

City of Capitola

Council Meeting Agenda



Mayor: Yvette Brooks
Vice Mayor: Sam Storey
Council Members: Jacques Bertrand
Margaux Keiser
Kristen Petersen

THURSDAY, MAY 13, 2021

REGULAR MEETING - 7 PM

CLOSED SESSION - 5:30 PM

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.

CONFERENCE WITH LABOR NEGOTIATORS

(Gov' t Code § 54957.6)

Negotiators: Algeria Ford, Larry Laurent

Employee Organizations: (1) Association of Capitola Employees; (2) Police Captains; (3) Mid-Management Group; (4) Department Heads; (5) Confidential Employees; (6) Capitola Police Officers Association

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Gov' t Code § 54957(b))

City Council Performance Evaluation of City Attorney

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL - 7 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.

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
May 13, 2021

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Council Members Kristen Petersen, Jacques Bertrand, Margaux Keiser, Sam Storey, and Mayor Yvette Brooks

2. PRESENTATIONS

Presentations are limited to eight minutes.

A. Presentation from Visit Santa Cruz

3. REPORT ON CLOSED SESSION

4. ADDITIONAL MATERIALS

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

5. ADDITIONS AND DELETIONS TO AGENDA

6. PUBLIC COMMENTS

Please review the Notice of Remote Access for instructions.

7. STAFF / CITY COUNCIL COMMENTS

8. 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 City Council request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Government. Note that all Ordinances which appear on the public agenda shall be determined to have been read by title and further reading waived.

A. Consider the April 22, 2021, City Council Regular Meeting Minutes

RECOMMENDED ACTION: Approve minutes.

B. Planning Commission Action Minutes

RECOMMENDED ACTION: Receive minutes.

C. Approval of City Check Registers Dated April 2, April 9, April 16, April 23, and April 30.

RECOMMENDED ACTION: Approve the check registers.

D. Contract with Workbench for Accessory Dwelling Unit Guidance and Prototypes

RECOMMENDED ACTION: Authorize the City Manager to enter a contract with Workbench in the amount of \$107,000 for the Senate Bill 2 project developing public outreach tools regarding Accessory Dwelling Units (ADUs) and create four ADU prototype building plans.

E. Amend the Current Joint Powers Authority Agreement with the Santa Cruz County Library Finance Authority

RECOMMENDED ACTION: Approve the third amendment to the Joint Powers Authority agreement establishing the Santa Cruz County Library Financing Authority and authorize the City Manager to sign the amendment.

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
May 13, 2021

- F. Receive Update on Pandemic Response
RECOMMENDED ACTION: Make the determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and that there is a need to continue action.

9. 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. Presentation of Coastal Commission Recommended Modifications to Capitola Municipal Code Chapter 17: Zoning Code
RECOMMENDED ACTION: Receive staff presentation and adopt a resolution accepting the California Coastal Commission modifications to amendments to the City of Capitola General Plan Map, Zoning Map, and Zoning code Chapters 17.28 Visitor Serving Overlay Zones and Chapter 17.88 Incentive for Community Benefits, and reinstating portions of Zoning Code Chapter 17.30 V-S Visitor Serving District specific to the Monarch Cove Inn.
- B. Update on the Wharf Rehabilitation Project, Contract Amendment with Moffatt and Nichol Engineers for Final Design and Construction Services and Authorization to Proceed with Preparing Plans and Specifications for a Piling Repair Project
RECOMMENDED ACTION: Approve a contract amendment to Moffatt and Nichol Engineers contract for the Wharf Rehabilitation Project in the amount of \$351,300 for final design and construction services and receive a report regarding a phased project to address existing failing piles in advance of the primary wharf resiliency project.
- C. Camp Capitola in the Soquel Union Elementary School District
RECOMMENDED ACTION: Receive presentation regarding the operation of the Camp Capitola program at Soquel Union Elementary School District sites and adopt the proposed resolution amending the FY 2020/2021 Recreation Division budget.
- D. Receive Report on Grant Award from California Office of Emergency Services for Emergency Power Improvements at the City Hall Complex
RECOMMENDED ACTION: Authorize the Department of Public Works to issue a request for qualification and advertise for bids for a design/build contract to install solar panels, battery storage, and related equipment for emergency power at the City Hall Complex.
- E. Review Implicit Bias Training Proposals
RECOMMENDED ACTION: Select a vendor for implicit/unconscious bias training and authorize the City Manager to negotiate and enter into an agreement for the training.

10. ADJOURNMENT

NOTICE OF REMOTE ACCESS

In accordance with the current Santa Cruz County Health Order outlining social distancing

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
May 13, 2021

requirements and Executive Order N-29-20 from the Executive Department of the State of California, the City Council meeting is not physically open to the public and in person attendance cannot be accommodated.

To watch:

- Online <http://capitolaca.igam2.com/Citizens/Default.aspx>
- Spectrum Cable Television channel 8

To join Zoom:

- Join the Zoom Meeting with the following link:
<https://us02web.zoom.us/j/82728283569?pwd=YUIqajlGM3BKeU5qbUU1Uk9ndVlzZz09>
 - If prompted for a passcode, enter **713944**
- **-OR-** With a landline or mobile phone, call one of the following numbers:
 - **1 669 900 6833**
 - **1 408 638 0968**
 - **1 346 248 7799**
- Enter the meeting ID number: **827 2828 3569**
- When prompted for a Participant ID, press #

To submit public comment:

When submitting public comment, one comment (via phone **or** email, not both), per person, per item is allowed. If you send more than one email about the same item, the last received will be read.

1. Zoom Meeting (Via Computer or Phone) Link:
 - A. IF USING COMPUTER:
 - § Use participant option to “raise hand” during the public comment period for the item you wish to speak on. Once unmuted, you will have up to 3 minutes to speak
 - A. IF CALLED IN OVER THE PHONE:
 - § Press *9 on your phone to “raise your hand” when the mayor calls for public comment. Once unmuted, you will have up to 3 minutes to speak
1. Send Email:
 - A. During the meeting, send comments via email to publiccomment@ci.capitola.ca.us
 - § Emailed comments on items will be accepted after the start of the meeting until the Mayor announces that public comment for that item is closed.
 - § Emailed comments should be a maximum of 450 words, which corresponds to approximately 3 minutes of speaking time.
 - § Each emailed comment will be read aloud for up to three minutes and/or displayed on a screen.
 - § Emails received by publiccomment@ci.capitola.ca.us outside of the comment period outlined above will not be included in the record.

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

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA
May 13, 2021

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

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

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

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

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



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 13, 2021

FROM: City Manager Department

SUBJECT: Presentation from Visit Santa Cruz

BACKGROUND/DISCUSSION: Maggie Ivy, Chief Executive Officer of Visit Santa Cruz, will present on the state of tourism in Santa Cruz County.

Report Prepared By: Chloe Woodmansee
City Clerk

Reviewed and Forwarded by:

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

Jamie Goldstein, City Manager

5/7/2021



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 13, 2021

FROM: City Manager Department

SUBJECT: Consider the April 22, 2021, City Council Regular Meeting Minutes

RECOMMENDED ACTION: Approve minutes.

DISCUSSION: Attached for Council review and approval are the minutes of the regular meeting held on April 22, 2021.

ATTACHMENTS:

1. 4-22-21 draft

Report Prepared By: Chloe Woodmansee
City Clerk

Reviewed and Forwarded by:

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

Jamie Goldstein, City Manager

5/7/2021

**DRAFT CAPITOLA CITY COUNCIL
REGULAR MEETING MINUTES
THURSDAY, APRIL 22, 2021 - 7 PM**

CLOSED SESSION – 5 PM

CONFERENCE WITH LABOR NEGOTIATORS

Gov't Code § 54957.6

Negotiators: Algeria Ford, Larry Laurent
Employee Organizations: (1) Association of Capitola Employees; (2) Police Captains;
3) Mid-Management Group; (4) Department Heads; (5) Confidential Employees; (6)
Capitola Police Officers Association;

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Exposure to litigation pursuant to § Gov't Code 54956.9(d)(2)
(one potential case)

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL - 7 PM

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Council Member Jacques Bertrand: Remote, Council Member Kristen Petersen: Remote, Vice Mayor Sam Storey: Remote, Mayor Yvette Brooks: Remote, Council Member Margaux Keiser: Remote.

2. PRESENTATIONS

A. Presentation from the Santa Cruz County Sanitation District

Beatriz Borranco and Monica Tomlinson from Santa Cruz County Sanitation, presented on the Santa Cruz County Sanitation, presented on their work to protect the areas surface waters and the Industrial Wastewater Pre-treatment Program.

3. REPORT ON CLOSED SESSION

4. ADDITIONAL MATERIALS

A. Item 8.E – staff memo

B. Item 9.A – one public comment

5. ADDITIONS AND DELETIONS TO AGENDA – none

6. PUBLIC COMMENTS

Eight members of the public spoke against the Council approved Depot Hill Stairs Mural project.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
April 22, 2021

One member of the public spoke in favor of the project.

7. CITY COUNCIL / STAFF COMMENTS

City Manager Goldstein provided a brief update on Central Coast Community Energy and their re-evaluating of customer's solar credits.

Council Member Bertrand asked staff to bring the mural project back before Council for review.

Council Member Petersen addressed two specific comments made by the public regarding the mural and clarified that; the mural will not be visible when going down the stairs, and that the project's funding comes out of the public art fund; which can only be used towards for public art projects.

Vice-Mayor Storey reported about the recent Art and Cultural Commission meeting, where the commission discussed several upcoming projects and created a subcommittee to discuss the mural project.

Mayor Brooks acknowledged Earth Day and spoke in support of the local Asian American and Pacific Islander (AAPI) community.

8. CONSENT CALENDAR

MOTION:	APPROVE, ADOPT, SUSPEND OPERATION, AUTHORIZE, AND MAKE DETERMINATION AS RECOMMENDED
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Storey, Vice Mayor
SECONDER:	Jacques Bertrand, Council Member
AYES:	Bertrand, Petersen, Storey, Brooks, Keiser

- A. Consider the April 8, 2021, City Council Regular Meeting Minutes
RECOMMENDED ACTION: Approve minutes.
- B. Staffing Reallocation to Enhance the Police Department Parking Enforcement Unit
RECOMMENDED ACTION: Adopt the proposed resolution authorizing the reallocation of resources for parking meter and pay-station maintenance from the Public Works Department to the Police Department.
- C. Consider Suspending Operation of the Summer Beach Shuttle for 2021
RECOMMENDED ACTION: In response to the on-going COVID-19 pandemic, suspend the operation of the beach shuttle for Summer 2021 and extend the contract with MV Transportation for the operation of the shuttle by one year to maintain the existing term length.
- D. Ordinance Amending Section 10.40: Speed Limits in the Capitola Municipal Code
RECOMMENDED ACTION: Adopt an ordinance amending Chapter 10.40: Speed Limits of the Capitola Municipal Code, and waive reading of the text.
- E. Consider Authorizing a Memorandum of Understanding for a Revolving Economic Development Loan Program
RECOMMENDED ACTION: Authorize the City Manager to enter a Memorandum of Understanding with jurisdictions in the County, the Small Business Development Center, and the National Development Council for a "Grow Santa Cruz County" Revolving Loan Program in a form approved by the City Attorney; and implement the

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
April 22, 2021

Grow Santa Cruz Revolving Loan Program for the City of Capitola.

- F. Consider Acceptance of the Capitola Avenue Sidewalk Project and Approval of a Notice of Completion

RECOMMENDED ACTION: Approve the Notice of Completion for the Capitola Avenue Sidewalk Project constructed by Precision Grade Inc. with a final cost of \$127,363.88 and direct the Public Works Department to record the Notice of Completion.

- G. Receive Update on Pandemic Response

RECOMMENDED ACTION: Make the determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and that there is a need to continue action.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

- A. Consider Extending the Temporary COVID-19 Outdoor Activities and Encroachment Agreements and Receive Work Plan for Future Consideration of a Permanent Parklet Program in Capitola Village

RECOMMENDED ACTION: Receive a report regarding the work plan for the development of a permanent parklet program in Capitola Village, and extend the outdoor dining and other commercial outdoor activities currently in place to September 7, 2021.

Director Jesberg presented a staff report.

Council Member Keiser confirmed that the car show and Wharf to Wharf race are not taking place in the Village this summer.

Vice-Mayor Storey asked if the project would be subject to CEQA; Community Development Director Herlihy responded that further research is required to know for sure, but that it is unlikely because of the infill development in the Village.

Council Member Bertrand asked about the Coastal Commission's perspective on parklets. Director Herlihy said their favor has shifted away from parking and more to outdoor dining as visitor serving use. Director Herlihy explained that parklets may require a Coastal Development permit, which the City can approve, and that conversations with the Coastal Commission encourage staff that collaboration will allow for a mutual agreeable solution that balances parking and outdoor dining in the Village.

Mayor Brooks asked that the Chamber of Commerce be included on the stakeholder list and asked for an additional survey by the Business Improvement Area be included in the workplan.

There was no public comment.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
April 22, 2021

MOTION:	RECEIVE REPORT AND EXTEND OUTDOOR DINING AND OTHER COMMERCIAL OUTDOOR ACTIVITIES CURRENTLY IN PLACE TO SEPTEMBER 7, 2021.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Margaux Keiser
SECONDER:	Yvette Brooks
AYES:	Bertrand, Petersen, Storey, Brooks, Keiser

- B. Discussion of Funding Options for Community Grants in Fiscal Year 2020-21
RECOMMENDED ACTION: Approve community grant funding for Fiscal Year 2020-21 as recommended by the Community Grant Subcommittee; direct staff to return with a budget amendment.

Larry Laurent presented a staff report and explained the subcommittee's recommendation.

In public comment, Lejla Bratovik thanked Council for the funding previously granted to the Conflict Resolution Center and noted that the need of community members seeking help addressing conflict has increased with the pandemic.

Vice-Mayor Storey and Council Member Bertrand thanked the Mayor and Council Member Petersen for serving on the subcommittee.

Mayor Brooks asked that staff make the necessary changes so Vice-Mayor Storey can participate in any future votes on the community grant program.

MOTION:	APPROVE THE COMMUNITY GRANT FUNDING FOR FY 2020-21 AS RECOMMENDED BY THE COMMUNITY GRANT SUBCOMMITTEE
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Storey
SECONDER:	Jacques Bertrand
AYES:	Bertrand, Petersen, Storey, Brooks, Keiser

- C. Castle Mobile Home Estates Regulatory Agreement
RECOMMENDED ACTION: Approve the new Castle Mobile Home Estates regulatory agreement.

Director Herlihy presented the staff report.

Vice-Mayor Storey asked if the loan payback money could be used to assist residents in buying out the private owner of Cabrillo Mobile Home Park. Director Herlihy offered to bring more information on this fund balance during the budget adoption process.

Council Member Bertrand asked if Millennium, as a non-profit, has requirements to address housing for very low, low, and moderate income. Director Herlihy said that the City holds them to certain requirements, but she does not know the details of their non-profit constraints.

There was no public comment.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
April 22, 2021

MOTION:	APPROVE THE NEW CASTLE MOBILE HOME ESTATES REGULATORY AGREEMENT
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kristen Petersen, Council Member
SECONDER:	Jacques Bertrand, Council Member
AYES:	Bertrand, Petersen, Storey, Brooks, Keiser

D. Out-of-School-Time Program Update

RECOMMENDED ACTION: Adopt a resolution related to the Out-of-School Time program that authorizes the City Manager to sign amendment to the agreement with County Parks (if necessary), and amends the Out-of-School Time program budget.

Recreation Supervisor Bryant-LeBlond presented a staff report.

In response to a question from Council Member Bertrand, Supervisor Bryant-LeBlond explained that the program uses a variety of classrooms and multi-purpose rooms.

MOTION:	ADOPT THE RESOLUTION, AUTHORIZE THE CITY MANAGER TO SIGN AMENDMENT TO THE AGREEMENT WITH COUNTY PARKS (IF NECESSARY), AND AMEND OUT-OF-SCHOOL TIME PROGRAM BUDGET
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sam Storey
SECONDER:	Kristen Petersen
AYES:	Bertrand, Petersen, Storey, Brooks, Keiser

E. Consider Options for Implicit Bias Training

RECOMMENDED ACTION: Either 1) form an ad-hoc subcommittee to review implicit/unconscious bias training program proposals and assign Council members to the committee, or 2) direct staff to review proposals and recommended one to Council.

Assistant to the City Manager Laurent presented a staff report.

Council Member Bertrand volunteered to serve on a review subcommittee if one was desired.

There was no public comment.

Council Member Petersen suggested that staff come back with the top three applications, for Council to review and recommend who to chose.

Council Member Bertrand said he preferred a subcommittee for review; after questions staff confirmed that six applications had been received. Assistant Laurent confirmed that staff will communicate with references and agencies that have used the vendors to determine the top three applications.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES
April 22, 2021

MOTION:	DIRECT STAFF TO REVIEW ALL APPLICATIONS AND RECOMMEND THE TOP THREE TO COUNCIL FOR DISCUSSION AND VENDOR SELECTION DURING THE NEXT REGULAR CITY COUNCIL MEETING
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kristen Petersen, Council Member
SECONDER:	Jacques Bertrand, Council Member
AYES:	Bertrand, Petersen, Storey, Brooks, Keiser

10. ADJOURNMENT

The meeting was adjourned at 9:01pm to the next regularly scheduled City Council meeting on May 13, 2021.

Yvette Brooks, Mayor

ATTEST:

Chloé Woodmansee, City Clerk

Attachment: 4-22-21 draft (Approve Council Minutes)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 13, 2021

FROM: City Manager Department

SUBJECT: Planning Commission Action Minutes

RECOMMENDED ACTION: Receive minutes.

DISCUSSION: Attached for Council review are the action minutes of the April 1, 2021, Planning Commission regular meeting.

ATTACHMENTS:

1. PC 04.01.21 Action Minutes

Report Prepared By: Chloe Woodmansee
City Clerk

Reviewed and Forwarded by:



ACTION MINUTES
CAPITOLA PLANNING COMMISSION MEETING
Thursday, April 1, 2021
7 P.M. – CAPITOLA CITY COUNCIL CHAMBERS

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Chair Routh called the meeting to order at 7 P.M. Commissioners Christiansen, Newman, Wilk, and Chair Routh were present remotely. Commissioner Westman was absent.

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 - Mar 4, 2021 7:00 PM

MOTION: Approve the minutes as amended.

RESULT:	APPROVED AS AMENDED [4 TO 0]
MOVER:	Peter Wilk
SECONDER:	Courtney Christiansen
AYES:	Courtney Christiansen, Ed Newman, Mick Routh, Peter Wilk
ABSENT:	Susan Westman

4. CONSENT CALENDAR

- A. **1400 47th Avenue** **#21-0038** **APN: 034-064-20**

Design Permit for a second-story addition to a nonconforming single-family residence located within the R-1 (Single-Family Residential) zoning district.

This project is in the Coastal Zone but does not require a Coastal Development Permit.

Environmental Determination: Categorical Exemption

Property Owner: Steven Thompson

Representative: Stephen Thompson, Filed: 02.04.2021

Commissioner Newman recused himself due to proximity.

MOTION: Approve the design permit.

Attachment: PC 04.01.21 Action Minutes (PC action minutes)

RESULT: APPROVED [3 TO 0]
MOVER: Peter Wilk
SECONDER: Courtney Christiansen
AYES: Courtney Christiansen, Mick Routh, Peter Wilk
ABSTAIN: Ed Newman
ABSENT: Susan Westman

B. 4850 Topaz Street #20-0501 APN: 034-066-06

Design Permit for a remodel of an existing three-story single-family residence, including the conversion of third-story conditioned space into deck, located within the R-1 (Single-Family Residential) zoning district.
 This project is in the Coastal Zone but does not require a Coastal Development Permit.
 Environmental Determination: Categorical Exemption
 Property Owner: Rod Sockolov
 Representative: Kim Carpenter, Filed: 12.02.20

MOTION: Approve the design permit.

RESULT: APPROVED [4 TO 0]
MOVER: Peter Wilk
SECONDER: Courtney Christiansen
AYES: Courtney Christiansen, Ed Newman, Mick Routh, Peter Wilk
ABSENT: Susan Westman

5. PUBLIC HEARINGS

A. 307 McCormick Avenue #20-0475 APN: 036-091-04

Design Permit for first- and second-story additions with a Variance request for the required parking space dimensions and side setbacks for an existing single-family residence 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.
 Environmental Determination: Categorical Exemption
 Property Owner: Thomas Rathjens
 Representative: Dennis Norton, Filed: 11.20.2020

MOTION: Continue item to the next regularly scheduled meeting, or when applicant is ready.

RESULT: FAILED [3 TO 1]
MOVER: Courtney Christiansen
SECONDER: Peter Wilk
AYES: Courtney Christiansen
NAYS: Ed Newman, Mick Routh, Peter Wilk
ABSENT: Susan Westman

Attachment: PC 04.01.21 Action Minutes (PC action minutes)

MOTION: Deny application and variance request without prejudice

RESULT: APPROVED [3 TO 1]
MOVER: Ed Newman
SECONDER: Mick Routh
AYES: Ed Newman, Mick Routh, Courtney Christiansen
NAYS: Peter Wilk
ABSENT: Susan Westman

6. DIRECTOR'S REPORT

7. ADJOURNMENT

The meeting was adjourned at 8:06 P.M. to the next regular meeting of the Planning Commission to May 06, 2021.

Approved by the Planning Commission

Edna Basa, Clerk to the Commission



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 13, 2021

FROM: Finance Department

SUBJECT: Approval of City Check Registers Dated April 2, April 9, April 16, April 23 and April 30.

RECOMMENDED ACTION: Approve the check registers.

Account: City Main				
Date	Starting Check #	Ending Check #	Payment Count	Amount
4/02/2021	97673	97716	50	\$ 217,338.95
4/09/2021	97717	97761	45	\$ 171,790.83
4/16/2021	97762	97811	55	\$ 258,003.60
4/23/2021	97812	97847	38	\$ 116,917.05
4/30/2021	97848	97915	73	\$ 241,194.71

The main account check register dated March 26, 2021, ended with check #97672.

Account: Library				
Date	Starting Check/EFT #	Ending Check/EFT #	Payment Count	Amount
4/02/2021	260	261	2	\$ 1,710.24
4/16/2021	262	264	3	\$ 32,485.92
4/23/2021	265	268	4	\$ 4,087.67

The library account check register dated March 26, 2021, ended with check #259.

Account: Payroll				
Date	Starting Check/EFT #	Ending Check/EFT #	Payment Count	Amount
4/09/2021	16723	16817	96	\$ 153,761.82
4/23/2021	16818	16910	94	\$ 159,481.21
4/30/2021	5706	5706	1	\$ 861.04

The payroll account check register dated March 26, 2021, ended with EFT #16722.

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

Check/EFT	Issued to	Dept	Description	Amount
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Approval of City Check Registers
May 13, 2021

97700	PDNC INC.	CM	Dell PowerEdge servers	\$ 10,602.22
1106	CalPERS Health	CM	April health insurance	\$ 57,526.48
1107	CalPERS Member Services	FN	PERS contributions PPE 3/20/21	\$ 51,446.75
1109	IRS	FN	Federal taxes & Medicare PPE 3/20/21	\$ 26,234.27
97736	Granite Rock Company	PW	Memorial bench supplies, concrete mix, flume repairs	\$ 123,732.22
97792	Precision Grade Inc.	PW	Capitola Ave. sidewalk improvements	\$ 120,995.69
97811	John & Carrie Howard	CDD	Landscape deposit refund	\$ 15,800.00
1113	CalPERS Member Services	FN	PERS contributions PPE 4/3/21	\$ 51,414.47
1115	IRS	FN	Federal taxes & Medicare PPE 4/3/21	\$ 25,332.45
262	Curtis D. Walton	PW	Library paver engraving	\$ 10,590.00
264	One Workplace L. Ferrari	PW	Library furniture installation	\$ 12,224.35
97820	Burke Williams & Sorensen LLP	CM	February legal services	\$ 19,500.77
97825	Donald W. Alley	PW	Biological monitoring for flume and jetty	\$ 13,621.00
97835	Moffatt & Nichol	PW	Wharf permitting, design, bid support & flume construction	\$ 12,414.00
97837	Pacific Gas & Electric	PW	April gas & electricity	\$ 14,047.93
97855	Burke Williams & Sorensen LLP	CM	March legal services	\$ 28,192.00
97899	Santa Cruz Regional 911	PD	Regional 911 capital/debt service	\$ 27,968.50
97911	Visit Santa Cruz County	FN	January – March TMD	\$ 32,736.98
1120	CalPERS Member Services	FN	PERS contributions PPE 4/17/21	\$ 52,246.89
1122	IRS	FN	Federal taxes & Medicare PPE 4/17/21	\$ 26,000.56

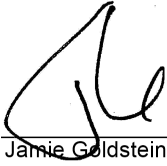
ATTACHMENTS:

1. 4-2-21 Check Register
2. 4-9-21 Check Register
3. 4-16-21 Check Register
4. 4-23-21 Check Register
5. 4-30-21 Check Register

Report Prepared By: Mark Sullivan
Senior Accountant

Approval of City Check Registers
May 13, 2021

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

5/7/2021

City main account checks dated April 2, 2021, numbered 97673 to 97716, totaling \$65,494.76, 6 EFTs totaling \$151,844.19 and 2 library checks totaling \$1,710.24, for a grand total of \$219,049.19, have been reviewed and authorized for distribution by the City Manager.

As of April 2, 2021, the unaudited cash balance is \$4,534,884.18.

CASH POSITION - CITY OF CAPITOLA
April 2, 2021

	4/2/2021
General Fund	\$ (1,073,023.63)
Payroll Payables	\$ 5,205.90
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 1,692,469.60
Stores Fund	\$ 61,560.98
Information Technology Fund	\$ 279,997.49
Equipment Replacement	\$ 583,832.92
Self-Insurance Liability Fund	\$ 13,275.06
Workers' Comp. Ins. Fund	\$ 221,752.04
Compensated Absences Fund	\$ 165,638.44
TOTAL UNASSIGNED GENERAL FUNDS	\$ 4,534,884.18

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).
The PERS Contingency Fund balance is \$981,012.77 (not included above).
The Library Fund balance is \$2,194,540.61 (not included above).

