public health.

Order of the County Health Officer
to Shelter in Place

- 12. This Order shall become effective at 12:01 a.m. on March 17, 2020 and will continue to be in effect until 11:59 p.m. on April 7, 2020, or until it is extended, rescinded, superseded, or amended in writing by the Health Officer.
- 13. Copies of this Order shall promptly be: (1) made available outside the offices of the County of Santa Cruz at 701 Ocean Street, Santa Cruz, CA 95060; (2) posted on the County Health Services Agency website (www.santacruzhealth.org); and (3) provided to any member of the public requesting a copy of this Order.
- 14. If any provision of this Order or the application thereof to any person or circumstance is held to be invalid, the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

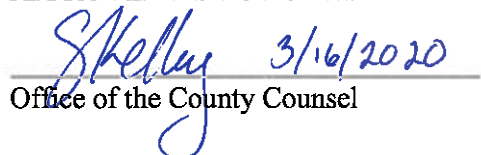
IT IS SO ORDERED:



 Gail Newel, MD
 Health Officer of the County of Santa Cruz

Dated: March 16, 2020

APPROVED AS TO FORM:



 Office of the County Counsel

Attachment: Shelter in Place Order March 16 2020 (COVID - 19 Emergency Update 1)

Order of the County Health Officer
to Shelter in Place



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 26, 2020

FROM: City Manager Department

SUBJECT: Consider Adopting an Urgency Ordinance Temporarily Prohibiting Tenant Evictions Due to COVID-19

RECOMMENDED ACTION: Approve an urgency ordinance to establish a temporary moratorium on evicting tenants unable to pay rent due to a loss of income caused by the Coronavirus Disease 2019 (COVID-19).

BACKGROUND: On March 12, 2020, the Capitola City Council voted to adopt Resolution No. 4168 proclaiming the existence of a local emergency due to the worldwide spread of the Novel Coronavirus (COVID-19). Also, on March 12, Santa Cruz County Office of Education announced that all County public schools would be closed for the week of March 16 to 20. Since then, the Office of Education has extended the school closure through at least April 7, 2020, with the possibility of a longer closure that could last for the remaining school year.

On March 13, United States President Trump declared a National Emergency concerning the COVID-19 outbreak.

On March 16, California Governor Newsom signed Executive Order N-28-20 restricting residential evictions and allowing local governments to “impose substantive limitations on residential or commercial evictions” related to COVID-19.

Also, on March 16, the Santa Cruz County Health Officer Gail Newel issued a Shelter in Place order effective March 16 through April 7, 2020. The order directs all individuals living in the County to shelter at their place of residence, except to perform essential activities. The order prohibits all non-essential gatherings of any number of individuals and effectively forces citizens to stay at home; whether they can work “remotely” from their place of residence, or not. Unless citizens are employed in an Essential Job function, they are legally kept from their place of business.

On March 19, Governor Newsom signed Executive Order N-33-20 ordering all California residents to stay at home or in their place of residence except as needed to maintain continuity of operation of the federal critical sectors. This Stay at Home order reflects similar restrictions currently in effect throughout Santa Cruz County due to the earlier mentioned Shelter in Place order, however on a larger scale as residents of the entire state, approximately 40 million people, are now homebound.

moratorium on COVID-19 related evictions
March 26, 2020

As of March 20, there are 15 confirmed COVID-19 cases in Santa Cruz County.

DISCUSSION: The economic impacts from COVID-19 will be significant. Many City residents have likely already experienced a loss of income due to economic impacts of the virus. That impact can be due to individuals who cannot now legally work based on the County health order, and those who must stay at home to care for a dependent. It is likely that many will be financially unstable and could potentially be without means to pay for fundamental necessities such as rent.

The Shelter in Place order explicitly states that residents of Santa Cruz County must stay within their places of residence, and it is imperative that means be taken to ensure residents are not evicted from their homes due to their inability to pay rent because of a loss of income associated with COVID-19.

More than 52% of residential households in Capitola are renters.

The attached urgency ordinance establishes a temporary moratorium on the eviction of residential tenants impacted by the COVID-19 pandemic. The moratorium applies to evictions based on the nonpayment of rent due to financial hardship caused by COVID-19 related circumstances. Tenants must notify the landlord in writing before the day rent is due that the tenant has a covered reason for delayed payment and must provide supporting documentation. Upon adoption of this ordinance, the moratorium would be in immediate effect until the City ends its declared state of emergency; or until the Governor rescinds Executive Order N-28-20, whichever comes first.

The proposed ordinance requires a tenant using the protections of the urgency ordinance to demonstrate that the tenant has experienced loss of income due to COVID-19.

Additionally, this ordinance does not deny landlords the rent that they are due. Rather, it defers payment to sixty (60) days after the City ends its declared state of emergency. Depending on the length and severity of the crisis, the proposed ordinance may need to be amended in the future to consider how long tenants may be out of work or forced to stay in their homes.

FISCAL IMPACT: The most likely fiscal impact is from code enforcement action by the City, in the event of violation of the Ordinance. Costs of such an action are unknown.

