

# City of Capitola Agenda

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



**REVISED**  
**CAPITOLA CITY COUNCIL**  
**REGULAR MEETING**

**THURSDAY, JULY 23, 2020**

**7 PM**

**PLEASE REVIEW THE NOTICE OF REMOTE ACCESS AT THE END OF THE AGENDA FOR HOW TO PARTICIPATE IN THIS MEETING & SUBMIT PUBLIC COMMENT**

**CLOSED SESSION – 6 PM**

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

**CONFERENCE WITH LABOR NEGOTIATORS**

**(Gov't Code § 54957.6)**

Negotiators: Larry Laurent

Employee Organizations: (1) Association of Capitola Employees

**LIABILITY CLAIM**

**(Gov't Code § 54956.95)**

Claimant: Suzanne Teixeira

Agency claimed against: City of Capitola

**CONFERENCE WITH LEGAL COUNSEL - INITIATION OF LITIGATION**

**(Gov't Code § 54956.9(d)(4).)**

one potential case

**CONFERENCE WITH LEGAL COUNSEL - SIGNIFICANT EXPOSURE TO LITIGATION**

**(Gov't Code § 54956.9(d)(2).)**

one potential case

**REGULAR MEETING OF THE CAPITOLA CITY COUNCIL - 7 PM**

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

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

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

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

**2. ADDITIONAL MATERIALS**

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

**3. ADDITIONS AND DELETIONS TO AGENDA**

**4. PUBLIC COMMENTS**

*Please review the Notice of Remote Access for how to submit public comment*

**5. CITY COUNCIL / STAFF COMMENTS**

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

**6. CONSENT CALENDAR**

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

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

A. Consider Capitola City Council's June 25, 2020, Regular Meeting Minutes  
RECOMMENDED ACTION: Approve minutes.

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

continue action.

- C. Capitola Beach Lifeguards  
RECOMMENDED ACTION: Accept report.
- D. Liability Claim of Esther Phillips  
RECOMMENDED ACTION: Reject liability claim.
- E. Liability Claim of Suzanne Teixeira  
RECOMMENDED ACTION: Reject liability claim.
- F. Consider Approval of Side Letter Agreement with the Association of Capitola Employees  
RECOMMENDED ACTION:
  - 1. Authorize the City Manager to execute the side letter agreement to existing Memorandum of Understanding (MOU) with negotiated changes from July 26, 2020, through December 28, 2020, for the following:
    - A. Association of Capitola Employees (ACE)
  - 2. Rescind layoff notice for Maintenance 1 position
  - 3. Adopt a Resolution approving the new salary schedule

**7. GENERAL GOVERNMENT / PUBLIC HEARINGS**

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

- A. 207 Oakland Appeal  
RECOMMENDED ACTION: Uphold the appeal and reverse the action of the Planning Commission with revisions to the front yard landscape and decrease in wall height.
- B. Consider Update on the Community Development Block Grant - Coronavirus Response Application  
RECOMMENDED ACTION:
  - 1. Adopt the proposed resolution regarding the Community Development Block Grant Coronavirus Response (CDBG-CV) application amending resolution 4175 to revise the funding allocations between eligible activities
  - 2. Authorize the City Manager to enter into a subrecipient agreements with the Community Bridges, Grey Bears, Second Harvest Food Bank, and the Community Action Board.
- C. Consider a Proposal for an Out-of-School Time Recreation Program for the Blended Learning 2020/21 School Year  
RECOMMENDED ACTION:
  - 1. Consider and approve the temporary suspension of Adult Classes and allocate the use of Jade St Community Center for Out-of-School Time (OST) Recreation programs.
  - 2. Consider and approve the three Out-of-School Time recreation program models to be offered for the blended learning 20/21 school year.

3. Authorize the City Manager to enter into agreements not to exceed \$4,000 in total with partnering organizations to lease additional space for the elementary Out-of-School Time program.
  4. Authorize the City Manager to enter into 12-month agreement with Enterprise Fleet Management not to exceed \$125,000, for long-term vehicle rentals for the elementary Out-of-School Time program.
  5. Adopt the proposed resolution amending the Hourly/Seasonal Pay Schedule and creating three Out-of-School Time positions, OST Coordinator, OST Senior Leader and OST Leader.
- D. Consider an Amended Fee Schedule for Fiscal Year 2020-21  
RECOMMENDED ACTION: Adopt the proposed Resolution amending the fee schedule for fiscal year 2020/2021.
- E. Consider Approval of Contract Change Order No. 8 for the Capitola Branch Library Project  
RECOMMENDED ACTION: Receive this report and approve Contract Change Order No. 8 with Otto Construction for the Capitola Branch Library Project in the amount of \$120,688 for additional costs related to the conflict with the PG&E power lines.

## 8. ADJOURNMENT

### NOTICE OF REMOTE ACCESS

In accordance with the current Santa Cruz County Health Order outlining social distancing requirements and Executive Order N-29-20 from the Executive Department of the State of California, the City Council meeting is not physically open to the public and in person attendance cannot be accommodated.

#### To watch:

1. Online <http://capitolaca.iqm2.com/Citizens/Default.aspx>
2. Spectrum Cable Television channel 8
3. Join the Zoom Meeting
  - A. With internet and a computer:
    - § <https://us02web.zoom.us/j/87287577149?pwd=WHpnaHY0THZMcnpHZmhIN G9MT3VLdz09>
    - § If prompted for a password, enter **432002**
  - B. With a landline or mobile phone, call one of the following numbers:
    - § **1 669 900 6833**
    - § **1 408 638 0968**
    - § **1 346 248 7799**
    - § Enter the meeting ID number: **872 8757 7149**
    - § When prompted for a Participant ID, press #

#### To submit public comment:

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

1. Zoom Meeting (Via Computer or Phone) Link:
  - A. IF USING COMPUTER:
    - § Use participant option to “raise hand” during the public comment period for the item you wish to speak on. Once unmuted, you will have up to 3 minutes to speak
  - B. IF CALLED IN OVER THE PHONE:

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA  
July 23, 2020

- § Press \*9 on your phone to “raise your hand” when the mayor calls for public comment. Once unmuted, you will have up to 3 minutes to speak
- 2. Send Email:
  - A. During the meeting, send comments via email to [publiccomment@ci.capitola.ca.us](mailto:publiccomment@ci.capitola.ca.us)
    - § Emailed comments on items will be accepted after the start of the meeting until the Mayor announces that public comment for that item is closed.
    - § Emailed comments should be a maximum of 450 words, which corresponds to approximately 3 minutes of speaking time.
    - § Each emailed comment will be read aloud for up to three minutes and/or displayed on a screen.
    - § Emails received by [publiccomment@ci.capitola.ca.us](mailto:publiccomment@ci.capitola.ca.us) outside of the comment period outlined above will not be included in the record.

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

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

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

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

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

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



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF JULY 23, 2020**

FROM: City Manager Department

SUBJECT: Consider the June 25, 2020, City Council Regular Meeting Minutes

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RECOMMENDED ACTION: Approve minutes.

DISCUSSION: Attached for City Council review and approval are the minutes of the regular meeting of June 25, 2020.

ATTACHMENTS:

1. 6-25 draft

Report Prepared By: Chloe Woodmansee  
Interim City Clerk

**Reviewed and Forwarded by:**

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

\_\_\_\_\_  
Jamie Goldstein, City Manager      7/15/2020

**DRAFT CAPITOLA CITY COUNCIL  
REGULAR MEETING MINUTES  
THURSDAY, JUNE 25, 2020 - 7 PM**

**REGULAR MEETING OF THE CAPITOLA CITY COUNCIL - 7 PM**

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

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

**2. REPORT ON CLOSED SESSION**

**3. ADDITIONAL MATERIALS**

**4. ADDITIONS AND DELETIONS TO AGENDA**

**5. PUBLIC COMMENTS**

Ray Cancino, CEO of Community Bridges, commented on the City's budget.

Four public comment emails were read:

A member of the public asked for the upcoming Black Lives Matter protest to be moved from the public McGregor Park in order to protect the grass.

Leah Samuels, Human Care Alliance, stated her disappointment about the City's budget.

Bob wrote in support of the Meals on Wheels program. Sister Joan Darry also wrote her support for this program.

**6. CITY COUNCIL / STAFF COMMENTS**

Vice-Mayor Brooks encouraged the community to practice anti-racism and said she welcomes the upcoming protest.

Mayor Petersen thanked Vice-Mayor Brooks for her comments supporting the Black Lives Matter movement and spoke to the public's concerns about the upcoming protest. She expressed the significance of the protest and announced confidence it will remain peaceful.

**Requested Items for Future Agendas:**

1) Lifeguarding options on Capitola Beach now that county beaches are open (Vice-Mayor Brooks)

**7. CONSENT CALENDAR**

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES  
June 25, 2020

<b>MOTION:</b>	<b>APPROVE AND ADOPT AS RECOMMENDED</b>
<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Jacques Bertrand, Council Member
<b>SECONDER:</b>	Sam Storey, Council Member
<b>AYES:</b>	Bottorff, Bertrand, Storey, Petersen, Brooks

- A. Consider Capitola City Council's June 3, 2020, Special Meeting Minutes and the June 11, 2020, Regular Meeting Minutes  
RECOMMENDED ACTION: Approve minutes.
- B. Approval of City Check Registers Dated May 1, May 8, May 15, May 22 and May 29, 2020.  
RECOMMENDED ACTION: Approve check registers.
- C. Consider a Resolution Calling the Election for November 3, 2020[560-10]  
RECOMMENDED ACTION: Adopt a Resolution ordering an election, requesting Santa Cruz County Elections to conduct the election, and requesting consolidation of the Presidential General Election in the City of Capitola on Tuesday, November 3, 2020.
- D. Consider a Resolution Amending the Hourly and Seasonal Pay Schedule  
RECOMMENDED ACTION: Adopt the proposed resolution amending the Hourly/Seasonal Pay Schedule and creating a Camp Capitola Assistant Coordinator position.
- E. Wharf House June Rent Waiver Request  
RECOMMENDED ACTION: Approve the proposed resolution waiving June 2020, rent for the Wharf House Restaurant due to economic difficulties brought on by the COVID-19 pandemic.
- F. Consider a Resolution to Apply for a U.S. Economic Development Administration Grant  
RECOMMENDED ACTION: Adopt the proposed resolution authorizing the City Manager to apply for a grant from the U.S. Department of Commerce, Economic Development Administration, for a revolving loan fund for participating jurisdictions in Santa Cruz County.

## 8. GENERAL GOVERNMENT / PUBLIC HEARINGS

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

City Manager Goldstein presented the staff report and highlighted the rising numbers of confirmed COVID-19 cases in the area.

Chief McManus provided an overview of Police operations for the coming July 4th holiday weekend.



CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES  
June 25, 2020

Councilmember Storey asked how face covering requirements will be enforced with the beach reopening.

One member of the public asked about lifeguards on Capitola Beach with the beach reopening.

<b>MOTION:</b>	<b>MAKE DETERMINATION THAT ALL HAZARDS STILL EXIST</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bottorff
<b>SECONDER:</b>	Brooks
<b>AYES:</b>	Bottorff, Bertrand, Storey, Petersen, Brooks

- B. Real Property Negotiations Easement Grant to Pacific Gas and Electric Company 420 Capitola Avenue, Capitola CA 951010 APN: 035-141-35 City Hall Property  
**RECOMMENDED ACTION:** Authorize the City Manager to negotiate the terms and execute an Easement Deed granting Pacific Gas and Electric Company a non-exclusive utility easement for installation of a new underground box and above ground cabinet and antenna on City owned property located at 420 Capitola Avenue, Capitola CA 951010, APN: 035-141-35, City Hall property.

Public Works Director Jesberg presented the staff report.

Councilmember Bertrand asked what would happen if the City eventually wants to use the proposed site for something other than the PG&E equipment. Director Jesberg responded that in that case, the City would have to pay a currently unknown amount to move the equipment to an approved location.

Councilmember Storey asked how likely it is that this solution would truly keep City Hall from being subject to power outages during public safety shutdowns. He also asked about the amount of the reconveyance PG&E would pay the City.

Councilmember Bertrand stated his preference for leasing the site for the equipment rather than losing control of it completely. A PG&E representative said the cost of maintaining the equipment makes owning the property a better option for their company.

There was no public comment.

Councilmember Bottorff thanked PG&E, Director Jesberg, and City Manager Goldstein for bringing this solution forward and said that the positives outweigh the negatives regarding the easement.

Councilmember Bertrand agreed and mentioned that several local businesses lost money during the previous public safety shutdowns and stated that this solution will benefit the entire community.

Mayor Petersen suggested that if the equipment box is painted, the Historical Museum Board, along with the Art and Cultural Committee, have a say in the design as the box will be directly in front of the museum.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES  
June 25, 2020

<b>MOTION:</b>	<b>AUTHORIZE THE CITY MANAGER TO NEGOTIATE TERMS AND EXECUTE EASEMENT DEED</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bottorff
<b>SECONDER:</b>	Bertrand
<b>AYES:</b>	Bottorff, Bertrand, Storey, Petersen, Brooks

- C. Consider a Resolution for the Levy of Capitola Village and Wharf Business Improvement Area Assessments for Fiscal Year 2020/2021[140-05]

**RECOMMENDED ACTION:** Conduct the public hearing and adopt the proposed Resolution levying the Fiscal Year 2020/2021 Capitola Village and Wharf Business Improvement Area (CVWBIA) Assessments and accepting the CVWBIA Annual Plan and budget.

Councilmember Storey recused himself.

Carin Hanna briefly discussed the current status of the Business Improvement Area.

Vice-Mayor Brooks asked for more information on the newly allowed outdoor dining setup in the Village. Anthony Guajardo, Mijo's Taqueria, spoke on behalf of the BIA and explained that some businesses are doing well utilizing the new allowances while others are short-staffed and unable to implement the required protocols. In response to a question, Mr. Guajardo said that businesses are enforcing the face covering requirement with "no mask, no service" signs and refusing service to people not wearing masks. He also replied that he has not heard any complaints of heavier traffic than normal.

Chief McManus agreed that traffic congestion has not been as bad as originally thought.

Janelle spoke in public comment and asked if CARES Act funding could be used to assist businesses with the purchasing of outdoor tables.

Mayor Petersen said that a committee along with staff is considering how to best use CARES Act and CDBG funds, and that a portion will be reserved for business loans and grants.

Councilmember Bottorff said that the traffic will only increase now that the beach is open and asked that an express lane be considered if needed. He asked that this topic is discussed during the next COVID-19 update.

<b>MOTION:</b>	<b>ADOPT THE PROPOSED RESOLUTION</b>
<b>RESULT:</b>	<b>ADOPTED [4 TO 0]</b>
<b>MOVER:</b>	Bertrand
<b>SECONDER:</b>	Bottorff
<b>AYES:</b>	Bottorff, Bertrand, Petersen, Yvette Brooks
<b>RECUSED:</b>	Storey

- D. Consider a Resolution Allocating the 2020/21 Road Maintenance and Rehabilitation Account Funds

**RECOMMENDED ACTION:** Adopt the proposed resolution allocating the 2020/21 Road Maintenance and Rehabilitation Account (RMRA) funds to engineering and construction of a pavement management program project.

