

City of Capitola Agenda

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



REVISED

CAPITOLA CITY COUNCIL REGULAR MEETING

THURSDAY, JUNE 25, 2015

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

**CLOSED SESSION – 6:00 PM
CITY MANAGER’S OFFICE**

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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Govt. Code §54957)
City Council's Performance Evaluation of the City Manager.

LIABILITY CLAIMS (Govt. Code §54956.95)
Claimants: Aspromonte Hotels, LLC
Agency claimed against: City of Capitola

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Govt. Code §54956.9)
Schroedel et al. v. the City of Capitola
[Santa Cruz Superior Court Case No. CV 175684]

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

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

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

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Council Members Stephanie Harlan, Ed Bottorff, Jacques Bertrand, Michael Termini, and Mayor Dennis Norton

2. PRESENTATIONS

A. Proclamation honoring Amateur Radio Week - June 21 thru June 27, 2015.

B. Proclamation honoring Mickey Ording for being inducted into the Rugby Hall of Fame.

3. REPORT ON CLOSED SESSION

4. ADDITIONAL MATERIALS

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

A. 8.F.

DETAILS:

Revised Public Works Inspection Service Contract with Ed Morrison.

5. ADDITIONS AND DELETIONS TO AGENDA

6. PUBLIC COMMENTS

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

7. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

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

8. CONSENT CALENDAR

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

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

CAPITOLA CITY COUNCIL REGULAR MEETING - Thursday, June 25, 2015

- A. Consider approving the June 3, 2015, City Council Budget Study Session Minutes; and the June 11, 2015, Regular City Council Minutes.
RECOMMENDED ACTION:
Approve Minutes.
- B. Approval of City Check Register Reports dated May 22, 2015; May 29, 2015; June 5, 2015; and June 12, 2015.
RECOMMENDED ACTION:
Approve the City Check Register Reports.
- C. Consider an Ordinance amending Title 15 of the Municipal Code by adding Chapter 15.10 to provide an expedited, streamlined permitting process for residential rooftop solar systems [Second Reading].
RECOMMENDED ACTION:
Adopt Ordinance.
- D. Consider approval of the plans, specifications, and estimate for the Rispin/Peery Park ADA Pathway Project; authorize the Public Works Department to advertise for construction bids.
RECOMMENDED ACTION:
Approve the plans, specifications, and estimate for the Project; authorize the Public Works Department to advertise for construction bids.
- E. Consider a Resolution approving the amended classification plan and job descriptions for the Field Supervisor, Police Records Technician, Recreation Coordinator and Account Technician; and approve the amended Association of Capitola Employees Memorandum of Understanding (MOU) and Mid-Management Employees MOU to reflect changes effective July 5, 2015.
RECOMMENDED ACTION:
Adopt Resolution.
- F. Consider approving a Public Works Inspection Services Contract.
RECOMMENDED ACTION:
Approve contract.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

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

- A. Consider a Resolution for the Levy of Capitola Village and Wharf Business Improvement Area (CVWBIA) Assessments for Fiscal Year 2015/2016.
RECOMMENDED ACTION:
Adopt Resolution.
- B. Consider an Ordinance amending Chapter 5.10 of the Municipal Code pertaining to the Capitola Village and Wharf Business Improvement Area [Second Reading].
RECOMMENDED ACTION:
Adopt Ordinance.

CAPITOLA CITY COUNCIL REGULAR MEETING - Thursday, June 25, 2015

- C. Update from PG&E regarding May 12th outage and pending Capitola projects.
RECOMMENDED ACTION:
Receive update.
- D. Receive presentation regarding Chapter 12.12 of the Capitola Municipal Code regarding Community Tree and Forest Management.
RECOMMENDED ACTION:
Accept presentation.
- E. Designation of Voting Delegate for the League of California Cities Annual Conference in San Jose, California, from September 30 to October 2, 2015.
RECOMMENDED ACTION:
Designate Capitola's Voting Delegate and Alternate(s) for the 2015 League of California Cities Annual Conference.

10. ADJOURNMENT

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

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

Agenda and Agenda Packet Materials: The City Council Agenda and the complete Agenda Packet are available for review on the City's website: www.cityofcapitola.org and at Capitola City Hall and at the Capitola Branch Library, 2005 Wharf Road, Capitola, on the Monday prior to the Thursday meeting. Agendas are also available at the Capitola Post Office located at 826 Bay Avenue, Capitola. Need more information? Contact the City Clerk's office at 831-475-7300.

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

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

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

City of Capitola Mayor's Proclamation

Designating June 21 – 27, 2015, as Amateur Radio Week

WHEREAS, the Federal Communications Commission licenses all amateur radio operators to provide public and emergency communications; develop and maintain a pool of radio operators; and promote domestic and international goodwill; and

WHEREAS, Santa Cruz County amateur radio operators are known throughout the county, state and nation for their outstanding dedication and commitment to safety and preparedness; and

WHEREAS, amateur radio operators in Capitola and Santa Cruz County provide thousands of hours of volunteer support to several agencies including: CAL FIRE; Santa Cruz Sheriff's Office; Santa Cruz Police Department; the American Red Cross; the Department of Homeland Security; the National Weather Service; and the Salvation Army. They also provide invaluable assistance during parades, charity bike rides, running and walking events; and

WHEREAS, local amateur radio operators work closely with federal, state, city and county emergency service organizations to provide volunteer communication services during wild fires, severe weather, natural disasters, communications and power outages, accidents and other emergencies; and

WHEREAS, the amateur radio community represented by the Santa Cruz County Amateur Radio Club and the Santa Cruz County Amateur Radio Emergency Service (A.R.E.S.) have been actively supporting the Emergency Operations Center, CAL FIRE, the Sheriff's Department, California Highway Patrol, Search & Rescue, Large Animal Rescue Team, groups and volunteer agencies in their contributions of service to the community; and

WHEREAS, this year's Amateur Radio Relay League Field Day exercise will take place at the CAL FIRE Training Facility in Ben Lomond and the UCSC East Field on Saturday, June 27nd and Sunday, June 28th.

*NOW, THEREFORE, I, Dennis Norton, Mayor of the City of Capitola, do hereby proclaim June 21-27, 2015, as **Amateur Radio Week** in Capitola, California, and call on all residents to support this very important emergency preparedness exercise, and recognize the tremendous contributions Santa Cruz County amateur radio operators have made to our community.*



Dennis Norton, Mayor

Signed and sealed this 25th day of June 2015



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City of Capitola Mayor's Proclamation

Designating June 25, 2015, as Mickey Ording Day

WHEREAS, the United States Rugby Foundation is pleased to announce that Mickey Ording is one of twelve 2015 inductees into the U.S. Rugby Hall of Fame; and

WHEREAS, the U.S. Rugby Hall of Fame and its Foundation is a 501 C 3 non-profit organization dedicated to preserving the history of U.S. Rugby; supporting the development of the game by funding programs for youth, high school and collegiate rugby; and individual player development programs; and

WHEREAS, the 12 members of the Class of 2015 were elected by the U.S. Rugby Foundation (USRF) Board of Trustees after receiving recommendations from a Selection Committee composed of the USRF Directors and Trustees who examined and reviewed a record number of nominations; and

WHEREAS, the Class of 2015 is comprised of individuals who have made their mark in United States rugby, and will be inducted at the USRF's Hall of Fame Induction Dinner which will be held in conjunction with an USA Men's Eagles game versus the Australian National Team, the Wallabies, on September 5, 2015, at Soldier Field in Chicago, Illinois; and

WHEREAS, Mickey Ording was an All-American guard for the University of Oregon football team in 1962. He also played rugby for the Ducks from 1960-62 and then went on to play for the Olympic Club and the XO Rugby Club, where he played until 1982 and was selected through those years on many all-star international touring teams; and

WHEREAS, Mickey was selected to start at the tight-head prop against Australia in the United States' first game of the modern era in Los Angeles on January 31, 1976; and

WHEREAS, Mickey would go on to play in three of the next four Eagles matches, including against an England XV on the 1977 Eagles tour to England. His last test was in a win against Canada in Baltimore in 1978. His career also included the U.S. Cougars tour of South Africa and Rhodesia in 1979; and

WHEREAS, prior to retiring in Capitola, Mickey was a high school and junior college football coach, as well as a rugby coach at Santa Clara University and for many Collegiate Select touring teams. He served as President of the Northern California Rugby Football Union and was the recipient of the prestigious Craig Sweeney Award, given to those who exemplify the highest standards both on and off the rugby field! Additionally, Mickey was an active volunteer at many of his children's' school, athletic and extra-curricular activities. He is a participating member of the University of Oregon Alumni Association and the University of Oregon Football Alumni Group; and

WHEREAS, during his 15 years of residing in Capitola Mickey has served as an advisor to the Wharf to Wharf Board of Directors and active volunteer, a coach for the Aptos Little League, and a frequent volunteer at many Capitola community events.

NOW, THEREFORE, I, Dennis Norton, Mayor of the City of Capitola, do hereby proclaim June 25, 2015, as Mickey Ording Day in Capitola, California, and call on all residents to congratulate him for being inducted into the U.S. Rugby Hall of Fame.



Dennis Norton, Mayor

Signed and sealed this 25th day of June 2015



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**CITY OF CAPITOLA
PROFESSIONAL SERVICES AGREEMENT**

**Public Works Inspection Service Contract
Ed Morrison**

THIS AGREEMENT is entered into on July 1, 2015, by and between the City of Capitola, a Municipal Corporation, hereinafter called "City" and Ed Morrison, 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 Public Works Inspection Services and further detailed in Appendix One.

**SECTION 2
Duties of Consultant**

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

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

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

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

**SECTION 3
Duties of the City**

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

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

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SECTION 4 Fees and Payment

Payment for the Consultant's services shall be made upon a schedule and within the limit, or limits shown, upon Appendix Two. Such payment shall be considered the full compensation for all personnel, materials, supplies, and equipment used by Consultant in carrying out the work. If Consultant is compensated on an hourly basis, Consultant shall track the number of hours Consultant, and each of Consultant's employees, has worked under this Agreement during each fiscal year (July 1 through June 30) and Consultant shall immediately notify City when 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 July, 1 2015.

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.

The contract shall be for a term of three (3) years with a mutual option of an additional two (2) years, and may only be terminated upon mutual consent of both the City and the Consultant.

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 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 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. (Unless Consultant provides written verification he has no employees)

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. | <u>Worker's Compensation:</u> | <u>\$1,000,000 per accident for bodily injury or disease, with a Waiver of Subrogation in City of Capitola's favor</u> |

Other Insurance Provisions

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

1. The City of Capitola, its officers, officials, employees and volunteers are to be covered as additional insured's as respects: liability arising out of work or operations performed by or on behalf of the Consultant or automobiles owned, leased, hired or borrowed by the Consultant.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees

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- 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 by either party, except after thirty (30) days' prior written notice by certified mail, returned receipt requested, has been given to the City.
 4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

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.

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

~~The City hereby agrees to defend, indemnify and hold harmless the Consultant from and against all claims, damages, losses, judgments, liabilities, expenses and other costs including litigation costs and attorney's fee, for injuries or damages to third persons, including but not limited to injury to person or property or wrongful death, arising directly or indirectly, out of any negligent act or omission of Consultant and alleged to have resulted, directly or indirectly, or wholly or partially, from Consultant's performance under this Agreement. This indemnification provision shall not be construed to, and shall not, serve to indemnify Consultant against claims arising out of Consultant's intentional or criminal misconduct[A1].~~

Contractor shall hold harmless, defend, and indemnify City and its officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses, including attorney fees arising in any way from the performance under this Agreement, caused in whole or in part by any negligent act or omission of the Contractor, his subcontractor, or agent, except where caused by City's active or sole negligence, or willful misconduct.

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.

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SECTION 11
Legal Action/Attorneys' Fees

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

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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 contracted 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.

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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:

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

CONSULTANT
Ed Morrison
741 Corcoran Avenue
Santa Cruz, CA 95062
(831) 462-0317

By: _____
Benjamin Goldstein, City Manager

By: _____
Ed Morrison

Dated: _____

Dated: _____

Approved as to Form:

Anthony Condotti, City Attorney

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APPENDIX ONE Public Works Inspection Services Scope of Work

1. Soquel Creek Lagoon Management. Work to include:
 - a. Obtain and maintain all permits required for management of Soquel Creek Lagoon
 - b. Interface with all regulatory agencies and other consultants as necessary
 - c. Ensure compliance with all permits conditions, including filing of written reports. Copies of all written correspondence and reports shall be filed with the City
 - d. Manage and oversee closure of the lagoon starting on or around May 20th each year, including coordination of rental equipment
 - e. Inspect the flume and lagoon, once a week from closure to opening, with oral report to Public Works Director
 - f. Manage and oversee the opening of the lagoon as necessary to prevent flooding
 - g. Coordinate and consult on annual Soquel Creek Monitoring Report
2. Inspect all encroachment permit activities. Work to include:
 - a. Review encroachment permits issued by Public Works staff
 - b. Meet contractor on site to discuss work and review plans and standards
 - c. Inspect work as necessary, minimum two site inspections, one progress, and one at completion of work.
 - d. Complete inspection report and file with Public Works
3. Perform initial tree assessments for all tree permit applications. Work to include:
 - a. Reviewing tree permit applications
 - b. Complete field inspection report and file report with Community Development staff
4. Special Project as defined by the Public Works Director. Work to include:
 - a. Construction inspection on Capital Improvement Projects
 - i. Coordinate with contractor and other parties as necessary
 - ii. Daily inspections of ongoing work
 - iii. Complete daily inspection report and file with Public Works staff
 - b. Special project coordination and inspection,
 - i. Review project with Public Works staff
 - ii. Obtain bids from local contractors as directed
 - iii. Coordinate work contractors and others as necessary
 - iv. Daily inspections of ongoing work
 - v. Complete daily inspection report and file with Public Works staff
 - c. Other duties as directed

APPENDIX TWO
Fees and Payments

For the services performed, City will pay consultant on a time-charge plus expense basis, monthly as charges accrue, the sum of consultant's hours and approved consultant expenses.

For purposes of this Agreement, Consultant's time-charge will be the amount stated in Appendix Two. Consultant expenses may include travel, meals and lodging while traveling, materials other than normal office supplies, reproduction and printing costs, equipment rental, computer services, service of subconsultants or subcontractors, and other identifiable job expenses. The use of Consultant's vehicles for travel shall be paid at the current Internal Revenue Service published mileage rate.

In no event shall the total fee charged for the scope of work set forth in Appendix One exceed the total annual budget of \$30,000 (Thirty Thousand Dollars and Zero Cents), for a total contract amount of \$90,000 (Ninety 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 time-charge hours and expenses. Such payments shall be for the invoice amount. The monthly statements shall contain the following affidavit signed by a principal of the Consultant's firm:

"I, Ed Morrison, hereby certify that the hours and expense charge of \$_____ as summarized above and shown in detail on the attachments is fair and reasonable, is in accordance with the terms of the Agreement dated July 1, 2015, and has not been previously paid."

Consultant	Hourly Time-Charge Rate
Ed Morrison	\$35.00

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CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 25, 2015

FROM: OFFICE OF THE CITY CLERK

SUBJECT: JUNE 3, 2015, SPECIAL JOINT BUDGET STUDY SESSION MINUTES;
AND THE JUNE 11, 2015, REGULAR CITY COUNCIL MINUTES

RECOMMENDED ACTION: Approve the subject minutes as submitted.

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

ATTACHMENTS:

1. Draft June 3, 2015, Special Joint Budget Study Session Minutes;
2. Draft June 11, 2015, Regular City Council Minutes.

Report Prepared By: Susan Sneddon, CMC
City Clerk

Reviewed and Forwarded
By City Manager: 

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**SPECIAL JOINT MEETING
CAPITOLA CITY COUNCIL/SUCCESSOR AGENCY
TO THE FORMER REDEVELOPMENT AGENCY
JOINT BUDGET STUDY SESSION MINUTES**

WEDNESDAY, JUNE 3, 2015 – 6:00 PM

CALL TO ORDER

Mayor Norton called the meeting to order at 6:00 PM.

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Council Members Stephanie Harlan, Ed Bottorff, Jacques Bertrand, Michael Termini and Mayor/Chair Dennis Norton

City Treasurer McBroom was absent

2. ADDITIONAL MATERIALS

The following additional material was received regarding Item 5.A.:

- Fiscal Year 2015/2016 Council Follow Up Slides provided by staff;
- Letter of recommendation from the City's Finance Advisory Committee;
- Two letters from the Santa Cruz County Regional Transportation Commission Bicycle Advisory Committee regarding bicycling in Capitola;
- Email from Marie Martorella regarding Monterey Park.

3. PUBLIC COMMENT

Daniel Kostelec, Santa Cruz County Regional Transportation Commission (SCCRTC) Bicycle Advisory Committee Alternate Representative, provided comments regarding the City's proposal Fiscal Year 2015/2016 Bicycle Facilities Projects.

Steve Piercy, New Brighton School Bike Club Volunteer Coordinator, commented on the City receiving a possible grant for Safe Routes to School.

Amelia Conlen, Bike Santa Cruz County Director, stated that she supports the inclusion of the Bicycle Facilities Projects listed in the Fiscal Year 2015/2016 Budget. She urged the Council to consider installing new bicycle lanes on Monterey Avenue and Kennedy Drive.

4. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

Council Member Termini stated that the Capitola Rod and Custom Classic Car Show will be held on June 6th and 7th.

Mayor Norton stated that the Draft Santa Cruz County Passenger Rail Feasibility Study is available at City Hall, as well as on-line; he will be suggesting that the SCCRTC extend the public comment period.

Item #: 8.A. Attach 1.pdf

**SPECIAL JOINT BUDGET STUDY SESSION OF THE CAPITOLA CITY
COUNCIL/SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY -
Wednesday, June 3, 2015**

5. GENERAL GOVERNMENT / PUBLIC HEARINGS

- A. Receive a presentation from the Finance Advisory Committee regarding the proposed 2015/2016 Fiscal Year Budget for the City of Capitola General Fund; and continued Budget Study Session on the proposed 2015/2016 Fiscal Year Budget.

Nathan Cross, Finance Advisory Committee (FAC) member, presented the FAC's recommendations regarding the usage of the 2014/2015 General Fund ending balance.

Finance Director Welch provided a list of projects that were identified by Council at the May 20, 2015, Joint Budget Study Session. The majority of the items on the list are Capital Improvement Projects that will be discussed by Public Works Director Jesberg. He stated that a benchmark study, dated September 2012, indicated that the City's General Fund Reserve to Operating Cost ratio lower than any of the benchmark cities. This study has been updated and indicates that the City's unrestricted reserve levels place the City above two of the benchmark cities.

Public Works Director reviewed the following future Capital Improvement Projects to be considered:

- Zone 5 Flood Control District budget and projects
- Additional Sanctuary Trails Markers
- ADA items in the budget
- Road markers on Bowers and 41st Ave
- Esplanade Sidewalk Cleaning
- Monterey Park Bathroom
- Wharf Bathroom
- Village Drainage Study
- Village garbage

City Manager Goldstein stated that Police Department is conducting a complete review of City's Emergency Preparedness Plan and will be conducting a table top exercise by the end of 2015.

Council Member Bottorff suggested an Esplanade Sidewalk Cleaning Pilot Program. In addition, he requested that the flooding issue in front of Vice Salon on Capitola Avenue be remedied; and for staff to agendize a discussion regarding a Depot Hill stop sign. He stated concerns regarding the need for a crosswalk at Riverview Drive and Capitola Road.

Council Member Termini stated that the City should provide the Esplanade sidewalk cleaning. He provided comments regarding the proposed Fiscal Year 2015/2016 Bicycle Facilities Projects; especially the Brommer Street to 38th Avenue road resurfacing. He suggested that a bathroom at Monterey Park be addressed in a future year. He supports additional Sanctuary Trail markers.

**SPECIAL JOINT BUDGET STUDY SESSION OF THE CAPITOLA CITY
COUNCIL/SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY -
Wednesday, June 3, 2015**

Council Member Harlan requested that the Planning Commission review the City's future capital improvement projects. In addition, she suggested holding off on a bathroom at Monterey Park and suggested putting a portable bathroom at the park for this summer.

Council Member Bertrand requested that staff look into obtaining a key to the New Brighton Middle School restrooms for organized events.

Mayor Norton stated that he supports the proposed Fiscal Year 2015/2016 Bicycle Facilities Projects; especially the Brommer Street to 38th Avenue road resurfacing. He stated that the Esplanade sidewalk cleaning should be paid for by the restaurants in the Village, and suggested requiring an assessment to offset the costs. He suggested that a bathroom at Monterey Park be addressed in a future year.

There was City Council consensus to accept the FAC's recommendations and directed staff to prepare the Budget Resolution to approve the proposed 2015/2016 Fiscal Year Budget.

6. ADJOURNMENT

8:10 PM

ATTEST:

Susan Sneddon, City Clerk

CMC

Dennis Norton, Mayor

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**CAPITOLA CITY COUNCIL
REGULAR MEETING ACTION MINUTES
THURSDAY, JUNE 11, 2015 - 7:00 PM**

**CLOSED SESSION - 6:00 PM
CITY MANAGER'S OFFICE**

CALL TO ORDER

Mayor Norton called the meeting to order at 6:00 PM. He announced the item to be discussed in Closed Session, as follows:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Govt. Code §54957)

City Council's Performance Evaluation of the City Manager.

Mayor Norton recessed the meeting at 6:02 PM to the Closed Session in the City Manager's Office.

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

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Council Members Stephanie Harlan, Ed Bottorff, Jacques Bertrand, Michael Termini, and Mayor Dennis Norton

2. REPORT ON CLOSED SESSION

Mayor Norton stated that the City Council discussed the City Council's Performance Evaluation of the City Manager; there was no reportable action.

3. ADDITIONAL MATERIALS

City Manager Goldstein stated that the recommended action for Item 8.G. was revised as reflected in the published "revised" agenda; and Item 9.B. and Item 9.C. will be discussed together.

4. ADDITIONS AND DELETIONS TO AGENDA (None provided)

5. PUBLIC COMMENTS

Helen Bryce, local resident, stated her opposition to the proposed skate park at Monterey Park.

Bonnie Johanson, local resident, stated that recently 100 smart meters exploded at the apartment complex where she resides; she has concerns with the explosion causing fire and health hazards. She requested that the City enact a moratorium on PG&E smart meters.

Mayor Norton requested that City Manager Goldstein notify a PG&E representative to come to a future City Council meeting to provide an update.

Marilyn Garrett, local resident, stated concerns regarding wireless technology and the issue of the smart meters exploding.

6. CITY COUNCIL / CITY TREASURER / STAFF COMMENTS

City Manager Goldstein announced that the City is now using a parking app for pay-by-phone parking.

CAPITOLA CITY COUNCIL ACTION MINUTES - Thursday, June 11, 2015

Council Member Termini stated that the first Twilight Concerts was held on Wednesday, June 10th; and the Capitola Rod and Custom Classic Car Show was held last weekend was a success.

Council Member Bertrand thanked those that participated in the recent blood drive at Jade Street Community Center. He stated that he talked to neighbors about the recent issue regarding smart meters.

Council Member Harlan stated that the County has completed repairs regarding the odor control system at the Soquel Pump Station near Nob Hill; the City's Volunteer dinner will be held on Wednesday, June 17th at Michaels on Main; the Special Olympics Law Enforcement Torch Run will go through the City on June 17th.

Mayor Norton stated that he sent a letter to the Federal Aviation Administration regarding the new flight path over the County; the City's website has a link to Congressman Sam Farr's website to complete a survey regarding airplane noise over the County.

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

- A. Reappointment to the Capitola Historical Museum Board.

ACTION

Motion by Council Member Bottorff seconded by Council Member Bertrand, to accept the Capitola Historical Museum Board's recommendation to reappoint Stephanie Kirby to fill one of the three expiring terms on the Capitola Historical Museum Board. The recommended appointment is for a three-year term expiring on June 11, 2018. The motion carried unanimously.

8. **CONSENT CALENDAR**

- A. Consider approving the May 20, 2015, City Council Budget Study Session Minutes; and the May 28, 2015, Regular City Council Minutes.
- B. Receive Planning Commission Action Minutes for the Regular Meeting of June 4, 2015.
- C. Adopt **Resolution No. 4023** setting the 2015-2016 Fiscal Year Appropriation Limit pursuant to Article XIII B of the California Constitution. [330-05]
- D. Consider accepting the City's Investment Policy. [100-10/350-10]
- E. Consider repealing Resolution No. 4018 and adopting a revised **Resolution No. 4022** amending the Classification Plan to add previously authorized Senior Mechanic position to the Mid-Management Employees Bargaining Group. [600-10]
- F. Authorize the Police Department to replace department issued handguns and amend the Fiscal Year 2014-2015 Budget by appropriating \$5,634.48 from the State Supplemental Law Enforcement Services Fund (SLESF) Unassigned Fund Balance for the purchase to complete the project; and approve a budget adjustment. [330-10/370-30]
- G. Consider accepting a State of California Department of Alcoholic Beverage Control (ABC) Overtime Grant in the amount of \$12,893 for Fiscal Year 2015/2016 General Fund Operating Budget. 330-05/390-25]
- H. Consider a contract with Stepford, Inc. for Fiscal Year 2015/2016 in the amount not to exceed \$70,000 for Information Technology Support Services, and approve a budget adjustment. [330-10/500-10 A/C: Stepford, Inc.]

CAPITOLA CITY COUNCIL ACTION MINUTES - Thursday, June 11, 2015

ACTION Motion made by Council Member Termini, seconded by Council Member Bottorff, to approve the Consent Calendar Items 8.A., 8.B., 8.C., 8.D., 8.E., 8.F., 8.G., and 8.H. The motion was passed unanimously.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

A. Consider approving Monterey Bay Economic Partnership (MBEP) Membership, and approve a budget adjustment. [330-10/500-10 A/C: Monterey Bay Economic Partnership (MBEP)]

Jennifer Dossett, Monterey Bay Economic Partnership President provided an overview of the MBEP.

ACTION Motion made by Council Member Bertrand, seconded by Council Member Bottorff, to approve Monterey Bay Economic Partnership Membership, and approve a budget adjustment. The motion was passed unanimously.

Item 9.B. and Item 9.C. were discussed simultaneously.

B. Consider the introduction of an Ordinance amending Chapter 5.10 of the Municipal Code pertaining to the Capitola Village and Wharf Business Improvement Area [First Reading]. [140-05]

C. Consider adopting a Resolution of Intention to Levy Business Improvement Assessments for Fiscal Year 2015-2016, which receives the Capitola Village and Wharf Business Improvement Area Annual Report and the proposed Fiscal Year 2015-2016 Budget; sets a public hearing to receive oral or written protests on the levy of assessments for Fiscal Year 2015-2016 for Thursday, June 25, 2015; and directs required noticing of the public hearing by the City Clerk and the Capitola Village and Wharf Business Improvement Area. [140-05]

ACTION Motion made by Council Member Bottorff, seconded by Council Member Termini, to approve the first reading of an Ordinance amending Chapter 5.10 of the Municipal Code pertaining to the Capitola Village and Wharf Business Improvement Area; and to approve Resolution No. 4023 (Resolution of Intention) to Levy Business Improvement Assessments for Fiscal Year 2015-2016, which receives the Capitola Village and Wharf Business Improvement Area Annual Report and the proposed Fiscal Year 2015-2016 Budget; sets a public hearing to receive oral or written protests on the levy of assessments for Fiscal Year 2015-2016 for Thursday, June 25, 2015; and directs required noticing of the public hearing by the City Clerk and the Capitola Village and Wharf Business Improvement Area. The motion was passed unanimously.

D. Consider a Resolution approving the proposed 2015/2016 Fiscal Year Budget for the City of Capitola. [330-05]

ACTION Motion made by Council Member Bottorff, seconded by Council Member Termini, to adopt Resolution No. 4024 approving the proposed 2015/2016 Fiscal Year Budget for the City of Capitola. The motion carried with the following roll call vote: AYES: Council Members Bottorff, Harlan, Termini, Harlan, and Mayor Norton. NOES: None. ABSENT: None. ABSTAIN: None.

E. Receive report regarding the Santa Cruz County Library Joint Powers Authority. [230-10/500-10 A/C: Santa Cruz County Library Joint Powers Authority]

CAPITOLA CITY COUNCIL ACTION MINUTES - Thursday, June 11, 2015

City Manager Goldstein reported that the Santa Cruz County Library Joint Powers Authority's proposal is for the Santa Cruz County Library Board of Directors (Board) to be a four-member governing Board, comprised of city managers from Santa Cruz, Capitola and Scotts Valley and Santa Cruz County's Administrative Officer. He stated there will be a Library Advisory Commission which will serve as a community voice and provide recommendations to the Board and Library Director; it will be a seven member Commission comprised of registered voters (three from the County, two from the City of Santa Cruz, one from Capitola; and one from Scotts Valley).

Council Member Termini, City's Representative on the Santa Cruz County Library Joint Powers Board (Board), stated that he was on the Board's subcommittee that drafted the Library Joint Powers Agreement.

Janis O'Driscoll, Santa Cruz Public Libraries Department Programs and Partnerships Manager, was introduced.

ACTION

Motion made by Council Member Termini, seconded by Council Member Bertrand, to accept report regarding the Santa Cruz County Library Joint Powers Authority. The motion passed unanimously.

- F. Consider the introduction of an Ordinance amending Title 15 of the Municipal Code by adding Chapter 15.10 to provide an expedited, streamlined permitting process for residential rooftop solar systems [First Reading]. [570-10/750-10]

ACTION

Motion made by Council Member Termini, seconded by Council Member Norton, to approve the first reading of an Ordinance amending Title 15 of the Municipal Code by adding Chapter 15.10 to provide an expedited, streamlined permitting process for residential rooftop solar systems; and to include an increase of the threshold of photovoltaic to 16kW The motion was passed unanimously.

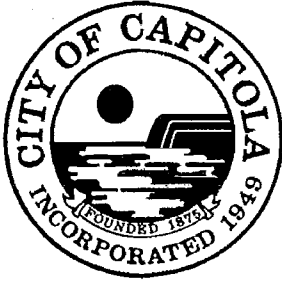
10. ADJOURNMENT

Meeting adjourned at 8:10 PM.

ATTEST:

Susan Sneddon, City Clerk CMC

Dennis Norton, Mayor



CITY COUNCIL AGENDA REPORT MEETING OF JUNE 25, 2015

FROM: FINANCE DEPARTMENT

SUBJECT: CITY CHECK REGISTER REPORT

RECOMMENDED ACTION: Approve the attached Check Register Reports for May 22, May 29, June 5 and June 12, 2015

DISCUSSION: Check Registers are attached for:

Date	Starting Check #	Ending Check #	Total Checks/EFT	Amount
5/22/15	80468	80518	52	\$130,075.04
5/29/15	50519	80577	62	\$180,727.46
6/5/15	80578	80665	90	\$351,119.26
6/12/15	80666	80727	68	\$163,084.96

The check register of May 15, 2015 ended with check #80467.

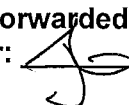
Following is a list of checks issued for more than \$10,000.00, and a brief description of the expenditure:

Check	Issued to:	Dept.	Purpose	Amount
80498	PG&E	PW	Monthly Gas & Electric	\$13,783.12
80507	SCC Planning Dept.	CM	FY14/15 Homeless Cost Share	\$17,329.00
EFT 122	CalPERS	FIN	PERS Contr. 5/15/15 Pay Date	\$59,422.82
80568	Watchguard Video	PD	Vehicle & Body Cameras	\$101,997.94
EFT 124	IRS	FIN	Federal Taxes 5/29/15 Pay Date	\$25,990.82
80597	Community Action Board	CDD	Rent Assistance April 2015	\$10,646.66
80598	Community Bridges	CM	FY14/15 Community Grant	\$54,037.00
80628	Marty Franich Ford	PW	2015 Ford Truck	\$22,319.94
80630	Michael Greenwald	PW	McGregor Skate Park	\$52,200.00
80644	Regional Govt. Services	FIN	Interim Finance Director	\$13,800.00
EFT 126	CalPERS	FIN	June 2015 Health Insurance	\$60,655.48
80670	Atchison, Barisone et al	CM	May 2015 Legal Services	\$12,412.99
EFT 129	CalPERS	FIN	PERS Contr. 5/29/15 Pay Date	\$59,625.74
EFT 134	IRS	FIN	Federal Taxes 6/12/15 Pay Date	\$22,237.07

ATTACHMENTS:

1. Check Register for May 22, 2015
2. Check Register for May 29, 2015
3. Check Register for June 5, 2015
4. Check Register for June 12, 2015

Report Prepared By: Linda Benko
Accounts Payable Clerk

Reviewed and Forwarded
by City Manager: 

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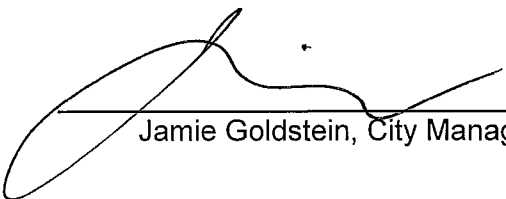
Checks dated 5/22/15 numbered 80468 to 80518 for a total of \$70,652.22 plus 1 EFT for \$59,422.82 have been reviewed and authorized for distribution by the City Manager

As of 5/22/15 the unaudited cash balance is \$5,061,062

CASH POSITION - CITY OF CAPITOLA 5/22/15

	<u>Net Balance</u>
General Fund	\$ 2,689,371
Contingency Reserve Fund	\$ 1,712,646
Worker's Comp. Ins. Fund	\$ 230,832
Self Insurance Liability Fund	\$ 102,271
Stores Fund	\$ 12,225
Information Technology Fund	\$ 118,688
Equipment Replacement	\$ 129,461
Compensated Absences Fund	\$ 65,568
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$ 5,061,062</u>

The Emergency Reserve Fund Balance is \$816,655.54 (not included above).



 Jamie Goldstein, City Manager

5/22/2015

 Date

 Christine McBroom, City Treasurer

 Date

Payment Register

5/22/2015

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
80468	05/22/2015	Open			A TOOL SHED	\$275.00
	Invoice		Date	Description		Amount
	1045327-5		05/14/2015	Excavator for Cortez water leak		\$275.00
80469	05/22/2015	Open			BEAR ELECTRICAL SOLUTIONS, INC.	\$1,853.00
	Invoice		Date	Description		Amount
	2211		04/30/2015	Apr 2015 Traffic Signal Maint.		\$616.00
	2212		04/30/2015	Apr 2015 Traffic Signal Maint Response		\$1,237.00
				Fund 1310, Gas Tax		
80470	05/22/2015	Open			BETH MARIE MASTRUDE	\$357.50
	Invoice		Date	Description		Amount
	2015-00000768		05/19/2015	Late Spring Instructor Payments 2015		\$357.50
80471	05/22/2015	Open			BOBBY'S PIT STOP INC.	\$112.00
	Invoice		Date	Description		Amount
	342924		04/22/2015	Carb Adjustment, 1989 Mazda		\$112.00
80472	05/22/2015	Open			CASEY PRINTING	\$4,926.92
	Invoice		Date	Description		Amount
	28410011		05/08/2015	Recreation Brochure Printing for FY14/15		\$4,926.92
80473	05/22/2015	Open			CLASSIFIED SOUND	\$2,200.00
	Invoice		Date	Description		Amount
	150708-0729A		05/15/2015	PA System for Twilight Concerts		\$2,200.00
80474	05/22/2015	Open			COMMUNITY TELEVISION OF SCC	\$600.00
	Invoice		Date	Description		Amount
	2162		05/11/2015	City Council & Planning Comm Meetings		\$600.00
80475	05/22/2015	Open			CRESTOR INC.	\$172.66
	Invoice		Date	Description		Amount
	R215929		05/13/2015	Custom Plaque-McCloskey		\$172.66
80476	05/22/2015	Open			eFolder Systems	\$125.00
	Invoice		Date	Description		Amount
	77422		04/30/2015	Monthly Fee, Replication and Remote Stor		\$125.00
				Fund 2211, IT		
80477	05/22/2015	Open			EWING IRRIGATION	\$685.16
	Invoice		Date	Description		Amount
	9630252		05/05/2015	Irrigation Controller repair		\$385.00
	9646403		05/07/2015	Main line repair		\$194.20
	9653854		05/08/2015	Water main replacement		\$18.31
	9661177		05/09/2015	Irrigation supplies		\$68.50
	9671434		05/12/2015	Cortez main line		\$19.15
80478	05/22/2015	Open			EXTREME TOWING	\$200.00
	Invoice		Date	Description		Amount
	130992		05/06/2015	CSO -01 truck towed		\$200.00

Payment Register

5/22/2015

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
80479	05/22/2015	Open			FASTENAL COMPANY	\$63.94
	Invoice		Date	Description		Amount
	CASAT30798		05/01/2015	Misc Supplies, Fleet		\$16.56
	CASAT30675		04/30/2015	Misc Supplies, Fleet		\$47.38
80480	05/22/2015	Open			FLYERS ENERGY LLC	\$1,389.38
	Invoice		Date	Description		Amount
	15-088705		05/15/2015	300 Gal Ethanol		\$1,051.44
	15-088707		05/15/2015	110 Gal Diesel		\$337.94
80481	05/22/2015	Open			FOX, HELENA	\$443.30
	Invoice		Date	Description		Amount
	2015-00000766		05/19/2015	Late Spring Instructor Payments 2015		\$443.30
80482	05/22/2015	Open			HOME DEPOT CREDIT SERVICES	\$61.89
	Invoice		Date	Description		Amount
	5021158		04/29/2015	Street painting supplies		\$61.89
80483	05/22/2015	Open			HOSE SHOP	\$206.12
	Invoice		Date	Description		Amount
	A197348		05/05/2015	Sweeper Parts Fund 1310, Gas tax		\$206.12
80484	05/22/2015	Open			HOUSING AUTHORITY OF SCC	\$2,272.00
	Invoice		Date	Description		Amount
	15-10CSD		05/06/2015	Security Deposit Program, Apr2015 Fund 5552, Hsg Successor		\$2,272.00
80485	05/22/2015	Open			HYDROSCIENCE ENGINEERS INC.	\$475.00
	Invoice		Date	Description		Amount
	33100602		05/06/2015	2091 Wharf Road Stormwater Review		\$285.00
	331007001		05/06/2015	Skate Park Stormwater Review		\$190.00
80486	05/22/2015	Open			INTERSTATE SALES	\$129.55
	Invoice		Date	Description		Amount
	10331		05/07/2015	Stencilmote Fund 1310, Gas Tax		\$129.55
80487	05/22/2015	Open			JAMES P ALLEN	\$180.00
	Invoice		Date	Description		Amount
	051515		05/15/2015	Consulting Arborists Services-Beach & Vill		\$180.00
80488	05/22/2015	Open			JAQUA OF CALIFORNIA	\$1,984.69
	Invoice		Date	Description		Amount
	1487		05/04/2015	Five Wood benches		\$1,984.69
80489	05/22/2015	Open			JOHN TON	\$2,000.00
	Invoice		Date	Description		Amount
	2015-05		05/15/2015	Mural Extension, Lodging & Mileage Exper Fund 1315, Public Art Fee		\$2,000.00
80490	05/22/2015	Open			KBA Docusys Inc.	\$83.48
	Invoice		Date	Description		Amount
	339960		05/13/2015	Contract C12162-01, Copier Expense Fund 2211, IT		\$83.48

Payment Register

5/22/2015

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
80491	05/22/2015	Open			KIMLEY-HORN AND ASSOCIATES, INC.	\$3,291.28
	Invoice		Date	Description	Amount	
	6670678		04/30/2015	Apr 2015 Gen Plan Update Services Fund 1313, Gen Plan Update	\$3,291.28	
80492	05/22/2015	Open			KINGS PAINT AND PAPER INC.	\$46.27
	Invoice		Date	Description	Amount	
	A0217307		05/07/2015	Bench stain	\$46.27	
80493	05/22/2015	Open			LLOYDS TIRE SERVICE	\$359.82
	Invoice		Date	Description	Amount	
	283237		05/07/2015	Tires	\$359.82	
80494	05/22/2015	Open			MID COUNTY AUTO SUPPLY	\$194.24
	Invoice		Date	Description	Amount	
	420073		04/22/2015	Tools, Fleet	\$63.30	
	420127		04/23/2015	Auto Supplies	\$6.61	
	420007		04/22/2015	Tools, Fleet	\$20.61	
	420023		04/22/2015	Repair Manual	\$24.85	
	421407		05/04/2015	Misc Shop Supplies	\$16.15	
	421775		05/07/2015	Carb cleaner	\$55.99	
	419332a		04/16/2015	Correct Inv Amt previously entered	\$6.73	
80495	05/22/2015	Open			MONTEREY REG WATER POLLUTION CONTROL	\$380.00
	Invoice		Date	Description	Amount	
	10805		05/13/2015	Stormwater Public Service Announcement	\$380.00	
80496	05/22/2015	Open			NORTH BAY FORD	\$348.55
	Invoice		Date	Description	Amount	
	247988		05/06/2015	Arm Assy, PD 081	\$348.55	
80497	05/22/2015	Open			ORCHARD SUPPLY HARDWARE	\$43.29
	Invoice		Date	Description	Amount	
	6007-3036108		05/04/2015	Painting supplies	\$30.94	
	6011-2088064		05/05/2015	Irrigation supplies	\$12.35	
80498	05/22/2015	Open			PACIFIC GAS & ELECTRIC	\$13,783.12
	Invoice		Date	Description	Amount	
	2015-00000764		05/15/2015	Monthly Elec	\$13,680.79	
	2015-00000765		05/15/2015	Pac Cove Elec and Gas	\$102.33	
				Fund 1000, Gen Fund=\$4608.13		
				Fund 1300, SLESF=\$118.82		
				Fund 1310, Gas Tax=\$7058.84		
				Fund 1311, Wharf Fund=\$1997.33		
80499	05/22/2015	Open			PALACE OFFICE SUPPLIES	\$244.66
	Invoice		Date	Description	Amount	
	316615		05/04/2015	Office Supplies, City Hall	\$143.17	
	317149		05/06/2015	Office Supplies, City Hall	\$89.20	
	C315357		04/29/2015	Return Incorrect Name Plate-Welch	(\$12.29)	
	315986		05/01/2015	Replacement Name Plate, Welch	\$12.29	
	316885		05/07/2015	Second Replacement Name Plate, Welch	\$12.29	
				Fund 2210, Stores		

Payment Register

5/22/2015

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
80500	05/22/2015	Open			PARS	\$115.00
	Invoice		Date	Description		Amount
	31474		05/08/2015	Annual Statement Fee, 2014		\$115.00
80501	05/22/2015	Open			PAST PERFECT SOFTWARE INC.	\$352.00
	Invoice		Date	Description		Amount
	2015-34339		04/27/2015	Annual Support Renewal, to Jun 9, 2016 Fund 2211, IT		\$352.00
80502	05/22/2015	Open			PESTICIDE APPLICATORS PROF ASSOC.-PAPA	\$80.00
	Invoice		Date	Description		Amount
	20150602		05/21/2015	Jun 2 Seminar Registration, Kotila		\$80.00
80503	05/22/2015	Open			PLACEWORKS	\$315.00
	Invoice		Date	Description		Amount
	56280		04/30/2015	April 2015 Gen Plan Public Review Fund 1313, Gen Plan Update		\$315.00
80504	05/22/2015	Open			PRAXAIR DISTRIBUTION INC.	\$116.57
	Invoice		Date	Description		Amount
	52393750		04/20/2015	Corp Yd gases		\$116.57
80505	05/22/2015	Open			PUBLIC ENGINES, INC./CRIME REPORT	\$1,188.00
	Invoice		Date	Description		Amount
	21616		05/01/2015	CrimeReports, 6/18/15 to 6/17/16		\$1,188.00
80506	05/22/2015	Open			RENNE SLOAN HOLTZMAN SAKAI LLP	\$790.50
	Invoice		Date	Description		Amount
	27876		04/30/2015	2015 Pension Cost Sharing Discussions		\$790.50
80507	05/22/2015	Open			SANTA CRUZ COUNTY PLANNING DEP	\$17,329.00
	Invoice		Date	Description		Amount
	FY14-15		05/15/2015	Homeless Action Partnership Cost Share		\$17,329.00
80508	05/22/2015	Open			SANTACRUZPARENT	\$100.00
	Invoice		Date	Description		Amount
	51115.1		05/11/2015	Camp Advertising REC		\$100.00
80509	05/22/2015	Open			SCC ENVIRONMENTAL HEALTH SVC	\$1,350.00
	Invoice		Date	Description		Amount
	IN0074777		05/11/2015	Site Mitigation Oversight Charges-McGrego Fund 1200, CIP		\$1,350.00
80510	05/22/2015	Open			SHERWIN-WILLIAMS	\$83.29
	Invoice		Date	Description		Amount
	CR-87925		03/11/2015	Credit for duplicate payment		(\$41.30)
	1609-8		05/06/2015	Blue traffic paint Fund 1310, Gas Tax		\$124.59
80511	05/22/2015	Open			STATE BOARD OF EQUALIZATION	\$474.77
	Invoice		Date	Description		Amount
	052-056503		05/18/2015	Use Tax on 2014 purchases		\$474.77
80512	05/22/2015	Open			STATE BOARD OF EQUALIZATION	\$347.81
	Invoice		Date	Description		Amount
	052-056507		05/18/2015	Use Tax, 2015 Purchase		\$347.81

Payment Register

5/22/2015

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
80513	05/22/2015	Open			SUPPLYWORKS	\$1,652.15
	Invoice		Date	Description		Amount
	1635807		05/12/2015	Cleaning supplies		\$1,652.15
80514	05/22/2015	Open			TERRY T. DOWELL	\$135.00
	Invoice		Date	Description		Amount
	2015-00000769		05/19/2015	Late Spring Instructor Payments 2015		\$135.00
80515	05/22/2015	Open			THE CLEANING MACHINE INC.	\$480.00
	Invoice		Date	Description		Amount
	5889		05/01/2015	Sidewalk Pressure Wash, Stockton to Zelc		\$480.00
80516	05/22/2015	Open			UNITED PARCEL SERVICE	\$24.53
	Invoice		Date	Description		Amount
	954791195		05/09/2015	Shipping-PD		\$24.53
80517	05/22/2015	Open			WELLS FARGO BANK	\$5,694.95
	Invoice		Date	Description		Amount
	Apr2015		05/04/2015	April 2015 Credit Card Charges		\$5,694.95
				Fund 1000, Gen Fund=\$4135.99		
				Fund 1313, Gen Plan Update=\$26.00		
				Fund 2210, Stores=\$24.95		
				Fund 2211, IT=\$1508.01		
80518	05/22/2015	Open			COURTNEY SONDRREAL	\$535.83
	Invoice		Date	Description		Amount
	4138-1		05/18/2015	Replace ch#4138, lost PR check		\$535.83

Type Check Totals: \$70,652.22

<u>EFT</u>						
122	05/22/2015	Open			CalPERS Member Services Division	\$59,422.82
	Invoice		Date	Description		Amount
	2015-00000770		05/15/2015	PERS Contribution, 5/15/15 Pay Date		\$59,422.82

Type EFT Totals: \$59,422.82

CITY - Main City Totals

Checks	Count	Transaction Amount	Reconciled Amount
	51	\$70,652.22	\$0.00
	0	\$0.00	\$0.00
	51	\$70,652.22	\$0.00
EFTs	Count	Transaction Amount	Reconciled Amount
	1	\$59,422.82	\$0.00
	0	\$0.00	\$0.00
	1	\$59,422.82	\$0.00
All	Count	Transaction Amount	Reconciled Amount
	52	\$130,075.04	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	52	\$130,075.04	\$0.00

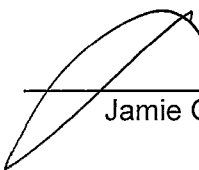
Checks dated 5/29/15 numbered 80519 to 80577 for a total of \$146,925.18 plus 3 EFT for \$33,802.28 have been reviewed and authorized for distribution by the City Manager

As of 5/29/15 the unaudited cash balance is \$5,054,228

CASH POSITION - CITY OF CAPITOLA 5/29/15

	<u>Net Balance</u>
General Fund	\$ 2,683,893
Contingency Reserve Fund	\$ 1,712,646
Worker's Comp. Ins. Fund	\$ 230,832
Self Insurance Liability Fund	\$ 102,271
Stores Fund	\$ 12,225
Information Technology Fund	\$ 117,332
Equipment Replacement	\$ 129,461
Compensated Absences Fund	\$ 65,568
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$ 5,054,228</u>

The Emergency Reserve Fund Balance is \$816,655.54 (not included above).