Report Prepared By: Jamie Goldstein
City Manager

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 3/20/2020

moratorium on COVID-19 related evictions
March 26, 2020

ORDINANCE NO. _____

**AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
TEMPORARILY PROHIBITING EVICTIONS OF RESIDENTIAL TENANTS ARISING FROM
INCOME LOSS OR SUBSTANTIAL MEDICAL EXPENSES RELATED TO THE
CORONAVIRUS PANDEMIC**

WHEREAS, the City of Capitola (“City”) is authorized by Article XI, Section 7 of the California Constitution to make and enforce all regulations and ordinances using its police powers;

WHEREAS, Government Code sections 36934 and 36937 authorize ordinances to take effect immediately if they are for the immediate preservation of the public peace, health or safety, contain a declaration of the facts constituting the urgency, and are passed by a four-fifths vote of the City Council;

WHEREAS, the California Emergency Services Act (California Government Code section 8550, et. seq.) defines a local emergency as the existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a city, caused by conditions such as an epidemic, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of a city, and require the combined forces of other political subdivisions to combat;

WHEREAS, Chapter 8.08, section 8.08.020 of the City of Capitola (“City”) Municipal Code defines an emergency as the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities for this City, requiring the combined forces of other political subdivisions to combat;

WHEREAS, the State of California, including the City of Capitola, is experiencing an unprecedented and critical emergency related to the novel coronavirus (“COVID-19”) pandemic;

WHEREAS, states of emergency have recently been proclaimed at the local, state, and federal government levels related to the COVID-19 pandemic;

WHEREAS, on March 12, 2020 the City Council declared that the existence and anticipated spread of COVID-19 is a local emergency, as defined by the California Emergency Services Act (California Government Code section 8550, et. seq.);

WHEREAS, due to the pandemic, Santa Cruz County schools have suspended in-person classes through April 10, 2020;

WHEREAS, on March 16, 2020, the Santa Cruz County Public Health Officer issued an order requiring County residents to shelter in place through April 7, 2020 in order to stop community spread of COVID-19, subject to exceptions for the provision and receipt of essential services, and this order may be continued as necessary to address the pandemic;

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WHEREAS, on March 19, 2020, California Governor Gavin Newsom issued a shelter in place order for the entire State of California;

WHEREAS, in order to comply with the shelter in place order, and for their own safety, City residents must have access to permanent housing;

WHEREAS, the COVID-19 pandemic and associated public health and shelter in place orders are expected to result in the closure of most local businesses until at least April 7, 2020, and result in extreme restrictions on other local businesses until then and possibly thereafter, possibly resulting in tenants suffering a decrease in income;

WHEREAS, many of the City's renters, including 70-85% of its low-income renters, spend over 30% of their annual income on rent already;

WHEREAS, on March 16, 2020, Governor Gavin Newsom issued Executive Order N-28-20, which authorizes local jurisdictions to suspend the evictions of tenants for the non-payment of rent if the non-payment is a result of the COVID-19 pandemic;

WHEREAS, without local protection, eviction notices for failure to pay rent are likely to surge as residents and businesses are unable to earn income due to the pandemic, or are forced to pay substantial medical expenses associated with the pandemic;

WHEREAS, particularly given the high cost of housing, evictions of tenants, particularly low-income tenants, could lead to long term or permanent displacement, impacting the health and safety of these tenants, as well as the City of Capitola;

WHEREAS, the City Council is concerned that, during the COVID-19 pandemic, eviction notices and threats of eviction will surge; and

WHEREAS, the City of Capitola has determined that it is appropriate to temporarily prohibit evictions until the authorization to suspend evictions under Executive Order N-28-20 terminates or the City Council declares an end to the local emergency, whichever occurs first, for any residential tenant who can demonstrate that they are being evicted for the failure to pay rent and that such failure is a direct impact of the COVID-19 pandemic, as provided in Governor Newsom's Executive Order N-28-20. A copy of the Executive Order is attached to this Ordinance.

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

Section 1: Interim Urgency Ordinance. The City Council of the City of Capitola incorporates the findings above by reference and adopts the Urgency Ordinance attached hereto as Attachment A.

Section 2: Effective Date; Vote Requirements. This Ordinance shall take effect and be in force immediately upon an affirmative vote of four-fifths of the City Council.

Section 3: Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each

moratorium on COVID-19 related evictions
 March 26, 2020

and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

Section 4: Codification. This urgency ordinance shall not be codified in the Capitola Municipal Code.

Section 5: CEQA. The City Council hereby finds that the action to adopt this Ordinance will not result in any change in the environment and thus is not a project subject to the requirements of CEQA. Further, even if the action to adopt this Ordinance was deemed to be a project subject to CEQA, the City Council finds the proposed Ordinance is exempt from CEQA under the common sense exemption set forth in Section 15061(b)(3), which provides that CEQA only applies to projects which have the potential for causing a significant effect on the environment, and thus where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Section 6: Authority Pursuant to the California Emergency Services Act and Capitola Municipal Code. Pursuant to Cal. Gov. Code Section 8610, the City, while in a state of emergency proclaimed by the Director of Emergency Services and ratified by the City Council, may establish rules and regulations for dealing with the local emergency. Pursuant to Capitola Municipal Code Section 8.08.060A.(6)(a), the Director of Emergency Services has the authority to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, so long as such rules and regulations must be confirmed at the earliest practicable time by the city council. The City Council also thus finds and determines that it has the authority to enact this ordinance pursuant to the California Emergency Services Act, the Capitola Municipal Code and the declaration of local emergency issued by the Capitola City Council on March 12, 2020.

Section 7: Urgency Clause. The City Council finds and declares that this ordinance is required for the immediate protection of the public peace, health and safety. Without it, City of Capitola tenants would suffer potentially irreversible displacement of tenants resulting from evictions arising from the COVID-19 pandemic. The Council, therefore, adopts this ordinance to become effective immediately, pursuant to California Government Code Section 36937. This urgency ordinance was passed and adopted by the City Council of the City of Capitola on the __ day of __, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

moratorium on COVID-19 related evictions
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ATTACHMENT A

SECTION 1: PURPOSE.