Public Works Director Jesberg presented the staff report.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES  
June 25, 2020

Councilmember Bertrand asked about the County's Capitola Avenue sewer project and Director Jesberg confirmed that the street would be slurry sealed before the project's conclusion. Councilmember Bertrand urged the installation of a crosswalk on Clares Street. Director Jesberg said that pedestrian crossings can be funded in other ways, regardless of decisions made on this item.

Vice-Mayor Brooks asked about the number of projects proposed; Director Jesberg clarified that staff was asking for Council's priorities and would analyze the viability of the projects further. She also asked about the green bike lane projects.

Councilmember Bertrand discussed the intersection of 41st Avenue and Clares Street and Director Jesberg said that analysis had been done as part of the past Clares Street project.

There was no public comment.

Councilmember Bottorff thanked Director Jesberg for his work on this item and spoke his support for funding being used on repairs to the 42nd Avenue, Ruby Court area.

Councilmember Storey said that Fanmar should be included on the work list.

Councilmember Bertrand asked if this funding could be used to style Bay Avenue into more of a boulevard and was told that rehab only is covered not streetscape projects. Councilmember Bertrand explained that his highest concern lies in rehabilitating streets that see the most vehicle and pedestrian traffic; such as Clares Street and Bay Avenue.

The Mayor asked Director Jesberg if Council can give approval while leaving room for staff's discretion. Director Jesberg responded that staff will do further analysis on all listed streets.

Councilmember Bottorff gave support to staff's list of streets and said that though Fanmar is in bad shape, the street does not serve enough homes to warrant being added to the list. He confirmed with Director Jesberg that a rough estimate for repairing Fanmar would be near \$1 million.

Councilmember Bertrand agreed with Councilmember Bottorff.

Councilmember Storey said that Council should not ignore Fanmar because it proves expensive or difficult to repair.

<b>MOTION:</b>	<b>ADOPT THE PROPOSED RESOLUTION WITH THE ADDITION OF FANMAR WAY TO THE ALLOCATION LIST</b>
<b>RESULT:</b>	<b>TIED [ 2 TO 2 ]</b>
<b>MOVER:</b>	Brooks
<b>SECONDER:</b>	Storey
<b>AYES:</b>	Brooks, Storey
<b>NAYS:</b>	Bertrand, Bottorff
<b>RECUSED:</b>	Petersen

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES  
June 25, 2020

<b>MOTION:</b>	<b>ADOPT THE PROPOSED RESOLUTION WITH ALLOCATION LIST AS WRITTEN</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bottorff
<b>SECONDER:</b>	Bertrand
<b>AYES:</b>	Bottorff, Bertrand, Storey, Petersen, Brooks

- E. Approve the Plans, Specifications and Construction Estimate for the Flume and Jetty Rehabilitation Project

**RECOMMENDED ACTION:** Approve the plans, specifications, and construction estimate for the Flume and Jetty Rehabilitation Project; authorize the Public Works Department to advertise for construction bids and set the bid opening date for July 29, 2020, at 11:00 a.m.

Director Jesberg presented the staff report.

There was no public comment.

<b>MOTION:</b>	<b>APPROVE THE PLANS, SPECIFICATIONS, AND CONSTRUCTION ESTIMATE</b>
<b>RESULT:</b>	<b>ADOPTED [4 TO 0]</b>
<b>MOVER:</b>	Bottorff
<b>SECONDER:</b>	Bertrand
<b>AYES:</b>	Bottorff, Bertrand, Storey, Brooks
<b>AWAY:</b>	Petersen

- F. Senate Bill 743 Implementation

**RECOMMENDED ACTION:** Adopt a resolution establishing City of Capitola CEQA Guidelines and a transportation threshold of significance of fifteen percent below the regional average Vehicle Miles Traveled (VMT) for purposes of complying with Senate Bill 743.

Community Development Director Herlihy presented the staff report.

Councilmember Bertrand asked questions about the application development and confirmed that the Santa Cruz County Regional Transportation Commission's model was used to develop the threshold.

Councilmember Storey commented that the change seems significant and complicated. He asked about the Capitola Mall project and how its existence as a transit center and the presence of affordable housing units would impact how it is regulated. He confirmed with the City Manager that the City will have the same level of discretion regardless of this new threshold, because a development agreement will be negotiated for this project.

Vice-Mayor Brooks asked that Council have authority when the thresholds of significance are updated.

Councilmember Bertrand confirmed that vehicle miles traveled is addressed in Capitola's general plan.

There was no public comment.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES  
June 25, 2020

<b>MOTION:</b>	<b>ADOPT THE PROPOSED RESOLUTION</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Brooks
<b>SECONDER:</b>	Bertrand
<b>AYES:</b>	Bottorff, Bertrand, Storey, Petersen, Brooks

G. Consider Approval of Memoranda of Understanding with Labor Groups and Adopt Salary Schedule for June 28, 2020 - December 26, 2020

RECOMMENDED ACTION:

1. Authorize the City Manager to execute the side letter agreements to existing Memoranda of Understanding (MOU) with negotiated changes from June 26, 2020, through December 28, 2020, for the following:
  - a. Capitola Police Officers Association (CPOA).
  - b. Mid-Management Employees' Bargaining Unit;
  - c. Confidential Employees' Bargaining Unit;
  - d. Police Captains
2. Approve changes to the Management Compensation Plan
3. Approve changes to City Manager Employee Contract
4. Adopt a Resolution approving the new salary schedule
5. Individually attest to receive the same salary reduction as employees

Mayor Petersen read the recommendation aloud, as required by state law.

City Manager Goldstein presented the staff report.

Two emails were received as public comment: one from Maura Herlihy asking that Council consider an alternative to layoffs, and one from ACE Labor Representative Ryan Heron questioning the specifics of the proposed layoffs.

There were two verbal public comments: one from Barbara Garret, Capitola PD, and one from Ali Clifford, Capitola Recreation, both imploring Council to find an alternative to the either-or of layoffs and an 8% pay decrease.

Councilmember Bottorff said that the decision is difficult and hopes that the City's revenue will recover in six months, when a renegotiation can take place.

Councilmember Storey acknowledged both Barbara and Ali and agreed that this was a difficult situation. He also said that all other staff groups came to an agreement on pay reductions.

Mayor Petersen agreed and said the pain and frustration of those who made public comment is justified. She acknowledged the difficulty of the current economic situation and commented that Community Grant recipients are also upset, as are local business owners and residents. She said that all of Council feels the weight of this decision.

Councilmember Bertrand recognized that it is particularly hard for those being laid-off, and acknowledged those making sacrifices during this hard time.

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES  
June 25, 2020

<b>MOTION:</b>	<b>1) AUTHORIZE CITY MANAGER TO EXECUTE SIDE LETTERS WITH LISTED GROUPS; 2) APPROVE CHANGES TO MANAGEMENT COMPENSATION PLAN; 3) APPROVE CHANGES TO CITY MANAGER CONTRACT; 4) ADOPT PROPOSED RESOLUTION; 5) ATTEST TO RECEIVE SAME SALARY REDUCTION AS EMPLOYEES</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bottorff
<b>SECONDER:</b>	Bertrand
<b>AYES:</b>	Bottorff, Bertrand, Storey, Petersen, Brooks

**9. ADJOURNMENT**

The meeting was closed at 9:53 p.m.

\_\_\_\_\_  
Kristen Petersen, Mayor

ATTEST:

\_\_\_\_\_  
Chloé Woodmansee, Interim City Clerk

DRAFT

Attachment: 6-25 draft (Approval of City Council Minutes)



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF JULY 23, 2020**

FROM: City Manager Department

SUBJECT: Receive Update on the City's Pandemic Response

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

**BACKGROUND:** On June 24, 2020, the County Health Officer issued a health order requiring the continued use of face coverings and reaffirming social distancing requirements. This health order is in place indefinitely, and failure of the public to comply is a misdemeanor. As of July 6, 2020, all Santa Cruz County shelter in place orders have expired. All beaches in the county are open to the public. The County Health Officer has incorporated all Orders of the State Public Health Officer which set baseline statewide restrictions on travel and non-residential business activities.

On July 2, 2020, the California Department of Public Health Officials placed Monterey County on the COVID-19 County Data Monitoring Project watch list in response to elevated disease transmission as indicated by Monterey County exceeding the state's 14-day case rate threshold of 100 cases per 100,00 residents and by exceeding the state's threshold for percent change in 3-day average COVID-19 hospitalizations. As of July 13, other nearby counties on the watch list include Fresno, Marin, Merced, Solano, Napa, Sonoma, and San Joaquin.

On July 13, 2020, California Governor Newsom called for the following sectors to close indoor activities statewide: restaurants, wineries and tasting rooms, movie theaters, family entertainment centers, zoos and museums, and cardrooms. Bars must cease all activity both indoor and outdoor.

As of July 17, there are 736 cases of COVID-19 in Santa Cruz County and 28 cases in the City of Capitola.

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

Capitola Police Department Volunteers in Policing (VIPs) were stationed in front of City Hall throughout the July 4<sup>th</sup> Holiday weekend, where they interacted with the visiting public and handed out free facial coverings to encourage compliance with the County's current Health Order.

COVID-19 Emergency- Update 8  
July 23, 2020

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

**FISCAL IMPACT:** As previously stated, reductions in Sales Tax and Transient Occupancy Tax as a result of this health crisis and shelter in place order is substantial. In our current fiscal year, Staff is projecting an approximately \$1.5 million shortfall and has had to cut nearly \$4.5 million from the annual budget.

Report Prepared By: Chloe Woodmansee  
Interim City Clerk

**Reviewed and Forwarded by:**



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Jamie Goldstein, City Manager      7/15/2020





## CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JULY 23, 2020

FROM: City Manager Department  
SUBJECT: Capitola Beach Life Guards

RECOMMENDED ACTION: Accept report

BACKGROUND: During the summer months, the City has historically staffed Capitola Beach with lifeguards working out of two lifeguard towers. Since 2012, the City has contracted with the City of Santa Cruz to provide tower lifeguards. The contract cost for summer 2020 was \$91,500.

Due to the economic impacts of the coronavirus, the City faced a \$4.5 million budget shortfall for FY 20/21. To balance the budget the lifeguard contract along with nearly all discretionary spending was cut in the approved budget, including:

- \$1.5 million reduction in personnel costs; including a 6% pay reduction for confidential, mid-management and management staff, 2% pay reduction for police offers and deferral of a contracted 2.25% cost of living adjustment, and three layoffs in the miscellaneous employee group.
- Elimination of community grant funding to non-profits from the General Fund, elimination funding for regional homeless services, and a \$78,750 cut in funding to local business groups and early childhood / youth programs due to steep declines in their dedicated tax revenues.
- \$2.7 million reduction in non-personnel; including all discretionary funding for capital improvement projects, funding for vehicle and equipment replacement and contracts for Village maintenance including sidewalk cleaning, seasonal maintenance staff and janitorial contracts.

The adopted budget included \$13 million in total expenditures and \$13.2 million in total revenues, showing a projected utilization of \$140,000 in fund balances. In adopting the budget, City Council directed staff to return to Council in September with a budget update including updated revenue projections.

At the June 25 City Council meeting Vice-Mayor Brooks requested staff research options for lifeguards on the beach due to the earlier than anticipated lifting of the County Health Officer beach restrictions.

DISCUSSION: Staff reached out to Santa Cruz Marine Safety Division regarding a potential contract for the remainder of the summer. Unfortunately, at this point Santa Cruz Marine Safety

Capitola Beach Life Guarding  
July 23, 2020

has completed their summer hiring and is unable to provide Capitola with lifeguard services.

Staff also reached out to Central Fire Protection District to explore if it would be possible to establish a partnership to provide tower lifeguards. However due to staffing constraints, and the potential wildfire season workload, Central Fire is unable to assist this summer.

As a result, there is no viable option to staff the lifeguard towers for the remainder of the summer.

FISCAL IMPACT: none

Report Prepared By: Jamie Goldstein  
City Manager

**Reviewed and Forwarded by:**



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Jamie Goldstein, City Manager      7/15/2020



## CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JULY 23, 2020

FROM: City Manager Department

SUBJECT: Liability Claim of Esther Phillips

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RECOMMENDED ACTION: Reject liability claim.

DISCUSSION: The Landis Law Firm has filed a liability claim against the City for an undetermined amount on behalf of their client Esther Phillips.

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

**Reviewed and Forwarded by:**

A handwritten signature in black ink, appearing to read "J. Goldstein", is written over a horizontal line.

Jamie Goldstein, City Manager 7/15/2020



## CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JULY 23, 2020

FROM: City Manager Department  
SUBJECT: Liability Claim of Suzanne Teixeira

---

RECOMMENDED ACTION: Reject liability claim.

DISCUSSION: Suzanne Teixeira has filed a liability claim against the City in the amount of \$1,500.

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

**Reviewed and Forwarded by:**

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

Jamie Goldstein, City Manager 7/15/2020



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF JULY 23, 2020**

FROM: City Manager Department

SUBJECT: Consider Approval of Side Letter Agreement with the Association of Capitola Employees

**RECOMMENDED ACTION:**

1. Authorize the City Manager to execute the side letter agreement to existing Memorandum of Understanding (MOU) with negotiated changes from July 26, 2020, through December 28, 2020, for the following:
  - a. Association of Capitola Employees (ACE)
2. Rescind layoff notice for Maintenance 1 position
3. Adopt a Resolution approving the new salary schedule

**BACKGROUND:** The City has met with all employee groups, including ACE, regarding how to close the projected deficit in Fiscal Year 2020/21. Prior to the COVID-19 public health crisis, the City and ACE were in negotiations on a successor MOU which was set to expire on June 30, 2020.

When the Shelter in Place Order was issued by the Santa Cruz County Health Officer in response to the COVID-19 pandemic, the City requested that bargaining be paused. Once the extent and the impact of the situation was better understood, the City began the concession bargaining process with employee groups, including ACE.

**DISCUSSION:** As part of the effort to balance a budget with a projected \$4.5 million deficit, the City began concession bargaining process with the City's employee groups to achieve savings in the Fiscal Year 2020/21 budget. In addition to good-faith bargaining with the employee groups, the City is also taking a number of measures to reduce its expenditures, including, among other things: 1) requiring all departments cut all non-essential expenses to the greatest extent possible; and 2) freezing six (6) vacant positions which amount to \$464,000 in savings. This resulted in additional savings totaling \$3.2 million (\$600,000 in contract services, \$48,500 in training and memberships, \$65,000 in supplies, \$269,000 in grants and subsidies, \$265,000 of internal service fund charges, and \$1.9 million in other financing uses, primarily from Capital Improvement Projects).