 Jamie Goldstein, City Manager

5/29/2015

 Date

 Christine McBroom, City Treasurer

 Date

Payment Register

5/29/2015

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
80519	05/29/2015	Open			AUTOMATION TEST ASSOCIATES	\$25.00
	Invoice		Date	Description		Amount
	42388		05/22/2015	Wharf Meter Reading-May 2015		\$25.00
				Fund 1311, Wharf Fund		
80520	05/29/2015	Open			B & B SMALL ENGINE REPAIR	\$2,238.05
	Invoice		Date	Description		Amount
	327594		05/12/2015	Trash Pump		\$2,238.05
80521	05/29/2015	Open			BANK OF AMERICA	\$16.00
	Invoice		Date	Description		Amount
	Apr2015		05/15/2015	Analysis Charge, Apr 2015		\$16.00
80522	05/29/2015	Open			BETH MARIE MASTRUDE	\$130.00
	Invoice		Date	Description		Amount
	2015-00000778		05/27/2015	Late Spring Instructor Payment 2015		\$130.00
80523	05/29/2015	Open			BEYERS, FRED C	\$132.00
	Invoice		Date	Description		Amount
	5222015		05/22/2015	Softball Officials 5/11-5/22/15		\$132.00
80524	05/29/2015	Open			BTJ ENTERPRISES	\$432.06
	Invoice		Date	Description		Amount
	5006		05/22/2015	Mailing Service, Twilight Concert Postcard:		\$432.06
80525	05/29/2015	Open			CALIFORNIA COAST UNIFORM CO.	\$340.22
	Invoice		Date	Description		Amount
	3928		05/01/2015	Uniform Expense, Vazquez		\$223.97
	3945		05/05/2015	Uniform Expense, Zamora		\$116.25
80526	05/29/2015	Open			Charter Communications	\$2,359.65
	Invoice		Date	Description		Amount
	May2015		05/22/2015	May 2015 Service		\$2,359.65
				Fund 1000, Gen Fund=\$1004.46		
				Fund 12211, IT=\$1355.19		
80527	05/29/2015	Open			COMPLETE MAILING SERVICE INC	\$1,583.88
	Invoice		Date	Description		Amount
	65565		05/12/2015	Mail Service Summer brochure-REC		\$1,583.88
80528	05/29/2015	Open			EWING IRRIGATION	\$376.30
	Invoice		Date	Description		Amount
	9685828		05/14/2015	Cortez irrigation		\$353.73
	9699534		05/16/2015	fertilizer		\$22.57
80529	05/29/2015	Open			FEDERAL EXPRESS	\$48.64
	Invoice		Date	Description		Amount
	5-033-01692		05/15/2015	Shipping REC		\$48.64
80530	05/29/2015	Open			FIRST ALARM	\$202.80
	Invoice		Date	Description		Amount
	827071		05/15/2015	Community Center Alarm, Jun-Aug2015		\$202.80

Payment Register

5/29/2015

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
80531	05/29/2015	Open			FLYERS ENERGY LLC	\$675.88
	Invoice		Date	Description		Amount
	15-090761		05/20/2015	220 Gal Diesel		\$675.88
80532	05/29/2015	Open			FREEMAN, THELMA	\$375.00
	Invoice		Date	Description		Amount
	246		05/16/2015	Twilight Concert Postcard		\$375.00
80533	05/29/2015	Open			GLOBAL ENVIRONMENTAL PRODUCT	\$1,808.78
	Invoice		Date	Description		Amount
	625374		04/22/2015	Service Kit, Sweeper Fund 1310, Gas Tax		\$1,808.78
80534	05/29/2015	Open			GONZALEZ, MARK	\$97.65
	Invoice		Date	Description		Amount
	3457		05/21/2015	Parking meters purch reimb		\$97.65
80535	05/29/2015	Open			GREEN LYNX LLC	\$525.00
	Invoice		Date	Description		Amount
	05212015-Capitol		05/21/2015	Climate Action Plan Update Services		\$525.00
80536	05/29/2015	Open			HOME DEPOT CREDIT SERVICES	\$97.48
	Invoice		Date	Description		Amount
	1011165		05/13/2015	Misc		\$15.65
	4573190		05/20/2015	Stain		\$38.91
	3022984		05/11/2015	General supplies		\$12.05
	4012130		05/20/2015	Stop leak		\$30.87
80537	05/29/2015	Open			JIM CLARK BACKFLOW	\$110.00
	Invoice		Date	Description		Amount
	51815		05/18/2015	Backflow testing		\$110.00
80538	05/29/2015	Open			KINGS PAINT AND PAPER INC.	\$101.06
	Invoice		Date	Description		Amount
	A0217669		05/15/2015	Red curb paint		\$84.29
	A0217672		05/15/2015	Wipers		\$16.77
				Fund 1000, Gen Fund=\$16.77		
				Fund 1310, Gas Tax=\$84.29		
80539	05/29/2015	Open			LABORMAX STAFFING	\$1,717.80
	Invoice		Date	Description		Amount
	26-47983		05/22/2015	Two Maint Workers, 5/18 to 5/22/15		\$1,717.80
80540	05/29/2015	Open			LIFE INSURANCE CO OF NA-CIGNA	\$2,232.99
	Invoice		Date	Description		Amount
	May2015		05/01/2015	Employee Life & Disability Ins		\$2,232.99
80541	05/29/2015	Open			LLOYDS TIRE SERVICE	\$99.50
	Invoice		Date	Description		Amount
	283065		05/04/2015	Wheel Alignment		\$99.50
80542	05/29/2015	Open			MARK SULLIVAN	\$44.28
	Invoice		Date	Description		Amount
	20150221		05/21/2015	Reimb Travel Exp		\$44.28

Payment Register

5/29/2015

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
80543	05/29/2015	Open			MBS BUSINESS SYSTEMS	\$273.20
	Invoice		Date	Description		Amount
	239987		05/05/2015	Contract 22344-02, Copier Maint		\$273.20
80544	05/29/2015	Open			McMENAMIN, GEORGE	\$700.00
	Invoice		Date	Description		Amount
	Riparian 35		05/25/2015	Riparian Restoration FY 14/15		\$700.00
80545	05/29/2015	Open			MID COUNTY AUTO SUPPLY	\$143.49
	Invoice		Date	Description		Amount
	421067		04/30/2015	Ball Joint, PD 111		\$143.49
80546	05/29/2015	Open			MISSION PRINTERS	\$147.25
	Invoice		Date	Description		Amount
	50849		05/20/2015	Office supplies REC		\$147.25
80547	05/29/2015	Open			MUNISERVICES LLC	\$1,209.62
	Invoice		Date	Description		Amount
	37489		05/11/2015	Sales Tax Reporting Q4 2014		\$1,209.62
80548	05/29/2015	Open			NATHAN SNEDDON	\$62.50
	Invoice		Date	Description		Amount
	20150526		05/26/2015	ARC GIS Services		\$62.50
80549	05/29/2015	Open			ORCHARD SUPPLY HARDWARE	\$1,072.47
	Invoice		Date	Description		Amount
	6011-2088038		05/05/2015	Memorial bench supplies		\$17.54
	6008-9873135		05/14/2015	Flume Brackets		\$105.82
	6007-3528152		05/15/2015	Steel for Wharf Ramp		\$34.28
	060 13 338 0564		05/18/2015	Supplies REC		\$76.10
	6007-3387186		05/10/2015	Graffiti paint supplies		\$35.01
	6009-6126195		05/11/2015	Graffiti		\$12.38
	6008-1142857		05/12/2015	Cortez main line		\$6.47
	6013-1448864		05/13/2015	Misc.		\$92.36
	6007-3527943		05/14/2015	Scoop shovel		\$26.85
	6007-3527992		05/14/2015	Drip irrigation		\$7.21
	6011-1440378		05/15/2015	Memorial bench supplies		\$96.50
	6013-3380525		05/18/2015	Hose		\$46.48
	6011-2080947		05/18/2015	Adapter		\$6.19
	6013-3380990		05/19/2015	Lag screws		\$25.30
	6007-3039001		05/19/2015	Door stop - CPD		\$7.22
	6011-3381352		05/20/2015	Cleanout plug		\$8.04
	6007-3529102		05/20/2015	Lifeguard towers		\$18.65
	6003-9892453		05/20/2015	Shuttle benches		\$331.34
	6011-3381341		05/20/2015	Shop Tools, Fleet		\$79.53
	076342		05/05/2015	Misc.		\$18.56
	076105		05/04/2015	Paint supplies		\$20.64
80550	05/29/2015	Open			PEARSON, DENICE	\$74.00
	Invoice		Date	Description		Amount
	20150515		05/21/2015	Reimb Travel Exp		\$74.00

Payment Register

5/29/2015

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
80551	05/29/2015	Open			PERRY, FRANK	\$338.50
	Invoice		Date	Description		Amount
	20150418		04/18/2015	Reimb for Museum Items		\$338.50
80552	05/29/2015	Open			PHIL ALLEGRI ELECTRIC, INC.	\$657.72
	Invoice		Date	Description		Amount
	19861		05/12/2015	City Hall electrical		\$657.72
80553	05/29/2015	Open			PITNEY BOWES INC.	\$146.82
	Invoice		Date	Description		Amount
	924897		05/16/2015	Postage meter rental REC		\$146.82
80554	05/29/2015	Open			PRINTWORX	\$1,492.50
	Invoice		Date	Description		Amount
	20276		05/22/2015	12,000 Twilight Concert Postcards		\$1,492.50
80555	05/29/2015	Open			R & S ERECTION OF MONTEREY BAY	\$210.00
	Invoice		Date	Description		Amount
	COMM713		05/13/2015	Bay door repair		\$210.00
80556	05/29/2015	Open			REED, DANIEL H.	\$66.00
	Invoice		Date	Description		Amount
	5222015		05/22/2015	Softball Officials 5/11-5/22/15		\$66.00
80557	05/29/2015	Open			SC OCCUPATIONAL MEDICAL CTR	\$209.00
	Invoice		Date	Description		Amount
	I-13295		04/30/2015	New Employee Physical		\$209.00
80558	05/29/2015	Open			SIRCHIE	\$231.99
	Invoice		Date	Description		Amount
	0208027-in		05/15/2015	Evidence supplies		\$231.99
80559	05/29/2015	Open			SOQUEL CREEK WATER DISTRICT	\$4,506.96
	Invoice		Date	Description		Amount
	2015-00000760		05/15/2015	Semi-Monthly Water Usage, Irrigation Fund 1000, Gen Fund=\$3885.73 Fund 1311, Wharf Fund=\$621.23		\$4,506.96
80560	05/29/2015	Open			SPORT ABOUT	\$1,757.82
	Invoice		Date	Description		Amount
	6852		05/21/2015	Camp t-shirts		\$1,757.82
80561	05/29/2015	Open			STAPLES ADVANTAGE	\$246.65
	Invoice		Date	Description		Amount
	8034328120		05/09/2015	Office supplies-PD		\$246.65
80562	05/29/2015	Open			T MOBILE	\$5,248.00
	Invoice		Date	Description		Amount
	20150116525800		05/21/2015	Ipad purchase grant-PD		\$5,248.00
80563	05/29/2015	Open			TASHNICK, BILL	\$66.00
	Invoice		Date	Description		Amount
	5222015		05/22/2015	Softball Officials 5/11-5/22/15		\$66.00

Payment Register

5/29/2015

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
80564	05/29/2015	Open			The URBAN EXPLORER, Inc.	\$4,600.00
	Invoice		Date	Description		Amount
	May2015		04/20/2015	GIS Annual Licensing, May 2015 to May 21		\$4,000.00
	May2015z		04/20/2015	Website Hosting, GIS, May 2015-May2016		\$600.00
80565	05/29/2015	Open			UNITED WAY OF SCC	\$75.00
	Invoice		Date	Description		Amount
	2015-00000781		05/29/2015	United Way Contributions, May 2015		\$75.00
80566	05/29/2015	Open			UPEC LIUNA LOCAL 792	\$1,253.75
	Invoice		Date	Description		Amount
	2015-00000782		05/29/2015	UPEC Dues, May 2015 ACE Employees		\$1,253.75
80567	05/29/2015	Open			US BANK PARS	\$872.69
	Invoice		Date	Description		Amount
	2015-00000783		05/29/2015	PARS Contr for 5/29/15 Pay date		\$872.69
80568	05/29/2015	Open			WATCHGUARD VIDEO	\$101,997.94
	Invoice		Date	Description		Amount
	4reinv0003623		05/19/2015	Vehicle Cameras		\$51,090.75
	4reinv0003622		05/19/2015	Vehicle cameras		\$12,006.00
	4boinv000637		05/19/2015	Vehicle cameras		\$19,173.94
	05222015A		05/22/2015	Body cameras		\$19,727.25
				Fund 1300, SLESF		
80569	05/29/2015	Open			Fogler, Nicolas	\$170.00
	Invoice		Date	Description		Amount
	2015-00000772		05/19/2015	JG Refund		\$170.00
80570	05/29/2015	Open			JOHN HOFACRE	\$500.00
	Invoice		Date	Description		Amount
	14-152		05/26/2015	Refund Tree Removal Deposit		\$500.00
80571	05/29/2015	Open			Knudsen, Kathleen	\$86.00
	Invoice		Date	Description		Amount
	133125367		02/06/2015	Refund cite 133125367		\$86.00
80572	05/29/2015	Open			Mansfield, Dory	\$271.00
	Invoice		Date	Description		Amount
	2015-00000773		05/18/2015	JG Refund		\$271.00
80573	05/29/2015	Open			Meisser, Lisa	\$225.00
	Invoice		Date	Description		Amount
	2015-00000777		05/26/2015	JG Refund		\$225.00
80574	05/29/2015	Open			Pipitone, Michelle	\$204.00
	Invoice		Date	Description		Amount
	2015-00000774		05/19/2015	JG Refund		\$204.00
80575	05/29/2015	Open			BRUCE MECHANICAL, INC.	\$65.00
	Licensee Type		Licensee Numbe	Transaction Date	Transaction Type	
	Business			1687 05/29/2015	Pre-Payment	

Payment Register

5/29/2015

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
80576	05/29/2015	Open			HOME DEPOT CREDIT SERVICES	\$51.29
	Invoice		Date	Description		Amount
	7591559		05/07/2015	Wire		\$31.90
	3010984		05/11/2015	Tools for memorial benches		\$19.39
80577	05/29/2015	Open			LABORMAX STAFFING	\$1,923.00
	Invoice		Date	Description		Amount
	26-47692		05/15/2015	Two Maint Workers, 5/11 to 5/15/15		\$1,923.00

Type Check Totals:

\$146,925.18

EFT

123	05/29/2015	Open			EMPLOYMENT DEVELOPMENT DEPT	\$6,829.77
	Invoice		Date	Description		Amount
	2015-00000787		05/29/2015	State Tax for 5/29/15 Pay date		\$6,829.77
124	05/29/2015	Open			INTERNAL REVENUE SERVICE	\$25,990.82
	Invoice		Date	Description		Amount
	2015-00000788		05/29/2015	Federal Tax Deposit for 5/29/15 Pay Date		\$25,990.82
125	05/29/2015	Open			STATE DISBURSEMENT UNIT	\$981.69
	Invoice		Date	Description		Amount
	2015-00000789		05/29/2015	Garnishments for 5/29/15 Pay Date		\$981.69

Type EFT Totals:

\$33,802.28

CITY - Main City Totals

Checks	Count	Transaction Amount	Reconciled Amount
Open	59	\$146,925.18	\$0.00
Reconciled	0	\$0.00	\$0.00
Voided	0	\$0.00	\$0.00
Stopped	0	\$0.00	\$0.00
Total	59	\$146,925.18	\$0.00

EFTs	Count	Transaction Amount	Reconciled Amount
Open	3	\$33,802.28	\$0.00
Reconciled	0	\$0.00	\$0.00
Voided	0	\$0.00	\$0.00
Total	3	\$33,802.28	\$0.00

All	Count	Transaction Amount	Reconciled Amount
Open	62	\$180,727.46	\$0.00
Reconciled	0	\$0.00	\$0.00
Voided	0	\$0.00	\$0.00
Stopped	0	\$0.00	\$0.00
Total	62	\$180,727.46	\$0.00

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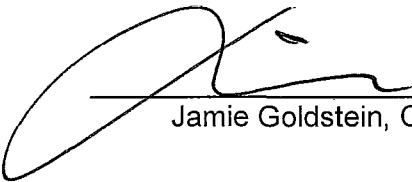
Checks dated 6/5/15 numbered 80578 to 80665 for a total of \$285,364.62 plus 2 EFT for \$65,754.64 have been reviewed and authorized for distribution by the City Manager.

As of 6/05/15 the unaudited cash balance is \$4,652,001.

CASH POSITION - CITY OF CAPITOLA 06/05/2015

	<u>Net Balance</u>
1000 General Fund	\$ 2,304,543
1010 Contingency Reserve Fund	\$ 1,712,646
2210 Stores Fund	\$ 11,604
2211 Information Technology Fund	\$ 117,397
2212 Equipment Replacement	\$ 107,141
2213 Self Insurance Liability Fund	\$ 102,271
2214 Worker's Comp. Ins. Fund	\$ 230,832
2216 Compensated Absences Fund	\$ 65,568
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$ 4,652,001</u>

- The Emergency Reserve Fund Balance is \$816,655.54 (not included above).



 Jamie Goldstein, City Manager

6/05/2015

 Date

 Christine McBroom, City Treasurer

 Date

Payment Register

From Payment Date: 6/5/2015 - To Payment Date: 6/5/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Payee Name	Transaction Amount
80578	06/05/2015	Open			UNITED STATES POSTAL SERVICE	\$1,083.97
	Invoice		Date	Description	Amount	
	Permit13-5		05/28/2015	Postage for Special Edition Newsletter-Civic Ctr	\$1,083.97	
80579	06/05/2015	Open			ADVOCACY INC.	\$3,661.00
	Invoice		Date	Description	Amount	
	2015-00000809		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt	\$3,661.00	
80580	06/05/2015	Open			AFLAC	\$700.14
	Invoice		Date	Description	Amount	
	246618		05/22/2015	May 2015 Supplemental Health Ins, Employee Func	\$700.14	
80581	06/05/2015	Open			ALLEY, DONALD W	\$4,616.41
	Invoice		Date	Description	Amount	
	515-02		06/01/2015	Fish and Wildlife Monitoring of Soquel Creek Year 1	\$4,616.41	
80582	06/05/2015	Open			ARTS COUNCIL OF SANTA CRUZ COUNTY	\$475.00
	Invoice		Date	Description	Amount	
	2015-00000819		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt	\$475.00	
80583	06/05/2015	Open			BAY PHOTO LAB	\$29.48
	Invoice		Date	Description	Amount	
	4623546		05/20/2015	Museum Display Expense	\$29.48	
80584	06/05/2015	Open			BIG BROTHERS BIG SISTERS OF SC COUNTY	\$1,376.00
	Invoice		Date	Description	Amount	
	2015-00000797		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt	\$1,376.00	
80585	06/05/2015	Open			CABRILLO COLLEGE STROKE CENTER	\$3,418.00
	Invoice		Date	Description	Amount	
	2015-00000804		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt	\$3,418.00	
80586	06/05/2015	Open			CALIFORNIA COAST UNIFORM COMPANY	\$351.05
	Invoice		Date	Description	Amount	
	3981		05/12/2015	Uniform Expense, Minium	\$232.62	
	3968		05/08/2015	Uniform Expense, Mendoza	\$118.43	
80587	06/05/2015	Open			CALIFORNIA GREY BEARS INC.	\$7,088.00
	Invoice		Date	Description	Amount	
	2015-00000792		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt	\$7,088.00	
80588	06/05/2015	Open			CALIFORNIA LAW ENFORCEMENT ASSOCIAT	\$514.50
	Invoice		Date	Description	Amount	
	Jun2015		05/29/2015	Long Term Disability, PD	\$514.50	
80589	06/05/2015	Open			CALIFORNIA POLICE CHIEFS ASSOCIATION	\$524.00
	Invoice		Date	Description	Amount	
	378B		05/20/2015	Membership, Escalante, 7/1/15 to 6/30/16	\$399.00	
	1822b		06/01/2015	Membership, Held, 7/1/15 to 6/30/16	\$125.00	
80590	06/05/2015	Open			CalPERS Fiscal Services Division	\$4,414.56
	Invoice		Date	Description	Amount	
	20150605		06/04/2015	FY14/15 CERBT contribution	\$4,414.56	
80591	06/05/2015	Open			CAMPUS KIDS CONNECTION INC.	\$8,429.00

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Description	Payee Name	Transaction Amount
	Invoice		Date		Description		Amount
	2015-00000805		05/29/2015		FY14/15 Comm Grant Semi-Annual Pymt		\$8,429.00
80592	06/05/2015	Open				CARIN HANNA	\$715.90
	Invoice		Date		Description		Amount
	20150531		05/31/2015		May BIA reimbursements FUND 1321-BIA		\$715.90
80593	06/05/2015	Open				CASA OF SANTA CRUZ COUNTY	\$1,511.00
	Invoice		Date		Description		Amount
	2015-00000816		05/29/2015		FY14/15 Comm Grant Semi-Annual Pymt		\$1,511.00
80594	06/05/2015	Open				CENTRAL COAST CENTER FOR INDEPENDEN	\$4,814.00
	Invoice		Date		Description		Amount
	2015-00000808		05/29/2015		FY14/15 Comm Grant Semi-Annual Pymt		\$4,814.00
80595	06/05/2015	Open				CLEAN BUILDING MAINTENANCE	\$3,719.13
	Invoice		Date		Description		Amount
	14222		05/12/2015		April Cleaning Services FUND 1000 - GF \$3,501.63 FUND 1311 - WHARF \$217.50		\$3,719.13
80596	06/05/2015	Open				CODE PUBLISHING COMPANY INC.	\$171.60
	Invoice		Date		Description		Amount
	49933		05/28/2015		Electronic Code Update		\$171.60
80597	06/05/2015	Open				COMMUNITY ACTION BOARD	\$10,646.66
	Invoice		Date		Description		Amount
	2015-00000807		05/29/2015		FY14/15 Comm Grant Semi-Annual Pymt		\$657.00
	EHAP-Apr2015		05/27/2015		Rent Assistance, Apr 2015 (FUND 5552)		\$9,989.66
80598	06/05/2015	Open				COMMUNITY BRIDGES	\$54,037.00
	Invoice		Date		Description		Amount
	2015-00000794		05/29/2015		FY14/15 Comm Grant Semi-Annual Pymt		\$54,037.00
80599	06/05/2015	Open				COMPANION FOR LIFE	\$2,500.00
	Invoice		Date		Description		Amount
	2015-00000823		05/29/2015		FY14/15 Comm Grant Semi-Annual Pymt		\$2,500.00
80600	06/05/2015	Open				CONFLICT RESOLUTION CENTER OF SANTA (\$1,533.00
	Invoice		Date		Description		Amount
	2015-00000818		05/29/2015		FY14/15 Comm Grant Semi-Annual Pymt		\$1,533.00
80601	06/05/2015	Open				DALLY, ANDREW	\$605.30
	Invoice		Date		Description		Amount
	20150527		05/27/2015		Reimb Education Expense		\$605.30
80602	06/05/2015	Open				DE LAGE LANDEN FINANCIAL SERVICES INC	\$335.61
	Invoice		Date		Description		Amount
	45747240		05/23/2015		Contract 25065541, Copier lease (FUND 2210)		\$335.61
80603	06/05/2015	Open				DIENTES COMMUNITY DENTAL CARE	\$668.00
	Invoice		Date		Description		Amount
	2015-00000803		05/29/2015		FY14/15 Comm Grant Semi-Annual Pymt		\$668.00

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Payee Name	Transaction Amount
80604	06/05/2015	Open			ED MORRISON	\$2,500.00
	Invoice		Date	Description		Amount
	35		06/01/2015	Public Works Inspections FY 14/15		\$2,500.00
80605	06/05/2015	Open			ENCOMPASS COMMUNITY SERVICES	\$7,101.00
	Invoice		Date	Description		Amount
	2015-00000820		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt		\$7,101.00
80606	06/05/2015	Open			EWING IRRIGATION	\$360.21
	Invoice		Date	Description		Amount
	9716073		05/20/2015	Irrigation supplies		\$35.46
	9723212		05/21/2015	Controller repair		\$324.75
80607	06/05/2015	Open			FAMILIES IN TRANSITION	\$1,202.00
	Invoice		Date	Description		Amount
	2015-00000814		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt		\$1,202.00
80608	06/05/2015	Open			FAMILY SERVICE AGENCY OF THE CENTRAL	\$5,607.00
	Invoice		Date	Description		Amount
	2015-00000798		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt		\$5,607.00
80609	06/05/2015	Open			FASTENAL COMPANY	\$121.05
	Invoice		Date	Description		Amount
	CASAT31035		05/15/2015	Wharf Ramp Supplies		\$11.31
	CASAT31072		05/20/2015	Tools, Fleet		\$84.46
	CASAT31122		05/21/2015	Tools, Fleet		\$10.73
	31094		05/19/2015	Lifeguard tower hardware		\$14.55
80610	06/05/2015	Open			FIRST ALARM	\$78.75
	Invoice		Date	Description		Amount
	829284		05/18/2015	Evidence room Alarm Svc		\$78.75
80611	06/05/2015	Open			FLYERS ENERGY LLC	\$3,828.91
	Invoice		Date	Description		Amount
	15-092102		05/26/2015	55 Gal Drum motor oil		\$665.83
	15-092740		05/27/2015	230 Gal Diesel		\$706.61
	15-091603		05/22/2015	416 Gal Ethanol		\$1,458.00
	15-091606		05/22/2015	325 Gal Diesel		\$998.47
80612	06/05/2015	Open			HOME DEPOT CREDIT SERVICES	\$84.58
	Invoice		Date	Description		Amount
	5011976		05/20/2015	Lifeguard supplies		\$49.65
	2143618		05/21/2015	Bench wood		\$34.93
80613	06/05/2015	Open			HOMELESS SERVICE CENTER OF SANTA CRI	\$1,278.00
	Invoice		Date	Description		Amount
	2015-00000812		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt		\$1,278.00
80614	06/05/2015	Open			HOSPICE of SANTA CRUZ COUNTY	\$767.00
	Invoice		Date	Description		Amount
	2015-00000813		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt		\$767.00
80615	06/05/2015	Open			HOWELLS, NANCY	\$276.90
	Invoice		Date	Description		Amount
	2015-00000790		05/11/2015	Late Spring Inst. Payment 2015		\$276.90

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Number	Date	Status	Void Reason	Voided Date	Payee Name	Transaction Amount
80616	06/05/2015	Open			INNOVATIVE PRODUCTIONS INC.	\$1,000.00
	Invoice		Date	Description		Amount
	20150624		05/29/2015	Big City Revue Performance, Jun 24, Capitola Banc		\$1,000.00
80617	06/05/2015	Open			JAMES P ALLEN	\$270.00
	Invoice		Date	Description		Amount
	052915		05/29/2015	Capitola Greens Mitigation review		\$270.00
80618	06/05/2015	Open			JEAN FINEBERG	\$1,000.00
	Invoice		Date	Description		Amount
	20150610		05/29/2015	The Party Monsters Performance, Jun 10, Capitola		\$1,000.00
80619	06/05/2015	Open			JETMULCH INC.	\$2,850.00
	Invoice		Date	Description		Amount
	3049-OL		05/12/2015	Playground fiber		\$2,850.00
80620	06/05/2015	Open			KAPLAN, RONALD	\$400.00
	Invoice		Date	Description		Amount
	20150614		06/02/2015	Jun 14 Art & Music at the Beach Artist		\$400.00
80621	06/05/2015	Open			KATHY D'ANGELO	\$250.00
	Invoice		Date	Description		Amount
	000V-06012015		06/01/2015	Shoot & Edit Ted Maddock Interview		\$250.00
80622	06/05/2015	Open			KING'S CLEANERS	\$687.50
	Invoice		Date	Description		Amount
	20150520		05/20/2015	Uniform cleaning		\$687.50
80623	06/05/2015	Open			KINGS PAINT AND PAPER INC.	\$92.53
	Invoice		Date	Description		Amount
	A0218188		05/26/2015	Bench stain		\$92.53
80624	06/05/2015	Open			KRAFT, MARC	\$457.60
	Invoice		Date	Description		Amount
	2015-00000791		05/11/2015	Late Spring Inst. Payment 2015		\$457.60
80625	06/05/2015	Open			LABORMAX STAFFING	\$1,717.80
	Invoice		Date	Description		Amount
	26-48265		05/29/2015	Seasonal Labor, 5/23 to 5/28		\$1,717.80
80626	06/05/2015	Open			LAURENT FOURGO	\$400.00
	Invoice		Date	Description		Amount
	062815-01		05/20/2015	Jun 28 Sunday Art & Music at the Beach Artist		\$400.00
80627	06/05/2015	Open			LOOMIS	\$519.66
	Invoice		Date	Description		Amount
	11623737		05/31/2015	Armored Car Service		\$519.66
80628	06/05/2015	Open			MARTY FRANICH FORD	\$22,319.94
	Invoice		Date	Description		Amount
	T6965		05/26/2015	New 2015 Ford Truck		\$22,319.94
				FUND 2212 Equipment Replacement		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Payee Name	Transaction Amount
80629	06/05/2015	Open			McMENAMIN, GEORGE	\$2,563.00
	Invoice		Date	Description		Amount
	B&V Riparian		05/28/2015	ACE crew work at B&V Parking Lot vegetation remc		\$2,563.00
80630	06/05/2015	Open			MICHAEL GREENWALD	\$52,200.00
	Invoice		Date	Description		Amount
	29		05/31/2015	Excavation of Contaminated Soil		\$3,500.00
	2		06/01/2015	McGregor Skatepark Progress Payment		\$48,700.00
				FUND 1200 CIP		
80631	06/05/2015	Open			MID COUNTY AUTO SUPPLY	\$57.82
	Invoice		Date	Description		Amount
	422190		05/12/2015	Auto Parts, Fleet		\$46.08
	422894		05/18/2015	Anti-seize		\$11.74
80632	06/05/2015	Open			MISSION LINEN SUPPLY	\$786.20
	Invoice		Date	Description		Amount
	500047322		05/01/2015	Mats Cleaning svc-PD		\$43.50
	500090749		05/08/2015	Towels & Coveralls, Fleet		\$30.46
	500047226		05/01/2015	Towels and Coveralls, Fleet		\$30.46
	500047325		05/01/2015	Coveralls and Towels, Corp Yd		\$117.03
	500065468		05/05/2015	Mat and Mop Cleaning, Rec Ctr		\$60.27
	500090748		05/08/2015	Coveralls & Towels, Corp Yd		\$87.48
	500139067		05/15/2015	Towels and Coveralls, Fleet		\$30.46
	500129083		05/15/2015	Mat Cleaning, PD		\$43.50
	500139066		05/15/2015	Corp Yd Coveralls and Towels Cleaning Svc		\$97.61
	500184111		05/22/2015	Corp Yd Coverall and Towels Service		\$71.14
	500143285		05/22/2015	Preparation, corp yd		\$9.00
	500184112		05/22/2015	Fleet Towels and Coveralls		\$30.46
	500155565		05/19/2015	Community Center Mat Cleaning Svc		\$60.87
	500229894		05/29/2015	Fleet coveralls and towels		\$30.46
	500229890		05/29/2015	Mat service-pd		\$43.50
80633	06/05/2015	Open			MISSION PRINTERS	\$88.00
	Invoice		Date	Description		Amount
	50828		05/22/2015	Business Cards, Bldg Inspector		\$88.00
				FUND 2210 Stores Fund		
80634	06/05/2015	Open			MONARCH SERVICES	\$1,810.00
	Invoice		Date	Description		Amount
	2015-00000822		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt		\$1,810.00
80635	06/05/2015	Open			NATIVE ANIMAL RESCUE	\$571.00
	Invoice		Date	Description		Amount
	2015-00000811		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt		\$571.00
80636	06/05/2015	Open			NORTH BAY FORD	\$203.43
	Invoice		Date	Description		Amount
	248238		05/19/2015	Auto parts		\$45.93
	FOCS299922		05/21/2015	Dip Stick Maintenance, F150		\$157.50
80637	06/05/2015	Open			NUZ Inc. dba GOOD TIMES	\$383.00
	Invoice		Date	Description		Amount
	2014-17683		11/26/2014	holiday advertising		\$383.00
				FUND 1321-BIA		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Payee Name	Transaction Amount
80638	06/05/2015	Open			O'NEILL SEA ODYSSEY	\$1,403.00
	Invoice		Date	Description		Amount
	2015-00000793		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt		\$1,403.00
80639	06/05/2015	Open			ORCHARD SUPPLY HARDWARE	\$308.69
	Invoice		Date	Description		Amount
	6011-3388560		05/07/2015	Misc		\$50.90
	6011-3388678		05/07/2015	Bench supplies		\$50.17
	6009-8315595		05/07/2015	Bench supplies		\$37.13
	6007-1446799		05/08/2015	Paint		\$3.09
	6007-1446914		05/09/2015	Graffiti paint		\$10.71
	6013-3528331		05/11/2015	Graffiti paint		\$6.18
	6013-1448525		05/12/2015	Misc.		\$8.25
	6012-5075545		05/13/2015	Misc Supplies, Bldg Dept		\$99.63
	6013-1741688		05/22/2015	Lifeguard supplies		\$11.67
	078930		05/19/2015	Batteries		\$30.96
80640	06/05/2015	Open			PALACE OFFICE SUPPLIES	\$472.77
	Invoice		Date	Description		Amount
	318773		05/08/2015	Office & Center supplies		\$157.10
	318611		05/14/2015	Office supplies-PD		\$94.34
	9153157		05/22/2015	Museum Supplies		\$10.44
	319062		05/21/2015	Name Plate, Bldg Inspector		\$12.29
	319065		05/21/2015	Name Plate & Wall Holder, Asst Planner		\$22.84
	319218		05/19/2015	Misc Office Supplies City Hall		\$158.75
	C315357A		05/26/2015	Credit for incorrect nameplate		(\$12.29)
	320388		05/29/2015	Paper, City Hall		\$29.30
				FUND 1000 GF - \$261.88 / FUND 2210 Stores Fund - \$210.89		
80641	06/05/2015	Open			PARENTS CENTER OF SANTA CRUZ	\$3,586.00
	Invoice		Date	Description		Amount
	2015-00000799		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt		\$3,586.00
80642	06/05/2015	Open			PHIL ALLEGRI ELECTRIC, INC.	\$2,422.00
	Invoice		Date	Description		Amount
	19913		05/22/2015	lighting/electrical maint.		\$2,422.00
80643	06/05/2015	Open			PK SAFETY SUPPLY	\$304.23
	Invoice		Date	Description		Amount
	250984		05/12/2015	Safety supplies-Corp Yd		\$105.87
	251205		05/13/2015	Safety supplies-Corp Yd		\$198.36
80644	06/05/2015	Open			REGIONAL GOVERNMENT SERVICES AUTH	\$13,800.00
	Invoice		Date	Description		Amount
	4781		02/28/2015	Interim Fin Dir Svcs, Feb 2015		\$2,800.00
	4932		04/30/2015	Interim Fin Director, Apr 2015		\$11,000.00
80645	06/05/2015	Open			SAN LORENZO LUMBER	\$227.59
	Invoice		Date	Description		Amount
	63-40984		05/19/2015	Flume plastic		\$222.94
	63-40989		05/19/2015	Lifeguard tower		\$4.65
80646	06/05/2015	Open			SANTA CRUZ COUNTY ANIMAL SHELTER	\$180.00
	Invoice		Date	Description		Amount
	4108		05/27/2015	Animal Control Services, Q3 FY14/15		\$180.00

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			Void Reason	Voided Date		
80647	06/05/2015	Open			SANTA CRUZ MUNICIPAL UTILITIES	\$816.16
	Invoice		Date	Description	Amount	
	2015-00000824		05/26/2015	WATER BILLS FOR STREET MEDIANS	\$816.16	
80648	06/05/2015	Open			SANTA CRUZ TODDLER CARE CENTER	\$595.00
	Invoice		Date	Description	Amount	
	2015-00000815		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt	\$595.00	
80649	06/05/2015	Open			SAVE OUR SHORES	\$1,022.00
	Invoice		Date	Description	Amount	
	2015-00000817		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt	\$1,022.00	
80650	06/05/2015	Open			SCC ENVIRONMENTAL HEALTH SVC	\$1,260.00
	Invoice		Date	Description	Amount	
	6/1/15		06/01/2015	stream habitat & juvenile salmonid monitoring 14/15	\$1,260.00	
80651	06/05/2015	Open			SECOND HARVEST FOOD BANK	\$4,985.00
	Invoice		Date	Description	Amount	
	2015-00000796		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt	\$4,985.00	
80652	06/05/2015	Open			SENIOR CITIZENS LEGAL SERVICES	\$4,943.00
	Invoice		Date	Description	Amount	
	2015-00000802		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt	\$4,943.00	
80653	06/05/2015	Open			SENIOR NETWORK SERVICES, INC.	\$1,222.00
	Invoice		Date	Description	Amount	
	2015-00000806		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt	\$1,222.00	
80654	06/05/2015	Open			SENIORS COUNCIL OF SC COUNTY	\$1,639.00
	Invoice		Date	Description	Amount	
	2015-00000800		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt	\$1,639.00	
80655	06/05/2015	Open			SOQUEL CREEK WATER DISTRICT	\$3,447.58
	Invoice		Date	Description	Amount	
	2015-00000761		05/15/2015	Semi-monthly water use	\$3,447.58	
80656	06/05/2015	Open			STATE STEEL COMPANY	\$213.39
	Invoice		Date	Description	Amount	
	121754		05/21/2015	Welding Supplies, Corp Yd FUND 1311 - Wharf	\$213.39	
80657	06/05/2015	Open			SUPPLYWORKS	\$1,202.16
	Invoice		Date	Description	Amount	
	1641571		05/22/2015	Cleaning supplies	\$1,202.16	
80658	06/05/2015	Open			T&T PAVEMENT MARKINGS	\$159.86
	Invoice		Date	Description	Amount	
	2015408		05/20/2015	Shuttle signs FUND 1310 - Gas Tax	\$159.86	
80659	06/05/2015	Open			THE CLEANING MACHINE INC.	\$2,440.00
	Invoice		Date	Description	Amount	
	5899		05/22/2015	Sidewalk cleaning	\$2,440.00	
80660	06/05/2015	Open			THE DIVERSITY CENTER	\$511.00
	Invoice		Date	Description	Amount	
	2015-00000821		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt	\$511.00	

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80661	06/05/2015	Open			UNITED WAY OF SANTA CRUZ COUNTY	\$3,560.00
	Invoice		Date	Description		Amount
	2015-00000810		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt		\$3,560.00
80662	06/05/2015	Open			VISTA CENTER FOR THE BLIND	\$905.00
	Invoice		Date	Description		Amount
	2015-00000801		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt		\$905.00
80663	06/05/2015	Open			VOLUNTEER CENTERS OF SC COUNTY	\$1,533.00
	Invoice		Date	Description		Amount
	2015-00000795		05/29/2015	FY14/15 Comm Grant Semi-Annual Pymt		\$1,533.00
80664	06/05/2015	Open			FRED DEJARLAIS	\$335.00
	Invoice		Date	Description		Amount
	12-131		05/29/2015	Refund Landscape Installation Agreement		\$335.00
80665	06/05/2015	Open			JOHN HUNTER	\$100.00
	Invoice		Date	Description		Amount
	20150601		06/01/2015	Honorarium for Postcard Artwork		\$100.00
Type Check Totals:						\$285,364.62
<u>EFT</u>						
126	06/05/2015	Open			CalPERS Health Insurance	\$60,655.48
	Invoice		Date	Description		Amount
	Jun2015		06/01/2015	Group Health, Jun 2015		\$60,655.48
128	06/05/2015	Open			ICMA RETIREMENT TRUST 457	\$5,099.16
	Invoice		Date	Description		Amount
	20150501		05/01/2015	457 Contr for 5/1/15 Pay Date (replace EFT)		\$5,099.16
Type EFT Totals:						\$65,754.64
CITY - Main City Totals						

Checks	Count	Transaction Amount	Reconciled Amount
	88	\$285,364.62	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	88	\$285,364.62	\$0.00
EFTs	Count	Transaction Amount	Reconciled Amount
	2	\$65,754.64	\$0.00
	0	\$0.00	\$0.00
	2	\$65,754.64	\$0.00
All	Count	Transaction Amount	Reconciled Amount
	90	\$351,119.26	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	90	\$351,119.26	\$0.00

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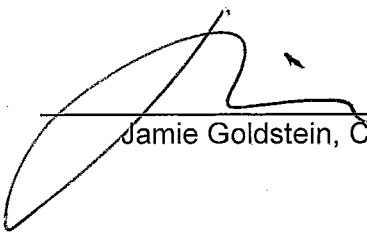
Checks dated 6/12/15 numbered 80666 to 80727 for a total of \$64,237.66 plus 6 EFT for \$98,847.30 have been reviewed and authorized for distribution by the City Manager.