This Ordinance temporarily prohibits evictions until the authorization to suspend evictions under Executive Order N-28-20 terminates or the City Council declares an end to the local emergency, whichever occurs first, of residential tenants who can demonstrate that they have received a notice of eviction for failure to pay rent, and that such failure is related to a substantial loss of income or substantial out-of-pocket medical expenses resulting from the 2020 novel coronavirus (COVID-19) pandemic or any local, state, or federal government response to the pandemic.

SECTION 2: DEFINITIONS.

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

1. "Dwelling Unit" means a structure or the part of a structure that is used as a home, residence, or sleeping place by one or more persons who maintain a household or common household.
2. "Landlord" means an owner, lessor, or sublessor who receives or is entitled to receive rent for the use and occupancy of any Dwelling Unit or portion thereof.
3. "Owner" means any person, acting as principal or through an agent, offering a Dwelling Unit for rent, and includes a predecessor in interest to the owner.
4. "Pandemic" means the 2020 novel coronavirus (COVID-19) pandemic.
5. "Tenant" means any person entitled by written or oral agreement, or by sufferance, to the use or occupancy of a Dwelling Unit.

SECTION 3: PROHIBITION ON EVICTIONS.

A. A landlord of any Dwelling Unit or Dwelling Units shall not terminate or attempt to terminate a lawful tenancy for failure to pay rent if the tenant demonstrates that the failure to pay rent is directly related to a substantial loss of income or substantial out-of-pocket medical expenses associated with the coronavirus pandemic or any local, state, or federal government response to the pandemic.

B. This section shall also apply to a landlord's action that constitutes constructive eviction under California law. Terminations that are required to comply with an order issued by a government agency or court requiring that the real property be vacated are excepted from this prohibition.

C. To take advantage of the protections afforded under this section, a tenant must do all of the following:

1. Notify the landlord in writing before the day rent is due that the tenant has a covered reason for delayed payment. For purposes of this Section, "writing" shall include emails, text messages, or other forms of electronic communication with landlord or landlord's representative.
2. Pay the portion of rent that the tenant is able to pay.

moratorium on COVID-19 related evictions
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3. Demonstrate through documentation or other objectively verifiable means that the tenant has experienced:

(a) Substantial loss of income from: (a) job loss; (b) layoffs; (c) a reduction in the number of compensable hours of work; (d) a store, restaurant, office, or business closure; (e) a substantial decrease in business income caused by a reduction in opening hours or consumer demand; (f) the need to miss work to care for a home-bound school-age child or a family member infected with coronavirus; or (g) other similarly-caused loss of income that resulted from the pandemic; or

(b) Substantial out-of-pocket medical expenses related to the pandemic.

D. Tenants who were afforded eviction protection under this section shall have up to sixty (60) days after the termination of this ordinance to pay their landlord all unpaid rent.

E. Nothing in this section waives a tenant's obligations to pay back rent owed once this ordinance is no longer effective; provided, however, that a landlord may not file an unlawful detainer action based on the failure to pay rent while this ordinance is in effect unless the tenant fails to pay rent when due under Section D of this ordinance.

F. Nothing in this section shall relieve a tenant of the obligation to pay rent, nor restrict a landlord's ability to recover rent due once this ordinance is no longer effective.

G. This section shall not apply to any of the following circumstances:

1. Transient and tourist hotel occupancy as defined in subdivision (b) of Section 1940 of the California Civil Code.

2. Housing accommodations in a nonprofit hospital, religious facility, extended care facility, licensed residential care facility for the elderly, as defined in Section 1569.2 of the Health and Safety Code, or an adult residential facility, as defined in Chapter 6 of Division 6 of Title 22 of the Manual of Policies and Procedures published by the State Department of Social Services.

3. Dormitories owned and operated by an institution of higher education or a kindergarten and grades 1 to 12, inclusive, school.

SECTION 4: ENFORCEMENT.

A. In the event of a violation of this Ordinance, a Tenant who has been improperly served with notice of an eviction or an unlawful detainer action may institute a civil proceeding for an injunction, and the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs if so ordered by the court.

B. This Ordinance may be asserted as an affirmative defense in an unlawful detainer action.

moratorium on COVID-19 related evictions
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C. A landlord's failure to comply with this Ordinance does not constitute a criminal offense but may subject an owner to civil fines and penalties as set forth in the Capitola Municipal Code.

D. The remedies provided in this Section are in addition to any other existing remedies that may be available to a Tenant under local, state, or federal law or equity and in no way limit such existing remedies, if any.

SECTION 5: WAIVER.

A Landlord may request that this Ordinance's requirements be waived or modified based on a showing that applying the requirements would have an unconstitutional application to the Landlord's property. A Landlord shall bear the burden of presenting evidence to support any such request for waiver or modification and shall set forth in detail the factual and legal basis for the claim, including all supporting documentation, for consideration by the City Council.

SECTION 6: EFFECTIVE DATES.

This Ordinance applies to eviction notices and unlawful detainer actions based on notices served or filed on or after the effective date of this Ordinance. The prohibitions on evictions shall continue to apply until the authorization to suspend evictions under Executive Order N-28-20 terminates or the City Council declares an end to the local emergency, whichever occurs first.