 Jamie Goldstein, City Manager	4/6/21 Date
 Jim Malberg, City Treasurer	4/5/21 Date

Attachment: 4-2-21 Check Register (Approval of City Check Registers)

City Checks Issued April 2, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97673	03/31/2021			UNITED STATES POSTAL SERVICE	\$1,435
	Invoice	Date	Description		Amount
	1112	03/26/2021	2021 Spring newsletter postage permit #7013 2210 - Stores Fund		\$1,435.00
97674	04/02/2021			ACCO ENGINEERED SYSTEMS	\$410
	Invoice	Date	Description		Amount
	20091427	03/01/2021	Police dept. maintenance		\$410.00
97675	04/02/2021			ADAMS ASHBY GROUP INC	\$1,437
	Invoice	Date	Description		Amount
	3466	03/01/2021	February CDBG grant admin. 1350 - CDBG		\$1,437.50
97676	04/02/2021			ADRIENNE HARRELL	\$607
	Invoice	Date	Description		Amount
	AH033021	03/30/2021	Instructor payment		\$607.75
97677	04/02/2021			AFLAC	\$1,241
	Invoice	Date	Description		Amount
	995903	03/29/2021	March employee supplemental insurance 1001 - Payroll		\$1,241.18
97678	04/02/2021			ALLIED UNIVERSAL	\$738
	Invoice	Date	Description		Amount
	11096879	04/01/2021	April McGregor skate park foot patrol		\$356.42
	11096880	04/01/2021	April Esplanade park foot patrol		\$382.50
97679	04/02/2021			AMAZON CAPITAL SERVICES	\$324
	Invoice	Date	Description		Amount
	1PFJ-9NTP-34GY	03/26/2021	Chrome wire shelf truck		\$311.68
	1F9H-W3JR-CN6Y	03/30/2021	Euro style air chuck 1000 - General Fund \$12.34 2211 - IT Fund \$311.68		\$12.34
97680	04/02/2021			AUTOMATION TEST ASSOCIATES	\$40
	Invoice	Date	Description		Amount
	21015	03/22/2021	March wharf meter reading 1311 - Wharf Fund		\$40.00
97681	04/02/2021			B & B SMALL ENGINE REPAIR	\$84
	Invoice	Date	Description		Amount
	468891	03/25/2021	Fuel pump, service kit		\$46.93
	468863	03/25/2021	Primer bulb, fuel pump		\$38.04
97682	04/02/2021			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,364
	Invoice	Date	Description		Amount
	POA032621	03/26/2021	POA & gym dues PPE 3/20/21 1001 - Payroll		\$1,364.00

Attachment: 4-2-21 Check Register (Approval of City Check Registers)

City Checks Issued April 2, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97683	04/02/2021			COMMUNITY TELEVISION OF SANTA CRUZ COUNTY	\$903
	Invoice	Date	Description		Amount
	2918	03/25/2021	February televised meetings		\$903.00
97684	04/02/2021			COORDINATED WIRE ROPE	\$899
	Invoice	Date	Description		Amount
	10303673-00	03/25/2021	Wharf slings, chain 1311 - Wharf Fund		\$899.21
97685	04/02/2021			CSG Consultants Inc.	\$1,470
	Invoice	Date	Description		Amount
	B210173	03/01/2021	February building plan review services		\$150.00
	35562	03/12/2021	February building inspector services		\$1,320.00
97686	04/02/2021			FLYERS ENERGY LLC	\$4,015
	Invoice	Date	Description		Amount
	21-281910	03/10/2021	513 gallons gasoline		\$2,012.30
	21-281908	03/10/2021	115 gallons diesel		\$439.67
	21-286389	03/18/2021	25 gallons diesel		\$95.95
	21-286373	03/18/2021	370 gallons gasoline		\$1,467.14
97687	04/02/2021			HINDERLITER DELLAMAS AND ASSOCIATES	\$1,521
	Invoice	Date	Description		Amount
	SIN007294	03/23/2021	Sales tax audit services		\$1,521.00
97688	04/02/2021			HOME DEPOT CREDIT SERVICES	\$277
	Invoice	Date	Description		Amount
	4013115	03/19/2021	Tote, grab hooks		\$58.27
	8034265	03/25/2021	Tote, batteries, work light, compass, blades, safety glasses		\$152.93
	4631819	03/09/2021	Bandstand PVC outlet covers		\$17.89
	0646931	03/23/2021	Pruning snips		\$14.14
	6646262	03/17/2021	Brush set, roller cover, tray liner, plastic roller tray		\$33.99
97689	04/02/2021			INTERSTATE BATTERY SYSTEM OF SAN JOSE INC	\$201
	Invoice	Date	Description		Amount
	120113004	03/19/2021	Batteries		\$201.36
97690	04/02/2021			INTERSTATE TRAFFIC CONTROL PRODUCTS	\$4,274
	Invoice	Date	Description		Amount
	243370	03/29/2021	Parking signs		\$994.18
	243369	03/29/2021	Parking signs		\$298.25
	243368	03/29/2021	Street paint		\$1,725.49
	243367	03/29/2021	Traffic cones		\$1,256.38
97691	04/02/2021			KATHLEEN ASTON	\$507
	Invoice	Date	Description		Amount
	4	03/29/2021	Museum begonia collection cataloging		\$507.50
97692	04/02/2021			KING'S PAINT AND PAPER INC.	\$199
	Invoice	Date	Description		Amount
	A0309192	03/29/2021	Lifeguard tower paint, wire frame, duo pack covers		\$199.51

Attachment: 4-2-21 Check Register (Approval of City Check Registers)

City Checks Issued April 2, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97693	04/02/2021			LAURA ALIOTO	\$1,794
	Invoice	Date	Description		Amount
	LA033021	03/30/2021	Instructor payment		\$1,794.00
97694	04/02/2021			LIUNA PENSION FUND	\$985
	Invoice	Date	Description		Amount
	FB6331	03/26/2021	March LIUNA pension dues 1001 - Payroll		\$985.60
97695	04/02/2021			MBS BUSINESS SYSTEMS	\$660
	Invoice	Date	Description		Amount
	401410	03/24/2021	PD quarterly copier usage charges		\$660.43
97696	04/02/2021			MID COUNTY AUTO SUPPLY	\$494
	Invoice	Date	Description		Amount
	MID-1210935	03/25/2021	Sea foam additive		\$9.76
	MID-1205225	03/22/2021	Prius battery, Honda Fit battery, paint pens		\$289.17
	MID-1206218	03/22/2021	Primer, ATF, tack cloths		\$64.31
	MID-1209672	03/24/2021	Sweeper leak finder oil		\$18.40
	MID-1209040	03/24/2021	Brake pads, motor oil		\$101.54
	MID-1166584	02/19/2021	Puncture sealant		\$11.38
			1000 - General Fund	\$476.16	
			1310 - Gas Tax Fund	\$18.40	
97697	04/02/2021			MISSION LINEN SUPPLY	\$130
	Invoice	Date	Description		Amount
	514429874	03/24/2021	Fleet uniform cleaning, towels		\$33.99
	514429875	03/24/2021	Corp. yard linen service, mats, towels		\$96.95
97698	04/02/2021			OUTDOOR SUPPLY HARDWARE	\$295
	Invoice	Date	Description		Amount
	C83785	03/23/2021	Gloves, containers, bulk fasteners, cloth		\$114.19
	C70785	03/03/2021	Bucket, protective gloves		\$32.66
	C74866	03/09/2021	Chisels		\$67.55
	C80358	03/18/2021	White marking paint		\$15.24
	C80593	03/18/2021	Fasteners, safety hasps		\$65.38
97699	04/02/2021			PACIFIC GAS & ELECTRIC	\$1,279
	Invoice	Date	Description		Amount
	PGE032521-acct7	03/25/2021	Library electricity		\$1,279.66
97700	04/02/2021			PDNC INC	\$10,602
	Invoice	Date	Description		Amount
	6450	03/26/2021	Dell PowerEdge R340 servers (2) 2211 - IT Fund		\$10,602.22
97701	04/02/2021			PRAXAIR DISTRIBUTION INC.	\$127
	Invoice	Date	Description		Amount
	62516836	03/23/2021	Acetylene rental		\$127.42

Attachment: 4-2-21 Check Register (Approval of City Check Registers)

City Checks Issued April 2, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97702	04/02/2021			PREFERRED BENEFIT INSURANCE ADMIN.	\$5,451
	Invoice	Date	Description		Amount
	EIA39470	03/01/2021	March dental and vision insurance		\$5,451.00
			1000 - General Fund	\$384.50	
			1001 - Payroll	\$5,066.50	
97703	04/02/2021			SANTA CRUZ BACKFLOW TESTING & REPAIR	\$898
	Invoice	Date	Description		Amount
	32821C	03/28/2021	Backflow device testing		\$898.00
97704	04/02/2021			SANTA CRUZ OCCUPATIONAL MEDICAL CENTER	\$810
	Invoice	Date	Description		Amount
	I-18070	02/28/2021	Employee medical exam		\$810.00
97705	04/02/2021			SOQUEL CREEK WATER DISTRICT	\$1,595
	Invoice	Date	Description		Amount
	08-15299-0031721	03/17/2021	Monterey Ave. water		\$112.68
	08-15562-0031721	03/17/2021	Cliff and Fairview water service		\$44.04
	09-15964-0031721	03/17/2021	Monterey Ave. Esplanade water		\$907.76
	10-16317-0031821	03/18/2021	420 Capitola Ave. water		\$223.79
	10-16315-0031821	03/18/2021	504 Beulah Dr. water		\$61.10
	10-16316-0031821	03/18/2021	426 Capitola Ave. water		\$99.34
	13-10919-0032321	03/23/2021	2000 Wharf Road water service		\$44.04
	13-18567-0032321	03/23/2021	2005 Wharf Rd. fire service charge		\$103.12
97706	04/02/2021			SPECTRUM BUSINESS	\$4,233
	Invoice	Date	Description		Amount
	0000178030121	03/01/2021	March internet service		\$4,233.66
			1000 - General Fund	\$2,053.41	
			2211 - IT Fund	\$2,180.25	
97707	04/02/2021			T MOBILE	\$387
	Invoice	Date	Description		Amount
	TM022121	02/21/2021	February cell phone usage		\$193.71
	TM032121	03/21/2021	March cell phone usage		\$193.71
97708	04/02/2021			THE HOME DEPOT PRO	\$1,382
	Invoice	Date	Description		Amount
	606591477	03/19/2021	Public restroom supplies		\$1,382.63
97709	04/02/2021			TIRE CHOICE AUTO SERVICE CENTERS	\$379
	Invoice	Date	Description		Amount
	205720	03/24/2021	Tires, lifetime install package		\$379.89
97710	04/02/2021			TPX COMMUNICATIONS	\$1,539
	Invoice	Date	Description		Amount
	141569384-0	03/23/2021	March phone service		\$1,539.77
			1000 - General Fund	\$839.71	
			2211 - IT Fund	\$700.06	

Attachment: 4-2-21 Check Register (Approval of City Check Registers)

City Checks Issued April 2, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97711	04/02/2021			UNITED WAY OF SANTA CRUZ COUNTY	\$20
	Invoice	Date	Description		Amount
	UW033121	03/26/2021	March employee United Way contributions 1001 - Payroll		\$20.00
97712	04/02/2021			UPEC LIUNA LOCAL 792	\$807
	Invoice	Date	Description		Amount
	UPEC033121	03/03/2021	March UPEC dues 1001 - Payroll		\$807.50
97713	04/02/2021			US BANK PARS Acct 6746022400	\$860
	Invoice	Date	Description		Amount
	PARS032021	03/26/2021	PARS contributions PPE 3/20/21 1001 - Payroll		\$860.41
97714	04/02/2021			VERIZON WIRELESS	\$5,786
	Invoice	Date	Description		Amount
	9873096112	02/10/2021	February telephone charges		\$2,882.31
	9875223263	03/10/2021	March telephone charges		\$2,904.45
97715	04/02/2021			Anthony Breckenridge	\$2,887
	Invoice	Date	Description		Amount
	20-0435	04/02/2021	407 Capitola Ave. design permit deposit refund		\$2,887.50
97716	04/02/2021			Mark Vincent	\$133
	Invoice	Date	Description		Amount
	20-0500	04/02/2021	4630 Capitola Rd. tree appeal deposit refund		\$133.00
Check Totals:					\$65,494
EFT					
1106	04/01/2021			CalPERS Health Insurance	\$57,526
	Invoice	Date	Description		Amount
	1001814229	04/01/2021	April health insurance		\$57,526.48
			1000 - General Fund \$3,464.20		
			1001 - Payroll \$54,062.28		
1107	03/30/2021			CalPERS Member Services Division	\$51,446
	Invoice	Date	Description		Amount
	1001814491-4	03/26/2021	PERS contributions PPE 3/20/21 1001 - Payroll		\$51,446.75
1108	03/29/2021			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$7,519
	Invoice	Date	Description		Amount
	0-682-951-328	03/26/2021	State taxes PPE 3/20/21 1001 - Payroll		\$7,519.73
1109	03/29/2021			INTERNAL REVENUE SERVICE	\$26,234
	Invoice	Date	Description		Amount
	05282831	03/26/2021	Federal taxes & Medicare PPE 3/20/21 1001 - Payroll		\$26,234.27

Attachment: 4-2-21 Check Register (Approval of City Check Registers)

City Checks Issued April 2, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
1110	03/29/2021			STATE DISBURSEMENT UNIT	\$652
	Invoice	Date	Description		Amount
	35276645	03/26/2021	Employee garnishments PPE 3/20/21 1001 - Payroll		\$652.61
1111	03/29/2021			VOYA FINANCIAL	\$8,464
	Invoice	Date	Description		Amount
	VOYA032621	03/26/2021	457 contributions PPE 3/20/21 1001 - Payroll		\$8,464.35
EFT Totals:					\$151,844
Library					
260	04/02/2021			BOGARD CONSTRUCTION INC.	\$1,320
	Invoice	Date	Description		Amount
	160707-55	03/31/2021	Library project management services		\$1,320.00
261	04/02/2021			CONSOLIDATED ENGINEERING LABORATORIES	\$390
	Invoice	Date	Description		Amount
	184610	03/30/2021	Library anchor/dowel installation inspection		\$390.24
Library Totals:					\$1,710
Main City Totals				Count	Tc
Checks				44	\$65,494
EFTs				6	\$151,844
All				50	\$217,338
Library Totals					
Checks				2	\$1,710
EFTs				0	\$0
All				2	\$1,710
Grand Totals:					
Checks				46	\$67,205
EFTs				6	\$151,844
All				52	\$219,049

Attachment: 4-2-21 Check Register (Approval of City Check Registers)


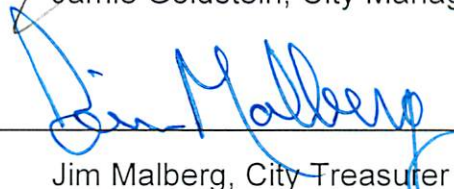
City main account checks dated April 9, 2021, numbered 97717 to 97761, totaling \$171,790.83 and 95 payroll EFTs totaling \$153,761.82, for a grand total of \$325,552.65, have been reviewed and authorized for distribution by the City Manager.

As of April 9, 2021, the unaudited cash balance is \$4,334,748.46.

**CASH POSITION - CITY OF CAPITOLA
April 9, 2021**

	4/9/2021
General Fund	\$ (1,272,074.32)
Payroll Payables	\$ 133,363.30
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 1,568,848.00
Stores Fund	\$ 61,245.97
Information Technology Fund	\$ 274,691.67
Equipment Replacement	\$ 583,832.92
Self-Insurance Liability Fund	\$ 13,275.06
Workers' Comp. Ins. Fund	\$ 221,752.04
Compensated Absences Fund	\$ 165,638.44
TOTAL UNASSIGNED GENERAL FUNDS	\$ 4,334,748.46

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).
The PERS Contingency Fund balance is \$981,012.77 (not included above).
The Library Fund balance is \$2,194,540.61 (not included above).

 Jamie Goldstein, City Manager	4/12/21 Date
 Jim Malberg, City Treasurer	4/9/21 Date

Attachment: 4-9-21 Check Register (Approval of City Check Registers)

City Checks Issued April 9, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97717	04/07/2021			TRANSPORTATION ALLIANCE BANK INC.	\$2,197.68
	Invoice	Date	Description		Amount
	660408	10/29/2020	Sweeper pressure transducer		\$968.31
	662067	02/23/2021	Sweeper bearing rods		\$505.30
	662205	03/03/2021	Sweeper blended filaments		\$724.07
			1310 - Gas Tax Fund		
97718	04/07/2021			WE ALL RIDE SANTA CRUZ	\$49.11
	Invoice	Date	Description		Amount
	4162785	06/27/2019	Motorcycle gloves		\$49.11
97719	04/09/2021			ADT SECURITY SERVICES INC.	\$213.46
	Invoice	Date	Description		Amount
	ADT032921	03/29/2021	Corp. yard & museum ADT monitoring		\$213.46
97720	04/09/2021			APTOS LANDSCAPE SUPPLY INC.	\$125.99
	Invoice	Date	Description		Amount
	544703	04/01/2021	Village pathway bark		\$125.99
97721	04/09/2021			AQUA NATURAL SOLUTIONS	\$1,142.87
	Invoice	Date	Description		Amount
	4780	03/31/2021	Wharf microbe lift and sludge away		\$1,142.87
			1311 - Wharf Fund		
97722	04/09/2021			AXCIENT	\$125.00
	Invoice	Date	Description		Amount
	FY21INEFI073346	03/31/2021	March AppAssure storage		\$125.00
			2211 - IT Fund		
97723	04/09/2021			B & B SMALL ENGINE REPAIR	\$3,601.92
	Invoice	Date	Description		Amount
	469553	04/02/2021	Power scythe, weeder, belt bag, KMA 130 kombi engine		\$1,188.01
	469550	04/01/2021	Trash pump, hose kit, shipping		\$2,413.91
97724	04/09/2021			BIOBAG AMERICAS INC.	\$2,740.00
	Invoice	Date	Description		Amount
	480048	04/05/2021	Dog waste bags		\$2,740.00
97725	04/09/2021			C & N TRACTORS	\$311.82
	Invoice	Date	Description		Amount
	51802W	03/24/2021	Parks aerators		\$311.82
97726	04/09/2021			CLEAN BUILDING MAINTENANCE CO.	\$5,862.92
	Invoice	Date	Description		Amount
	27202	03/31/2021	March janitorial services		\$5,862.92
			1000 - General Fund	\$5,015.48	
			1311 - Wharf Fund	\$847.44	
97727	04/09/2021			CRYSTAL SPRINGS WATER CO.	\$218.50
	Invoice	Date	Description		Amount
	CSW033121	03/31/2021	March drinking water		\$218.50

Attachment: 4-9-21 Check Register (Approval of City Check Registers)

City Checks Issued April 9, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97728	04/09/2021			D & G SANITATION	\$982.95
	Invoice	Date	Description		Amount
	279096	03/31/2021	Esplanade hand wash station		\$119.90
	279097	03/31/2021	Skate park hand wash station, portable toilets		\$623.25
	279098	03/31/2021	Jade st. park hand wash station rental		\$119.90
	279099	03/31/2021	Cortez park hand wash station		\$119.90
97729	04/09/2021			DELL MARKETING LP	\$3,275.37
	Invoice	Date	Description		Amount
	10477447340	04/02/2021	OptiPlex 3080 PCs (5) 2211 - IT Fund		\$3,275.37
97730	04/09/2021			Division of the State Architect	\$234.80
	Invoice	Date	Description		Amount
	DSA033121	03/31/2021	January - March disability access & education fee		\$234.80
97731	04/09/2021			EWING IRRIGATION	\$192.92
	Invoice	Date	Description		Amount
	13826421	04/02/2021	Battery controller, 9V battery, latching solenoid		\$192.92
97732	04/09/2021			FARWEST NURSERY	\$241.97
	Invoice	Date	Description		Amount
	369131	03/31/2021	Plants		\$241.97
97733	04/09/2021			FLYERS ENERGY LLC	\$850.09
	Invoice	Date	Description		Amount
	21-290639	03/26/2021	55 gallons oil		\$850.09
97734	04/09/2021			GEORGE McMENAMIN	\$1,868.75
	Invoice	Date	Description		Amount
	GM040421	04/04/2021	Bay St. & Peery Park maintenance		\$1,868.75
97735	04/09/2021			GINA ENRIQUEZ	\$3,257.31
	Invoice	Date	Description		Amount
	GE040621	04/06/2021	Instructor payment		\$3,257.31
97736	04/09/2021			GRANITE ROCK COMPANY	\$123,732.22
	Invoice	Date	Description		Amount
	1294727	03/27/2021	Memorial bench supplies, concrete mix		\$110.62
	994853	04/01/2021	Flume repairs		\$123,621.60
			1000 - General Fund	\$110.62	
			1200 - CIP	\$123,621.60	
97737	04/09/2021			HINDERLITER DELLAMAS AND ASSOCIATES	\$600.00
	Invoice	Date	Description		Amount
	SIN007796	03/30/2021	District sales tax audit services		\$300.00
	SIN007797	03/30/2021	District sales tax audit services		\$300.00

Attachment: 4-9-21 Check Register (Approval of City Check Registers)

City Checks Issued April 9, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97738	04/09/2021			HOME DEPOT CREDIT SERVICES	\$386.51
	Invoice	Date	Description		Amount
	1035128	04/01/2021	Batteries, tape, cutoff wheels		\$159.37
	2372789	03/31/2021	Carbide cutter		\$32.61
	0014939	04/02/2021	32 piece bit set w/ screwdriver, torx set, hex set, bit holder		\$54.37
	2611031	03/31/2021	Rebar, diablo discs, dust pan, towels, sponges, brush, key clip		\$140.16
97739	04/09/2021			HUB INTERNATIONAL	\$109.50
	Invoice	Date	Description		Amount
	HUB033121	03/31/2021	March art display event insurance		\$109.50
97740	04/09/2021			KBA Document Solutions LLC	\$106.42
	Invoice	Date	Description		Amount
	55Y1167898	03/31/2021	Recreation copier usage charges		\$3.25
	55Y1168288	04/01/2021	City Hall & Recreation copier usage charges		\$103.17
			1000 - General Fund \$42.25		
			2211 - IT Fund \$64.17		
97741	04/09/2021			KELLY MOORE PAINT COMPANY INC.	\$61.16
	Invoice	Date	Description		Amount
	803-00000912823	03/11/2021	Street painting striping tips (2)		\$61.16
97742	04/09/2021			LAURA ALIOTO	\$292.50
	Invoice	Date	Description		Amount
	LA040621	04/06/2021	Instructor payment		\$292.50
97743	04/09/2021			MID COUNTY AUTO SUPPLY	\$297.62
	Invoice	Date	Description		Amount
	MID-1221605	04/02/2021	2008 Ford F350 ignition coil		\$194.73
	MID-1221666	04/02/2021	Sight plug		\$7.03
	MID-1221660	04/02/2021	Gloves, fuel line		\$95.86
97744	04/09/2021			MISSION LINEN SUPPLY	\$126.65
	Invoice	Date	Description		Amount
	514470862	03/31/2021	Fleet towels, uniform cleaning		\$33.99
	514470863	03/31/2021	Corp. yard linen service, mats, towels		\$92.66
97745	04/09/2021			PALACE BUSINESS SOLUTIONS	\$23.90
	Invoice	Date	Description		Amount
	4059183-0	03/16/2021	Tempera liquid		\$23.90
97746	04/09/2021			PK SAFETY SUPPLY	\$219.80
	Invoice	Date	Description		Amount
	431269	03/26/2021	Sunscreen pouches		\$27.52
	431125	03/26/2021	Safety glasses		\$192.28
97747	04/09/2021			RDO EQUIPMENT CO.	\$105.38
	Invoice	Date	Description		Amount
	P2590939	04/01/2021	Mower blades (3), shipping		\$105.38

Attachment: 4-9-21 Check Register (Approval of City Check Registers)

City Checks Issued April 9, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97748	04/09/2021			ROYAL WHOLESALE ELECTRIC	\$35.26
	Invoice	Date	Description		Amount
	7719-1002612	04/02/2021	15 in 1 screwdriver		\$35.26
97749	04/09/2021			SAN LORENZO LUMBER	\$879.02
	Invoice	Date	Description		Amount
	55-0603110	03/31/2021	Wharf strong tie bolts		\$887.65
	55-0627901	03/30/2021	Esplanade washers, nuts, lock washers		\$31.51
	91-0173795	02/01/2021	Statement credit		(\$40.14)
			1000 - General Fund (\$8.63)		
			1311 - Wharf Fund \$887.65		
97750	04/09/2021			SANTA CRUZ APTOS AUTO TOWING	\$125.00
	Invoice	Date	Description		Amount
	13265	03/09/2021	2007 Ford F250 towed		\$125.00
97751	04/09/2021			SANTA CRUZ AUTO PARTS INC.	\$95.98
	Invoice	Date	Description		Amount
	14508-402683	04/01/2021	Broken plug remover		\$95.98
97752	04/09/2021			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$9,193.00
	Invoice	Date	Description		Amount
	SCC033121	03/31/2021	March citation processing		\$9,193.00
97753	04/09/2021			SANTA CRUZ LIVE SCAN INC.	\$30.00
	Invoice	Date	Description		Amount
	1683	04/01/2021	New hire live scan		\$30.00
97754	04/09/2021			SANTA CRUZ SENTINEL	\$1,033.60
	Invoice	Date	Description		Amount
	0001287007	03/31/2021	Planning legal notices		\$1,033.60
97755	04/09/2021			SPECTRUM BUSINESS	\$4,233.69
	Invoice	Date	Description		Amount
	0000178040121	04/01/2021	April internet service		\$4,233.69
			1000 - General Fund \$2,053.41		
			2211 - IT Fund \$2,180.28		
97756	04/09/2021			THE HOME DEPOT PRO	\$1,350.65
	Invoice	Date	Description		Amount
	607889417	03/26/2021	Janitorial supplies		\$1,350.65
97757	04/09/2021			TRACTOR SUPPLY COMPANY	\$365.62
	Invoice	Date	Description		Amount
	200431522	03/19/2021	Lifting slings, stud cables, welding supplies		\$365.62
97758	04/09/2021			US BANK EQUIPMENT FINANCE	\$315.01
	Invoice	Date	Description		Amount
	439364191	03/26/2021	City Hall copier lease		\$315.01
			2210 - Stores Fund		
97759	04/09/2021			WATSONVILLE BLUEPRINT	\$50.91
	Invoice	Date	Description		Amount
	98944	03/29/2021	723 El Salto plans (paid by Douglas Dodds)		\$50.91

Attachment: 4-9-21 Check Register (Approval of City Check Registers)

City Checks Issued April 9, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97760	04/09/2021			WESTERN EXTERMINATOR COMPANY	\$128.00
	Invoice	Date	Description		Amount
	7709276	03/31/2021	March City Hall rodent control		\$64.00
	7790277	03/31/2021	March turnouts rodent control		\$64.00
97761	04/09/2021			Bender Insurance	\$400.00
	Invoice	Date	Description		Amount
	12816	03/31/2021	Library contract bond (2 years)		\$400.00

Check Totals: \$171,790.83

Main City Totals	Count	Total
Checks	45	\$171,790.83
EFTs	0	\$0.00
All	45	\$171,790.83
Payroll Totals		
Checks	1	\$0.00
EFTs	95	\$153,761.82
All	96	\$153,761.82
Grand Totals:		
Checks	46	\$171,790.83
EFTs	95	\$153,761.82
All	141	\$325,552.65

Attachment: 4-9-21 Check Register (Approval of City Check Registers)

City main account checks dated April 16, 2021, numbered 97762 to 97811, totaling \$163,745.67, 6 EFTs totaling \$94,257.93 and 3 library checks totaling \$32,485.92, for a grand total of \$290,489.52, have been reviewed and authorized for distribution by the City Manager.

As of April 16, 2021, the unaudited cash balance is \$4,676,680.34.

CASH POSITION - CITY OF CAPITOLA
April 16, 2021

	4/16/2021
General Fund	\$ (1,011,540.97)
Payroll Payables	\$ 36,039.38
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 1,747,852.31
Stores Fund	\$ 61,084.61
Information Technology Fund	\$ 274,571.17
Equipment Replacement	\$ 583,832.92
Self-Insurance Liability Fund	\$ 13,275.06
Workers' Comp. Ins. Fund	\$ 221,752.04
Compensated Absences Fund	\$ 165,638.44
TOTAL UNASSIGNED GENERAL FUNDS	\$ 4,676,680.34

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).

The PERS Contingency Fund balance is \$981,012.77 (not included above).

The Library Fund balance is \$2,163,024.69 (not included above).