As of 6/12/15 the unaudited cash balance is \$4,443,727

CASH POSITION - CITY OF CAPITOLA 06/12/2015

	<u>Net Balance</u>
General Fund	\$ 2,096,658
Contingency Reserve Fund	\$ 1,712,646
Stores Fund	\$ 11,643
Information Technology Fund	\$ 116,968
Equipment Replacement	\$ 107,141
Self Insurance Liability Fund	\$ 102,271
Worker's Comp. Ins. Fund	\$ 230,832
Compensated Absences Fund	\$ 65,568
TOTAL UNASSIGNED GENERAL FUNDS	<u>\$ 4,443,727</u>

The Emergency Reserve Fund Balance is \$816,655.54 (not included above).



 Jamie Goldstein, City Manager

6/12/2015

 Date

 Christine McBroom, City Treasurer

 Date

Payment Register

From Payment Date: 6/9/2015 - To Payment Date: 6/12/2015

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
80666	06/09/2015	Open			CSBPA	\$100.00
	Invoice		Date	Description		Amount
	20150609		06/09/2015	2 day conference for Jacques Bertrand		\$100.00
80667	06/12/2015	Open			APTOS LANDSCAPE SUPPLY, INC.	\$65.37
	Invoice		Date	Description		Amount
	397050		06/03/2015	Firbark		\$65.37
80668	06/12/2015	Open			AT&T	\$8.96
	Invoice		Date	Description		Amount
	624-Jun15		06/01/2015	Jun 2015 Long Distance Svc		\$4.56
	674-Jun15		06/01/2015	Jun 2015 Long Distance		\$4.40
				Fund 2211 IT- \$4.56		
80669	06/12/2015	Open			AT&T/CALNET 2	\$1,712.52
	Invoice		Date	Description		Amount
	6589930		05/13/2015	Monthly Telephone & T-1 Service		\$1,712.52
				Fund 2211 IT - \$299.50		
80670	06/12/2015	Open			ATCHISON, BARISONE, & CONDOTTI	\$12,412.99
	Invoice		Date	Description		Amount
	May2015		05/31/2015	May 2015 Legal Services		\$12,412.99
80671	06/12/2015	Open			BAY PHOTO LAB	\$343.48
	Invoice		Date	Description		Amount
	4629610		05/22/2015	Museum Display Expense		\$209.49
	4637908		05/27/2015	Museum Display Expense		\$133.99
80672	06/12/2015	Open			BELLOWS PLUMBING, HEATING & SEWER	\$599.00
	Invoice		Date	Description		Amount
	Z319292		05/15/2015	Hydrojet lines		\$599.00
80673	06/12/2015	Open			BEYERS, FRED, C	\$231.00
	Invoice		Date	Description		Amount
	06052015		06/05/2015	Softball Officials		\$231.00
80674	06/12/2015	Open			CA DEPARTMENT OF JUSTICE	\$320.00
	Invoice		Date	Description		Amount
	101226		06/03/2015	Fingerprinting, New Employee		\$32.00
	102785		06/03/2015	Jr Guard Instructor Fingerprint		\$224.00
	1027851		06/02/2015	Camp Leader Fingerprints		\$64.00
80675	06/12/2015	Open			CALIFORNIA COAST UNIFORM COMPANY	\$85.25
	Invoice		Date	Description		Amount
	4001		05/15/2015	Credit, Booth vest		(\$300.00)
	4011		05/16/2015	uniform Expense, M. Gonzalez		\$385.25
80676	06/12/2015	Open			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,487.50
	Invoice		Date	Description		Amount
	2015-00000834		06/12/2015	POA Dues Pay Date 6-12-15		\$1,487.50

Payment Register

From Payment Date: 6/9/2015 - To Payment Date: 6/12/2015

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
80677	06/12/2015	Open			CAROLYN FLYNN	\$4,017.85
	Invoice		Date	Description		Amount
	CBF5-2015		05/31/2015	May 2015 Housing Services Fund 1350 CDBG Grants - \$2617.85 General Fund - \$1400.00		\$4,017.85
80678	06/12/2015	Open			COASTAL WATERSHED COUNCIL	\$4,567.64
	Invoice		Date	Description		Amount
	1383		04/30/2015	NPDES Public Education & Outreach FY 14/15		\$1,475.00
	1393		05/31/2015	NPDES Public Education & Outreach FY 14/15		\$3,092.64
80679	06/12/2015	Open			COMMUNITY TELEVISION OF SANTA CRUZ CO	\$700.00
	Invoice		Date	Description		Amount
	2173		06/04/2015	Telecast of 4 council, 1 planning meeting		\$700.00
80680	06/12/2015	Open			COMPLETE MAILING SERVICE INC	\$691.56
	Invoice		Date	Description		Amount
	65660		06/05/2015	Newletter Mailing		\$691.56
80681	06/12/2015	Open			CRYSTAL SPRINGS WATER CO.	\$203.28
	Invoice		Date	Description		Amount
	060094-May15		06/09/2015	May Drinking Water Service		\$203.28
80682	06/12/2015	Open			D & G SANITATION	\$977.28
	Invoice		Date	Description		Amount
	222136		05/31/2015	Wharf portables		\$655.29
	222137		05/31/2015	B&V II portables Fund 1311 Wharf - \$655.29		\$321.99
80683	06/12/2015	Open			DANIEL REED	\$66.00
	Invoice		Date	Description		Amount
	06052015		06/05/2015	Softball Officials		\$66.00
80684	06/12/2015	Open			DWIGHT, SHANE	\$1,000.00
	Invoice		Date	Description		Amount
	20150617		06/09/2015	June 17th Twilight Concert band		\$1,000.00
80685	06/12/2015	Open			eFolder Systems	\$125.00
	Invoice		Date	Description		Amount
	77643		05/31/2015	AppAssure Replication & Remote Storage Fund 2211 IT		\$125.00
80686	06/12/2015	Open			EWING IRRIGATION	\$102.54
	Invoice		Date	Description		Amount
	9744700		05/27/2015	Transformer		\$38.83
	9759269		05/29/2015	Irrigation supplies		\$63.71
80687	06/12/2015	Open			FERGUSON ENTERPRISES, INC.	\$2,569.96
	Invoice		Date	Description		Amount
	4110885		06/02/2015	ADA drinking fountain		\$2,543.12
	4186222		06/03/2015	CPD bathroom		\$26.84
80688	06/12/2015	Open			FERRASCI-HARP, AMY	\$1,182.50
	Invoice		Date	Description		Amount
	48		06/04/2015	BIA Marketing Services, May 2015 Fund 1321 BIA		\$1,182.50

Payment Register

From Payment Date: 6/9/2015 - To Payment Date: 6/12/2015

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
80689	06/12/2015	Open			FLYERS ENERGY LLC	\$3,583.58
	Invoice		Date	Description		Amount
	15-094209		05/29/2015	490 Gal Ethanol		\$1,651.74
	15-096739		06/05/2015	200 Gal Diesel		\$592.44
	15-096738		06/05/2015	365 Gal Ethanol		\$1,339.40
80690	06/12/2015	Open			GEORGE H WILSON INC	\$316.50
	Invoice		Date	Description		Amount
	112206		06/01/2015	Lawn Way pump		\$316.50
80691	06/12/2015	Open			GLADWELL GOVERNMENT SERVICES, INC	\$250.00
	Invoice		Date	Description		Amount
	3218		06/06/2015	Records Retention Legal Review		\$250.00
80692	06/12/2015	Open			GLOBAL ENVIRONMENTAL PRODUCTS, INC	\$1,414.21
	Invoice		Date	Description		Amount
	626098		06/01/2015	Sweeper Maint Fund 1310 Gas Tax		\$1,414.21
80693	06/12/2015	Open			HARRIS & ASSOCIATES	\$4,772.75
	Invoice		Date	Description		Amount
	28448		05/12/2015	Professional Services from April 1-April 30, 2015 Fund 1200 CIP		\$4,772.75
80694	06/12/2015	Open			HUB INTERNATIONAL	\$166.30
	Invoice		Date	Description		Amount
	May 2015		06/02/2015	Insurance for Center rentals		\$166.30
80695	06/12/2015	Open			KINGS PAINT AND PAPER INC.	\$220.89
	Invoice		Date	Description		Amount
	A0218228		05/27/2015	Wharf bathroom paint		\$68.07
	A0218229		05/27/2015	Misc.		\$4.28
	A0218275		05/28/2015	Wharf bathroom paint		\$107.69
	A0217447		05/11/2015	Red curb paint Fund 1310 Gas Tax - \$40.85 Fund 1311 Wharf - \$180.04		\$40.85
80696	06/12/2015	Open			LABORMAX STAFFING	\$1,923.00
	Invoice		Date	Description		Amount
	26-48509		06/05/2015	PW Addtl Labor, two workers 5/31 to 6/5/15		\$1,923.00
80697	06/12/2015	Open			LIUNA PENSION FUND	\$1,209.60
	Invoice		Date	Description		Amount
	2015-00000780		05/29/2015	May 2015 LIUNA Pension Dues		\$1,209.60
80698	06/12/2015	Open			MARQUART MUSEUM CONSULTING	\$397.50
	Invoice		Date	Description		Amount
	03-01-20150603		06/03/2015	Museum Consulting, May 19-31 2015		\$397.50
80699	06/12/2015	Open			METRO MOBILE COMMUNICATIONS	\$2,319.54
	Invoice		Date	Description		Amount
	35694		05/18/2015	Wireless Headset, Kimura set up		\$1,198.56
	36663		05/18/2015	Wireless Motor Kit, Zero Motorcycle Fund 1300 SLESF		\$1,120.98
80700	06/12/2015	Open			MICROFLEX CORP #774353	\$778.24
	Invoice		Date	Description		Amount
	in1567319		05/13/2015	Gloves		\$778.24

Payment Register

From Payment Date: 6/9/2015 - To Payment Date: 6/12/2015

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
80701	06/12/2015	Open			MID COUNTY AUTO SUPPLY	\$134.97
	Invoice		Date	Description		Amount
	422649		05/15/2015	Auto Parts		\$23.82
	422818		05/18/2015	Auto Parts		\$17.56
	423250		05/21/2015	Shop Supplies, Fleet		\$6.63
	423633		05/26/2015	Auto Parts		\$86.96
80702	06/12/2015	Open			MILLER'S TRANSFER & STORAGE CO.	\$756.65
	Invoice		Date	Description		Amount
	86784		06/05/2015	Records Storage & Handling		\$756.65
80703	06/12/2015	Open			MISSION LINEN SUPPLY	\$869.31
	Invoice		Date	Description		Amount
	500047322		05/01/2015	Mats Cleaning svc-PD		\$43.50
	500090749		05/08/2015	Towels & Coveralls, Fleet		\$30.46
	500047325		05/01/2015	Coveralls and Towels, Corp Yd		\$117.03
	500090748		05/08/2015	Coveralls & Towels, Corp Yd		\$87.48
	500139067		05/15/2015	Towels and Coveralls, Fleet		\$30.46
	500184111		05/22/2015	Corp Yd Coverall and Towels Service		\$71.14
	500143285		05/22/2015	Preparation, corp yd		\$9.00
	500184112		05/22/2015	Fleet Towels and Coveralls		\$30.46
	500155565		05/19/2015	Community Center Mat Cleaning Svc		\$60.87
	500229894		05/29/2015	Fleet coveralls and towels		\$30.46
	500229890		05/29/2015	Mat service-pd		\$43.50
	500139063		05/15/2015	mat service		\$43.50
	500229893		05/29/2015	mat/towel/uniform cleaning		\$92.51
	500139066-1		05/15/2015	mat/towel/uniform cleaning		\$87.61
	500065468-1		05/05/2015	dust mop, mat service		\$60.87
	500047326		05/01/2015	shop towels, coveralls cleaning		\$30.46
80704	06/12/2015	Open			MISSION PRINTERS	\$340.28
	Invoice		Date	Description		Amount
	50813		05/13/2015	Invitations for Volunteer Dinner		\$340.28
80705	06/12/2015	Open			MV TRANSPORTATION, INC.	\$2,998.00
	Invoice		Date	Description		Amount
	61424		06/09/2015	2015 Summer Shuttle Bus Service May-June		\$2,998.00
80706	06/12/2015	Open			NUZ Inc. dba GOOD TIMES	\$300.00
	Invoice		Date	Description		Amount
	2015-24406		06/03/2015	Summer Ad-Rec		\$300.00
80707	06/12/2015	Open			OLIVE SPRINGS QUARRY, INC.	\$523.09
	Invoice		Date	Description		Amount
	98371		06/01/2015	Cortez water line		\$523.09
80708	06/12/2015	Open			ORCHARD SUPPLY HARDWARE	\$106.31
	Invoice		Date	Description		Amount
	6007-3389392		05/21/2015	Drill Bits, Fleet		\$34.06
	6008-7854489		05/25/2015	Graffiti paint		\$5.70
	6013-3523249		05/27/2015	Misc.		\$6.71
	6009-3388833		05/27/2015	Misc.		\$13.42
	6009-6129053		05/28/2015	Misc.		\$14.44
	6007-3381484		06/02/2015	Community Center Gen supplies		\$31.98
				Fund 1311 Wharf - \$14.44		
80709	06/12/2015	Open			PALACE OFFICE SUPPLIES	\$305.33
	Invoice		Date	Description		Amount

Payment Register

From Payment Date: 6/9/2015 - To Payment Date: 6/12/2015

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount
	319502		05/21/2015	office supplies-PD		\$97.77
	319514		05/21/2015	office supplies-PD		\$76.61
	9154817		05/28/2015	Office Supplies REC		\$25.09
	320149		05/27/2015	office supplies		\$105.86
80710	06/12/2015	Open			PESTICIDE APPLICATORS PROF ASSOC.-PAPA	\$80.00
	Invoice		Date	Description	Amount	
	133402-Nov15		06/10/2015	Franchi, Nov 2015 Seminar	\$80.00	
80711	06/12/2015	Open			PHOENIX GROUP INFORMATION SYSTEMS	\$2,139.17
	Invoice		Date	Description	Amount	
	042015070		05/26/2015	Citation Processing, April 2015	\$2,139.17	
80712	06/12/2015	Open			SANTA CRUZ COUNTY SANITATION DISTRICT	\$197.31
	Invoice		Date	Description	Amount	
	20150608		06/08/2015	Special Discharge Permit Renewal-2014/15 Sewer	\$197.31	
80713	06/12/2015	Open			SANTA CRUZ SENTINEL	\$256.70
	Invoice		Date	Description	Amount	
	5486716		05/31/2015	Public Hearing Notice, Planning Dept	\$256.70	
80714	06/12/2015	Open			SANTA CRUZ SENTINEL	\$743.89
	Invoice		Date	Description	Amount	
	0000877690-May15		05/31/2015	Advertising-Scorekeepers	\$743.89	
80715	06/12/2015	Open			SOQUEL UNION ELEMENTARY SCHOOL DISTRICT	\$280.00
	Invoice		Date	Description	Amount	
	20150527		05/27/2015	Facility Rent, Performing Arts Center, 6/23/15	\$280.00	
80716	06/12/2015	Open			SPORT ABOUT	\$429.43
	Invoice		Date	Description	Amount	
	6860		05/27/2015	JG Instructor t-shirts	\$429.43	
80717	06/12/2015	Open			SUPPLYWORKS	\$1,133.86
	Invoice		Date	Description	Amount	
	1644931		06/02/2015	Cleaning supplies	\$1,009.39	
	1644931-01		06/05/2015	Cleaning supplies	\$124.47	
80718	06/12/2015	Open			TASHNICK, BILL	\$33.00
	Invoice		Date	Description	Amount	
	06052015		06/05/2015	Softball Officials	\$33.00	
80719	06/12/2015	Open			US BANK PARS	\$329.54
	Invoice		Date	Description	Amount	
	2015-00000835		06/12/2015	PARS Pay Date 6-12-15	\$329.54	
80720	06/12/2015	Open			WALTER, ERIK	\$46.84
	Invoice		Date	Description	Amount	
	06022015		06/02/2015	Reimburse for sport supplies	\$32.74	
	6022015		06/02/2015	Reimburse for sport supplies	\$14.10	

Payment Register

From Payment Date: 6/9/2015 - To Payment Date: 6/12/2015

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount	
80721	06/12/2015	Open			WESTERN EXTERMINATOR COMPANY	\$100.00	
	Invoice		Date	Description		Amount	
	13046839-0May15		05/31/2015	May 2015 Ocean Turnout Service		\$50.00	
	3216089		05/31/2015	May 2015 City Hall Service		\$50.00	
80722	06/12/2015	Open			ZEE MEDICAL SERVICE CO.	\$186.53	
	Invoice		Date	Description		Amount	
	66431358		06/04/2015	First Aid Kit resupply, Corp Yd/Fleet		\$186.53	
80723	06/12/2015	Open			Dilloughery, Nancy	\$238.00	
	Invoice		Date	Description		Amount	
	2002249-002		06/04/2015	Jr Guards Refund		\$238.00	
80724	06/12/2015	Open			Finch, Joyce	\$63.90	
	Invoice		Date	Description		Amount	
	2002246-002		06/03/2015	Class refund		\$63.90	
80725	06/12/2015	Open			Lico, Mary	\$254.00	
	Invoice		Date	Description		Amount	
	2002252-002		06/08/2015	Jr Guard Refund		\$254.00	
80726	06/12/2015	Open			NIELS KISLING	\$244.76	
	Invoice		Date	Description		Amount	
	6969		05/27/2015	Reimb Purch of Museum Display items		\$244.76	
80727	06/12/2015	Open			Willson, Glenn	\$225.00	
	Invoice		Date	Description		Amount	
	2002240-002		05/29/2015	Jr Guard Refund		\$225.00	
Type Check Totals:						Total	\$64,237.66
<u>EFT</u>							
129	06/09/2015	Open			CalPERS Member Services Division	\$59,625.74	
	Invoice		Date	Description		Amount	
	2015-00000829		05/29/2015	PERS for pay date 5/29/15		\$59,625.74	
130	06/12/2015	Voided	06/12/2015		ICMA RETIREMENT TRUST 457	\$5,454.82	
	Invoice		Date	Description		Amount	
	2015-00000837		06/12/2015	457 Pay Date 6-12-15		\$5,454.82	
131	06/12/2015	Open			ICMA RETIREMENT TRUST 457	\$5,454.82	
	Invoice		Date	Description		Amount	
	2015-00000840		06/12/2015	Pay date 6-12-15		\$5,454.82	
133	06/12/2015	Open			EMPLOYMENT DEVELOPMENT DEPT	\$5,016.73	
	Invoice		Date	Description		Amount	
	2015-00000836		06/12/2015	State WH Pay date 6-12-15		\$5,016.73	
134	06/12/2015	Open			INTERNAL REVENUE SERVICE	\$22,337.07	
	Invoice		Date	Description		Amount	
	2015-00000838		06/12/2015	Federal WH pay date 6-12-15		\$22,337.07	
135	06/12/2015	Open			STATE DISBURSEMENT UNIT	\$958.12	
	Invoice		Date	Description		Amount	
	2015-00000839		06/12/2015	Garnishments Pay date 6-12-15		\$958.12	
Type EFT Totals:						Total	\$98,847.30

Payment Register

From Payment Date: 6/9/2015 - To Payment Date: 6/12/2015

Check Number	Invoice Number	Status	Invoice Date	Description	Payee Name	Transaction Amount	
CITY - Main City Totals							
				Checks	Count	Transaction Amount	Reconciled Amount
					62	\$64,237.66	\$0.00
					0	\$0.00	\$0.00
					0	\$0.00	\$0.00
					0	\$0.00	\$0.00
					62	\$64,237.66	\$0.00
				EFTs	Count	Transaction Amount	Reconciled Amount
					5	\$93,392.48	\$0.00
					0	\$0.00	\$0.00
					1	\$5,454.82	\$0.00
					6	\$98,847.30	\$0.00
				All	Count	Transaction Amount	Reconciled Amount
					67	\$157,630.14	\$0.00
					0	\$0.00	\$0.00
					1	\$5,454.82	\$0.00
					0	\$0.00	\$0.00
					68	\$163,084.96	\$0.00



CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 25, 2015

FROM: OFFICE OF THE CITY CLERK

SUBJECT: ORDINANCE AMENDING TITLE 15 OF THE MUNICIPAL CODE BY ADDING CHAPTER 15.10 TO PROVIDE AN EXPEDITED, STREAMLINED PERMITTING PROCESS FOR RESIDENTIAL ROOFTOP SOLAR SYSTEMS [SECOND READING]

RECOMMENDED ACTION: Adopt the proposed Ordinance amending Title 15 of the Municipal Code by adding Chapter 15.10 to provide an expedited, streamlined permitting process for residential rooftop solar systems [Second Reading].

BACKGROUND: The City Council approved the introduction of the Ordinance amending Title 15 of the Municipal Code by adding Chapter 15.10 to provide an expedited, streamlined permitting process for residential rooftop solar systems at the Council meeting held on March 26, 2015. The proposed Ordinance is before the City Council for its second reading and final adoption. If adopted, the Ordinance will take effect in thirty (30) days.

FISCAL IMPACT: None

ATTACHMENTS:

1. Proposed Ordinance

Report Prepared By: Susan Sneddon
City Clerk

Reviewed and Forwarded
By City Manager

A handwritten signature in black ink, appearing to be "JG", is written over the text "By City Manager".

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ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
AMENDING TITLE 15 OF THE CAPITOLA MUNICIPAL CODE, ADDING CHAPTER 15.10,
TO PROVIDE AN EXPEDITED, STREAMLINED PERMITTING PROCESS FOR SMALL
RESIDENTIAL ROOFTOP SOLAR SYSTEMS**

WHEREAS, the Capitola City Council recognizes the importance of “green technology” and by this Ordinance, seeks to implement Assembly Bill 2188 by creating an expedited, streamlined permitting process for small residential rooftop solar energy systems; and

WHEREAS, the City of Capitola is committed to reducing its contributions to greenhouse gas emissions responsible for global climate change; and

WHEREAS, the Capitola City Council wishes to advance the use of solar energy by its citizens and businesses; and

WHEREAS, solar energy creates local jobs and economic opportunity; and

WHEREAS, the Capitola City Council recognizes that rooftop solar energy systems provide reliable energy and pricing for its residents and businesses; and

WHEREAS, it is in the interest of the health, welfare, and safety of the people of Capitola to provide an expedited permitting process to assure the effective deployment of solar technology.

WHEREAS, the activity is covered by the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant adverse effect on the environment, the activity is not subject to CEQA (Subdivision (b)(3) of Section 15061 of the California Environmental Quality Guidelines (14 CCR 15000 et seq)).

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CAPITOLA DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Chapter 15.10 is hereby added to the Capitola Municipal Code to read as follows:

Chapter 15.10
Expedited Solar Permitting Ordinance

Sections:

- 15.10.010 Purpose and Findings
- 15.10.020 Definitions
- 15.10.030 Applicability
- 15.10.040 Solar Energy System Requirements
- 15.10.050 Applications and Documents
- 15.10.060 Permit Review and Inspection Requirements

15.10.010 Purpose and Findings

The purpose of the chapter is to provide an expedited, streamlined solar permitting process that complies with the Solar Rights Act and Assembly Bill 2188 (Chapter 521, Statutes 2014, CA Government Code Section 65850.5) in order to achieve timely and cost-effective installations of small residential rooftop solar energy systems. This chapter encourages the use of solar systems by removing unreasonable barriers, minimizing costs to property owners and the City and expanding the ability of property owners to install solar

energy systems. This chapter allows the city to achieve these goals while protecting the public health and safety.

15.10.020 Definitions

As used in this chapter:

- A. "Solar Energy System" means either of the following:
 - 1. Any solar collector or other solar energy device whose primary purpose is to provide for the collection, storage, and distribution of solar energy for space heating, space cooling, electric generation, or water heating.
 - 2. Any structural design feature of a building, whose primary purpose is to provide for the collection, storage, and distribution of solar energy for electricity generation, space heating or cooling, or for water heating.
- B. "Small residential rooftop solar energy system" means all of the following:
 - 1. A solar energy system that is no larger than 10 kilowatts alternating current nameplate rating or 30 kilowatts thermal.
 - 2. A solar energy system that conforms to all applicable state fire, structural, electrical, and other building codes as adopted or amended by the City, and all state and City health and safety standards.
 - 3. A solar energy system that is installed on a single or two family dwelling.
 - 4. A solar panel or module array that does not exceed the maximum legal building height as defined by the City.
- C. "Electronic submittal" means the utilization of electronic e-mail or submittal via the internet.
- D. "Specific, adverse impact" means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.
- E. "Reasonable restrictions" on a solar energy system are those restrictions that do not significantly increase the cost of the system or significantly decrease its efficiency or specified performance, or that allow for an alternative system of comparable cost, efficiency, and energy conservation benefits.
- F. "Restrictions that do not significantly increase the cost of the system or decrease its efficiency or specified performance" means:
 - 1. For Water Heater Systems or Solar Swimming Pool Heating Systems: an amount exceeding 10 percent of the cost of the system, but in no case more than one thousand dollars (\$1,000), or decreasing the efficiency of the solar energy system by an amount exceeding 10 percent, as originally specified and proposed.
 - 2. For Photovoltaic Systems: an amount not to exceed one thousand dollars (\$1,000) over the system cost as originally specified and proposed, or a decrease in system efficiency of an amount exceeding 10 percent as originally specified and proposed.

15.10.030 Applicability

- A. This chapter applies to the permitting of all small residential rooftop solar energy systems in the city.

- B. Small residential rooftop solar energy systems legally established or permitted prior to the effective date of the ordinance codified in this chapter are not subject to the requirements of this chapter unless physical modifications or alterations are undertaken that materially change the size, type, or components of a small rooftop energy system in such a way as to require new permitting. Routine operation and maintenance or like-kind replacements shall not require a permit.
- C. A conditional use permit and/or design review may be required for properties on the City's list of historic resources as deemed necessary by the Community Development Director.

15.10.040 Solar Energy System Requirements

- A. All solar energy systems shall meet applicable health and safety standards and requirements imposed by the state and the City.
- B. Solar energy systems for heating water in single-family residences and for heating water in commercial or swimming pool applications shall be certified by an accredited listing agency as defined by the California Plumbing and Mechanical Code.
- C. Solar energy systems for producing electricity shall meet all applicable safety and performance standards established by the California Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission regarding safety and reliability.

15.14.050 Applications and Documents

- A. All documents required for the submission of an expedited solar energy system application shall be made available on the City website.
- B. Electronic submittal of the required permit application and documents by email, or the internet shall be made available to all small residential rooftop solar energy system permit applicants.
- C. The City's Building Division shall adopt a standard plan and checklist of all requirements with which small residential rooftop solar energy systems shall comply to be eligible for expedited review.
- D. The small residential rooftop solar system permit process, standard plan(s), and checklist(s) shall substantially conform to recommendations for expedited permitting, including the checklist and standard plans contained in the most current version of the California Solar Permitting Guidebook adopted by the Governor's Office of Planning and Research.

15.10.060 Permit Review and Inspection Requirements

- A. The Building Official shall implement an administrative, nondiscretionary review process to expedite approval of small residential rooftop solar energy systems. The Building Division shall issue a building permit, the issuance of which is nondiscretionary, within five business days upon receipt of a complete application that meets the requirements of the approved checklist and standard plan. The Building Official may require an applicant to apply for a conditional use permit if the official finds, based on substantial evidence, that the solar energy system could have a specific, adverse impact upon the public health and safety. Such decisions may be appealed to the Planning Commission.

- B. Review of the application shall be limited to the Building Official's review of whether the application meets local, State, and Federal health and safety requirements.
- C. If a conditional use permit is required, the Planning Commission may deny the application if it makes written findings based upon substantive evidence in the record that the proposed installation would have a specific, adverse impact upon public health or safety and there is no feasible method to satisfactorily mitigate or avoid, as defined, the adverse impact. Such findings shall include the basis for the rejection of the potential feasible alternative for preventing the adverse impact. Such decisions may be appealed to the City Council.
- D. Any condition imposed on an application shall be designed to mitigate the specific, adverse impact upon health and safety at the lowest possible cost.
- E. "A feasible method to satisfactorily mitigate or avoid the specific, adverse impact" includes, but is not limited to, any cost-effective method, condition, or mitigation imposed by the City, on another similarly situated application in a prior successful application for a permit. The City shall use its best efforts to ensure that the selected method, condition, or mitigation meets the conditions of subparagraphs (A) and (B) of paragraph (1) of subdivision (d) of Section 714 of the Civil Code defining restrictions that do not significantly increase the cost of the system or decrease its efficiency or specified performance.
- F. The City shall not condition approval of an application on the approval of an association, as defined in Section 4080 of the Civil Code.
- G. If an application is deemed incomplete, a written correction notice detailing all deficiencies in the application and any additional information or documentation required to be eligible for expedited permit issuance shall be sent to the applicant for resubmission.
- H. Only one inspection shall be required and performed by the Building Division for small residential rooftop solar energy systems eligible for expedited review.
- I. The inspection shall be done in a timely manner and should include consolidated inspections.
- J. If a small residential rooftop solar energy system fails inspection, a subsequent inspection is authorized.

Section 2. This Ordinance shall take effect and be in full force on July 25, 2015.

This Ordinance was introduced on the 11th day of June, 2015, and was passed and adopted by the City Council of the City of Capitola on the 25th day of June, 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED: _____
Dennis Norton, Mayor

ATTEST:

_____, CMC
Susan Sneddon, City Clerk



CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 25, 2015

FROM: DEPARTMENT OF PUBLIC WORKS

SUBJECT: RISPIN/PEERY PARK PATHWAY IMPROVEMENTS APPROVAL OF THE PLANS, SPECIFICATIONS, AND ESTIMATE AND AUTHORIZATION TO ADVERTISE FOR CONSTRUCTION BIDS

RECOMMENDED ACTION: Approve plans, specifications, and estimate for the Rispin/Peery Park ADA Pathway Project; authorize the Public Works Department to advertise for construction bids.

BACKGROUND: As part of a settlement agreement concerning the existing accessible pathways through the Rispin and Peery Parks, the City agreed to reconstruct certain pathways in both Parks over the next five years. The first portion of pathway scheduled for replacement runs from the eastern side of Peery Park to the pedestrian bridge over Soquel Creek.

DISCUSSION: Kimley-Horn and Associates have completed the plans, specifications, and construction estimate for this Project. A reduced set of plans is included as Attachment 1, and a full set of plans is available for review in the Public Works Department. The estimated cost of construction is \$101,229. The schedule for the project is as follows:

Plan Approval	June 25, 2015
Bids Received	July 22, 2015
Contract Awarded	July 24, 2015
Construction	August – September 2015

FISCAL IMPACT: \$403,000 of General Fund and Successor Agency funding has been included in the Capital Improvement Program for Rispin and Peery Park Project. To date, \$58,870 has been spent on the design of Rispin Park and this pathway project. The remaining \$344,130 is designated for this pathway construction and environmental review of the Rispin Park Project. Any remaining funding following completion of this work will be carried forward for the next phase of pathway work included in the settlement agreement.

ATTACHMENTS:

1. Reduced Plan Set
2. Construction Estimate

Report Prepared By: Steven Jesberg
Public Works Director

Reviewed and Forwarded
By City Manager: 

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RISPIN/PEERY PARK ADA PATHWAY IMPROVEMENTS

PREPARED FOR
CITY OF CAPITOLA

PROJECT DESCRIPTION

THE EXISTING ACCESSIBILITY RAMP G LOCATED WITHIN THE RISPIN AND PEERY PARK IN CAPITOLA, CALIFORNIA, WILL BE DEMOLISHED AND REPLACED WITH A NEW PATH OF TRAVEL AT THE SAME LOCATION. THE RAMP WILL INCLUDE LANDINGS AND HANDRAILS, AS APPROPRIATE. WALLS ARE TO BE PROTECTED AND REMAIN IN PLACE.

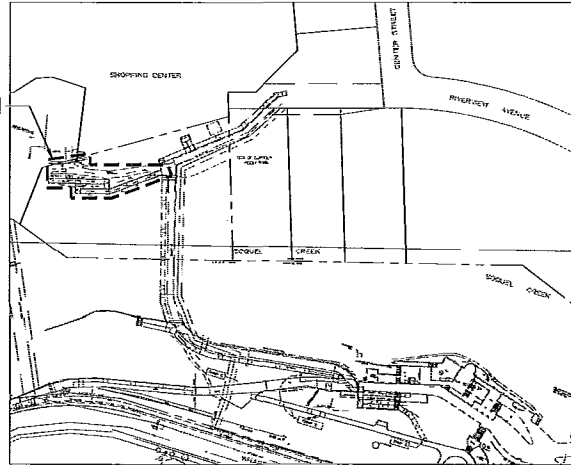
CONTACTS

- CIVIL ENGINEER**
KIMLEY-HORN AND ASSOCIATES, INC.
100 WEST SAN FERNANDO STREET, SUITE 250
SAN JOSE, CA 95113
TEL: (669) 800-4030
CONTACT: KYLE CHILDERS, P.E.
- CITY ENGINEER**
CITY OF CAPITOLA PUBLIC WORKS DEPARTMENT
420 CAPITOLA AVE.
CAPITOLA, CA 95010
TEL: (831) 475-7300
CONTACT: STEVE JESBERG

SUBMITTED BY:

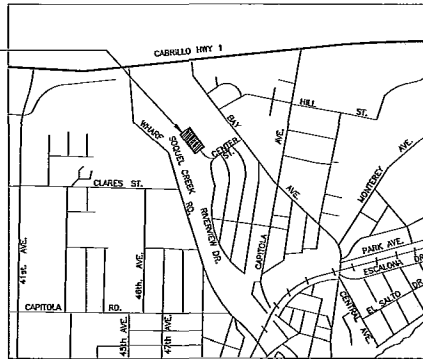
DATE

SITE LOCATION



LOCATION MAP

PROJECT LOCATION



VICINITY MAP

ACCEPTANCE OF PLANS

THE CITY OF CAPITOLA HEREBY ACCEPTS THESE PLANS FOR CONSTRUCTION, AS BEING IN GENERAL COMPLIANCE WITH PLANS PREPARATION REQUIREMENTS OF THIS GOVERNMENT. RESPONSIBILITY FOR THE COMPLETENESS AND ACCURACY OF THE PLANS AND RELATED DESIGN RESIDES WITH THE ENGINEER AND ENGINEERING FIRM OF RECORD.

STEVE JESBERG P.E. DATE
DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
CITY OF ANTIOCH

SHEET LIST TABLE	
SHEET NUMBER	SHEET TITLE
C01	COVER SHEET
C02	CIVIL GENERAL NOTES
C03	DEMOLITION PLAN
C04	TRAIL SITE PLAN AND SECTIONS
C05	IMPROVEMENT PLAN
C06	EROSION CONTROL PLAN
C07	DETAILS

REFERENCES

- 2013 CALIFORNIA BUILDING CODE
- 2010 CALTRANS STANDARD PLANS
- REFERENCE PLAN "PEERY PARK BREWERY & ENHANCEMENT PROJECT" FEDERAL AID PROJECT STIPLE-0304(1)

ABBREVIATIONS

AC	ACRES	MH	MANHOLE
BEG	BEGINNING	M	METER
BFE	BASE FLOOD ELEVATION	ML	MILLIMETER
BMP	BEST MANAGEMENT PRACTICES	MIN	MINIMUM
BOW	BACK OF WALK	NO.	NUMBER
CL, C	CENTER LINE	NTS	NOT TO SCALE
COM	COMMUNICATION	(P)	PROPOSED
CONC	CONCRETE	AT&T	AMERICAN TELEPHONE AND TELEGRAPH COMPANY
CV	CHECK VALVE	PG&E	PACIFIC GAS AND ELECTRIC COMPANY
CY	CUBIC YARD	R	RADIUS
DIA	DIAMETER	R/W	RIGHT OF WAY
EG	EXISTING GROUND	SD	STORM DRAIN
ELEV	ELEVATION	SDDI	STORM DRAIN DRAINAGE INLET
ESMT	EASEMENT	S, SS	SANITARY SEWER
(E), EX	EXISTING	STA	STATION
(F)	FUTURE	TC	TOP OF CURB
FF	FINISHED FLOOR	TOS	TOP OF SLAB
FL	FLOW LINE	(TYP)	TYPICAL
FG	FINISHED GRADE	W/F	WELDED WIRE FABRIC
FS	FINISHED SURFACE		
(FS)	EXISTING FINISHED SURFACE		
INV	INVERT		
LDC	LANDING		
LF	LINEAL FEET		

NOT FOR CONSTRUCTION



No.	REVISIONS	DATE	BY
1	SUBMITTAL	05/28/18	

Kimley»Horn

© 2015 KIMLEY-HORN AND ASSOCIATES, INC.
100 WEST SAN FERNANDO STREET, STE. 250, SAN JOSE, CA 95113
PHONE: 669-800-4130
WWW.KIMLEY-HORN.COM



DESIGNED BY	DRAWN BY	CHECKED BY
KBC	MEH	FY
PLANS PREPARED UNDER SUPERVISION OF:		
KYLE CHILDERS		
REGISTERED CIVIL ENGINEER		
XX/XX/XXXX	68843	
DATE	REG. NO.	