The City and ACE have participated in good faith negotiations; unfortunately, ACE and the City were unable to come agreement prior to the June 25 City Council Meeting. The City has since issued layoff notices to three employees in the ACE group. The City and ACE continued

Consider Labor Agreement  
July 23, 2020

negotiations on a successor MOU and met and conferred on the impacts of the layoffs.

The City and ACE continued to have discussions and have agreed to five-month MOU with the following terms:

- 6% salary reduction
- Additional 40 hours of paid leave through December 31, 2020
- Suspension of the vacation cash-out program for Fiscal Year 2020

The City and ACE have agreed to meet and confer in November of 2020 regarding the second half of the fiscal year after the City receives the July through September sales tax data.

The City had previously issued layoff to three employees, two of whom have already left City employment. Staff recommends rescinding the layoff notice to the Mechanic/Maintenance 1 position.

**FISCAL IMPACT:** The negotiated concessions by ACE will reduce City expenditures by approximately \$47,000 during the first six months of Fiscal Year 2020/21. This reduction is part of the effort to close the projected Fiscal Year 2020/21 \$4.5 budget deficit.

**ATTACHMENTS:**

1. ACE and City Side Letter (PDF)

Report Prepared By: Larry Laurent  
Assistant to the City Manager

**Reviewed and Forwarded by:**



\_\_\_\_\_  
Jamie Goldstein, City Manager      7/16/2020

Consider Labor Agreement  
July 23, 2020

**RESOLUTION NO. \_\_\_\_**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA**  
**AUTHORIZING AND APPROVING PAY RATES AND RANGES (SALARY SCHEDULE)**  
**FOR JULY 26, 2020 – DECEMBER 26, 2020**

**WHEREAS**, the City Council establishes the legal current salary range from the salary schedule for each class of position; and

**WHEREAS**, the California Public Employee's Retirement Law, at Section 570.5 of the California Code of Regulations Title 2, requires the City to publish pay rates and ranges on the City's internet site and the City Council to approve the pay rates and range in its entirety each time a modification is made; and

**WHEREAS**, the City and the Association of Capitola Employees (ACE) have negotiated in good faith on concessions for the Memorandum of Understanding (MOU) that includes a salary reduction of 6%; and

**WHEREAS**, the attached salary schedule for ACE does not go into effect until the MOUs are ratified by both the City Council and ACE; and

**WHEREAS**, a salary resolution is adopted annually by the City Council upon review and recommendation of the City Manager.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Capitola does hereby:

Authorize and approve City of Capitola pay rates and ranges (salary schedule, Exhibit A) for permanent employees from July 26, 2020 to December 26, 2020.

**I HEREBY CERTIFY** that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola on the 23<sup>rd</sup> day of July 2020, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**EXHIBIT A**

**July 26, 2020 – December 26, 2020 Salary Schedule**

POA SALARY SCHEDULE												
JUNE 28, 2020 - DECEMBER 26, 2020												
2% REDUCTION												
	Monthly						Hourly					
	Step A	Step B	Step C	Step D	Step E	Step F	Step A	Step B	Step C	Step D	Step E	Step F
Community Service Officer	\$4,938.27	\$5,187.28	\$5,445.46	\$5,718.28	\$6,005.75	\$6,306.04	\$28.49	\$29.93	\$31.42	\$32.99	\$34.65	\$36.38
Police Officer Trainee	\$5,941.67											
Police Officer	\$6,238.29	\$6,551.40	\$6,877.32	\$7,221.55	\$7,584.09	\$7,963.11	\$35.99	\$37.80	\$39.68	\$41.66	\$43.75	\$45.94
Records Manager	\$5,690.82	\$5,976.45	\$6,274.91	\$6,588.02	\$6,919.43	\$7,265.49	\$32.83	\$34.48	\$36.20	\$38.01	\$39.92	\$41.92
Sergeant	\$7,640.85	\$8,023.54	\$8,426.36	\$8,845.67	\$9,290.60	\$9,753.85	\$44.08	\$46.29	\$48.61	\$51.03	\$53.60	\$56.27

CAPTAIN												
JUNE 28, 2020 - DECEMBER 26, 2020												
6% REDUCTION												
	Monthly						Hourly					
	Step A	Step B	Step C	Step D	Step E	Step F	Step A	Step B	Step C	Step D	Step E	Step F
Police Captain	\$8,778.26	\$9,217.49	\$9,678.10	\$10,163.29	\$10,671.98	\$11,206.33	\$50.64	\$53.18	\$55.84	\$58.63	\$61.57	\$64.65

ACE SALARY SCHEDULE												
JULY 26, 2020 - DECEMBER 26, 2020												
6% REDUCTION												
	Monthly					Hourly						
	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E		
ACCOUNT TECHNICIAN	\$4,269.53	\$4,482.04	\$4,705.09	\$4,940.43	\$5,188.07	\$24.63	\$25.86	\$27.14	\$28.50	\$29.93		
ACCOUNTANT I	\$5,158.21	\$5,416.39	\$5,686.85	\$5,971.37	\$6,268.18	\$29.76	\$31.25	\$32.81	\$34.45	\$36.16		
ACCOUNTANT II	\$5,688.61	\$5,973.13	\$6,269.94	\$6,584.32	\$6,914.50	\$32.82	\$34.46	\$36.17	\$37.99	\$39.89		
ACCOUNTS CLERK	\$3,874.37	\$4,067.56	\$4,269.53	\$4,483.80	\$4,706.85	\$22.35	\$23.47	\$24.63	\$25.87	\$27.15		
ADMINISTRATIVE ASSISTANT	\$3,907.74	\$4,104.44	\$4,309.93	\$4,525.95	\$4,752.51	\$22.54	\$23.68	\$24.86	\$26.11	\$27.42		
ADMINISTRATIVE CLERK I	\$3,040.13	\$3,191.17	\$3,349.24	\$3,517.84	\$3,693.47	\$17.54	\$18.41	\$19.32	\$20.30	\$21.31		
ADMINISTRATIVE CLERK II	\$3,517.84	\$3,693.47	\$3,877.88	\$4,072.83	\$4,276.56	\$20.30	\$21.31	\$22.37	\$23.50	\$24.67		
ADMINISTRATIVE RECORDS ANALYST	\$4,613.76	\$4,843.84	\$5,084.45	\$5,340.87	\$5,606.06	\$26.62	\$27.95	\$29.33	\$30.81	\$32.34		
ASSISTANT PLANNER	\$4,980.83	\$5,228.46	\$5,490.15	\$5,764.13	\$6,052.16	\$28.74	\$30.16	\$31.67	\$33.25	\$34.92		
BUILDING INSPECTOR I	\$4,362.61	\$4,582.15	\$4,808.71	\$5,051.08	\$5,303.98	\$25.17	\$26.44	\$27.74	\$29.14	\$30.60		
BUILDING INSPECTOR II	\$5,089.72	\$5,344.38	\$5,613.09	\$5,892.34	\$6,187.40	\$29.36	\$30.83	\$32.38	\$33.99	\$35.70		
DATA ENTRY CLERK	\$3,050.67	\$3,201.71	\$3,363.29	\$3,531.89	\$3,709.28	\$17.60	\$18.47	\$19.40	\$20.38	\$21.40		
DEVELOPMENT SERVICES TECHNICIAN	\$4,104.44	\$4,309.93	\$4,525.95	\$4,752.51	\$4,989.61	\$23.68	\$24.86	\$26.11	\$27.42	\$28.79		
EQUIPMENT OPERATOR	\$4,088.63	\$4,292.36	\$4,504.87	\$4,731.43	\$4,968.53	\$23.59	\$24.76	\$25.99	\$27.30	\$28.66		
MAINTENANCE WORKER I	\$2,908.41	\$3,054.18	\$3,206.98	\$3,368.56	\$3,535.40	\$16.78	\$17.62	\$18.50	\$19.43	\$20.40		
MAINTENANCE WORKER II	\$3,893.69	\$4,088.63	\$4,292.36	\$4,508.39	\$4,733.19	\$22.46	\$23.59	\$24.76	\$26.01	\$27.31		
MAINTENANCE WORKER III	\$4,088.63	\$4,292.36	\$4,508.39	\$4,733.19	\$4,970.29	\$23.59	\$24.76	\$26.01	\$27.31	\$28.67		
MECHANIC	\$4,273.04	\$4,487.31	\$4,710.36	\$4,945.70	\$5,193.34	\$24.65	\$25.89	\$27.18	\$28.53	\$29.96		
MUSEUM CURATOR	\$3,874.37	\$4,067.56	\$4,273.04	\$4,485.55	\$4,708.60	\$22.35	\$23.47	\$24.65	\$25.88	\$27.17		
PARKING ENFORCEMENT OFFICER	\$3,526.62	\$3,700.49	\$3,886.66	\$4,081.61	\$4,285.34	\$20.35	\$21.35	\$22.42	\$23.55	\$24.72		
RECEPTIONIST	\$3,345.72	\$3,512.57	\$3,688.20	\$3,874.37	\$4,067.56	\$19.30	\$20.26	\$21.28	\$22.35	\$23.47		
RECORDS COORDINATOR	\$3,907.74	\$4,104.44	\$4,309.93	\$4,525.95	\$4,752.51	\$22.54	\$23.68	\$24.86	\$26.11	\$27.42		
RECORDS MNGNT CLERK	\$3,821.68	\$4,013.11	\$4,215.09	\$4,425.84	\$4,647.13	\$22.05	\$23.15	\$24.32	\$25.53	\$26.81		
RECORDS TECHNICIAN	\$3,767.23	\$3,955.16	\$4,153.62	\$4,360.86	\$4,578.64	\$21.73	\$22.82	\$23.96	\$25.16	\$26.42		
RECREATION ASSISTANT	\$2,860.99	\$3,003.25	\$3,156.05	\$3,312.36	\$3,477.45	\$16.51	\$17.33	\$18.21	\$19.11	\$20.06		
RECREATION COORDINATOR	\$3,700.49	\$3,884.90	\$4,079.85	\$4,285.34	\$4,497.85	\$21.35	\$22.41	\$23.54	\$24.72	\$25.95		
RECREATION FACILITY CUSTODIAN	\$2,764.39	\$2,903.14	\$3,048.91	\$3,201.71	\$3,363.29	\$15.95	\$16.75	\$17.59	\$18.47	\$19.40		
RECREATION RECEPTIONIST	\$3,101.60	\$3,256.15	\$3,419.49	\$3,589.85	\$3,770.75	\$17.89	\$18.79	\$19.73	\$20.71	\$21.75		

CONFIDENTIAL SALARY SCHEDULE												
JUNE 28, 2020 - DECEMBER 26, 2020												
6% SALARY REDUCTION												
	Monthly					Hourly						
	A	B	C	D	E	A	B	C	D	E		
ASSIST TO CITY MGR	\$6,867.43	\$7,210.48	\$7,570.63	\$7,950.02	\$8,347.57	\$39.62	\$41.60	\$43.68	\$45.87	\$48.16		
CITY CLERK	\$6,341.63	\$6,659.04	\$6,991.40	\$7,340.86	\$7,708.49	\$36.59	\$38.42	\$40.33	\$42.35	\$44.47		
EXEC ASSIST TO CITY MGR	\$4,963.02	\$5,210.96	\$5,472.79	\$5,746.37	\$6,033.85	\$28.63	\$30.06	\$31.57	\$33.15	\$34.81		
INFORMATION SYSTEMS SPECIALIST	\$4,898.90	\$5,143.63	\$5,400.11	\$5,670.49	\$5,953.70	\$28.26	\$29.67	\$31.15	\$32.71	\$34.35		



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MID-MANAGEMENT SALARY SCHEDULE										
JUNE 28, 2020 - DECEMBER 26, 2020										
6.0% SALARY REDUCTION										
	Monthly					Hourly				
	A	B	C	D	E	A	B	C	D	E
ASSOCIATE PLANNER	\$5,807.29	\$6,097.97	\$6,402.55	\$6,723.16	\$7,059.80	\$33.50	\$35.18	\$36.94	\$38.79	\$40.73
BUILDING OFFICIAL (CAPITOLA)	\$7,678.79	\$8,063.46	\$8,466.57	\$8,889.35	\$9,334.25	\$44.30	\$46.52	\$48.85	\$51.28	\$53.85
BUILDING OFFICIAL (SCOTTS VALLEY)	\$8,168.92	\$8,578.15	\$9,006.99	\$9,456.75	\$9,930.05	\$47.13	\$49.49	\$51.96	\$54.56	\$57.29
CIVIL ENGINEER/PROJECT MANAGER	\$6,677.20	\$7,011.71	\$7,362.24	\$7,729.87	\$8,116.74	\$38.52	\$40.45	\$42.47	\$44.60	\$46.83
ENVIRONMENTAL PROJECTS MANAGER	\$5,807.29	\$6,097.97	\$6,402.55	\$6,723.16	\$7,059.80	\$33.50	\$35.18	\$36.94	\$38.79	\$40.73
MAINTENANCE SUPERINTENDENT	\$5,713.20	\$6,001.23	\$6,299.80	\$6,614.17	\$6,944.35	\$32.96	\$34.62	\$36.34	\$38.16	\$40.06
FIELD SUPERVISOR	\$5,323.30	\$5,588.50	\$5,869.51	\$6,162.81	\$6,468.40	\$30.71	\$32.24	\$33.86	\$35.55	\$37.32
RECREATION SUPERVISOR	\$5,147.67	\$5,405.85	\$5,678.07	\$5,962.59	\$6,259.40	\$29.70	\$31.19	\$32.76	\$34.40	\$36.11
SENIOR PLANNER	\$6,677.20	\$7,011.71	\$7,362.24	\$7,729.87	\$8,116.74	\$38.52	\$40.45	\$42.47	\$44.60	\$46.83
SENIOR ACCOUNTANT	\$6,677.20	\$7,011.71	\$7,362.24	\$7,729.87	\$8,116.74	\$38.52	\$40.45	\$42.47	\$44.60	\$46.83
SENIOR MECHANIC	\$4,945.70	\$5,193.34	\$5,453.27	\$5,725.49	\$6,011.77	\$28.53	\$29.96	\$31.46	\$33.03	\$34.68

MANAGEMENT SALARY SCHEDULE				
JUNE 28, 2020 - DECEMBER 26, 2020				
6% SALARY REDUCTION				
	Annually	Monthly	Hourly	
Admin. Services Director	\$97,541.90	\$8,128.49	\$46.90	
City Manager	\$190,031.50	\$15,835.96	\$91.36	
Chief of Police	\$156,995.76	\$13,082.98	\$75.48	
Director of Public Works	\$144,107.07	\$12,008.92	\$69.28	
Director of Finance	\$142,510.63	\$11,875.89	\$68.51	
Community Development Director	\$139,772.84	\$11,647.74	\$67.20	

## SIDE LETTER BETWEEN CITY OF CAPITOLA AND THE ASSOCIATION OF CAPITOLA EMPLOYEES

Pursuant the provisions of the Meyers-Milias-Brown Act (“MMBA”), this Side Letter of Agreement (“Side Letter Agreement”) is entered between the City of Capitola (“City”) and the Association of Capitola Employees (“ACE”) (collectively, “the Parties”).