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 26, 2020

FROM: Public Works Department

SUBJECT: Consider Approval of Plans, Specifications, and Construction Estimate for Park Avenue Storm Damage Repair and Authorize Advertising for Bids

RECOMMENDED ACTION: Approve the plans, specifications, and estimate for the Park Avenue Storm Damage Project and authorize the Department of Public Works to advertise for construction bids, setting the bid opening date for 11:00 a.m. on Wednesday, April 29, 2020.

BACKGROUND: The bike lane on Park Avenue east of Coronado Avenue was damaged by falling trees during a windstorm in 2017. Park Avenue is a designated Federal Aid Route which makes the repair costs eligible for reimbursement from Federal Highway Funds administered by Caltrans. Unfortunately, obtaining all approvals required for a federal aid project was cumbersome and took two years to complete. The approvals are now in place and the City has been authorized to bid the project.

DISCUSSION: The project will rebuild the bike lane portion of the roadway and slope between Park Avenue and the railroad tracks. The estimated construction cost is \$379,216. Caltrans will require the City hire a consulting project quality assurance and quality control firm to inspect all materials and work on the project. A request for proposals has been issued for these services and staff anticipates a contract will be brought to the Council along with the bid results in May.

A reduced copy of the plans is included as Attachment 1. The estimated cost detail is included as Attachment 2.

The anticipated construction schedule is as follows:

Plan Approval	March 26, 2020
Receive Bids	April 29, 2020
Award Contract	May 14, 2020
Construction	Summer 2020

FISCAL IMPACT: The Federal funding is approved to pay 89% of the costs on a reimbursement basis with payment requests submitted quarterly. The following tables indicate the current and anticipated revenues and expenditures for the project.

Revenue

Park Avenue Storm Damage Repair to bid
March 26, 2020

General Fund (2017 allocation)	\$100,000. 00	
CalOES Reimbursement	\$ 6,834. 00	(emergency response costs from 2017)
Caltrans Reimbursement to date	\$ 37,567. 70	
<u>Future Caltrans Reimbursement</u>	<u>\$448,051. 40</u>	
Total Funding	\$592,453. 10	

Expenses

Design and Caltrans Coordination	\$110,000. 00
Construction	\$380,000. 00
Project Inspection Services	\$ 50,000. 00
<u>Contingency</u>	<u>\$ 52,453. 10</u>
Total Expenses	\$592,453. 10

25% City share \$ 66,700.


If the final costs come in as estimated, the City will be reimbursed approximately \$33,300 of the original \$100,000 general fund allocation made to this project.

ATTACHMENTS:

1. Park Ave Slope Repair - Final Plans_smaller file
2. Park Ave Slope Repair - Final Cost Estimate

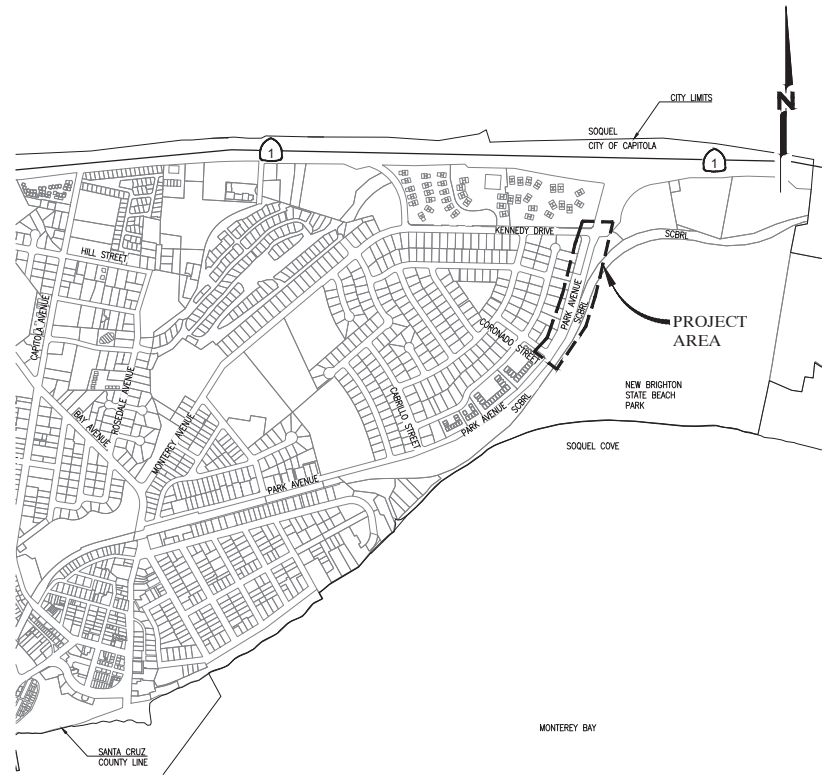
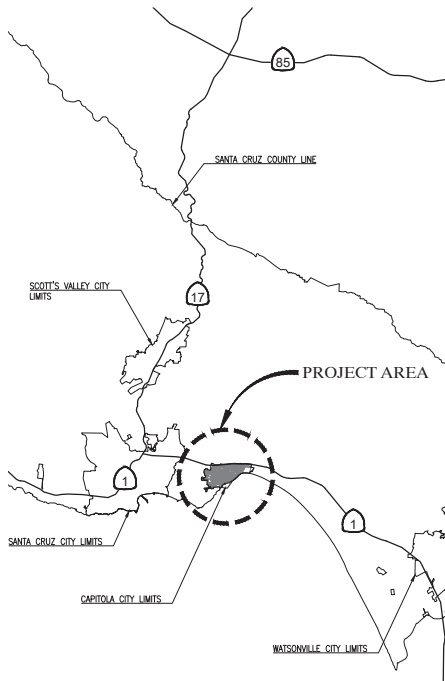
Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 3/19/2020