RISPIN/PEERY PARK ADA
PATHWAY IMPROVEMENTS

PREPARED FOR
CITY OF CAPITOLA

COVER SHEET

DRAWING NO
C01
SHEET
1 of 7
JOB No.
097763101

PROJECT GENERAL NOTES

- THE CONTRACTOR AGREES THAT, IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR SHALL BE REQUIRED TO ACCEPT COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY. THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY FROM THE NOTICE TO PROCEED UNTIL THE PROJECT IS ACCEPTED AND APPROVED BY THE CITY. CONTRACTOR RESPONSIBILITY FOR JOB SITE CONDITIONS SHALL NOT BE LIMITED TO NORMAL WORKING HOURS.
- THE CONTRACTOR SHALL POST EMERGENCY TELEPHONE NUMBERS FOR POLICE, FIRE, AMBULANCE, AND THOSE AGENCIES FOR MAINTENANCE OF UTILITIES IN THE VICINITY OF JOB SITE. SIGN SHALL BE A MINIMUM OF 4'X4' AND ALSO INCLUDE THE PROJECT NAME, CONTRACTOR RESPONSIBLE CONTACT PERSON, AND CITY CONTACT.
- THE GENERAL CONTRACTOR IS RESPONSIBLE FOR COORDINATING ALL OF THE WORK PERFORMED BY HIS SUBCONTRACTORS WITHOUT EXCEPTION.
- THE CONTRACTOR SHALL IDENTIFY A RESPONSIBLE CONTACT PERSON, WHO IS AN EMPLOYEE OF THE CONTRACTOR, AND A 24-HOUR TELEPHONE NUMBER TO CALL TO RESOLVE PROBLEMS WITH SAFETY, NOISE, DUST OR OTHER CONSTRUCTION RELATED ISSUES.
- THE CONTRACTOR SHALL BE REQUIRED TO KEEP ALL CONSTRUCTION ACTIVITIES WITHIN THE RIGHTS-OF-WAY AND EASEMENTS OBTAINED FOR THIS PROJECT UNLESS OTHERWISE SHOWN. THIS SHALL INCLUDE, BUT NOT BE LIMITED TO, VEHICLES AND EQUIPMENT, LIMITS OF DEMOLITION, AND ANY STOCKPILED NEW MATERIAL.
- THE CONTRACTOR SHALL PROVIDE PROTECTIVE DEVICES INCLUDING BARRICADES, FENCING, WARNING SIGNS, LIGHTS, FLAGGERS OR OTHER ITEMS NECESSARY TO ENSURE PUBLIC SAFETY WITHIN THE PROJECT AREA. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.
- EXISTING UTILITIES ARE LOCATED IN THE PROJECT AREA. UTILITIES DAMAGED BY CONTRACTOR'S OPERATIONS SHALL BE TEMPORARILY REPAIRED AND THEN REPLACED IN ACCORDANCE WITH THE UTILITIES OR THE CITY'S REQUIREMENTS AT THE CONTRACTOR'S OWN EXPENSE.
- CONTRACTOR SHALL EXERCISE DUE CAUTION DURING CONSTRUCTION TO PROTECT ANY EXISTING LANDSCAPING, FENCES, EXISTING CONCRETE SIDEWALK, CONCRETE DRIVEWAY, CONCRETE CURB AND GUTTER, AND AC PAVING TO REMAIN. ANY DAMAGE RESULTING FROM CONTRACTOR OPERATIONS SHALL BE REPAIRED AS DIRECTED BY THE CITY'S REPRESENTATIVE. AT NO ADDITIONAL COST TO THE CITY.
- CONTRACTOR SHALL PRESERVE ALL SURVEY MARKERS AND MONUMENTATION PER THE CITY ENGINEER'S DEPARTMENT. PRIOR TO STARTING ANY WORK, THE CONTRACTOR SHALL NOTIFY THE CITY ENGINEER OF ANY EXISTING FEDERAL, STATE, CITY, AND PRIVATE LAND SURVEY CONTROL POINTS OR MONUMENTS THAT MAY BE INTERFERED BY THE WORK. THIS NOTICE SHALL BE DESIGNED AND DELIVERED TO THE CITY ENGINEER AND MUST BE TIED OUT BY A CURRENTLY LICENSED CALIFORNIA LAND SURVEYOR AND CORNER RECORDS ARE TO BE PREPARED AND FILED WITH THE CITY IN COMPLIANCE WITH THE LAND SURVEYOR ACT, SECTION 8/71.
- CONSTRUCTION ACTIVITY IS ALLOWED AS PER THE CONSTRUCTION PERMITS AND THE APPROVED CONTRACT DOCUMENTS.
- DUST SHALL BE CONTROLLED AND ADJOINING STREET AND PRIVATE DRIVES SHALL BE KEPT CLEAN OF PROJECT DIRT, MUD, MATERIALS AND DEBRIS, TO THE SATISFACTION OF THE CITY.
- THE CONTRACTOR SHALL COMPLY WITH THE GENERAL CONSTRUCTION PERMIT. WATER SHALL NOT BE DISCHARGED FROM THE CONSTRUCTION SITE TO THE STORM DRAINAGE SYSTEM UNLESS THE CONTRACTOR OBTAINS APPROVAL FROM THE CITY.
- THIS PROJECT INVOLVES WORK IN PUBLIC AREAS AND NEAR PRIVATE PROPERTY. THE CONTRACTOR SHALL SPECIFICALLY INSTRUCT ALL EMPLOYEES AND WORKERS TO EXERCISE GOOD PUBLIC RELATIONS DURING THE WORK INCLUDING BEING COURTEOUS, AVOIDING THE USE OF PROFANE LANGUAGE, AND MINIMIZING IMPACTS TO EXISTING IMPROVEMENTS.
- CONTRACTOR SHALL GIVE WRITTEN NOTICE TO ANY PRIVATE RESIDENCE THROUGHOUT THE PROJECT AREA THAT MAY BE IMPACTED BY THE CONSTRUCTION WORK AS DETERMINED BY THE CITY. NOTICE SHALL INCLUDE THE CONTACT NAME AND CELL PHONE NUMBER OF THE SUPERVISOR WHO IS RESPONSIBLE FOR CONSTRUCTION ACTIVITIES. THE NOTICE SHALL ALSO INCLUDE DATES AND TIMES DURING WHICH CONSTRUCTION ACTIVITIES WILL BE CONDUCTED, THE MITIGATION MEASURES THAT WILL BE TAKEN BY THE CONTRACTOR, WRITTEN NOTICES SHALL BE APPROVED BY THE CITY PRIOR TO DISBURSEMENT. CONTRACTOR SHALL PROVIDE PROOF OF RESIDENT NOTIFICATION TO THE ENGINEER.
- AT A MINIMUM, CONTRACTOR SHALL SHEEP AND CLEAN THE CONSTRUCTION SITE DAILY BEFORE THE END OF EACH WORKING DAY.
- CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES IN PLACE. DURING ANY SAWCUTTING OR REMOVAL ACTIVITIES, PROTECT RESIDENTIAL WATER METERS AND SEWER CLEANOUT BOXES AND RIMS. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY EXISTING UTILITY THAT IS DAMAGED DURING THE COURSE OF THE WORK AND SHALL REPAIR OR REPLACE THE DAMAGED UTILITY TO THE SATISFACTION OF THE UTILITY OWNER AND THE CITY ENGINEER.
- ALL MATERIALS AND WORKMANSHIP SHALL FULLY CONFORM TO THE LATEST SPECIFICATIONS, DETAILS, STANDARDS AND ORDINANCES OF THE CITY OF CARPENA. TRAFFIC CONTROL SHALL BE PER CITY-APPROVED TRAFFIC CONTROL PLAN AND IN ACCORDANCE WITH THE CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION.
- TRAFFIC CONTROL PLANS ARE REQUIRED TO BE SUBMITTED AND APPROVED BY THE CITY PRIOR TO THE START OF ANY WORK IMPACTING THE PUBLIC RIGHT-OF-WAY. TRAFFIC CONTROL PLANS MUST BE PREPARED AND STAMPED BY PERSON TRAINED/DESIGNED TO PREPARE TRAFFIC CONTROL PLANS (IN ACCORDANCE WITH THE LATEST CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES).
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO PIHOLE AND/OR UNCOVER AND EXPOSE EXISTING UTILITIES AT CROSSING LOCATIONS. CONTRACTOR TO PROTECT ALL EXISTING UTILITIES FROM DAMAGE DUE TO CONTRACTOR'S OPERATIONS. ANY AND ALL UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION SHALL BE REPLACED TO THE SATISFACTION OF THE CITY ENGINEER.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION OF ALL EXISTING UTILITIES WITH THE APPROPRIATE AGENCIES.
- THE EXISTING UTILITIES CROSSING THE NEW PROPOSED WORK ARE SHOWN ACCORDING TO THE BEST AVAILABLE INFORMATION. THE CONTRACTOR SHALL VERIFY THAT THE TYPE, SIZE, LOCATION AND DEPTH OF ALL THE UTILITY CROSSINGS (BOTH MAINS AND LATERALS) ARE CORRECT AS SHOWN. NO GUARANTEE IS MADE THAT ALL EXISTING UTILITIES (BOTH MAINS AND LATERALS) AS SHOWN, NO GUARANTEE IS MADE THAT ALL EXISTING UTILITIES (BOTH MAINS AND LATERALS) ARE SHOWN.
- ALL EXISTING UTILITY VAULTS AND/OR PULL BOXES WITHIN THE PROJECT SITE THAT ARE LOOSE AND/OR BROKEN SHALL BE RE-SECURED AND/OR REPLACED TO THE CITY'S SATISFACTION. ALL EXISTING AND NEW UTILITY STRUCTURES TO BE ADJUSTED TO FINISH GRADE.
- PROVIDE ACCESS AT ALL TIMES TO ALL PROPERTIES, EXCEPT AS APPROVED BY THE ENGINEER. 48 HOURS WRITTEN NOTICE MUST BE GIVEN TO THE AFFECTED PROPERTY OWNER(S) WHEN ACCESS IS AFFECTED. BARRICADES SHALL BE BARRICADED AND PAVED (TEMPORARY CURB/ ASPHALT) PRIOR TO LEAVING THE JOB SITE EACH WORKDAY.
- NO TRENCH SHALL BE LEFT OPEN DURING NON-WORKING HOURS. TRENCH SHORING PLAN AND TRENCH PLATES/PLATING PLAN SHALL BE DESIGNED AND STAMPED BY AN ENGINEER.

PROJECT GENERAL NOTES

- GRADE BREAKS ON CURBS AND SIDEWALKS TO BE ROUNDED OFF (WHILE CONCRETE FINISHING WORK IS IN PROGRESS) IN FORM CURB AND FINISHED SURFACING.
- REPLACE EXISTING CURB MARKINGS AND PAINT AFTER INSTALLATION OF NEW CURB AND GUTTER TO THE SATISFACTION OF THE CITY ENGINEER.
- CONTRACTOR SHALL REPLACE EXISTING TRAFFIC STRIPING/LEGENDS THAT ARE DISTURBED BY CONSTRUCTION OPERATIONS TO THE CITY'S SATISFACTION. ALL PAVED MARKINGS ARE TO BE THERMOPLASTIC MATERIAL.
- CONTRACTOR SHALL BE FAMILIAR WITH THE STATE OF CALIFORNIA BEST MANAGEMENT PRACTICES HANDBOOK FOR APPLICABLE CONTROL MEASURES AND EMPLOY IT'S PROVISIONS THROUGHOUT ALL CONSTRUCTION.
- THE PUBLIC RIGHT-OF-WAY/STREET MUST BE KEPT CLEAR AND FREE OF DEBRIS.
- ALL UNDERGROUND SERVICE ALERT (USA) MARKINGS ON CONCRETE AND ASPHALTIC PAVEMENT OR OTHER STRUCTURES SHALL BE REMOVED WHEN THEY ARE NO LONGER REQUIRED. ACCEPTABLE MEANS OF REMOVAL INCLUDE SAND BLASTING OR HIGH PRESSURE WATER BLASTING.

TREE PROTECTION NOTES

- ARBORIST: NO TREE PRUNING, EXCAVATION IN THE VICINITY OF TREE ROOTS, REMOVAL OR ROOT-CUTTING SHALL OCCUR WITHOUT DIRECTION BY THE CITY'S ARBORIST.
- TRENCHING: ALL TRENCHING WITHIN THE DRIP LINE OF EXISTING TREES SHALL BE BY HAND WITH CARE TAKEN NOT TO DAMAGE ROOTS OVER 2" DIAMETER.
- ADVANCE MARKING: THE CITY ARBORIST SHALL MARK LIMITS OF AREA WITHIN DRIP LINES IN ADVANCE PRIOR TO EXCAVATING.
- PRUNING: TREES SHALL BE PRUNED ONLY AS RECOMMENDED BY THE CITY'S ARBORIST.
- CONSTRUCTION OPERATIONS: NO CONSTRUCTION OPERATIONS SHALL BE CARRIED ON WITHIN THE DRIP LINE OF ANY TREE DETERMINED TO BE SAVED EXCEPT AS AUTHORIZED BY THE CITY ARBORIST.
- STORAGE: THE AREA UNDER THE DRIP LINE OF A TREE SHALL BE KEPT CLEAN. NO CONSTRUCTION MATERIALS NOR CHEMICAL SOLVENTS SHALL BE STORED OR DUMPED UNDER A TREE.
- TREE DAMAGE: ANY DAMAGE TO EXISTING TREE CROWNS OR ROOT SYSTEMS SHALL BE REPAIRED IMMEDIATELY AT THE EXPENSE OF THE CONTRACTOR BY AN APPROVED TREE SURGEON UNDER THE DIRECTION OF THE CITY AT NO COST TO THE CITY.

RECORD DRAWINGS

- CONTRACTOR SHALL SUBMIT TWO (2) COPIES OF MARKED-UP RECORD DRAWINGS FOR REVIEW AND APPROVAL BY THE ENGINEER. RECORD DRAWINGS SHALL BE FULL-SIZE "TO SCALE" COPIES OF ORIGINAL CONTRACT DRAWINGS, SHOP DRAWINGS, AND ANY OTHER DRAWINGS PERTAINING DIRECTLY TO THE PROJECT. CONTRACTOR SHALL INCLUDE A LICENSED SURVEY OF FINAL LOCATIONS OF STRUCTURES, SURFACE FEATURES, AND LIMITS OF ANY NEW PAVING.
- INITIAL SUBMITTAL: SUBMIT TWO (2) COPIES (TWO COMPLETE SETS) OF CORRECTED CONTRACT DRAWINGS AND SHOP DRAWINGS. THE ENGINEER WILL INITIAL AND DATE EACH DRAWING SHEET AND MARK WHETHER GENERAL SCOPE OF CHANGES, ADDITIONAL INFORMATION RECORDED, AND QUALITY OF DRAWING ARE ACCEPTABLE. THE ENGINEER SHALL RETURN ONE INITIAL SUBMITTAL SET TO THE CONTRACTOR FOR REVISIONS AND/OR ADDITIONS.
- THE CONTRACTOR SHALL ORGAINZE REVISED RECORD DRAWINGS INTO A BOUND SET CONSISTING OF ALL DRAWINGS SHEETS, INCLUDING NON-ANNOTATED SHEETS, SHOP DRAWING SHEETS AND READY SET FOR FINAL SUBMITTAL.
- FINAL SUBMITTAL: FINAL SUBMITTAL SHALL BE IN AN ELECTRONIC FORMAT AND SUBMITTED ON A COMPACT DISC (CD) OR DIGITAL VIDEO DISC (DVD). THE CONTRACTOR SHALL HAVE THE FINAL APPROVED RECORD DRAWINGS SCANNED AND SAVED IN AN Adobe Acrobat (.PDF) FORMAT. THE CONTRACTOR SHALL ALSO SUBMIT ONE HARD COPY OF THE CORRECTED RECORD DRAWING SET.
- CONTRACTOR SHALL KEEP UP-TO-DATE A COMPLETE RECORD SET OF PRINTS OF THE CONTRACT DRAWINGS SHOWING EVERY CHANGE FROM THE ORIGINAL DRAWINGS MADE DURING THE COURSE OF CONSTRUCTION INCLUDING EXACT LOCATION, SIZES, MATERIALS AND EQUIPMENT.
- CONTRACTOR SHALL HAVE ANY RECORD DRAWING SURVEY WORK PERFORMED BY A CURRENTLY LICENSED CALIFORNIA SURVEYOR.
- ALL RECORD DRAWING SURVEY WORK SHALL BE REFERENCED TO BENCHMARK AND DATUM TO THE SATISFACTION OF THE CITY ENGINEER AND BE STAMPED AND SIGNED BY A LICENSED CALIFORNIA SURVEYOR.

SUBMITTAL NOTES

- THE CONTRACTOR SHALL SUBMIT PRODUCT DATA SHEETS FOR ALL ITEMS AND MATERIALS USED IN THE WORK FOR REVIEW AND APPROVAL BY THE ENGINEER. ANY PROPOSED SUBSTITUTIONS SHALL BE NOTED IN A COVER SHEET IDENTIFYING THE SUPPLIER, MANUFACTURER, PERTINENT DRAWING SHEET AND DETAIL NUMBERS.
- THE CONTRACTOR SHALL VERIFY COMPATIBILITY WITH FIELD CONDITIONS AND DIMENSIONS, PRODUCT SELECTIONS AND DESIGNATIONS, QUANTITIES, AND CONFORMANCE AS PART OF THE SUBMITTAL PROCESS.
- CONTRACTOR SHALL INDICATE PERTINENT PORTIONS AND IDENTIFY CONFLICTS BETWEEN MANUFACTURER'S INSTRUCTIONS AND CONTRACT DOCUMENTS.
- TRANSMITTAL: WHERE POSSIBLE, TRANSMIT INITIAL SUBMITTALS ELECTRONICALLY. A MINIMUM OF FIVE (5) PAPER COPY SUBMITTALS SHALL BE SUBMITTED FOR REVIEW.

APPROVAL/COORDINATION NOTES

- CONTRACTOR SHALL CONTACT UNDERGROUND SERVICE ALERT (USA) AT (800) 227-2800 AT LEAST 48 HOURS PRIOR TO STARTING WORK.
- NOTIFY CITY ENGINEER A MINIMUM OF 24 HOURS IN ADVANCE OF STARTING WORK.
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN ALL PERMITS NECESSARY TO PERFORM THE WORK SHOWN IN THESE PLANS FROM THE APPROPRIATE AGENCIES, PRIOR TO PERFORMING ANY WORK.
- THE CONTRACTOR SHALL COMPLY WITH LOCAL SOUND CONTROL AND NOISE LEVEL RULES, REGULATIONS AND ORDINANCES WHICH APPLY TO ANY WORK PERFORMED UNDER THE CONTRACT. EACH INTERNAL COMBUSTION ENGINE USED ON THE PROJECT SHALL BE EQUIPPED WITH A MUFFLER RECOMMENDED BY THE MANUFACTURER. NO INTERNAL COMBUSTION ENGINE SHALL BE OPERATED ON THE PROJECT WITHOUT SAID MUFFLER. NOISE LEVELS SHALL BE KEPT TO A MAXIMUM OF 90 DECIBELS FOR PROLONGED PERIODS. NOISE IN EXCESS OF 90 DECIBELS SHALL BE LIMITED TO NO MORE THAN 15 MINUTES PER WORK HOUR. CONTRACTOR SHALL AT ALL TIMES MAINTAIN NOISE LEVELS TO THE SATISFACTION OF THE CITY'S REPRESENTATIVE.
- ALL WORK SHALL CONFORM TO THE CITY OF CARPENA STANDARD DETAILS (CURRENT EDITION), THE CALIFORNIA BUILDING CODE 2013 AND THE 2010 CALTRANS STANDARD SPECIFICATIONS, AND THE SPECIAL PROVISIONS FOR THIS PROJECT.
- PROMOTE TEMPORARY SIGNS, CONES, BARRICADES AND ADVANCE WARNING SIGNS PER CALTRANS STANDARD SPECIFICATIONS SUITABLE TO THE ROADWAY TYPE AND TRAFFIC VOLUME.
- UTILITIES INDICATED ARE FOR INFORMATION ONLY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION AND DEPTH WITH THE APPROPRIATE AGENCIES AND CALL U.S.A. A MINIMUM OF 48 HOURS PRIOR TO ANY EXCAVATION.
- CONTRACTOR SHALL EXPOSE ALL POTENTIAL UTILITY CONFLICT CROSSINGS AS WELL AS CONNECTION POINTS TO EXISTING UTILITIES AND COORDINATE WITH THE ENGINEER TO LOCATE AND VERIFY DEPTHS. ENGINEER SHALL THEN MAKE ANY REVISIONS TO THE DESIGN PRIOR TO CONSTRUCTION.
- NO OPEN EXCAVATION SHALL BE LEFT UNSUPERVISED AT ANY TIME.
- PRUNING OF TREE ROOTS AND BRANCHES SHALL BE APPROVED IN ADVANCE BY THE CITY.
- CONTRACTOR SHALL USE MATERIALS AS SPECIFIED ON PLANS AND/OR SPECIAL PROVISIONS. SHOULD THE CONTRACTOR REQUEST ANY SUBSTITUTION OF MATERIALS FROM THOSE SPECIFIED, THE CONTRACTOR SHALL SUBMIT MATERIAL MANUFACTURER INFORMATION TO THE ENGINEER FOR REVIEW A MINIMUM OF 5 DAYS PRIOR TO INSTALLATION. THE ENGINEER'S DETERMINATION ON THE USE OF THE SUBSTITUTION SHALL BE FINAL AND THE CONTRACTOR SHALL THEN PROCEED IN ACCORDANCE WITH THE ENGINEER'S DECISION.

LAYOUT NOTES

- CONTRACTOR SHALL REFERENCE FIELD LAYOUT TO CONTROL POINTS #1659, MONUMENT #378 AND MONUMENT #477 AS PER SHOWN. PROVIDED SURVEY IS NOT OBTAINED TO THE STATE PLANE COORDINATE SYSTEM.
- SHOULD IT APPEAR THAT THE WORK TO BE DONE OR ANY MATTER RELATIVE THERETO, IS INSUFFICIENT OR INCORRECTLY DETAILED OR EXPLAINED ON THESE PLANS, CONTRACTOR SHALL CONTACT THE ENGINEER FOR FURTHER EXPLANATIONS AS MAY BE NECESSARY TO SUPPLEMENT AND UNDERSTAND THE INTENT OF THESE DESIGN PLANS.
- THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY, UPON DISCOVERY OF ANY POTENTIAL FIELD CONFLICTS.
- ALL CURB RETURN RADI AND CURB DATA, IF SHOWN, ARE BY REFERENCE TO TOP FACE OF CURB UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL USE A CALIFORNIA LICENSED LAND SURVEYOR FOR ANY RECORD DRAWING WORK.

SURFACE RESTORATION NOTES

- ALL PAVEMENT CUTS SHALL BE SAWCUT, SMOOTH AND VERTICAL. THE PAVEMENT AREA BEING REMOVED SHALL BE RECTANGULAR, UNLESS SHOWN OTHERWISE ON PLANS.
- CONTRACTOR SHALL RESTORE ALL EXISTING PRIVATE AND PUBLIC IMPROVEMENTS TO THEIR EXISTING CONDITION OR BETTER AT NO COST TO THE CITY. THIS INCLUDES, BUT IS NOT LIMITED TO ALL EXISTING JURISDICTIONAL CHANNELED SLOPES, SIGNS, ROADWAY MARKERS, STRIPING, LANDSCAPING, IRRIGATION, DRIVEWAYS, AC PAVING, CONCRETE WORK AND UTILITIES UNLESS NOTED OR DIRECTED OTHERWISE BY THE ENGINEER.
- RIMS OF EXISTING UTILITY BOXES AND OTHER RELATED AFFURTEMENTS THAT ARE TO REMAIN SHALL BE PROTECTED DURING CONSTRUCTION AND SHALL BE ADJUSTED TO FINISH GRADES TO PROVIDE FOR SMOOTH PATH OF TRAVEL. ANY DAMAGE RESULTING TO EXISTING UTILITY FACILITIES FROM CONTRACTOR OPERATIONS SHALL BE REPAIRED AS DIRECTED BY THE APPROPRIATE AGENCY AT NO ADDITIONAL COST TO THE CITY OR UTILITY OWNER. CONTRACTOR SHALL COORDINATE WITH UTILITY OWNERS FOR ADJUSTMENT OF RIM AND BOX GRADES.
- CONTRACTOR SHALL PROVIDE SMOOTH CONFORMS TO EXISTING AC PAVEMENT. ANY CONFORMS DEEMED INADEQUATE AT THE SOLE DISCRETION OF THE ENGINEER SHALL BE RECONSTRUCTED TO THE SATISFACTION OF THE ENGINEER AT NO ADDITIONAL COST TO THE CITY.
- ALL STANDARD STREET MONUMENTS, LOT CORNER PIPES, AND OTHER PERMANENT MONUMENTS DISTURBED DURING THE PROCESS OF CONSTRUCTION SHALL BE REPLACED AND A RECORD OF SURVEY OR CORNER RECORD PER SECTION 8/71 OF THE PROFESSIONAL LAND SURVEYORS ACT FILED BEFORE ACCEPTANCE OF THE IMPROVEMENTS BY THE CITY. COPIES OF ANY RECORD OF SURVEY OR CORNER RECORDS SHALL BE SUBMITTED TO THE CITY.

This contract, together with the contract conditions and specifications, shall constitute the entire agreement between the parties hereto. No oral agreement, modification or supplement shall be binding on the parties hereto. The contract shall be governed by the laws of the State of California.



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DESIGNED BY	DRAWN BY	CHECKED BY
KDC	NEM	FY
PLANS PREPARED UNDER SUPERVISION OF:		
KYLE CHILDERS		
REGISTERED CIVIL ENGINEER		
XX/XX/XXXX		68843
DATE		REG. NO.

**RISPIN/PEERY PARK ADA
 PATHWAY IMPROVEMENTS**
 PREPARED FOR
 CITY OF CARPENA

**CIVIL GENERAL
 NOTES**

DRAWING NO	CO2
SHEET	2 of 7
JCB No.	697763101

Project: Rispin/Peery Park ADA Pathway Improvements, City of Capitola, California. Date: 05/28/18. Drawn by: Kyle Childers. Checked by: Kyle Childers. No. 88843. Scale: 1 inch = 5 feet.

DEMOLITION PLAN NOTES:

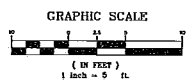
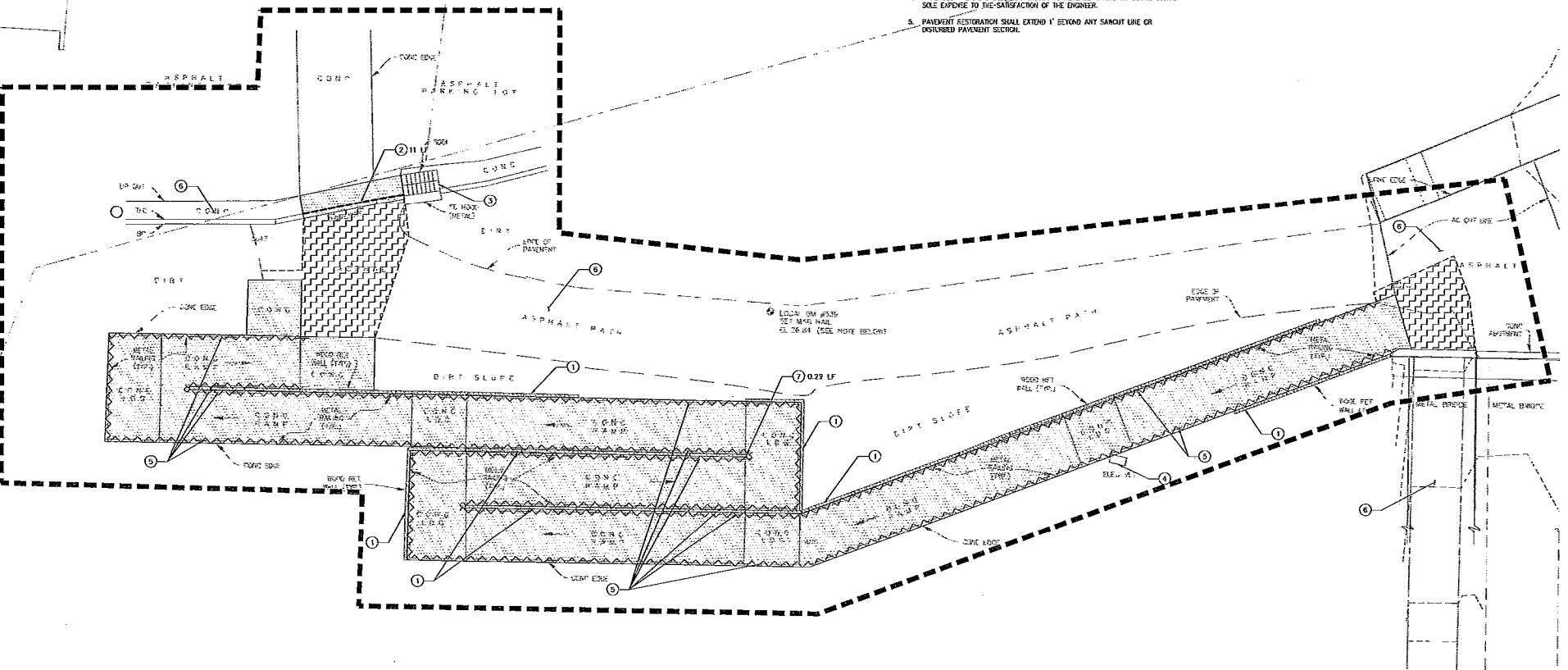
- ① EXISTING RETAINING WALL TO BE PROTECTED IN PLACE
- ② REMOVE EXISTING CURB AND GUTTER
- ③ EXISTING DRAINAGE INLET TO BE PROTECTED IN PLACE
- ④ ELECTRICAL HUNT TO BE PROTECTED IN PLACE
- ⑤ REMOVE EXISTING PEDESTRIAN HANDRAIL
- ⑥ TO BE PROTECTED IN PLACE
- ⑦ REMOVE PORTION OF EXISTING RETAINING WALL

GENERAL NOTES:

- 1. EXISTING CONCRETE, AGGREGATE BASE AND EXCAVATED SOIL SHALL BE HAULLED OFF SITE AND RECYCLED OR AND/OR RECYCLED IN ACCORDANCE WITH THE CITY OF CAPITOLA'S REQUIREMENTS AT THE CONTRACTOR'S SOLE EXPENSE.
- 2. ANY EXISTING CONCRETE SUCH AS CURBS, GUTTERS AND SIDEWALKS, IF DAMAGED OR REMOVED IN THE PROCESS OF WORK AS SHOWN IN THESE CONSTRUCTION DOCUMENTS, SHALL BE REPLACED OR RESTORED TO THEIR ORIGINAL CONDITION AT THE CONTRACTOR'S SOLE EXPENSE.
- 3. SURFACE RESTORATION OF ANY SIDEWALK DAMAGE TO BE PER CITY STANDARDS AND THE PROJECT TECHNICAL SPECIFICATIONS. ALL ROADWAY MARKINGS AND SIGNAGE TO BE RESTORED TO LIKE NEW CONDITIONS OR TO THE SATISFACTION OF THE ENGINEER.
- 4. IF FENCES ARE DISTURBED, CONTRACTOR TO REPLACE IN KIND AT CONTRACTOR'S SOLE EXPENSE TO THE SATISFACTION OF THE ENGINEER.
- 5. PAVEMENT RESTORATION SHALL EXTEND 1' BEYOND ANY SANDOUT LINE OR DISTURBED PAVEMENT SECTION.

LEGEND

- UNITS OF WORK
- SANDOUT AND REMOVE EXISTING AC PAVING MATERIALS
- CURB AND GUTTER REMOVAL
- PEDESTRIAN HANDRAIL REMOVAL
- SANDOUT AND REMOVE EXISTING CONCRETE PAVING MATERIALS
- SANDOUT AND REMOVE EXISTING ASPHALT PAVING MATERIALS



No.	REVISIONS	DATE	BY
1	SUBMITTAL	05/28/18	KE

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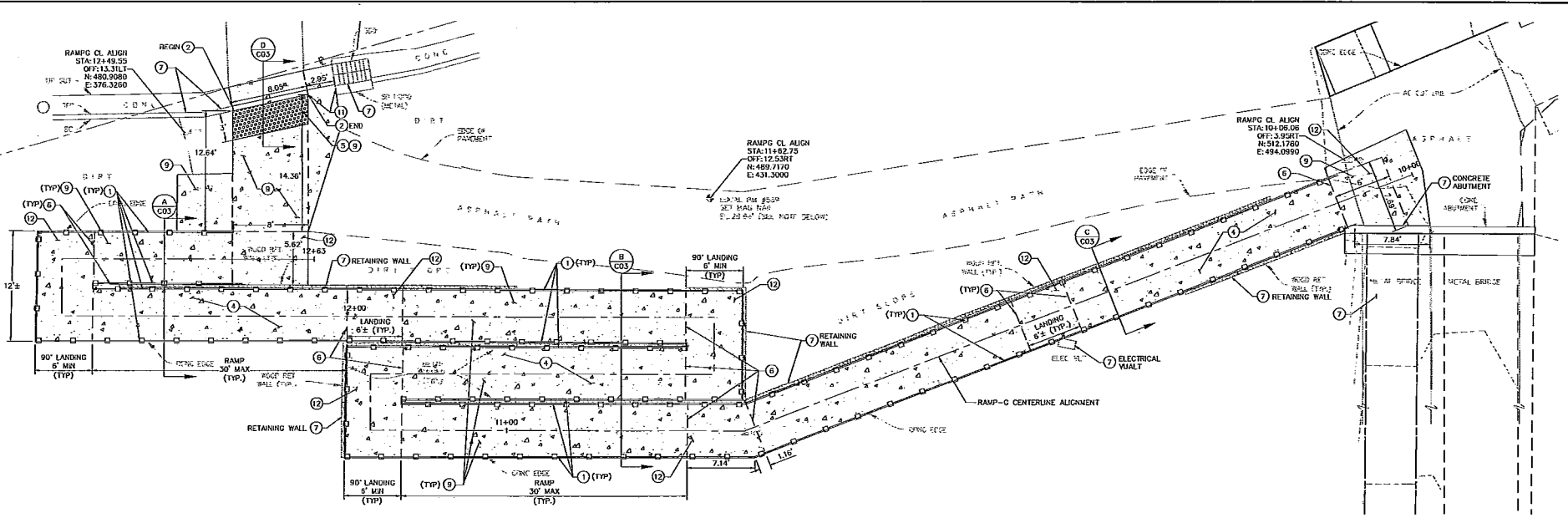


DESIGNED BY KDC	DRAWN BY MDH	CHECKED BY FY
PLANS PREPARED UNDER SUPERVISION OF: KYLE CHILDERS REGISTERED CIVIL ENGINEER		
DATE XX/XX/XXXX	NO. 88843	RCE NO.

RISPIN/PEERY PARK ADA
 PATHWAY IMPROVEMENTS
 PREPARED FOR
 CITY OF CAPITOLA

DEMOLITION
 PLAN

DRAWING NO. 003
SHEET 3 of 7
JOB No. 097763101

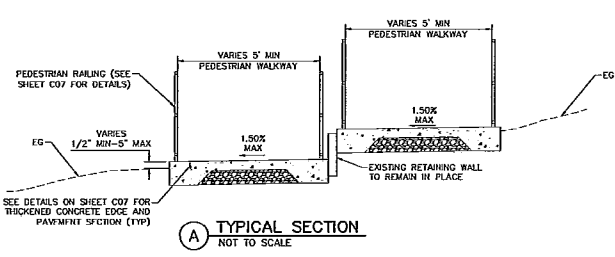


CONSTRUCTION NOTES:

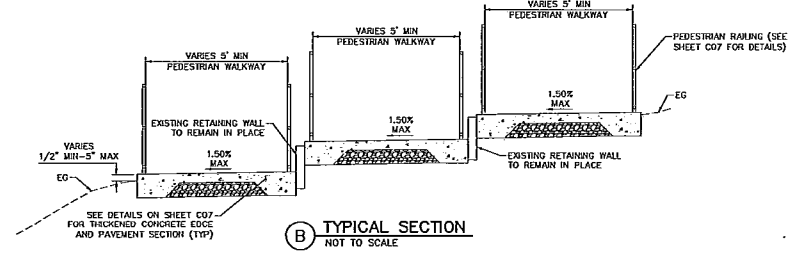
- ① INSTALL PEDESTRIAN RAILING PER DETAIL D AND E SHEET C07 TO MEET CALIFORNIA BUILDING CODE 2013 REQUIREMENTS, HANDBOOK TO REMAIN CONSISTENT WITH SWICH-BACKS BETWEEN RUNS.
- ② CONSTRUCT CURBS AND CUTTERS AT MODIFIED CURB RAMP. SEE SECTION D THIS SHEET.
- ③ REMOVE AND REPLACE PORTION OF CONCRETE ABUTMENT TO MATCH EXISTING CONDITIONS.
- ④ CONSTRUCT THICKENED EDGE ALONG RAMP AND LANDING EDGES PER DETAIL A SHEET C07.
- ⑤ DETECTABLE WARNING SURFACE FOR CALTRANS 2010 STANDARD PLAN AREA.
- ⑥ PROPOSED GRADE BREAK.
- ⑦ PROTECT IN PLACE.
- ⑧ CONSTRUCT PEDESTRIAN CONCRETE PAVEMENT PER DETAIL B SHEET C07.
- ⑨ TRANSITION CURBS FROM 0" TO 6". SEE DETAIL C SHEET C07.
- ⑩ PROPOSED CONCRETE LANDING AREA.

GENERAL NOTES:

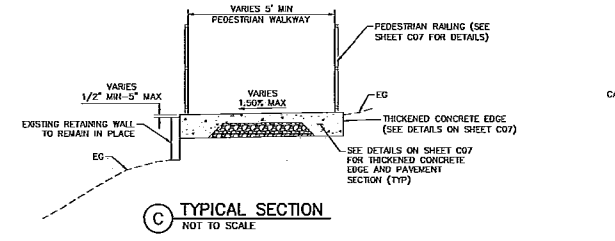
1. TOOL JOINTS SHALL BE UNIFORMLY SPACED ALONG PEDESTRIAN WALKWAY AND AT LANDINGS. TOOL JOINTS ARE TO BE SPACED EVERY 6' WITH A MAXIMUM GAPS OF 2' FROM MAJORAL POSTS. PROVIDE INTERMEDIATE EXPANSION JOINT EVERY 36'.
2. CONTRACTOR TO VERIFY EXISTING CONDITIONS AND CONSTRUCT TO PROPOSED CONDITIONS.
3. CONTRACTOR TO REMOVE CURB AND AGGREGATE BASE AS NECESSARY TO ACHIEVE PROPOSED PAVEMENT SECTIONS.
4. FOR RAMP CENTERLINE ALIGNMENT INFORMATION SEE SHEET C05.



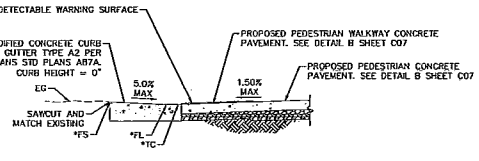
A TYPICAL SECTION
NOT TO SCALE



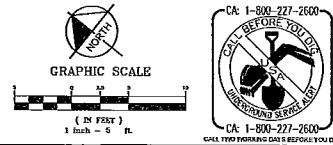
B TYPICAL SECTION
NOT TO SCALE



C TYPICAL SECTION
NOT TO SCALE



D MODIFIED CURB RAMP SECTION
NOT TO SCALE
* SEE GRADING PLAN FOR ELEVATIONS IN THIS AREA



1	SUBMITTAL	05/28/15	BY
REVISIONS			

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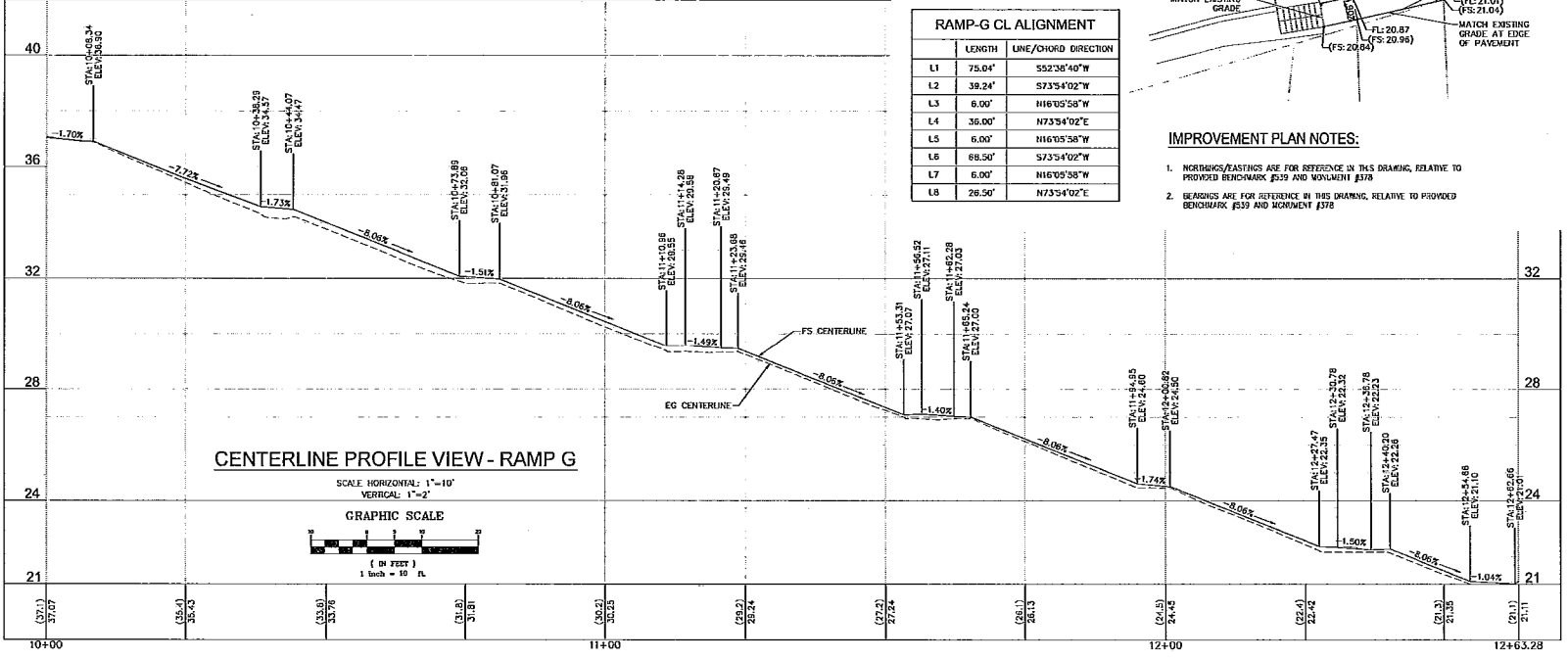
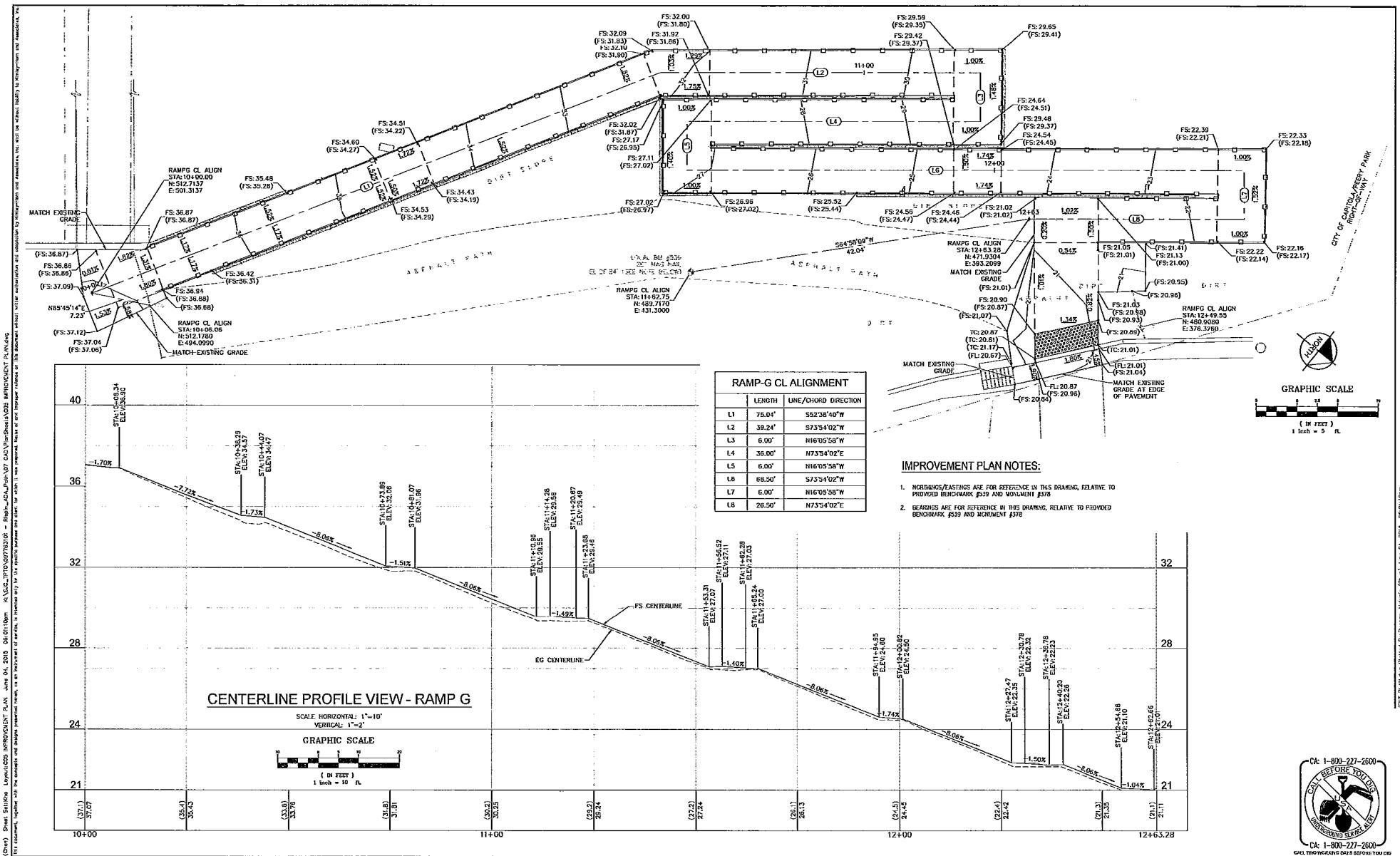


DESIGNED BY KUC	DRAWN BY NEH	CHECKED BY FY
PLANS PREPARED UNDER SUPERVISION OF: KYLE CHILDERS REGISTERED CIVIL ENGINEER		
DATE XX/XX/XXXX	NO. 68843	RCE NO.