4/26/21

Jamie Goldstein, City Manager Date

4/26/21

Jim Malberg, City Treasurer Date

Attachment: 4-16-21 Check Register (Approval of City Check Registers)

City Checks Issued April 16, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97762	04/16/2021			A TOOL SHED	\$206
	Invoice	Date	Description		Amount
	1489237-5	04/09/2021	Jade St. scissor lift rental, equipment trailer rental		\$206.00
97763	04/16/2021			ALLIED UNIVERSAL	\$344
	Invoice	Date	Description		Amount
	11096862	04/01/2021	April Jade St. park patrol		\$344.93
97764	04/16/2021			ALVAREZ TECHNOLOGY GROUP INC	\$93
	Invoice	Date	Description		Amount
	58912	04/13/2021	Webroot testing and re-install 2211 - IT Fund		\$93.00
97765	04/16/2021			APPLIED CONCEPTS INC.	\$142
	Invoice	Date	Description		Amount
	381565	03/25/2021	Radar remote control		\$142.98
97766	04/16/2021			APTOS LANDSCAPE SUPPLY INC.	\$163
	Invoice	Date	Description		Amount
	545270	04/07/2021	Depot Hill pathway bark, spray nozzle		\$88.39
	545373	04/08/2021	Depot Hill pathway bark		\$75.21
97767	04/16/2021			AT&T	\$9
	Invoice	Date	Description		Amount
	ATT040121	04/01/2021	April long distance charges		\$9.20
			1000 - General Fund \$4.53		
			2211 - IT Fund \$4.67		
97768	04/16/2021			CA DEPARTMENT OF CONSERVATION	\$1,226
	Invoice	Date	Description		Amount
	CDC123120	12/31/2020	October - December strong motion & seismic hazard mapping fee		\$652.25
	CDC033121	03/31/2021	January - March strong motion & seismic hazard mapping fee		\$574.45
97769	04/16/2021			CALE AMERICA INC.	\$2,092
	Invoice	Date	Description		Amount
	163278	03/29/2021	March Cale meters		\$1,829.00
	163517	03/24/2021	Paystation lock assembly, cabinet lock, rekey locks		\$263.30
97770	04/16/2021			CALIFORNIA BUILDING STANDARDS COMMISSION	\$291
	Invoice	Date	Description		Amount
	CBSC033121	03/31/2021	January - March building standards admin. fee		\$126.90
	CBSC123120	12/31/2020	October - December building standards admin. fee		\$164.70
97771	04/16/2021			CALIFORNIA COAST UNIFORM COMPANY	\$185
	Invoice	Date	Description		Amount
	8623	03/31/2021	Tailoring charges, add corp. stripes & hashmarks		\$134.00
	8622	03/31/2021	Hem pants, add shoulder patches, add cloth star		\$51.00
97772	04/16/2021			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,376
	Invoice	Date	Description		Amount
	POA040921	04/09/2021	POA and gym dues PPE 4/3/21 1001 - Payroll		\$1,376.50

Attachment: 4-16-21 Check Register (Approval of City Check Registers)

City Checks Issued April 16, 2021

8.C.3

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97773	04/16/2021			D & M TRAFFIC SERVICES	\$218
	Invoice	Date	Description		Amount
	76829	03/08/2021	Esplanade waterwall rental		\$218.00
97774	04/16/2021			EQUITABLE	\$2,378
	Invoice	Date	Description		Amount
	1204727	03/11/2021	April LTD, STD, AD&D, life insurance 1001 - Payroll		\$2,378.31
97775	04/16/2021			EWING IRRIGATION	\$115
	Invoice	Date	Description		Amount
	13889331	04/09/2021	Trash cans (2)		\$67.86
	13853930	04/06/2021	Spray head pull-up tool		\$13.83
	13853896	04/06/2021	Spray nozzle, sprinkler		\$14.14
	13847593	04/05/2021	PVC elbow, PVC tee, brass valve, nipple		\$24.00
97776	04/16/2021			FARWEST NURSERY	\$345
	Invoice	Date	Description		Amount
	369135	04/05/2021	Plants, planting mix, water wand		\$184.26
	369136	04/07/2021	Plants, planting mix		\$161.66
97777	04/16/2021			FASTENAL COMPANY	\$100
	Invoice	Date	Description		Amount
	CAWAT114334	03/29/2021	Benches hardware		\$100.66
97778	04/16/2021			FBINAA	\$125
	Invoice	Date	Description		Amount
	41364-21	04/01/2021	Police chief membership renewal		\$125.00
97779	04/16/2021			GARDAWORLD	\$211
	Invoice	Date	Description		Amount
	10630947	04/01/2021	April armored car service		\$211.63
97780	04/16/2021			GARDEN HAVEN NURSERY	\$330
	Invoice	Date	Description		Amount
	00361322	03/30/2021	Fertilizer, plants		\$330.06
97781	04/16/2021			HOME DEPOT CREDIT SERVICES	\$718
	Invoice	Date	Description		Amount
	9646989	03/24/2021	Lightning cable, face masks		\$47.55
	4610789	03/29/2021	Scraper blades, wall stripper		\$16.85
	3610978	03/30/2021	Utility LEDs		\$43.53
	3640149	03/30/2021	ABS pipe, tie anchor adhesive, ABS tee, ABS coupling, hammer bit		\$181.54
	6015367	04/06/2021	Bucket, drain opener, socket set		\$127.72
	4035994	04/08/2021	Aluminum telescopic pole, microfiber scrubber		\$76.26
	9016354	04/13/2021	Strap tie, cutting discs, sharpie, eye bolt, gear tie propack		\$143.51
	0016157	04/12/2021	Goodyear maxlite hi-vis		\$81.73
97782	04/16/2021			JOSE LOPEZ	\$2,200
	Invoice	Date	Description		Amount
	JL040721	04/07/2021	Paystation painting (11)		\$2,200.00

Attachment: 4-16-21 Check Register (Approval of City Check Registers)

City Checks Issued April 16, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97783	04/16/2021			KBA Document Solutions LLC	\$22
	Invoice	Date	Description		Amount
	55Y1170770	04/12/2021	City Hall copier usage charges 2211 - IT Fund		\$22.83
97784	04/16/2021			LLOYDS TIRE SERVICE	\$78
	Invoice	Date	Description		Amount
	205940	04/12/2021	Tire repair, mount & balance		\$78.21
97785	04/16/2021			MID COUNTY AUTO SUPPLY	\$248
	Invoice	Date	Description		Amount
	MID-1229622	04/08/2021	Memorial bench supplies		\$36.33
	MID-1200507	03/17/2021	Transmission fluid, ATF supplement		\$34.07
	MID-1227604	04/07/2021	Wiper blades		\$178.50
97786	04/16/2021			MILLER'S TRANSFER & STORAGE CO.	\$190
	Invoice	Date	Description		Amount
	92883	04/07/2021	April record storage and warehouse handling		\$190.00
97787	04/16/2021			MISSION LINEN SUPPLY	\$164
	Invoice	Date	Description		Amount
	514512908	04/07/2021	Corp. yard uniform cleaning, towels		\$96.95
	514512907	04/07/2021	Fleet towels, uniform cleaning		\$33.99
	514557829	04/14/2021	Fleet uniform cleaning, towels		\$33.99
97788	04/16/2021			MISSION PRINTERS	\$51
	Invoice	Date	Description		Amount
	61471	03/30/2021	Account clerk business cards		\$51.29
97789	04/16/2021			NORTH BAY FORD	\$23
	Invoice	Date	Description		Amount
	280696	04/08/2021	Motor assembly		\$23.22
97790	04/16/2021			OUTDOOR SUPPLY HARDWARE	\$253
	Invoice	Date	Description		Amount
	C94036	04/06/2021	Gloves, 100ft hose		\$75.19
	C96194	04/09/2021	Halogen bulb		\$5.88
	C98880	04/12/2021	Fasteners, threadlocker, gloves, metric plug taps, tools		\$172.84
97791	04/16/2021			PALACE BUSINESS SOLUTIONS	\$230
	Invoice	Date	Description		Amount
	605291-2	04/07/2021	Pens		\$18.07
	605291-1	04/05/2021	Pens, steno books		\$35.64
	605291-0	03/31/2021	Scissors, pens, paper, staple remover, sharpies, pads		\$160.69
	4065913-0	04/09/2021	Museum hand sanitizer		\$16.34
97792	04/16/2021			PRECISION GRADE INC.	\$120,995
	Invoice	Date	Description		Amount
	100	04/08/2021	Capitola Ave. sidewalk improvements 1200 - CIP		\$120,995.69

Attachment: 4-16-21 Check Register (Approval of City Check Registers)

City Checks Issued April 16, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97793	04/16/2021			PROFORCE LAW ENFORCEMENT	\$812
	Invoice	Date	Description		Amount
	443488	03/18/2021	Taser supplies		\$812.16
97794	04/16/2021			RDO EQUIPMENT CO.	\$116
	Invoice	Date	Description		Amount
	P2644339	04/13/2021	Lawn mower pulley		\$116.38
97795	04/16/2021			S&S WORLDWIDE INC.	\$108
	Invoice	Date	Description		Amount
	IN100734977	04/07/2021	Greeting card kit, kick sacks, craft kit, color-me eyes masks		\$108.01
97796	04/16/2021			SANTA CRUZ MUNICIPAL UTILITIES	\$326
	Invoice	Date	Description		Amount
	SCMU033121	03/31/2021	March water service for medians		\$326.24
97797	04/16/2021			SOQUEL CREEK WATER DISTRICT	\$4,246
	Invoice	Date	Description		Amount
	42-14952-0033021	03/30/2021	Cortez Park irrigation		\$142.59
	42-15297-0033021	03/30/2021	426 Capitola Ave irrigation		\$136.94
	42-15751-0133021	03/30/2021	2005 Wharf Road irrigation		\$119.00
	42-15969-0033021	03/30/2021	Lawn Way irrigation		\$366.74
	42-16122-0033021	03/30/2021	Esplanade fountain irrigation		\$59.34
	42-10504-0033021	03/30/2021	Cliff Drive irrigation		\$59.08
	42-11090-0133021	03/30/2021	Capitola Road irrigation		\$136.94
	42-11467-0033021	03/30/2021	Jade Street park irrigation		\$1,575.25
	42-11517-0033021	03/30/2021	41st Avenue irrigation		\$136.94
	42-14404-0033021	03/30/2021	Monterey Ave. Nobel Gulch Park irrigation		\$59.08
	42-16130-0033021	03/30/2021	Wharf Road irrigation		\$59.08
	42-16136-0033021	03/30/2021	1400 Wharf Road irrigation		\$483.75
	42-16407-0033021	03/30/2021	Bay Ave. irrigation		\$59.08
	34-18508-0032921	03/29/2021	1510 McGregor Drive water service		\$51.77
	42-14431-0033021	03/30/2021	Monterey Ave irrigation		\$656.67
	42-17688-0033021	03/30/2021	Lawn Way irrigation		\$87.31
	42-18238-0033021	03/30/2021	Capitola Road irrigation		\$59.08
			1000 - General Fund	\$3,764.89	
			1311 - Wharf Fund	\$483.75	
97798	04/16/2021			SOUTH BAY REGIONAL TRAINING	\$1,436
	Invoice	Date	Description		Amount
	221453	03/29/2021	Radar/lidar training		\$105.00
	221465	03/30/2021	CPR/AED refresher course		\$1,334.00
97799	04/16/2021			STAPLES ADVANTAGE	\$196
	Invoice	Date	Description		Amount
	8061657065	03/20/2021	Plates, napkins, bowls, spoons, cups		\$195.11
97800	04/16/2021			THE HOME DEPOT PRO	\$2,607
	Invoice	Date	Description		Amount
	609569595	04/05/2021	Janitorial supplies		\$2,607.87

Attachment: 4-16-21 Check Register (Approval of City Check Registers)

City Checks Issued April 16, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97801	04/16/2021			TRANSPORTATION ALLIANCE BANK INC.	\$794
	Invoice	Date	Description		Amount
	663001	04/08/2021	Sweeper GB set 1310 - Gas Tax		\$794.88
97802	04/16/2021			UPS	\$20
	Invoice	Date	Description		Amount
	0000954791141	04/03/2021	PD shipping		\$11.20
	0000954791131	03/27/2021	PD shipping		\$12.53
97803	04/16/2021			US BANK EQUIPMENT FINANCE	\$187
	Invoice	Date	Description		Amount
	439982232	04/02/2021	City Hall & Recreation copier leases 1000 - General Fund \$26.06 2210 - Stores Fund \$161.36		\$187.42
97804	04/16/2021			US BANK EQUIPMENT FINANCE	\$103
	Invoice	Date	Description		Amount
	439982026	04/02/2021	Recreation copier lease		\$103.57
97805	04/16/2021			US BANK EQUIPMENT FINANCE	\$288
	Invoice	Date	Description		Amount
	439982604	04/02/2021	PD copier lease		\$288.83
97806	04/16/2021			US BANK PARS Acct 6746022400	\$341
	Invoice	Date	Description		Amount
	PARS040321	04/09/2021	PARS contributions PPE 4/3/21 1001 - Payroll		\$341.00
97807	04/16/2021			WESTERN EXTERMINATOR COMPANY	\$128
	Invoice	Date	Description		Amount
	7928783	04/01/2021	April City Hall rodent control		\$64.00
	7928784	04/01/2021	April turnouts rodent control		\$64.00
97808	04/16/2021			WHEELCHAIRS OF SAN MATEO & TECH	\$212
	Invoice	Date	Description		Amount
	00039860	04/06/2021	Wheelchair tires (10)		\$212.70
97809	04/16/2021			WITMER-TYSON IMPORTS INC.	\$872
	Invoice	Date	Description		Amount
	T13986	04/08/2021	K-9 leash		\$54.50
	T13985	04/08/2021	K-9 boarding 3/26 - 3/29/21		\$818.00
97810	04/16/2021	VOIDED	04/16/2021	AED Superstore	\$0
			Description		Amount
			VOIDED - Paid with credit card		\$0.00
97811	04/16/2021			John & Carrie Howard	\$15,800
	Invoice	Date	Description		Amount
	21-0123	04/12/2021	#21-0123 landscape deposit refund		\$15,800.00
Check Totals:					\$163,745

Attachment: 4-16-21 Check Register (Approval of City Check Registers)

City Checks Issued April 16, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
EFT					
1112	04/12/2021			WELLS FARGO BANK	\$1,067.64
	Invoice	Date	Description		Amount
	WF041221	04/12/2021	April client analysis charges		\$1,067.64
1113	04/12/2021			CalPERS Member Services Division	\$51,414.47
	Invoice	Date	Description		Amount
	1001824209-11	04/09/2021	PERS contributions PPE 4/3/21 1001 - Payroll		\$51,414.47
1114	04/12/2021			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$7,370.17
	Invoice	Date	Description		Amount
	2-077-919-904	04/09/2021	State taxes PPE 4/3/21 1001 - Payroll		\$7,370.17
1115	04/09/2021			INTERNAL REVENUE SERVICE	\$25,332.45
	Invoice	Date	Description		Amount
	23012025	04/09/2021	Federal taxes & Medicare PPE 4/3/21 1001 - Payroll		\$25,332.45
1116	04/09/2021			STATE DISBURSEMENT UNIT	\$652.61
	Invoice	Date	Description		Amount
	35413736	04/09/2021	Employee garnishments PPE 4/3/21 1001 - Payroll		\$652.61
1117	04/09/2021			VOYA FINANCIAL	\$8,420.59
	Invoice	Date	Description		Amount
	VOYA040921	04/09/2021	Employee 457 contributions PPE 4/3/21 1001 - Payroll		\$8,420.59
EFT Totals:					\$94,257.67
Library					
262	04/16/2021			CURTIS D. WALTON	\$10,590.00
	Invoice	Date	Description		Amount
	06262020-2	04/08/2021	Library paver engraving		\$10,590.00
263	04/16/2021			KBM HOGUE	\$9,671.57
	Invoice	Date	Description		Amount
	98958	04/08/2021	Library furniture fabrication, project management services		\$9,671.57
264	04/16/2021			ONE WORKPLACE L. FERRARI	\$13,579.05
	Invoice	Date	Description		Amount
	950794	04/07/2021	Library furniture install		\$6,807.05
	950796	04/07/2021	Library furniture install		\$4,060.25
	950795	04/07/2021	Library furniture install		\$1,357.05
Library Totals:					\$32,485.62

Attachment: 4-16-21 Check Register (Approval of City Check Registers)

City Checks Issued April 16, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
Main City Totals				Count	Totals
Checks				49	\$163,745
EFTs				6	\$94,257
All				55	\$258,003
Library Totals					
Checks				3	\$32,485
EFTs				0	\$0
All				3	\$32,485
Grand Totals:					
Checks				52	\$196,231
EFTs				6	\$94,257
All				58	\$290,489

Attachment: 4-16-21 Check Register (Approval of City Check Registers)

City main account checks dated April 23, 2021, numbered 97812 to 97847, totaling \$116,834.39, 2 EFTs totaling \$82.66, 4 library checks totaling \$4,087.67 and 93 payroll EFTs totaling \$159,481.21, for a grand total of \$280,485.93, have been reviewed and authorized for distribution by the City Manager.

As of April 23, 2021, the unaudited cash balance is \$5,664,947.66

**CASH POSITION - CITY OF CAPITOLA
April 23, 2021**

	4/23/2021
General Fund	\$ (116,919.57)
Payroll Payables	\$ 164,433.71
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 1,721,817.31
Stores Fund	\$ 61,084.61
Information Technology Fund	\$ 265,857.76
Equipment Replacement	\$ 583,832.92
Self-Insurance Liability Fund	\$ 13,275.06
Workers' Comp. Ins. Fund	\$ 221,752.04
Compensated Absences Fund	\$ 165,638.44
TOTAL UNASSIGNED GENERAL FUNDS	\$ 5,664,947.66

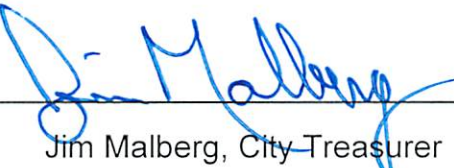
The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).
The PERS Contingency Fund balance is \$981,012.77 (not included above).
The Library Fund balance is \$2,162,264.51 (not included above).



 Jamie Goldstein, City Manager

4/26/21

 Date



 Jim Malberg, City Treasurer

4/26/21

 Date

Attachment: 4-23-21 Check Register (Approval of City Check Registers)

City Checks Issued April 23, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97812	04/19/2021			WELLS FARGO BANK	\$7,676.19
	Invoice	Date	Description		Amount
	WF040221	04/02/2021	March credit card charges		\$7,676.19
			1000 - General Fund	\$4,792.63	
			2211 - IT Fund	\$2,883.56	
			Purchases over \$500:		
			AED Superstore	\$1,181.56	Electrode pads, refresh packs
			Provantage	\$1,677.91	Software license
			Zoom	\$999.60	Software license
			Belson Outdoors	\$2,063.07	Trash can lids
97813	04/23/2021			ALLIED UNIVERSAL	\$738.92
	Invoice	Date	Description		Amount
	11203581	05/06/2021	May McGregor skate park foot patrol		\$356.42
	11203582	05/06/2021	May Esplanade park foot patrol		\$382.50
97814	04/23/2021			ALVAREZ TECHNOLOGY GROUP INC	\$237.50
	Invoice	Date	Description		Amount
	58965	04/19/2021	May antivirus		\$237.50
			2211 - IT Fund		
97815	04/23/2021			APTOS LANDSCAPE SUPPLY INC.	\$1,052.94
	Invoice	Date	Description		Amount
	546169	04/14/2021	Soquel creek park pathway bark		\$300.84
	546118	04/14/2021	Soquel creek park pathway bark		\$300.84
	546111	04/14/2021	Soquel creek park pathway bark		\$225.63
	546131	04/16/2021	Soquel creek park pathway bark		\$225.63
97816	04/23/2021			AT&T/CALNET 3	\$191.40
	Invoice	Date	Description		Amount
	000016328399	04/13/2021	April telephone service		\$191.40
			1000 - General Fund	\$139.76	
			2211 - IT Fund	\$51.64	
97817	04/23/2021			AT&T/CALNET 3	\$1,187.84
	Invoice	Date	Description		Amount
	000016329067	04/13/2021	April T-1 access		\$1,187.84
97818	04/23/2021			B & B SMALL ENGINE REPAIR	\$4.51
	Invoice	Date	Description		Amount
	470682	04/15/2021	Sealing rings		\$4.51
97819	04/23/2021			BEAR ELECTRICAL SOLUTIONS INC.	\$1,218.00
	Invoice	Date	Description		Amount
	12632	03/28/2021	March traffic signal maintenance services - response		\$571.20
	12633	03/28/2021	March traffic signal maintenance services - routine		\$646.80
			1310 - Gas Tax		

Attachment: 4-23-21 Check Register (Approval of City Check Registers)

City Checks Issued April 23, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97820	04/23/2021			BURKE WILLIAMS AND SORENSEN LLP	\$19,500.77
	Invoice	Date	Description		Amount
	267019	03/31/2021	February labor and employment legal services		\$1,283.15
	267020	03/31/2021	February city attorney services		\$6,812.00
	267021	03/31/2021	February code enforcement legal services		\$1,833.75
	267022	03/31/2021	February planning legal services		\$312.00
	267023	03/31/2021	February police legal services		\$52.00
	267024	03/31/2021	February labor negotiations legal services		\$1,909.50
	267025	03/31/2021	February COVID-19 legal services		\$52.00
	267026	03/31/2021	February legal services		\$7,189.37
	267027	03/31/2021	February legal services		\$57.00
97821	04/23/2021			CA DEPARTMENT OF JUSTICE	\$32.00
	Invoice	Date	Description		Amount
	503173	04/05/2021	March employee fingerprinting		\$32.00
97822	04/23/2021			CAROLYN FLYNN	\$1,812.50
	Invoice	Date	Description		Amount
	CBF-3-2021	04/19/2021	March affordable housing management services 5552 - Housing Successor		\$1,812.50
97823	04/23/2021			COMPLETE MAILING SERVICE INC.	\$7,043.27
	Invoice	Date	Description		Amount
	6203	04/14/2021	Spring mailing		\$7,043.27
97824	04/23/2021			CSG Consultants Inc.	\$431.25
	Invoice	Date	Description		Amount
	B210329	04/01/2021	March building plan review services		\$431.25
97825	04/23/2021			DONALD W ALLEY	\$13,621.00
	Invoice	Date	Description		Amount
	421-01	04/19/2021	Biological monitoring for flume and jetty 1200 - CIP		\$13,621.00
97826	04/23/2021			EWING IRRIGATION	\$238.36
	Invoice	Date	Description		Amount
	13919776	04/13/2021	Jade St. park station battery controller		\$100.07
	13908305	04/12/2021	Monterey park pop-up rotors, PVC reducer bushings		\$138.29
97827	04/23/2021			FLYERS ENERGY LLC	\$5,492.23
	Invoice	Date	Description		Amount
	21-290314	03/25/2021	75 gallons diesel		\$287.84
	21-295443	04/02/2021	105 gallons diesel		\$401.77
	21-295444	04/02/2021	380 gallons gasoline		\$1,518.64
	21-298573	04/08/2021	381 gallons gasoline		\$1,510.75
	21-298574	04/08/2021	84 gallons diesel		\$317.54
	21-301559	04/14/2021	377 gallons gasoline		\$1,455.69

Attachment: 4-23-21 Check Register (Approval of City Check Registers)

City Checks Issued April 23, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97828	04/23/2021			GRANICUS LLC	\$4,762.80
	Invoice	Date	Description		Amount
	134804	01/01/2021	January legislative management software		\$1,190.70
	136254	02/01/2021	February legislative management software		\$1,190.70
	137167	03/01/2021	March legislative management software		\$1,190.70
	138122	04/01/2021	April legislative management software		\$1,190.70
			1320 - PEG		
97829	04/23/2021			HOME DEPOT CREDIT SERVICES	\$86.76
	Invoice	Date	Description		Amount
	4512256	04/08/2021	Trash can, outdoor broom		\$28.18
	0053808	04/12/2021	Level, cable ties		\$51.09
	9525240	04/13/2021	Esplanade supplies		\$7.49
97830	04/23/2021			JETMULCH INC.	\$2,925.00
	Invoice	Date	Description		Amount
	15730-OL	04/16/2021	Jade St. park playground base cover		\$2,925.00
97831	04/23/2021			KBA Document Solutions LLC	\$290.71
	Invoice	Date	Description		Amount
	55Y1171868	04/15/2021	City Hall copier usage charges		\$290.71
			2211 - IT Fund		
97832	04/23/2021			KING'S PAINT AND PAPER INC.	\$161.26
	Invoice	Date	Description		Amount
	A0309844	04/15/2021	Wharf rust destroyer, chip brushes		\$134.10
	A0309951	04/19/2021	Mightypro cover, paint thinner, bearing frame, tray liner		\$27.16
			1000 - General Fund	\$27.16	
			1311 - Wharf Fund	\$134.10	
97833	04/23/2021			LAW ENFORCEMENT PSYCHOLOGICAL SERVICES INC.	\$1,600.00
	Invoice	Date	Description		Amount
	1467	03/31/2021	New hires psychological assessments (3)		\$1,200.00
	1324	12/31/2020	Post-conditional offer of employment psychological assessment		\$400.00
97834	04/23/2021			MISSION LINEN SUPPLY	\$167.66
	Invoice	Date	Description		Amount
	514557830	04/14/2021	Corp. yard linen service, mats, towels		\$92.66
	514585380	04/19/2021	Recreation mats, mops, towels		\$75.00
97835	04/23/2021			MOFFATT AND NICHOL	\$12,414.00
	Invoice	Date	Description		Amount
	758999	03/22/2021	Wharf permitting & flume construction		\$4,985.50
	759393	04/08/2021	Wharf design, permitting, bid support		\$7,428.50
			1200 - CIP		

Attachment: 4-23-21 Check Register (Approval of City Check Registers)

City Checks Issued April 23, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97836	04/23/2021			OUTDOOR SUPPLY HARDWARE	\$285.27
	Invoice	Date	Description		Amount
	C88200	03/29/2021	Spray paint, masking tape, super glue brush, powerbank		\$52.59
	C99547	04/13/2021	Shovel, lawn rake, manure		\$84.99
	C99528	04/13/2021	Tamper proof bits		\$8.26
	C99571	04/13/2021	Tamper proof bits		\$16.33
	D00385	04/14/2021	Rust stopper		\$16.32
	D00929	04/15/2021	Blower service kits, trim line		\$91.53
	D00916	04/15/2021	Flashing		\$15.25
97837	04/23/2021			PACIFIC GAS & ELECTRIC	\$14,047.93
	Invoice	Date	Description		Amount
	PGE041521-acct5	04/15/2021	April Pacific Cove parking lot utilities		\$463.09
	PGE041521-acct9	04/15/2021	April gas & electricity		\$13,584.84
			1000 - General Fund	\$5,142.24	
			1300 - SLESF	\$121.52	
			1310 - Gas Tax	\$6,716.46	
			1311 - Wharf	\$2,067.71	
97838	04/23/2021			PDNC INC	\$5,250.00
	Invoice	Date	Description		Amount
	6590	04/15/2021	Domain server replacement and azure configuration		\$5,250.00
			2211 - IT Fund		
97839	04/23/2021			ROYAL WHOLESALE ELECTRIC	\$76.39
	Invoice	Date	Description		Amount
	7719-1003243	04/19/2021	Mini sensor relay		\$76.39
97840	04/23/2021			SANTA CRUZ BACKFLOW TESTING & REPAIR	\$268.00
	Invoice	Date	Description		Amount
	41721J	04/19/2021	Backflow testing (3), repairs on 3/4" FEBCO		\$268.00
97841	04/23/2021			SANTA CRUZ COUNTY ANIMAL SHELTER	\$6,968.40
	Invoice	Date	Description		Amount
	20/21-4CA	04/11/2021	Quarterly animal services contribution		\$6,968.40
97842	04/23/2021			SCCRTC	\$588.37
	Invoice	Date	Description		Amount
	110	04/14/2021	RTC lease 194279 annual rent		\$588.37
97843	04/23/2021			SHORELIFE COMMUNITY CHURCH	\$150.00
	Invoice	Date	Description		Amount
	107	04/01/2021	April OST room rentals		\$150.00
97844	04/23/2021			SOQUEL CREEK WATER DISTRICT	\$154.76
	Invoice	Date	Description		Amount
	06-14476-0040621	04/06/2021	430 Kennedy Drive water service		\$154.76
97845	04/23/2021			THE HOME DEPOT PRO	\$4,583.15
	Invoice	Date	Description		Amount
	610463309	04/09/2021	Purell dispenser		\$356.69
	610463291	04/09/2021	Janitorial supplies		\$2,459.51
	610999005	04/13/2021	Janitorial supplies		\$208.85
	611277195	04/14/2021	Janitorial supplies		\$1,558.10

Attachment: 4-23-21 Check Register (Approval of City Check Registers)

City Checks Issued April 23, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97846	04/23/2021			Charles Berg	\$1,360.00
	Invoice	Date	Description		Amount
	21-0141	04/16/2021	316 Capitola Ave. design permit deposit refund		\$1,360.00
97847	04/23/2021			PG&E	\$215.25
	Invoice	Date	Description		Amount
	21-08	04/16/2021	Encroachment permit refund PM35203893 PM35204212		\$215.25
			1000 - General Fund	\$205.00	
			1317 - Technology Fee	\$10.25	
Check Totals:					\$116,834.39
EFT					
1118	04/19/2021			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$12.16
	Invoice	Date	Description		Amount
	0-927-910-560	04/16/2021	State tax employee final paycheck		\$12.16
			1001 - Payroll		
1119	4/16/2021			INTERNAL REVENUE SERVICE	\$70.50
	Invoice	Date	Description		Amount
	83453908	04/16/2021	Federal tax & Medicare for employee final check		\$70.50
			1001 - Payroll		
EFT Totals:					\$82.66
Library					
265	04/23/2021			CLIPPER CREEK INC.	\$2,893.14
	Invoice	Date	Description		Amount
	100263	03/10/2021	Library EV pedestals		\$2,893.14
266	04/23/2021			Gayle Ortiz	\$300.00
	Invoice	Date	Description		Amount
	Ortiz042121	04/21/2021	Library fundraising materials & supplies		\$300.00
267	04/23/2021			Gayle's Bakery & Rosticceria	\$707.20
	Invoice	Date	Description		Amount
	Gayles042121	04/21/2021	Library fundraising materials & supplies		\$707.20
268	04/23/2021			Toni Campbell	\$187.33
	Invoice	Date	Description		Amount
	TC042021	04/20/2021	Library fund raising supplies reimbursement		\$187.33
Library Totals:					\$4,087.67

Attachment: 4-23-21 Check Register (Approval of City Check Registers)

City Checks Issued April 23, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount	
Main City Totals					Count	Total
Checks					36	\$116,834.39
EFTs					2	\$82.66
All					38	\$116,917.05
Library Totals						
Checks					4	\$4,087.67
EFTs					0	\$0.00
All					4	\$4,087.67
Payroll Totals						
Checks					1	\$0.00
EFTs					93	\$159,481.21
All					94	\$159,481.21
Grand Totals:						
Checks					41	\$120,922.06
EFTs					95	\$159,563.87
All					136	\$280,485.93

Attachment: 4-23-21 Check Register (Approval of City Check Registers)

City main account checks dated April 30, 2021, numbered 97848 to 97915, totaling \$146,100.43, 6 EFTs totaling \$95,094.28 and 1 payroll check totaling \$861.04, for a grand total of \$242,055.75, have been reviewed and authorized for distribution by the City Manager.

As of April 30, 2021, the unaudited cash balance is \$6,067,142.21

**CASH POSITION - CITY OF CAPITOLA
April 30, 2021**

	4/30/2021
General Fund	\$ 392,045.77
Payroll Payables	\$ 60,804.54
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 1,721,817.31
Stores Fund	\$ 58,643.70
Information Technology Fund	\$ 265,157.05
Equipment Replacement	\$ 583,832.92
Self-Insurance Liability Fund	\$ 13,275.06
Workers' Comp. Ins. Fund	\$ 221,752.04
Compensated Absences Fund	\$ 165,638.44
TOTAL UNASSIGNED GENERAL FUNDS	\$ 6,067,142.21

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).
The PERS Contingency Fund balance is \$981,012.77 (not included above).
The Library Fund balance is \$2,162,264.51 (not included above).