CITY OF CAPITOLA RECONSTRUCT STORM DAMAGED BIKE PATH AND SHOULDER ON PARK AVE. FEDERAL NO. ER-32L0(346)



SHEET INDEX		
SHEET NO.	DRAWING NO.	SHEET TITLE
1	G1	TITLE SHEET
2	G2	NOTES, LEGEND, AND ABBREVIATIONS
3	C1	SLOPE REPAIR PLAN
4	C2	ENGINEERED REPAIR SLOPE

PREPARED UNDER THE DIRECTION OF: *J. Bui* 07/10/2019
DATE

JIM BUI, P.E.
PROJECT ENGINEER, NCE

APPROVED BY: *Steven Jessberg* 07/10/2019
DATE

STEVEN JESSBERG, P.E.
PUBLIC WORKS DIRECTOR, CITY OF CAPITOLA





CE
al Blvd., Suite 1
d. Ca. 94804
-3620 * Fax (510) 215-2898



07/10/2019

REC DAI AN	<p>PROJECT: RECONSTRUCT STORM DAMAGED BIKE PATH AND SHOULDER ON PARK AVE.</p> <p>FEDERAL NO. ER-32L0(346)</p>
OWNER	<p>CITY OF CAPITOLA 420 CA CAPITOLA AVENUE, CA 95010</p>
NO.	DESCRIPTION
PROJECT NO.	303.08.55
DESIGNED BY	JB
DRAWN BY	JB, PS
CHECKED BY	N
DATE:	04/30/2019
DATE:	07/10/2019
<p>This drawing and potential liability of NCE, including all patented and/or confidential information and its use is in accordance with the user's agreement and its reproduction is prohibited without the written consent of NCE. For the material use of the drawing for any other purpose other than that permitted in writing by NCE.</p>	
SHEET	3 OF 4
DRAWING	G1
SHEET	OF 4

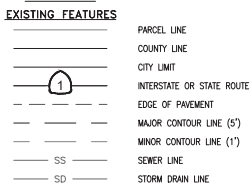
Attachment: Park Ave Slope Repair - Final Plans - smaller file (Park Avenue Storm Damage Repair to bid)

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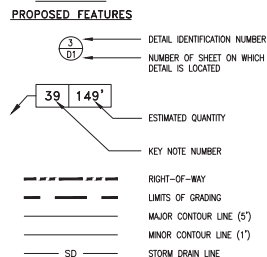
GENERAL NOTES

- 1. ALL DRAWINGS AND SPECIFICATIONS ARE CONSIDERED PART OF THE CONTRACT DOCUMENTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REVIEW AND COORDINATION OF ALL DRAWINGS AND SPECIFICATIONS PRIOR TO START OF CONSTRUCTION. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO THE START OF CONSTRUCTION SO THAT A CLARIFICATION MAY BE ISSUED. WORK NOT CONFORMING TO THE CONTRACT DOCUMENTS SHALL BE CORRECTED BY THE CONTRACTOR AT NO EXPENSE TO THE CITY.

LEGEND



LEGEND

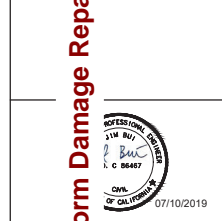


LEGEND - PAVING DETAILS



ABBREVIATIONS

Table of abbreviations for materials, dimensions, and symbols. Includes categories like Aggregate Base, Asphalt Concrete, Approximate Average, Best Management Practices, California, Cable/Television, Curb and Gutter, Catch Basin, Cubic Feet, Cold in-Place Recycling, Centerline, Clear Communication, Concrete Construction, Cubic Yard, Degree, Drop Inlet, Diameter, Direction, Drawing, Detectable Warning Surface, Driveway, East, Each, East/End, Existing Grade, Electric, Edge of Pavement, Elevation, Existing, Edge of Shoulder, Fire Hydrant, Finish Grade, Front Face Curb, Foul Line, Foot, Feet, Gas, Gate Valve, Grade Break, Hot-Mix Asphalt, Identification, Inch, Intersection, In-Road Warning Lights, International Symbol of Accessibility, Left, Length, Linear Feet, Lump Sum, Manhole, Maximum, Minimum, Miscellaneous, Manual on Uniform Traffic Control Devices, North, New, Northeast, North of, Not in Contract, Not to Scale, Northwest, Number, On Center, Outer Diameter, Opposite, Plus or Minus, Portland Cement Concrete, Pavement, Pours per Square Inch, Property Line, Proposed, Radius, Relative Compaction, Rubberized Hot Mix Asphalt, Right-of-Way, Slope, South, Santa Cruz Branch Rail Line, Storm Drain, Storm Drain Manhole, Southeast, Square Foot/Feet, Sanitary Sewer Manhole, Sanitary Sewer Clean Out, Standard, Station, Sidewalk/Southwest, Square Yard(s), Telecommunications Box, Top of Curb, Temporary, Thermoplastic, Typical, Underground, Valley Gutter, Water, West, With, Water Meter, Water Valve, Westbound.



STRUCT STORM D BIKE ON RK AVE. RAL NO. 2L0(346)



OLA AVENUE A, CA 95010

Table with columns NO. and DESCRIPTION.