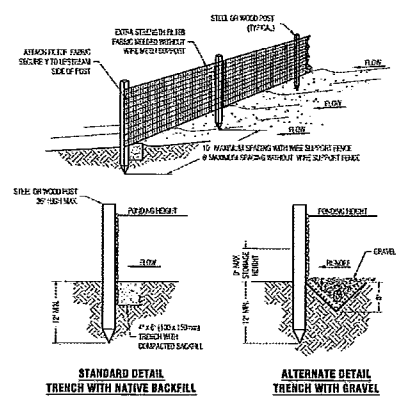
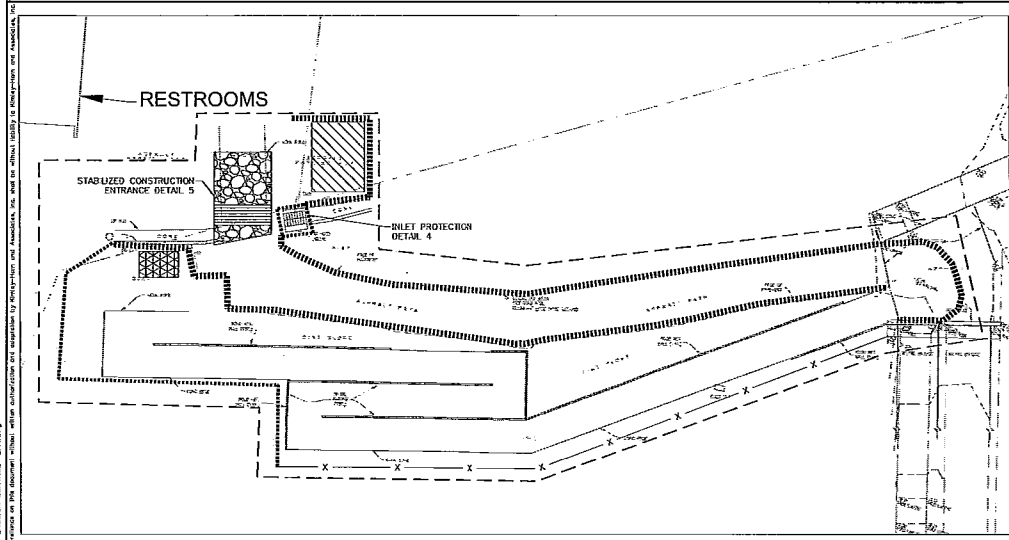
RISPIN/PEERY PARK ADA PATHWAY IMPROVEMENTS
PREPARED FOR
CITY OF CAPITOLA

TRAIL SITE PLAN AND SECTIONS

DRAWING NO C04
SHEET 4 of 7
JOB No. 097763101



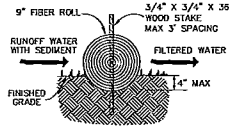
DESIGNED BY KDC	DRAWN BY NDH	CHECKED BY FY	RISPIN/PEERY PARK ADA PATHWAY IMPROVEMENTS	IMPROVEMENT PLAN	DRAWING NO 005
1	SUBMITTAL	05/28/15			JOB No. 097763101



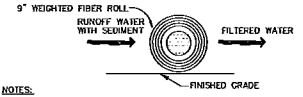
STANDARD DETAIL
TRENCH WITH NATIVE BACKFILL

ALTERNATE DETAIL
TRENCH WITH GRAVEL

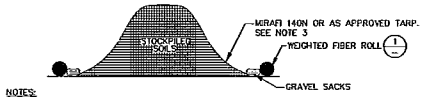
4 SILT FENCE
NOT TO SCALE



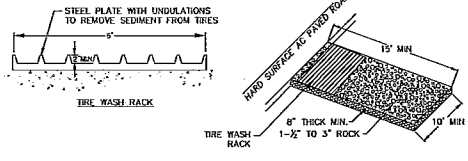
3 STAKED FIBER ROLL
NOT TO SCALE



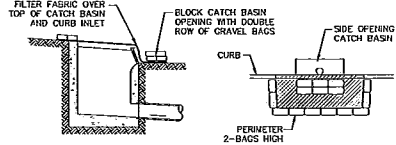
1 WEIGHTED FIBER ROLL
NOT TO SCALE



2 STOCKPILE (TYP.)
NOT TO SCALE



5 STABILIZED CONSTRUCTION
ENTRANCE/TIRE WASH
NOT TO SCALE

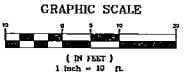
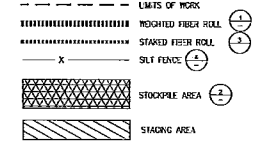


6 CURB INLET PROTECTION
NOT TO SCALE

EROSION CONTROL NOTES:

- LIMITS OF WORK REPRESENT MAXIMUM EXTENTS OF CONSTRUCTION BY ACTIVITY INCLUDING CONSTRUCTION COMPANIES, CRANES, AUGERS, EQUIPMENT, LADDER AREAS AND MATERIAL STORAGE AREAS. CONTRACTOR SHALL PROVIDE A DETAILED LAYOUT FOR BOTH EXTENTS.
- WORKER PARKING AND DELIVERY TRUCKS MAY PARK NEAR RESTROOMS.
- CONSTRUCTION BARRIERS SHALL INCLUDE A SITE SWEEEPING SCHEDULE TO BE SUBMITTED BY THE CONTRACTOR FOR APPROVAL BY THE ENGINEER.
- EROSION CONTROL DETAILS SHALL BE CALIFORNIA STANDARD PLANS AS IF REPRODUCED IN THIS PLAN SET IN THEIR ENTIRETY, INCLUDING:
 - 153 STOCKPILE
 - 154 INLET PROTECTION TYPE 5A
 - 154 INLET PROTECTION
 - 155 FIBER ROLL
- PEDESTRIAN SIGNAGE TO BE 4'x4' SIGN WITH THE FOLLOWING INFORMATION:
 - PROJECT NAME
 - PROJECT DESCRIPTION
 - PROJECT LOCATION
 - INFORMATION CONTACT
 - EMERGENCY CONTACT
 CONTRACTOR SHALL SUBMIT SIGNAGE SAMPLE FOR APPROVAL BY THE ENGINEER.
- DETERRING STATION. CONTRACTOR SHALL SUBMIT DETERRING PLAN FOR APPROVAL BY THE ENGINEER, AS PER SPECIFICATIONS.
- ALL DISTURBED SOIL AREAS TO BE GRADED AND THEN SEEDED WITH NATIVE GRASS MIX OR APPROVED EQUAL.
- ALL DISTURBED BASE MATERIAL SHALL BE GRADED AND RECOMPACTED TO 95% PLACIVE DENSITY.
- ALL DISTURBED LANDSCAPED AREAS SHALL BE RESTORED TO PRE-CONSTRUCTION CONDITIONS TO THE SATISFACTION OF THE ENGINEER.
- TRAFFIC CONTROL PLANS ARE REQUIRED TO BE SUBMITTED AND APPROVED BY THE CITY PRIOR TO THE START OF ANY WORK IMPACTING THE PUBLIC RIGHT-OF-WAY. TRAFFIC CONTROL PLANS MUST BE PREPARED AND STAMPED BY A PERSON TRAINED/CERTIFIED TO PREPARE TRAFFIC CONTROL PLANS (IN ACCORDANCE WITH THE LATEST CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES). TRAFFIC PLAN TO SHOW BARRIERS FOR BOTH DAY AND NIGHT CONDITIONS.

LEGEND



No.	REVISIONS	DATE	BY
1	SUBMITTAL	05/28/15	

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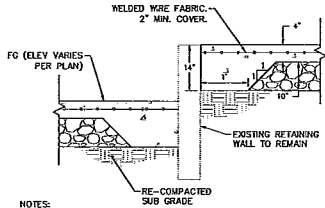
DESIGNED BY	DRAWN BY	CHECKED BY
MDC	MDH	FV
PLANS PREPARED UNDER SUPERVISION OF:		
KYLE CHILDERS REGISTERED CIVIL ENGINEER		
XX/XX/XXXX DATE	68843 RCE NO.	

RISPIN/PEERY PARK ADA
PATHWAY IMPROVEMENTS
 PREPARED FOR
CITY OF CAPITOLA

EROSION
CONTROL PLAN

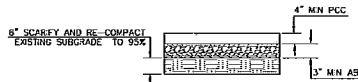
DRAWING NO	C06
SHEET	6 of 7
JOB No.	09776301

Project: Rispin/Peery Park ADA Pathway Improvements (097763101) - Sheet: Details - Thickened Concrete Edge with Handrail - Date: 04/28/2015 09:21:53am - Pathway ADA Pathway Improvements - Rispin/Peery Park ADA Pathway Improvements - City of Capitola - 100 West San Fernando Street, Ste 250, San Jose, CA 95131 - Phone: 669-809-4130 - www.kimley-horn.com
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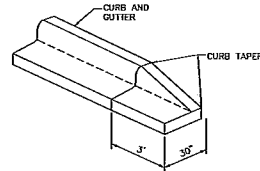
NOTES:
1. PROVIDE THICKENED CONCRETE EDGE ALONG FULL LENGTH OF PEDESTRIAN WALKWAY

(A) THICKENED CONCRETE EDGE
NOT TO SCALE

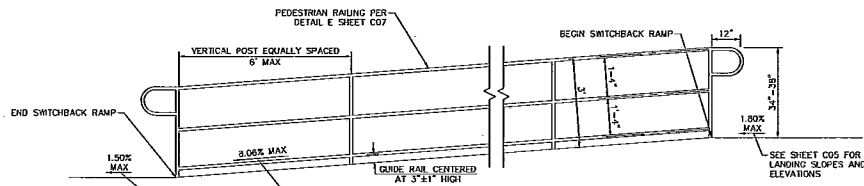


**PEDESTRIAN WALKWAY
CONCRETE PAVEMENT**

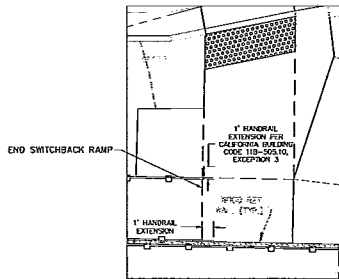
(B) PAVEMENT SECTIONS
NOT TO SCALE



(C) CURB TRANSITION (6" TO 0")
NOT TO SCALE



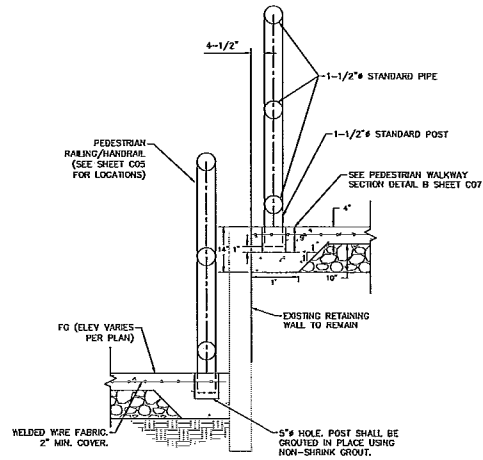
SECTION VIEW



**END SWITCHBACK RAMP
PLAN VIEW**

**(D) TOP AND BOTTOM
HANDRAIL EXTENSION AT RAMPS**
NOT TO SCALE

NOTES:
1. HANDRAILS ON SWITCHBACKS ARE CONTINUOUS BETWEEN RUNS



NOTES:
1. ALL RAILING TO BE HOT DIP GALVANIZED AFTER FABRICATION.
2. PIPE SHALL BE SEAMLESS STEEL ASTM A53 GRADE B
3. HANDRAILS ARE ON BOTH SIDES AND CONTIGUES THE FULL LENGTH OF RAMP.
4. HANDRAILS EXTEND A MINIMUM OF 12" OF LEVEL DISTANCE BEYOND TOP AND BOTTOM OF RAMP, PARALLEL WITH THE FLOOR OR GROUND SURFACE.
5. HANDRAIL MUST HAVE SMOOTH SURFACE, NO SHARP EDGES OR CORNERS. EDGES ARE TO HAVE A MINIMUM RADIUS OF 1/8". WELD AND GRIND, SMOOTH ALL CONNECTIONS.

**(E) THICKENED CONCRETE EDGE
WITH HANDRAIL**
NOT TO SCALE



CALL FOR YOUR PROJECTS 1-800-221-2600

No.	1	SUBMITTAL	35/28/15	DATE	BY
		REVISIONS			

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DESIGNED BY	KDC	DRAWN BY	MEH	CHECKED BY	FY
PLANS PREPARED UNDER SUPERVISION OF:					
KYLE CHILDERS					
REGISTERED CIVIL ENGINEER					
DATE	XX/XX/XXXX	68843	68843	REC NO.	

**RISPIN/PEERY PARK ADA
PATHWAY IMPROVEMENTS**
 PREPARED FOR
 CITY OF CAPITOLA

DETAILS

DRAWING NO	C07
SHEET	7 of 7
JOB No.	097763101

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COST ESTIMATE
Rispin Park ADA Path
Final Opinion of Probable Construction Cost

Item No.	Item	Approx. Quantity	Unit Price	Amount
General				
1	Mobilization	1 Lump Sum	\$6,000	\$6,000
2	Construction Schedule/Admin	1 Lump Sum	\$1,000	\$1,000
3	Surveying and Construction Staking	1 Lump Sum	\$3,500	\$3,500
4	Clearing & Grubbing	1 Lump Sum	\$12,500	\$12,500
5	Erosion Control NPDES General Construction Permit, including implementation, maintenance, management, and compliance.	1 Lump Sum	\$5,000	\$5,000
Subtotal				\$28,000
Park Improvements				
5	Aggregate Base	30 CY	\$50.00	\$1,500
6	Concrete Sidewalk	300 SF	\$10.00	\$3,000
7	Concrete Ramp w/ Thickened Edge and Welded Wire Fabric	1,400 SF	\$12.00	\$16,800
8	Concrete Curb and Gutter	12 LF	\$50.00	\$600
9	Pedestrian Handrail	495 LF	\$75.00	\$37,125
10	Tactile Warning	25 SF	\$40.00	\$1,000
Subtotal				\$60,025
Contingency (15%)				\$13,204
Total Opinion of Probable Cost				\$101,229

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CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 25, 2015

FROM: CITY MANAGER'S DEPARTMENT

SUBJECT: CONSIDER A RESOLUTION APPROVING THE AMENDED CLASSIFICATION PLAN AND JOB DESCRIPTIONS FOR THE FIELD SUPERVISOR, POLICE RECORDS TECHNICIAN, RECREATION COORDINATOR AND ACCOUNT TECHNICIAN; AND APPROVE THE AMENDED ASSOCIATION OF CAPITOLA EMPLOYEES MEMORANDUM OF UNDERSTANDING (MOU) AND MID-MANAGEMENT EMPLOYEES MOU TO REFLECT CHANGES.

RECOMMENDED ACTION: Adopt a Resolution amending the Classification Plan to add job descriptions for Field Supervisor, Police Records Technician, and Recreation Coordinator and modifying the job description of the Account Technician. Amend the Association of Capitola Employees MOU and Mid-Management Employees MOU to reflect changes effective July 5, 2015.

BACKGROUND: In order to better reflect the organizational requirements, the following job classifications have been added: (1) Field Supervisor; (2) Police Records Technician; (3) Recreation Coordinator. In addition, the Account Technician job description has been modified to better reflect the actual duties of the position. As approved in the 2015/2016 budget, the job classification of Field Supervisor will replace the existing Parks Maintenance Supervisor and the Facilities Maintenance Supervisor classification. The job classification of Recreation Coordinator will replace the existing Sports Coordinator and Class Coordinator classifications. The job classification of Police Records Technician will replace the existing Police Records Clerk classification.

DISCUSSION: In order to approve the position changes, The City Council will need to approve the attached draft Resolution and amend the Association of Capitola Employees MOU to include the Recreation Coordinator, Police Records Technician classifications. The Field Supervisor classification will be added to the amended Mid-Management Employees MOU.

FISCAL IMPACT: No fiscal impact. The Field Supervisor position was included in the 2015/2016 Budget. The other positions are currently staffed and there are no changes to the existing salary schedules.

ATTACHMENT:

1. Draft Resolution

Report Prepared By: Larry Laurent
Assistant to the City Manager

Reviewed and Forwarded
by City Manager: 

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RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA ELIMINATING THE FACILITIES MAINTENANCE SUPERVISOR, PARKS MAINTENANCE SUPERVISOR, SPORTS COORDINATOR, CLASS COORDINATOR, AND POLICE RECORDS CLERK CLASSIFICATIONS AND APPROVING THE ADDITION OF FIELD SUPERVISOR, RECREATION COORDINATOR AND POLICE RECORDS TECHNICIAN CLASSIFICATIONS AND MODIFYING JOB DESCRIPTION FOR ACCOUNT TECHNICIAN; AMENDING SALARY SCHEDULES AND JOB DESCRIPTIONS; AMENDING THE MEMORANDA OF UNDERSTANDING BETWEEN THE ASSOCIATION OF CAPITOLA EMPLOYEES (ACE), MID-MANAGEMENT EMPLOYEES AND THE CITY OF CAPITOLA TO ADD THE NEW CLASSIFICATIONS, RELATED SALARY SCHEDULES AND BENEFITS EFFECTIVE JULY 5, 2015

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

WHEREAS, the Department of Public Works has Facilities Maintenance Supervisor and Parks Maintenance Supervisor classifications, which will be replaced by a single Field Supervisor Classification to improve organization structure and departmental reporting; and

WHEREAS, Recreation Department has Sports Coordinator and Class Coordinator classifications, which will be replaced by a single Recreation Coordinator to allow for more flexibility with the changes in the Recreation Department; and

WHEREAS, the Police Department has a Records Clerk classification will be replaced by a Police Records Technician classification to better reflect current duties and classification titles; and

WHEREAS, new job descriptions for the classifications Field Supervisor, Recreation Coordinator, Police Records Technician, and Account Technician are attached as Exhibit "A", Exhibit "B", Exhibit "C", and Exhibit "D" herein and incorporated by reference.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Capitola as follows:

- 1) The Sports Coordinator, Class Coordinator and Records Clerk classifications of the Association of Capitola Employees (ACE) Memorandum of Understanding are hereby deleted;
- 2) The Parks Maintenance Supervisor and Facilities Maintenance Supervisor classifications of the Mid-Management Employees Memorandum of Understanding are hereby deleted;
- 3) The addition of Classifications of Recreation Coordinator, Police Records Clerk and Field Supervisor and the job descriptions for those classifications, Exhibits A and B and C attached hereto, are approved;
- 4) The updating of the Account Technician classification job description , Exhibit D attached hereto, is approved;

Item #: 8.E. Attach 1.pdf

RESOLUTION NO. _____

- 5) The Association of Capitola Employees (ACE) Memorandum of Understanding is amended to add Class Coordinator and Police Records Technician classifications and salary schedules as listed below to become effective July 5, 2015:
- 6) The Mid-Management Employees Memorandum of Understanding is amended to add Field Supervisor classification and salary schedule as listed below to become effective July 5, 2015:

	A	B	C	D	E
FIELD SUPERVISOR	\$5120	\$5376	\$5645	\$5928	\$6224
RECREATION COORDINATOR	\$3560	\$3738	\$3925	\$4122	\$4327
POLICE RECORDS TECHNICIAN	\$3624	\$3805	\$3995	\$4195	\$4405

- 7) All existing employees working in the Maintenance Worker 3 classification in the Public Works Department shall be classified at the Field Supervisor classification;
- 8) All existing employees working in the Sports Coordinator and Class Coordinator classification shall be classified at the Recreation Coordinator classification;

All existing employees working in the Records Clerk classification shall be classified at the Police Records Technician.

I HEREBY CERTIFY that the foregoing resolution was passed and adopted by the City Council of the City of Capitola on the 25th day of June, 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dennis R. Norton, Mayor

ATTEST:

_____, CMC
Susan Sneddon, City Clerk

RESOLUTION NO. _____

**EXHIBIT A
City of Capitola**

FIELD SUPERVISOR

GENERAL PURPOSE

The Field Supervisor provides leadership to the workers of the Public Works Maintenance Division. The Field Supervisor promotes the mission and the goals of the City and the Public Works Department. The Field Supervisor plans, coordinates, schedules, oversees, participates in, and has responsibility for, activities in furtherance of the mission and the goals of the Public Works Maintenance Division.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Exercises close supervision over assigned maintenance workers and equipment operators.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates, and prioritizes a variety of activities including day to day routine maintenance, short and long term goals, annual objectives, special projects, and crisis situations and oversees and participates in their execution.

Establishes clear standards, expectations, objectives and priorities and demonstrates a commitment to achieving them.

Ensures technical competence and promotes employee development.

Fosters open and fluid communication at all work levels and regarding all work issues by ensuring opportunities for communication, modeling good communication, and actively teaching communication skills as part of employee development.

Fosters teamwork and cooperation within and among Divisions and Departments, sharing goals and concerns and maximizing use of skills and resources.

Evaluates performance, provides feedback, develops growth plans and follows progressive discipline procedures.

Applies to City, Department and Division policies.

EXHIBIT A - Field Supervisor continued:

Plans, prioritizes, schedules and assigns work in the maintenance and repair of areas such as streets, parking lots, storm drains, traffic control devices, parks, beaches, undeveloped lands, public grounds, buildings and structures including a wharf.

Performs as lead worker, maintenance worker or laborer as required for efficient personnel use.

Outlines projects, recommends purchase, inspects worksites, evaluates service levels, and monitors and controls spending in furtherance of Division goals.

Recommends hiring of employees; trains, supervises and evaluates employees; and oversees employee development.

Responds to citizen's inquiries and requests for service.

Prepares reports, schedules, and inventories such as project descriptions, labor use, materials use, accident forms, purchase requisitions, etc.

Handles after hour service and emergency calls and keeps callout list current and accurate.

Schedules to meet the needs of special events such as the Begonia Festival, Art and Wine Festival, Esplanade Twilight concert series, Capitola Car show, etc.

Performs similar and incidental duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and
- (B) Three years of increasing responsibility and experience in the maintenance and repair of parks or streets and facilities including supervisory or lead responsibility. One year of experience at the Maintenance 3 level or equivalent.
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) Knowledge of the principles and techniques of personnel supervision, motivation and training; standard practices, equipment and materials used in park, landscape, street and facility maintenance; occupational hazards and safety procedures.
- (B) Skill in operation of the listed tools and equipment.

RESOLUTION NO. _____

EXHIBIT A - Field Supervisor continued:

(C) Ability to plan, supervise, schedule and evaluate work of employees; ability to communicate effectively, orally and in writing, and relate well to the public, superiors, subordinates and other departments of the City; ability to develop new ideas for equipment and manpower efficiency and beautification and preservation of streets, parks and facilities; ability to keep records and prepare reports; ability to carry out Department policies and procedures; ability to work in a safe, productive manner and indoctrinate subordinates in safe work practices; ability to operate department equipment and vehicles.

SPECIAL REQUIREMENTS

Possession of a valid California Motor Vehicle operator's license. Class B California Motor Vehicle Preferred.

DESIRABLE QUALIFICATIONS:

Possession of a valid California PCA License.
Possession of a valid Class B motor vehicle operator's license.

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, street roller, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EXHIBIT A - Field Supervisor continued:

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 07/05/15

RESOLUTION NO. _____

**EXHIBIT B
City of Capitola**

**POLICE RECORDS
TECHNICIAN**

GENERAL PURPOSE

Performs a variety of administrative and record keeping functions including but not limited to computer data entry and record maintenance, customer service, and property/evidence room responsibilities.

SUPERVISION RECEIVED: Works under close supervision of the Police Records Manager.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains, processes and monitors complex, specialized technical, and sensitive police records and filing systems.

Process, file and retain both local and state Criminal Offender Record Information (CORI) and other types of police records, both current and archival according to law and Departmental policies, practices and procedures.

Purges and destroys old police records, citations and files according to legal and departmental retention and purging criteria.

Receives incoming calls, determines nature and urgency of calls, and coordinates appropriate response.

Assists the public in person at the Police Department's front office counter.

Operates a cash system and applies payment accurately and appropriately during the course of selling permits, accepting various payments, and releasing vehicles. Reconciles deposits.

Provides a variety of police related information and assistance to the public and governmental agencies.

Coordinates repairs and service on city-owned equipment.

Receives, dates, stamps and distributes incoming mail and ensures outgoing mail is processed.

Acts as court liaison for maintaining, processing and tracking subpoenas.

EXHIBIT B - Police Records Technician continued:

Assists in training and supervising volunteers, student interns and new or subordinate employees.

Issues parking permits. Maintains and tracks parking permit program.

Administers the City's parking adjudication program.

Prepares and composes a variety of reports, correspondence and forms.

Designs police flyers and brochures.

Transports files, parking meter proceeds and supplies weighing up to 60 pounds requiring use of hand truck.

Fingerprints members of the public, when required, for various licenses or permits?

Maintains police blotter/media log.

Processes and files both moving and parking citations.

Enters and queries a variety of law enforcement and records management systems such as Alliance, LEADS, DMV, CLETS, NCIC.

Assists with preparation of the Uniform Crime Reports (UCR) and monthly arrest and citation register (MACR).

Prepares paperwork and coordinates with the Criminal Investigation Unit; Sex, Drug, Arson and Gang registrations.

Provides administrative support for the Police Chief, Captains and Criminal Investigation Unit.

Maintains and orders all office supplies.

Sign-off correctable moving and parking violation tickets.

Processes and coordinates with appropriate City departments and fire department for issuance of major and minor special event permits. Including, but not limited to entertainment, amplified sound, encroachment and banner permits.

RESOLUTION NO. _____

EXHIBIT B - Police Records Technician continued:

Booking fee and DUI cost recovery collection agency liaison.

Performs police records technician/specialist job functions at offsite locations.

PROPERTY/EVIDENCE DUTIES AND RESPONSIBILITIES

Responsible for the receipt, custody, safekeeping, release, purging and destruction of all property and evidence received through the Police Department.

Respond to requests for examination of evidence items by other criminal justice agencies and release evidence for court proceedings.

Obtain court orders for the destruction or return of property.

Keep accurate and appropriate records in accordance with legal and Departmental requirements.

Arrange for transfer/disposal/destruction of all property received through the Police Department, including but not limited to firearms, narcotics, money and biohazard.

Prepares and maintains accurate records of found property and property sent to auction.

Ensures all property has been packaged and labeled correctly.

Research adjudicated criminal cases to determine if evidence can be disposed of according to current legal and departmental policies, practices and procedures.

Maintain accurate location and chain of evidence information in the Police Department records management system.

Assist with audit and inventory of property and evidence facilities.

Collects and disposes of prescription medication according to current legal and Departmental policies, practices and procedures.

Testify in court as necessary.

Asset forfeiture – keeps accurate, detailed record of deposit and final disposition of associated case.

Ensures appropriate distribution of funds per court order.

EXHIBIT B - Police Records Technician continued

DESIRED MINIMUM QUALIFICATIONS

General: (A) Must be 18 years or older at the time of employment; (B) Must possess, or be able to obtain by time of hire, a valid California driver's license; (C) No felony convictions or disqualifying criminal histories; (D) Must be able to read and write the English language.

Education and Experience:

(A) High school diploma or GED equivalent; and (B) Two years of general office or records management experience, or (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

(A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment; (B) Ability to learn and operate listed tools and equipment. The ability to typed minimum 45 words per minute.

(C) Ability to learn the applicable laws, ordinances, and Department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to follow verbal and written instructions. Ability to make sound judgments and decisions.

TOOLS AND EQUIPMENT USED

Includes, but not limited to telephone, personal computer including the Windows operating system, Office productivity and specialized software, copy machine, fax, cash register, calculator, hand truck, scanner.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

RESOLUTION NO. _____

EXHIBIT B - Police Records Technician continued**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The ability to work alone in a separate building while performing the property/evidence functions of this position. The noise level in the work environment ranges from quiet to moderately noisy. Multi-tasking is necessary as interruptions occur regularly.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference checks. Job related and physical/medical exams may be required. Records technician will undergo extensive background investigative prior to being hired.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 07/05/15

EXHIBIT C
City of Capitola

RECREATION COORDINATOR

Under direction, plans, organizes, promotes and supervises recreational programs and events within assigned programmatic areas; performs related work as assigned.

Typical Duties

(May include but are not limited to the following based on area of assignment):

- Develops new programs and events; evaluates program proposals submitted by instructors and other independent contractors; plans and schedules program and facility rental timing and logistics.
- Works within individual program budgets and annual section budgets; recommends appropriate fee levels; helps to forecast revenues and program costs; monitors expenditures and revenues throughout fiscal year.
- Solicits and hires or contracts with instructors, sports staff, or other independent contractors; assists in recruiting and hiring temporary program coordinators, leaders, and aides; trains, schedules, directs, evaluates and processes payroll/payments for staff and independent contractors.
- Locates and schedules facilities for programs and events; coordinates logistics with participants, schools, outside agencies/organizations and other City departments as needed.
- Designs promotional and social media campaigns for programs; writes and distributes promotional material; works with front office staff to design and layout flyers; designs and orders special promotional materials such as t-shirts, posters, buttons, etc.
- Purchases and maintains supplies and equipment for programs and events.
- Receives and responds to questions, suggestions, complaints and problems from the public; resolves problems as appropriate.
- Process applications by rental groups for use of City facilities and issue permits and guidelines.
- Compiles regular reports on program performance; evaluates program effectiveness in terms of both qualitative and quantitative criteria; prepares written evaluations of program results as required; makes written and verbal recommendations on significant program changes.
- Writes various letters, memos, reports, and proposals as required.
- Develops and implements procedures and policies for programs assigned.
- Conducts informal assessments and surveys to determine recreational needs and interests of the community.
- Assists with registration and all front office tasks as needed.
- Assists in setting up for classes/programs and general maintenance of the facilities during the day.

In addition to the above, the following duties may also performed in specific positions as assigned.

RESOLUTION NO. _____

EXHIBIT C - Recreation Coordinator continued:**Recreation Classes**

- Plans, organizes, promotes and supervises recreation classes, programs and events for children, teens, and adults.
- Works with other staff to produce seasonal recreation department activity guides.
- Contracts with instructors; creates and distributes instructor newsletters and proposals; receives proposals.
- Schedules facilities for programs.
- Monitors and cancels classes; processes credits or refunds.
- Processes payments for instructors.

Sports Programs

- Plans, organizes, promotes and supervises various adult and youth sports programs, classes, camps and leagues.
- Under direction, plans softball leagues; hires and trains staff; hires umpires; creates schedules; purchases equipment and awards.
- Processes payroll/payments for staff and umpires.
- Monitors field conditions; coordinates work and repairs with Public Works; schedules, and if needed, performs field maintenance and preparation.

Camp Capitola and Junior Guards

May be required to assist with a variety of tasks related to Junior Guards and Camp Capitola, including, but not limited to:

- Interviewing applicants and notifying those who are hired.
- Processing employment paperwork.
- Receiving bids for buses, Junior Guard photographs, and t-shirts for both programs.
- Ordering, picking up and dropping off supplies and equipment.
- Working with the Junior Lifeguards Parents Club.
- Assisting program Coordinators as needed.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting and turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires far and near vision when reading and using a computer. Acute hearing is required when providing phone and personal service. Also required: the need to lift, drag and push files, boxes, containers, supplies and field equipment weighing up to 50 pounds; setting up tables and chairs, re-folding and re-stacking tables and chairs, and moving sliding room dividers.

EXHIBIT C - Recreation Coordinator continued:

MINIMUM QUALIFICATIONS

Knowledge:

- Principles and practices of planning, promoting and coordinating recreational, sports, Junior Guards, day camp and cultural programs.
- Basic techniques of needs assessment and program evaluation.
- Budget development and control.

Skills:

- Strong organizational skills to effectively coordinate program and events.
- Excellent customer service skills.
- Good oral communication and interpersonal skills.
- Ability to handle registration transactions made by check, cash or credit card.
- Good written communications skills to prepare clear and concise reports, proposals, contracts, correspondence, advertising copy and press releases.
- Ability to supervise others in a fair and kind manner, which enables and empowers them to be the best representatives of the department and its goals possible.

Abilities:

- Develop creative and effective promotional materials.
- Effectively utilize computers and relevant software and technology, including online applications, website design and social media.
- Understand, interpret and apply regulations, policies and procedures.
- Research relevant information and data.
- Develop and maintain administrative procedures, records and budgets.
- Effectively hire, train, supervise and evaluate staff.
- Establish and maintain cooperative working relationships with a wide variety of individuals and organizations.

OTHER REQUIREMENTS

- Willingness to work evenings, weekends, and holidays as needed.
- Operate a vehicle to run errands. Must possess a valid California driver's license and safe driving record.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following: a Bachelor's degree from an accredited college or university in recreation, sociology, public administration, or a related field; and one year of responsible administration experience in coordinating community programs or events, including some supervisory responsibility.

RESOLUTION NO. _____

EXHIBIT C - Recreation Coordinator continued:

REASONABLE ACCOMMODATION FOR THE DISABLED

If special accommodations are necessary at any stage of the examination process, please provide Capitola Recreation with advance notice and every attempt will be made to consider your request.

WORK ELIGIBILITY

- Under federal law, the City of Capitola may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986.
- All recreation department potential staff must be fingerprinted.

Effective Date: 07/05/2015

DRAFT

**EXHIBIT D
City of Capitola**

ACCOUNT TECHNICIAN

GENERAL PURPOSE

The Account Technician is a para-professional technical position which, under general supervision of the Senior Accountant, performs technical accounting, administrative, and reporting work in administering the payroll and accounts payable function of the City. May perform auditing and collection function for various City revenue sources such as: Business Licenses and Transient Occupancy Tax.

SUPERVISION RECEIVED:

Works under the general supervision of the Senior Accountant.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains and updates City's computerized employee payroll master files.

Records changes in computerized payroll system.

Maintains and reports automated employee records of vacation, sick leave, administrative leave, other paid and unpaid leave, and other accruals and usage.

Prepares, or oversees preparation and distribution of paychecks, including worker's compensation checks.

Summarizes Public Employees' Retirement System retirement adjustments for each payroll period as required for data entry into PERS on-line system.

Prepares and issues annual W-2 forms and other reports to employees.

Prepares and files quarterly Federal and State payroll returns.

Prepares worksheets, summaries, and computations, and prepares periodic reports to governmental agencies and other entities related to tax, retirement, insurances, garnishments, dues, and other withholdings, remittances, and employer payroll expenses.

Assists in: a) prorating wage and related benefits costs to departments for cost-accounting records; b) preparing entries into general ledger and accounts payable systems; and c) reconciling general ledger to payroll reports.

RESOLUTION NO. _____

EXHIBIT D – Account Technician continued:

Prepares various payroll-related financial, statistical, operational, and analytical reports as requested, such as Council reports.

Answers payroll-related questions of employees, staff, and third parties.

Answers telephones, types reports and correspondence, provides clerical support to other finance staff, and performs other finance-related duties as requested.

May audit and process Business Licenses.

May audit and process Transient Occupancy Tax.

May perform quarterly audits of various City petty cash funds.

Accepts, verifies, codes and records vendor invoices into City's financial database in an accurate and timely manner.

Prints vendor checks once accounts payable is processed.

Answers vendor inquiries related to accounts payable.

Inputs vendor information into computerized financial database.

Prepares and processes purchase orders into computerized database.

DESIRED MINIMUM QUALIFICATIONS**Education and Experience:**

(A) Graduation from an high school or GED equivalent with specialized course work in, bookkeeping/accounting, and electronic data processing, and

(B) Three (3) years of increasingly responsible experience in payroll preparation and reporting, accounts payable processing, financial record-keeping and related duties; or

(C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of computers and electronic data processing, including Excel, spreadsheet and word processing software, knowledge of Automated Data Processing, Inc. (ADP) system preferred; knowledge of New World Systems financial software preferred; governmental accounting practices and procedures; and laws, rules, regulations, and procedures of payroll preparation and reporting.

(B) Skill to proficiently operate listed tools and equipment.

(C) Ability to perform arithmetic & algebraic calculations and analyses quickly and accurately; write concise and accurate reports and correspondence; establish and maintain harmonious relationships with employees, management, elected officials and the public; maintain confidentiality of employee payroll records; work under time constraints, recurring deadlines and/or frequent interruption; analyze and understand complex laws, rules, and regulations relating to payroll calculation and reporting; work independently, with minimal oversight, supervision and assistance; apply sound judgment and initiative to difficult and complex problems and solutions development.

EXHIBIT D – Account Technician continued:

TOOLS AND EQUIPMENT USED

Personal computer, ADP software, New World Systems software, including word processing and spreadsheet software; 10-key calculator, postage machine, phone, fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 8/14/97

Revised: 06/2015



**CITY COUNCIL
AGENDA REPORT**

MEETING OF JUNE 25, 2015

FROM: CITY MANAGER'S DEPARTMENT

SUBJECT: APPROVAL OF CONTRACT FOR PUBLIC WORKS INSPECTION SERVICES

RECOMMENDED ACTION: Approve an agreement with Ed Morrison for Public Works Inspection Services in the amount not to exceed \$30,000 for Fiscal Year 2015/2016.

BACKGROUND: Ed Morrison has been performing contract inspection services for the City since 2012 and has an existing contract for those services. Due to changes in CALPERS regulations, it has become necessary for the Council to approve a new contract.

DISCUSSION: The not to exceed amount and scope of work defined in the contract remain unchanged. There have been some language changes to the contract to better clarify the relationship between the contractor and the City of Capitola.

FISCAL IMPACT: No fiscal impact. The proposed contract is for a not to exceed amount of \$30,000 and has been approved in the Fiscal Year 2015/2016 Budget.

ATTACHMENTS:

1. Agreement with Ed Morrison for Public Works Inspection Services

Report Prepared By: Larry Laurent
Assistant to the City Manager

Reviewed and Forwarded
By City Manager: 

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**CITY OF CAPITOLA
PROFESSIONAL SERVICES AGREEMENT**

**Public Works Inspection Service Contract
Ed Morrison**

THIS AGREEMENT is entered into on July 1, 2015, by and between the City of Capitola, a Municipal Corporation, hereinafter called "City" and Ed Morrison, 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 Public Works Inspection Services and further detailed in Appendix One.

**SECTION 2
Duties of Consultant**

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

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

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

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

**SECTION 3
Duties of the City**

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

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

Item #: 8.F. Attach 1.pdf

Professional Services Agreement July 1, 2015
Public Works Inspection Service Contract
Ed Morrison
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SECTION 4 Fees and Payment

Payment for the Consultant's services shall be made upon a schedule and within the limit, or limits shown, upon Appendix Two. Such payment shall be considered the full compensation for all personnel, materials, supplies, and equipment used by Consultant in carrying out the work. If Consultant is compensated on an hourly basis, Consultant shall track the number of hours Consultant, and each of Consultant's employees, has worked under this Agreement during each fiscal year (July 1 through June 30) and Consultant shall immediately notify City when 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 July, 1 2015.

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.

The contract shall be for a term of three (3) years with a mutual option of an additional two (2) years, and may only be terminated upon mutual consent of both the City and the Consultant.

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 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 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.

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. |

Other Insurance Provisions

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

1. The City of Capitola, its officers, officials, employees and volunteers are to be covered as additional insured's as respects: liability arising out of work or operations performed by or on behalf of the Consultant or automobiles owned, leased, hired or borrowed by the Consultant.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, returned receipt requested, has been given to the City.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

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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.

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

The City hereby agrees to defend, indemnify and hold harmless the Consultant from and against all claims, damages, losses, judgments, liabilities, expenses and other costs including litigation costs and attorney's fee, for injuries or damages to third persons, including but not limited to injury to person or property or wrongful death, arising directly or indirectly, out of any negligent act or omission of Consultant and alleged to have resulted, directly or indirectly, or wholly or partially, from Consultant's performance under this Agreement. This indemnification provision shall not be construed to, and shall not, serve to indemnify Consultant against claims arising out of Consultant's intentional or criminal misconduct.

SECTION 10 Civil Rights Compliance/Equal Opportunity Assurance

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

SECTION 11 Legal Action/Attorneys' Fees

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

SECTION 12 Assignment

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

SECTION 13 Amendments

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

SECTION 14 Miscellaneous Provisions

1. *Project Manager.* Director reserves the right to approve the project manager assigned by Consultant to said work. No change in assignment may occur without prior written approval of the City.
2. *Consultant Service.* Consultant is contracted 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.

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Professional Services Agreement July 1, 2015
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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:

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

CONSULTANT
Ed Morrison
741 Corcoran Avenue
Santa Cruz, CA 95062
(831) 462-0317

By: _____
Benjamin Goldstein, City Manager

By: _____
Ed Morrison

Dated: _____

Dated: _____

Approved as to Form:

Anthony Condotti, City Attorney

APPENDIX ONE
Public Works Inspection Services
Scope of Work

1. Soquel Creek Lagoon Management. Work to include:
 - a. Obtain and maintain all permits required for management of Soquel Creek Lagoon
 - b. Interface with all regulatory agencies and other consultants as necessary
 - c. Ensure compliance with all permits conditions, including filing of written reports.
Copies of all written correspondence and reports shall be filed with the City
 - d. Manage and oversee closure of the lagoon starting on or around May 20th each year, including coordination of rental equipment
 - e. Inspect the flume and lagoon, once a week from closure to opening, with oral report to Public Works Director
 - f. Manage and oversee the opening of the lagoon as necessary to prevent flooding
 - g. Coordinate and consult on annual Soquel Creek Monitoring Report
2. Inspect all encroachment permit activities. Work to include:
 - a. Review encroachment permits issued by Public Works staff
 - b. Meet contractor on site to discuss work and review plans and standards
 - c. Inspect work as necessary, minimum two site inspections, one progress, and one at completion of work.
 - d. Complete inspection report and file with Public Works
3. Perform initial tree assessments for all tree permit applications. Work to include:
 - a. Reviewing tree permit applications
 - b. Complete field inspection report and file report with Community Development staff
4. Special Project as defined by the Public Works Director. Work to include:
 - a. Construction inspection on Capital Improvement Projects
 - i. Coordinate with contractor and other parties as necessary
 - ii. Daily inspections of ongoing work
 - iii. Complete daily inspection report and file with Public Works staff
 - b. Special project coordination and inspection.
 - i. Review project with Public Works staff
 - ii. Obtain bids from local contractors as directed
 - iii. Coordinate work contractors and others as necessary
 - iv. Daily inspections of ongoing work
 - v. Complete daily inspection report and file with Public Works staff
 - c. Other duties as directed

Item #: 8.F. Attach 1.pdf

Professional Services Agreement July 1, 2015
Public Works Inspection Service Contract
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APPENDIX TWO Fees and Payments

For the services preformed, City will pay consultant on a time-charge plus expense basis, monthly as charges accrue, the sum of consultant's hours and approved consultant expenses.