WHEREAS, the Parties recognize the impacts of the COVID-19 pandemic on the City’s ability to provide essential services; and

WHEREAS, the Parties reaffirm their commitment to collaborative labor relations; and

WHEREAS, the Parties desire to extend the term of the existing Memorandum of Understanding between ACE and the City, effective July 1, 2018 to June 30, 2020 (“MOU”) with some modifications; and

WHEREAS, the Parties have met and conferred in good faith, in accordance with the MMBA, concerning the terms and conditions of this Side Letter Agreement;

IT IS HEREBY AGREED that the existing MOU is extended until December 26, 2020 and shall be amended as follows:

1. All employees shall receive an 6% pay reduction for hours worked at the City from July 27, 2020 to December 26, 2020. All employees shall receive 40 hours, prorated for less than 40-hours per week (5 days) of paid leave. The leave balance will expire December 31, 2020.
2. The mandatory and optional cash out of vacation hours provided under Sections V.E (Vacation- Mandatory Cash Out Before Termination) and V.F. (Optional Vacation Cash Out) of the MOU is suspended for Fiscal Year 2020-2021.
3. The Parties shall begin the meet and confer process concerning the terms and conditions of employment for the December 27, 2020 to June 30, 2021 time period in late-November 2020 after the City receives the 1st quarter (July - September) sales tax data.
4. The City Council shall have the right to terminate the 6% pay reduction and restore ACE employee’s full pay prior to December 27, 2020, if they so desire.
5. If executive management pay is increased from the 6% reduction during the term of this Side Letter Agreement, ACE shall receive the same increase.

- 6. On July 1, 2021, all terms and conditions of employment will revert to terms and conditions of the MOU in effect prior to the execution of this Side Letter Agreement, unless a successor MOU is agreed upon by the Parties.

This Side Letter Agreement is effective July 26, 2020. This Side Letter Agreement shall supersede any inconsistent provisions in the Parties' MOU and shall be incorporated into the MOU by this reference.

Association of Capitola Employees

City of Capitola

By: \_\_\_\_\_  
 Ryan Heron, UPEC, Local 792  
 Labor Representative

By: \_\_\_\_\_  
 Jamie Goldstein  
 City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Attachment: ACE and City Side Letter (Consider Labor Agreement)



## CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF JULY 23, 2020

FROM: Community Development

SUBJECT: 207 Oakland Appeal

**RECOMMENDED ACTION:** Uphold the appeal and reverse the action of the Planning Commission with revisions to the front yard landscape and decrease in wall height.

**207 Oakland Avenue**

**#19-0739**

**APN: 036-123-06**

Appeal of Design Permit and Fence Exception for the remodel of three existing residential structures (comprised of four dwelling units), including a 131 square foot addition to one structure. The proposal includes a change in the number of dwelling units to comply with current zoning standards, with a reduction of one duplex and two single-family residences to one single-family residence, one secondary dwelling unit, and one detached living space. The project is located within the R-1 (Single-Family Residential) zoning district.

This project requires a Coastal Development Permit. The City's decision on the Coastal Development Permit is appealable to the California Coastal Commission after all possible appeals are exhausted through the City.

Environmental Determination: Categorical Exemption

Owner: Jason Nielsen

Representative: Derek Van Alstine, Filed: 12.16.2019

**BACKGROUND:** On December 16, 2019, the applicant submitted a Design Permit application and Fence Exception.

On January 15, 2020, staff issued an incomplete letter to the applicant. The letter stated that the property use is nonconforming due to the fact that the proposed number of residential units exceeds the number of units permitted by the applicable zoning regulations. When the property was originally permitted, residential dwellings with four units was a permitted use in the R-1 zone. Since then, the City has revised its zoning code and the use is no longer permitted. Staff identified two possible long-term solutions: applying to the Council for an extension of application of the previous zoning code; or modifying the application to remove two of the four residential units and converting one into a secondary dwelling unit.

On February 25, 2020, the applicant submitted a revised application. The applicant proposed to bring the property into conformity with the current zoning regulations (and, by extension, the requirements of the City's certified local coastal program) by decreasing the density from the existing four residential units to a single-family home with one secondary dwelling unit and a detached living space. The applicant also requested a fence exception. The Code allows fences

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up to 8 feet, so long as any fencing above six feet is open or lattice. The applicant requested an exception to allow the fence above six feet in height to have two feet of solid material rather than lattice.

On June 4, 2020, the Planning Commission heard the application. Commissioner Welch recused himself because he owns property within 500 feet of the project. Commissioners made two motions for approval and both resulted in a tie, therefore each motion failed, and the application was denied.

On June 11, 2020, the owners, Jason and Tiffany Nielsen, submitted an appeal of the Planning Commission denial to the City Council (Attachment 1). The applicant's representative, Derek Van Alstine, submitted a letter along with the owner's appeal (Attachment 2) which stated the basis of the appeal and requested a waiver of the appeal cost.

On July 6, 2020, the appellant submitted a letter to the City Council further explaining the reason for the appeal (Attachment 3).

DISCUSSION: The appellant is appealing the Planning Commission denial. The applicant has modified the plans since the Planning Commission review with two changes: 1) introduced landscaping to the front yard and along the front fence, and 2) decreased the wall height to six feet to comply with the fence standards and remove the fence exception request. The application brings the property into conformity with the zoning code and certified local coastal program by combining the existing four residential units to a single-family home with one secondary dwelling unit and a detached living space. Specifically, the project would convert a duplex into a single-family residence, convert a 514-square-foot single-family residence into a secondary dwelling unit, and convert a 601-square-foot single-family residence into a detached living space. The project includes first- and second-story additions to the single-family residence, for a net increase of 131 square feet, and the construction of two new accessory structures: a shed and a covered gateway. The application complies with all development standards of the R-1 zone.

The multifamily fourplex located in the R-1 zoning district is considered a nonconforming use, meaning that it was legal at the time it was established, but is not presently a permitted or conditional use in the district. Pursuant to CMC Section 17.72.060(C), residential projects with more than two units must be discontinued fifty years from the date the activity first became nonconforming unless granted an extension by City Council (Attachment 7). The Depot Hill neighborhood converted from a multi-family to single-family zoning district in 1979. Residential structures in Depot Hill must comply with the single-family zoning provisions by September 27, 2029, fifty years after the neighborhood was rezoned. The applicant opted to remove two units and convert a third into a secondary dwelling unit to bring the property into compliance rather than request an extension.

Appeal:

The basis of the appeal is the tie-vote by the Planning Commission which resulted in a denial of their application.

On July 6, 2020, the owners submitted a letter providing two points regarding the original application. The first point was that the application converted the property from a non-complying multi-unit complex to a single-family dwelling unit with ADU which complies with the code and is "in line with the rest of the neighborhood." The second point was regarding the proposed Mediterranean design, stating this style of architecture is found within Depot Hill and throughout

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the City. These comments were in response to the concerns raised by two Commissioners during the June 4 Planning Commission public meeting.

Commissioner Concerns:

Commissioner Newman raised concerns about decreasing the number of housing units on the site when the City is experiencing a housing shortage. Planning Commissioner Newman referenced the 1982 Mello Act, which is a California State Law that seeks to preserve affordable housing in coastal zones. The law prohibits local governments from authorizing conversion or demolition of existing residential dwelling units in coastal zones that are occupied by persons and families of low or moderate income unless replacement dwelling units are provided or unless a specific exception applies. (Gov Code. Sec. 65590). Under Section 65590(b)(1), no replacement units are required when the proposed demolition or conversion involves 10 or fewer units in more than one structure. Here, four units exist in three structures on the property. Therefore, the Mello Act's demolition limitations and replacement requirements are not applicable.

During the hearing, and in further justification for his vote against approval, Commissioner Newman also referenced Section 18.02.010(A) of the Capitola Municipal Code Affordable (Inclusionary) Housing Ordinance, which prioritizes affordable housing within Capitola, as follows:

18.02.010 Findings. In enacting this chapter of the Capitola Municipal Code pertaining to the provisions of affordable housing in the City of Capitola, the City Council finds:

A. A decent home and suitable living environment for all Capitola residents and workers is a priority of the highest order. To this end, the housing element of the Capitola general plan discusses and analyzes the need to provide housing for senior citizens, disabled persons, single parent families, homeless persons and homeless families, and families of very low, low, and moderate income levels. Similarly, the general plan housing element outlines the extremely high cost of housing both regionally and within the city. With respect to affordable housing in the city, the housing element articulates, among others, Policies 3.4, 3.5, and 3.6 intended to advance the general plan goal to "Encourage New Affordable Housing Opportunities Through Construction Of New Units." These policies encourage the adoption of an inclusionary housing ordinance, which provides for construction of affordable housing units in connection with private market rate residential development or the payment of in lieu affordable housing fees in connection with market rate residential development, and further encourage the establishment of a housing trust fund to be used to facilitate the development of new affordable housing in the city.

In addition, Commissioner Routh expressed concerns related to the design of the project and agreed with a public comment that addressed concerns with the style, wall, and entry. Commissioner Routh acknowledged the property needs improvement but did not believe the Mediterranean design fit with the style of Capitola and the Depot Hill neighborhood.

Section 17.63.090 includes fourteen review criteria for a design permit (Attachment 8). Section 17.63.090(L) requires "consideration of design guidelines for special commercial or residential areas contained in the general plan, coastal plan, area plans or other approved design policies."

Section 17.63.090(F) pertains to architectural character of the proposed project:

F. Considerations relating to architectural character:

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1. The suitability of the building for its purpose
2. The appropriate use of materials to insure compatibility with the intent of the title;

Capitola's General Plan Land Use Element groups neighborhoods in terms of unique identity defined by its history, design character, land use mix, and natural setting. The Depot Hill neighborhood is described in the General Plan on page LU-4 as follows:

"The Depot Hill neighborhood is nestled along Capitola's shoreline and overlooks Capitola Village. Detached single-family homes on relatively small lots create an intimate feel. A high concentration of historic single-family homes, a variety of architectural styles, and a sidewalk exemption allowance contributes to the neighborhood's coastal village feel. The Inn at Depot Hill and Monarch Cove Inn (formerly El Salto Resort) are located in the Depot Hill neighborhood."

Lastly, Capitola's Local Coastal Plan includes the Land Use Plan which provides guidance for future development within the Coastal Zone. The Land Use Plan includes policy III-6 as follows:

"It shall be the policy of the City of Capitola to maintain the special character of Depot Hill. New development on Depot Hill shall be permitted only where designed to be compatible with the scale and architecture of the area."

If the City Council wishes to grant the appeal the findings for approval should be based on the above provisions.

Finally, the project reviewed by the Planning Commission lacked landscaping along the front of the property due to the existing onsite parking. There are four spaces located along the front property and a small yard on the north east corner that was proposed to be converted to a rock landscape. Following the denial, the applicant decreased the wall height to six feet to comply with fence standards and not require the fence exception. The applicant also updated the landscaping along the frontage to include a landscape strip with plantings along the front of the wall and southern property line and new plantings in the north east corner (Attachment 5).

In conclusion, the application complies with all development standards of the R-1 zoning district and all findings of a Coastal Development Permit.

**FISCAL IMPACT:** There is no fiscal impact to the City. The applicant paid a deposit of \$1,000. Staff's time on the appeal will be billed to the applicant against the deposit.

**ATTACHMENTS:**

1. 207 Oakland Avenue - Appeal - 06.11.20
2. 207 Oakland Avenue - Architect Appeal Letter - 6.10.20
3. 207 Oakland Avenue - Owner Appeal Letter - 07.06.20
4. 207 Oakland Avenue - PC Staff Report - 06.04.20
5. 207 Oakland Avenue - Revised Plan Set - 07.16.20
6. 207 Oakland Avenue - Planning Commission Minutes - 06.04.20
7. Capitola Municipal Code - 17.72.060
8. Capitola Municipal Code - 17.63.090

Report Prepared By: Sean Sesanto

207 Oakland Appeal  
July 23, 2020

**Reviewed and Forwarded by:**



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Jamie Goldstein, City Manager      7/15/2020





# CITY OF CAPITOLA APPEAL APPLICATION FORM

TYPE OF APPEAL (check one)	APPEAL FEE
<input type="checkbox"/> Administrative - Staff Determination	Cost
<input checked="" type="checkbox"/> Planning Commission Decision	Cost
<input type="checkbox"/> Code Enforcement Action	\$536
<input type="checkbox"/> Building Code Interpretation	\$536
<input type="checkbox"/> Coastal Appeal	\$0

### APPELLANT INFORMATION

Name: DEREK VAN ALSTINE  
 Address: 1535 FAIRBRIGHT AVE City Santa Cruz Zip 95062  
SUITE 200  
 Phone: 831-426-8400  
 Email: DEREK@VANALSTINE.COM

### APPEAL INFORMATION

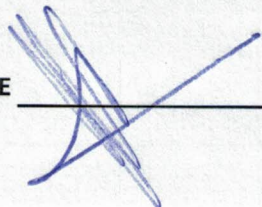
Project Address: 207 OAKLAND AVE  
 Property Owner: JASON NIELSEN  
 Application Number: \_\_\_\_\_

### REASONS FOR APPEAL

Please note the reasons and grounds for your appeal. Attach additional pages as necessary.

NO AFFIRMATIVE ACTION DUE TO THE VOTES AS  
A RESULT OF COMMISSION MEMBER'S RECUSAL

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SIGNATURE  DATE 4.11.20

Attachment: 207 Oakland Avenue - Appeal - 06.11.20 (207 Oakland Appeal)

# DEREK VAN ALSTINE RESIDENTIAL DESIGN, INC.

CITY OF CAPITOLA  
CITY CLERK

JUN 10 2020

June 9, 2020

Chloe Woodmansee, Interim City Clerk  
City of Capitola,  
420 Capitola Avenue  
Capitola, CA 95010

Re: Final Local Action Notice - Denial  
207 Oakland Avenue  
APN: 036-123-06  
Application #: 19-0739

Ms. Woodmansee:

On behalf of my clients Jason and Tiffany Nielsen I would like to appeal the tie-vote by the Planning Commission which resulted in a denial of our project. The basis of our appeal is due to Commissioner Welch's recusal. The remaining commissioners were unable to reach a decision an affirmative action and remained tied on two separate votes which in turn resulted in a technical denial of the project.

As no affirmative action was taken by the Planning Commission, we would ask that the matter be heard in full by the City Council and we respectfully ask that the appeal fee be waived.

Sincerely,



Derek Van Alstine, President  
Derek Van Alstine Residential Deisgn, Inc.