4/30/21

Jamie Goldstein, City Manager Date

4/30/21

Jim Malberg, City Treasurer Date

Attachment: 4-30-21 Check Register (Approval of City Check Registers)

City Checks Issued April 30, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97848	04/30/2021			ALLIED UNIVERSAL	\$344.93
	Invoice	Date	Description		Amount
	11203564	05/06/2021	May Jade Street park foot patrol		\$344.93
97849	04/30/2021			APTOS LANDSCAPE SUPPLY INC.	\$112.82
	Invoice	Date	Description		Amount
	547105	04/22/2021	Soquel creek pathway bark		\$112.82
97850	04/30/2021			AUTOMATION TEST ASSOCIATES	\$40.00
	Invoice	Date	Description		Amount
	21070	04/22/2021	April wharf meter reading 1311 - Wharf		\$40.00
97851	04/30/2021			AVENU MUNISERVICES	\$6,890.73
	Invoice	Date	Description		Amount
	INV06-011529	04/23/2021	October - December sales tax auditing services		\$6,890.73
97853	04/30/2021			BAY PHOTO LAB	\$0.10
	Invoice	Date	Description		Amount
	16245539	11/06/2020	Metal print, float hanger (balance due on invoice)		\$0.10
97854	04/30/2021			BIG CREEK LUMBER	\$738.28
	Invoice	Date	Description		Amount
	1532292	04/26/2021	Wharf screws, washers, plywood 1311 - Wharf		\$738.28
97855	04/30/2021			BURKE WILLIAMS AND SORENSEN LLP	\$28,192.00
	Invoice	Date	Description		Amount
	267976	04/26/2021	March labor negotiations		\$9,490.50
	267972	04/26/2021	March labor and employment legal services		\$85.50
	267977	04/26/2021	March legal services		\$3,172.00
	267974	04/26/2021	March code enforcement		\$520.00
	267975	04/26/2021	March planning legal services		\$2,834.00
	267973	04/26/2021	March city attorney services		\$12,090.00
97856	04/30/2021			CAPITOLA ARCADE LLC	\$1,520.00
	Invoice	Date	Description		Amount
	101	04/26/2021	OST and Camp Capitola pre-loaded arcade cards		\$1,520.00
97857	04/30/2021			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,376.50
	Invoice	Date	Description		Amount
	POA042321	04/23/2021	POA & gym dues PPE 4/23/21 1001 - Payroll		\$1,376.50
97858	04/30/2021			CASEY PRINTING	\$3,548.00
	Invoice	Date	Description		Amount
	43239011	04/13/2021	Recreation summer activity guide		\$3,548.00
97859	04/30/2021			EMERYVILLE OCCUPATIONAL MEDICAL CENTER	\$35.00
	Invoice	Date	Description		Amount
	I-18143	03/31/2021	New employee medical testing		\$35.00

Attachment: 4-30-21 Check Register (Approval of City Check Registers)

City Checks Issued April 30, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97860	04/30/2021			EXTREME TOWING	\$250.00
	Invoice	Date	Description		Amount
	016396	04/17/2021	K-9 vehicle towed		\$250.00
97861	04/30/2021			FASTENAL COMPANY	\$121.99
	Invoice	Date	Description		Amount
	CAWAT115045	04/27/2021	Thread sealant, thread locker, anti-seize spray		\$121.99
97862	04/30/2021			FLYERS ENERGY LLC	\$1,845.20
	Invoice	Date	Description		Amount
	21-306703	04/23/2021	111 gallons diesel		\$429.80
	21-306702	04/23/2021	382 gallons gasoline		\$1,415.40
97863	04/30/2021			FRANK PERRY	\$210.53
	Invoice	Date	Description		Amount
	FP042321	04/23/2021	Museum supplies reimbursement		\$210.53
97864	04/30/2021			GARDEN HAVEN NURSERY	\$235.90
	Invoice	Date	Description		Amount
	00362051	04/22/2021	Plants		\$235.90
97865	04/30/2021			GLADWELL GOVERNMENT SERVICES INC.	\$250.00
	Invoice	Date	Description		Amount
	4461	01/05/2021	FY20-21 records retention legal review, update & advice		\$250.00
97866	04/30/2021			GRANICUS LLC	\$1,190.70
	Invoice	Date	Description		Amount
	139079	05/01/2021	May legislative management software 1320 - PEG		\$1,190.70
97867	04/30/2021			HOME DEPOT CREDIT SERVICES	\$2,139.66
	Invoice	Date	Description		Amount
	7016525	04/15/2021	Sakrete sand, goggles, rainx, gloves, dessicant dryer, nozzle		\$76.44
	4523386	03/29/2021	Esplanade plumbing supplies		\$77.27
	2741396	03/31/2021	Esplanade supplies		\$20.97
	0611342	04/02/2021	City Hall supplies		\$21.72
	7611694	04/05/2021	Memorial benches lumber, brushes		\$208.06
	5641102	04/07/2021	Esplanade bathroom supplies		\$41.52
	4524661	04/08/2021	Esplanade supplies		\$19.76
	2520835	04/20/2021	Esplanade supplies		\$12.03
	2613827	04/20/2021	Crescent shears, epoxy shield		\$143.85
	8130643	02/23/2021	Safety vests		\$93.59
	8030586	02/23/2021	Street painting acetone		\$79.55
	8624168	02/23/2021	Street painting liner, rollers		\$60.06
	6030871	02/25/2021	Street painting supplies		\$59.45
	1644770	03/02/2021	Street painting supplies		\$45.87
	0372583	03/03/2021	Shop tarps, tie down		\$211.24
	8613156	03/05/2021	Shop oil, washers		\$19.64
	5376531	03/08/2021	Safety gloves		\$10.90
	5900963	03/08/2021	Safety gloves		\$85.18
	4011957	03/09/2021	Safety caution tape		\$78.38
	4400851	03/09/2021	Safety utility cart		\$107.91
	5510012	03/18/2021	Corp. yard electric supplies		\$106.42
	1646777	03/22/2021	Batteries, connectors		\$133.39

Attachment: 4-30-21 Check Register (Approval of City Check Registers)

City Checks Issued April 30, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
	8352865	03/25/2021	Rebar, earbuds, charging cable		\$70.66
	8620523	03/25/2021	Shop washers, washer kit		\$15.37
	3511357	03/30/2021	Wharf supplies		\$77.08
	4635224	04/08/2021	Life guard tower supplies		\$36.47
	6623776	04/16/2021	Beach trash cans		\$247.20
	4203526	04/08/2021	Esplanade returned supplies		(\$18.26)
	3222548	03/10/2021	Returned gloves		(\$75.52)
	6038384	04/26/2021	Tire inflation gun, paint, cable ties, bucket, brushes, plug		\$73.46
			1000 - General Fund	\$2,062.58	
			1311 - Wharf Fund	\$77.08	
97868	04/30/2021			HUMBOLDT PETROLEUM LLC	\$13.00
	Invoice	Date	Description		Amount
	090095	04/10/2021	Car wash		\$6.50
	090131	04/20/2021	Car wash		\$6.50
97869	04/30/2021			INTERNATIONAL BRONZE PLAQUE COMPANY	\$149.00
	Invoice	Date	Description		Amount
	21-58290	04/28/2021	Memorial bench plaque		\$149.00
97870	04/30/2021			INTERSTATE ALL BATTERY CENTER	\$85.78
	Invoice	Date	Description		Amount
	693576	04/20/2021	Batteries		\$85.78
97871	04/30/2021			INTERSTATE BATTERY SYSTEM OF SAN JOSE INC	\$129.57
	Invoice	Date	Description		Amount
	120113613	04/19/2021	Battery		\$129.57
97872	04/30/2021			KBA Document Solutions LLC	\$3.25
	Invoice	Date	Description		Amount
	55Y1174473	04/27/2021	Recreation copier usage charges		\$3.25
97873	04/30/2021			KELLY MOORE PAINT COMPANY INC.	\$640.45
	Invoice	Date	Description		Amount
	803-00000917746	04/22/2021	Paint thinner		\$21.59
	803-00000917780	04/23/2021	Rispin paint		\$45.60
	803-00000916487	04/13/2021	Paint for pumps		\$573.26
97874	04/30/2021			KING'S PAINT AND PAPER INC.	\$361.17
	Invoice	Date	Description		Amount
	A0310063	04/21/2021	Wharf floating docks paint		\$292.66
	A0309501	04/06/2021	Esplanade rust destroyer		\$68.51
			1000 - General Fund	\$68.51	
			1311 - Wharf Fund	\$292.66	
97875	04/30/2021			LIUNA PENSION FUND	\$985.60
	Invoice	Date	Description		Amount
	FC0177	04/23/2021	April LIUNA pension dues		\$985.60
			1001 - Payroll		

Attachment: 4-30-21 Check Register (Approval of City Check Registers)

City Checks Issued April 30, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97876	04/30/2021			LLOYDS TIRE SERVICE	\$251.34
	Invoice	Date	Description		Amount
	206101	04/26/2021	Tire, recycling fee, valve stem		\$251.34
97877	04/30/2021			LUXLAUNDER	\$756.75
	Invoice	Date	Description		Amount
	LL033121	03/31/2021	PD mats		\$210.51
	LL033121-2	03/31/2021	March uniform cleaning		\$546.24
97878	04/30/2021			MARTHA MACAMBRIDGE	\$450.22
	Invoice	Date	Description		Amount
	1613	04/06/2021	Spring newsletter mailing		\$450.22
97879	04/30/2021			MASTER CLEANERS	\$135.90
	Invoice	Date	Description		Amount
	MC033121	03/31/2021	March uniform cleaning		\$135.90
97880	04/30/2021			MID COUNTY AUTO SUPPLY	\$831.63
	Invoice	Date	Description		Amount
	MID-1245897	04/21/2021	Corolla starter, rust preventative paint		\$261.39
	MID-1243213	04/19/2021	Heater hose, throttle cable		\$50.92
	MID-1243049	04/19/2021	2011 Ford F250 starter		\$201.61
	MID-1248691	04/22/2021	Primer, brush set, paint		\$37.60
	MID-1252258	04/26/2021	2009 Toyota Corolla starter		\$280.11
97881	04/30/2021			MISSION LINEN SUPPLY	\$130.94
	Invoice	Date	Description		Amount
	514602133	04/21/2021	Fleet uniform cleaning, towels		\$33.99
	514602134	04/21/2021	Corp. yard linen service, mats, towels		\$96.95
97882	04/30/2021			NAPA AUTO PARTS	\$243.50
	Invoice	Date	Description		Amount
	6841-052706	04/20/2021	Fabric, tap screw, windshield fluid, fiberglass resin		\$53.97
	6841-052677	04/20/2021	Routing clip, body hardware, chamois, towel, oxidation scrub		\$80.29
	6841-053240	04/26/2021	Welding helmet		\$109.24
97883	04/30/2021			NORTH BAY FORD	\$1,692.68
	Invoice	Date	Description		Amount
	280798	04/16/2021	2008 Ford converter assembly		\$1,591.56
	280823	04/19/2021	2011 Ford flywheel assembly, hex head bolts		\$101.12
97884	04/30/2021			ORIGINAL WATERMEN	\$1,099.73
	Invoice	Date	Description		Amount
	S70993	04/19/2021	Junior lifeguard supplies		\$1,099.73
97885	04/30/2021			OUTDOOR SUPPLY HARDWARE	\$303.50
	Invoice	Date	Description		Amount
	D05612	04/21/2021	Ziploc bags, tote storage box, bulk fasteners		\$143.66
	D00525	04/14/2021	Esplanade bathroom supplies		\$63.17
	C94006	04/06/2021	Household respirator		\$41.41
	D01017	04/15/2021	Esplanade bathroom supplies		\$34.57
	C88479	03/29/2021	Rispin tie wire twister & coil		\$20.69

Attachment: 4-30-21 Check Register (Approval of City Check Registers)

City Checks Issued April 30, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97886	04/30/2021			PACIFIC GAS & ELECTRIC	\$1,109.07
	Invoice	Date	Description		Amount
	PGE042621-acct7	04/26/2021	April library electricity		\$1,109.07
97887	04/30/2021			PALACE BUSINESS SOLUTIONS	\$255.76
	Invoice	Date	Description		Amount
	607271-0	04/21/2021	Pens, correction tape, white out		\$74.26
	606714-0	04/15/2021	Office supplies		\$38.88
	606523-0	04/13/2021	USB drives		\$72.61
	607630-0	04/23/2021	Pens, sheet protectors, disinfectant cleaner		\$70.21
			1000 - General Fund	\$185.55	
			2210 - Stores Fund	\$70.21	
97888	04/30/2021			PHOENIX GROUP INFORMATION SYSTEMS	\$4,038.09
	Invoice	Date	Description		Amount
	032021070	04/20/2021	March citation processing		\$4,038.09
97889	04/30/2021			PITNEY BOWES	\$2,370.70
	Invoice	Date	Description		Amount
	PB021921	02/19/2021	City Hall postage meter refill		\$2,020.99
	PB031921	03/19/2021	Meter rental fee, late fees/penalties (statement went to spam)		\$266.10
	PB041921	04/19/2021	Postage meter late fees/penalties (statement sent to spam)		\$83.61
			2210 - Stores Fund		
97890	04/30/2021			PITNEY BOWES	\$147.15
	Invoice	Date	Description		Amount
	1017553036	02/24/2021	Recreation postage machine rental		\$147.15
97891	04/30/2021			PRAXAIR DISTRIBUTION INC.	\$140.90
	Invoice	Date	Description		Amount
	63137976	04/22/2021	Acetylene rental		\$140.90
97892	04/30/2021			PREFERRED BENEFIT INSURANCE ADMIN.	\$5,244.80
	Invoice	Date	Description		Amount
	EIA39905	04/01/2021	April dental and vision insurance		\$5,244.80
			1000 - General Fund	\$178.30	
			1001 - Payroll	\$5,066.50	
97893	04/30/2021			ROYAL WHOLESALE ELECTRIC	\$52.30
	Invoice	Date	Description		Amount
	7719-1003381	04/22/2021	Gloves		\$52.30
97894	04/30/2021			SAFE LIFE DEFENSE	\$22.50
	Invoice	Date	Description		Amount
	00001237	04/15/2021	Straps for vests		\$22.50
97895	04/30/2021			SAN LORENZO LUMBER	\$35.46
	Invoice	Date	Description		Amount
	55-0630524	04/08/2021	Skate park lumber		\$35.46

Attachment: 4-30-21 Check Register (Approval of City Check Registers)

City Checks Issued April 30, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97896	04/30/2021			SANTA CRUZ AUTO PARTS INC.	\$65.60
	Invoice	Date	Description		Amount
	14508-404614	04/20/2021	Wiper blades		\$65.60
97897	04/30/2021			SANTA CRUZ COUNTY INFORMATION SERVICES	\$1,475.24
	Invoice	Date	Description		Amount
	Radio Shop 03/21	04/12/2021	Jan. - March equipment charges, time and materials		\$1,475.24
97898	04/30/2021			SANTA CRUZ OCCUPATIONAL MEDICAL CENTER	\$710.00
	Invoice	Date	Description		Amount
	I-18131	03/31/2021	New employee medical exams		\$710.00
97899	04/30/2021			SANTA CRUZ REGIONAL 911	\$27,968.50
	Invoice	Date	Description		Amount
	SCR031521-2	03/15/2021	Regional 911 capital/debt service payment		\$27,968.50
97900	04/30/2021			SCC ENVIRONMENTAL HEALTH SVC	\$1,734.00
	Invoice	Date	Description		Amount
	IN0101364	04/22/2021	Corp. yard fuel storage permit		\$1,734.00
97901	04/30/2021			SIRCHIE	\$180.47
	Invoice	Date	Description		Amount
	0492271-IN	04/20/2021	Latent print kits		\$180.47
97902	04/30/2021			SOQUEL CREEK WATER DISTRICT	\$1,894.58
	Invoice	Date	Description		Amount
	08-15299-0041521	04/15/2021	Monterey Ave. water		\$112.55
	08-15562-0041521	04/15/2021	Cliff and Fairview water service		\$44.04
	09-15964-0041521	04/15/2021	Monterey Ave. Esplanade water		\$1,737.99
97903	04/30/2021			STAPLES ADVANTAGE	\$94.56
	Invoice	Date	Description		Amount
	8061887168	04/10/2021	Sheet protectors, adhesive spray, paper plates, bowls		\$94.56
97904	04/30/2021			STATE STEEL COMPANY	\$1,139.99
	Invoice	Date	Description		Amount
	127056	04/20/2021	Steel		\$279.07
	127046	04/15/2021	Steel tubing		\$860.92
97905	04/30/2021			T MOBILE	\$196.01
	Invoice	Date	Description		Amount
	TM042121	04/21/2021	April cell phone usage		\$196.01
97906	04/30/2021			TPX COMMUNICATIONS	\$1,543.37
	Invoice	Date	Description		Amount
	142515485-0	04/23/2021	April phone service		\$1,543.37
			1000 - General Fund	\$842.66	
			2211 - IT Fund	\$700.71	
97907	04/30/2021			UNITED WAY OF SANTA CRUZ COUNTY	\$20.00
	Invoice	Date	Description		Amount
	UW043021	04/23/2021	April employee United Way contributions		\$20.00
			1001 - Payroll		

Attachment: 4-30-21 Check Register (Approval of City Check Registers)

City Checks Issued April 30, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
97908	04/30/2021			UPEC LIUNA LOCAL 792	\$807.50
	Invoice	Date	Description		Amount
	UPEC043021	04/01/2021	April UPEC dues 1001 - Payroll		\$807.50
97909	04/30/2021			US BANK PARS Acct 6746022400	\$518.15
	Invoice	Date	Description		Amount
	PARS041721	04/23/2021	PARS contributions PPE 4/17/21 1001 - Payroll		\$518.15
97910	04/30/2021			VERIZON WIRELESS	\$3,033.12
	Invoice	Date	Description		Amount
	9877366870	04/10/2021	April telephone charges		\$3,033.12
97911	04/30/2021			VISIT SANTA CRUZ COUNTY	\$32,736.98
	Invoice	Date	Description		Amount
	VSCC033121	03/31/2021	January - March TMD remittance		\$32,736.98
97912	04/30/2021			ZEE MEDICAL SERVICE CO.	\$71.50
	Invoice	Date	Description		Amount
	66585425	04/20/2021	First aid kit supplies		\$71.50
97913	04/30/2021			ZUMAR INDUSTRIES INC.	\$615.08
	Invoice	Date	Description		Amount
	92664	04/22/2021	Beach parking sign		\$615.08
97914	04/30/2021			Lori Darnley	\$96.00
	Invoice	Date	Description		Amount
	400124512	04/23/2021	Citation refund		\$96.00
97915	04/30/2021			Mellanie Strah	\$476.70
	Invoice	Date	Description		Amount
	MS042821	04/28/2021	340 Bay Ave. encroachment permit refund 1000 - General Fund \$454.00 1317 - Technology Fund \$22.70		\$476.70
Check Totals:					\$146,100.43
EFT					
1120	04/26/2021			CalPERS Member Services Division	\$52,246.89
	Invoice	Date	Description		Amount
	1001839283-6	04/23/2021	PERS contributions PPE 4/17/21 1001 - Payroll		\$52,246.89
1121	04/26/2021			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$7,421.71
	Invoice	Date	Description		Amount
	0-598-629-024	04/23/2021	State taxes PPE 4/17/21 1001 - Payroll		\$7,421.71

Attachment: 4-30-21 Check Register (Approval of City Check Registers)

City Checks Issued April 30, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
1122	04/26/2021			INTERNAL REVENUE SERVICE	\$26,000.56
	Invoice	Date	Description		Amount
	54067014	04/23/2021	Federal taxes & Medicare PPE 4/17/21 1001 - Payroll		\$26,000.56
1123	04/26/2021			STATE DISBURSEMENT UNIT	\$767.53
	Invoice	Date	Description		Amount
	35570188	04/23/2021	Employee garnishments PPE 4/17/21 1001 - Payroll		\$767.53
1124	04/27/2021			VOYA FINANCIAL	\$8,522.14
	Invoice	Date	Description		Amount
	VOYA042321	04/23/2021	Employee 457 contributions PPE 4/17/21 1001 - Payroll		\$8,522.14
1125	04/26/2021			WEX HEALTH INC.	\$135.45
	Invoice	Date	Description		Amount
	0001318863-IN	03/31/2021	March COBRA and FSA admin.		\$135.45

EFT Totals: \$95,094.28

Main City Totals	Count	Total
Checks	67	\$146,100.43
EFTs	6	\$95,094.28
All	73	\$241,194.71

Payroll Totals	Count	Total
Checks	1	\$861.04
EFTs	0	\$0.00
All	1	\$861.04

Grand Totals:	Count	Total
Checks	68	\$146,961.47
EFTs	6	\$95,094.28
All	74	\$242,055.75

Attachment: 4-30-21 Check Register (Approval of City Check Registers)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 13, 2021

FROM: Community Development

SUBJECT: Contract with Workbench for Accessory Dwelling Unit Guidance and Prototypes

RECOMMENDED ACTION: Authorize the City Manager to enter a contract with Workbench in the amount of \$107,000 for the Senate Bill 2 project developing public outreach tools regarding Accessory Dwelling Units (ADUs) and create four ADU prototype building plans.

BACKGROUND: On November 22, 2019, the City Council adopted a resolution authorizing Staff to apply for a Senate Bill 2 (SB2) planning grant to develop objective design standards so that the City may more effectively process applications for projects subject to Senate Bill 35 (SB35) and develop guidance documents and pre-approved architectural plans for accessory dwelling units (ADUs).

On March 11, 2020, the City of Capitola was awarded \$160,000 in Senate Bill 2 (SB2) grant funding.

On September 24, 2020, the City Council authorized a sole source contract with Ben Noble Urban and Regional Planning to develop objective standards for Capitola's zoning code.

DISCUSSION: The budget for the \$160,000 SB2 grant included \$45,000 to prepare objective design standards and \$115,000 to develop guidance documents and prototype ADUs. The grant scope of work commits the City to specific deliverables, including:

1. Review existing code to identify areas in need of objective design standards
2. Drafting objective design standards for multifamily and mixed use
3. Public review of draft standards
4. Public hearings to adopt objective design standards
5. Create checklist for ADUs
6. Develop a webpage to provide guidance on ADUs
7. Develop prototypes of ADUs that are compliant with the building code
8. Create ADU guidance document

The City has a sole source contract with Ben Noble Urban and Regional Planning for the first deliverable in the City's SB2 grant application; the creation of objective design standards for SB35 development projects.

The deliverable project included in the SB2 grant involves Accessory Dwelling Units (ADUs). The State has encouraged the development of ADUs in multiple legislative updates and requires cities to allow ADUs without the usual review and planning permit requirements, so long as they are located within single-family, multi-family, and mixed-use zoning districts.

Contract with Workbench for Prototype ADUs and Informational Materials
May 13, 2021

Recent legislation has removed many of the previous restrictions for ADUs, including density limits, lot size restrictions, floor area ratio restrictions, and connection fees.

On March 25, 2020, City Council adopted an update to the City's ADU ordinance to reflect the most recent State legislation. The new ordinance was certified by the Coastal Commission on September 11, 2020.

Consistent with the grant request, the City will use \$115,000 in SB2 grant funds to support ADU development. This includes generating guidance on the ADU permitting process for property owners. This guidance will be in the form of an ADU handbook, brochure, webpage, checklist, and frequently asked questions. The funds will also be used to create preapproved building plans for four ADU prototypes.

On February 8, 2021, the City published a request for proposals (RFP) to develop Capitola's ADU public outreach and prototype program. The RFP was published for 28 days and the City received four proposals from qualified applicants. A committee comprised of local architect Frank Phanton, Planning Commissioner Christiansen, Associate Planner Orbach, and Building Official Woodman reviewed the submittals and identified Workbench as the top applicant.

Workbench is a woman-owned architecture and construction company based in Santa Cruz with expertise in ADU design and development. The Workbench proposal includes a subcontract with Samantha Suter, owner of Metta Urban Design, to assist with creating the ADU outreach and guidance material. Both have experience with ADUs having recently created prototype designs for the City of Seaside and currently working on an ADU toolkit for the City of Milpitas.

The contract scope of work includes the following:

1. Create the following Informational Materials:
 - a. ADU Handbook (Detailed, step-by-step)
 - b. ADU Brochure (Quick-Reference)
 - c. ADU Application
 - d. ADU Checklist for Plan Submittal
 - e. Frequently Asked Questions (FAQs)
 - f. Public Facing Imagery – Graphics
2. Website Update
 - a. Webpage text with links to items listed above
3. Pre-Approved ADU Prototype Program
 - a. 4 ADU Prototype Designs
 - i. 1BR/2BR options
 - ii. 2-3 customized interior options
 - iii. 2-3 customized exterior options
 - b. 4 Building Plans for ADU Prototype Designs
 - c. Building Permit Cost for Each ADU Prototype Design
 - i. Cost for Each Customized Interior and Exterior Option (Building Permit or otherwise)
4. Public Meeting Presentations
 - a. One public outreach meeting or survey
 - b. Two Planning Commission meetings
 - c. One City Council meeting

The ADU prototypes will be reviewed by the Planning Commission throughout the concept and final design process. Staff anticipates completion of the contract's scope of work by January 2022.

Contract with Workbench for Prototype ADUs and Informational Materials
May 13, 2021

FISCAL IMPACT: There is no additional cost to the City as \$160,000 in funding has been awarded by the State of California Department of Housing and Community Development (HCD) through the SB2 grant. A budget amendment for the award was completed at mid-year.

ATTACHMENTS:

1. Workbench - SB2 Contract - 05.13.2020
2. SB2 Grant Budget Amendment Reso

Report Prepared By: Katie Herlihy
Community Development Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

5/7/2021

**CITY OF CAPITOLA
PROFESSIONAL SERVICES AGREEMENT**
Contract Services for Capitola's ADU Program under SB1.

THIS AGREEMENT is entered into on May 13, 2021, by and between the City of Capitola, a Municipal Corporation, hereinafter called "City" and Workbench, hereinafter called "Consultant".

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

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

**SECTION 1
Scope of Services**

The services to be performed under this Agreement are for Capitola's ADU Program under SB2 and further detailed in Appendix One.

**SECTION 2
Duties of Consultant**

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

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

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

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

**SECTION 3
Duties of the City**

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

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

SECTION 4

Fees and Payment

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

SECTION 5 Changes in Work

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

SECTION 6 Time of Beginning and Schedule for Completion

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

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

Work shall begin on or about May 17, 2021.

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

SECTION 7 Termination

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

SECTION 8 Insurance

Consultant shall procure and maintain for the duration of the contract and for 2 years thereafter, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, or employees.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

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

Minimum Limits of Insurance

Consultant shall maintain limits no less than:

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

Other Insurance Provisions

Attachment: Workbench - SB2 Contract - 05.13.2020 (Contract with Workbench for Prototype ADUs and Informational Materials)

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

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

Acceptability of Insurers

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

Waiver of Subrogation

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

Verification of Coverage

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

SECTION 9 Indemnification

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

For Design Professional Services under Civil Code §2782.8: To the fullest extent permitted by law, Consultant agrees to indemnify, defend, and hold harmless the City, its directors, officers, and employees from and against any and all claims, demands, actions, liabilities, damages, or expenses (including

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

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

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

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

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

SECTION 12 **Assignment**

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

SECTION 13 **Amendments**

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

SECTION 14

Miscellaneous Provisions

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

Professional Services Agreement 05/13/2021
ADU Program Under SB2 Consulting Services
Workbench
Page 7

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

CONSULTANT
Workbench
189 Walnut Avenue
Santa Cruz, CA 95060

By: _____
Benjamin Goldstein, City Manager

By: _____
Jamileh Cannon

Dated: _____

Dated: _____

Approved as to Form:

Samantha W. Zutler, City Attorney

Dated: _____

Attachment: Workbench - SB2 Contract - 05.13.2020 (Contract with Workbench for Prototype ADUs and Informational Materials)

APPENDIX ONE Scope of Services

Project Deliverables:

1. Informational Materials
 - a. ADU Handbook (Detailed, step-by-step)
 - b. ADU Brochure (Quick-Reference)
 - c. ADU Application
 - d. ADU Checklist for Plan Submittal
 - e. FAQs
 - f. Scenario Planning Tool (optional)
 - g. Public Facing Imagery – Graphics
2. Website Update
 - a. Webpage text with links to items listed above
 - b. Scenario Planning Tool (optional)
3. Pre-Approved ADU Prototype Program
 - a. 4 ADU Prototype Designs
 - i. 1BR/2BR options
 - ii. 2-3 customized interior options
 - iii. 2-3 customized exterior options
 - b. Building Plans for ADU Prototype Designs
 - c. Building Permit Cost for Each ADU Prototype Design
 - i. Cost for Each Customized Interior and Exterior Option (Building Permit or otherwise)
4. Public Meeting Presentations
 - a. One public outreach meeting or survey
 - b. Two Planning Commission meetings
 - c. One City Council meeting

APPENDIX TWO Fees and Payments

Consultant will provide invoices to the City for all services and expenses on a monthly basis. City will endeavor to pay all invoices within 30 days of receipt. The total amount billed by Consultant and paid by City pursuant to this agreement shall not exceed \$107,000 without written advance authorization from the City.

Payment will be made at the rates set forth in the attached fee schedule for all time charged to the project.

In no event shall the total fee charged for the scope of work set forth in Appendix One exceed the total budget of \$107,000 (One hundred and Seven Thousand Dollars and Zero Cents), without specific, written advance authorization from the City.

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

"I hereby certify as principal of the firm of Workbench, that the charge of \$107,000 as summarized above and shown in detail on the attachments is fair and reasonable, is in accordance with the terms of the Agreement dated May 13,2021, and has not been previously paid."

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
AMENDING THE 2020/2021 FISCAL YEAR CITY BUDGET AND CAPITAL IMPROVEMENT
PROGRAM BUDGET**

WHEREAS, it is necessary to adopt the 2020/2021 Fiscal Year Budget for all City funds and Capital Improvement Program; and

WHEREAS, the City Council conducted budget study sessions, heard and considered public comments, had modified and proposed a budget accordingly, and on June 11, 2020 adopted such budget for the Fiscal Year July 1, 2020, through June 30, 2021; and

WHEREAS, since the adoption of the budget the City has been awarded SB2 grant funding in the amount of \$160,000; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Capitola that the 2020/2021 Fiscal Year Budget is hereby amended increasing Community Development Department grant revenues and expenditures \$160,000 as detailed on the attached budget amendment; and

BE IT FURTHER RESOLVED that the Finance Director is directed to enter the budget into the City's accounting records in accordance with appropriate accounting practices, and the City Manager, with the Finance Director's assistance, shall assure compliance therewith.

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 13th day of May 2021, by the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

Yvette Brooks, Mayor

ATTEST:

Chloe Woodmansee, City Clerk

Attachment: SB2 Grant Budget Amendment Reso (Contract with Workbench for Prototype ADUs and Informational Materials)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 13, 2021

FROM: City Manager Department

SUBJECT: Amend the Current Joint Powers Authority Agreement with the Santa Cruz County Library Finance Authority

RECOMMENDED ACTION: Approve the third amendment to the Joint Powers Authority agreement establishing the Santa Cruz County Library Financing Authority and authorize the City Manager to sign the amendment.