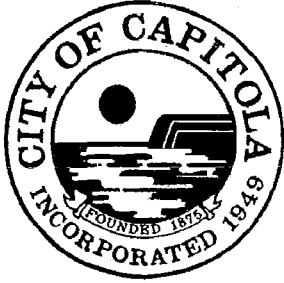
For purposes of this Agreement, Consultant's time-charge will be the amount stated in Appendix Two. Consultant expenses may include travel, meals and lodging while traveling, materials other than normal office supplies, reproduction and printing costs, equipment rental, computer services, service of subconsultants or subcontractors, and other identifiable job expenses. The use of Consultant's vehicles for travel shall be paid at the current Internal Revenue Service published mileage rate.

In no event shall the total fee charged for the scope of work set forth in Appendix One exceed the total annual budget of \$30,000 (Thirty Thousand Dollars and Zero Cents), for a total contract amount of \$90,000 (Ninety 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 time-charge hours and expenses. Such payments shall be for the invoice amount. The monthly statements shall contain the following affidavit signed by a principal of the Consultant's firm:

"I, Ed Morrison, hereby certify that the hours and expense charge of \$_____ as summarized above and shown in detail on the attachments is fair and reasonable, is in accordance with the terms of the Agreement dated July 1, 2015, and has not been previously paid."

Consultant	Hourly Time-Charge Rate
Ed Morrison	\$35.00



CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 25, 2015

FROM: FINANCE DEPARTMENT
 SUBJECT: PUBLIC HEARING TO CONSIDER THE LEVY OF CAPITOLA VILLAGE
 AND WHARF BUSINESS IMPROVEMENT AREA (CVWBIA)
 ASSESSMENTS FOR FISCAL YEAR 2015-2016

RECOMMENDED ACTION: That the City Council conduct the required public hearing and, if there is not a majority vote against the proposed assessment; that the City Council adopt the proposed Resolution confirming the Fiscal Year 2015-2016 Capitola Village and Wharf Business Improvement Area (CVWBIA) Assessments; adopting the Annual Plan and the Fiscal Year 2015-2016 CVWBIA Budget; adopting the revised boundary map; and Levying Business Improvement Assessments for Fiscal Year 2015-2016.

BACKGROUND: At the June 11, 2015, City Council meeting a Resolution of Intention was adopted to levy business improvement assessments for Fiscal Year 2015/2016 (Resolution No. 4023) and set a public hearing date for the June 25, 2015, City Council meeting. The renewal plan calls for assessments to increase 10% over the prior year with an offsetting 10% discount if the fees are paid by the due date. The CVWBIA boundary map has also been changed to end at 427 Capitola Avenue. In addition, an Ordinance was introduced amending Chapter 5.10 of the Capitola Municipal Code pertaining to the CVWBIA. The Ordinance amendment is to clean up and remove outdated language; specifically referencing a Resolution adopted in 2005 (Resolution No. 3453) and adding text indicating that the Resolution of Intention will be adopted annually. The CVWBIA assessments fund the various programs that benefit the businesses within the CVWBIA district boundaries.

DISCUSSION: On June 11, 2015, the City Council adopted Resolution No. 4023, Resolution of Intention to Levy Business Improvement Assessments for Fiscal Year 2015-2016, which set a public hearing for June 25, 2015, in accordance with state law and Chapter 5.10 of the Capitola Municipal Code. Pursuant to Paragraphs 7 and 8 of the Resolution, notice of this public hearing was published in the Santa Cruz Sentinel Newspaper on Monday, June 15, 2015, and was mailed to affected business owners by the CVWBIA.

The billing for City services identified in the CVWBIA plan was based on past agreements. The current billing rates are \$3,000 for Public Works and \$4,200 for accounting services.

During the June 25th public comment portion of this hearing, written and oral protests may be made pertaining to the proposed levy of assessments, the amount of the proposed assessments, the proposed improvements and activities to be funded with the revenues derived from the proposed levy of assessments, and/or the proposed boundaries of the Assessment District in accordance with California Streets & Highways Code §36524 and §36525.

Item #: 9.A. Staff Report.pdf

6-25-15 AGENDA REPORT: Capitola Village and Wharf Business Improvement Area


At the conclusion of the public hearing, absent the receipt of oral and written protests from property owners casting a majority vote against the proposed assessment, the Council is requested to adopt the proposed Resolution confirming the Fiscal year 2015-2016 CVWBIA Assessments and adopting the Annual Plan and Fiscal Year 2015-2016 Budget, as approved by the Council on June 11, 2015, or as amended by the Council during the hearing, if applicable. Adoption of the Resolution constitutes the levy of business improvement assessments for Fiscal Year 2015-2016.

FISCAL IMPACT: There is no fiscal impact to the City. All administrative costs for billing and collections incurred by the City are reimbursed to the City from the CVWBIA.

ATTACHMENTS:

1. Draft Resolution
2. Resolution No. 4023

Report Prepared By: Mark Sullivan
Senior Accountant

Reviewed and Forwarded
By City Manager: 

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
CONFIRMING THE FISCAL YEAR 2015/2016 CAPITOLA VILLAGE AND WHARF BUSINESS
IMPROVEMENT AREA ASSESSMENTS AND ADOPTING THE ANNUAL PLAN
AND FISCAL YEAR 2015/2016 CVWBIA BUDGET**

WHEREAS, the Capitola Village and Wharf Business Improvement Area ("CVWBIA") has prepared a report to the City of Capitola for Fiscal Year 2015/2016 pertaining to the Business Improvement Area assessments for the CVWBIA under California Streets and Highways Code §36533; and

WHEREAS, that report was filed with the City Clerk on June 11, 2015; and

WHEREAS, Capitola Municipal Code §5.10.050 requires annual assessments to be imposed within the CVWBIA pursuant to a formula set forth in City Council Resolution No. 3453 referenced in Capitola Municipal Code §5.10.030, and later amended by Resolution No. 3546 and Resolution No. 4023; and

WHEREAS, on June 11, 2015, the City Council adopted Resolution No. 4023 stating its intention to levy business improvement assessments for Fiscal Year 2015/2016, receiving the Annual Report and Fiscal Year 2015/2016 Budget, and approving the CVWBIA Assessment Basis/Business Addresses and Assessment Method; and

WHEREAS, pursuant to Resolution No. 4023 the City Council, in accordance with California Streets and Highways Code Section 36535, held a public hearing on June 25, 2015, as provided for in Streets and Highways Code Sections 36524 and 36525 at which time it considered the annual report, the levy of business improvement assessments for Fiscal Year 2015/2016, and received oral and written protests and endorsements to the regularity or sufficiency of the proposed business improvement assessments.

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

1. The Fiscal Year 2015/2016 Capitola Village and Wharf Business Improvement Area Annual Report, including the Fiscal Year 2015/2016 budget, as filed with the City Clerk on June 11, 2015, and received by the City Council on June 11, 2015, as part of Resolution No. 4023, is hereby confirmed and adopted.

2. The adoption of this Resolution shall constitute the Fiscal Year 2015/2016 levy of assessments provided for in Chapter 5.10 of the Capitola Municipal Code pertaining to the Capitola Village and Wharf Business Improvement Area zone and rate of assessments adopted by the City Council on June 25, 2015.

I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 25th day of June, 2015, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

Dennis Norton, Mayor

ATTEST:

Susan Sneddon, City Clerk

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RESOLUTION NO. 4023

RESOLUTION OF INTENTION OF THE CITY COUNCIL
OF THE CITY OF CAPITOLA
TO LEVY BUSINESS IMPROVEMENT ASSESSMENTS
FOR FISCAL YEAR 2015/2016

WHEREAS, the Capitola Village and Wharf Business Improvement Area ("CVWBIA") has prepared a report to the City of Capitola for Fiscal Year 2015/2016 pertaining to the Business Improvement Area assessments for the CVWBIA under California Streets and Highways Code §36533; and

WHEREAS, Capitola Municipal Code §5.10.050 requires annual assessments to be imposed within the CVWBIA pursuant to a formula set forth in City Council Resolution.

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

1. The Annual Report and Proposed Fiscal Year 2015/2016 Budget of the CVWBIA pertaining to business improvement assessments, as presented in Exhibit "A" attached hereto, is received.

2. The City Council intends to levy and collect assessments within the CVWBIA for Fiscal Year 2015/2016.

3. The proposed activities authorized by Capitola Municipal Code Chapter 5.10 are described in the afore-referenced CVWBIA Annual Report. These activities include a variety of promotional activities, including village maintenance and beautification programs, and extended holiday parking programs. A number of promotional information media announcements and publications will also be financed from these funds, including regional magazine advertising, broadcast advertising and website advertising.

4. The Business Improvement Area is bounded per the map of the CVWBIA reproduced as Exhibit "A" to Capitola Municipal Code §5.10.020 and included in the Municipal Code. The proposed CVWBIA boundaries are being altered to end at 427 Capitola Avenue.

5. The Annual Report of the CVWBIA is presented in Exhibit "A" attached hereto. The proposed assessments will be calculated under the formula for assessment found in Capitola City Council Resolution No. 3546 adopted May 25, 2006. This formula is based on the classification of benefited businesses and the businesses' number of full-time equivalent employees. The proposed renewal plan requests an assessment increase of 10% and a discount of 10% for assessments paid on time by the due date.

6. The Capitola City Council will hold a public hearing in the City Hall Council Chambers, 420 Capitola Avenue, Capitola, California, at the hour of 7:00 p.m., on Thursday, June 25, 2015, to receive any oral or written protests or endorsements to the regularity or sufficiency of the proposed business improvement assessments. If written protests complying with Streets and Highways Code §36524 and §36525 are received from the owners of businesses which will pay fifty percent or more of the assessments, assessments will not be levied, the procedure will be terminated and will not be reconsidered until one full year has elapsed.

8307.

RESOLUTION NO. 4023

7. The City Clerk is directed to give notice of the public hearing to consider the levy of business improvement assessments for Fiscal Year 2015-2016 by publishing this Resolution of Intention in a newspaper of general circulation in the City once, at least seven days prior to the public hearing.

8. The CVWBIA Advisory Committee is directed to give notice of the public hearing to each business owner in the area by mailing a copy of the Council's Resolution of Intention to each business.

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 11th day of June, 2015, by the following vote:

AYES: Council Members Bertrand, Harlan, Termini, Bottorff, and Mayor Norton
NOES: None
ABSENT: None
ABSTAIN: None



Dennis Norton, Mayor

ATTEST: 
Susan Sneddon, City Clerk

EXHIBIT A
(Resolution No. 4023)
Annual Report & Proposed Fiscal Year 2015-2016 Budget
CVWBIA Assessment Basis
CVWBIA Business Listing and Assessment Method

Activities

The Capitola Village and Wharf Business Improvement Area (“CVWBIA” or “District”), serves as the primary marketing agent for the Village and Wharf businesses with the goal of increasing tourism and promoting the Capitola Village and Wharf areas. All of the activities of the CVWBIA relate to achieving the single objective of marketing the Capitola Village and Wharf Area. Informational brochures for visitors, an attractive and active website linked to Village and Wharf merchants, a Village map identifying locations of Village and Wharf merchants, newsletters, advertising programs, holiday events and Village betterment projects are key focuses of the District. This District is the primary source of funding for the promotion of the Village and Wharf. These goals and objectives can be achieved by the CVWBIA continuing to fund activities and projects that will:

- Increase the number of year-a-round visits to the businesses within the District, emphasizing the period of October through May of each year.
- Increase the number of people who stay, shop, and dine in the Village and on the Wharf of Capitola.
- Improve the ease of access to information regarding the businesses and services provided by the Village and Wharf BIA to likely visitors to the area via the Internet and printed brochure/directories.
- Provide fun, family-oriented events throughout the year emphasizing the attributes of the Village and Wharf, by working in partnership with the Capitola/Soquel Chamber of Commerce.
- Improve and enhance the appearance of the Village and Wharf in concert with the City of Capitola.
- Enhance the ability of the CVWBIA to serve as a liaison between individual business owners, local governments, and private agencies, including the City of Capitola.

As the CVWBIA begins its tenth year, we will continue and expand successful programs from prior years, which include the following:

1. **Village Directories.** Over 85,000 directories are printed and distributed annually.
2. **Directory Distribution.** The CVWBIA has contracted with Certified Folder Display Service for distribution of 55,000 brochures in San Jose, Santa Clara and San Francisco and 20,000 brochures in Santa Cruz. This is the company with exclusive rights to lobby racks in all the hotels, resorts, motels and visitor centers.

3. **Website Presence.** We maintain a very attractive website (www.capitolavillage.com) for ease of use and connectivity to local businesses. The website has a complete directory of all businesses in the boundaries of the CVWBIA with pictures and links to their individual websites. There is a history of Capitola written by Carolyn Swift, Capitola Museum Coordinator. There is a schedule of events for the year with contact information. The walking tour of Capitola Village is also on the site. Articles with colorful descriptions of Village businesses and activities have been added. There are two ways for the CVWBIA to capture email addresses for future correspondence with visitors to the web site. Email address information is captured via the contest to win a vacation in Capitola Village and visitors are asked to sign up at merchants' shops throughout the Village and Wharf.
4. **Volunteers.** The CVWBIA members participate with the Capitola/Soquel Chamber of Commerce and volunteer at the various events they put on in the Village.
5. **Holiday Activities.** The CVWBIA works with the Chamber and the City on the Christmas Holiday decorations. The CVWBIA hosts a Tree Lighting Ceremony, Community Caroling, and provides Holiday music throughout the Village. The CVWBIA also provides lights for trees throughout the Village as well for houses on Depot Hill that participate in the Holiday decorations.
6. **Advertising.** The CVWBIA placed advertisements in travel magazines that have paid off at many different levels. The CVWBIA will continue co-op with the Santa Cruz County Conference and Visitors Council advertising in print, on television and radio, which highlights Capitola.
7. **Membership Breakfast.** The quarterly breakfasts are an opportunity to keep the members informed.
 - a. We have been offering educational presentations on social networking, search engine optimization and other aspects of marketing on the Internet.
 - b. We have had the City Manager, City Chief of Police, Council Members and Director of Public Works as guest speakers to keep our membership informed and investigate how we could better partner with the City to address issues in the Village.
8. **Public Works.** The CVWBIA contributes annually to the City of Capitola Public Works Department. Our contribution is used to help maintain the Village.
9. **Chamber of Commerce.** The CVWBIA contributes annually to support community interest projects.
10. **Activities.** The CVWBIA members support many community events including the Rod & Classic Car Show, Wednesday night concerts, Begonia Festival and various other activities in the Village.

Capitola Village & Wharf Business Improvement Area Assessment Basis

The method of assessment breaks down the businesses within the proposed boundary map into six categories:

1. Retail / Service businesses
2. Restaurant / Bar / Take-out food and beverage businesses
3. Office and Professional businesses / Specialty
4. Hotel / Motel / Inn businesses
5. Short-term Rental businesses
6. Seasonal Foods

These six business categories are further broken down by number of employees for the first two categories, a flat fee for the third, fifth and sixth categories, and a per unit fee for the Hotel/Motel/Inn businesses. Registered non-profits are exempt from assessment.

The following table represents the proposed method of collection and fee determination for the proposed CVWBIA. The amounts in the table below are 10% higher than the prior year, but a 10% discount is being offered to businesses that pay their assessment by the due date.

Business Category	Number of Full-Time Equivalent Employees*		
	0 – 5 employees	6 – 10 employees	More than 10 employees
Retail / Service	\$462	\$924	\$1,386
Restaurant / Bar / Take-out	\$528	\$1,056	\$1,584
Office / Professional / Specialty	\$132		
Hotel / Motel / Inn	\$396 per unit		
Short-term Rental**	\$198		
Seasonal Food Service	\$308		

Footnote* “Full-time employee” is considered one who works 2,000 hours per year or more. Multiple part-time employees are combined into a single full-time employee for the basis of this assessment calculation.

Footnote** “Short-term rental” businesses are defined as those dwellings which, at least once per fiscal year, are rented to a tenant for a tenancy of less than thirty days.

See In-Lieu Payments/Trades Program on the next page.

In-Lieu Payments/Trades. The City Manager is authorized to approve “in lieu” assessment payments in the form of Gift Certificates from CVWBIA retail, food or lodging business members whereby these businesses tender retail, restaurant and lodging gift certificates for use by the CVWBIA in connection with its promotional activities. The amount of “in lieu” assessment payments will be fixed per category, with exceptions that may be authorized by the City Manager.

Business Category	Assessment	Cash	In-lieu/Trade
Retail/Service (0 - 5 Employees)	\$462	\$387	\$75
Retail/Service (6 - 10 Employees)	\$924	\$774	\$150
Restaurant/Bar (0 - 5 Employees)	\$528	\$453	\$75
Restaurant/Bar (6 - 10 Employees)	\$1,056	\$906	\$150
Restaurant/Bar (11+ Employees)	\$1,584	\$1,359	\$225
Office / Professional /Specialty	\$132	\$132	\$0
Hotel / Motel / Inn	\$396 per unit	50%	50%
Short-term Rental	\$198	\$198	\$0
Seasonal Food Service	\$308	\$308	\$0

Associate Membership. CVWBIA is authorized to accept “associate membership” financial contributions from businesses outside the CVWBIA, which might wish to participate in the CVWBIA’s promotional activities, but are not subject to the CVWBIA assessments.

New Business Assessment. Assessment will be prorated by the quarter in which a business opens. “In Lieu” payments will be accepted.

Business Closing. A business notifying the CVWBIA before the end of the first quarter of the fiscal year (September 30th) that the business will close before December 31st will be exempt from paying the assessment for that fiscal year. If the business does not close before December 31st, it must pay the year's assessment in full.

Discount. There will be a 10% discount for paying the assessment by the due date of August 31, 2015.

Delinquencies. CVWBIA has a clear policy relative to delinquent assessments. Businesses that have not paid their assessment by October 31, 2015, will be removed from the CVWBIA website and brochure. Assessments that have not been paid by January 31, 2016, will be sent to collections.

RESOLUTION NO. 4023

EXHIBIT A

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**Capitola Village & Wharf Business Improvement Area
Estimated Actual for FY 2014-2015 and Proposed Budget for FY 2015-2016**

	FY 13/14 Actual	FY 14/15 Amended	FY 14/15 Est. Actual	FY 15/16 Proposed
Beginning Fund Balance	\$ 2,244	\$ 6,676	\$ 6,676	\$ 9,587
Revenues				
BIA Assessment Revenues - Cash*	54,720	56,000	55,075	74,822
BIA Assessment Discount	-	-	-	(18,822)
BIA Assessment Revenues - Trade**	9,000	9,000	13,000	13,000
Interest Revenue	65	50	62	35
Total Revenues	63,785	65,050	68,137	69,035
Total Source of Funds	\$ 66,029	\$ 71,726	\$ 74,813	\$ 78,622
Expenditures				
Advertising	\$ 47,948	\$ 53,000	\$ 47,539	\$ 66,000
Maintenance - City Public Works	3,000	3,000	3,000	3,000
Billing/Collection - City Accounting	4,200	4,200	4,200	4,200
Capitola Soquel Chamber Of Commerce	3,000	3,000	3,000	3,000
Supplies	1,205	4,000	71	71
Reserve for unpaid dues	-	-	7,416	2,000
Total Use of Funds	59,353	67,200	65,226	78,271
Ending Fund Balance	\$ 6,676	\$ 4,526	\$ 9,587	\$ 351

The following tables provide detail for selected items of the proposed FY 15/16 Budget:

Assessment Revenue Detail*	Proposed FY 15/16	Advertising Detail	Proposed FY 15/16
Retail / Service	\$ 21,714	Gift Certificates**	\$ 13,000
Restaurant / Bar / Take-out	20,592	Holiday	6,500
Office / Professional / Specialty	3,300	CVC Partnership	6,000
Hotel / Motel / Inn	19,404	TV/Radio	5,000
Short-term Rentals	9,504	CDS Distribution	5,000
Seasonal Foods	308	Directories Printing	5,000
Subtotal	\$ 74,822	Consulting-Marketing/Internet	10,500
		Website changes	14,000
		Printing Explore	1,000
		Subtotal	\$ 66,000

* 15/16 Proposed Budget revenues reduced from BIA roster estimates based on prior year actual information

** Gift Certificates are provided from "Trade" revenues

**Capitola Village & Wharf Business Improvement Area
Budget Discussion**

The CVWBIA will begin Fiscal Year 2015-2016 with an estimated fund balance of \$9,587.

Revenues: The proposed revenue is derived from the CVWBIA business listings and proposed assessment rates. The allocation of cash and in-lieu revenue is based upon FY 2014-15 actual.

Expenditures:

Summary. The proposed expenditures include advertising and related services of \$66,000, City Public Works maintenance for beautification of \$3,000, City Accounting Staff of \$4,200 for billing and accounts payable services and \$3,000 for the partnership with the Chamber of Commerce. This year's proposed budget also includes \$2,000 for uncollected assessments.

Advertising is the CVWBIA's principal expenditure.

- **Gift Certificates (\$13,000).** Members may satisfy a portion of their annual fee with gift certificates. These certificates are used to promote specific businesses in the Village through donations to various activities in the Village and promotional incentives to potential visitors to Capitola.
- **TV & Radio Advertising (\$5,000).** While these are a more expensive form of advertising media, we attempt to take advantage of special opportunities with spots that emphasize the Capitola Village.
- **Brochures (\$10,000).** We spend over \$10,000 printing and distributing directories of all members plus special events in the Village. These are very attractive and useful brochures, which are available at all local merchants and in distribution centers throughout the area.
- **Web Site (\$14,000).** Our web site www.capitolavillage.com is ten years old. In 2015-16 the site will be improved to take advantage of new technology and to be compatible with mobile devices.
- **Consulting and Marketing (\$10,500).** The CVWBIA coordinates all marketing programs, maintains a customer list, sends a newsletter to all members and one to "customers", coordinates and maintains our website and maintains a liaison with our members and partners.

RESOLUTION NO. 4023

EXHIBIT A

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The following is a roster of open businesses in the assessment area as of May 29, 2015, and a list of addresses to be removed from the CVWBIA.

**Capitola Village & Wharf Business Improvement Area
Business Listing and Assessment Method**

Business Type	Assessment Method	Estimate Assessment	
F = FOOD	Per Employee Category: 0-5; 6-10; >10	F	\$ 20,592
H = HOTEL/MOTEL	Per Unit or Room	H	\$ 19,404
O = OFFICE	Per Business	O	\$ 3,300
R = RETAIL/SERVICE	Per Employee Category: 0-5; 6-10; >10	R	\$ 21,714
SF = SEASONAL FOOD	Per Business	SF	\$ 308
SR = SHORT TERM RENTALS	Per Unit or Room	SR	\$ 9,504
X = EXEMPT	No Assessment	X	\$ -
Total			\$ 74,822

Business Address	Business Name	Type	FY15/16 Est. Size	FY15/16 Est. Amt. Due
103 Stockton Ave	Armida Winery	F	0 - 5	\$528
427 Capitola Avenue	Avenue Café	F	0 - 5	\$528
209B Esplanade	Bay Bar & Grill	F	0 - 5	\$528
316 Capitola Ave	Bella Roma Café	F	0 - 5	\$528
110 Monterey	Britannia Arms Pub & Rest.	F	6 - 10	\$1,056
311 Capitola Ave	Calypso's Cove	F	0 - 5	\$528
201 Monterey #C	Capitola Deli & Café	F	0 - 5	\$528
115 San Jose Avenue Ste #6	Caruso's Tuscan Cuisine	F	0 - 5	\$528
115 San Jose Ave, Ste. #7	CAVA Wine Bar	F	0 - 5	\$528
123 Monterey	El Toro Bravo	F	0 - 5	\$528
200 Monterey #3	Geisha Japanese Restaurant & Tea House	F	0 - 5	\$528
312-B Capitola Avenue	It's Wine Tyme	F	0 - 5	\$528
201 Esplanade	Mr. Kebab & Falafel	F	0 - 5	\$528
231 Esplanade #100	Mr. Toots Coffee & Tea	F	0 - 5	\$528
215 Esplanade	Paradise Beach Grille	F	> 10	\$1,584
209A Esplanade	Pizza My Heart	F	6 - 10	\$1,056
207 Esplanade	Sea Side Siam	F	0 - 5	\$528
115 San Jose Ave, Ste. #1	Seaside Coffee	F	0 - 5	\$528
1750 Wharf Rd	Shadowbrook Restaurant	F	> 10	\$1,584
200 Monterey #1	Souza's Ice Cream & Candy	F	0 - 5	\$528
231 Esplanade #102	Stockton Bridge Grille	F	6 - 10	\$1,056
200 Monterey Avenue #2	Taqueria Baja	F	0 - 5	\$528

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EXHIBIT A

RESOLUTION NO. 4023

Business Address	Business Name	Type	FY15/16 Est. Size	FY15/16 Est. Amt. Due
210 Monterey #1	Thai Basil	F	0 - 5	\$528
115 San Jose Avenue	The Amazon Smoothie Co.	F	0 - 5	\$528
211 Esplanade	The Sand Bar	F	0 - 5	\$528
105 Stockton	Village Deli	F	0 - 5	\$528
104 Stockton Ave	Village Grill & Creamery	F	0 - 5	\$528
1400 Wharf Rd	Wharf House Restaurant	F	6 - 10	\$1,056
203 Esplanade	Zelda's	F	> 10	\$1,584
107 San Jose Ave, Ste. #8	Moon Doggies	SF	N/A	\$308
210 Esplanade	Capitola Hotel	H	8	\$3,168
5000 Cliff Dr	Harbor Lights Motel	H	10	\$3,960
250 Monterey	Inn at Depot Hill	H	12	\$4,752
1500 Wharf Rd	Venetian Hotel	H	19	\$7,524
312E Capitola Ave	57 Design Inc.	O	N/A	\$132
312D Capitola Ave	Beach House Rentals	O	N/A	\$132
425 Capitola Ave Ste #1	Bodhi Adiction Treatment and Wellness	O	N/A	\$132
421B Capitola Avenue	Capitola Leather	O	N/A	\$132
208 San Jose Ave	Capitola Surf & Paddle	O	N/A	\$132
331 Capitola Ave	Capitola Village Real Estate	O	N/A	\$132
301 Capitola Ave	David Lyng & Associates	O	N/A	\$132
411 Capitola Ae	Fuse Architects	O	N/A	\$132
415 Capitola Ave	James B. Colip Insurance	O	N/A	\$132
314 Capitola Ave	John H. McSpadden	O	N/A	\$132
425 Capitola Ave. #3	Kathy Macdonald Association	O	N/A	\$132
314 Capitola Ave	Katz & Lapides	O	N/A	\$132
4950 Cliff Drive	Kendall & Potter Property Management	O	N/A	\$132
314 Capitola Ave	Law Offices of Sam Storey	O	N/A	\$132
200 Monterey Avenue	Lindemann & Sloan Properties	O	N/A	\$132
331 Capitola Ave. #B	Michael Lavigne Real Estate	O	N/A	\$132
331 Capitola Ave Ste K	Newman & Marcus,LLP	O	N/A	\$132
115 San Jose Ave. Ste. N	Nickolas & Emily Jones	O	N/A	\$132
220 Capitola Avenue	Psychic Mermaid	O	N/A	\$132
413 Capitola Ave	Richard Emigh, Land Use	O	N/A	\$132
415 Capitola Ave	SpeechRighter, Inc. (speech therapy)	O	N/A	\$132
314 Capitola Ave	Springwater Wealth Management, LLC	O	N/A	\$132
331 Capitola Ave. #D	Suess Insurance Agency	O	N/A	\$132
309 Capitola Ave.	Vice Salon	O	N/A	\$132
312 Capitola Ave SteC	Violet Blossom Massage	O	N/A	\$132
409 Capitola Ave	Art Inspired	R	0 - 5	\$462
208A Monterey	Avalon Visions	R	0 - 5	\$462
110 Capitola Ave #3	Avijah Fashion Gallery	R	0 - 5	\$462
417 Capitola Ave	Betsy's Summerhouse Antiques	R	0 - 5	\$462
217 Capitola Ave	Big Kahuna Hawaiian Shirts	R	0 - 5	\$462
131 Monterey	Capitola Beach Co.	R	0 - 5	\$462

RESOLUTION NO. 4023

EXHIBIT A

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Business Address	Business Name	Type	FY15/16 Est. Size	FY15/16 Est. Amt. Due
1400 Wharf Rd	Capitola Boat & Bait	R	0 - 5	\$462
115 Capitola Ave	Capitola Reef	R	0 - 5	\$462
109 Capitola Ave	Capitola Seashells	R	0 - 5	\$462
115 San Jose Ave, Ste. #5	Carousel Taffy	R	0 - 5	\$462
205 Capitola Ave	Chocolate Bar	R	0 - 5	\$462
209 Capitola Ave	Craft Gallery	R	0 - 5	\$462
207 Capitola Ave	Craft Gallery Annex	R	0 - 5	\$462
107 Stockton Ave.	Dogmatic	R	0 - 5	\$462.
114 Stockton Av	Euphoria Rio Mix	R	0 - 5	\$462
110 Capitola Ave., #2	Free to Ride	R	0 - 5	\$462
212 Capitola Ave	Gaia Earth Treasures	R	0 - 5	\$462
111 Capitola Avenue	Gallery One	R	0 - 5	\$462
219 Capitola Ave.	Hot Feet	R	0 - 5	\$462
210 Capitola Ave	Just Baby Apparel & Gifts	R	0 - 5	\$462
201 Monterey #B	Kickback	R	0 - 5	\$462
118 Stockton Ave.	La Vita Company	R	0 - 5	\$462
132 Stockton Ave.	Latta	R	0 - 5	\$462
112 Capitola Ave. Suite, 100	Lumen Gallery	R	0 - 5	\$462
202 Capitola Ave.	Nubia Swimwear	R	0 - 5	\$462
204 Capitola Ave	Oceania	R	0 - 5	\$462
115 San Jose Avenue	Om Rythms	R	0 - 5	\$462
321 Capitola Ave	Pacific Gallery	R	0 - 5	\$462
110 Capitola Ave #1	Panache Bath & Body Shop	R	0 - 5	\$462
115 San Jose Ave.	Parking at the Mercantile	R	0 - 5	\$462
132 Monterey Ave.	Parking at the Theater	R	0 - 5	\$462
107 Capitola Ave	Phoebe's	R	0 - 5	\$462
300 Capitola Ave	Quality Market	R	0 - 5	\$462
116 San Jose Av	Rainbow City Limit	R	0 - 5	\$462
224 Esplanade	RNTF LLC dba Bedroom Desserts	R	0 - 5	\$462
115 San Jose Ave. #J	Sea Breeze Gallery	R	0 - 5	\$462
112 Stockton Av	Sea Level T's	R	0 - 5	\$462
216 Capitola Ave.	Slap Happy	R	0 - 5	\$462.
207 Monterey Avenue #100	Stella Boutique/Stella Mitchell	R	0 - 5	\$462
214 Capitola Ave	Super Silver	R	0 - 5	\$462
117 Capitola Ave	Surf n Shack	R	0 - 5	\$462
132 San Jose Ave	Sweet Asylum	R	0 - 5	\$462
121 San Jose Ave	Thomas Kinkade Gallery	R	0 - 5	\$462
215 Capitola Ave	Vanity by the Sea	R	0 - 5	\$462
201 Capitola Ave	Village Mouse	R	0 - 5	\$462
201 Monterey #A	Village Sea Glass	R	0 - 5	\$462
122 Capitola Ave	Yvonne	R	0 - 5	\$462
1500 Wharf Road #2	Albert Ribisi & Mary Scolari	SR	1	\$198

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EXHIBIT A

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Business Address	Business Name	Type	FY15/16 Est. Size	FY15/16 Est. Amt. Due
222 San Jose Av	Avonne Stone Jacobs, Judy Jacobs	SR	1	\$198
109 Cherry Ave Units A & B	Bill & Julie Kenney	SR	2	\$396
1500 Wharf Rd. #1	Bob Coe	SR	1	\$198
303 Cherry Way	Cal & Carla Cornwell	SR	1	\$198
305 Riverview Ave.	Capitola Pelican House	SR	1	\$198
209 Stockton A & B	Castillo Properties	SR	2	\$396
207 & 215 San Jose Ave, A & B	Clare St. Laurent	SR	4	\$792
1500 Wharf Rd #5	Colleen Merle Lund	SR	1	\$198
4995 Cliff B	David Johnson	SR	1	\$198
318 Capitola Avenue #4	Deborah Cohen 318 Capitola Ave #4	SR	1	\$198
116 Esplanade #A-B	Dorean Moore	SR	2	\$396
310 Riverview Ave	Eleanor Glover	SR	1	\$198
1500 Wharf Rd #14	Erline Mello	SR	1	\$198
1500 Wharf Rd #8	Everett Eslinger	SR	1	\$198
318 Capitola Ave #2	Fred & Sharon Andres	SR	1	\$198
208 Stockton Ave	George Adzich	SR	1	\$198
215 Monterey #A	Greg & Maxine Sivaslian	SR	1	\$198
206 Monterey	Jay & Pamela Chesavage	SR	1	\$198
5005 Cliff Dr #3	Jean Ladoucour	SR	1	\$198
301 Cherry Way	Jeff & Kathie Gaylord	SR	1	\$198
1500 Wharf Rd #11	Jeri Chestnut	SR	1	\$198
1500 Wharf Rd. #20	Leonard Tyson	SR	1	\$198
212 Monterey	Lesa & Warren Paboojan	SR	1	\$198
5005 Cliff Dr #6	Lindsay Eshleman	SR	1	\$198
1500 Wharf Rd. #6 1/2	Mary Russell, Syvia Nurre, Rosemary Schaffer	SR	1	\$198
407 Riverview Ave	Michael Pirnik	SR	1	\$198
225 San Jose Av	Michelle & Stephen Murphy	SR	1	\$198
318 Capitola Ave #5	Mike & Karen McCormick "A Beach Condo"	SR	1	\$198
208 Monterey C	Pat & Frank Castagnola	SR	1	\$198
327 Riverview Ave A	Paulo Franca	SR	1	\$198
318 Capitola Ave #1	Randy Hayes	SR	1	\$198
231 Esplanade #301	Robert Chestnut	SR	1	\$198
109 Monterey #4	Sharon Dougan	SR	1	\$198
317 Riverview Ave B	Steve & Linda Woodside	SR	1	\$198
5005 Cliff Dr #4, 314 Riverview Ave	Sue Norris	SR	2	\$396
41056 Cliff Dr. #2	Tim & Stacy Hopkins	SR	1	\$198
5005 Cliff Drive Unit 1	Tom & Susan Baines	SR	1	\$198
1500 Wharf Rd #7	Viola M Carr	SR	1	\$198
1500 Wharf Rd #3,4	Watson Family Limited Partnership (Mike Newell)	SR	2	\$396

The CVWBIA is proposing to remove the following addresses from the assessment area:

- 502 Beulah Dr. – Resident / No assessment
- 506 Beulah Dr. – Resident / No assessment
- 507 Beulah Dr. – Resident / No assessment
- 509 Beulah Dr. – Resident / No assessment
- 430 Blue Gum Ave. – Resident / No assessment
- 431 Blue Gum Ave. – Resident / No assessment
- 432 Blue Gum Ave. – Resident / No assessment
- 434 Blue Gum Ave. – Resident / No assessment
- 429 Capitola Ave. – Resident / No assessment
- 431 Capitola Ave. – Resident / No assessment
- 503 Capitola Ave. – Suzi's / Retail \$462 assessment
- 505 Capitola Ave. – Resident / No assessment
- 507 Capitola Ave. – Resident / No assessment
- 509 Capitola Ave. – Resident / No assessment
- 488 Riverview Dr. – Resident / No assessment
- 494 Riverview Dr. – Resident / No assessment

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CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 25, 2015

FROM: OFFICE OF THE CITY CLERK

SUBJECT: ORDINANCE AMENDING CHAPTER 5.10 OF THE MUNICIPAL CODE
PERTAINING TO THE CAPITOLA VILLAGE AND WHARF BUSINESS
IMPROVEMENT AREA [SECOND READING]

RECOMMENDED ACTION: Adopt the proposed Ordinance amending Chapter 5.10 of the Municipal Code pertaining to the Capitola Village and Wharf Business Improvement Area [Second Reading].

BACKGROUND: The City Council approved the introduction of the Ordinance amending Chapter 5.10 of the Municipal Code pertaining to the Capitola Village and Wharf Business Improvement Area at the Council meeting held on March 26, 2015. The proposed Ordinance is before the City Council for its second reading and final adoption. If adopted, the Ordinance will take effect in thirty (30) days.

FISCAL IMPACT: None

ATTACHMENTS:

1. Proposed Ordinance

Report Prepared By: Susan Sneddon
City Clerk

Reviewed and Forwarded
By City Manager 

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ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF CAPITOLA ADDING
CHAPTER 5.10 TO THE CAPITOLA MUNICIPAL CODE ESTABLISHING
THE CAPITOLA VILLAGE AND WHARF BUSINESS IMPROVEMENT AREA**

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

Section 1. Chapter 5.10 is hereby added to the Capitola Municipal Code to read as follows:

"Chapter 5.10
Capitola Village and Wharf Business Improvement Area

Sections:

- | | |
|----------|--|
| 5.10.010 | Statement of Purpose |
| 5.10.020 | Capitola Village and Wharf Business Improvement Area |
| 5.10.030 | Resolution of Intention |
| 5.10.040 | Time and Place of Public Hearing/Protests |
| 5.10.050 | Business Improvement Assessments |

5.10.010 Statement of Purpose.

This Chapter is adopted pursuant to the Parking and Business Improvement Area Law of 1989, California Streets and Highways Code sections 36500 et seq. This Chapter is adopted in order to generate revenue for the exclusive purpose of promoting business in the Capitola Village and Wharf Business Improvement Area. Revenue generated from the levy of assessments provided for in this Chapter shall be used within the Capitola Village Wharf and Business Improvement Area only and shall not be used to provide improvements or activities outside said Business Improvement Area or for any purpose other than the purposes specified in the Resolution of Intention, or as may be modified by the City Council at the public hearing concerning the establishment of said Business Improvement Area. In adopting this Chapter, the City Council hereby finds that the businesses and the property within the Capitola Village and Wharf Business Improvement Area will be benefited by the improvements and activities funded by the assessments hereby levied and that all businesses benefited by the levy of said assessments will likewise be benefited from the tourist visits generated by the improvements and activities funded by said assessments.

5.10.020 Capitola Village and Wharf Business Improvement Area.

There is hereby established a Business Improvement Area designated as the Capitola Village and Wharf Business Improvement Area within the area bounded as identified by the map attached to this chapter and identified as Exhibit A.

5.10.030 Resolution of Intention.

~~The assessment method and rates to Levy Business Improvement Assessments for each Fiscal Year are set On May 12, 2005 at a regular and duly noticed public City Council meeting the Capitola City Council, in accordance with all applicable laws, procedures and noticing requirements adopted in a "Resolution of Intention of the City Council of the City of Capitola to Initiate Proceedings for the Establishment of the Capitola Village and Wharf Business Improvement Area Pursuant to the Parking and Business Improvement Area Law of 1989 in Order to Levy Assessments for Improvements and Activities for the Benefit of Businesses Located in the Capitola Village and Wharf Area of the City of Capitola," City of Capitola Resolution No. 3453, adopted annually. (Ord 889 §-1, 2005)~~

5.10.040 Time and Place of Public Hearing/Protests.

A duly noticed and agendized public hearing concerning the establishment of the Capitola Village and Wharf Business Improvement Area was conducted in accordance with all applicable laws and procedures by the Capitola City Council at its regularly scheduled June 9, 2005 City Council meeting. At said meeting, the City Council heard and considered all oral and written protests concerning the establishment of the Business Improvement Area, the extent of the Business Improvement Area, and the specified types and activities and improvements within the Business Improvement Area. Upon completion of the public hearing, the City Council determined that protests received from the owners of businesses in the proposed Business Improvement Area had not been received from the owners of businesses in said proposed Business Improvement Area who will pay 50 percent or more of the assessments to be levied and that, accordingly, the submission of written and oral protests did not bar the City Council's formation of the Capitola Village and Wharf Business Improvement Area.

5.10.050 Business Improvement Assessments.

An annual assessment, which shall be in addition to any general business license tax of the City of Capitola, shall be imposed upon all businesses in the Capitola Village and Wharf Business Improvement Area, in accordance with the assessment method identified in this section. The Business Improvement Area does not contain separate benefit zones. Business improvement assessments are based on the degree of benefit derived by said businesses. The assessments shall be levied to pay for all improvements and activities within the Business Improvement Area. The businesses subject to Business Improvement Area assessments pursuant to this Chapter are subject to any amendments that may hereafter be made to this Chapter or to the Parking and Business Improvement Area Law of 1989, California Streets and Highways Code sections 36500 et seq. The method and basis for levying assessments in the Business Improvement Area, and the business classification structure for the levy of said assessments, is as set forth in the Resolution of Intention identified hereinabove and as further identified in the Capitola Village and Wharf Business Improvement Area Business Addresses and Assessment Method and identified as Exhibit B. The assessment rate shall be as adopted by the City Council by resolution. The initial assessment rate is as identified in the Resolution of Intention as may be modified by the public hearing concerning the establishment of said Business Improvement Area. The time and manner of collecting assessments shall be as determined by the City Manager except that it is hereby established that, for all but the initial assessment, assessments are due annually pursuant to the specific invoices on June 30 of each year. For the initial assessment, the assessment shall be due as determined by the City Manager, but in no case later than June 30, 2006.

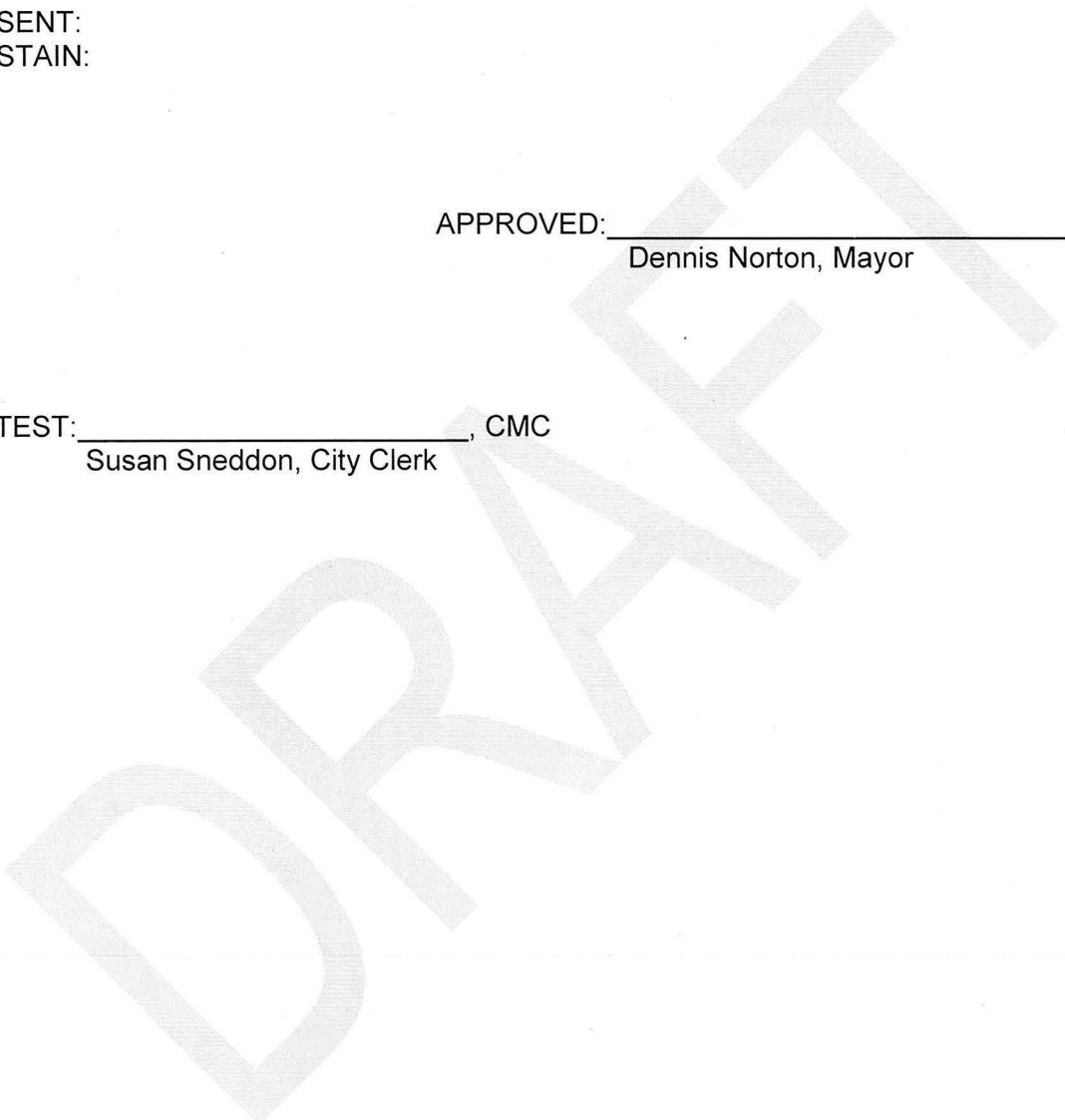
Section 2. This Ordinance shall take effect and be in force thirty (30) days after final adoption.