1535 Seabright Avenue, Suite 200, Santa Cruz, CA 95062  
831-426-8400

Attachment: 207 Oakland Avenue - Architect Appeal Letter - 6.10.20 (207 Oakland Appeal)

Good evening Capitola City Council,

Thank you for the opportunity to review our submission for the remodel of our property at 207 Oakland Ave. To begin with, we would like to introduce ourselves, Jason and Tiffany Nielsen. We are currently residents of Scotts Valley. We have two sons, one is going to be a junior at Soquel High school. Our older son is going to be a junior at UC Santa Cruz and also serves in the Army Reserves. Jason is retired from public safety and Tiffany is a Registered Nurse at Dominican Hospital. Tiffany is a lifelong resident of Santa Cruz County and Jason moved to Santa Cruz County 24 years ago after serving in the military overseas. It has always been our lifelong desire to retire in Capitola and in 2019 we purchased a older, somewhat dilapidated property on Depot Hill at 207 Oakland Avenue. Although the property was in need of a great deal of repair, we purchased the property with the intent to do a beautiful remodel to create our retirement dream home in our retirement dream community. The style of the remodel is Mediterranean and the footprint of the property is only minimally changing in accordance with all Capitola city codes. We have met many of our future neighbors who have all been very supportive of the improvement in the neighborhood. We are very excited to be permanent residents of Capitola and support local businesses and the community as a whole.

We have paid all fees and conformed to the requirements for doing the remodel, without exception. The overall view of the site plan shows only minimal changes to the footprint of the property. The property was previously a 4 Plex apartment with numerous safety and code violations. The code violations on the property were due to the fact that the property has been subdivided over the years into a multi unit complex from what it appears to have been originally constructed as a single-family dwelling. We would like to return it back to a single-family dwelling with an ADU. There are only a few multiunit apartment complexes in Depot Hill, with the majority of the homes being single-family dwellings. Our intent is to return the property back to a single-family dwelling, in line with the rest of the neighborhood.

There are many homes on Depot Hill and in the city of Capitola that are Mediterranean style. A drive-through of any neighborhood in Capitola and Depot Hill itself will see many homes of different styles that range from cottage to beach style to Mediterranean. It is our intention to make sure that this remodel will be lovely and will conform nicely with many of the homes on Depot Hill and in the city in general. We hired a well-known and extremely experienced and talented architect, Derek VanAlstine, to achieve this. Mr. Van Alstine has worked diligently for almost a year to conform the property with code requirements within the city of Capitola. Mr VanAlstine has created a beautiful project and future home for our family. We look forward to being part of the community and to support the city of Capitola and it's business establishments. Our small family will be a great addition to the city and this beautiful home will enhance the Depot Hill neighborhood.

Thank you very much for your time,

Jason and Tiffany Nielsen



## STAFF REPORT

TO: PLANNING COMMISSION  
 FROM: COMMUNITY DEVELOPMENT  
 DATE: JUNE 4, 2020  
 SUBJECT: **207 Oakland Avenue #19-0739 APN: 036-123-06**

Design Permit, secondary dwelling unit, and fence height exception for the remodel of three residential structures, including an addition to one structure. The proposal includes a change in the number of dwelling units to comply with current zoning standards, with a reduction of one duplex and two single-family residences to one single-family residence, one secondary dwelling unit, and one detached living space. The project is located within the R-1 (Single-Family Residential) zoning district.

This project requires a Coastal Development Permit which is appealable to the California Coastal Commission after all possible appeals are exhausted through the City.

Environmental Determination: Categorical Exemption

Owner: Jason Nielsen

Representative: Derek Van Alstine, Filed: 12.16.2019

### APPLICANT PROPOSAL

The applicant is proposing to modify the existing property with four residential units to a single-family home with one secondary dwelling unit. Specifically, the application would convert a duplex into a single-family residence, convert a 514-square-foot single-family residence into a secondary dwelling unit, and convert a 601-square-foot single-family residence into a detached living space. The proposal includes first- and second-story additions to the single-family residence, for a net increase of 131 square feet, and the construction of two new accessory structures: a shed and a covered gateway. The applicant is also requesting an exception to the fence height limit. With approval of a fence height exception, the application complies with all development standards of the R-1 zone.

### BACKGROUND

On September 27, 1979, the property's land use activity first became nonconforming (multi-family residential, with four residential units on the property) when the zoning changed to R-1 (Single-Family Residential).

On February 9, 1988, City Council reviewed and denied an amortization extension request.

On March 11, 2020, the Architectural and Site Review Committee reviewed application #19-0739 and provided the applicant with the following direction:

Public Works Representative, Kailash Mozumder: inquired about the current and proposed drainage, noting the flat lot and semi-permeable pavers. The applicant stated that the lot currently drains to the street, there is no on-site puddling, and the proposed drainage will probably utilize drainage swales.

Building Department Representative, Robin Woodman: noted that the walls and openings along property lines may require higher ratings for fire safety.

Local Architect, Frank Phanton: approved of the design and the separation of parking from the home and provided color wheel samples.

Assistant Planner, Sean Sesanto: stated that, prior to Planning Commission, the proposed fence may only be six feet tall, or eight feet tall provided the top two feet of fence be made of lattice of other open material.

Following the Architecture and Site Review meeting, the applicant requested a fence height exception to allow a solid eight-foot wall.

**Development Standards**

Tables outlining the zoning code requirements for development in the R-1 Zoning District and how they apply to each of the three structures are attached. The three structures are nonconforming, and the nonconformities are described in the “Nonconforming Structures” section below. The modifications to the three structures proposed under application #19-0739 comply with the development standards for the R-1 (Single-Family Residential) zoning district. The cumulative floor area ratio (FAR) for the project is included in the development standards table below.

<b>Development Standards</b>		
<b>Building Height</b>		
<b>R-1 Regulation</b>	<b>Existing</b>	<b>Proposed</b>
25 ft.	21 ft	21 ft 6 in.
<b>Floor Area Ratio (FAR)</b>		
	<b>Existing</b>	<b>Proposed</b>
<b>Lot Size</b>	5,500 sq. ft.	5,500 sq. ft.
<b>Maximum Floor Area Ratio</b>	49% (Max 2,695 sq. ft.)	60% (Max 3,300 sq. ft.)
First Story Floor Area	1,701 sq. ft.	1,751 sq. ft.
Second Story Floor Area	367 sq. ft.	447 sq. ft.
<b>TOTAL FAR</b>	37.6% (2,067 sq. ft.)	40% (2,198 sq. ft.) (150 sq. ft. exempt)

**DISCUSSION**

The existing residential units at 207 Oakland Avenue consist of a two-story duplex and two single-story, single-family residences. The applicant is proposing to convert the duplex into a single-family residence, convert one existing single-family residence into a secondary dwelling unit, and convert the other existing single-family residence into a detached living space for a combined floor area ratio (FAR) of 2,198 square feet. The lot is surrounded by one- and two-story single-family homes within the Depot Hill neighborhood.

The modifications to the new single-family dwelling unit include replacing a rear second-story deck with a new bathroom. The detached living space will have a single bathroom but will not be permitted to have a kitchen. The proposed exterior changes to all structures will be of matching

Spanish-style, featuring clay tile roofs, stucco siding, and a mix of rectangular and arched windows. A stucco wall is proposed to surround the rear portion of the property and includes a 52-square-foot covered gateway accessory structure. A second accessory structure, an 80-square-foot shed, is exempt from the FAR calculation pursuant to Capitola Municipal Code (CMC) §17.15.030(C)(2).

#### Fence Exception

Fences behind both the front setback line and any residential building may be built to a maximum of height of eight feet, provided that the top two feet of the fence be made of lattice or other open material. The applicant is requesting a fence height of eight feet that maintains the solid stucco material above six feet. Pursuant to CMC §17.54.020(B), the Planning Commission may approve alternative locations, height, and material for fences. The fence complies with all other standards. The applicant is requesting the exception to compliment the Spanish-style architecture with a traditional solid stucco wall.

#### Parking

Residential lots with a floor area between 2,001 square feet up to 2,600 square feet are required to provide three spaces, one of which must be covered. The lot currently has four uncovered spaces and therefore is considered nonconforming. Pursuant to CMC §17.51.135(B), no additional parking shall be required for reconstruction or structural alteration of an existing residential structure, so long as the floor area of the structure is not increased by more than ten percent of the existing gross floor area. The existing gross floor area of the three structures will not increase by more than ten percent, so the applicant is not required to provide one covered parking space.

#### Nonconforming Activities

Currently the lot activities are nonconforming due to the existence of four dwelling units (multi-family use), which constitute a nonconforming activity that must be discontinued by the amortization period of September 27, 2029, which is fifty years from the date the use first became nonconforming, unless an amortization period extension is granted by the Capitola City Council. The applicant proposes converting the uses to one single-family dwelling unit, one secondary dwelling unit, and one detached living space, which would bring the use on the site into compliance with the current zoning.

#### Nonconforming Structures

Each of the three residential structures are also nonconforming due to their locations in the required setback. Pursuant to CMC §17.72.070, an existing non-complying structure that will be improved beyond 80% of present fair market value of the structure may not be made unless the structure is brought into compliance with the current zoning regulations. The applicant has submitted construction cost breakdowns (Attachment 6) for each of the three structures demonstrating that each structure is not improved beyond 80% of the present fair market value. A list of the nonconformities and improvement values, provided below:

##### Existing Duplex/Proposed Primary Single-Family Residence – Building A

The duplex is nonconforming because the east and north elevations encroach into the required front and side setbacks. The construction cost breakdown demonstrates the improvements are 65.4 percent of the present market value.

##### Existing Single-Family Residence/Proposed Detached Living Space – Building B

The unit is nonconforming because the west and north elevations encroach into the required rear and side setbacks. The construction cost breakdown demonstrates the improvements are 49.9 percent of the present market value.

Existing Single-Family Residence/Proposed Secondary Dwelling Unit – Building C

The unit is nonconforming because the south elevation encroaches into the required side setback. The construction cost breakdown demonstrates the improvements are 49.9 percent of the present market value.

Secondary Dwelling Unit

The proposal includes the conversion of an existing nonconforming single-story, single-family residence into a detached 500-square-foot secondary dwelling unit. The proposed secondary dwelling unit is permitted in the R-1 zoning district on a lot 5,000 square feet or larger in conjunction with a primary single-family dwelling. Changes to the structure's exterior include the addition of a covered porch and Spanish style exterior matching the single-family residence and the detached living space. The proposed secondary dwelling unit complies with all applicable regulations under CMC Chapter 17.99.

CEQA

Section 15303 of the CEQA Guidelines exempts new construction or conversion of small structures. This project involves the conversion of a duplex to a single-family residence, conversion of a single-family residence to a secondary dwelling unit, the conversion of a single-family dwelling into a detached living space, and the construction of two accessory structures within the R-1 (single-family residence) Zoning District. No adverse environmental impacts were discovered during review of the proposed project.

RECOMMENDATION

Staff recommends the Planning Commission approve project application #19-0739 based on the following Conditions and Findings for Approval.

CONDITIONS OF APPROVAL

1. The project approval consists of a remodel of three residential structures, including an addition to one structure that will increase the total floor area by 131 square-feet, and a fence height exception allowing a solid 8-foot-high wall even with the front façade of the single-family residence. The proposal includes a change in the number of dwelling units, with a reduction of one duplex and two single-family residences to one single-family residence, one secondary dwelling unit, and one detached living space. The maximum Floor Area Ratio for the 5,500 square foot property is 60% (3,300 sq. ft.). The total FAR of the project is 40% with a total of 2,198 square feet, compliant with the maximum FAR within the zone. The proposed project is approved as indicated on the final plans reviewed and approved by the Planning Commission on June 4, 2020, except as modified through conditions imposed by the Planning Commission during the hearing.
2. Prior to construction, a building permit shall be secured for any new construction or modifications to structures authorized by this permit. Final building plans shall be consistent with the plans approved by the Planning Commission. All construction and site improvements shall be completed according to the approved plans
3. At time of submittal for building permit review, the Conditions of Approval must be printed in full on the cover sheet of the construction plans.
4. At time of submittal for building permit review, Public Works Standard Detail SMP STRM shall be printed in full and incorporated as a sheet into the construction plans. All construction shall be done in accordance with the Public Works Standard Detail BMP STRM.

5. Prior to making any changes to approved plans, modifications must be specifically requested and submitted in writing to the Community Development Department. Any significant changes to the size or exterior appearance of the structure shall require Planning Commission approval.
6. Prior to issuance of building permit, a landscape plan shall be submitted and approved by the Community Development Department. The landscape plan can be produced by the property owner, landscape professional, or landscape architect. Landscape plans shall reflect the Planning Commission approval and shall identify type, size, and location of species and details of any proposed (but not required) irrigation systems.
7. Prior to issuance of building permit, all Planning fees associated with permit #19-0739 shall be paid in full.
8. Prior to issuance of building permit, the developer shall pay Affordable housing in-lieu fees as required to assure compliance with the City of Capitola Affordable (Inclusionary) Housing Ordinance.
9. Prior to issuance of a building permit, the applicant must provide documentation of plan approval by the following entities: Santa Cruz County Sanitation Department, Soquel Creek Water District, and Central Fire Protection District.
10. Prior to issuance of building permits, a drainage plan, grading, sediment and erosion control plan, shall be submitted to the City and approved by Public Works. The plans shall be in compliance with the requirements specified in Capitola Municipal Code Chapter 13.16 Storm Water Pollution Prevention and Protection.
11. Prior to issuance of building permits, the applicant shall submit a stormwater management plan to the satisfaction of the Director of Public Works which implements all applicable Post Construction Requirements (PCRs) and Public Works Standard Details, including all standards relating to low impact development (LID).
12. Prior to any land disturbance, a pre-site inspection must be conducted by the grading official to verify compliance with the approved erosion and sediment control plan.
13. Prior to any work in the City road right of way, an encroachment permit shall be acquired by the contractor performing the work. No material or equipment storage may be placed in the road right-of-way.
14. During construction, any construction activity shall be subject to a construction noise curfew, except when otherwise specified in the building permit issued by the City. Construction noise shall be prohibited between the hours of nine p.m. and seven-thirty a.m. on weekdays. Construction noise shall be prohibited on weekends with the exception of Saturday work between nine a.m. and four p.m. or emergency work approved by the building official. §9.12.010B
15. Prior to a project final, all cracked or broken driveway approaches, curb, gutter, or sidewalk shall be replaced per the Public Works Standard Details and to the satisfaction of the Public Works Department. All replaced driveway approaches, curb, gutter or sidewalk shall meet current Accessibility Standards.