BACKGROUND: Financing of public library services in Santa Cruz County is provided through the Santa Cruz County Library Financing Authority (LFA), a Joint Powers Authority formed in 1996 by the County of Santa Cruz and the cities of Capitola, Santa Cruz, Watsonville, Scotts Valley, established for the purpose of consolidating and providing for equitable financing of library services. LFA funding is currently provided through the proceeds of the voter-approved quarter-cent sales tax for libraries (Measure R) and from jurisdictional contributions (also referred to as Maintenance of Effort contributions) from the cities of Santa Cruz and Watsonville and the County Library Fund, which includes Capitola and Scotts Valley.

Under the original LFA agreement approved in June 1996, the cities of Santa Cruz and Watsonville contributed a fixed amount from their general funds, and the County Library Fund contributed an amount based on property taxes collected in the unincorporated area and cities of Capitola and Scotts Valley. When the LFA was established, the City of Santa Cruz contributed more than the County Library Fund based on population, and these amounts were intended to equalize. That occurred in approximately 15 years, and the County Library Fund's contribution continued to grow from property taxes. In December 2015, the jurisdictions amended the LFA agreement to establish a five-year term through June 30, 2021 and to adjust the contributions as follows:

- *County Library Fund:* The County Library Fund contributes a fixed amount of approximately \$5 million annually beginning in FY 2016-17. The County Board of Supervisors allocates any excess property taxes in the Library Fund for exclusive use on library improvements or services at County Library Fund branches in consultation with the cities of Capitola and Scotts Valley and library staff.
- *City of Santa Cruz:* The City of Santa Cruz contributes an amount that increases \$70,000 annually beginning in FY 2016-17. The Santa Cruz City Council allocates an additional \$30,000 annually for exclusive use on library improvements or services at City branches in consultation with library staff.
- *City of Watsonville:* The City of Watsonville contributes a fixed amount and receives a fixed distribution, beginning an approach to phased down their allocation to a targeted level of funding based on the population served. The remaining amount available from

Library Finance Authority JPA
May 13, 2021

contributions is distributed to the Santa Cruz City/County Library System.

The jurisdictions wish to further amend the LFA agreement to increase the contributions for the City of Santa Cruz and the County Library Fund in FY 2021-22 while a long-term agreement is reached that takes into consideration the funding of major maintenance at branches. Staff are also updating the schedule for Watsonville target funding based on the population served and property tax growth.

DISCUSSION: Attachment 1 is the third Amendment to the Joint Exercise of Powers Agreement Establishing the Santa Cruz County Library Financing Authority, which provides for the following:

- Establishes contributions for FY 2021-22
 - County Library Fund = \$5,322,541 (\$250,000 or 5% increase)
 - City of Santa Cruz = \$1,814,751 (\$70,000 or 4% increase)
 - City of Watsonville = \$541,685 (no change)
- Updates budget process and disbursement of funds, maintaining existing procedures
- Extends the term through June 30, 2022
- Other minor clean up to general provisions and indemnification

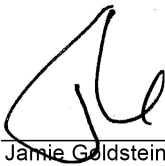
FINANCIAL IMPACT: There is no fiscal impact to the City of Capitola, as taxes from City residents are paid to the County Library Fund.

ATTACHMENTS:

1. Third Amendment Apr 2021

Report Prepared By: Jamie Goldstein
City Manager

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

5/7/2021

**THIRD AMENDMENT TO THE JOINT EXERCISE OF POWERS
AGREEMENT ESTABLISHING THE SANTA CRUZ COUNTY LIBRARY
FINANCING AUTHORITY**

WHEREAS, the Santa Cruz County Library Financing Authority (“the Financing Authority”) was created in 1996 for the purpose of financing library services and facilities; and

WHEREAS, the Financing Authority was established pursuant to the Joint Exercise of Powers Law of the State of California, constituting Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (“the Act”); and

WHEREAS, an original agreement entitled the “Joint Exercise of Powers Agreement Santa Cruz County Library Financing Authority” (“the Agreement”) was entered into by each of the parties in May 1996; and

WHEREAS, an agreement amending the original Agreement was entered into by each of the parties in November 2013; and

WHEREAS, a Second Amendment to the Agreement was entered into by each of the parties in December 2015; and

WHEREAS, a Third Amendment to the Agreement is necessary to increase the Maintenance of Effort contributions and extend the term one year while a long-term agreement is reached; and

WHEREAS, said Section 9.5 of said Second Amendment authorizes amendments at any time, or from time to time, only by the unanimous consent of the parties.

NOW THEREFORE, the Board of Supervisors of the County of Santa Cruz, and the City Councils for the Cities of Santa Cruz, Watsonville, Scotts Valley and Capitola agree to further amend the Second Amendment as follows:

1. **Article I – General Provisions** is hereby amended to read as follows:

Section 1.5 – Meetings of the Board.

(D) Closed Sessions. All information received by the Board in a closed session related to the information presented to the Board shall remain confidential. In accordance with California Government Code Section 54956.96, however, a Director may disclose information obtained in a closed session that has direct financial or liability implications for a Party to the following individuals:

- (1) Legal Counsel for that Party for purposes of obtaining advice on whether the matter has direct financial or liability implication for that Party; and

(2) Other members of the legislative body of that Party present in a closed session of that Party.

2. **Article III – Contributions** is hereby amended to read as follows:

Section 3.1 – Maintenance of Effort Contributions of the Cities. Commencing with the 2021-22 fiscal year, the City of Santa Cruz shall contribute a Maintenance of Effort (“MOE”) amount each year in the amounts shown below:

City of Santa Cruz Maintenance of Effort

Fiscal Year	Amount
2021-22	\$1,814,751

The City of Santa Cruz shall allocate an additional \$30,000 annually in a City Library Fund for exclusive use on library improvements, major maintenance, or services at City branches. Use of these funds shall be determined by the Santa Cruz City Council with input by library staff.

Commencing with the 2021-22 fiscal year, the City of Watsonville shall contribute a MOE amount each year in the amounts shown below:

City of Watsonville Maintenance of Effort

Fiscal Year	Amount
2021-22	\$541,684

Section 3.2 – Maintenance of Effort Contributions of the County. Commencing with the 2021-22 fiscal year, and subject to the terms below, the County of Santa Cruz, on behalf of the Unincorporated Area and the cities of Capitola and Scotts Valley, shall contribute a MOE amount from the County Library Fund each year in the amounts shown below:

County Library Fund Maintenance of Effort

Fiscal Year	Amount
2021-22	\$5,322,541

If the Annual Net Amount of Allocated Taxes received by the County Library Fund is less than the annual MOE amount shown above, the County shall contribute the lesser amount as its annual MOE contribution. In no instance shall the County’s annual MOE contribution exceed the Annual Net Amount of Allocated Taxes received by the County Library fund.

If the Annual Net Amount of Allocated Taxes received by the County Library Fund exceeds the annual MOE amount shown above, the County shall allocate any excess funds in the

Attachment: Third Amendment Apr 2021 (Library Finance Authority JPA)

County Library Fund for exclusive use on library improvements, major maintenance, or services at County Library Fund branches (including Capitola and Scotts Valley branches) with input by library staff and the cities of Capitola and Scotts Valley. The allocations and uses for the excess Library Fund monies will be further detailed in future agreements.

3. **Article IV – Annual Budget/Disbursement of Funds** is hereby amended as follows:

Section 4.2 – Budget Process. On or before January 31 of each year, the County Administrative Office, after consulting with the Financing Authority's Controller, shall provide the Financing Authority's Board with a report including an estimate of the funds available to the Financing Authority for the upcoming fiscal year and the population of the cities and county for the preceding January as contained in the Official State Estimates of the Population for California Cities and Counties (Report E-1 or its successor). As used herein, the fiscal year begins on July 1 and ends on June 30. The Report shall include:

- (A) An estimate of the amount available from MOE contributions received by the Financing Authority pursuant to Section 3.1 and Section 3.2 of this Agreement;
- (B) An estimate of the amount available from the proceeds of any taxes or fees received by the Financing Authority pursuant to Section 3.4 of the Second Amendment; and
- (C) An estimate of any carryover balances which may be available from preceding fiscal years.

Based on the Report on funds available, the Board shall make a determination for the upcoming fiscal year of the proposed amount to be distributed to Qualified Public Libraries in accordance with 4.3 of this Agreement.

Section 4.3 – Disbursement of Funds. Commencing with the 2021-22 fiscal year, the amounts available from MOE contributions, taxes or fees, and carryover balances or surplus funds shall be disbursed as follows:

- (A) The Watsonville Library shall receive a fixed distribution in the amount of \$1,563,703 from the MOE contributions of the City of Watsonville and the County. This amount is equal to 2020-21 adopted budget and MOE distribution for the Watsonville Library during the preceding five (5) years. It is envisioned that the Watsonville Library's MOE distribution will remain fixed for an additional one (1) year after the term of this Agreement and then be reduced so that the Watsonville Library's share of the Annual Net Amount of Allocated Taxes received by the County Library Fund reaches the targeted level of funding based on the population served. The remaining amount available from MOE contributions shall be distributed to the Santa Cruz City/County Library System.
- (B) The estimated amount available from the proceeds of any taxes or fees shall be distributed to the Santa Cruz City/County Library System, the Watsonville Library and any other Qualified Public Library, as defined in Section 4.4 of the Second Amendment, on a per capita basis using population figures for the previous January as estimated by the State of California in its Official State Estimates (Report E-1). The final distribution amount

for the upcoming fiscal year shall be determined in June following the issuance of updated population numbers by the State, as specified in Section 4.3 (D).

(C) The estimated amount available from any carryover balances or surplus funds shall be distributed to the Santa Cruz City/County Library System, the Watsonville Library and any other Qualified Public Library, as defined in Section 4.4 of the Second Amendment, on a per capita basis using population figures for the previous January as estimated by the State of California in its Official State Estimates (Report E-1). The final distribution amount for the upcoming fiscal year shall be determined in June following the issuance of updated population numbers by the State, as specified in Section 4.3 (D).

(D) For the purposes of the distributions provided for in Section 4.3 (B) and (C), the City of Watsonville population shall be increased by five percent (5%) of the County-wide total population and the County Unincorporated Area shall be decreased by five percent (5%) of the County-wide total population. The five percent (5%) adjustment is intended to reflect the fact that Watsonville's service area is larger than the population of Watsonville and includes portions of the Unincorporated Area.

The five percent (5%) adjustment to the population of Watsonville and the Unincorporated Area shall be further adjusted when Watsonville annexes portions of the Unincorporated Area. The adjustment will decrease the amount added to Watsonville's population and the amount subtracted from the Unincorporated Area population by the number produced by the following computation: the number of households annexed multiplied by the average persons per household. This adjustment is intended to eliminate a double counting of population, which would distort the population-based distribution provided in this agreement, by an annexation being included in both the Official State Population Estimates and the City of Watsonville's 5% population adjustment factor. For the purpose of the annexation computation, the average number of persons per household and the number of households shall be determined by County Planning, or if either the County or the City Watsonville so requests, by a joint count of the City of Watsonville and the County.

The five percent (5%) adjustment figure shall be computed each year in June using the County's total population for the previous January, as estimated by the State of California in its Official State Estimates. The five percent (5%) adjustment shall then be decreased for the City of Watsonville and increased for the County Unincorporated Area. If at any time the annexations reduce the five percent (5%) adjustment to zero, then no further adjustment shall be made for the duration of this Agreement other than the annual population adjustments.

4. **Article VI – Term and Withdrawal** is hereby amended as follows:

Section 6.1 – Term. The changes outlined in this Third Amendment shall commence upon the execution by the parties hereto, and will continue to remain in effect through June 30, 2022.

5. **Article VIII – Indemnification and Insurance** is hereby amended as follows:

~~Section 8.4—Closed Sessions. All information received by the Board in a closed session related to the information presented to the Board shall remain confidential. In accordance with California Government Code Section 54956.96, however, a Director may disclose information obtained in a close session that has direct financial or liability implications for a Party to the following individuals:~~

~~_____ (a) — Legal Counsel for that Party for purposes of obtaining advice on whether the matter has direct financial or liability implication for that Party; and~~

~~_____ (b) — Other members of the legislative body of that Party present in a closed session of that Party.~~

All other provisions of said Agreement shall remain the same.

IN WITNESS WHEREOF, the parties hereto have caused this Third Amendment to be executed and attested by their proper officers thereunto duly authorized on the day and year stated below the name of each of the parties. This Third Amendment may be signed in counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same agreement.

COUNTY OF SANTA CRUZ

Approved as to form:

By: _____

Dated: _____

CITY OF SANTA CRUZ

Approved as to form:

By: _____

Dated: _____

CITY OF WATSONVILLE

Approved as to form:

By: _____

Dated: _____

CITY OF CAPITOLA

Approved as to form:

By: _____

Dated: _____

CITY OF SCOTTS VALLEY

Approved as to form:

By: _____

Dated: _____

Attachment: Third Amendment Apr 2021 (Library Finance Authority JPA)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 13, 2021

FROM: City Manager Department

SUBJECT: Receive Update on Pandemic Response

RECOMMENDED ACTION: Make the determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and that there is a need to continue action.

BACKGROUND: In December 2019, an outbreak of a respiratory illness linked to the novel coronavirus (COVID-19) was first identified. In March 2020, the State of California, the County of Santa Cruz, and the City of Capitola each declared a state of emergency due to the virus. Also in March, the World Health Organization declared COVID-19 a pandemic.

Since March 2020, State and local health officers have issued health orders to stop the spread of COVID-19; in Santa Cruz County this included March, April, and May 2020 Shelter-In-Place orders that were more restrictive than statewide guidance. Since then, the County Health Officer has incorporated all Orders of the State Public Health Officer, which set baseline statewide restrictions on travel business activities.

Blueprint for a Safer Economy & Local Tier Status

On August 28, 2020, the State Monitoring List was replaced by the Blueprint for a Safer Economy. In this new system, every county in California is assigned to a tier based on its rate of new COVID-19 cases and positivity. The tiers, from most restrictive to least, are: Purple-Widespread; Red- Substantial; Orange- Moderate; and Yellow- Minimal. On August 31, 2020 Santa Cruz County was placed in the Purple- Widespread tier. Originally, tier assignments were announced weekly, on Tuesdays. Since the surge in November 2020, the California Department of Public Health (CDPH) has said that tier assignments may be announced at any time and could occur more than once a week. The table below shows where Santa Cruz County has fallen within the tier system since its implementation.

Date	Tier Assignment	Weeks in Tier
August 31	Purple Widespread Tier	Two
September 8	Red Substantial Tier	Seven
October 27	Orange Moderate Tier	Two

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May 13, 2021

November 10	Red Substantial Tier	Two
November 16	Purple Widespread Tier	Sixteen
March 10, 2021	Red Substantial Tier	Two+
March 31, 2021	Orange Moderate Tier	Five+

As of May 7, 12 counties are in the Red-Substantial tier, 39 are in the Orange-Moderate tier (including Santa Cruz), and seven Counties are in the Yellow-Minimal Tier. All Bay Area counties are in the Orange-Moderate tier, and no counties in the state are in the most restrictive, Purple-Widespread, tier.

Beyond the Blueprint: State Reopening

On April 6, Governor Newsom announced that if two basic qualifiers continue to be met, California will fully reopen the economy on June 15, 2021. In other words, the current Blueprint (tier system) will no longer restrict and dictate sector operations. The two qualifiers are: 1) equitable vaccine availability; if vaccine supply is sufficient for Californians 16 years and older who wish to be inoculated and 2) consistently low burden of disease, meaning that hospitalizations are stable and low, and specifically hospitalizations among fully vaccinated individuals are low. As of May 5, the Governor has announced that California remains on track to meet the necessary qualifications to reopen on June 15.

Though not all details are available, guidance states that when California fully opens the economy, the Blueprint for a Safer Economy will no longer be in effect and the tier system will not be used. Instead, usual operations can be resumed by business sectors along with “common-sense” health measures such as masking, testing, and testing or vaccination verification requirements for large-scale, higher-risk events.

The guidance also stipulates that schools and higher-learning institutions should conduct full-time, in person instruction (in compliance with Cal/OSHA emergency temporary standards); that workplaces must promote policies that reduce risk (including masking, improved ventilation, and allowing remote work when possible without impacting business operations); and that Californians and travelers are subject to any current Center of Disease Control and California Department of Public Health travel restrictions.

Local Case Numbers and Statistics

As of May 5, there are 16,062 known COVID-19 cases in Santa Cruz County; of these, 458 are in the City of Capitola. In our County, there have been 205 deaths due to COVID-19.

In Santa Cruz County, the rate of new cases per day per 100k is at 3.2 (a slight decrease from 3.9 three weeks ago), with an adjusted case rate for tier assignment of 2.2. There is an overall positivity rate of 0.7 %.

Vaccine/Testing Status

According to state data recorded on May 7, more than 31 million COVID-19 vaccine doses have been administered in the State of California. 43.2% of Californians over the age of 16 are fully vaccinated and 18.1% are partially vaccinated. There is an average vaccination rate of about 275,264 per day. According to state-level guidance, all Californians aged 16 and older are now

COVID-19 Emergency- Update 25
May 13, 2021

eligible for a vaccination. As of May 7, Santa Cruz County has administered 263,597 doses of the vaccine.

The City continues to offer voluntary onsite COVID-19 rapid-testing clinic to all employees and insured household members, through the private company Virtual Hearing Solutions.

Behavioral Guidance

The CDC maintains that it is critical to protect yourself and others from the spread of COVID-19; the best and easiest ways to do so are as follows:

- Wear a mask that covers your nose and mouth
- Stay 6-feet apart from others who don't live with you
- Get a COVID-19 vaccine when it is available to you
- Avoid crowds and poorly ventilated indoor spaces
- Wash your hands often with soap and water, or hand sanitizer if soap and water are not available

On May 3, the California Department of Public Health (CDPH) announced updated face covering guidance which supersedes their guidance previously released in November 2020. Effective May 4, Santa Cruz County Health Officer Dr. Newel rescinded the local face covering Order and has since aligned with the CDPH's updated guidance. Wearing facial-coverings when in shared, indoor, settings is still broadly required. A summary of the guidance follows:

- For fully vaccinated persons, face coverings are not required outdoors except when attending crowded outdoor events, such as live performances, parades, fairs, festivals, sports events, or other similar settings.
- For unvaccinated persons, face coverings are required outdoors any time physical distancing cannot be maintained, including when attending crowded outdoor events, such as live performances, parades, fairs, festivals, sports events, or other similar settings.
- In indoor settings outside of one's home, including public transportation, face coverings continue to be required regardless of vaccination status.

DISCUSSION: Due to the City, County, and State's emergency declarations, City departments continue to implement strategies to protect the community and employees while maintaining essential levels of service to the public.

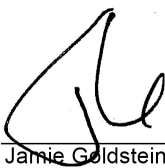
If major changes occur between the date of agenda publication and the City Council meeting, further updates on the regional and local coronavirus response can be provided in a verbal report at the meeting.

FISCAL IMPACT: Fiscal impacts from the pandemic have been accounted for in the updated FY 20/21 Budget. Those impacts are being reviewed on a quarterly basis by the City Council. In addition, the City Council has set aside \$600,000 to help ensure the City has available resources should the pandemic result in further unforeseen impacts. The next scheduled budget review is an item on this agenda.

Report Prepared By: Chloe Woodmansee
City Clerk

COVID-19 Emergency- Update 25
May 13, 2021

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

5/7/2021



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 13, 2021

FROM: Community Development

SUBJECT: Presentation of Coastal Commission Recommended Modifications to Capitola Municipal Code Chapter 17: Zoning Code

RECOMMENDED ACTION: Receive staff presentation and adopt a resolution accepting the California Coastal Commission modifications to amendments to the City of Capitola General Plan Map, Zoning Map, and Zoning code Chapters 17.28 Visitor Serving Overlay Zones and Chapter 17.88 Incentive for Community Benefits, and reinstating portions of Zoning Code Chapter 17.30 V-S Visitor Serving District specific to the Monarch Cove Inn.

BACKGROUND: The current zoning code update has been underway since 2014, initiated with stakeholder outreach meetings, a public online survey, and an Issues and Options white paper to guide decision making on key issues raised during public outreach. Following 25 public hearings, the City Council adopted the new Zoning Code by ordinance on January 25, 2018.

To implement the new legislation inside the coastal zone, the new ordinance must be certified by the California Coastal Commission as part of Capitola's certified Local Coastal Program (LCP). Capitola staff has been working with Coastal Commission staff toward LCP certification for the past three years. In 2018, Coastal Commission staff reviewed the adopted zoning code and proposed extensive modifications to the text. Following 13 additional public hearings, the City Council adopted an updated version of the zoning code on November 12, 2020, which included most of the Coastal Commission-requested modifications. In December 2020, the City submitted the updated zoning code to the Coastal Commission for certification.

On March 11, 2021, the City received a letter from Coastal Commission staff informing the City of the April Coastal Commission hearing and provided an overview of their recommended modifications. The letter identified four modifications concerning residential uses at the Inn at Depot Hill, the Monarch Cove Inn, and the former Capitola Theater Site, and visual resource protection.

The City Council submitted public comment to the Coastal Commission in response to the recommended changes. The Council requested the Coastal Commission certify the code as submitted and provided additional background on the reasoning for each item.

At the April 12, 2021, Coastal Commission meeting, Community Development Director Herlihy participated in the hearing and echoed the items raised in the City Council letter. The Coastal Commission also received public comment from Jessie Bristow of Swenson Construction, the Blodgett's of Monarch Cove Inn, and several Depot Hill residents.

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On April 26, 2021, the City received an updated letter from the Coastal Commission staff outlining the motion by the Coastal Commission with a list of required modifications for certification (Attachment B).

DISCUSSION: At the May 13, 2021 meeting, the City Council should decide whether to accept the Coastal Commission recommendations or not. As mentioned above, the Coastal Commission adopted the recommendations made by Coastal staff, except those related to the Monarch Cove Inn. The Commission directed staff to not make any mapping or ordinance changes relative to the Monarch Cove Inn site and to work with the City on a future amendment specific to the Monarch Cove site and the concerns raised during the meeting. In summary, these changes include:

1. Modify the General Plan Land Use Map for the Inn at Depot Hill Inn site to remove the R-1 (Single-Family Residential) base zone and designate the land use of the site to VA (Visitor Accommodation) land use designation with a VS (Visitor-Serving) zoning designation overlay.
2. Modify the proposed Zoning Map designations for the Inn at Depot Hill to eliminate the proposed R-1 (Single-Family Residential) Zoning Designation and apply the VS overlay to the site. Also, added language in Code Sections 17.28.010(B)(5), noting the VS zoning designation on the on this site acts as both the base zoning district and an overlay district.
3. Prohibited residential uses on the former Capitola Theater Site including: elderly and long term care, group housing, small and large residential care facilities, and residential mixed use. The modifications for the Capitola Theater Site are in Tables 17.28-1 and 17.20-1. These modifications include new language within footnote #12 in Table 17.28-1 and within footnote #6 in Table 17.20-1 prohibiting the residential uses listed above.
4. Modify Sections 17.88.020(B)(2) and 17.88.080(G) to ensure consistency with the LUP's visual resource protection policies. The modifications to section 17.28.020(B)(2) adds description to the review criteria required visible green edge of the bluff when reviewing a future hotel application on the site. Also, section 17.88.080(G) adds specificity to the description of the location of the protected viewpoints.

The Coastal Commission recommendations are in alignment with the City's Local Coastal Program and the goals of the General Plan. While the City had originally proposed a regulatory structure allowing residential mixed use or visitor serving on the former theater site, the Commission ultimately approved their staff recommendation to require the site to remain exclusively visitor serving while maintaining the City's incentives for the property owner to develop a hotel on the site.

The Zoning Code update has been in process since the summer of 2014, with numerous stakeholder meetings and public hearings. Staff has worked closely with the Coastal Commission staff to arrive at the current step of final certification. Staff has prepared a resolution accepting the Coastal Commission recommendations. The resolution will have three attachments, including: the updated General Plan map, Zoning map, and relevant sections of the code, each with the Coastal Commission recommendations incorporated. The three attachments will be published as additional materials due to timing constraints with our mapping consultant.

The staff recommendation is to:

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- Adopt the resolution accepting the Coastal Commission recommended changes. The zoning code would then be certified by the Coastal Commission and upon so, take effect Citywide.

Other options available to the City Council include:

- Reject the Coastal Commission revisions and take no further action. The proposed revisions to the zoning code will lapse and the old zoning code will remain in effect within the coastal zone. Capitola would then continue to have two functioning zoning codes: one for the coastal zone and one for areas outside the coastal zone.
- Reject the Coastal Commission revisions, and instead draft another modified revision to the zoning code. This revised version would still need to be resubmitted to the Coastal Commission for approval and this process will essentially begin over again.

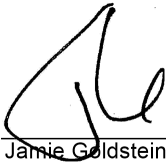
FISCAL IMPACT: There is no fiscal impact associated with the Coastal Commission Certification of the LCP.

ATTACHMENTS:

1. CA Coastal Commission Post-Hearing Letter 4.26.21 (PDF)

Report Prepared By: Katie Herlihy
Community Development Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

5/7/2021

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May 13, 2021

RESOLUTION NO. XXXX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
ACCEPTING CALIFORNIA COASTAL COMMISSION MODIFICATIONS TO THE CITY OF
CAPITOLA LOCAL COASTAL PROGRAM AMENDMENTS TO THE LOCAL COASTAL
PROGRAM LAND USE PLAN MAP, CHAPTER 17: ZONING, AND THE CAPITOLA ZONING
MAP, AND DIRECTING THE COMMUNITY DEVELOPMENT DIRECTOR TO TRANSMIT THE
ACCEPTANCE TO THE CALIFORNIA COASTAL COMMISSION**

WHEREAS, pursuant to authority delegated to the City of Capitola by the California Coastal Commission, the City of Capitola regulates development in the portion of the coastal zone that lies in the City boundary and that is outside of the original jurisdiction of the California Coastal Commission and the Local Coastal Program; and

WHEREAS, the Local Coastal Program Implementation Plan establishes specific land use and development regulations to implement the Local Coastal Program Land Use Plan, and Chapter 17: Zoning of the Capitola Municipal Code and the Capitola Zoning Map (Attachment 2) are part of Capitola's Local Coastal Program Implementation Plan; and

WHEREAS, the Local Coastal Program Land Use Plan is a comprehensive long-term plan for land use and physical development within the City's coastal zone and includes the Coastal Land Use Plan Map, which is the adopted General Plan Land Use Map for the area within the coastal zone and included as Attachment 3; and

WHEREAS, the City of Capitola's Local Coastal Program (LCP) was certified by the California Coastal Commission in December of 1981 and has since been amended from time to time; and

WHEREAS, the Capitola City Council adopted the most recent comprehensive update to the City of Capitola Zoning Code (Title 17 of the Capitola Municipal Code) in 1975; and

WHEREAS, the City Council adopted the General Plan Update on June 26, 2014; and

WHEREAS, the Capitola City Council conducted a duly noticed public hearing on January 11, 2018, at which the City Council introduced and performed a first reading of the revised Zoning Code and Zoning Map. On January 25, 2018, the City Council adopted the revised Zoning Code, which amended Chapter 17 (Zoning) of the Capitola Municipal Code and Zoning Map; and

WHEREAS, following the City Council's adoption, Capitola staff submitted the Zoning Code update to the Californian Coastal Commission staff for preliminary review in preparation for Local Coastal Plan (LCP) certification; and

WHEREAS, in November 2018, Coastal Commission staff provided the City with extensive redlines of the LCP showing Coastal Commission staff's recommended modifications; and

WHEREAS, on February 21, 2019, and March 7, 2019, the Planning Commission reviewed the Coastal Commission staff's recommendations, and on March 7, 2019, the Planning Commission provided recommendations to the City Council regarding the Coastal Commission staff's revisions; and

WHEREAS, on April 5, 2019, City staff published a public review draft of the updated draft of the zoning code which included the Coastal Commission staff's modifications, as accepted by the Planning Commission; and

WHEREAS, between February 21, 2019, and July 21, 2020, the Planning Commission and City Council reviewed the Coastal Commission staff's recommended modifications during nine public meetings, and, on July 21, 2020, the City Council directed staff to publish an

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updated public review draft of the Zoning Code in preparation for local adoption and California Coastal Commission certification; and

WHEREAS, on October 1, 2020, the Planning Commission reviewed the public review draft and recommended the City Council adopt the public review draft, with two minor modifications; and

WHEREAS, on October 8, 2020, City staff provided the City Council an update on the Planning Commission recommendation. At that same meeting, the City Council directed staff to prepare the Ordinance for the first reading by City Council; and

WHEREAS, the Capitola City Council conducted a duly noticed public hearing on October 22, 2020, at which it introduced and performed a first reading of the revised Zoning Code; and

WHEREAS, on November 12, 2020, the City Council adopted Ordinance 4199 amending the zoning code, and directed the Community Development Director to submit those amendments to the California Coastal Commission for certification; and

WHEREAS, Chapters 17.48, "Geologic Hazards District," and 17.72, "Nonconforming Uses," shall remain in their current form, but shall be renumbered to be consistent with the sequencing of the revised portions; and

WHEREAS, on January 25, 2018, the City Council adopted Resolution 4102 approving an Addendum to the General Plan Update Environmental Impact report, which found that the proposed revised Zoning Code and LCP amendment would not have a significant effect on the environment; and

WHEREAS, the City provided Public Notice, as required under Coastal Act 30514 et seq., for Certification of the LCP Implementation Plan and Corresponding Maps; and

WHEREAS, on January 13, 2021, the California Coastal Commission held a public hearing on the amendments to the Capitola Local Coastal Program implementing the Land Use Map, the Zoning Map, and Chapter 17: Zoning Code adopted by the City Council and certified the amendments to the Capitola Local Coastal Program with modifications; and

WHEREAS, the modifications proposed by the California Coastal Commission to the Capitola Local Coastal Program implementing the Land Use Map, the Zoning Map, and Chapter 17: Zoning Code, are summarized in a letter dated April 26, 2021 from the Coastal Commission and included as Attachment 1; and

WHEREAS, insofar as the proposed changes to the Capitola Land Use Map, Zoning Map, and Zoning Code are amendments to the Local Coastal Program and LCP Implementation Plan, the application of the proposed amendments in the coastal zone is statutorily exempt from California Environmental Quality Act (CEQA) review pursuant to CEQA Guidelines Section 15265 and the California Public Resources Code Section 21089.9;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the City Council hereby accepts each of the modifications suggested by the California Coastal Commission to the Capitola Zoning Code, the Land Use Map, and the Zoning Map attached and incorporated as Exhibit 1.