This Ordinance was introduced on the 11th day of June, 2015, and was passed and adopted by the City Council of the City of Capitola on the 25th day of June, 2015, by the following vote:

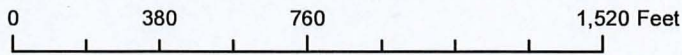
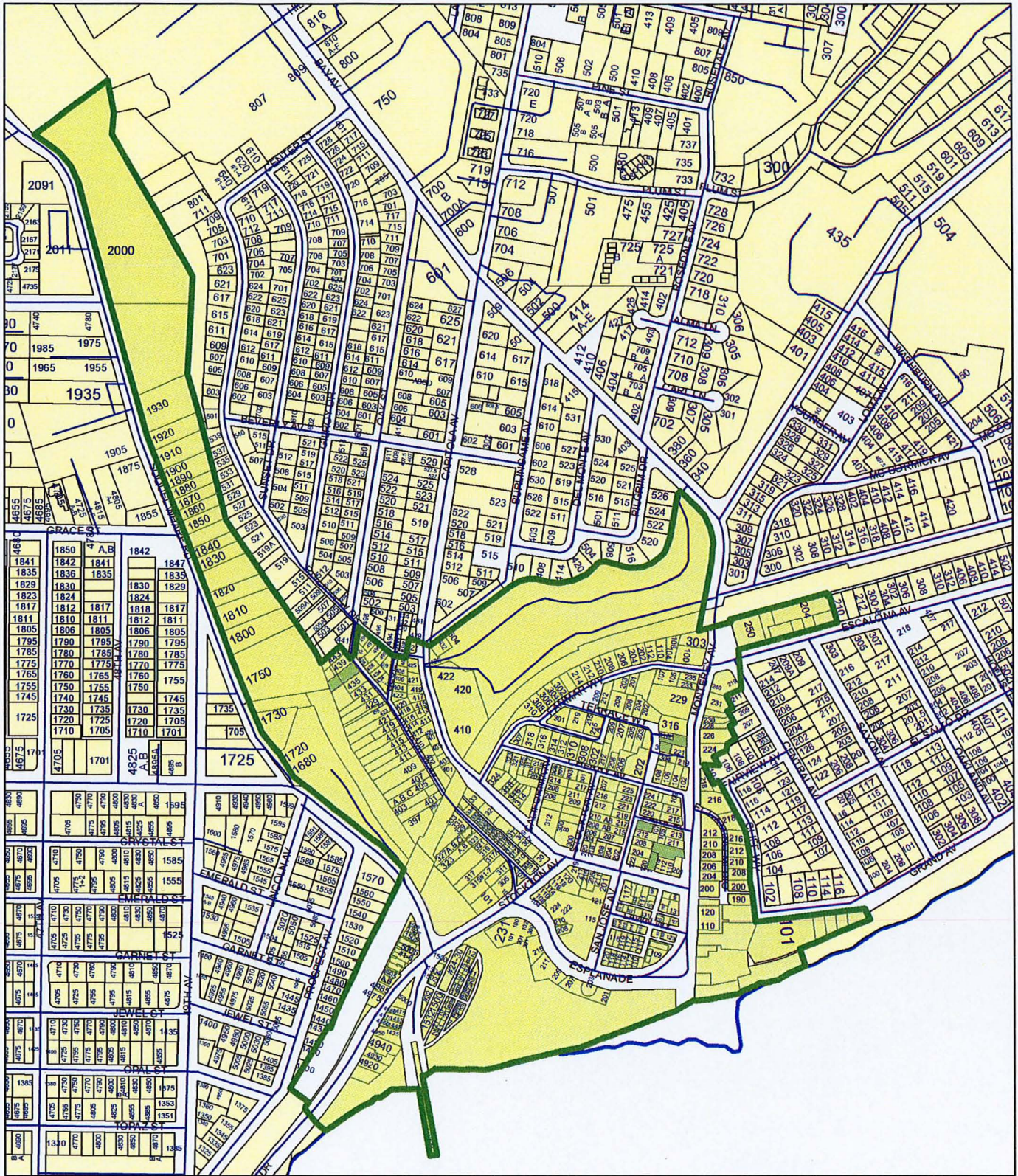
AYES:
NOES
ABSENT:
ABSTAIN:

APPROVED: _____
Dennis Norton, Mayor

ATTEST: _____, CMC
Susan Sneddon, City Clerk



Capitola Village & Beach Business Improvement Area Map



Legend

- CVWBIA -2015 Update
- Capitola City Limits

EXHIBIT B

Capitola Village and Wharf Business Improvement Area

-Business Addresses and Assessment Method

Street Address	Business Name	Type	Size	Mail Address
502 Beulah	Resident	X		
504 Beulah	Resident	X		
507 Beulah	Resident	X		
509 Beulah	Resident	X		
402 Blue Gum	Short-Term Rental	H	2	Bailey Properties
404 Blue Gum	Resident	X		
406 Blue Gum	Resident	X		
408 Blue Gum	Resident	X		
409 Blue Gum	Resident	X		
428 Blue Gum	Resident	X		
430 Blue Gum	Resident	X		
431 Blue Gum	Resident	X		
432 Blue Gum	Resident	X		
434 Blue Gum	Resident	X		
206 California Avenue	Short-Term Rental	H	4	Vacations by the Sea
207 California Avenue	Resident	X		
208 California Avenue	Resident	X		
211 California Avenue	Resident	X		
214 California Avenue	Resident	X		
215 California Avenue	Resident	X		
190 Camino Del Medio	Resident	X		
200 Camino Del Medio	Resident	X		
208 Camino Del Medio	Resident	X		
210 Camino Del Medio	Resident	X		
212 Camino Del Medio	Resident	X		
216 Camino Del Medio	Resident	X		
218 Camino Del Medio	Resident	X		
407 Capitola Avenue	Phoebe's	R	4	
409 Capitola Avenue	Sally Bookman Gallery	R	4	

Item #: 9.B. Attach 1.pdf

Street Address	Business Name	Type	Size	Mail Address
110 Capitola Avenue	Avije Fashion Gallery	R	4	
110 Capitola Avenue	White Crane Gallery	R	4	
110 Capitola Avenue	The Outpost	R	4	
111 Capitola Avenue	Ray-Diant Clothing Company	R	4	
115 Capitola Avenue	Capitola Reef	R	4	
117 Capitola Avenue	Echo from the Woods	R	4	
118 Capitola Avenue	Unoccupied			
122 Capitola Avenue	Yvonne	R	4	
201 Capitola Avenue	Village Mouse	R	4	
202 Capitola Avenue	Rain or Shine	R	4	
204 Capitola Avenue	Oceania	R	4	
205 Capitola Avenue	Chocolate Bar	R	4	
207 Capitola Avenue	Craft Gallery Annex	R	4	
209 Capitola Avenue	Friends	R	4	
210 Capitola Avenue	Hour Place	R	4	
212 Capitola Avenue	Shanti	R	4	
212 Capitola Avenue	Vanessa	R	4	
214 Capitola Avenue	Super Silver	R	4	
215 Capitola Avenue	Nubia Swimwear	R	4	
216 Capitola Avenue	Ashley Fine Art	R	4	
218 Capitola Avenue	Peter Hubbaek	O	1	
220 Capitola Avenue	Build a Bear	R	4	
219 Capitola Avenue	Hot Feet	R	4	
219A Capitola Avenue	Short Term Rental	H	1	
300 Capitola Avenue	Quality Market	R	4	
300B Capitola Avenue	Resident	X		
301 Capitola Avenue	David Lyng and Associates	O		
307 Capitola Avenue #1-4	Mark Thomas	H	4	
309 Capitola Avenue	NLB-TJS Wash and Dry	R	4	
311 Capitola Avenue	Grinds	F	4	
312A Capitola Avenue	PH Diamonds	R	4	
312B Capitola Avenue	Buck's World	R	4	
312C Capitola Avenue	Red Poppy	R	4	

Street Address	Business Name	Type	Size	Mail Address
312D Capitola Avenue	Beach House Rentals	H	14	
312E Capitola Avenue	57 Design Inc.	O		
314 Capitola Avenue	Katz and Lapidus	O		
316 Capitola Avenue	Bella Roma	F	8	
318 Capitola Avenue #1-5	at least 2 are STR	H	2	Beach House Rentals
320 Capitola Avenue	Resident	X		
321 Capitola Avenue	Capitola Vacations.com	H	1	
321 Capitola Avenue	Pacific Gallery	R	4	
321 Capitola Avenue	Resident	X		
324 Capitola Avenue	Resident	X		
331A Capitola Avenue	Adventure Group LLC	O		
331B Capitola Avenue				
331C Capitola Avenue				
331D Capitola Avenue	Interior Design	R	4	
331E Capitola Avenue	Woodward Childs	O		
331F Capitola Avenue	Advanced Ingredients	O		
331K Capitola Avenue	Newman, Marcus, Clarenbach	O		
331L Capitola Avenue				
401 Capitola Avenue	Resident	X		
403 Capitola Avenue	Resident	X		
405 Capitola Avenue	Central Fire District	X		
407 Capitola Avenue	Resident	X		
409A Capitola Avenue	Betsy's Summerhouse Ant.	R	4	
409B Capitola Avenue	Resident	X		
410 Capitola Avenue	Capitola Museum	X		
411 Capitola Avenue	City of Capitola	X		
413 Capitola Avenue	Richard Emigh, Land Use	O		
415 Capitola Avenue	James B. Colip Insurance	O		
417 Capitola Avenue	Soquel Creek Gallery	R	4	
419 Capitola Avenue #1-2	Resident	X		
420 Capitola Avenue	City of Capitola	X		
421A Capitola Avenue	Resident	X		
421B Capitola Avenue	Heritage Properties	O		

Item #: 9.B. Attach 1.pdf

Street Address	Business Name	Type	Size	Mail Address
422 Capitola Avenue	Resident	X		
425 Capitola Avenue	Evan S. Tarsky DPM	Ø		
425 Capitola Avenue	office	Ø		
425 Capitola Avenue	office	Ø		
426 Capitola Avenue	Resident	X		
427 Capitola Avenue	OD's Kitchen	F	4	
429 Capitola Avenue	Resident	X		
431 Capitola Avenue	Resident	X		
502 Capitola Avenue	Resident	X		
503 Capitola Avenue	Village Surf Shop	R	4	
505 Capitola Avenue	Resident	X		
506 Capitola Avenue	Resident	X		
507 Capitola Avenue	Resident	X		
509 Capitola Avenue	Resident	X		
102 Cherry Way	Resident	X		
104 Cherry Way	Resident	X		
106 Cherry Way	Resident	X		
108 Cherry Way	Resident	X		
109 Cherry Way #A-B	Short Term Rental	H	2	Vacations by the Sea
202 Cherry Way #1-7	Resident	X		
206 Cherry Way	Resident	X		
207 Cherry Way #1-4	at least 2 are STR	H	2	Vacations by the Sea
208 Cherry Way	Resident	X		
212 Cherry Way	Resident	X		
301 Cherry Way	Resident	X		
302 Cherry Way	Resident	X		
303 Cherry Way	Short Term Rental	H	4	Vacations by the Sea
307 Cherry Way #A	Resident	X		
307 Cherry Way #B	Short Term Rental	H	4	Vacations by the Sea
308 Cherry Way	Resident	X		
309 Cherry Way	Short Term Rental	H	4	4084483407 Lois/Steve appleust@aol.com
310 Cherry Way	Resident	X		
312 Cherry Way	Resident	X		

Street Address	Business Name	Type	Size	Mail Address
312 Cherry Way	Resident	X		
314 Cherry Way	Resident	X		
316 Cherry Way	Resident	X		
317 Cherry Way	Resident	X		
318 Cherry Way	Resident	X		
319 Cherry Way	Resident	X		
321 Cherry Way	Resident	X		
323 Cherry Way	Resident	X		
325 Cherry Way	Resident	X		
4920 Cliff Drive #A-B	Resident	X		
4930 Cliff Drive	Resident	X		
4940 Cliff Drive	Resident	X		
4950 Cliff Drive	Resident	X		
4960 Cliff Drive	Resident	X		
4970 Cliff Drive	Resident	X		
4975 Cliff Drive	Resident	X		
4980 Cliff Drive	Resident	X		
4985 Cliff Drive	Resident	X		
4995 Cliff Drive	Resident	X		
5000 Cliff Drive	Harbor Lights Motel	H	15	
5005 Cliff Drive #1-6	Short Term Rental	H	16	
110 Esplanade	Resident	X		
112 Esplanade	Resident	X		
114 Esplanade	Resident	X		
116 Esplanade	Short Term Rental	H	4	Beach House Rentals
118 Esplanade	Resident	X		
120 Esplanade	Resident	X		
201 Esplanade	H-Parata	F	8	
201 Esplanade	Resident	X		
203 Esplanade	Zelda's	F	12	
207 Esplanade	Beach House Restaurant	F	8	
208 Esplanade	Dahlia	R	4	
209A Esplanade	Pizza My Heart	F	8	

Item #: 9.B. Attach 1.pdf

Street Address	Business Name	Type	Size	Mail Address
209B Esplanade	Anehor Bar	F	8	
210 Esplanade	Capitola Hotel	H	7	
211 Esplanade	Fog Bank Bar and Grille	F	12	
215 Esplanade	Paradise Beach Grille	F	12	
224 Esplanade	Surf Shack	R	4	
231 Esplanade #100	Mr. Toots	F	8	
231 Esplanade #104	Margaritaville	F	12	
231 Esplanade #200	Resident	X		
231 Esplanade #204	Resident	X		
231 Esplanade #300	Resident	X		
231 Esplanade #304	Resident	X		
400 Fanmar #1-4	Resident	X		
404 Fanmar	Resident	X		
405 Fanmar	Resident	X		
407 Fanmar	Resident	X		
408 Fanmar	Resident	X		
410 Fanmar	Resident	X		
412 Fanmar	Resident	X		
201 Fanmar	Resident	X		
202 Fanmar	Resident	X		
203 Fanmar	Resident	X		
204 Fanmar	Resident	X		
206 Fanmar	Resident	X		
208 Fanmar	Resident	X		
209 Fanmar	Resident	X		
210 Fanmar	Resident	X		
212 Fanmar	Resident	X		
214 Fanmar	Resident	X		
301 Fanmar	Resident	X		
302 Fanmar	Resident	X		
304 Fanmar	Resident	X		
306 Fanmar	Resident	X		
308 Fanmar	Resident	X		

Street Address	Business Name	Type	Size	Mail Address
310 Fanmar	Resident	X		
404 Lawn Way	Resident	X		
405 Lawn Way #1-4	Resident	X		
406 Lawn Way	Resident	X		
410 Lawn Way	Resident	X		
411 Lawn Way	Resident	X		
414 Lawn Way	Short Term Rental	H	4	
415 Lawn Way	Resident	X		
416 Lawn Way	Short Term Rental	H	4	
418 Lawn Way	Resident	X		
419 Lawn Way	Resident	X		
420 Lawn Way	Resident	X		
409 Monterey #1-10	Short Term Rental	H	?	Some managed by VBS
409 Monterey #11A, 11B	Short Term Rental	H	?	Some managed by BHR
410 Monterey	Lido	F	12	
420 Monterey	Capitola Theatre	R		
423 Monterey	El Toro Bravo	F	8	
427 Monterey	Cruz'n	R	4	
431 Monterey	Clothes Garden	R	4	
200 Monterey #1	Souza's Ice Cream and Candy	F	4	
200 Monterey #1A	Polka Dots	R	4	
200 Monterey #2	Tacqueria Baja	F	4	
200 Monterey #3	Paradise Sushi	F	8	
201 Monterey #A	Moulon Rouge	R	4	
201 Monterey #B	Kickback	R	4	
201 Monterey #C	Shears to You	R	4	
201 Monterey #D	Four Seasons Marketing	O		
201 Monterey #E	Suess Insurance Agency	O		
201 Monterey #G	Fuse Architects	O		
201 Monterey #H	Jim Reding/Landmark	O		
204 Monterey	Resident	X		
206 Monterey	Short Term Rental	H	4	
207 Monterey	Empty lot			

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Street Address	Business Name	Type	Size	Mail Address
208B Monterey	Havana Village	R	4	
208A Monterey	Avalon Visions	R	4	
208C Monterey	Short Term Rental	H	4	
210 Monterey #1	Thai Basil	F	4	
210 Monterey #2	Thai Basil Office	X		
210 Monterey #3	Short Term Rental	H	4	
211A Monterey	Resident	X		
211B Monterey	Resident	X		
212 Monterey #1-4	At least 1 is STR	H	4	464-4627
213 Monterey #1-3	At least 2 are STR	H	2	Bailey Properties 688-7009
205 Monterey	Vacations by the Sea	H	26	
215 1/2 Monterey	Beauty Treatments, Inc.	O		
216 Monterey	Resident	X		
217 Monterey #A-B	Short Term Rental	H	2	Vacations by the Sea
218 Monterey	Resident	X		
219 Monterey	Resident	X		
221 Monterey	Resident	X		
223 Monterey	Resident	X		
224 Monterey	Resident	X		
226 Monterey	Resident	X		
228 Monterey	Resident	X		
229 Monterey	Resident	X		
230 Monterey	Resident	X		
231 Monterey	Resident	X		
233 Monterey	Resident	X		
235 Monterey	Resident	X		
240 Monterey #1-6	Resident	X		
250 Monterey	Inn at Depot Hill	H	12	
405 Park Place	Resident	X		
407 Park Place	Short Term Rental	H	4	
304 Riverview Avenue	Resident	X		
305 Riverview Avenue	Short Term Rental	H	4	Peter Hubback
310 Riverview Avenue	Short Term Rental	H	4	Cheshire Realty

Street Address	Business Name	Type	Size	Mail Address
311 Riverview Avenue	Resident	X		
312 Riverview Avenue	Short Term Rental	H		
314 Riverview Avenue	Short Term Rental	H	+	Beach House Rentals
315 Riverview Avenue #1-7	Resident	X		An Anchorage Place
317 Riverview Avenue #A	Resident	X		
317 Riverview Avenue #B	Resident	X		
318 Riverview Avenue	Resident	X		
319 Riverview Avenue	Resident	X		
320 Riverview Avenue	Resident	X		
321 Riverview Avenue	Resident	X		
322 Riverview Avenue	Resident	X		
323 Riverview Avenue #A	Resident	X		
323 Riverview Avenue #B	Resident	X		
324 Riverview Avenue	Resident	X		
326 Riverview Avenue	Resident	X		
327 Riverview Avenue #A	Short Term Rental	H	+	Beach House Rentals
327 Riverview Avenue #B	Short Term Rental	H	+	Beach House Rentals
327 Riverview Avenue #C	Short Term Rental	H	+	Beach House Rentals
328 Riverview Avenue	Resident	X		
329 Riverview Avenue	Short Term Rental	H	+	
330 Riverview Avenue	Resident	X		
331 Riverview Avenue	Resident	X		
332 Riverview Avenue	Resident	X		
333 Riverview Avenue	Resident / Short Term Rental	X		
334 Riverview Avenue	Resident	X		
397 Riverview Avenue	Jim Castellanos (no sign)	H	+	
399 Riverview Avenue	Jim Castellanos (no sign)	H	+	
401 Riverview Avenue	Resident	X		
402 Riverview Avenue	Robert Henry (no sign)	H	+	
403 Riverview Avenue	Resident	X		
405 Riverview Avenue #A	Forbes Property	H	+	Kendall Potter Mann
405 Riverview Avenue #B	Forbes Property	H	+	Kendall Potter Mann
405 Riverview Avenue #C	Forbes Property	H	+	Kendall Potter Mann

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Street Address	Business Name	Type	Size	Mail Address
407 Riverview Avenue #A-B	Michael Pirmik	H	4	408-842-0030
409 Riverview Avenue	Resident	X		
410 Riverview Avenue	Timothy Boverman (no sign)	H	4	
412 Riverview Avenue	Resident	X		
413 Riverview Avenue	Resident	X		
414 Riverview Avenue #A-B	Resident	X		
415 Riverview Avenue	Tom Mader (no sign)	H	4	
416 Riverview Avenue	James Ciolino (no sign)	H	4	
417 Riverview Avenue	Michael Taylor (no sign)	H	4	
418 Riverview Avenue	Resident	X		
419 Riverview Avenue	Lowell Bookman (no sign)	H	4	
420 Riverview Avenue	Resident	X		
421 Riverview Avenue	Resident	X		
422 Riverview Avenue	Resident	X		
423 Riverview Avenue	Resident	X		
424 Riverview Avenue	Resident	X		
424 1/2 Riverview Avenue	Resident	X		
425 Riverview Avenue	Resident	X		
426 Riverview Avenue	Resident	X		
427 Riverview Avenue	Resident	X		
428 Riverview Avenue	Resident	X		
429 Riverview Avenue	Resident	X		
431 Riverview Avenue	Resident	X		
432 Riverview Avenue	Resident	X		
433 Riverview Avenue	Resident	X		
435 Riverview Avenue	Resident	X		
437 Riverview Avenue	Resident	X		
439 Riverview Avenue	Resident	X		
441 Riverview Avenue	Resident	X		
443 Riverview Avenue	Resident	X		
488 Riverview Drive	Resident	X		
489 Riverview Drive	Resident	X		
493 Riverview Drive	Resident	X		

Street Address	Business Name	Type	Size	Mail Address
494 Riverview Drive	Resident	X		
495 Riverview Drive	Resident	X		
497 Riverview Drive	Resident	X		
498 Riverview Drive	Resident	X		
499 Riverview Drive	Resident	X		
409 San Jose Avenue	Capitola Coffee Roasters	F	4	
415 San Jose Avenue	Capitola Seashells	R	4	
415 San Jose Avenue	In-the-Raw	R	4	
415 San Jose Avenue	Caruso's	F	4	
415 San Jose Avenue	Oasis	R	4	
415 San Jose Avenue	Panache Bath and Body Shop	R	4	
415 San Jose Avenue	Manx	R	4	
415 San Jose Avenue	Nails on the Beach	R	4	
415 San Jose Avenue #D	Unoccupied			
415 San Jose Avenue	Buekhart's Candy	F	4	
415 San Jose Avenue	Resident	X		
416 San Jose Avenue	Rainbow City Limit	R	4	
421 San Jose Avenue	Thomas Kincaid Gallery	R	4	
420 San Jose Avenue	Laurens	R	4	
422 San Jose Avenue #2-6	Resident	X		
426 San Jose Avenue	Craft Gallery	R	8	
204 San Jose Avenue #1-2	Resident	X		
207 San Jose Avenue #1-2	Resident	X		
208 San Jose Avenue	Piano Store	R	4	
208B San Jose Avenue	Resident	X		
212 San Jose Avenue #1-4	Resident	X		
215 San Jose Avenue	Short Term Rental	H	4	BeachBungalow.com 469-6164
216 San Jose Avenue	Resident	X		
217 San Jose Avenue	Resident	X		
219 San Jose Avenue	Resident	X		
220 San Jose Avenue #1-2	Resident	X		
221 San Jose Avenue	Resident	X		
222 San Jose Avenue	Short Term Rental	H	4	Beach House Rentals

Item #: 9.B. Attach 1.pdf

Street Address	Business Name	Type	Size	Mail Address
223 San Jose Avenue	Resident	X		
224 San Jose Avenue	Short Term Rentals	H	+	Beach House Rentals
225 San Jose Avenue	Short Term Rentals	H	+	Beach House Rentals
304 San Jose Avenue	Resident	X		
308 San Jose Avenue	Resident	X		
310 San Jose Avenue	Resident	X		
316 San Jose Avenue	Armida Winery	R	4	
404 Stockton Avenue	Cafe Violette	F	4	
405 Stockton Avenue	Ashley Fine Art	R	4	
407 Stockton Avenue	Dogmatic Fine Art	R	4	
408 Stockton Avenue #1-4	Resident	X		
410 Stockton Avenue	European Childrens Clothing	R	4	
412 Stockton Avenue	Sea Level T's	R	4	
414 Stockton Avenue	Euphoria Rio Mix	R	4	
415 Stockton Avenue	David Lyng and Associates	O		
416 Stockton Avenue	Turtle Shells	R	4	
418 Stockton Avenue	Capitola Dreams Swimwear	R	4	
420 Stockton Avenue	Latta	R	4	
204 Stockton Avenue	Short Term Rental	H	+	Vacations by the Sea
206 Stockton Avenue	Short Term Rental	H	+	477-1089
208 Stockton Avenue	Resident	X		
209 Stockton Avenue	Resident	X		
210 Stockton Avenue	Resident	X		
211 Stockton Avenue	Resident	X		
212 Stockton Avenue	Resident	X		
216 Stockton Avenue	Resident	X		
217 Stockton Avenue	Resident	X		
202 Terrace Way	Resident	X		
203 Terrace Way	Resident	X		
204 Terrace Way	Resident	X		
205 Terrace Way	Resident	X		
206 Terrace Way	Resident	X		
207 Terrace Way	Resident	X		

Street Address	Business Name	Type	Size	Mail Address
208 Terrace Way	Resident	X		
209 Terrace Way	Resident	X		
212 Terrace Way	Resident	X		
215 Terrace Way #A	Resident	X		
215 Terrace Way #B	Resident	X		
219 Terrace Way	Resident	X		
1400 Wharf Road	Wharf House Restaurant	F	8	
1400 Wharf Road	Capitola Boat and Bait	R	4	15 Municipal Wharf, Santa Cruz, CA 95060
1435 Wharf Road	Resident	X		
1445 Wharf Road	Resident	X		
1455 Wharf Road	Resident	X		
1475 Wharf Road	Resident	X		
1500 Wharf Road	Venetian Hotel	H	15	
1500 Wharf Road	Venetian Condos #1-23, 32	H	24	Need individual owners
1502 Wharf Road	Resident	X		
1504 Wharf Road #1-2	Resident	X		
1505 Wharf Road	Resident	X		
1507 Wharf Road	Resident	X		
1509 Wharf Road	Resident	X		
1680 Wharf Road	Resident	X		
1720 Wharf Road	Shadowbrook Restaurant	F	12	
1730 Wharf Road	Resident	X		
1750 Wharf Road	Resident	X		
1800 Wharf Road	Resident	X		
1810 Wharf Road	Resident	X		
1820 Wharf Road	Resident	X		
1830 Wharf Road	Resident	X		
1840 Wharf Road	Resident	X		
1850 Wharf Road	Resident	X		
1860 Wharf Road	Resident	X		
1870 Wharf Road	Resident	X		
1880 Wharf Road	Resident	X		
1890 Wharf Road	Resident	X		

Item #: 9.B. Attach 1.pdf

Street Address	Business Name	Type	Size	Mail Address
1900 Wharf Road	Resident	X		
1910 Wharf Road	Resident	X		
1920 Wharf Road	Resident	X		
1930 Wharf Road #1-6	Resident	X		
2010 Wharf Road	Rispin Mansion	X		
Esplanade Park	Capitola Beach Company	R	4	1360 49th Avenue, Capitola, CA 95010
	Bailey Properties	H	?	106 Aptos Beach Drive, Aptos, CA 96003
	Cheshire Realty	H	?	107 Aptos Beach Drive, Aptos, CA 96003
	Cypress Realty	H	?	2 2596 E. Cliff Drive, Santa Cruz, CA 95062

Business Category	Assessment Method
R = Retail/Service	Per Employee Category: 0-5; 6-10; >10 employees
F = Food	Per Employee Category: 0-5; 6-10; >10 employees
O = Office/Professional	Per Business
H = Short Term Rental: Hotel: Motel	Per Unit or Room
X = Exempt	No Assessment
The Assessment Rate will be determined by Resolution of the City Council.	

(Ord. 889 § 1, 2005)



CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 25, 2015

FROM: CITY CLERK'S OFFICE

SUBJECT: RECEIVE INFORMATION FROM PACIFIC GAS AND ELECTRIC (PG&E) REPRESENTATIVES REGARDING MAY 12, 2015, POWER OUTAGE AND PENDING PG&E PROJECTS

RECOMMENDED ACTION: Receive update

DISCUSSION:

May 12th Power Outage

Last month there was a power outage in several neighborhoods in Capitola. According to PG&E representatives the outage was caused by a higher voltage line falling on a lower voltage line. The resulting surge damaged electric panels, meters and appliances in several neighborhoods.

Gas Line Testing

This summer PG&E will be testing their gas transmission line that runs through the City. PG&E will be working at multiple sites throughout the City, including the intersection of Capitola and Bay Avenues, Bay Avenue and Hill Street, and McGregor Drive. PG&E will be testing the lines using hydrostatic pressure, an industry-standard procedure that tests the strength of the pipe using pressurized water. During the test, pipes will run at significantly higher pressure than its normal operating pressure. This helps find and fix potential issues in a controlled environment without gas in the transmission lines. There are no planned natural gas service outages during this work. PG&E representatives will have additional details to present at the meeting

PG&E-Owned Streetlights Converted to LED

A project overview will be provided at the meeting

FISCAL IMPACT: None.

ATTACHMENTS: None

Report Prepared By: Susan Sneddon, CMC
City Clerk

Reviewed and Forwarded
By City Manager: 

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CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 25, 2015

FROM: COMMUNITY DEVELOPMENT DEPARTMENT
SUBJECT: COMMUNITY TREE AND FOREST MANAGEMENT ORDINANCE

RECOMMENDED ACTION: Accept presentation.

BACKGROUND: At its April 23, 2015, City Council meeting, staff was directed to present an overview of the City's Community Tree and Forest Management Ordinance at a future Council meeting.

DISCUSSION: The City's current Community Tree and Forest Management Ordinance (Ordinance) was established in 2004 to consolidate and update various tree regulations found throughout the Municipal Code. The Ordinance was later amended in 2011 to clarify findings and conditions to authorize tree removals, increase penalties for illegal tree removals, and other procedural refinements.

The overall goal of the Ordinance is to protect and increase the level of tree cover on public and private lands within the City, maintain trees in a healthy and non-hazardous condition, and promote planting of additional trees to increase tree cover throughout the City. The Ordinance includes sections on Tree Planting, Maintenance and Protection Strategy, Tree Removal and Replacement, and Enforcement and Evaluation.

The Ordinance requires property owners to obtain a permit to remove any tree within the City larger than six-inches in diameter measured at forty-eight inches above grade, with the exception of fruit trees. The City processes approximately 30-50 tree removal applications annually. The Ordinance allows property owners to remove trees which are dead, dying or diseased, are causing substantial property damage, or which pose safety hazards. In cases where appropriate findings can be made, staff issues an over-the-counter tree removal permit. If findings cannot be made, staff will deny the application and a property owner may appeal the staff decision to the Planning Commission.

The Community Development Director is responsible for enforcement of the Ordinance. The City receives approximately 2-3 reports of illegal tree removal each year. Depending on the nature of the violation and relative value of the removed tree, penalties may include requirements for replacement trees, monetary fines, or both.

The Ordinance also establishes procedures for enforcing complaints received on weekends. In those cases the Police Department is directed to inspect the site, order a stop work notice, and report to the Community Development Department staff on the first working day of the week.

FISCAL IMPACT: None

ATTACHMENTS

1. Chapter 12.12 of the Capitola Municipal Code "Community Tree and Forest Management"

Report Prepared By: Richard Grunow
Community Development Director

Reviewed and Forwarded
By City Manager: 

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**Chapter 12.12
COMMUNITY TREE AND FOREST MANAGEMENT**

Sections:

Article I. Purpose, Goals, and Authority

- 12.12.010 Purpose.
- 12.12.020 Goals and policies.
- 12.12.030 Definitions.
- 12.12.040 Authority and duties.

Article II. Tree Planting

- 12.12.050 Community forest program.
- 12.12.060 Description of existing canopy coverage.
- 12.12.070 Tree planting.
- 12.12.080 Environmental and socio-economic benefits of trees.

Article III. Maintenance and Protection Strategy

- 12.12.090 Heritage tree historic context.
- 12.12.100 Heritage tree list and nomination process.
- 12.12.110 Permit process for removal and pruning of heritage trees.
- 12.12.120 Harming trees unlawful.
- 12.12.130 Tree protection, management and maintenance.
- 12.12.140 License – Tree pruning business.
- 12.12.150 Educational programs.

Article IV. Tree Removal and Replacement

- 12.12.160 Permit requirements.
- 12.12.170 Exceptions.
- 12.12.180 Permit process for removal of non-heritage trees.
- 12.12.190 Tree replacement.
- 12.12.200 Removal by the city of hazardous trees on private property.
- 12.12.210 Emergency removal.
- 12.12.220 Americans with Disabilities Act compliance.

Article V. Enforcement and Evaluation

The Capitola Municipal Code is current through Ordinance 1001, passed April 9, 2015.

- 12.12.230 Enforcement.
- 12.12.240 Monitoring conditions of approval.
- 12.12.250 Citizen complaints.
- 12.12.260 Tree trimmers.
- 12.12.270 Penalty for violation.
- 12.12.280 Performance evaluation.

Article I. Purpose, Goals, and Authority

12.12.010 Purpose.

The city council finds that protection and enhancement of existing tree cover throughout the city serves several public interests: reducing local air pollution by absorbing carbon dioxide and producing oxygen; reducing soil erosion; enhancing the visual and aesthetic qualities of the city that attract visitors and businesses and serve as a source of community image and pride; and providing habitat for birds and other wildlife.

The city council finds that trees are a valuable asset and have a positive economic effect on the city by enhancing property values and making the city a more attractive place to visit and do business. The protection and enhancement of trees helps safeguard and enhance the property values of public and private investments, and preserves and protects the unique identity and environment of Capitola. Healthy trees of the appropriate size and species, growing in the appropriate places, enhance the value and marketability of property and promote the stability of desirable neighborhoods.

In order to protect existing tree cover, increase tree cover, and enhance the natural beauty of the city, the city council, therefore, adopts this chapter in the interest of public health and safety. The purpose of this chapter is to establish regulations relating to the protection, planting, maintenance, removal, and replacement of trees, and to set forth the process for development of a comprehensive plan for the planting and maintenance of a sustained community forest within the city. (Ord. 863 § 2, 2004)

12.12.020 Goals and policies.

A. The overall goals of this chapter are to protect and increase the level of tree cover on public and private lands within the city, maintain trees in a healthy and non-hazardous condition, and promote planting of additional trees to increase tree cover (hereby referred to as canopy coverage) throughout the city.

B. It is the policy of the city to protect the locally significant, scenic and mature trees as listed in the heritage tree list to be adopted pursuant to this chapter, in order to protect the character

of Capitola.

C. It is the policy of the city to encourage new tree planting on public and private property and to cultivate a flourishing community forest.

D. It is the goal of the city to maintain and enhance the tree canopy coverage existing at the time of adoption of the ordinance codified in this chapter (as determined through aerial photography taken within twelve months from adoption of the ordinance codified in this chapter), and to increase flowering tree canopy to help identify and beautify city streets and neighborhoods.

E. On individual lots, it is the goal of the city to maintain fifteen percent coverage of tree canopy, consisting of flowering, deciduous, and evergreen trees, to be enforced on an on-going basis via the design review process.

F. It is the goal of the city to establish a community tree fund to pay for tree replacement planting in suitable locations in city parks, sensitive habitat areas, or along city streets, as set forth in a "community forest program," to be completed and adopted within three years from adoption of the ordinance codified in this chapter.

G. It is the goal of the city to develop partnerships with the owners of heritage trees to provide technical and financial help for the maintenance of such trees, as funds become available in the community tree fund.

H. It is the policy of the city to pursue grants to fund a monitoring program to evaluate the performance of this chapter, every three years after the adoption of the ordinance codified in this chapter.

I. It is the policy of the city to encourage community efforts such as the "Heritage Tree Walk," and promote education programs to increase the awareness of trees and their benefits.

J. It is the policy of the city to help counteract carbon dioxide (CO₂) emissions by planting trees, as trees absorb CO₂ from the air, and store it in their branches, roots and trunks and then release oxygen into the atmosphere.

K. It is the policy of the city that the regulations of this chapter regarding tree planting, maintenance, removal and replacement take into consideration the protection of view sheds and solar orientation and exposure, in relation to all affected properties. (Ord. 863 § 2, 2004)

12.12.030 Definitions.

A. "Canopy coverage" shall mean the area covered by the projection of branches and leaves

of a tree over the drip-line or the outermost area of canopy.

B. "Certified arborist" shall mean an individual who has demonstrated knowledge and competency through obtainment of the current International Society of Arboriculture (ISA) Arborist Certification, and/or who is a member of the American Society of Consulting Arborists and has achieved a level of knowledge in the art and science of tree care through at least three years of experience and continued education.

C. "City" shall mean the city of Capitola situated in the county of Santa Cruz, California.

D. "Commission" shall mean the city planning commission.

E. "Community forest" shall mean all public or private trees within the city.

F. "Community forest program" shall mean a program implemented by the public works director, to guide the tree planting on public properties, streets, parks, and sensitive habitat areas. Refer to Section 12.12.050 for specific provisions.

G. "Community tree and forest management account" shall mean a fund or account where tree and canopy coverage in-lieu fees are deposited. This account is created for the specific function of accumulating funds to pay for replacement of trees, to provide incentives for the maintenance of heritage trees, and related canopy coverage purposes, by the public works department. This account is being established upon approval of the ordinance codified in this chapter.

H. "Council" shall mean the city council.

I. "Cutting" shall mean the removal, from a living tree, by any method, of foliage, branches or trunks, including removal of the entire tree, except for pruning allowable by Section 12.12.160, Permit requirements.

J. "Damage" shall mean any action undertaken which may cause the death or significant injury, or which places a tree in a hazardous condition or in an irreversible state of decline. This includes, but is not limited to, tree cutting, excessive foliar crown removal, topping/cropping, girdling, or poisoning of, or trenching, excavating or compacting.

K. "Department" shall mean the city community development department.

L. "Director" shall mean the community development department director of the city or designee.

M. "Environmental and Socio-Economic Benefits of Trees" shall mean a city brochure that may be available at the community development department, including current statistical figures, results of scientific studies and of surveys to show the benefits of an urban forest.

N. "Heritage tree" shall mean any locally significant, scenic and mature tree growing on public or private property that is listed on the city's adopted heritage tree list as set forth in Sections 12.12.090 through 12.12.110.

O. "Heritage tree list" shall mean a list of those "heritage trees" approved by the city council to be protected for future generations. Refer to Section 12.12.100 for the nomination process for heritage status.

P. "List of certified arborists, certified tree climbers and landscape contractors" shall mean a list of tree experts, contractors and landscape businesses who provide tree work service in the city that have received certification in accordance to the provisions of this chapter, and/or a city permit to operate in Capitola according to requirements as described in the community forest program.

Q. "Owner" shall mean the legal owner of real property as shown on the most recent county assessor's roll.

R. "Person" shall mean any individual, firm, business, partnership, association, public utility, corporation, legal entity, and/or agent, employee or representative thereof.

S. "Planting, pruning and maintaining trees" shall mean a city brochure that may be available at the community development department, to provide specific guidelines on how and where to plant and take care of trees.

T. "Private property" shall mean all property within the boundaries of the city, as shown on the most recent county assessor's roll to be owned by persons, firms, corporations other than the city or another public agency within the tree's root zone.

U. "Pruning" shall mean the removal of branches or foliage in a manner and to the extent that does not jeopardize the health or longevity of a tree.

V. "Public property" shall mean all property owned by any governmental agency, except those legally exempt from this chapter, within the boundaries of the city including those noncontiguous areas incorporated by the city.

W. "Public street" or "streets" shall mean all roads, streets, avenues, boulevards, alleys, park ways, public rights-of-way or any portion thereof, of the city.

X. "Recommended tree list" shall mean a list of suitable trees for Capitola, available at the community development department to help property owners select new trees for their property. The list shall be consistent with Chapter 17.97, Water-Efficient Landscaping. The list should reflect different city natural habitats and neighborhoods, and may be included into the community forest program.

Y. "Tree." For the purpose of this chapter, "tree" shall mean a usually tall woody plant, distinguished from a shrub by having, at maturity, comparatively greater height and characteristically, a single trunk rather than several stems, and a minimum six-inch diameter measured at forty-eight inches above existing grade or at average breast height (abh). Exception: Within the boundaries of a "biologist certified environmentally sensitive habitat area" identified pursuant to Chapter 17.95, all sizes of trees, even seedlings, are subject to this chapter and all degrees of trimming shall be defined as "cutting" and shall require a permit. A healthy sensitive habitat has young and small, medium size, large and/or old samples of each species.

Z. "Topping" shall mean the reduction of a tree's size using heading cuts that shorten limbs or branches back to stubs. Topping is not an acceptable pruning practice. Refer to Section 12.12.160(C)(1) and (C)(2).

AA. "Stub" shall mean an undesirable short length of a branch remaining after a break or incorrect pruning cut is made. Refer to Section 12.12.130(C)(7).

AB. "Utility" shall mean a public utility or private utility and includes any pipeline corporation, gas company, electrical corporation, telephone, telegraph or other communications corporation, water corporation, sewer system or heat corporation, or railroad and power companies, the services of which are performed for, or the commodity delivered to, the general public or any portion thereof. (Ord. 863 § 2, 2004)

12.12.040 Authority and duties.

A. Community Development Director. The community development director or designee shall be responsible for administering and enforcing this chapter. The community development director or designee shall have the following powers and duties:

1. Grant or deny applications for non-heritage tree removal permits as set forth in Section 12.12.180 and make recommendations on permit applications involving heritage trees that are reviewed by the planning commission;
2. Provide technical information to assist owners in maintaining heritage trees on private

property;

3. Review all development and construction applications for the purpose of determining canopy coverage requirements and any development impacts on the community forest;
4. Make recommendations to the planning commission pertaining to the management of the city's community forest;
5. Help process and pursue grants to implement the community forest program;
6. Require applicants to cover the costs to prepare an independent arborist report to support the findings under Section 12.12.110(D) or deny an application under this section.