16. Prior to issuance of a Certificate of Occupancy, compliance with all conditions of approval shall be demonstrated to the satisfaction of the Community Development Director. Upon evidence of non-compliance with conditions of approval or applicable municipal code provisions, the applicant shall remedy the non-compliance to the satisfaction of the Community Development Director or shall file an application for a permit amendment for Planning Commission consideration. Failure to remedy a non-compliance in a timely manner may result in permit revocation.
17. This permit shall expire 24 months from the date of issuance. The applicant shall have an approved building permit and construction underway before this date to prevent permit expiration. Applications for extension may be submitted by the applicant prior to expiration pursuant to Municipal Code section 17.81.160 (Coastal).
18. The planning and infrastructure review and approval are transferable with the title to the underlying property so that an approved project may be conveyed or assigned by the applicant to others without losing the approval. The permit cannot be transferred off the site on which the approval was granted.
19. Upon receipt of certificate of occupancy, garbage and recycling containers shall be placed out of public view on non-collection days.
20. The floor area for the secondary dwelling unit shall not exceed 500 square feet.
21. At time of submittal for building permit review, a water will serve letter for the second dwelling unit must be submitted to the City.
22. Before obtaining a building permit for a secondary dwelling unit, the property owner shall file with the county recorder a declaration of restrictions containing a reference to the deed under which the property was acquired by the present owner and stating that:
  - a. The secondary dwelling unit shall not be sold separately;
  - b. The unit is restricted to the approved size;
  - c. The administrative review or the design permit, whichever applies, for the secondary dwelling unit shall be in effect only so long as the owner of record occupies either the main residence or the secondary dwelling unit;
  - d. The above declarations are binding upon any successor in ownership of the property. Lack of compliance shall be cause for code enforcement and/or revoking the administrative review or the architecture and site review permit, whichever applies;
  - e. The deed restrictions shall lapse upon removal of the secondary dwelling unit.

### **DESIGN PERMIT FINDINGS**

- A. The project, subject to the conditions imposed, secures the purposes of the Zoning Ordinance, General Plan, and Local Coastal Plan.**  
Community Development Staff, the Architectural and Site Review Committee, and the Planning Commission have all reviewed the project. The proposed remodel of three structures and reduction of dwelling units comply with the development standards of the Single-Family Residential District. Specifically, all of the requirements of Capitola Municipal Code §17.99.050 have been met. The project secures the purposes of the Zoning Ordinance, General Plan, and Local Coastal Plan.
- B. The project will maintain the character and integrity of the neighborhood.**

Community Development Staff, the Architectural and Site Review Committee, and the Planning Commission have all reviewed the application. The design of the three Spanish-style residential structures with matching clay tile roofs, stucco siding, and mix of rectangular and arched windows, will fit in nicely with the existing neighborhood. The project will maintain the character and integrity of the neighborhood.

### **CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FINDINGS**

#### **A. This project is categorically exempt under Section 15303 of the California Environmental Quality Act and is subject to Section 753.5 of Title 14 of the California Code of Regulations.**

Section 15303, specifically subsections (a) and (e) of the CEQA Guidelines exempts new construction or conversion of small structures from one use to another where only minor modifications are made in the exterior of the structure. This project involves the remodel of three structures with an addition to one structure and the reduction of total dwelling units from one duplex and two single-family residences to one single-family residence, one secondary dwelling unit, and one detached living space within the R-1 (Single-Family Residential) zoning district. No adverse environmental impacts were discovered during review of the proposed project.

### **COASTAL FINDINGS**

#### **D. Findings Required.**

1. **A coastal permit shall be granted only upon adoption of specific written factual findings supporting the conclusion that the proposed development conforms to the certified Local Coastal Program, including, but not limited to:**
  - a. A statement of the individual and cumulative burdens imposed on public access and recreation opportunities based on applicable factors identified pursuant to subsection (D)(2) of this section. The type of affected public access and recreation opportunities shall be clearly described;
  - b. An analysis based on applicable factors identified in subsection (D)(2) of this section of the necessity for requiring public access conditions to find the project consistent with the public access provisions of the Coastal Act;
  - c. A description of the legitimate governmental interest furthered by any access conditioned required;
  - d. An explanation of how imposition of an access dedication requirement alleviates the access burdens identified.
    - The proposed development conforms to the City's certified Local Coastal Plan (LCP). The specific, factual findings, as per CMC Section 17.46.090(D) are as follows:
2. **Require Project-Specific Findings. In determining any requirement for public access, including the type of access and character of use, the city shall evaluate and document in written findings the factors identified in subsections (D)(2)(a) through (e), to the extent applicable. The findings shall explain the basis for the conclusions and decisions of the city and shall be supported by substantial evidence in the record. If an access dedication is required as a condition of approval, the findings shall explain how the adverse effects which have been identified will be alleviated or mitigated by the dedication. As used in this section, "cumulative effect" means the effect of the individual project in combination with the effects of past projects, other current projects, and probable future projects, including development allowed under applicable planning and zoning.**

- a. Project Effects on Demand for Access and Recreation. Identification of existing and open public access and coastal recreation areas and facilities in the regional and local vicinity of the development. Analysis of the project's effects upon existing public access and recreation opportunities. Analysis of the project's cumulative effects upon the use and capacity of the identified access and recreation opportunities, including public tidelands and beach resources, and upon the capacity of major coastal roads from subdivision, intensification or cumulative buildout. Projection for the anticipated demand and need for increased coastal access and recreation opportunities for the public. Analysis of the contribution of the project's cumulative effects to any such projected increase. Description of the physical characteristics of the site and its proximity to the sea, tideland viewing points, upland recreation areas, and trail linkages to tidelands or recreation areas. Analysis of the importance and potential of the site, because of its location or other characteristics, for creating, preserving or enhancing public access to tidelands or public recreation opportunities;
- The proposed project is located at 207 Oakland Avenue. The home is not located in an area with coastal access. The home will not have an effect on public trails or beach access.
- b. Shoreline Processes. Description of the existing shoreline conditions, including beach profile, accessibility and usability of the beach, history of erosion or accretion, character and sources of sand, wave and sand movement, presence of shoreline protective structures, location of the line of mean high tide during the season when the beach is at its narrowest (generally during the late winter) and the proximity of that line to existing structures, and any other factors which substantially characterize or affect the shoreline processes at the site. Identification of anticipated changes to shoreline processes at the site. Identification of anticipated changes to shoreline processes and beach profile unrelated to the proposed development. Description and analysis of any reasonably likely changes, attributable to the primary and cumulative effects of the project, to: wave and sand movement affecting beaches in the vicinity of the project; the profile of the beach; the character, extent, accessibility and usability of the beach; and any other factors which characterize or affect beaches in the vicinity. Analysis of the effect of any identified changes of the project, alone or in combination with other anticipated changes, will have upon the ability of the public to use public tidelands and shoreline recreation areas;
- The proposed project is located along 207 Oakland Avenue. No portion of the project is located along the shoreline or beach.
- c. Historic Public Use. Evidence of use of the site by members of the general public for a continuous five-year period (such use may be seasonal). Evidence of the type and character of use made by the public (vertical, lateral, blufftop, etc., and for passive and/or active recreational use, etc.). Identification of any agency (or person) who has maintained and/or improved the area subject to historic public use and the nature of the maintenance performed and improvements made. Identification of the record owner of the area historically used by the public and any attempts by the owner to prohibit public use of the area, including the success or failure of those attempts. Description of the potential for adverse impact on public use of the area from the proposed development (including but not limited to, creation of physical or psychological impediments to public use);

- There is not a history of public use on the subject lot.
- d. **Physical Obstructions.** Description of any physical aspects of the development which block or impede the ability of the public to get to or along the tidelands, public recreation areas, or other public coastal resources or to see the shoreline;
- The proposed project is located on private property on 207 Oakland Avenue. The project will not block or impede the ability of the public to get to or along the tidelands, public recreation areas, or views to the shoreline.
- e. **Other Adverse Impacts on Access and Recreation.** Description of the development's physical proximity and relationship to the shoreline and any public recreation area. Analysis of the extent of which buildings, walls, signs, streets or other aspects of the development, individually or cumulatively, are likely to diminish the public's use of tidelands or lands committed to public recreation. Description of any alteration of the aesthetic, visual or recreational value of public use areas, and of any diminution of the quality or amount of recreational use of public lands which may be attributable to the individual or cumulative effects of the development.
- The proposed project is located on private property that will not impact access and recreation. The project does not diminish the public's use of tidelands or lands committed to public recreation nor alter the aesthetic, visual, or recreational value of public use areas.
3. **Required Findings for Public Access Exceptions. Any determination that one of the exceptions of subsection (F)(2) applies to a development shall be supported by written findings of fact, analysis and conclusions which address all of the following:**
- a. The type of access potentially applicable to the site involved (vertical, lateral, bluff top, etc.) and its location in relation to the fragile coastal resource to be protected, the agricultural use, the public safety concern, or the military facility which is the basis for the exception, as applicable;
  - b. Unavailability of any mitigating measures to manage the type, character, intensity, hours, season or location of such use so that agricultural resources, fragile coastal resources, public safety, or military security, as applicable, are protected;
  - c. Ability of the public, through another reasonable means, to reach the same area of public tidelands as would be made accessible by an accessway on the subject land.
- The project is not requesting a Public Access Exception, therefore these findings do not apply.
4. **Findings for Management Plan Conditions. Written findings in support of a condition requiring a management plan for regulating the time and manner or character of public access use must address the following factors, as applicable:**
- a. Identification and protection of specific habitat values including the reasons supporting the conclusions that such values must be protected by limiting the hours, seasons, or character of public use;
    - The project is located in a residential area without sensitive habitat areas.
  - b. Topographic constraints of the development site;

- The project is located on a flat lot.
- c. Recreational needs of the public;
- The project does not impact the recreational needs of the public.
- d. Rights of privacy of the landowner which could not be mitigated by setting the project back from the access way or otherwise conditioning the development;
- e. The requirements of the possible accepting agency, if an offer of dedication is the mechanism for securing public access;
- f. Feasibility of adequate setbacks, fencing, landscaping, and other methods as part of a management plan to regulate public use.
5. **Project complies with public access requirements, including submittal of appropriate legal documents to ensure the right of public access whenever, and as, required by the certified land use plan and Section 17.46.010 (coastal access requirements);**
- No legal documents to ensure public access rights are required for the proposed project.
6. **Project complies with visitor-serving and recreational use policies;**

**SEC. 30222**

**The use of private lands suitable for visitor-serving commercial recreational facilities designed to enhance public opportunities for coastal recreation shall have priority over private residential, general industrial, or general commercial development, but not over agriculture or coastal-dependent industry.**

- The project involves a single-family residence, a secondary unit, and a detached living space on a residential lot of record.

**SEC. 30223**

**Upland areas necessary to support coastal recreational uses shall be reserved for such uses, where feasible.**

- The project involves a single-family residence, a secondary unit, and a detached living space on a residential lot of record.

**c) Visitor-serving facilities that cannot be feasibly located in existing developed areas shall be located in existing isolated developments or at selected points of attraction for visitors.**

- The project involves a single-family residence, a secondary unit, and a detached living space on a residential lot of record.

7. **Project complies with applicable standards and requirements for provision of public and private parking, pedestrian access, alternate means of transportation and/or traffic improvements;**

- The project involves the remodel of three residential structures. The project complies with applicable standards and requirements for provision for parking, pedestrian access, alternate means of transportation, and/or traffic improvements.
8. **Review of project design, site plan, signing, lighting, landscaping, etc., by the city's architectural and site review committee, and compliance with adopted design guidelines and standards, and review committee recommendations;**
    - The project complies with the design guidelines and standards established by the Municipal Code.
  9. **Project complies with LCP policies regarding protection of public landmarks, protection or provision of public views; and shall not block or detract from public views to and along Capitola's shoreline;**
    - The project will not negatively impact public landmarks and/or public views. The project will not block or detract from public views to and along Capitola's shoreline.
  10. **Demonstrated availability and adequacy of water and sewer services;**
    - The project is located on a legal lot of record with available water and sewer services.
  11. **Provisions of minimum water flow rates and fire response times;**
    - The project is located 0.5 miles from the Central Fire Protection District Capitola Station. Water is available at the location.
  12. **Project complies with water and energy conservation standards;**
    - The project is for a single-family residence, a secondary unit, and a detached living space. The GHG emissions for the project are projected at less than significant impact. All water fixtures must comply with the low-flow standards of the Soquel Creek Water District.
  13. **Provision of park dedication, school impact, and other fees as may be required;**
    - The project will be required to pay appropriate fees prior to building permit issuance.
  14. **Project complies with coastal housing policies, and applicable ordinances including condominium conversion and mobile home ordinances;**
    - The project does not involve a condo conversion or mobile homes.
  15. **Project complies with natural resource, habitat, and archaeological protection policies;**
    - Conditions of approval have been included to ensure compliance with established policies.
  16. **Project complies with Monarch butterfly habitat protection policies;**

- The project is outside of any identified sensitive habitats, specifically areas where Monarch Butterflies have been encountered, identified and documented.
- 17. Project provides drainage and erosion and control measures to protect marine, stream, and wetland water quality from urban runoff and erosion;**
- Conditions of approval have been included to ensure compliance with applicable erosion control measures.
- 18. Geologic/engineering reports have been prepared by qualified professional for projects in seismic areas, geologically unstable areas, or coastal bluffs, and project complies with hazard protection policies including provision of appropriate setbacks and mitigation measures;**
- Geologic/engineering reports have been prepared by qualified professionals for this project. Conditions of approval have been included to ensure the project applicant shall comply with all applicable requirements of the most recent version of the California Building Standards Code.
- 19. All other geological, flood and fire hazards are accounted for and mitigated in the project design;**
- Conditions of approval have been included to ensure the project complies with geological, flood, and fire hazards and are accounted for and will be mitigated in the project design.
- 20. Project complies with shoreline structure policies;**
- The proposed project is not located along a shoreline.
- 21. The uses proposed are consistent with the permitted or conditional uses of the zoning district in which the project is located;**
- This use is an allowed use consistent with the R-1 (Single-Family Residential) zoning district.
- 22. Conformance to requirements of all other city ordinances, zoning requirements, and project review procedures; and**
- The project conforms to the requirements of all city ordinances, zoning requirements, and project development review and development procedures.
- 23. Project complies with the Capitola parking permit program as follows:**
- a. The village area preferential parking program areas and conditions as established in Resolution No. 2596 and no permit parking of any kind shall be allowed on Capitola Avenue.
  - b. The neighborhood preferential parking program areas are as established in Resolution Numbers 2433 and 2510.
  - c. The village area preferential parking program shall be limited to three hundred fifty permits.

- d. Neighborhood permit areas are only in force when the shuttle bus is operating except that:
  - i. The Fanmar area (Resolution No. 2436) program may operate year-round, twenty-four hours a day on weekends,
  - ii. The Burlingame, Cliff Avenue/Grand Avenue area (Resolution No. 2435) have year-round, twenty-four hour per day “no public parking.”
- e. Except as specifically allowed under the village parking program, no preferential residential parking may be allowed in the Cliff Drive parking areas.
- f. Six Depot Hill twenty-four minute “Vista” parking spaces (Resolution No. 2510) shall be provided as corrected in Exhibit A attached to the ordinance codified in this section and found on file in the office of the city clerk.
- g. A limit of fifty permits for the Pacific Cove parking lot may be issued to village permit holders and transient occupancy permit holders.
- h. No additional development in the village that intensifies use and requires additional parking shall be permitted. Changes in use that do not result in additional parking demand can be allowed and exceptions for onsite parking as allowed in the land use plan can be made.
  - The project site is not located within the area of the Capitola parking permit program.