Table with columns PROJECT, DESIGNED, DRAWN BY, CHECKED, DATE.

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Table with columns NO. and DESCRIPTION. Includes 'GENERAL NOTES' and 'ABBREVIATIONS'.

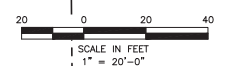
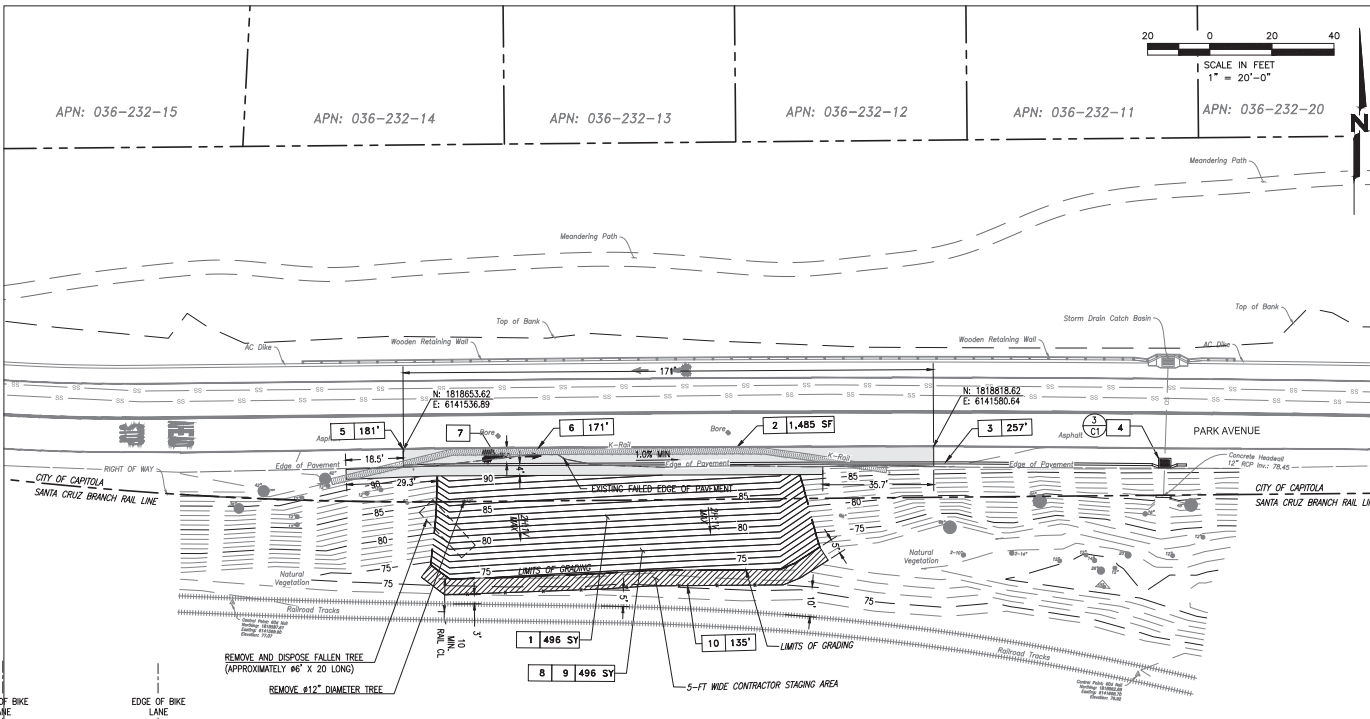
RAILROAD RIGHT-OF-ENTRY NOTES

- 1. THE CONTRACTOR SHALL NOTIFY THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (RAILROAD OWNER) AND PROGRESSIVE RAIL, INC. (RAILROAD OPERATOR) 10 DAYS IN ADVANCE OF CONSTRUCTION WITHIN THE SANTA CRUZ BRANCH RAILROAD RIGHT-OF-WAY.

SURVEY NOTES


- GENERAL 1. FEATURES SHOWN ON THE SLOPE FAILURE AND IMMEDIATE VICINITY REPRESENT SURFACE CONDITIONS OF THE PROJECT AREA COMPILED FROM A GROUP AND SURVEY PERFORMED AUGUST 28, 2018. OTHER FEATURES SHOWN REPRESENT DESIGN DATA FROM THE CITY'S 2016 ROAD RECONSTRUCTION PROJECT. SURVEYOR MADE NO ATTEMPT TO DETERMINE THE EXTENT OR EXISTENCE OF UNDERGROUND UTILITIES OR OTHER FEATURES NOT SURFACE VISIBLE.





- GENERAL NOTES:**
- CONTRACTOR SHALL SALVAGE AND REUSE EXISTING CONCRETE K-RAIL AS NEEDED TO BE IMPLEMENTED WITH CONTRACTOR'S TRAFFIC CONTROL MEASURES, OR SALVAGE AND STOCKPILE FOR THE DURATION OF THE PROJECT.
 - AT THE END OF CONSTRUCTION OPERATIONS SALVAGED CONCRETE K-RAIL SHALL BE RETURNED TO THE CITY AT A DESIGNATED LOCATION IN THE CITY AS DIRECTED BY CITY STAFF.
 - MATERIAL STOCK PILING AND CONTRACTOR STAGING ADJACENT TO THE RAILROAD SHALL BE LIMITED TO THE FOOTPRINT SHOWN AND CLEAR OF RAIL LINE AT ALL TIMES.
 - ALL CONSTRUCTION OPERATIONS OCCURRING WITHIN TWENTY (20) FEET OF THE NEAREST RAIL SHALL REQUIRE RAILROAD FLAGGING. REFER TO RAILROAD RIGHT-OF-ENTRY REQUIREMENTS ON DRAWING GZ FOR MORE INFORMATION.