BE IT FURTHER RESOLVED AND ORDERED that the City Council hereby directs the Community Development Director or their designee to transmit this acceptance and any adopted ordinance that incorporates these modifications to the California Coastal Commission for concurrence by its Executive Director.

I HEREBY CERTIFY that the foregoing resolution was passed and adopted by the City Council of the City of Capitola on the 13th day of May, 2021, by the following vote:

AYES:

NOES:

ABSENT:

Coastal Commission Edits to ZC
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ABSTAIN:

Yvette Brooks, Mayor

ATTEST:
Chloé Woodmansee, City Clerk

Attachment 1: Coastal Commission-proposed modifications to Capitola's Local Coastal Program Land Use Map (General Plan Map) and Implementation Plan (Chapter 17: Zoning Code and Zoning Map)

Attachment 2: Updated General Plan Map with Coastal Commission recommended changes

Attachment 3: Updated Zoning Map with Coastal Commission recommended changes

Attachment 4: Updated sections of Chapter 17: Zoning Code with Coastal Commission recommended changes

CALIFORNIA COASTAL COMMISSION

CENTRAL COAST DISTRICT
 725 FRONT STREET, SUITE 300
 SANTA CRUZ, CA 95060
 PHONE: (831) 427-4863
 FAX: (831) 427-4877
 WEB: WWW.COASTAL.CA.GOV



April 26, 2021

Sent Via Email (kherlihy@ci.capitola.us)

Katie Herlihy, Community Development Director
 City of Capitola
 420 Capitola Avenue
 Capitola, CA 95010

Subject: Coastal Commission Action on City of Capitola Local Coastal Program (LCP) Amendment No. LCP-3-CAP-20-0082-2 (Land Use Map Update & IP Zoning Maps and IP Update)

Dear Ms. Herlihy:

At its meeting on April 15, 2021, the Coastal Commission took action on City of Capitola LCP Amendment No. LCP-3-CAP-20-0082-2 (Land Use Map Update & IP Zoning Map and IP Update). The Commission approved the proposed amendments to the Land Use Map, the Zoning Maps, and IP code amendments, if modified as suggested, except with respect to the proposed amendments and suggested modifications regarding the Monarch Cove Inn site. Specifically, the Commission modified staff's recommendation to retain the existing certified land use and zoning designations and all existing implementation plan standards for the Monarch Cove Inn site. The Commission did not approve the City's proposed land use and zoning designations for the Monarch Cove Inn site and did not approve the City's proposed implementation plan standards that apply specifically to the Monarch Cove Inn site. The Commission also did not approve Commission staff's suggested modifications that applied to the Monarch Cove Inn site.

Through discussion at the Commission meeting, it was determined that Commission staff, City staff, and the owners of the Monarch Cove Inn would work together in an effort to address concerns raised at the Commission meeting regarding the Monarch Cove site, with the goal that this effort would result in the City submitting a separate LCP amendment in the future to update the land use and zoning maps and the IP standards applicable to the Monarch Cove Inn properties. A summary of the Commission's action is below:

- 1. LUP Map changes.** Modify the proposed LUP Land Use Designations Map for the Inn at Depot Hill from an R-1 (Single-Family Residential) land use designation with a VS (Visitor-Serving) zoning designation overlay to a VA (Visitor Accommodation) land use designation with a VS (Visitor-Serving) zoning designation overlay and retain the existing VS (Visitor-Serving) Land Use Designation for the Monarch Cove Inn.

Attachment: CA Coastal Commission Post-Hearing Letter 4.26.21 (Coastal Commission Edits to ZC)

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LCP-3-CAP-20-0082-2 (Land Use Plan and Zoning Maps & IP Update)
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2. **IP Map changes.** Modify the proposed IP Zoning Map for the Inn at Depot Hill from an R-1 (Single-Family Residential) zoning designation with a VS (Visitor-Serving) zoning designation overlay to just the VS (Visitor-Serving) zoning designation overlay. The VS zoning designation overlay (VS-G) shall act as both the underlying zoning designation and the overlay district for this site. In addition, the existing VS (Visitor-Serving) Zoning Designation for the Monarch Cove Inn would be retained.
3. **IP Text Changes.** Delete proposed IP Section 17.28.010(B)(3); modify proposed IP Section 17.28.010(B)(5); and retain existing IP Sections 17.30.010 through 17.30.030, IP Sections 17.30.047 and 17.30.050, and IP Sections 17.30.080 through 17.30.140 as follows:

~~**17.28.010(B)(3): Visitor-Serving – Monarch Cove Inn (VS-MC).** Applies to the Monarch Cove Inn site (APN 036-143-31 & 036-142-27) and the portion of parcel 036-142-28 that is located between the two Monarch Cove Inn parcels.~~

17.28.010(B)(5): Visitor-Serving - General (VS-G Subzone). Applies to all other parcels with a Visitor Serving overlay designation. The VS zoning overlay designation on the Inn at Depot Hill site (APNs 036-121-38 & 036-121-33) acts as both the base zoning district and an overlay district (i.e., the permitted land uses identified in Table 17.28-1 are the only permitted land uses allowable on the site and the applicable land use regulations and development standards are limited to those identified in Chapter 17.28).

17.30.010 Applicability.

The regulations set forth in this chapter apply to the Monarch Cove Inn parcels.

17.30.020 Purpose.

The purpose of V-S districts is to accommodate the visiting public with a range of opportunities to enjoy the city of Capitola's coastal location.

17.30.030 Architectural and site approval.

Architectural and site approval shall be secured for the establishment and conduct of any conditional or accessory use in a V-S district as provided in Chapter 17.120.

17.30.047 Conditionally permitted uses – Monarch Cove Inn.

The following are the conditionally permitted uses allowed on the Monarch Cove Inn parcels and the portion of parcel 036-142-28 that is located between the two Monarch Cove Inn parcels:

- A. Accessory structures and accessory uses appurtenant to any conditionally allowed use;
- B. Hotels, motels, hostels, inns; bed and breakfast lodging;

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LCP-3-CAP-20-0082-2 (Land Use Plan and Zoning Maps & IP Update)
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- C. Food service related to lodging;
- D. Assemblages of people, such as festivals, not exceeding ten days and not involving construction of permanent facilities;
- E. Accessory structures and uses established prior to establishment of main use or structure;
- F. Habitat restoration; habitat interpretive facility;
- G. Live entertainment;
- H. Public paths;
- I. Business establishments that provide commercial places of amusement or recreation, live entertainment, or service of alcoholic beverages and that are located within two hundred feet of the boundary of a residential district;
- J. Weddings;
- K. Business establishments that sell or dispense alcoholic beverages for consumption upon the premises;
- L. Other visitor-serving uses of a similar character, density, and intensity as those listed in this section and determined by the planning commission to be consistent and compatible with the intent of this chapter and the applicable land use plan;
- M. Offices and limited retail use, accessory to visitor-serving uses;
- N. One caretaker unit for the purpose of providing on-site security;
- O. Access roadway;
- P. Residential use by the owners and their family members of up to one unit per parcel on the three parcels, as long as a minimum of six guest bedrooms are available for visitor-serving use within the three parcels;
- Q. Non-family residential use during the off-season months (November through April).

17.30.050 Accessory uses.

The following are accessory uses permitted in a V-S district:

- A. Signs complying with the applicable regulations set forth in the sign ordinance;
- B. Accessory uses and buildings customarily appurtenant to a permitted use.

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17.30.080 Height.

No structures shall exceed thirty feet in height. Exceptions up to thirty-six feet in height may be granted subject to approval by the city council upon the recommendation of the planning commission when the following findings can be made:

- A. The proposed development and design are compatible with existing land uses of surrounding areas and the general plan;
- B. Streets and thoroughfares are suitable and adequate to serve the proposed development;
- C. The proposed development does not produce shadows which may adversely affect the enjoyment of adjacent streets, buildings or open space;
- D. Major public views are not blocked by the proposed development.

17.30.090 Lot area.

The minimum lot area required shall be five thousand square feet.

17.30.100 Lot coverage.

There shall be no specific maximum lot coverage set except as follows:

- A. Sufficient space shall be provided to satisfy off-street parking and loading area requirements, notwithstanding that all parking may be provided within a structure(s);
- B. Front yard and open space requirements shall be satisfied;
- C. For the Monarch Cove Inn parcels, the allowable impervious site coverage (e.g., buildings, paving, decks, etc.) is fifty percent.

17.30.110 Yards.

A. Front, side and rear yard setbacks may be required through architectural and site approval in order to provide adequate light and air, assure sufficient distance between adjoining uses to minimize any incompatibility and to promote excellence of development. Where a side or rear yard abuts residential property a setback of at least ten feet shall be provided.

B. Front yards and corner lot side yards shall not be used for required parking facilities.

C. For the Monarch Cove Inn parcels located adjacent to the bluff top, new development shall adhere to the setback and development provisions provided in the LUP's natural hazards policies and in certified zoning Chapter 17.68 (Geologic Hazards District).

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17.30.120 Parking.

Parking standards shall be as provided in Chapter 17.51.

17.30.130 Loading areas.

Loading areas shall be as provided in Chapter 17.51.

17.30.140 Landscaping and lighting.

A minimum of five percent of the lot area shall be landscaped to ensure harmony with adjacent development in accordance with architectural and site approval standards. For the visitor-serving Monarch Cove Inn parcels, fifty percent of the parcels shall consist of landscaped or open space areas. The planting of invasive plant species is prohibited. All exterior lighting shall be unobtrusive, harmonious with the local area and constructed or located so that only the area intended is illuminated and off-site glare is fully controlled. The location, type and wattage of the exterior lighting must be approved by the community development director prior to the issuance of building permits or the establishment of the use.

4. **Figure 17.28-1 Change.** Remove the Monarch Cove Inn from Figure 17.28-1 (Visitor-Serving Overlay).
5. **IP Table 17.28-1 changes.** Remove the Monarch Cove Inn (“VS-MC”) from the table below and clarify that residential uses are prohibited on the former Capitola Theater Site (“VS-G” in the table below) by modifying the “Residential Uses” portion of the table and its notes as follows:

TABLE 17.28-1: PERMITTED LAND USES IN THE VISITOR SERVING OVERLAY ZONE

Key P Permitted Use M Minor Use Permit required C Conditional Use Permit required - Use not allowed	VS Subzones					Additional Regulations
	VS-G	VS-R	VS-SB	VS-MC	VS-ES	
Residential Uses						
Employee Housing	C [1]	-	-	-	-	
Multi-Family Dwellings	C [2][12]	-	-	-	C [2]	
One Caretaker Unit for On-Site Security	C	C	C	€	C	
Single-Family Dwellings	C [3][12]	-	-	€ [3][12]	C [3]	

Notes:

- [1] Permitted only as an accessory use.
- [2] Multi-family dwellings shall comply with development standards in the Multi-Family Residential, Medium Density (RM-M) zoning district.
- [3] Single-family dwellings shall comply with development standards in the Single-Family Residential (R-1) zoning district.
- [4] May not be located within 200 feet of the boundary of a residential zoning district.
- [5] Drive up and car service is not allowed.
- [6] May include moderate intensity recreational uses, including tent platforms, cabins, parks, stables, bicycle paths, restrooms, and interpretive facilities.
- [7] Intensification of the primary use is not allowed.

Attachment: CA Coastal Commission Post-Hearing Letter 4.26.21 (Coastal Commission Edits to ZC)

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[8] The new use may not change the nature or intensity of the commercial use of the structure.

[9] Permitted only to serve guests of the lodging use.

[10] Events may not exceed 10 days and may not involve construction of permanent facilities.

[11] Limited to a single two-day or less event per year.

[12] Allowed in conjunction with overnight accommodation use (at least one on property) or grant of public access to a viewpoint. Prohibited on the former Capitola Theater Site (APNs 035-262-04, 035-262-02, 035-262-11, and 035-261-10) and the Inn at Depot Hill (APNs 036-121-38 and 036-121-33).

- 6. IP Table 17.20-1 changes.** Add note 6 as follows, and apply the “[6]” notation to a variety of residential uses including: “Elderly and Long Term Care,” “Group Housing,” “Residential Care Facilities, Small and Large,” Residential Care Facilities, Large” and “Residential Mixed Use,” categories under the “MU-V” zoning district (pertaining to the Capitola Theater site) in IP Table 17.20-1:

[6] Prohibited on the former Capitola Theater Site (APNs 035-262-04, 035-262-02, 035-262-11, and 035-261-10).

- 7. IP Village Hotel changes.** Modify proposed IP Sections 17.28.020(B)(2) and 17.88.080(G) as follows:

IP Section 17.28.020(B)(2) Village Hotel. *The City may grant the following incentives to a proposed hotel on the former Capitola Theater site (APNs 035-262-04, 035-262-02, 035-262-11, 035-261-10):*

1. An increase in the maximum permitted floor area ratio (FAR) to 3.0.

2. An increase to the maximum permitted building height provided that:

a. The maximum height of the hotel (including all rooftop architectural elements such as chimneys, cupolas, etc., and all mechanical appurtenances such as elevator shafts, HVAC units, etc.) remains below the elevation of the bluff behind the hotel; and

b. The bluff behind the hotel remains visible as a green edge (i.e., the upper bluff (i.e., below the blufftop edge) and upper bluff vegetation shall remain substantially visible across the length of the project site) when viewed from the southern parking lot area along the bluff of Cliff Drive (i.e., the parking area seaward of Cliff Drive and closest to Opal Cliff Drive) and from the Capitola Wharf;

c. Existing mature trees shall be maintained on the site, except that trees that are unhealthy or unsafe may be removed; and

d. The rooftop shall be aesthetically pleasing and shall not significantly adversely affect public views from Cliff Avenue on Depot Hill. In addition to modifications to avoid structural incursions into this view, this can be accomplished through design features on top of the roof as well (e.g., use of a living roof, roof colors and materials

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that reduce its visual impacts, etc.). Rooftop appurtenances (e.g., elevator shafts, HVAC units, vents, solar panels, etc.) shall be screened from public view and integrated into/within the above-referenced rooftop design features to the greatest extent feasible.

IP Section 17.88.080(G) Village Hotel. In addition to the findings in Subsection A above, the City Council may approve the requested incentives for a proposed hotel on the former Capitola Theater site only if the following findings can be made:

1. The design of the hotel respects the scale and character of neighboring structures and enhances Capitola's unique sense of place.
2. The hotel will contribute to the economic vitality of the Village and support an active, attractive, and engaging pedestrian environment.
3. ~~The h~~Hotel siting and design will: (a) minimizes impacts to public views, including views of the beach and Village from vantage points outside of the Village, and in particular as seen from Cliff Avenue on Depot Hill the top of the bluff behind the hotel; and (b) does not adversely impact any significant public views of the coastline as identified in the LCP's Land Use Plan.
4. Parking for the hotel is provided in a way that minimizes vehicle traffic in the Village, strengthens the Village as a pedestrian-oriented destination, and protects public parking options.

Please let me know if you have any questions on these suggested modifications, and thank you for your extensive coordination and efforts throughout this process.

Sincerely,

DocuSigned by:

Rainey Graeven

Rainey Graeven

Coastal Planner

Central Coast District Office

California Coastal Commission

Attachment: CA Coastal Commission Post-Hearing Letter 4.26.21 (Coastal Commission Edits to ZC)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 13, 2021

FROM: Public Works Department

SUBJECT: Update on the Wharf Rehabilitation Project, Contract Amendment with Moffatt and Nichol Engineers for Final Design and Construction Services and Authorization to Proceed with Preparing Plans and Specifications for a Piling Repair Project

RECOMMENDED ACTION: Approve a contract amendment to Moffatt and Nichol Engineers contract for the Wharf Rehabilitation Project in the amount of \$351,300 for final design and construction services and receive a report regarding a phased project to address existing failing piles in advance of the primary wharf resiliency project.

BACKGROUND: In September 2017, the City Council awarded a contract to Moffatt and Nichol Engineers for engineering services for development of conceptual designs for three projects funded with Measure F funds. These projects included the recently completed flume and jetty projects and the wharf rehabilitation project. The original engineering contract was for \$183,100, and under which Moffatt and Nichol completed survey investigations, held two public stakeholder meetings, developed options and cost estimates, and identified environmental constraints that could impact the projects. At the time of that contract award, staff and Moffatt and Nichol anticipated the contract would be amended as the scope and permitting issues with each project were identified; staff estimated that final contract costs for all three projects would be approximately \$1,000,000.

In June 2018, the City Council approved the first amendment to the contract, adding an additional \$524,500. The scope of work included with this amendment involved permitting and final construction documents for the flume and jetty projects and continued development of the design and permitting for the wharf project. The scope of work for the this first amendment included \$70,500 of the costs for architectural design work to potentially replace the two buildings on the wharf. This portion of the work was later abandoned when City Council directed staff to defer work on the buildings and focus on the structural improvements to the wharf.

The funding awarded under the first contract amendment went further than expected. Design, permitting and construction management has been completed for the flume and jetty projects. Wharf design has been completed to 30% and wharf permitting is nearly complete.

Staff now recommends the second contract amendment, in the amount of \$351,300, which will provide funding to complete the contract and includes securing all remaining regulatory agency permits, final design of the wharf structure, construction support and funding for as needed

Wharf Design Contract Phase 3
May 13, 2021

support in the even that an emergency condition arises that requires immediate marine engineering support services.

DISCUSSION: In October 2018 and June of 2019 the City Council considered options for the wharf project to address sea level rise. Four options were presented that included widening the wharf, raising just the buildings, raising the outer end of the wharf, or replacing the entire wharf at a raised elevation with costs ranging from \$7.8 million to \$22.3 million. Following the initial hearing in October 2018 a sub-committee of the Council met with staff and the engineers to develop the project goals and objectives for a phased project. Based on this meeting, staff prepared and presented the phased project description outlined below to Council in June 2019. At that time, City Council directed staff to proceed with the design and permitting for Phase 1. Currently the project plans are approximately 30% complete. The final plans will be developed once all the permits have been approved; this approval is expected by the end of the summer.

- *Phase 1 (estimated cost, \$5.6 million)* - Widen the trestle portion of the wharf (the connection between land and the wharf head) to provide increased strength and resiliency. Currently the trestle is only three piles wide, which provides little redundancy when piles fail. The proposed design would widen the trestle to six piles wide. The new piles will be made of round fiberglass piles filled with concrete. All utilities will be upgraded, and new public restrooms constructed at both the head and base of the wharf. Some funding may be included for improvements to the leased buildings pending agreements with existing tenants.
- *Phase 2 (estimated cost, \$14.3 million)* - Raise head of wharf by approximately five feet, ramp trestle to meet raised head, replace leased buildings. The use of fiberglass piles in Phase 1 allows them to be extended in the future to accommodate lifting the head of the wharf in the future.

Initially, staff anticipated that the project's Phase 1 would be bid for construction after this summer, beginning fall 2021. However, the National Marine Fisheries (NMFs) has provided feedback on permits that suggests limiting the pile-driving activities to sometime in the June through October timeframe. Staff is communicating with NMFs on this matter, but it may be necessary to delay the start of the project to June 2022. In addition, the City is working to received Federal funding for the project, which if successful will not be complete until mid-September 2021.

Staff and the engineers have been monitoring the steel piles at the end of the Wharf for several years and their repair is included in the Phase 1 scope of work. However, this may no longer be feasible if the start of the project is delayed. Staff believe the piles should be repaired prior to next winter. Additionally, this past winter two piles on the western side of the Wharf (behind the restaurant) were lost. At that time, staff worked with Moffatt and Nichol to determine the structure was not compromised and again folded in the repair work to the project's Phase 1. It is prudent to repair the steel piles at the end of the wharf and the two lost piles on the western side at the same time. It will take four weeks for Moffatt and Nichol to prepare plans and specifications for a repair project under the proposed second contract amendment, after which staff will return to Council for plan approval and the authorization to advertise for bids. No pile driving will be necessary to complete this project and staff is checking with all the permitting agencies to ensure we can proceed under anticipated permits. A rough cost estimate for this construction is \$800,000. This figure will be refined and provided to the Council with the plans.

Wharf Design Contract Phase 3
May 13, 2021

If the City separates the repair project from the larger rehabilitation project, the City will pay a mobilization fee to the contractor estimated at \$25,000 for the repair project. While this fee may be considered an additional cost to the overall project, the cost of delaying the repairs to the steel piles could be significantly higher should the piles fail this winter and an emergency contract becomes necessary to rebuild the end of the wharf.

FISCAL IMPACT:

Engineering Contract: The original cost estimate for the total Moffatt and Nichol's engineering contract was \$948,000 to \$1,285,000.

A breakdown of actual costs by phase is as follows:

Phase 1	\$183,100
Phase 2 - engineering	\$524,500
Phase 2 – architecture	-\$ 70,500
Phase 3	<u>\$351,300 (now being considered)</u>
Final Total	\$988,400

Amendment No. 2 which includes a breakdown of the costs is included as Attachment 1. These costs can be covered by the existing allocation of Measure F funds in the CIP budget for the Wharf project.

Near Term Piling Repair: As Council is aware, the City received a \$1.9 million grant from the State for the wharf renovation project. Staff has discussed with the State the interim project to repair the steel piles and under the restaurant. State staff indicated that the since this work is included in the larger project scope, the grant funding should be available for the repair project.

ATTACHMENTS:

1. Moffatt & Nichol Contract Amendment No.2

Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

5/7/2021

2nd AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT WITH MOFFATT AND NICHOL FOR
CONCEPT DESIGN AND ENGINEERING FOR THE CAPITOLA WHARF, FLUME, AND
JETTY IMPROVEMENTS

between

CITYOF CAPITOLA AND MOFFATT & NICHOL

The City of Capitola and Moffatt and Nichol, hereby agree to the following
Amendment(s) to the Contract dated September 28, 2017:

- 1) Increase the budget amount by \$351,300 for final Wharf engineering design, permitting, bidding and construction support.

All other terms and conditions of the original Professional Services Agreement remain in full force and effect.

CONTRACTOR: MOFFATT & NICHOL

By:

Date: _____

CITY OF CAPITOLA

By: Benjamin Goldstein, City Manager

Date: _____

APPROVED AS TO FORM:

Samantha Zutler, City Attorney

Date: _____

Attachment: Moffatt & Nichol Contract Amendment No.2 (Wharf Design Contract Phase 3)

Moffatt & Nichol Fee Proposal 4/2021			
Item	Task	Fee	Hours
1	Final Design -Wharf	\$198,400	900
2	Final Permits-Wharf	\$23,400	110
2	Bid and Consruction Support - Wharf	\$89,500	400
3	Misc Support/Contingency	\$40,000	160
	Total	\$351,300	1570



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 13, 2021

FROM: City Manager Department

SUBJECT: Camp Capitola in the Soquel Union Elementary School District

RECOMMENDED ACTION: Receive presentation regarding the operation of the Camp Capitola program at Soquel Union Elementary School District sites and adopt the proposed resolution amending the FY 2020/2021 Recreation Division budget.

BACKGROUND: Camp Capitola is Capitola Recreation Division summer day camp program operated at Jade Street Park and the Community Center. The program provides full-day and half-day programs to youth aged six to twelve and serves nearly 300 participants each summer. The program is currently planned to operate under the California Department of Public Health COVID-19 guidance for summer camps and youth programs. Recent revisions to this guidance allow for modification to the number of students/leaders in each “pod” (or stable-group), if Santa Cruz County is not in the Purple Tier.

In recent years, Recreation has partnered with the Soquel Union Elementary School District (SUESD) to provide youth programs. In September of 2019 Recreation piloted an afterschool program, the Capitola Rec Club, at New Brighton Middle School. The program was closed for the remainder of the 2019/20 school year because of the onset of the pandemic. In response to the pandemic, the City provided the Out-of-School Time (OST) Program; a distance learning program for SUESD students and working families. OST was recently transitioned to OST Afterschool as SUESD reopened for in-person learning at the end of this school year. OST afterschool operates on the three elementary school campuses and provides programing for up to 24 participants at each site.

DISCUSSION: Typically, the school district provides summer school to students by invitation. This year the summer school program will operate at each elementary and middle school in the District. SUESD would normally work with Campus Kids Connection (CKC) to provide a summer camp program at the end of the summer school day, which this year is at 11:30am. Due to the pandemic, CKC ceased their operation at each school site and plans to operate only at Main Street Elementary. The remaining three schools in the District would otherwise be without programing. Because Capitola Recreation Division already has a youth program partnership established with SEUSD, our residency requirements include the School District boundaries, and City residents attend SUESD schools, Capitola Recreation is considered a reasonable partner to provide a summer day camp program in absence of any other provider.

Camp Capitola & SUESD
May 13, 2021

The City was approached by SUESD to provide this service by expanding the Camp Capitola program. The City will provide half-day program at three of the four schools: Soquel Elementary, Santa Cruz Gardens, and New Brighton Middle School. This Camp Capitola expansion will operate Monday through Friday, from 11:30 am to 4:00 pm with an option of additional care until 5:00 pm. SUESD summer school students will have priority in registering for the program, with registration then opened to the broader public for any remaining enrollment spaces. An additional Recreation Program Assistant Coordinator will be hired to provide supervision for the pair of Recreation Leaders placed at each site. Each site will have a capacity of 24 participants and engage in standard program activities for Camp Capitola. The City will charge existing Camp Capitola Half Day fees of \$153 for residents and \$191 for non-residents per two-week session.

FISCAL IMPACT: SUESD has pledged to contribute \$16,000 in funds to support the expansion of Camp Capitola to serve summer school students in need. Staff anticipates utilizing \$8,000 of the SUESD funding for scholarships in FY 2020-21 and the remaining \$8,000 in FY 2021-22. The anticipated additional income for FY 2020/2021 is \$26,292, with \$24,612 in expenses. If council approves the program, a resolution amending the FY20/21 recreation budget is included in this item.

The portion of fiscal impact that will fall in the FY 21/22 budget is included in the Draft Budget.

ATTACHMENTS:

1. Camp Capitola Budget Amendment (PDF)
2. Camp Capitola Budget Amendment (PDF)

Report Prepared By: Nikki Bryant Bryant LeBlond
Recreation Supervisor

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

5/7/2021

Camp Capitola & SUESD
May 13, 2021

RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
AMENDING THE FISCAL YEAR 2020-21 BUDGET**

WHEREAS, the Capitola Recreation Division, in partnership with the Soquel Union Elementary School District, is expanding the Camp Capitola Program to provide services to students and working families; and

WHEREAS, Soquel Union Elementary School District has committed to providing \$16,000 of funding for the expansion of the Camp Capitola program in FY 2020-21 and FY 2021-22; and

WHEREAS, in expanding how the program operates, the City must also amend the fiscal year 2021-21 budget; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Capitola that the 2020-21 Fiscal Year Budget is hereby amended increasing Recreation Fees – Camp Capitola \$18,292, Other Recreation Revenues – Donations \$8,000 and increasing Recreation – Camp Capitola Expenditures \$24,612 as detailed on the attached budget amendment; and :

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

I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 13th day of May 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Yvette Brooks, Mayor

ATTEST:

Chloé Woodmansee, City Clerk

City of Capitola Budget Adjustment Form



Date 5/3/2021

Requesting Department Rereation

Administrative Council

Item # TBD
 Council Date 5/13/2021
 Council Approval _____

Revenues		
Account #	Account Description	Increase/Decrease
1000-50-50-540-3470.030	Recreation Fees-Camp Capitola	18,292
1000-50-50-540-3700.400	Other Rev.-Recreation donation	8,000
Total		26,292

Expenditures		
Account #	Account Description	Increase/Decrease
1000-50-50-540-4120.100	Wages Temorary - Seasonal	20,000
1000-50-50-540-4450.500	Supplies-general	4,612
Total		24,612

Net Impact 1,680

Purpose: Recreation - expansion of Camp Capitola program

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

Attachment: Camp Capitola Budget Amendment (Camp Capitola & SUESD)

City of Capitola Budget Adjustment Form



Date 5/3/2021

Requesting Department Rereation

Administrative Council

Item # TBD
 Council Date 5/13/2021
 Council Approval _____

Revenues		
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Net Impact 1,680

Purpose: Recreation - expansion of Camp Capitola program

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

Attachment: Camp Capitola Budget Amendment (Camp Capitola & SUESD)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 13, 2021

FROM: Public Works Department

SUBJECT: Receive Report on Grant Award from California Office of Emergency Services for Emergency Power Improvements at the City Hall Complex

RECOMMENDED ACTION: Authorize the Department of Public Works to issue a request for qualification and advertise for bids for a design/build contract to install solar panels, battery storage, and related equipment for emergency power at the City Hall Complex.

BACKGROUND: On October 22, 2020, the City Council adopted a resolution authorizing the Public Works Department to submit a grant application to the California Office of Emergency Services (CalOES) for funding for backup emergency power equipment for the City Hall Complex (City Hall) which includes City Hall, Police Department, Council Chambers, and the Community Room. On March 12, 2021, staff was notified by CalOES that the application was successful, and the City has been awarded \$300,000. The award letter is included as Attachment 1.