**ATTACHMENTS:**

1. 207 Oakland Avenue - Plan Set
2. 207 Oakland Avenue - Color Boards
3. 207 Oakland Avenue - Development Standards Table - Building A - SFR
4. 207 Oakland Avenue - Development Standards Table - Building B - Detached Living Space
5. 207 Oakland Avenue - Development Standards Table - Building C - SDU
6. 207 Oakland Avenue - Construction Cost Breakdowns

Prepared By: Sean Sesanto





3.B.1



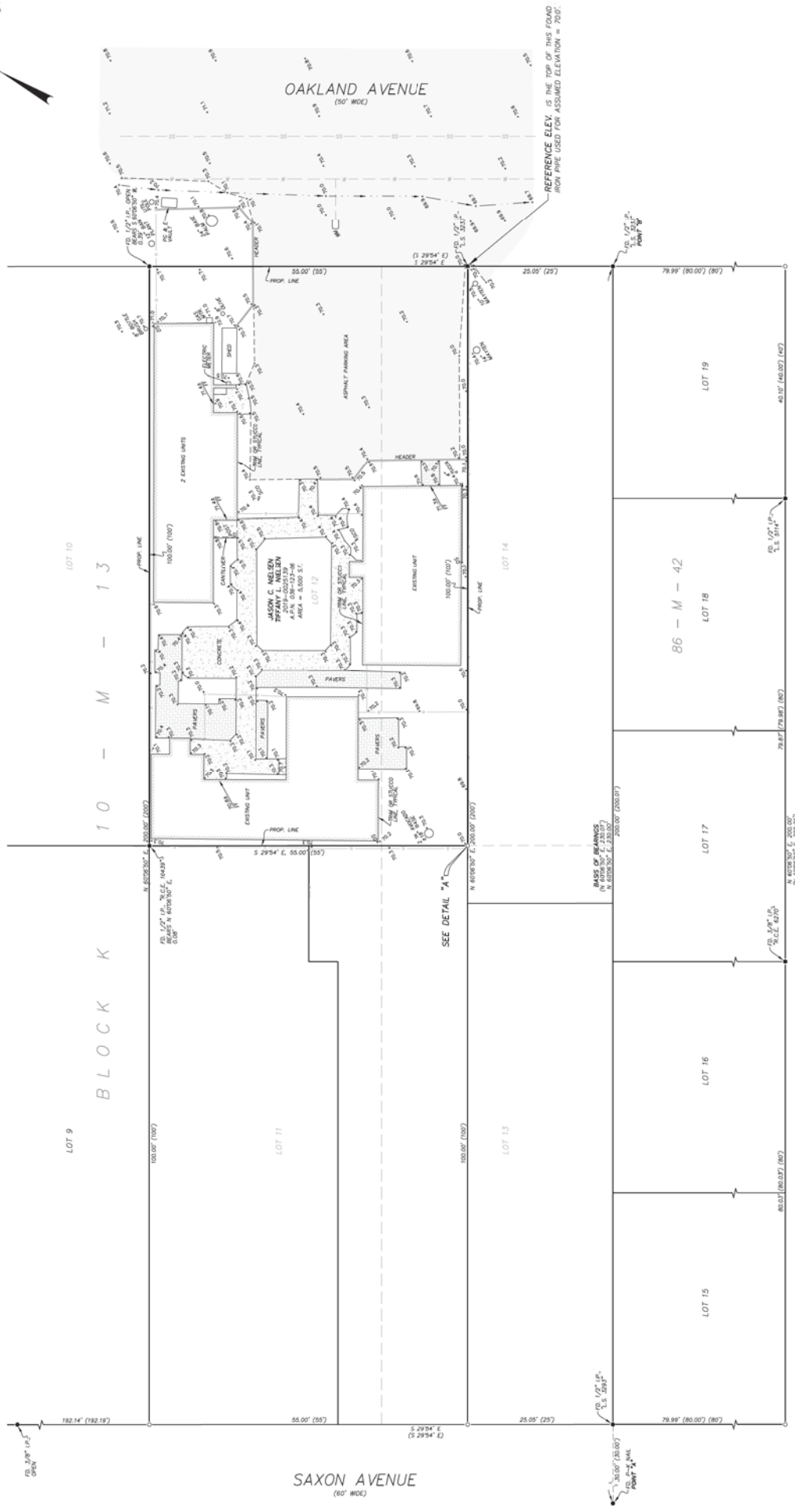
**SURVEYOR'S MAP**  
 SHOWING BOUNDARY, TOPOGRAPHIC, &  
 DATA ON LANDS DESCRIBED IN THE DEED  
**JASON C. NIELSEN &  
 TIFFANY L. NIELSEN**  
 BY RECORDER'S DOCUMENT No. 2019-0022  
 WITHIN THE CITY OF CAPITOL  
 COUNTY, CALIFORNIA  
 DATE OF SURVEY: SEPTEMBER  
 SCALE: 1" = 8'  
 A.P.N. 035-123-06  
 SHEET 1



JASON C. NIELSEN  
 1920 N. 10TH ST.  
 SAN JOSE, CA 95128  
 A.S.N. 035-123-06  
 SET 1/8" SPAC - PROPERTY CORNER

DETAIL "A"  
 SOUTHWEST PROPERTY CORNER

BASIS OF BEARINGS: N. 60°06'50" E  
 AND S. 29°54' E  
 AND "T" AND "B" BEARING IS SHOWN ON THE RECORD OF SURVEY  
 RECORDED IN VOLUME 86 OF MAPS AT PAGE 42 OF OFFICIAL RECORDS  
 OF THE COUNTY OF SANTA CRUZ.



EL SALTO AVENUE  
 (50' WIDE)

**ABBREVIATIONS**

BAN	BRNANA	SCD	SEWER CLEAN OUT
DIW	DIW	SCO	SOILS
ELEV	ELEVATION	SMH	SEWER MANHOLE
FF	FINISHED FLOOR	SS	SANITARY SEWER
MTR	METER	UTIL	UTILITY
PROP	PROPERTY	WM	WATER METER
		WV	WATER VALVE

**LEGEND**

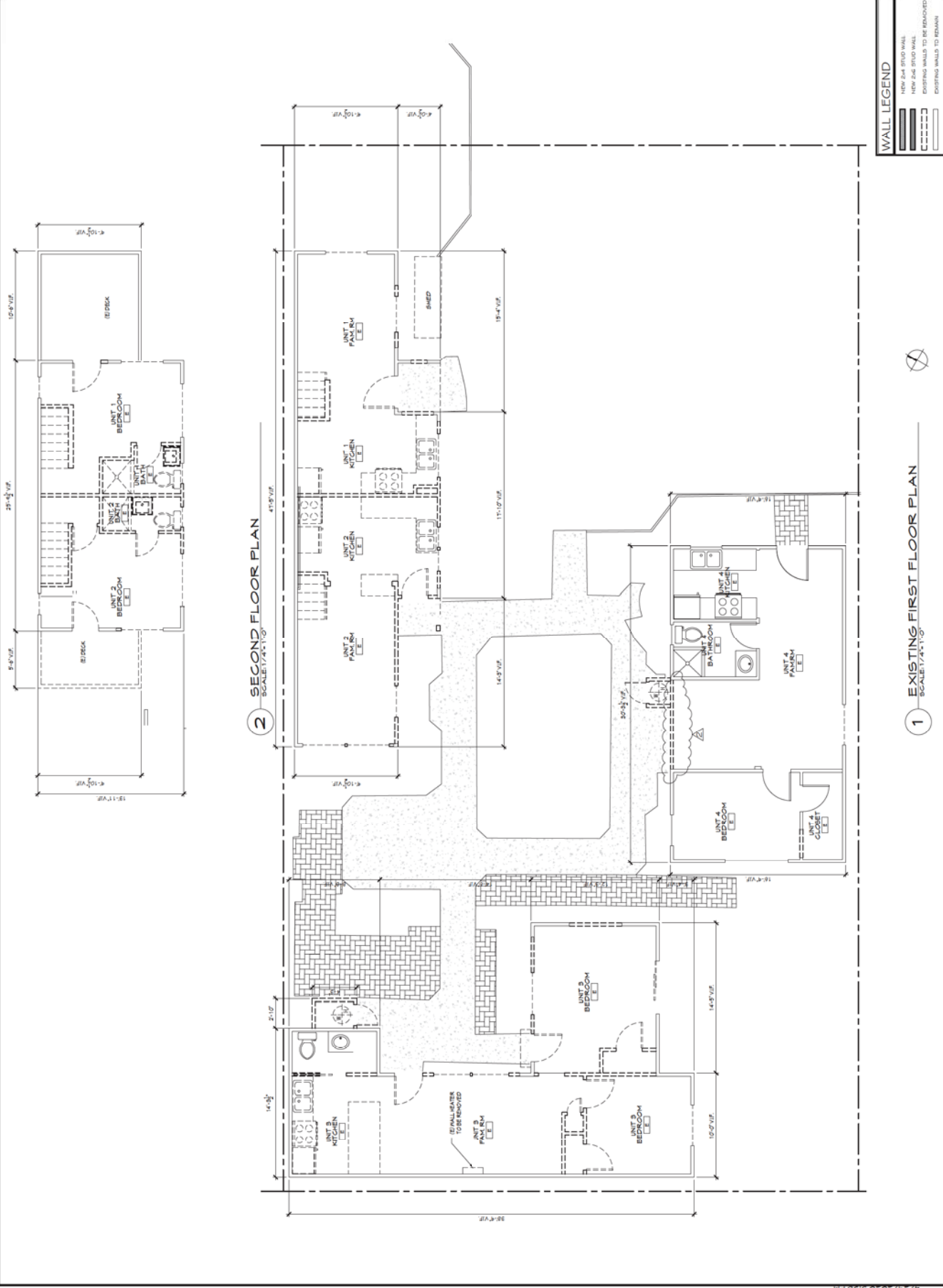
- Indicates survey monument found as noted hereon.
- Indicates survey point set as noted hereon.
- Indicates nothing found or set.
- Indicates spot elevation of existing ground.
- Indicates record data based on deeds & maps.



DATE	DESCRIPTION
08-13-2020	ISSUE DESCRIPTION
08-13-2020	PERMITS/REVISIONS
08-13-2020	SETT. (S. 20) 9
08-13-2020	ENVIRONMENTAL
08-13-2020	DEC. 11, 2019
08-13-2020	PLANNING/EMERGENCY
08-13-2020	DEC. 16, 2019
08-13-2020	REVISIONS
08-13-2020	FEB. 24, 2020
08-13-2020	F. 11, 2020
08-13-2020	APR. 30, 2020
08-13-2020	P.C. #2

EXISTING FLOOR FINISH	
NEW 2x4 STUD WALL	
NEW 2x6 STUD WALL	
EXISTING WALLS TO BE REMOVED	
EXISTING WALLS TO REMAIN	

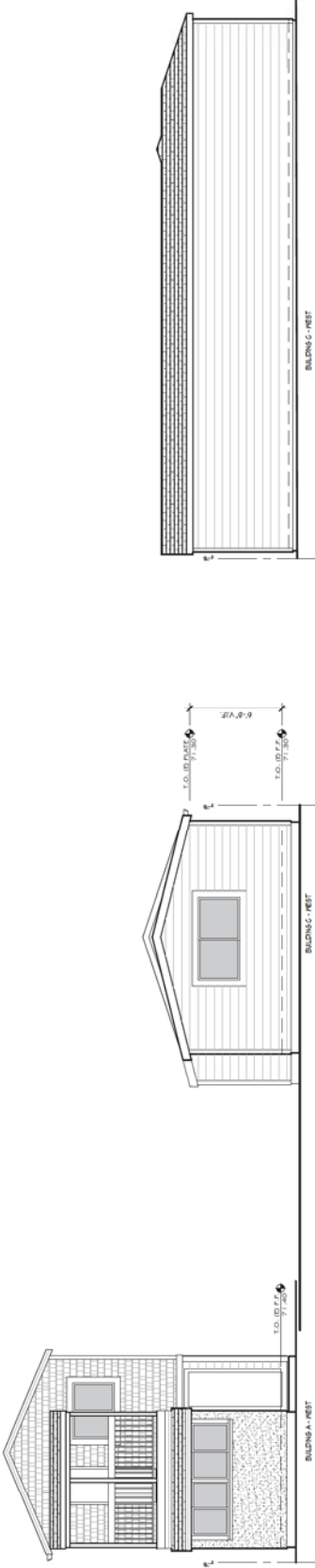
Attachment: 207 Oakland Avenue - Plan Set (207 Oakland Avenue)



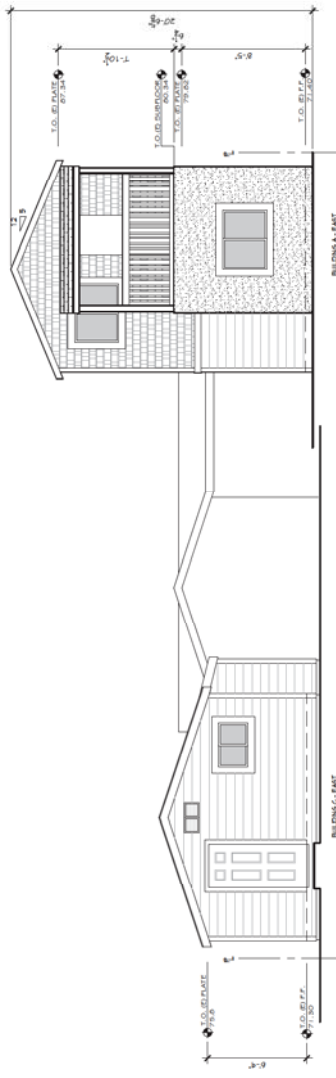


DATE	DESCRIPTION
05-13-20	ISSUE DESCRIPTION
05-13-20	PERMITS REVIEW
05-13-20	SAFETY (0, 20) 9
05-13-20	ENVIRONMENTAL
DEC. 11, 2019	PLANNING SUBMITTAL
DEC. 16, 2019	BUILDING SUBMITTAL
REVISED	
FEB. 24, 2020	P.C. #1

Attachment: 207 Oakland Avenue - Plan Set (207 Oakland Avenue)