- CONSTRUCTION KEYNOTES:**
- STABILIZE SLOPE AT 2H:1V MAXIMUM. SEE ENGINEERED SLOPE REPAIR ON SHEET C2. GRADING LIMITS TO REMAIN 10'-FT MINIMUM FROM CENTERLINE OF RAILROAD TRACKS.
 - CONSTRUCT HMA PAVEMENT ROAD SECTION. 6-IN HMA OVER 4-IN AGGREGATE BASE. SEE DETAIL 1/C1 BELOW.
 - CONSTRUCT AC DIKE TYPE F PER CALTRANS STANDARD PLAN RSP #87B. SEE DETAIL 4/C1 BELOW.
 - CONSTRUCT CATCH BASIN PER CALTRANS TYPE G1 DRAINAGE INLET, FRAME, AND GRATE. GRATE SHALL BE RATED FOR BICYCLE USE. FIELD FIT OVER EXISTING 12" RSP. SEE DETAIL 3/C1 BELOW.
 - SAW CUT A.C. PAVEMENT
 - STRIP 4" THERMOPLASTIC WHITE BIKE LANE LINE.
 - THERMOPLASTIC MARKER CALTRANS BIKE LANE SYMBOL WITH PERSON AND BIKE LANE ARROW.
 - NON-WOVEN EROSION CONTROL BLANKET.
 - HYDROSEED ENGINEERED SLOPE. REFER TO SPECIFICATIONS FOR SEED MIX.
 - TEMPORARY ORANGE CONSTRUCTION FENCING (4-FT HEIGHT).



al Blvd., Suite 1
d. Ca. 94804
-3620 * Fax (510) 215-2898

PROFESSIONAL ENGINEER
JIM BULL
C. 60467
CIVIL
STATE OF CALIFORNIA
07/10/2019

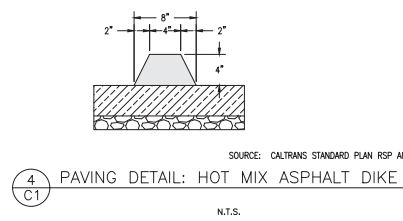
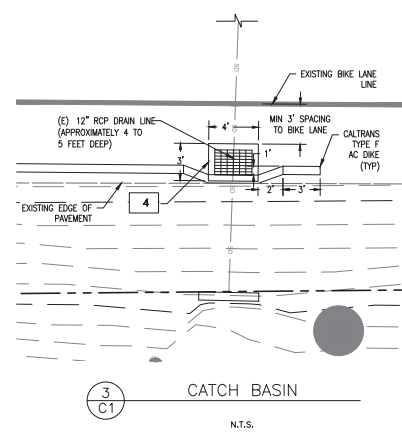
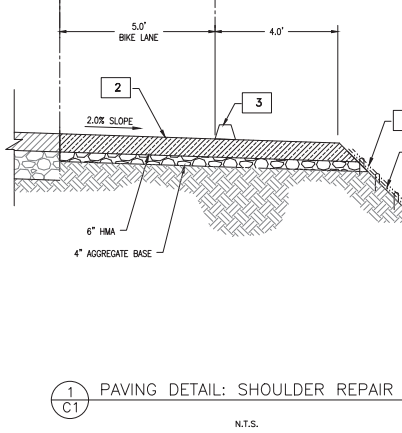
REC DA I AN
RUCT STORM
D BIKE PATH
JULDER ON
RK AVE.

ARIAL NO.
2L0(346)

OWNER
CITY OF CAPITOLA
CORPORATED

420 CA
OLA AVENUE
A, CA 95010

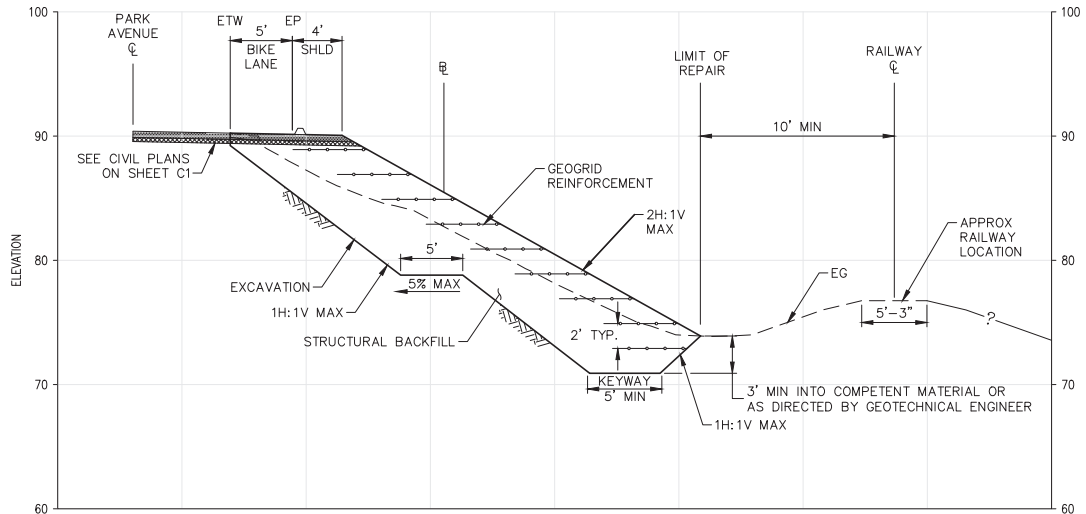
NO.	DESCRIPTION
PROJECT	303.08.55
DESIGNED	JB
DRAWN BY	JB, PS
CHECKED	N DATE: 04/30/2019
DATE:	07/10/2019
This drawing and potential liability are to be used in accordance with the user's agreement and to the extent of the grading for other purposes only as permitted in writing by NCE.	
SHEET	SLC REPAIR PLAN
DRAWING	C1
SHEET	OF 4