The project scope outlined in the application included installation of solar panels and battery systems to provide backup power if electricity is lost, while allowing the City to decommission an existing diesel generator (which currently can provide backup power to only a portion of City facilities, not the entire complex). The proposed project will also include a heated community room that potentially can be used by the public during power outages.

DISCUSSION: As with other new technology, the equipment and design of a solar panels and battery storage units is constantly evolving. To access the latest technology, staff recommends this project be completed with a design-build process under which the City pre-qualifies contractors to design and build the improvements and then requests bids from these contractors. The City can establish criteria on how the contractor is awarded based on either a low bid or a best value basis. Staff anticipates the solar panels and batteries will be placed on the roof of City Hall and/or Police Department, although the designer will have the ability to recommend other locations such as the City Hall Parking Lot.

CalOES has extended the timeline for project completion from October 31, 2021 to March 31, 2022.

Installing backup power for City Hall was included as a City Council goal for FY 21/22.

FISCAL IMPACT: The project budget is \$390,000 with \$300,000 provided by grant funds and an additional need of \$90,000 to be matched by City funds from the Facility Fund. If approved,

City Hall Emergency Power
May 13, 2021

the proposed FY 2021/22 Budget will be revised to include the expenditure from the Facility Fund.

ATTACHMENTS:

1. CalOES Award Letter

Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

5/7/2021

GAVIN NEWSOM
GOVERNOR

MARK S. GHILARDUCCI
DIRECTOR



March 12, 2021

Steven Jesberg
Public Works Director
City of Capitola
420 Capitola Avenue
Capitola, CA 95010-3318

SUBJECT: NOTIFICATION OF SUBRECIPIENT ALLOCATION
Fiscal Year (FY) 2020 Community Power Resiliency Allocation to
Cities Program
Period of Performance: July 1, 2020, to October 31, 2021

Dear Mr. Jesberg:

The California Governor's Office of Emergency Services (Cal OES) approved your FY 2020-21 Community Power Resiliency allocation in the amount of \$300,000. Cities are encouraged to support one or more of the Community Power Resiliency areas: schools, food storage reserves, and/or COVID-19 testing sites. Eligible activities under this allocation are limited to:

- Equipment-
Funds may be used for the procurement of:
 - Generators and generator connections for essential facilities, with an emphasis on clean energy and green solutions where possible or other alternative backup power sources;
 - Generator fuel and fuel storage;
 - Redundant emergency communications (e.g., battery-powered radios);
 - Portable vehicle-mounted charging stations;
 - Portable battery-powered and rechargeable radio repeater and transmission equipment.



3650 SCHRIEVER AVENUE, MATHER, CA 95655
(916) 845-8859 TELEPHONE (916) 845-8511 FAX
www.CalOES.ca.gov

Attachment: CalOES Award Letter (City Hall Emergency Power)

City of Capitola
 March 12, 2021
 Page 2 of 3

- Plans-
 Funds may be used for the development/update of:
 - Continuity plans;
 - Contingency plans for electrical disruptions that include considerations such as protecting individuals with access and functional needs, medical baseline and socially vulnerable populations, transportation, emergency public information, and preservation of essential functions;
 - Risk assessments for critical infrastructure and lifelines;
 - Post-event reports that identify lessons learned and corrective actions.
- Public education materials or supplies focused on individual family preparedness for electric disruptions.
- One-time costs associated with identifying and equipping resource centers for the public to access during electrical disruptions.

The following activities are **not allowed**:

- These funds shall not be used to secure, compensate, or backfill professional services contracts.
- Response costs associated with electric disruption events including any staffing or new positions, Emergency Operations Center staffing, security, law or fire response, or other overtime charges.

All activities funded with this allocation must be completed within the Grant Subaward period of performance. Additionally, the Subrecipient is subject to the following requirements:

- As a condition of receiving funding, cities will be required to collaborate with their counties within their jurisdiction to support critical infrastructure and resiliency county-wide with a particular focus on public safety, vulnerable communities, and individuals with access and functional needs.
- Must ensure they and their principals are not presently debarred, suspended, proposed for debarment, or declared ineligible.
- Must provide a Progress Report on the expenditures of the funds. The Progress Report is due no later than **November 30, 2021**. This Progress Report shall identify how the funds have been used, including identifying each project or activity undertaken, local entity that undertook the project or activity, the amount of funding provided to the project or activity, and a description of each project or activity. The report shall also

City of Capitola
March 12, 2021
Page 3 of 3

identify the specific outcomes achieved by each project or activity, including whether the project or activity was completed and whether it was used during power outages.

- Must coordinate with their city or county planning agency to ensure that the project is in compliance with the California Environmental Quality Act (CEQA) Public Resource Code, Section 21000 *et seq.*
- Comply with the California Public Records Act, Government Code Section 6250 *et seq.*
- Must procure goods and services in compliance with applicable state and local laws, ordinances, rules, regulations, and policies.

The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.

Subrecipient: City of Capitola
 Signature of Authorized Agent: [Handwritten Signature]
 Printed Name of Authorized Agent: Steven Jesberd
 Title: Public Works Director Date: 3-26-21

Your dated signature and above fillable information is required on this Notification of Subrecipient Allocation. Please sign and return requested information to PSPS@CalOES.ca.gov within 20 calendar days upon receipt and keep a copy for your records. For further assistance, please email Cindy Logan at PSPS@CalOES.ca.gov.

Sincerely,



MARK S. GHILARDUCCI
Director

Attachment: CalOES Award Letter (City Hall Emergency Power)



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MAY 13, 2021

FROM: City Manager Department
SUBJECT: Review Implicit Bias Training Proposals

RECOMMENDED ACTION: Select a vendor for implicit/unconscious bias training and authorize the City Manager to negotiate and enter into an agreement for the training.

BACKGROUND: At the March 25 meeting, the City Council directed staff to request proposals from firms to provide the City with implicit/unconscious bias training for City Council and non-police staff. Staff issued a request for proposals which closed on April 19. At the April 22 City Council meeting, Council directed staff to review proposals and return with the top three for the Council to consider.

DISCUSSION: The City received seven proposals for implicit/unconscious bias training for City Council and non-police staff. All seven vendors proposed have experience training in both the public and private sectors. The vendors are listed below:

- CircleUp Education
- CPS HR Consulting
- Doyin Richards
- Elevate USA Inc.
- NXT Generation Training, LLC
- ShaunJFletcher Consultancy
- UCSC Extension

Proposals were reviewed by Police Chief Terry McManus, Personnel Analyst Renee DeMar, and Assistant City Manager Larry Laurent. After review and discussion, staff recommends the following vendors to City Council for consideration. Their proposals are also attached to this report for review.

- CircleUp Education
- CPS HR Consulting
- ShaunJFletcher Consultancy

All three recommended vendors have significant experience with implicit/unconscious bias training and have strong references from other local government agencies. Staff does not recommend one company over the others and believes that all three can design a program to meet the City of Capitola's needs.

Staff recommends the City Council select its preferred implicit/unconscious bias training

Implicit Bias Training
May 13, 2021

company and direct staff to enter negotiations with the selected vendor.

FISCAL IMPACT: Fiscal impact will be based on the proposal selected. Staff believes there is sufficient funding in the budget for the training.

ATTACHMENTS:

1. Circle Up RFP Response
2. CPS HR RFP Response
3. ShaunJFletcher RFP Response

Report Prepared By: Larry Laurent
Assistant to the City Manager

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

5/7/2021



Request for Proposal

Implicit/Unconscious Bias Training Program

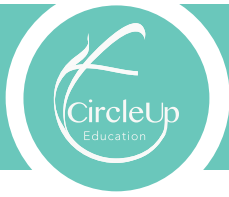
Submitted to:

City of Capitola
Larry Laurent, Assistant to the City Manager
llaurent@ci.capitola.ca.us

Respondent Organization:

CircleUp Education
6731 Skyview Drive
Oakland, CA 94605

Attachment: Circle Up RFP Response (Implicit Bias Training)



1. About CircleUp Education

CircleUp Education is an Oakland-based social enterprise that designs and facilitates thought-provoking trainings and workshops related to Restorative Practices, Diversity & Social Equity, and Interpersonal Skills. Our mission is to build a less oppressed, racist, and divided world for future generations that we will never know. Our Mission is to cultivate happy, thriving, and stress-free cities, organizations, and schools by delivering custom training, consulting, coaching, and tools that are intentionally designed to interrupt implicit bias, restore community wellbeing, resolve conflict and misunderstandings, and inspire deeper connection and inclusion.

2. What To Expect Working With Us

CircleUp Education has been providing engaging and interactive Diversity, Equity, Inclusion, and Implicit Bias training and facilitation services since 2014. Our ability to work intimately with our clients to understand who they and where they want to go allows us to produce tangible, laser-focused outcomes that have led to measurable and lasting change. Below are a few reasons why our clients choose to work with us over and over again.

1. Highly Experienced

In the last 5 years, we have worked with over 70 different organizations from a diverse range of industries. Our most prominent client base includes 22 government agencies and 17 cities who shared a similar desire to continue improving their workplace practices to produce cultural and systemic change. The impact of our work is seen in the long-lasting relationships we have built with our clients as we and they continue to grow, and as we work together to navigate the content change in the world around us.

2. We Customize Everything For You

Your workforce and community are unique and you deserve specialized consulting, training, facilitation, and support that reflect your diverse community. We work intimately with you to understand who you are, and how we can make the best of your time, energy, resources, and past efforts around Diversity, Equity, and Inclusion to make this a truly impactful endeavor on your ongoing journey.

3. We Dive Deep Beyond the Surface

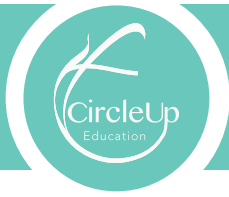
Change requires looking critically and compassionately at your values, identity, behaviors, and workplace norms. Our trainers and facilitators take time to create safe and engaging training spaces that allow for courageous conversations while using innovative approaches to help staff identify and process the challenges impacting their work, their colleagues and, the city of Capitola.

4. Innovative Training Approaches

We weave together experiential learning, lecture presentations, personal storytelling, and small group learning strategies into all of our services. All of our content is research-based, field-tested, and reflects the most recent advancements in the field of Diversity, Inclusion, Implicit Bias, and Group Facilitation. This often includes simulations, interactive activities, and strategies that promote empathy-building, humility, and inspired learning to become self-reflective change agents.

5. Adapted to the Virtual World

Since Covid-19, we've taken our innovation to the virtual world using a live-online training format using Zoom and other online meeting and webinar platforms. We're proud to say we've overcome the physical and technical barriers of remote learning and continue to provide interactive learning experiences for all of our clients.



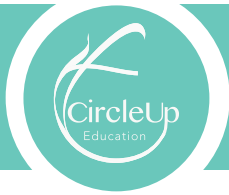
6. Diverse and Dynamic Team

We currently have 5 full-time “Training Synergists.” The term synergist is derived from the word synergy which refers to, “the combined power of a group of things that when they are working together, is greater than the total power achieved by each working separately.” (Cambridge Dictionary). As Synergists, we see ourselves not as people working “for” an organization” but ones working “with” an organization. Thus, we infuse all of our perspectives, experiences, ideas, and creativity into our training work with you. The diversity of our team makes for a dynamic and memorable training experience every time you learn with us.

3. Implicit/Unconscious Bias Training Expertise

CircleUp Education has worked with over 25 cities across California to transform their workplace culture as it relates to diversity, inclusion, and implicit bias. We have facilitated over 1200 trainings over the last 6 years, all of which participants have consistently responded “Very Satisfied” with the facilitation skills of our trainers. We are experts in creating equalizing spaces where participants of divergent backgrounds can come together, learn about culturally sensitive topics despite their differing opinions on sensitive subjects such as racism, prejudice and discrimination. For many of these cities, engaging with CircleUp Education was their first step to introducing the topic of unconscious/ implicit bias to their workforce. Our team of experienced trainers used a combination of change management principles and best practices to ensure that clients’ training programs and diversity and inclusion initiatives were not just well-received but also embraced across all departments and levels in the City. Here are some of the proven strategies we have found to work best:

- **Lead With the Culture** - We take the time to understand our client’s needs and who they are as a workforce. This includes assessing for staff demographics, familiarity with diversity topics, attitude and openness around training specifically related to bias and discrimination, and staff dynamics. We then develop a strategy to engage staff with these considerations in mind.
- **Start at the Top** - If diversity, inclusion, and implicit bias training is a new endeavor for cities, we will recommend starting with exposing City Council, or Executive Teams first. This helps Executive Leaders get a grasp of the content, provide feedback on how to best engage their departments, and expertise to address employees’ concerns about this new initiative.
- **Involve Every Layer Of the Organization** - After we engage with the Executive Team, we also run pilot trainings that allow us to gather direct feedback from staff from various departments. This helps to generate interest, excitement, and positive perception about the diversity trainings that allow employees to entire trainings with a more open mind, receptivity to the content.
- **Make The Case for Diversity Training using workplace-specific examples** - Our trainings often invite participants to share their lived experiences related to diversity, inclusion, and implicit bias. This helps to generate a deeper level of engagement, and ownership as employees build empathy for their colleagues’ experiences, as they begin to reflect on how they may be causing unintentional harm to their colleagues and community unintentionally.
- **Provide tangible tools that promote change** - The goal of our trainings is not only to educate staff, it is also to empower staff to be a part of the change they would like to see for their colleagues, their children, the community, and themselves. We break down complex and seemingly sensitive topics in simple ways for employees to understand while also giving them tangible tools that they can use to be change agents. This allows staff to walk away feeling better informed, more equipped, and inspired to be active change agents in their organizations.
- **Engaging with empathy and sensitivity regarding the subject matter.** We understand that individuals often have negative associations to these topics that can cause staff to feel “resistant” or be “disen-



gaged”. CircleUp brings tremendous experience engaging with empathy and sensitivity especially on difficult subjects related to diversity, inclusion and implicit bias. Before delivering services, we work with our clients to better understand who they are in order to develop and deploy strategies that both use and develop empathy and sensitivity.

- **Incorporate Intentional Relationship Building** - We create opportunities for employees from extremely different positions of power to learn about each other’s similarities and differences and challenge their assumptions about one another. This helps participants dispel their perceptions with one another and create a more comfortable and brave environment for learning, sharing, and engagement.
- **Address The “Elephant in the Room”** - We start off trainings by engaging staff in activities about the “Elephant in the Room”. These activities help normalize the fear, concerns, and sensitivities around engaging in conversations about diversity, inclusion, and implicit bias. The staff builds empathy with one another as they realize they are not the only ones who may be having fears and reservations about talking with colleagues about bias and discrimination based on race, gender, sexual orientation, mental illness, and other social identities.
- **Use a Proven Diversity & Equity Training Framework** Our training framework blends together Restorative Justice, Social Justice, and Critical Race Theory. Together, these frameworks encourage participants to develop empathy, self-reflection, and critical analysis during the learning process. This involves taking theoretical principles and ideologies and applying them to real-life experiences that are then shared in the trainings. This strategy, coupled with our engaging simulation-based learning activities, creates a powerful imprint of key learning lessons within the minds and hearts of the participants. Our training framework and strategy goes leave participants better prepared to apply the skills and strategies from our trainings with their colleagues and the community members that they serve.

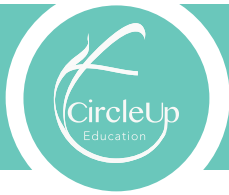
4. Recommended Approach

CircleUp will partner with key stakeholders at the City of Capitola to accomplish the following key activities to assist with the planning, delivery, and evaluation of Diversity and Inclusion and Implicit Bias trainings for City employees.

Phase 1: Needs Assessment and Setting Expectations

1-2 meetings per topic or service

- Schedule a meeting with the City staff in charge of leading this training initiative, or the team that prepared this Request for Proposal
- Clearly understand the city’s needs and learn in detail the critical issues the city is trying to address, understand the nature of the population we are working with, and identify areas of key priority.
- Assess what trainings the City has conducted related to Diversity, and Inclusion and Implicit Bias, and what additional skills and knowledge City employees need on these topics.
- Develop a timeline for the roll-out of training, facilitation and presentation services
- Discuss the following logistics:
 - Determine if trainings will be provided virtually or in-person
 - Select an appropriate space to host the trainings if in-person, or the live-online platform if virtual
 - Determine the process for scheduling trainings and registering participants
 - Discuss considerations of training participants and groups
 - Technological barriers or needs related to remote learning or virtual trainings



Phase 2: Design and Customization of Trainings

- Create a cohesive customized training plan based on findings and discussions with City.
- Present a proposed workshop outline, training evaluations and learning objectives for input and discussion
- Make necessary modifications, finalize training plan, and prepare all of the necessary participant materials.

Phase 3: Continuous Facilitation & Evaluation of Training Programs

This phase may last between 1-3 months depending on how many trainings will be delivered and with who

- Facilitate workshops as scheduled by city staff
- Provide participants with a handout of workshop summary and outcomes for future follow up
- Administer post-workshop surveys

Phase 4: Outcomes and Recommendations

Completion of the Outcomes and Recommendations Report takes 2 weeks

- After services have been rendered, CircleUp Education will submit a detailed report that summarizes the number of staff trained, training topics covered, staff training feedback of trainings (quantitative and qualitative), and recommendations for follow-up learning to continue the City's progress around Diversity, Inclusion and Implicit Bias awareness and practice.

5. Past Clients

Some of our most recent implicit bias training work with other government agencies include:

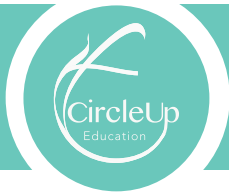
The City of Oakland
The City of Hayward
The City of Fremont
Union City

The City of Lafayette
The City of El Cerrito
City and County of San Francisco
Municipal Management Association of Northern California (MMANC)

The City of Elk Grove
The City of Hercules
The City of Fairfield

Some of the services included and were not limited to:

- Partnering with the City Police Department to design a series of Police & Community Dialogues that helped patrol officers, lieutenants, investigators, and local community members develop a common language for understanding implicit and unconscious bias that are creating inequities in the City.
- Working with the Executive Team and City managers to design and facilitate a pilot Implicit Bias Training that was delivered to staff that included sworn and non-sworn personnel.
- Designed and facilitated implicit bias trainings for the Executive Team, including the City Manager, Chief of Police, department heads and City Council members as well as department-specific implicit bias trainings.
- Designing and facilitated a Community Town Halls, that included the City Manager, Chief of Police, and community members.
- Delivering yearly Certified Government Leadership (CGL) accredited courses on topics related to Diversity, Inclusion, Implicit & Explicit Bias, Stereotypes and more.
- Facilitated diversity, inclusion, and implicit bias training for all staff from the City Administrator down. This also included specialized training for Police staff only on topics related to diversity, inclusion, implicit bias, and privilege.
- Collaborating with the City Manager and city staff to design and facilitate an implicit bias workshop for all



staff, as well as a series of Community Conversations with community members and City Council members on Racism and Discrimination.

6. References

We understand the importance for potential clients to learn more about us from those who we have supported directly and have asked our clients if they would grant a phone call or email and the answer was an overwhelming yes! Each of our referenced clients below is more than happy to speak with you in regard to our services and how it has impacted the culture in their workplace. Please feel free to reach out to them using the contact information listed below.

City of Oakland

Andrea Mariano - Pomicpic
 Citywide Training, Staff Development and Employee Engagement
 Office: (510) 238-6475 | Cell: 510-610-9744
 Email: apomicpic@oaklandca.gov

City of Lafayette

Jennifer Wakeman
 Assistant Administrative Services Director
 Main: (925) 299-3213
 Email: JWakeman@lovelafayette.org

City of Santa Cruz

Nico Megevand
 Employee Training and Development Manager
 Santa Cruz Police Department Recruitment Manager
 Direct: (831) 420-5409 | General: (831) 420-5040
 Email: nmegevand@cityofsantacruz.com

6. Resumes

In order to stay in alignment with the RFP page number allocation, we have included the resumes of the Project Manager, Tiffany Hoang and Lead Trainer, Ahia Moore who, if we are selected to move forward will oversee and facilitate your services. However, if you would like to learn more about our team of Training Synergist, Project Managers and Administrative team we would be more than happy to share this information as well.



TIFFANY HOANG

Co-founder & Executive Synergist | [CircleUp Education](#)

Tiffany is an experienced trainer and consultant with a strong background in developing curriculum, coaching personnel, and facilitating courses that foster dialogue, equity, and inclusion. Tiffany brings quality experience designing curriculum, developing programs, and delivering consulting services that build internal capacity, embrace diversity, and create a positive climate and culture.

Achievements Include

- 1,000 Trainings Facilitated
- 3,000 Participants Trained
- 90 Organizations Served
- 15 Cities Served

Contact

Oakland, CA
510 470 0825

tiffany@circleuped.org

www.circleuped.org

SKILLS SUMMARY

- Project Management
- Training and Facilitation Projects
- Executive Coaching & Consulting Projects
- Conflict Resolution Practitioner

RELEVANT EXPERIENCE

City Client- Designed an interactive, experiential, and impactful 3.5-hour mandatory Diversity training for over 5000 City employees. Customized training to the client's unique needs based on in-depth assessments of City culture, demographics, training history related to diversity, and civil lawsuits or investigations. Utilized creative problem-solving to find innovative ways of engaging participants in potentially triggering topics in a fun and light manner.

City Client- Facilitated ongoing workshops for City staff to enhance workplace dynamics, develop tools for stress management and self-care. Workshops also including skill-building and processes for working through conflict with colleagues from diverse backgrounds and how to acknowledge barriers and biases that inhibit positive interactions with members of the public. Workshops included relationship-building activities, role plays, self-reflection, and dialogue.

City Client- Designed and facilitated a specialized Community Town Hall on the topic of Racism & Discrimination. Provided coaching to City Council Members on Diversity, Equity, and Inclusion. Collaborated with staff to employ change management principles to generate a need, develop a process, and recommend models to address institutionalized racism, discrimination, and implicit bias in the City.

RELEVANT CERTIFICATION

- Project Planning and Management Overview | 2016 | 30 hours
- Restorative Justice Circles and Conferencing Training | 2012 | 40 hours
- Mediation & Cross-Cultural Competency Training | 2012 | 30 hours



Ahjia Moore

Training Synergist | **CircleUp Education**

Ahjia is an experienced Diversity & Inclusion Trainer, Conflict Resolution Consultant, and Restorative Practitioner with years of experience supporting public agencies to interrupt structural racism and discrimination. Ahjia brings a high level of expertise in training and coaching staff to develop cross-cultural communication skills that foster empathy, understanding, and inclusion among diverse teams.

Achievements Include

- 60 Trainings Facilitated
- 580 Participants Trained
- 15 Organizations Served
- 6 Cities Served

SKILLS SUMMARY

- Training Design & Facilitation
- Conflict Resolution
- Project Management
- Professional Coaching

RELEVANT EXPERIENCE

Regional Park District Client - Co-designed and facilitated a mandatory hybrid training to support staff with developing self-awareness related to implicit bias, explicit bias, and tools to interrupt discrimination in the workplace.

City Client - Engaged with City Staff and elected officials to provide an assessment of workplace culture related to Diversity, Equity, and Inclusion. Recommended training services and community conversations to support the City by adopting new resolutions to become a city dedicated to anti-racist practices.

Unified School District Client - Facilitated a series of workshops for educators to develop an equity lens when approaching service delivery to students, families, and community members. Engaged participants in difficult conversations related to implicit bias and unconscious discrimination experienced by the Latinx population.

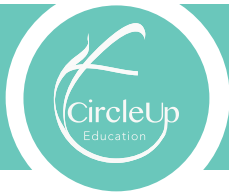
RELEVANT CERTIFICATION

- Diversity & Implicit Bias Training | 2019 | 180 hours
- Restorative Justice Conflict Resolution Training | 2012 | 30 hours
- Curriculum Design Utilizing The Restorative Learning Methodology™ | 2020 | 30 hours

Contact

Oakland, CA
510 470 0827
ahjia@circleuped.org

www.circleuped.org



Services & Fee Proposal

Click the links in the pricing table for more details.

Name	Price	QTY	Subtotal
All Employees Not in the Police Department			
<p>Service Planning & Preparation Meeting/Service</p> <p>Description This is a meeting with key stakeholders in your organization to prepare for upcoming meetings, process the impact of past meetings, or review any important information that is related to the planning or delivery of services by CircleUp's Team. This service may include a request from you to have the CircleUp team review critical media in preparation for upcoming services.</p> <p>Logistics</p> <ul style="list-style-type: none"> This meeting or session is 60 minutes long If this service is a meeting, no more than 10 people will be in attendance. 	\$495.00	1	\$495.00
<p>Diversity Uncovered™ Online</p> <p>An awareness-building training to uncover conscious and unconscious discrimination and learn tools to interrupt stereotypes, microaggressions, and implicit bias.</p> <p>CLICK HERE FOR MORE DETAILS</p> <p>Logistics</p> <ul style="list-style-type: none"> 3 hours long A maximum of 30-35 participants <p>Customizations</p> <ul style="list-style-type: none"> This service will be customized to include topics related to race, gender, age, sexual orientation and other pain points uncovered in the service planning and preparation meeting This service will be tailored for City staff 	\$3,800.00	3	\$11,400.00

Attachment: Circle Up RFP Response (Implicit Bias Training)

City Council and Appointed Officials			
<p>Service Planning & Preparation Meeting/Service</p> <p>Description This is a meeting with key stakeholders in your organization to prepare for upcoming meetings, process the impact of past meetings, or review any important information that is related to the planning or delivery of services by CircleUp's Team. This service may include a request from you to have the CircleUp team review critical media in preparation for upcoming services.</p> <p>Logistics</p> <ul style="list-style-type: none"> This meeting or session is 60 minutes long If this service is a meeting, no more than 10 people will be in attendance. 	\$495.00	1	\$495.00
<p>Specialized DEI Training - City Council & Appointed Officials</p> <p>A highly customized DEI training that reflects the needs and starting points of your team based on our deeper assessments with you.</p> <p>CLICK HERE FOR MORE DETAILS</p> <p>Logistics</p> <ul style="list-style-type: none"> 3 hours long A maximum of 0 participants A non-recorded public meeting that is specifically designed to allow for public participation if desired <p>Customizations</p> <p>The Specialized DEI training will be a highly specialized version of</p> <ul style="list-style-type: none"> The DEI Foundations Training The Diversity Uncovered Training The Conscious Conversations Training The Unraveling Equity Training Training from the Real Talk About Racism Training Series This training includes a blend of training modules from multiple sessions listed above that are blended together to meet very specific needs. 	\$3,800.00	1	\$3,800.00
Follow-up Services			
<p>De-brief and Next Steps Meeting</p> <p>After the trainings are delivered, CircleUp Education will meet with you to review the training evaluation feedback and discuss recommended next steps to ensure the continuation of learning and application of implicit bias awareness in the City.</p>	\$495.00	1	\$495.00

Proposal to the City of Capitola
Implicit Bias Training

April 19, 2021

City of Capitola
Larry Laurent, Assistant to the City Manager
420 Capitola Ave
Capitola, CA 95010

Subject: Implicit/Unconscious Bias Training Program

Submitted via email to llaurent@ci.capitola.ca.us

Dear Mr. Laurent:

CPS HR Consulting (CPS HR) is pleased to submit this proposal to the City of Capitola (City) in order to implement an implicit/unconscious bias training program for all employees including City Council and appointed officials but excluding the Police Department.

We are well-positioned to meet your request to deliver training services for City employees as we are highly recognized and regarded in the public sector for providing the best possible value to our clients. We welcome the opportunity to do the same for the City. The following reasons to select CPS HR for this important project include:

- CPS HR delivers quality and tailored training and development services to better meet each client's unique goals and objectives.
- CPS HR applies adult learning practices such as high levels of interactivity, relevant, practical scenarios, and group discussions in all our courses to increase retention and application on the job.
- The combination of CPS HR's highly qualified staff and our experience working with local government agencies enables us to reliably and consistently deliver excellent training courses.

We understand the purpose of your request and have endeavored to respond in this proposal by providing our approach to delivering training, the experience, and successes we have had with current and previous clients, and a summary of our proposed services and methodologies. We trust from our response you will be able to visualize how our training would benefit your team of employees.

Should you have questions or comments, please do not hesitate to contact **Karen Evans**, Training Center Manager and Project Manager for this important engagement, at **916-471-3341**, or by email at kevans@cpshr.us.

Sincerely,



Melissa Asher, Senior Practice Leader

Recommended Approach and Training Plan

For the City of Capitola, CPS HR can deliver training courses on the topic of Implicit/Unconscious Bias. CPS HR can virtually deliver trainings on this subject to City of Capitola City Council members, appointed officials, and City staff. Virtual delivery will be live and instructor-led for City Council members and appointed officials. Training for staff will be either live instructor-led or self-paced eLearning.

Our Implicit/Unconscious Bias training is designed to build a foundational understanding of what implicit/unconscious biases are and how they impact the work environment, our interactions with colleagues and constituents, and the decisions that we make. From that foundation the training delves deeper into the importance of recognizing and minimizing biases, and it provides practical tools and techniques for addressing and overcoming these discovered biases. The training culminates with application of the tools and creating an action plan.

Training for City Council members and appointed officials will be customized to meet the specific needs of the group. The number of requested customization hours will be determined after discussion between CPS HR, City of Capitola, and the instructor.

The **City Council/Appointed Official** course will address the role that executive leaders have in setting the culture of a bias free workplace.

The **Staff** course will focus on how implicit bias impacts customer service and peer relations.

The course description, objectives, and course outline are below.