B. Public Works Director. The public works director shall have the following powers and duties:

1. Abate public nuisances pursuant to Title 4 of this code;
2. Develop the community forest program in conjunction with the community development director;
3. Order the alteration or removal of hazardous trees when they are found to pose a threat to other trees or to the community, as set forth in Section 12.12.210; and administer tree replacement and planting per the community forest program, for the planting, siting, location and placement of all trees along the public streets or on public property of the city, and shall likewise have supervision, direction and control of the care, protection, pruning, removal, relocation and replacement thereof.

C. Planning Commission Powers and Duties. The planning commission shall have the following powers and duties:

1. Grant or deny applications for heritage tree removal permits pursuant to Section 12.12.110, Permit process for removal and pruning of heritage trees, of this chapter;
2. Grant or deny permit applications on appeal pursuant to Section 12.12.180, Permit process for removal of nonheritage trees, of this chapter;
3. Make recommendations to the city council concerning policies, programs and decisions relating to the city's urban forest, and regarding all related matters, documents, and policies; and
4. Approve nominations for heritage tree status.

D. City Council.

1. Review appeals of planning commission decisions;
2. Approve the heritage tree list, and removals of trees from the list;
3. Approve Capitola recommended tree list;
4. Approve the program and allocate funding for implementation of the community forest program. (Ord. 954 § 1, 2011; Ord. 863 § 2, 2004)

Article II. Tree Planting

12.12.050 Community forest program.

The director, with the advice and participation of the public works director, planning commission, and city council, may prepare a "community forest program" to guide tree replanting efforts throughout the city, including planting on public properties, streets, parks and sensitive habitat areas. This program would be established as a result from the collection of fees and potential grant funding.

A. Program Elements. The program shall incorporate the following elements: mapping identification of tree planting sites; prioritized planting plan and schedule; standards and lists of trees for tree selection, including the Capitola recommended tree list; guidelines for siting, planting and pruning of trees on public property; maintenance plan; inspection requirements and specific licensing requirements for tree trimmers.

B. Program Incentives. The community forest program should provide for financial and technical incentives, and eligibility criteria, for activities such as:

1. Maintenance and problem solving for heritage trees, such as arborists' evaluations, are possible mitigations to save a heritage tree, including selective removal of roots, branches and/or special trimming;
2. Planting incentives to encourage increased canopy coverage and neighborhood identity;
3. Other incentives to encourage educational efforts similar to the heritage tree walk.

C. Program Provisions. The community forest program should include several planting and maintenance items including, but not limited to:

1. Specific city permit requirements for tree trimmers/tree climbers needed to obtain a "city permit to operate," such as relationship with or employment of a certified arborist and certified tree climber; insurance and contractor's license; low noise producing equipment; and commitment to follow provisions of city ordinance;
2. Retain a certified arborist under a city contract to perform tree evaluation and reports on heritage and nonheritage trees for a flat fee, paid for by the applicant. The contract certified arborist should be retained as soon as the ordinance codified in this chapter is effective.
3. Specific provisions for public works department staff to monitor compliance with project conditions of approval and supervise/monitor replacement trees on public property.

D. Flowering Trees. The program would encourage the planting of large and/or small flowering trees, according to different neighborhoods. Deciduous flowering trees would allow sun exposure in the winter months and provide color in the spring and other seasons. Flowering trees can create neighborhood identity. A tree expert should review the program prior to its adoption.

E. Neighborhood Entries. The program would incorporate a section regarding the selection of at least two suggested flowering trees per neighborhood, and provisions for a neighborhood entry sign with a few of those colored trees being planted around the sign to establish the neighborhood program. Property owners would be encouraged to plant similar trees on their properties with the objective of creating a special identity for their neighborhood. Suggested flowering trees would reflect specific neighborhood characteristics, such as view shed issues, character protection, and soils. The city may provide an incentive to property owners, by supplying young trees for "free" to accelerate the show of specific neighborhood colors. The approval of the selected neighborhood flowering trees shall be subject to a regularly scheduled public hearing so as to inform the residents and welcome participation. There is no obligation on the part of the resident to plant a selected tree.

F. Funding. In addition to resources of the tree and canopy replacement in-lieu fees to be deposited in the community tree and forest management account, the program would pursue potential grant funding to pay for educational efforts, monitoring and evaluation of this chapter. (Ord. 863 § 2, 2004)

12.12.060 Description of existing canopy coverage.

The canopy coverage throughout the city includes all trees on public and private properties,

including street trees, parks, and habitat areas. Habitat areas include riparian corridors and monarch butterfly habitat, as identified in the general plan, local coastal program and the city's environmentally sensitive habitats ordinance (Chapter 17.95 of this code).

On individual lots, canopy coverage shall be evaluated as part of tree removal permit or development application requests as set forth in Section 12.12.190. (Ord. 863 § 2, 2004)

12.12.070 Tree planting.

A. Recommended Tree List.

1. Development of the Capitola Recommended Tree List. The director, with the advice and participation of the planning commission and city council, shall prepare a "Capitola recommended tree list" to identify types and species of trees suitable and desirable for planting along streets and on private property, and determine the areas in which and conditions under which such trees shall be planted in or which may overhang the public streets or public property. The list should reflect the different city natural habitats and neighborhoods; and should encourage use of California natives and drought-tolerant species. Such determination shall be made by the planning commission, which may consult with landscape architects and arborists. The planning commission may report its findings in writing to the city council, and the council may approve the "Capitola recommended tree list," which may be filed and available to the public from the community development department, or as part of the community forest program.

2. Purpose. The purpose of the Capitola recommended tree list is to help property owners to select new trees for their properties. The list shall include, but not be limited to, the following information: botanical and common names; suitability as a street tree; height; physical characteristics (deciduous or evergreen, required exposure); decorative features (flowering and/or scented); and tolerances to drought, insects, diseases, saline environment, and irrigation watering. Recommended flowering trees for identified neighborhoods may also be included.

B. Trees Discouraged from Planting. Please refer to the Capitola recommended tree list.

C. Considerations Related to Solar Orientation. The planting, and replacement of trees shall take into consideration solar orientation for the benefit of the property in question as well as adjacent properties. For more information, please refer to brochures available at the community development department regarding considerations related to solar orientation and planting locations for trees in order to maximize sun exposure in the winter and shaded areas in the summer. (Ord. 863 § 2, 2004)

12.12.080 Environmental and socio-economic benefits of trees.

Tree provisions covering planting, maintenance, and removal of trees on public and private land help to maintain maximum tree cover/canopy coverage. As tree size and canopy coverage increase the benefits derived from the urban forest increase. The benefit/cost ratio of urban trees for a community is as high as seven and nine-tenths to one, and well worth the investment. Property values of landscaped homes are five to twenty percent higher than those of non-landscaped homes (International Society of Arboriculture). A city brochure on the "Environmental and Socio-Economic Benefits of Trees" is available to provide information regarding energy conservation, air quality, prevention of water run-off, flooding and soil erosion, enhancement of community identity and well-being, and protection of city hardscape. (Ord. 863 § 2, 2004)

Article III. Maintenance and Protection Strategy**12.12.090 Heritage tree historic context.**

Capitola has a rich heritage in its trees. Residents have been committed to their cultivation and preservation since the city's inception as Camp Capitola in 1874 on lands owned by Frederick A. Hihn, on which tree removal was prohibited and an extensive tree-planting program was undertaken. Heritage trees help define the character of the city. By virtue of their historic significance, size, beauty, age or value to wildlife, heritage trees offer intrinsic benefits to the entire city as well as individual properties. (Ord. 863 § 2, 2004)

12.12.100 Heritage tree list and nomination process.

A. Definition. "Heritage tree" shall mean any locally significant, historic, scenic and/or mature tree growing on public or private property, that is listed on the city's adopted heritage tree list as set forth in this section, that is supported by the property owner and by the city council. A heritage tree list should be adopted no longer than six months from the approval of the ordinance codified in this chapter.

B. Heritage Tree List.

1. Nomination. Nominations of trees for inclusion on the heritage tree list may be made from any person to the community development department if it meets one or more of the following criteria. Upon receiving consent of the owner of the property on which the tree is located, the community development director submits the nominated tree(s) to the planning commission for consideration and approval.

a. Any tree which has a trunk with a circumference of forty-four inches approximately

fourteen inches in diameter or more, measured at forty-eight inches above existing grade or at average breast height (abh);

b. Any tree, or grove of trees, which has historical significance, including, but not limited to, those which were/are:

- i. Planted as a commemorative,
- ii. Planted during a particularly significant historical era, or
- iii. Marking the spot of a historical event;

c. Any tree, or grove of trees, which has horticultural significance, including, but not limited to, those which are:

- i. Unusually beautiful or distinctive,
- ii. Old (determined by comparing the age of the tree in question with other trees of its species within the city),
- iii. Distinctive specimen in size or structure for its species (determined by comparing the tree to average trees of its species within the city),
- iv. A rare or unusual species for the Capitola area (to be determined by the number of similar trees of the same species within the city),
- v. Providing a valuable wild life habitat, or
- vi. Identified by the city council as having significant arboricultural value to the citizens of the city.

2. Property Owner Support. No tree shall be considered by the planning commission or included on the heritage tree list by the planning commission unless written property owner consent has been obtained, agreeing to the nomination and designation.

3. Approval of Heritage Trees. The planning commission shall review and approve nominations for heritage trees via a public hearing properly noticed. The main function of the public hearing is to announce the trees nominated and to educate the community regarding heritage trees.

4. Removal of Tree from Heritage Tree List. A tree or trees shall be removed from the heritage tree list upon approval of a heritage tree removal permit by the planning

commission, and/or the adoption of a resolution by the city council in case a removal permit is not applicable, based on findings by a qualified arborist that:

- a. The tree is a hazard to public health and safety or to other trees as per Section 12.12.210 of this chapter; or
- b. The tree no longer retains or holds the values and the community interest for which it was placed upon the heritage tree list.

C. Protection of Heritage Trees. No person shall allow any condition to exist, which may be harmful to any heritage tree, including, but not limited to, any of the following conditions:

1. Existence of any tree, heritage or otherwise, within the city limits that is irretrievably infested or infected with insects, scale or disease detrimental to the health of any heritage tree;
2. Paving and/or filling up the ground area around any heritage tree so as to shut off air, light or water to its roots;
3. Piling building materials, parking equipment and/or pouring any substance, which may be detrimental to the health of any heritage tree;
4. Posting any sign, poster, notice or similar device on any heritage tree;
5. Driving metal stakes, tying ropes, wire or metal braces and similar restricting devices, into the heritage tree or their root area for any purpose other than supporting and healing the heritage tree, except if recommended by a certified arborist;
6. Causing a fire to burn near any heritage tree;
7. Excessive pruning of the tree to cause its death;
8. "Choking" trees with undergrowth (heavy ivy).

D. Incentives. It is the goal of the city to develop partnerships with owners of heritage trees and provide incentives for maintenance, such as technical and financial assistance to maintain heritage trees as funds accumulate in the community tree and forest management account. Owners of heritage trees are eligible, according to certain criteria, to apply for city financial incentives/grants from the community tree and forest management account for maintenance and preservation of heritage trees. These criteria include, but are not limited to: having the tree listed on the adopted heritage tree list; needing the services of an arborist to address invasive root problems; needing special pruning services to clear tree branches due to utility lines;

The Capitola Municipal Code is current through Ordinance 1001, passed April 9, 2015.

needing to diagnose disease problems, and having no code violations within the subject property; as listed in the community forest program. (Ord. 863 § 2, 2004)

12.12.110 Permit process for removal and pruning of heritage trees.

A. Permit Required. No person shall prune, trim, cut off, or perform any work, on a single occasion or cumulatively, over a three-year period, affecting twenty-five percent or more of the crown and/or the volume of foliage and branches of any heritage tree without first obtaining a permit pursuant to this section. No person shall root prune, relocate or remove any heritage tree without first obtaining a permit pursuant to this section. No permits are required for maintenance trimming.

B. Application. All persons, utilities and any department or agency located in the city shall submit a permit application, together with the appropriate fee as set forth by city council resolution, to the community development department prior to performing any work requiring a permit as set forth in this section. The permit application shall include the number, species, size, and location of each subject tree, a clear description of the work being proposed, and the reason for the requested action. An arborist report must also be submitted.

C. Process. Permits for heritage tree removal or pruning over twenty-five percent within a three-year period are discretionary and are approved by the planning commission only in accordance with CEQA and if the findings in this section can be made.

D. Findings and Conditions.

1. The tree removal is in the public interest based on one of the following:
 - a. Because of the health or condition of the tree, with respect to disease or infestation; or
 - b. For safety considerations or danger of falling on persons or property; or
 - c. In situations where a tree has caused, or has the potential to cause, unreasonable property damage.
2. Pruning, root removal, and all other feasible alternatives to removal have been applied and were not sufficient to resolve the problem.
3. Replacement trees and locations have been identified, and as a last resort in-lieu fees were paid as a condition of the permit in accordance with Section 12.12.190, especially subsections D and E of Section 12.12.190.

4. The removal of the tree would not be contrary to the purposes of this chapter or Chapter 17.95.

5. The approved pruning of heritage trees shall be conducted in the presence of a licensed certified arborist.

E. Hearing Notice. All public hearing notices for a heritage tree removal permit shall be posted in three public places, including the site, at least ten working days prior to hearing date, and shall be published in at least one local newspaper. (Ord. 954 § 2, 2011; Ord. 863 § 2, 2004)

12.12.120 Harming trees unlawful.

It is unlawful for any person to break, injure, deface, mutilate, kill or destroy any street tree (heritage or non-heritage tree) or set fire or permit any fire to burn where such fire or the heat thereof will injure any portion of any tree in any public street in the city, nor shall any person place, apply, attach or keep attached to any such tree or to the guard of stake intended for the protection thereof any wire, rope, (other than one used to support a young or broken tree) sign, paint, or any other substance, structure, thing or device of any kind whatsoever, without having first obtained a permit so to do. (Ord. 863 § 2, 2004)

12.12.130 Tree protection, management and maintenance.

A. Protection of Trees. New residential or commercial development, including driveways and parking areas, shall be sited and designed to minimize cutting of trees, especially trees that provide screening from neighboring properties or provide buffer between different uses. A plan for tree protection and preservation may be required at the time the development application is submitted.

B. Tree Planting, Pruning and Maintenance. The city may make available to the public a "planting, pruning, and maintenance brochure," and may provide technical assistance as funds become available in the community tree and forest management account. This brochure should also include guidelines for where not to plant trees, such as under power lines, too close to the neighboring property lines, and so forth.

C. Safeguarding Trees During Construction, Demolition or Tree Removal. For the purpose of safeguarding trees during construction, demolition or tree removal, the following conditions should apply to all trees other than trees for which a removal permit has been issued:

1. Pre-construction Guidelines. Prior to the commencement of construction, demolition or tree removal, all trees on the building site should be inventoried by the owner or contractor or project arborist as to size, species and location on the lot, and the inventory

should be submitted on a topographical map to the community development director. This condition may be waived by the community development director for tree removal and minor demolition.

2. The property owner, contractor or project arborist shall be required to erect protective barricades around the dripline of all trees to be retained on the site to provide protection during construction. These barricades must be in place prior to the start of any construction or demolition activities. Under certain conditions where soil compaction is probable, fences may also be required around a tree or grouping of trees.

3. Earth surfaces within the dripline of any tree should not be changed or compacted. All equipment, construction material, and soil storage shall be kept beyond the dripline of trees.

4. Wires, signs and other similar items should not be attached to trees.

5. Cutting and filling around the base of trees should be done only after consultation with a certified arborist. Wherever cuts are made in the ground near the roots of trees, appropriate measures shall be taken to prevent exposed soil from drying out and causing damage to tree roots.

6. Pruning cuts shall conform to ANSI arboricultural standards and should not cut into the branch bark ridge or collar, or leave a stub. Please refer to the "Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices (Pruning)" published by the American National Standards Institute, Inc. (ANSI) for pruning practices. In cases of conflict between pruning standards, the standards in this chapter shall apply.

7. Damage to any tree during construction, demolition or tree removal should be immediately reported by the person causing the damage, the responsible contractor or the property owner to the community development director, and the contractor and/or owner should treat the tree for damage in the manner specified by the city's contract arborist, and/or public works director.

8. The property owner is responsible for care of all trees that are to remain on the site.

9. Failure to protect or maintain trees on construction/demolition sites is a violation of this code and grounds for suspension of the building permit.

D. Safeguarding Trees that are Required to be Planted as a Condition of Tree Removal Permit Approval.

1. Trees required to be kept on a building site and trees required to be planted as a condition of tree removal permit approval shall be maintained according to accepted arboricultural practices. If the tree dies the applicant shall be required to replace the tree as many times as necessary.
2. At no time shall these trees be moved without the issuance of a valid permit.
3. Nothing contained in this section shall be deemed to replace or revoke any requirements for the safeguarding of trees found elsewhere in this code or in the ordinances and procedures of the city. (Ord. 863 § 2, 2004)

12.12.140 License – Tree pruning business.

Any tree service company employed by an owner or public utility to carry out any act for which a permit is required under Section 12.12.110 or Section 12.12.180 shall comply with the city's tree pruning guidelines, obtain a city operation permit, a clearance from the community development director, and shall include the services of certified arborist, a certified tree climber/trimmer, proof of contractor's license and insurance. Refer to list of city approved tree pruning businesses, tree trimmers, licensed contractors and certified arborists. Property owners pruning their own trees shall also comply with the provision of this chapter. (Ord. 863 § 2, 2004)

12.12.150 Educational programs.

The community development director may make available to interested persons, copies of:

- A. The community forest management ordinance;
- B. Summary handouts regarding the ordinance;
- C. The "Capitola recommended tree planting list;"
- D. The "Capitola heritage tree list;"
- E. The "Heritage Tree Walk" brochure;
- F. The community forest program;
- G. Pamphlets describing where, when, how and what tree to plant, listing the various choices for size, architectural, structural, leaf and bark color, and other elements of the trees;
- H. The city's "list of certified arborists, tree trimmers, and licensed contractors;"

- I. The "Planting, Pruning and Maintaining Trees" brochure; and
- J. The "Environmental and Socio-Economic Benefits of Trees" brochure. (Ord. 863 § 2, 2004)

Article IV. Tree Removal and Replacement

12.12.160 Permit requirements.

A. Permit Required. Except as herein provided, no person may, in the city, cause the cutting or intentional killing of any tree within the city unless a tree removal permit has been obtained and has been prominently displayed in the area of the cutting for the time provided in this chapter. As part of any development application considered by it, the planning commission, or the community development director, may allow tree removal or pruning, as applicable. All trees within environmentally sensitive habitat areas shall require a tree removal permit, and issuance of such permits for tree removals, pruning, cutting and trimming shall be consistent with Chapter 17.95, the environmentally sensitive habitats ordinance. Any tree removal or pruning activity must be specifically allowed in the permit. Refer to Section 12.12.110 for permit process for removal and pruning of heritage trees.

B. Pruning Allowable without Permit.

- 1. Non-heritage trees located on lots used solely as a single-family residence or duplex and not located within environmentally sensitive habitat areas may be pruned as follows:
 - a. One-fourth or not more than twenty-five percent of the tree's height;
 - b. One-fourth or not more than twenty-five percent of the volume of its foliage and branches;
 - c. Within environmentally sensitive habitat areas as described in Chapter 17.95, Environmental Sensitive Habitats, all degrees of pruning shall be defined as "cutting" and shall require a permit.
- 2. The foregoing measurements are based on the largest size ever obtained by the existing tree. If that size cannot be precisely determined, then the community development director's best estimate of largest size shall be utilized. In the later case, the community development director would utilize average tree size information from standard landscape books, such as the Sunset Book and take into consideration local soil and other circumstances to make the final decision.
- 3. Pruning of trees should be done only as needed, but not more often than every two years, to ensure pruning is not causing a hardship for the tree.

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C. Topping/Heading Cuts Prohibited. Topping, heading cuts to public and private trees is prohibited. Topping/heading cuts are often done to reduce a tree's size by shortening of limbs or branches back to a predetermined crown limit. It can result in indiscriminate cutting back of major limbs to stubs or to lateral branches that are not large enough to assume the terminal/leader role. It weakens the tree structure, causes inappropriate and rapid growth, and may result in reduced vigor, disease, decay, decline, or sudden death of the tree.

1. Alternative to Topping/Heading. There are times when a tree must be reduced in height or spread. Pruning methods approved by the International Society of Arboriculture such as "crown reduction" is recommended in these instances. "Crown reduction" is the selective removal or reduction of major limbs to proper lateral branches to decrease height and spread. "Thinning cuts," "drop-crotch pruning" and "end weight reduction" are used to reduce the length and weight on the ends of branches. These pruning methods result in healthier more natural appearing trees, where new branches will not be hanging and attached only to the outside of the tree trunk but will structurally grow from the tree itself.

2. Providing Clearance for Utility Lines. There are recommended techniques for line clearance by the ISA, such as "directional pruning." This method includes the removal of branches with proper cuts to direct the growth of the crown and limbs away from and around conductors. If a branch must be shortened, it should be cut back to a significant lateral that is large enough to assume the terminal role or the "leader" role. A rule of thumb for this is to cut back to a lateral that is at least one-third the diameter of the limb being removed, so the lateral can take over the structural role of the central or lateral leader. For more information refer to brochures from the International Society of Arboriculture available at the community development department.

D. Permit – Public Utility or Agency. Any person doing business as a public utility subject to the jurisdiction of the Public Utilities Commission of the state and constituted public agency authorized to provide and providing utility service, shall apply for an annual permit for trimming and/or other tree related work; such permit shall include specific guidelines and conditions reflecting requirements in this chapter, permitting such person to trim, brace, remove or perform such other acts with respect to trees growing adjacent to the public streets of the city or which grow upon private property, to the extent that they encroach upon such public streets as may be necessary to comply with the safety regulations of said commission and as may be necessary to maintain the safe operations of its business, as well as be in compliance with the provisions of this chapter. (Ord. 863 § 2, 2004)

12.12.170 Exceptions.

Fruit-bearing trees are exempted from the provisions of this chapter, with exception of large and mature fruit trees that could fit the definition of a heritage tree. (Ord. 863 § 2, 2004)

12.12.180 Permit process for removal of non-heritage trees.

A. Application. All persons, utilities and any department or agency located in the city shall submit a permit application, together with the appropriate fee as set forth by city council resolution, to the community development department prior to performing any work requiring a permit as set forth in this section. The permit application shall include the number, species, size, and location of each subject tree, description of replacement trees, location and schedule of planting, and the reason for the requested action. An arborist report may be required, and if approved, notice of the tree removal shall be posted on site and at City Hall ten working days prior to the removal.

B. Process. Permits for non-heritage tree removal or pruning are ministerial and are approved by the community development director or designee. A staff in the public works department can approve the removal of a non-heritage tree only if the findings of subsections (C)(1) through (C)(4) of this section can be made. If these finding cannot be made, the application shall be transferred to the planning staff for further review and canopy coverage evaluation. The city may require the applicant to pay for services of an arborist under contract to the city, to provide recommendations and/or a written evaluation or report regarding the tree. Then, based on the city's evaluation or report, the director would make a decision as to whether or not the tree should be removed. The community development director shall make all findings listed below prior to a tree removal determination. The director may require planning commission review and approval of the permit.

C. Findings.

1. The tree removal is in the public interest based on one of the following:
 - a. Because of the health or condition of the tree, with respect to disease infestation, or danger of falling;
 - b. Safety considerations; or
 - c. In situations where a tree has caused, or has the potential to cause, unreasonable property damage and/or interference with existing utility services.
2. All possible and feasible alternatives to tree removal have been evaluated, including,

but not limited to undergrounding of utilities, selective root cutting, trimming and relocation.

3. The type, size and schedule for planting replacement trees is specified and shall be concurrent with the tree removal or prior to it, in accordance with Section 12.12.190(F) and (G).

4. The removal of the tree would not be contrary to the purposes of this chapter and Chapter 17.95.

5. Replacement trees in a ratio of two to one as needed to ensure that with replacement trees a canopy coverage of at least fifteen percent will result, and location(s) for tree replanting are selected, and/or as a last resort, in-lieu fees have been paid as a condition of the permit in accordance with Section 12.12.190. Replacement trees and/or in-lieu fees are not required if post-removal tree canopy coverage on the site or parcel will be thirty percent or more.

D. Canopy Coverage Review. On individual lots, it is the goal of the city to maintain a fifteen percent coverage of tree canopy, consisting of flowering, deciduous trees and evergreen trees. Canopy coverage goals shall be evaluated as part of: (a) tree removal requests for trees that are not found to be diseased, infested, or hazardous; (b) as part of review of development applications on vacant properties; and (c) as part of tree replacement requirements that cannot be met on site. Tree removal requests may be approved for trees that do not meet the findings in relation to canopy coverage as stated in Section 12.12.180(C)(5), if it is determined that the site canopy coverage goal will be maintained or exceeded with removal of the tree. Replacement trees and/or in-lieu fees are not required if post-removal tree canopy coverage on the site or parcel will be thirty percent or more. If other city regulations such as the 41st Avenue Design Guidelines establish a different and/or higher tree-planting standard than the requirement of fifteen percent canopy coverage, the higher standard shall apply.

E. Effective Date of Permit. The decision of the community development director shall be final unless appealed to the planning commission by the permit applicant or any other aggrieved person pursuant to this section. Unless appealed, the permit shall take effect ten working days after it is issued, except where the tenth day occurs on a Saturday, Sunday or holiday, in which case the effective date shall be extended to the next following business day. All work performed on any trees, including designated heritage trees pursuant to a permit as provided in this section shall be completed within forty-five days from the effective date of the permit, or within such longer period as the director may specify, and in case of replacement trees work

shall be completed in accordance with Section 12.12.190(F).

F. Appeals. Any person aggrieved by any act or determination, contained, provided or granted in this chapter shall have the right to appeal the director's decision within ten working days from approval or denial, to the planning commission, and the planning commission's decision to the city council of the city, whose decision, after public hearing on said matter, shall be final.

All appeals must be in writing, state the reasons therefore, and must be made within ten working days of permit approval and delivered to the office of the city clerk. Community development director decisions are appealable to the planning commission. Planning commission decisions are appealable to the city council. However, the city council, at its sole discretion, may determine whether to hear or not to hear any such appeal. If the council decides not to hear or consider the appeal, the planning commission decision shall be final. All appeal hearings shall be de novo. Any tree related permit which has been issued and which has been appealed shall, during any appeal period, be suspended. (Ord. 863 § 2, 2004)

12.12.190 Tree replacement.

A. Tree Replacement Ratio. An approval for tree removal under this chapter shall be conditioned upon the applicant planting, at some other location on the subject property, replacement trees to compensate for the removed tree(s) on a ratio of at least two trees or more for each one tree removed, as determined by the director. Replacement trees and/or in-lieu fees are not required if post-removal tree canopy coverage on the site or parcel will be thirty percent or more. Native trees grown from locally or regionally collected stock are preferred, in the case where a native tree is not appropriate as determined by the community development director, a non-invasive exotic tree may be planted.

B. Tree Replacement Size to be Planted On Site. The community development director and/or his or her designee shall approve the type and size of replacement trees. Generally, twenty-four-inch box or larger trees should replace trees located upon properties zoned or used in whole or in part for commercial purposes. Fifteen gallon or larger trees should replace those located upon residential properties. Size of tree could vary per recommendation of a certified arborist and acceptance by the community development director and/or designee. For replacement selection, the applicant should refer to Chapter 17.97, Water-Efficient Landscaping, and/or to the community forest program. Trees to be planted on public property or on sensitive habitat zone shall be based on the community forest program guidelines and performance standards developed pursuant to Section 12.12.050, Community forest program. Replacement of canopy coverage calculations can be determined on the basis of the size of the subject trees removed, or based on standard landscape guides, such as the

Sunset Book.

C. Replacement of Canopy Coverage Related to Development Applications. New construction and major remodels of residential and commercial structures shall trigger a canopy coverage review. The goal of the city is to reach and maintain at least fifteen percent tree coverage per lot on an on-going basis. Project conditions of approval shall require planting or replacement of all or part of the trees necessary to meet the city goal per discretion of the community development director and/or the planning commission as applicable. Planting and replacement should be done within the same lot, possibly in different locations. As a last resort, should tree planting on site not be possible due to existing, nonself-imposed hardship and/or topographic conditions, a variation of this requirement may be considered with the payment of in-lieu fees.

Nonself-imposed hardship shall mean the unusual form or shape of a lot, existing rock outcroppings on the property, or other topographic feature desired to be protected, or any site physical circumstance that does not allow the applicant to enjoy the same privileges as neighbors have by planting a tree, and/or a circumstance which negatively affects adjacent properties. Circumstances may also include needed sun exposure, visibility of business signs, and other such fundamental reasons that would not justify the planting of a replacement tree on site. If the trees are found to be diseased, infested or hazardous, then canopy coverage replacement is not activated. Replacement trees and/or in-lieu fees are not required if post-removal tree canopy coverage on the site or parcel will be thirty percent or more.

D. In-Lieu Fees for Trees and Canopy Coverage Replacement. An approval for tree removal under this chapter is conditioned upon the applicant planting, at some location on the subject property, replacement trees and canopy coverage, or as a last resort if all other locations on site are found infeasible, pay in-lieu fees to compensate for the planting and maintenance of those trees by the public works director somewhere else off site.

E. In-Lieu Fee Structure. The applicant shall pay the in-lieu fees in effect at the time as established by city council resolution. In-lieu fees would include a deposit and be based on a cost recovery system for the planting and maintenance of trees and canopy percentage to be planted and/or replaced. The cost recovery system is to be approved by the public works director and/or be based on the tree guide published by the International Society of Arboriculture. The fees shall be deposited in the community tree and forest management account administered by the public works director.

In-lieu fees shall be established by city resolution and include the following:

1. For tree replacements off site; and

2. For canopy coverage replacements in relation to healthy trees removed or to conditions on new development applications.

F. Time Limits for Replacement. Permits for tree removal shall not be issued until five hundred dollars have been deposited with the city to secure the applicant's obligation of planting the replacement tree, unless the director receives proof that the replacement tree has been planted prior to tree removal or will be planted at the same time as tree removal. If the replacement tree is not planted as required, the city may utilize the money for the expenses (including, but not limited to, staff time) in effecting the planting of the replacement trees.

G. Maintenance of Replacement Trees. Whenever a permit has been issued on the basis that the applicant will be planting a replacement tree, the applicant must agree to maintain those trees, and to refrain from destroying such trees regardless of the size of the tree. If the tree dies, the applicant shall be required to replace the tree as many times as necessary.

H. Tree Removal and Replacement Fees. The applicant shall pay a permit fee for tree removals and in-lieu fees as applicable, and set forth in the city council fee resolution. The fees would include a deposit and would recover all staff costs for processing, planting, and maintaining trees to replace lost canopy coverage. (Ord. 954 § 3, 2011; Ord. 863 § 2, 2004)

12.12.200 Removal by the city of hazardous trees on private property.

A. Declaration of Public Nuisance. Based on recommendations of the community development director or the public works director, the city council by resolution may declare tree (heritage and non-heritage tree) to be a public nuisance to be abated as set forth in this section if it is found that any tree growing on private property, when infested by any insect or infected by reason of such infestation or infection, endangers the life or growth or healthful existence of other trees within the city not so infested or infected, or any trees determined to be a danger to persons or property.

B. Notice to Abate Public Nuisance. After the passage of such resolution, the community development director shall cause to be conspicuously posted on the property upon which such public nuisance is alleged to exist, not less than ten working days prior to abatement, not less than three notices headed "notice to abate public nuisance," such heading to be in letters not less than one inch in height and substantially in the following form:

NOTICE TO ABATE PUBLIC NUISANCE

Notice is hereby given that on the _____ day of _____, 20____, the City Council of the City of Capitola passed a resolution declaring that certain (trees)

located upon (description of property) are infested with insects, infected with disease, or a clear and present danger to persons or property, and that the same constitute a public nuisance which must be abated by the removal of the same, otherwise they will be removed and the nuisance abated by the City, in which case the cost of such removal shall be assessed upon the property from which such (trees, or other plants) are removed, and such cost will constitute a lien upon such property until paid. Reference is hereby made to said resolution for further particulars.

Any person objecting to the proposed removal, as aforesaid, is hereby notified to attend the meeting of said City Council to be held in the Council Chambers in City Hall at (time) on the _____ day of _____, 20____.

C. Nothing contained in this section shall be deemed to impose any liability upon the city, its officers or employees, nor to relieve the owner of any private property from the duty to keep any tree upon his or her property or under his or her control in such a condition as to prevent it from constituting a public nuisance as defined in this section. (Ord. 863 § 2, 2004)

12.12.210 Emergency removal.

In the event of an emergency whereby immediate action is required because of disease or because of imminent danger to life or property, a non-heritage and a heritage tree may be pruned, altered or removed by order of the public works director or by order of the police chief. The person ordering the pruning, alteration or removal shall file a report listing findings to justify the tree removal as follows:

A. Removal Findings for Heritage Trees. That the emergency removal of the heritage tree is in the public interest because of the health condition of the tree with respect to disease, infestation, or danger of falling on persons or property; that other feasible and safe alternatives to removal have already been explored or applied and would not or did not resolve the problem; that replacement trees and locations have been identified and scheduled for planting. The report shall also include photos and tree documentation for heritage trees and trees in the sensitive habitat areas.

B. Removal Findings for Non-Heritage Trees. That the emergency removal of non-heritage trees is in the public interest because of the health conditions of the tree with respect to disease, infestation or danger of falling on persons or property; that other feasible and safe alternatives have been evaluated and that replacement trees and locations have been identified and scheduled for planting.

C. The report shall be filed within five days from removal with the community development director. The community development director shall forward copies of the report to the planning commission and council for their information. (Ord. 863 § 2, 2004)

12.12.220 Americans with Disabilities Act compliance.

The removal and replacement of any trees, including heritage trees, shall be in compliance with the Americans with Disabilities Act regulations, such as for path of access and cross slope. This would avoid creating barriers to disabled access. (Ord. 863 § 2, 2004)

Article V. Enforcement and Evaluation

12.12.230 Enforcement.

The community development director is hereby charged with the responsibility for the enforcement of the ordinance codified in this chapter as soon as it is adopted, and may serve notice to any person in violation thereof or institute legal proceedings as may be required, and the city attorney is hereby authorized to institute appropriate proceedings to that tend. (Ord. 863 § 2, 2004)

12.12.240 Monitoring conditions of approval.

The community development director and/or designee, with the help of the public works department, shall enforce conditions of approval, monitor replacement tree planting and maintenance to ensure the city regulations are being implemented.

A. Conditions of Approval for Sick and Hazardous Trees. In general the staff member who issues tree permits for sick or hazardous trees will monitor planting and enforce conditions related to those replacement trees planted in the public property.

B. Conditions of Approval for Healthy and Heritage Trees. The community development department staff will monitor planting and enforce conditions related to healthy trees, heritage trees, and for replacement trees planted on private property that were part of a removal permit issued by the public works department staff. (Ord. 863 § 2, 2004)

12.12.250 Citizen complaints.

The public works department will respond to citizen complaints regarding dangerous, diseased, and hazardous trees. The community development department will respond to complaints related to illegal removal, harm or excessive pruning and similar problems occurring to healthy trees and heritage trees. When such complaint calls are received during the weekends by the police department, a police officer would inspect the site, order a stop work notice, and report to the community development department staff on the first working

day of the week. In case of an emergency situation the officer would follow provisions as stated in Section 12.12.210. (Ord. 863 § 2, 2004)

12.12.260 Tree trimmers.

Tree trimmers are required to perform according to city regulations as set forth in this chapter and in the community forest program. Violation of these regulations is reason for revocation of the city permit to operate within Capitola, and removal from the city list of certified tree trimmers and arborists. (Ord. 863 § 2, 2004)

12.12.270 Penalty for violation.

A. Criminal Penalty. Any person alone, or through an agent, employee or representative, who violates any provision of this chapter shall be guilty of a separate offense for each act constituting a violation of this chapter. Persons criminally liable for a violation of this chapter include, but are not limited to, a property owner, an arborist, a tree trimming business, or contractor who perform work or cause work to be performed in violation of this chapter. The city attorney shall have the discretion to prosecute any violation of this chapter as either a misdemeanor or an infraction punishable by a fine in the maximum amount authorized by the California Penal Code for misdemeanors and infractions.

B. Civil Penalty. As an alternative to criminally prosecuting violations of this chapter, the city may seek civil penalties as herein below set forth.

1. Non-Heritage Tree Violations.

a. The violation of any provision contained in this chapter is declared to be unlawful and shall constitute a public nuisance, subject to the penalties as prescribed in this chapter. Such penalties may be assessed also against a certified arborist, property owner, or contractor who performed work in violation of this section. In addition thereto, any person unlawfully removing, destroying or damaging any protected tree shall be penalized as follows:

- i. Replacing the unlawfully removed tree with one or more new trees which, in the opinion of the community development director or planning commission, will provide equivalent aesthetic quality in terms of size, height, location, appearance, age and other characteristics of the unlawfully removed tree. Such trees shall be located on site where the tree was removed;
- ii. Where similar replacement trees will not provide reasonably equivalent aesthetic quality because of the size, height, location, appearance, age and

other characteristics of the unlawfully removed or damaged tree at the discretion of the community development director or planning commission, the community development director shall calculate the value of the removed tree in accordance with the latest edition of the Guide for Establishing Values of Trees and Other Plants, as prepared by the Council of Tree and Landscape Appraisers. Upon the determination of such value, the community development director may require either a cash payment to the city, and/or the planting of replacement trees as designated by the community development director, or any combination thereof, in accordance with the following:

(A) Cash payment for any portion or all of the value of the removed tree in accordance with this section, and

(B) The replacement of removed trees, the retail costs of such trees, as shown by documentary evidence satisfactory to the community development director, shall be offset against the value of the removed or damaged tree, but no credit shall be given for transportation, installation, maintenance and other costs incidental to the planting and care of the replacement trees;

iii. Where a violation(s) of this section has previously occurred with the same property owner, agent, certified arborist or contractor, or advance knowledge of the requirements of this section have been provided to the property owner, agent certified arborist or contractor, the community development director or planning commission, at their discretion, shall require payment of a double penalty fee pursuant to subsection (B)(1);

iv. All applications and permit fees paid to the city shall be forfeited.

b. In addition to the civil penalty herein above prescribed, the city shall also recover the cost of staff time, attorney fees and court proceedings incurred in connection with the violation.

2. For Heritage Trees. A penalty pursuant to subsection (B)(1) shall be charged. In addition to the penalty herein prescribed, the city shall also recover the cost of staff time, attorney fees and court proceedings incurred in connection with the violation.

C. Restitution. As an alternative, or in addition to criminal or civil penalties the city may require restitution of any person unlawfully removing, destroying or damaging any trees as prohibited in this chapter as follows:

1. Replace the unlawfully removed tree with one or more trees that, in the opinion of the community development director, will provide equivalent aesthetic quality and other values in terms of size, height, location, appearance, age and other characteristics of the unlawfully removed tree. Such trees may be required to be located either on or off site where the tree was removed.

2. Where similar replacement trees cannot be planted on site, in lieu fees shall be paid into the community tree fund to compensate for the planting and maintenance of the tree and the canopy coverage removed.

D. Disqualification. In the event a violation is committed by or under the direction of a certified arborist, a "permitted" tree trimmer or other contractor included in the city's list, he or she will be removed from the city's list for a minimum of one year. A person or company may petition to be relisted. The community development director may grant the petition if he or she concludes that the petitioner will follow this chapter's regulations in the future. (Ord. 954 § 4, 2011; Ord. 863 § 2, 2004)

12.12.280 Performance evaluation.

The community development director may collect and maintain all records and data necessary to objectively evaluate whether progress is being made toward the stated goals of this chapter. Evaluation methods may include, and may not be limited to:

A. Aerial photos taken periodically to develop citywide base maps for canopy coverage evaluation, sensitive habitat zones area evaluation, parks and street/transportation corridor landscaping;

B. An annual summary and analysis of the tree removal and replacement trees planted on lots evaluated, may be prepared by the director at the direction of the planning commission, and may include, but not be limited to the:

1. Canopy coverage removed,
2. Canopy coverage replaced,
3. Flowering trees replaced,
4. Large trees planted, and
5. The amount of in-lieu fees collected over a one to three-year period as specified by the commission. (Ord. 863 § 2, 2004)



CITY COUNCIL AGENDA REPORT

MEETING OF JUNE 25, 2015

FROM: OFFICE OF THE CITY CLERK

SUBJECT: DESIGNATION OF VOTING DELEGATE AND ALTERNATES FOR THE 2015 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE TO BE HELD IN SAN JOSE SEPTEMBER 30, 2015, THROUGH OCTOBER 2, 2015

RECOMMENDED ACTION: Designate Capitola's Voting Delegate and Alternate(s) for the League of California Cities Annual Conference in San Jose, California, from September 30 to October 2, 2015.

DISCUSSION: The League of California Cities ("League") Annual Conference for 2015 will be held in San Jose, California, from Wednesday, September 30 through Friday, October 2, 2015. The annual business meeting (at the General Assembly) is scheduled for 12 p.m. (Noon) on Friday, October 2nd, at the San Jose Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy. It is important that all cities be represented at this meeting. Attached is a memorandum from the League regarding designation of Voting Delegates and Alternates. City Council action is advised by no later than September 18, 2015, in order to meet the League's deadline for submitting Voting Delegate/Alternate Form. There are specific procedures that must be followed with respect to the voting delegate and alternate(s):

1. In order to vote at the Annual Business Meeting, the City Council must designate a voting delegate.
2. The City Council may also appoint up to two alternate voting delegates, one of whom may vote in the event the designated voting delegate is unable to serve in that capacity.
3. Designation of the voting delegate and alternate(s) **must** be done by City Council action.
4. The voting delegate and alternate(s) must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only.
5. At least one voting delegate or alternate must be present at the Business Meeting on Friday afternoon and in possession of the voting card in order to cast a vote. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may **not** transfer the voting card to another city official.

FISCAL IMPACT: None.

ATTACHMENTS:

1. Memo dated May 29, 2015, from the League of California Cities with accompanying attachments.

Report Prepared By: Susan Sneddon, CMC
City Clerk

**Reviewed and Forwarded
By City Manager:** 

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www.cacities.org

RECEIVED

JUN 05 2015

CITY OF CAPITOLA

Council Action Advised by July 31, 2015

May 29, 2015

TO: Mayors, City Managers and City Clerks

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES

League of California Cities Annual Conference – September 30 – October 2, San Jose

The League's 2015 Annual Conference is scheduled for September 30 – October 2 in San Jose. An important part of the Annual Conference is the Annual Business Meeting (*at the General Assembly*), scheduled for noon on Friday, October 2, at the San Jose Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, September 18, 2015. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

-over-

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the San Jose Convention Center, will be open at the following times: Wednesday, September 30, 8:00 a.m. – 6:00 p.m.; Thursday, October 1, 7:00 a.m. – 4:00 p.m.; and Friday, October 2, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, September 18. If you have questions, please call Kayla Gibson at (916) 658-8247.

Attachments:

- 2015 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

**Annual Conference Voting Procedures
2015 Annual Conference**

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.

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