FINAL PLANS
ISSUED FOR
CONSTRUCTION
DATE 07-10-2019



File Path: \\s:\projects\capitolola\city - 303\303.08.55 - Park Avenue Storm Drain Repair\CA\Drawings - C1 Storm Repair.dwg | Layout: C1 | Plot Date: Jul 06, 2019 @ 1:25pm | 10.26x22.00 (US, Landscape)



TYPICAL SECTION-ENGINEERED REPAIR SLOPE

NOTES

- EXCAVATION CONFIGURATION SHOWN IS APPROXIMATE. FINAL KEYWAY CONFIGURATION TO BE DETERMINED DURING CONSTRUCTION BY THE ENGINEER OR OTHER REPRESENTATIVE.
- GEOGRID REINFORCEMENT SHALL HAVE LONG TERM DESIGN STRENGTH (LTD'S) \geq 800 PLF. GEOGRID REINFORCEMENT SHALL BE SPACED AT 2 FT VERTICALLY AND 6 FT IN LENGTH.
- EXCAVATION SHALL BE AS REQUIRED TO MAINTAIN 3 FT EMBEDMENT INTO COMPETENT MATERIAL.

ABBREVIATIONS:

- Ⓢ - APPROXIMATE BOUNDARY LINE (RECORD BOUNDARY DATA BY MPS)
- EP - EDGE OF PAVEMENT
- ETW - EDGE OF TRAVELED WAY (STRIPING)
- FG - FINISHED GRADE
- EG - EXISTING GRADE
- SHLD - SHOULDER

REFERENCE:

TOPOGRAPHIC SURVEY COMPLETED BY MOUNTAIN PACIFIC SURVEYS (MPS) ON AUGUST 28, 2018.



Attachment: Park Ave Slope Repair - Final Plans - smaller file (Park Avenue Storm Damage Repair to bid)

PROJECT NO. 303.08.55
 DESIGNED BY T.UJZGCBU
 DRAWN BY T.UJZGCBU
 CHECKED BY JRCI
 DATE: 12/18/2018
 DATE: 07/10/2019

DRAWING NO. C2
 SHEET 1 OF 4

REC'D: STRUCT STORM
 DAM: D BIKE PATH
 AN: JOLDER ON
 K AV.

RAL NO. 2L0(346)

OWNER: SANTA CRUZ
 420 N. COLA AVENUE
 CA 95010

NO.	DESCRIPTION

City of Capitola
 Park Avenue Slope Repair Project
 Estimate of Probable Construction Cost
 July 10, 2019

BID ITEM	SPEC NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	10.01	Mobilization & Demobilization	LS	1	\$ 35,000.00	\$ 35,000.00
2	10.01	Temporary Construction Fencing (4' Height)	LF	135	\$ 5.50	\$ 742.50
3	10.02	Construction Staking	LS	1	\$ 11,000.00	\$ 11,000.00
4	10.04	Traffic Control	LS	1	\$ 44,000.00	\$ 44,000.00
5	10.05	Railroad Flagging [Revocable Bid Item]	DAY	25	\$ 500.00	\$ 12,500.00
6	10.06	Temporary Stormwater Pollution Control	LS	1	\$ 11,000.00	\$ 11,000.00
7	10.07	Remove Surfacing and Base (10-inch Depth)	CY	29	\$ 165.00	\$ 4,785.00
8	10.08	Clearing and Grubbing	SY	561	\$ 16.50	\$ 9,256.50
9	10.08	Tree Removal (12" Diameter)	EA	1	\$ 1,650.00	\$ 1,650.00
10	10.08	Fallen Tree Removal (Approximately 6' Diameter)	EA	1	\$ 5,500.00	\$ 5,500.00
11	10.10	Structural Excavation	CY	880	\$ 110.00	\$ 96,800.00
12	10.11	Structural Backfill	CY	1,280	\$ 66.00	\$ 84,480.00
13	10.12	Geogrid Reinforcement	SY	1,000	\$ 5.50	\$ 5,500.00
14	10.13	Revegetation (Erosion Control Blanket and Hydroseeding)	SY	496	\$ 33.00	\$ 16,368.00
15	10.14	Aggregate Base (4-Inch Depth)	TON	39	\$ 220.00	\$ 8,580.00
16	10.15	Hot Mix Asphalt (6-Inch Depth)	TON	62	\$ 275.00	\$ 17,050.00
17	10.16	Storm Drain Catch Basin (Caltrans Type G1)	EA	1	\$ 8,800.00	\$ 8,800.00
18	10.17	AC Dike	LF	257	\$ 22.00	\$ 5,654.00
19	10.18	Thermoplastic Striping and Markings	LS	1	\$ 550.00	\$ 550.00
					Total	\$ 379,216.00

Attachment: Park Ave Slope Repair - Final Cost Estimate (Park Avenue Storm Damage Repair to bid)