Implicit/Unconscious Bias

2-hour course (live virtual instructor-led or self-paced eLearning)

The purpose of this course is to educate participants on how Implicit Bias may present itself and how it impacts individuals and organizations as a whole. Participants will learn what Implicit Bias entails, its prevalence in the workplace, even in well-intentioned environments, and how to address it in practical ways.

Learning Objectives:

- Define Implicit Bias,
- Explain the impact of Implicit Bias and why it can be difficult to identify,
- Select evidence-based strategies to recognize, minimize and eliminate Implicit Bias,
- Apply evidence-based strategies, and
- Reflect on what you can do to root out Implicit Bias.

Course Outline

Foundational Background

- What does bias mean to you?
 - Participant input
- What is bias?
 - Aspects of bias

- Explicit Bias
 - Definition and effects
- Implicit Bias
 - Definition and effects

Understanding Implicit Bias

- What is implicit bias?
 - Activated without awareness
 - Positive or negative
 - Origins of implicit association
- What the research says...
 - Brain science behind Implicit Bias
- Characteristics of Implicit Bias
 - Subconscious and pervasive
 - May not align with declared beliefs
 - Malleable
- Pervasiveness of Implicit Bias
 - Where Implicit Bias shows up in our work
- Identifying Implicit Bias
 - Snap judgments, stereotypes, micro-inequities, etc.
- Bias in the Workplace
 - Different types of bias found in the workplace
- Circle of Trust

Actively Addressing Implicit Bias

- What can you do to immediately get started?
 - Participant input
- Strategies for change
 - Implicit Association Test
 - 7-Day Bias Cleanse
- Strategies for addressing Implicit Bias
 - Learn more about your biases
 - Limit exposure to stereotypes
 - Seek counter-stereotypical media
- Inclusive Behaviors
 - Four inclusive behaviors
- Action Plan
 - What will you do?
 - How will you support colleagues and staff?
 - How will this information help?
- Next Steps
 - Determine how you will assess your biases
 - Share information
 - Seek out feedback
 - Challenge your peers

Implicit/Unconscious Bias Training Expertise

Our trainers/consultants have extensive experience with diversity and inclusion. They regularly deliver diversity and inclusion instruction in classes for CPS HR as well as public sector clients, and have been involved in many of the engagements specific to diversity, equity, and inclusion with other clients.

CPS HR has extensive experience designing, developing, and delivering a variety of cultural diversity training programs since 2004. We have been delivering diversity and inclusion as a segment of our supervisory training program since 2005 and providing half- to two-day programs for a variety of public sector clients during that time as well. A summary of that project and other recent projects follow:

- **Department of Consumer Affairs, Medical Board of California.** CPS HR developed and delivered a series of workshops for the Medical Board of California entitled “Rooting Out Implicit Bias”. The initial workshops were for managers then delivered to all staff within the agency. Classes were conducted in Sacramento and Los Angeles. In addition to the classroom training, CPS developed a 2-hour self-paced eLearning course for the Medical Board on the same topic.
- **California Department of Motor Vehicles.** In response to the implementation of AB60 which is legislation that authorized the licensing of undocumented people in California, CPS HR designed a customized two-day training program on diversity called **Perspectives on Diversity, Sensitivity, and Change**. This project was aimed at eliminating bias and improving interactions and communication between co-workers, supervisors and employees, and customers. Our CPS HR team of eight instructors delivered this program throughout the State of California to approximately 4,500 employees at DMV field offices.

CPS HR also provided training on the topics of **Diversity: Inclusion and Sensitivity** and **Diversity and Inclusion: Why It Matters for Leaders** to DMV staff and management. 20 sessions were delivered to a total of roughly 600 attendees from October 2020 to April 2021.
- **Orange County Sanitation District.** CPS HR provided training to approximately 600 employees and 100 supervisors at the Orange County Sanitation District on diversity and creating a discrimination free workplace in 2015 and in 2019. The short, one- to two-hour sessions focused on prevention and proactive steps as well as reiterating district policy.
- **Alameda County Water District.** CPS developed and delivered a series of half-day workshops for all staff on **Professionalism and Respectful Workplace Culture**.
- **California High Speed Rail.** CPS is delivered a series of workshop for High Speed Rail on **Diversity and Inclusive Workplace Practices**.
- **California Office of Systems Integration (OSI).** In collaboration with the Department, CPS designed and delivered a series of courses on **Implicit/Unconscious Bias** for staff and managers in 2018.
- **El Dorado County.** CPS is currently delivering a series of **Implicit/Unconscious Bias** training session to County Commissioners and Committee Members.

*Proposal to the City of Capitola
Implicit Bias Training*

- **Tahoe Regional Planning Agency.** CPS is currently delivering customized **Implicit/Unconscious Bias** training to TRPA staff and management. Listening sessions are being used to promote buy in from all involved parties, spark creativity and idea sharing, and guide the instructor in the customization of course curriculum and follow-up consulting.

Past Clients and References

REFERENCE 1			
Name of Firm: County of El Dorado			
Street Address: 330 Fair Lane, Building A	City: Placer ville	State : CA	Zip Code: 95667
Contact Person: Kim Dawson		Telephone Number: (530) 621-5393	
Dates of Service: April – June 2021			
Brief description of services performed: Implicit Bias training for 200+ County Commissioners.			

REFERENCE 2			
Name of Firm: Ocean Protection Council			
Street Address: 1416 Ninth Street	City: Sacramento	State: CA	Zip Code: 95814
Contact Person: Jenn Eckerle		Telephone Number: (916) 654-9055	
Dates of Service: October 2020 – March 2021			
Brief description of services performed: DEI Training on Working Through the Lens of Equity for staff and leadership, as well as review of Ocean Protection Council's Equity Plan.			

Attachment: CPS HR RFP Response (Implicit Bias Training)

Proposal to the City of Capitola
Implicit Bias Training

REFERENCE 3			
Name of Firm: Orange County Sanitation District			
Street Address: 10844 Ellis Ave	City: Fountain Valley	State: CA	Zip Code: 92708
Contact Person: Baylee Bontems		Telephone Number: 714.593.7150	
Dates of Service: May – June 2019			
Brief description of services performed: Diversity training for Managers and Supervisors and all staff.			

REFERENCE 4			
Name of Firm: CA Office of Systems Integration			
Street Address: 2495 Natomas Park Dr., Ste. 515	City: Sacramento	State: CA	Zip Code: 95834
Contact Person: Shauna Pompei		Telephone Number: 916.263.0740	
Dates of Service: February – April 2018			
Brief description of services performed: Implicit Bias training.			

REFERENCE 5			
Name of Firm: Department of Motor Vehicles			
Street Address: 2570 24 th St	City: Sacramento	State: CA	Zip Code: 95818
Contact Person: Inez Livingston		Telephone Number: 916-657-7810	
Dates of Service: 2020 – 2021			
Brief description of services performed: Diversity, Inclusion and Sensitivity training for managers and supervisors and all staff.			

Name(s) and Resumes of Trainers

Project Staffing

CPS HR has assembled a strong project team, with each member selected for his/her specific expertise, experience working in the public sector, and professionalism. We have selected **Ms. Karen Evans** to be the Project Manager for this assignment because of the strong project management skills and depth of experience with work of this nature that she possesses. She will serve as the main point of contact for the City coordinating all aspects of the project including the project staff, finalizing project plans and deliverables, organizing and securing resources, managing communications, monitoring project progress, resolving any problems, and ensuring timely and successful completion of the engagement.

Expertise of Proposed Personnel and Project Roles

The instructors to be assigned to this project are Jenine Jenkins and Jacques Whitfield.

Project team bios follow below.

Staff Member/ Role	Licenses/Certificates/Expertise	Relevant Experience
Karen Evans, PhD Project Manager	<ul style="list-style-type: none"> • Ph.D., Educational Psychology, University of Virginia, Charlottesville • M.A., Special Education, University of So. Florida, Tampa • B.A., Psychology, University of California, Davis 	20+ years' experience developing and managing educational and professional development programs
Jenine Jenkins, Instructor	<ul style="list-style-type: none"> • B.S., Kent State University • Certificate of Coaching for Life and Work, University of California, Davis • Associate Certified Coach (ACC) designation 	15+ years' experience managing HR programs including HR compliance, training development and facilitation, executive coaching, org development, and employee engagement
Jacques Whitfield, Instructor	<ul style="list-style-type: none"> • J.D., University of North Carolina, Chapel Hill, NC • B.A., History, Wake Forest University, Winston-Salem, NC 	19+ years' experience HR management and creating and delivering DEI, Performance Management, and EEO Compliance training

Resumes

Due to page limits, we have provided project team bios. Full resumes can be provided upon request.

Karen Evans, Ph.D.

Dr. Evans is the Training Manager for CPS HR Consulting. She has in-depth experience in executive level management, operations and sustainability for multi-modal delivery (online, blended, social, and mobile), curriculum and program development and deployment, assessment of student learning outcomes, faculty development, project management, strategic planning, organizational change and change management, conflict resolution, budgeting and forecasting, contract negotiation, accreditation, and compliance.

Jenine Jenkins

Ms. Jenkins is an award-winning Coach, HR Consultant and Diversity and Inclusion Strategist with over 15 years of experience in HR. She facilitates instructor-led training while utilizing group exercises, discussion, and real-life examples to facilitate solid understanding. In her capacity as Consultant, she has served organizations in California, Colorado and Maryland by providing fundamental leadership training that includes a focus regarding how these skills impact the inclusiveness and belonging of the organization or team. She has worked with organizations such as the Department of Fair Employment and Housing, Department of Labor and CSU, Sacramento.

She has helped to drive D&I strategies by providing training and coaching through programs such as the development of strategies intended to reach diverse populations, facilitation of wrap sessions to discuss issues affecting race and equity at work and various mediations of conflict stemming from perceived racism and micro aggressiveness. In her work as a D&I practitioner, she has worked with organizations such as Sacramento Housing and Redevelopment Agency, University of California, Davis, High Speed Rail and Umoja Community Education Foundation.

She has developed comprehensive policies, procedures and processes that cultivate and support an inclusive environment with an intentional focus on building an atmosphere of equity and belonging amongst staff and leadership alike.

Jacques S. Whitfield, JD

Mr. Whitfield is a seasoned Human Resources Executive with almost 20 years of experience in human resources management. He recently completed a six-year tenure as the Chief Human Resources Officer for the Yuba Community College District. He was responsible for the management and oversight of the human resources operations for the district and is credited with revitalizing and streamlining the Human Resource Operations for the Yuba Community College District. He is a subject matter expert in performance management, employee engagement and state and federal EEO compliance matters. He is highly accomplished in successfully working with others to develop professional skills and improve employee effectiveness through training and development. He is a member of ACCCA (Association for California Community College Administrators), ACHRO (Association of Chief Human Resource Officers), and a graduate of the ACCCA Mentor Program and ACCCA Admin 101. He is a frequent speaker, trainer and presenter.

Fee Proposal

The all-inclusive, flat rate pricing includes delivery of the course and all course materials.

Service	Length	Cost per	Maximum # of Participants	Estimated # of Sessions*	Total Extended Cost
City Council/Appointed Officials: Implicit/Unconscious Bias Training (Live Virtual)	2-hours	\$1,200.00/session	30/session	1	\$1,200.00
Staff: Implicit/Unconscious Bias Training (Live Virtual)	2-hours	\$940.00/session	30/session	3	\$2,820.00
Staff: Implicit/Unconscious Bias Training (Self-Paced eLearning)	2-hours	\$20.00/person	N/A	N/A	TBD**
Course Customization	N/A	\$180.00/hour	N/A	N/A	TBD**
ESTIMATED TOTAL COST**					\$4,020.00

*Estimated number of sessions is based on maximum number of participants as listed in the RFP.

**Total costs will be based on the number of self-paced eLearning participants and total customization hours.



Overview

At ShaunJFletcher Consultancy, we believe that diversity, equity and inclusion is a mindset...a mindset that begins long before we enter the workplace. It begins with who we are as individuals and what we value. Equity begins with us. This is the premise that our cultural competency training begins. Our training and development collaborative is designed to build an inclusive and culturally competent mindset across leadership and throughout your organization. Through research-based training, coaching and motivation, our team brings over 25 years of experience that will help establish the mindset necessary to sustain DEI efforts.

The process towards cultural competency is a longterm commitment that necessitates continuous self-reflection and purposeful self-awareness. To that end, we propose our leadership cohort model for the Capitola City Council and other relevant leadership. The cohort has been designed to offer a format for those committed to longterm meaningful development. This immersive experience establishes a roadmap towards becoming culturally competent people and leaders that we need in our society and workplaces.

For all of Capitola employees, we recommend a similar, yet desegregate version of the Leadership Cohort model along with a kickoff workshop on Implicit Bias for all-employees. Social scientific research shows that traditional Unconscious Bias training has proven effective in building awareness of our implicit biases, but tends to fall short of measurably reducing them. Addressing cognitive barriers and bias in a meaningful and sustainable way requires ongoing and interactive dialogue to combat factors that operate below the level of our social consciousness. While this is not a tactical "quick fix," a careful and methodical approach has measurable benefits for team dynamics in the workplace. Reducing individual bias can foster positive intergroup relationships while building a teams capacity for inclusive productive excellence and engagement.

This Implicit Bias Training is an interactive session designed to identify and challenge cultural biases that can disrupt team dynamics and productivity. We strategically bring together participants of different and common social identities to learn and engage about their differences and perspectives on diversity and social issues. Our facilitated, structured approach will cover issues related to race, ethnicity gender, sexual orientation, religious identity, ability status, citizenship and socioeconomic background. The goal of this workshop is not to manufacture agreement, but to equip participants with the critical tools necessary to understand and respect our differences while dealing with cultural conflicts that often divide us. This session asks the question, "Who are you bringing to the workplace?" Participants will leave both inspired and challenged to investigate the people they are away from the workplace, understanding that our biases don't originate at work.

Below is our proposed training course with audience.

Capitola City Council:

- Leadership Cohort (5 sessions)

Capitola Employees:

- Learning Series (Leadership Cohort desegregated) (quarterly) (5 sessions)
- Confronting and Reducing Implicit Bias Workshop (all-employees)



INTERGROUP DIALOGUE LEADERSHIP COHORT MODEL

Proposed Attendees: Capitola City Council

Session Run Time: 90 mins

Module 1: Implicit Bias: Understanding Bias & Identities | Month 1

- **Overview**
 - Through this module we will begin to identify the development and perpetuation of stereotypes which lead to bias and social disparities. Participants will also begin to investigate their own biases through various interactive exercises.

Module 2: Implicit Bias: Breaking Down Barriers | Month 2

- **Overview**
 - We are each responsible for changing our stereotypes and breaking down the barriers. In this module we will begin to challenge our inherent biases and discuss ways to encourage personal and workplace changes.

Module 3: Discussing Social and Controversial Issues | Month 3

- **Overview**
 - Through this module we will begin to identify ways to have uncomfortable, yet meaningful conversations in the workplace and at home. Participants will begin to understand the sources of conflict, ways to manage conflict, and learn to engage in conversations around uncomfortable subjects in a supportive, nonjudgmental way.

Module 4: Towards Taking Action | Month 4

- **Overview**
 - Through this module we will begin to understand the process involved in social change and the different levels and types of actions we can take. Participants will also explore the reasons why we do and do not take action, as well as what shapes our motivation and readiness to take action.

Module 5: Towards Becoming an Effective Ally | Month 5

- **Overview**
 - Through this module we will begin to understand what being an ally means both inside and out of the workplace. Participants will assess their own assumptions and discuss tangible steps to becoming an ally to marginalized and underrepresented groups.

**CONFRONTING AND REDUCING IMPLICIT BIAS WORKSHOP**

Proposed Attendees: All Capitola Employees

Session Run Time: 90 mins (est)

Lead Facilitator: [Dr. Shaun Fletcher](#)

Sample Session Overview**Module: Understanding and Confronting Implicit Bias**

1. Welcome/Overview (**5 mins**)
2. Creating a Safe Space/Brave Space for Dialogue “Group Agreements” - (**5 mins**)
3. Why you should care - (**2 mins**)
4. Who are we? Social Identity Concepts/Social Identity Grid - (**10 mins**)
5. Understanding Bias - (**10 mins**)
 - a. Defining and understanding how personal bias develops/contributing factors
 - b. Workplace Bias Impact -
 - i. **Performance**
 - ii. **Attribution**
 - iii. **Competence/Likability**
6. **Breakout Exercise #1** - Hot Topic: Social Identity and Privilege - (**10 mins**)
 - a. Debrief (**5mins**)
 - b. Reflection: Impact of social privilege on bias - (**10 mins**)
7. **Managing Personal and Workplace Bias** - (**10 mins**)
 - a. Reducing Personal Bias
 - i. Micro-aggressions (Video)
 - ii. Reflection: Interrupting Micro-aggressions/Responding to Triggers
 - iii. Cultural Taxation
8. **Breakout Exercise #2** - Unpacking Our (Bias) Baggage (**10 mins**)
 - a. Debrief (**5 mins**)
9. **Actions for Reducing Personal and Workplace Bias** - (**5 mins**)
10. **Action Continuum** (**5 mins**)
 - a. When and Why We Take Action
11. **Call to Action and Close** - (**2 mins**)



PAST CLIENTS & REFERENCES

Organization: Amyris, Inc

Sessions: Leadership Cohort (Executives), Reducing and Confronting Implicit Bias (All-employees), Quarterly Learning Series (All-employees)

Organization: City of Cupertino

Sessions: Confronting Implicit Bias (All-employees and City Council, Public)

[Sample Video](#)

Organization: City of Los Altos

Sessions: Confronting Implicit Bias (All-employees , City Council, Police Department)

Organization: City of Madera

Sessions: Confronting Implicit Bias (All-employees)

Organization: City of San Mateo

Sessions: Confronting Implicit Bias (All-employees, Leadership)

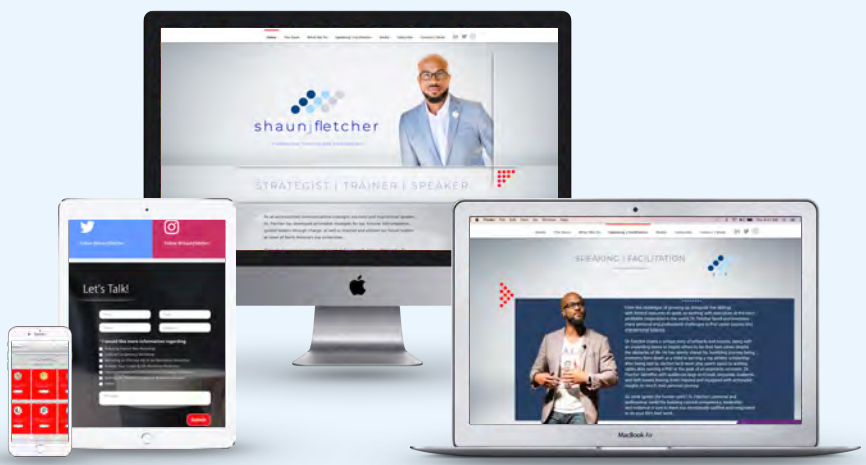


shaunjfletcher

Professional Training and Development Consultancy

Summary

ShaunJFletcher Consultancy is a professional training and development group uniquely designed to develop inclusive and culturally competent work environments. Dr. Shaun J Fletcher and his team bring over 25 years of corporate and academic development experience to client partnerships that will make a sustainable impact on your organizations leadership and frontline staff. The current workforce is both intellectually curious and socially aware, which requires a vivid and progressive approach for engagement. From working with Fortune 500 companies to the National Football league, SJF is prepared to create an unmatched experience. **Our goal is to provide meaningful learning solutions that create a cultural competent leadership mindset**, through research-based training, coaching and strategic communication.



OVERVIEW OF SERVICES

- ★ TRAINING & FACILITATION
- ★ LEADERSHIP COACHING
- ★ KEYNOTE SPEAKING

PROBLEMS

Our clients face a number of pressing challenges both inside and surrounding their organizations, including:

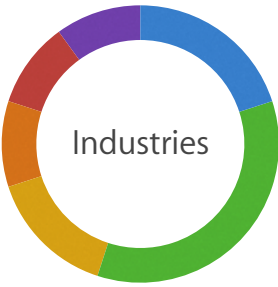
- ▶ Hiring and retention of diverse talent
- ▶ Leading an increasingly diverse and demanding workforce
- ▶ Organizational credibility and Public Relations challenges

SOLUTIONS

ShaunJFletcher Consultancy is uniquely positioned to offer tailored solutions to meet clients evolving needs, by offering:

- ✓ Research-driven strategies to shift organizational norms and practices
- ✓ Scalable, modular curriculum to up-skill leaders for sustainable growth
- ✓ Culturally competent training and communication implementation strategies for organizational buy-in

CLIENTS



- Academia
- Public
- Government
- Tech
- Private
- Sports/Entertainment

FAQs

Can SJF accommodate large projects?

Yes. Dr. Fletcher serves as lead consultant, with a team of key partners prepared to offer an expansive set of learning and development solutions to clients.

What type of trainings do you offer?

We largely focus on Cultural Competency, including Implicit Bias, Cross Cultural Communication and Discussing Social Issues in the Workplace. [Learn More](#)

How flexible are your solutions?

We offer 1-on-1 coaching; small and large group trainings; webinar/keynotes (up to 3000), extended leadership cohort models, half- and -full-day sessions.



Dr. Shaun J. Fletcher

Founder & Lead Facilitator

Email: info@shaunjfletcher.com

website: shaunjfletcher.com

Attachment: ShaunJFletcher RFP Response (Implicit Bias Training)



TRAINING & FACILITATION OFFERINGS

CULTURAL COMPETENCY

- ▶ REDUCING IMPLICIT BIAS IN THE WORKPLACE
- ▶ CULTURALLY COMPETENT LEADERSHIP [COHORT MODEL]
- ▶ BECOMING AN EFFECTIVE ALLY IN THE WORKPLACE
- ▶ CREATING SAFE SPACES FOR UNCOMFORTABLE CONVERSATION IN THE WORKPLACE
- ▶ IMPACT OF CULTURE, RACE AND RELIGION IN THE WORKPLACE
- ▶ DISCUSSING SOCIAL JUSTICE AND EQUITY SUCCESSFULLY IN THE WORKPLACE

LEADERSHIP DEVELOPMENT

- ▶ CULTURALLY COMPETENT LEADERSHIP [COHORT MODEL]
- ▶ LEADERSHIP AND INFLUENCE
- ▶ CREATING AN INCLUSIVE EMPLOYEE COMMUNICATIONS STRATEGY
- ▶ SERVANT LEADERSHIP
- ▶ EMOTIONAL INTELLIGENCE

PERSONAL DEVELOPMENT

- ▶ RESILIENCE FOR CAREER AND LIFE SUCCESS
- ▶ 10 SOFT SKILLS EVERYONE NEEDS
- ▶ SOCIAL INTELLIGENCE
- ▶ CREATIVE PROBLEM SOLVING
- ▶ CRITICAL THINKING
- ▶ IMPROVING SELF-AWARENESS

PROFESSIONAL DEVELOPMENT

- ▶ WORK/LIFE BALANCE
- ▶ EMOTIONAL INTELLIGENCE
- ▶ GOAL SETTING AND GETTING THINGS DONE
- ▶ MANAGING WORKPLACE ANXIETY
- ▶ CONFLICT RESOLUTION
- ▶ SELF-LEADERSHIP
- ▶ RESILIENCE FOR CAREER AND LIFE SUCCESS

Contact Us:

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Professional Training and Development

SERVICE RATES

**Rates are subject to change per client scope of work agreement*

WORKSHOPS/TRAININGS

- | | |
|---|---------------------|
| ▶ Half Day Workshop (90-120 mins) | \$3500 - 4,000 |
| ▶ Full Day Workshop (4 hours) | \$7,500 |
| ▶ Leadership Development (Cohort Model)
10-30 participants
3 session min 10 session max
60-90 min/session | \$3,500 per session |

COACHING

- | | |
|---|---------------------|
| ▶ Leadership Coaching
4 session min 10 session max
60 mins | \$500 per session |
| ▶ Coaching Retainer
Monthly model | Inquire for details |

KEYNOTE SPEAKING

- | | |
|---|--------|
| ▶ Keynote
45 - 60 mins
Rate varies according to number of participants | \$5000 |
|---|--------|

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shaunjfletcher

Professional Training and Development

MEET DR. FLETCHER



Dr. Shaun Fletcher

Founder/Lead Facilitator

- Entrepreneur
- University Professor
- TEDx™ Speaker
- 10+ years of Fortune 500 experience
- Certified Intergroup Dialogue Facilitator
- Skilled Moderator/Interviewer
- Public Voices Fellow and Ambassador
- Former NCAA scholar-athlete

Dr. Shaun J. Fletcher is a tenure track Professor at San José State University. Shaun has communications experience with private and public organizations for whom he has provided counsel on strategic messaging, executive communications, employee engagement, diversity and inclusion and brand management and development.

Shaun also served as Board Chair for Diversity and Inclusion for Public Relations Society of America, Silicon Valley and an Advisory Board member for the Institute for the Study of Sport Society and Social Change.

Prior to joining San José State, Shaun lead the Internal Communications team at Apple for the Retail Learning and Development organization. In this role, he provided overall strategic communications and marketing plan development, connecting the department's mission to its over 65,000 retail employees globally. Shaun concurrently served as a consultant and mentor for Apple's multimillion-dollar partnership with the Thurgood Marshall College Fund, bringing students from Historically Black Colleges and Universities (HBCU) to Apple for an immersive apprenticeship experience.

Dr. Fletcher's portfolio continues to expand as he has evolved into a sought after panel moderator and interviewer, having moderated sessions with 1968 Olympic icon, John Carlos and CNN Chief White House Correspondent, Jim Acosta, along with Fortune 500 leaders.

Dr. Fletcher has received recognition for his emotional [TEDx talk](#) on mental health discourse within the African American community. As a result, he has been a regular keynote speaker and advocate for shifting the perception of mental health in the Black community, receiving features in the New York Times, Washington Post, NPR and Black Enterprise. Dr. Fletcher is also a regular social commentary contributor on NBC, CBS, ABC, and FOX Bay Area News affiliates.

Shaun earned his Doctorate in Intercultural Communication from Howard University, a Master of Arts in Interpersonal/Org Communication from the University of Central Florida, and a Bachelor of Science in Public Relations from San José State University.

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Professional Training and Development

MEET DR. TERRELL FLETCHER



Dr. Terrell Fletcher

Trainer/Leadership Coach

- Entrepreneur
- Leadership Coach
- Best-selling Author
- Motivational Speaker
- 8-year Veteran of the National Football League
- Fortune 500 consultant
- Adjunct Professor

Dr. Terrell Fletcher is a former NFL running back turned faith leader, community advocate, and entrepreneur. He authored his first book, 'The Book of You: Discover God's Plan and Transform Your Future' in 2017; advises some of the most noted leaders in the world; and travels the globe (Belize, Nigeria, Uganda, South Africa, Australia, Canada, and more) to provoke thought and infuse a message of purpose and transformation.

Fletcher draws from the lessons and skills he learned from participating on teams with high achieving people to now coaching executives, businesses, and industry leaders on how to maximize their parts to produce wins in their companies. He also uniquely uses the trials of life, an arrest during his college years, a public divorce, and a season of no direction post-football, to affirm the redemptive beauty of transformation. Fletcher challenges his listeners to connect their head with their heart, transform toward a moral trajectory, and produce with a purposeful perspective in mind.

Terrell has a doctorate in transformational leadership, a master's degree in religious studies, and a bachelor's degree in English literature. Touted as one of the most gifted speakers in the world, Terrell speaks a universal language that mobilizes audiences of all ages, races, and histories to live in their full potential on purpose and with purpose.

Attachment: ShaunJFletcher RFP Response (Implicit Bias Training)

Contact Us:

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INVOICE

SHAUNJFLETCHER LLC
 320 Crescent Village Cir
 Suite 1147
 San Jose, CA 95134
 (408) 476-0592
shaun@shaunjfletcher.com

DATE OF INVOICE	WORK START DATE	WORK END DATE
TBD	TBD	TBD
INVOICE NUMBER	PAYMENT DUE BY	
136	Upon Receipt	

CLIENT
 ATTN: Larry Laurent
 Assitant to City Manager

EVENTS/WORKSHOPS	QTY	UNIT PRICE	TOTAL
Leadership Cohort (5 sessions)	5.00	4000.00	20000.00
Reducing and Confronting Implicit Bias Workshop	1.00	4000.00	4000.00
Learning Series (5 sessions)	5.00	4000.00	20000.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
TOTAL MATERIALS			\$44,000.00

DESCRIPTION OF WORK
 Per Client:
 Implicit Bias/Unconscious Bias Training

EVENTS/HOURLY	HOURS	RATE	TOTAL
N/A			0.00
			0.00
			0.00
			0.00
			0.00
TOTAL LABOR			\$0.00

TERMS AND CONDITIONS

Please make check payable to
 SHAUNJFLETCHER LLC.

MISCELLANEOUS CHARGES	HOURS / QTY	RATE	TOTAL
Materials/Development (waived)	0.00	0.00	0.00
			0.00
			0.00
			0.00
			0.00
TOTAL MISCELLANEOUS			\$0.00

THANK YOU

For questions concerning this invoice,
 please contact

Dr. Shaun Fletcher
 (408) 476-0592

shaun@shaunjfletcher.com
www.shaunjfletcher.com

SUBTOTAL	44000.00
enter total amount DISCOUNT	5000.00
SUBTOTAL LESS DISCOUNT	39000.00
enter percentage TAX RATE	0.00%
TOTAL TAX	0.00
OTHER	0.00
TOTAL	\$39,000.00

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