2 EXISTING WEST ELEVATIONS  
SCALE: 1/4"=1'-0"



1 EXISTING EAST ELEVATIONS  
SCALE: 1/4"=1'-0"

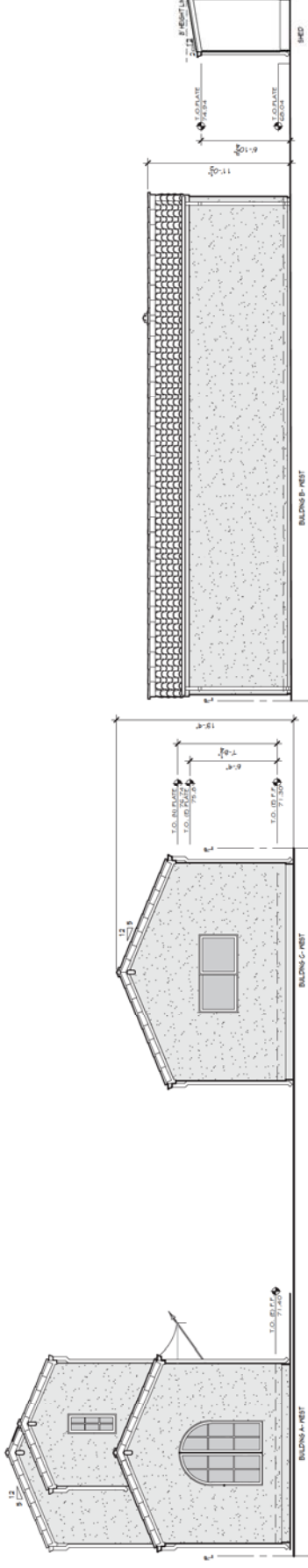




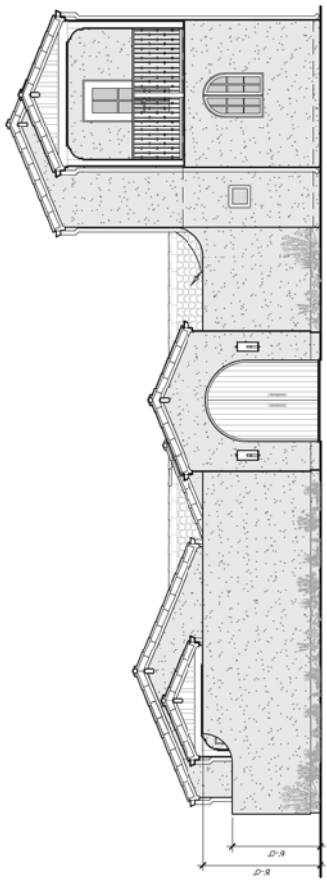


DATE	DESCRIPTION
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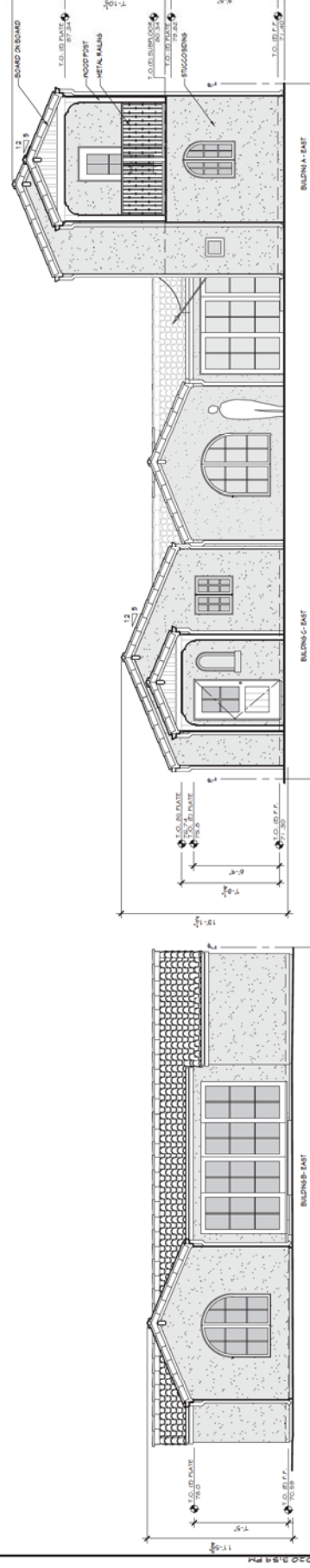
Attachment: 207 Oakland Avenue - Plan Set (207 Oakland Avenue)



3 PROPOSED WEST ELEVATIONS  
SCALE 1/4"=1'-0"



2 PROPOSED EAST ELEVATIONS WITH FENCE  
SCALE 1/4"=1'-0"



1 PROPOSED EAST ELEVATIONS  
SCALE 1/4"=1'-0"

Attachment: 207 Oakland Avenue - Plan Set (207 Oakland Avenue)

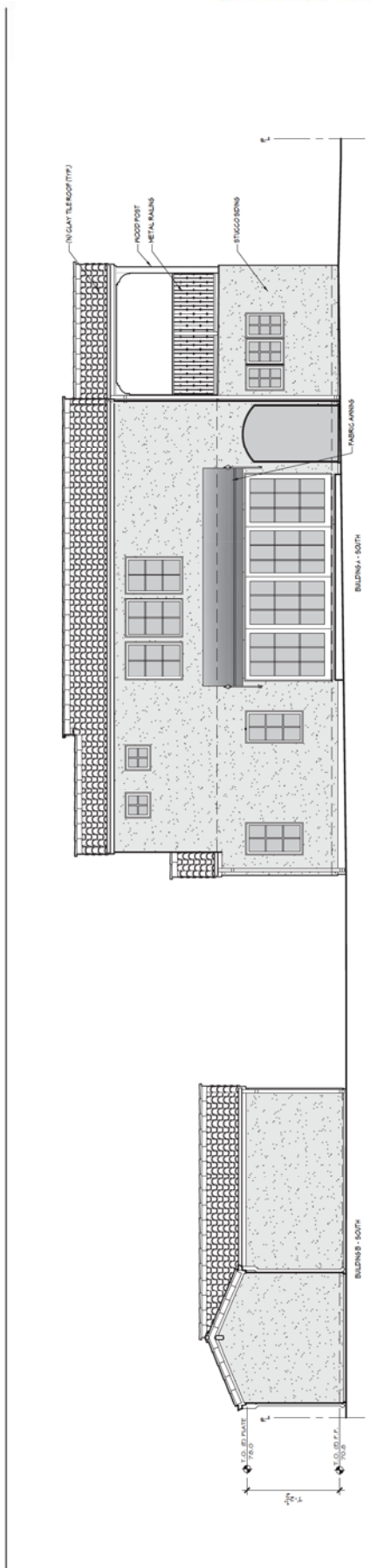
DEREK VAN ALSTINE  
RESIDENTIAL DESIGN INC.  
1515 BEARBART AVENUE SUITE 100 SANTA CRUZ CALIFORNIA  
95062 (408) 290-1800

DVRD  
DEREK VAN ALSTINE  
ARCHITECTURE  
1515 BEARBART AVENUE SUITE 100 SANTA CRUZ CALIFORNIA  
95062 (408) 290-1800

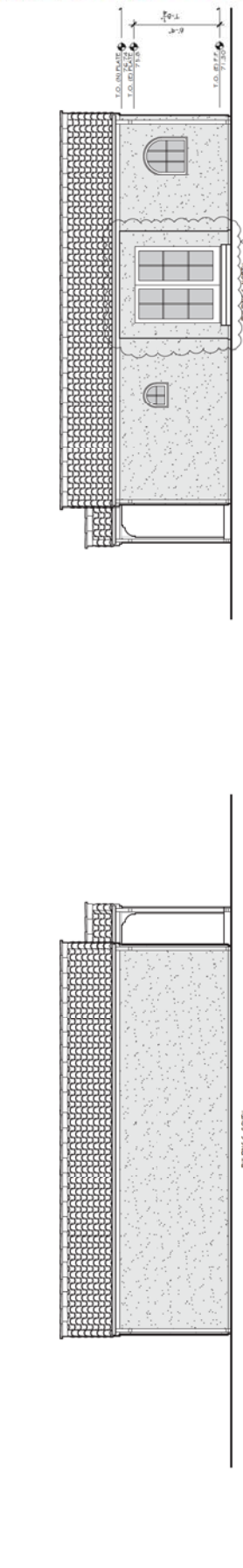
NIELSEN RESIDENCE  
207 OAKLAND AVENUE  
CAPITOLA, CA 95010

ISSUE DESCRIPTION	DATE
PRELIMINARY DESIGN	SEP 16, 2019
DESIGN DEVELOPMENT	DEC 11, 2019
PLANNING SUBMITTAL	DEC 16, 2019
BUILDING SUBMITTAL	FEB 24, 2020
REVISIONS	APR 30, 2020
APPROVED	FEB 24, 2020
REVISED	APR 30, 2020
FINAL	FEB 24, 2020

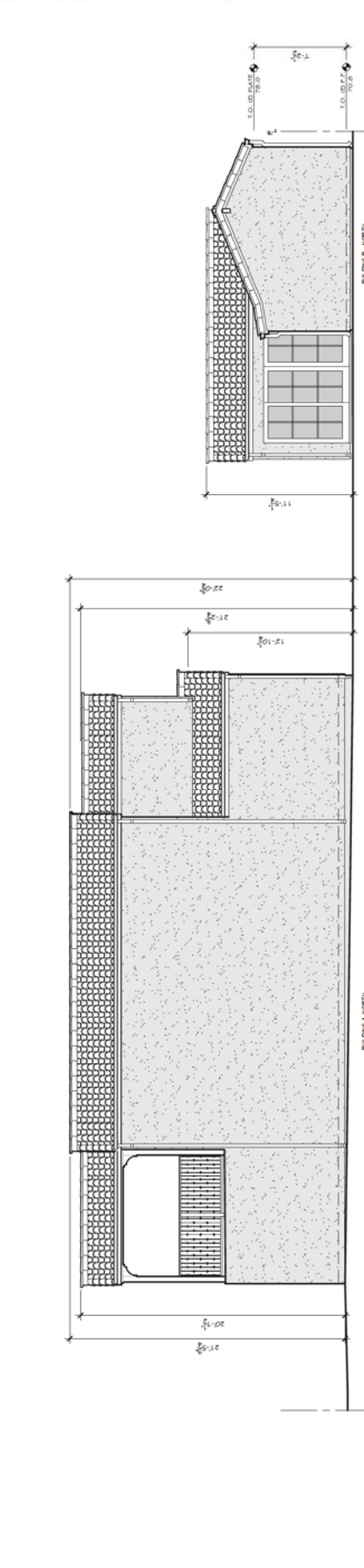
PROPOSED ELEVATIONS



6 PROPOSED SOUTH ELEVATIONS  
SCALE 1/4"=1'-0"



5 PROPOSED NORTH ELEVATION  
SCALE 1/4"=1'-0"

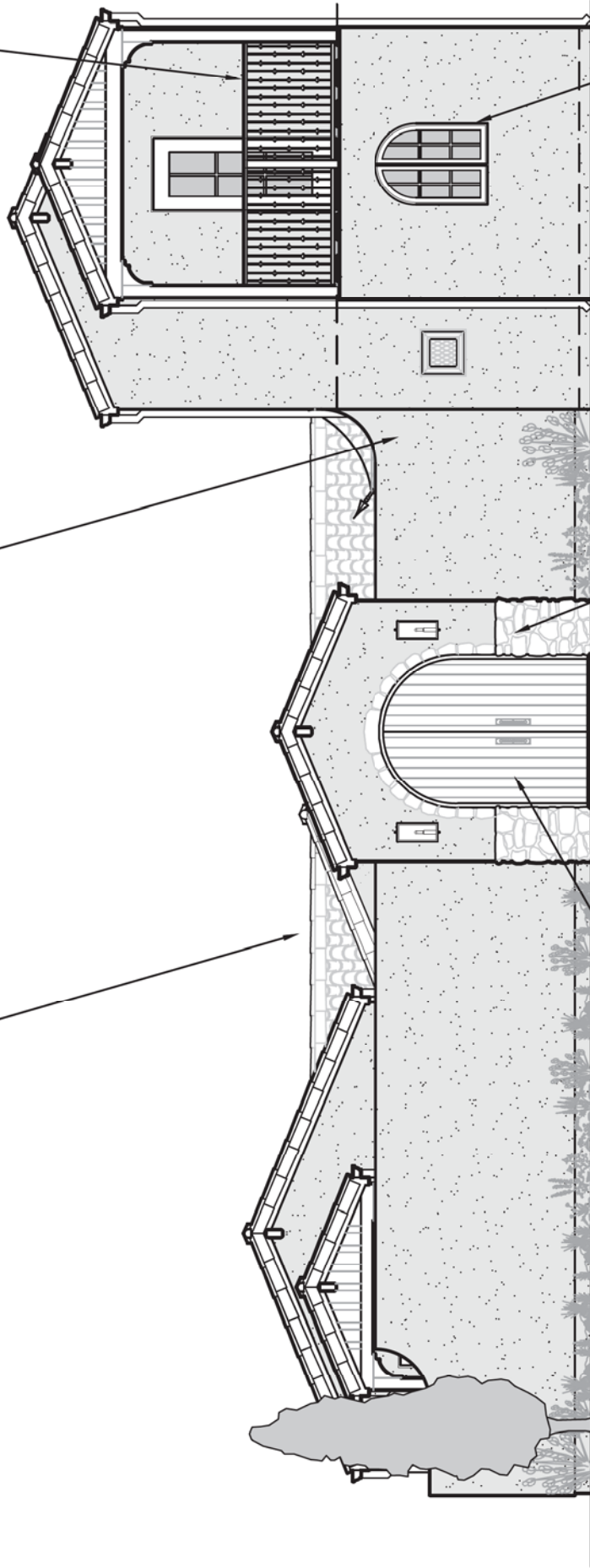


4 PROPOSED EAST ELEVATIONS  
SCALE 1/4"=1'-0"

**RAILING**  
POWDER COATED WROUGHT IRON  
BLACK

**SIDING**  
STUCCO  
K. MOORE: BETTER THAN BEIGE (KMN34)

**ROOFING**  
CLAY S-TILE  
REDLANDS CLAY TILE:  
3015 - PINTO GOLD FLASH BLEND



**WINDOWS & DOORS**  
GLAD WOOD  
WALNUT BROWN

**STONE**  
NATURAL STONE

**TRIMWORK & WOODWORK**  
STAINED WOOD  
DARK WALNUT

**ALTERNATE ENTRY ELEVATION**

**DEREK VAN ALSTINE**  
RESIDENTIAL DESIGN INC.

DVRD  
DEREK VAN ALSTINE  
DESIGNER

**NIELSEN RESIDENCE**  
207 OAK AND AVENUE CAPITOL A CA 95010

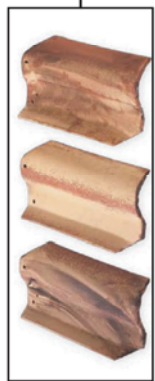
**Attachment: 207 Oakland Avenue - PC Staff Report - 06.04.20 (207 Oakland Appeal)**



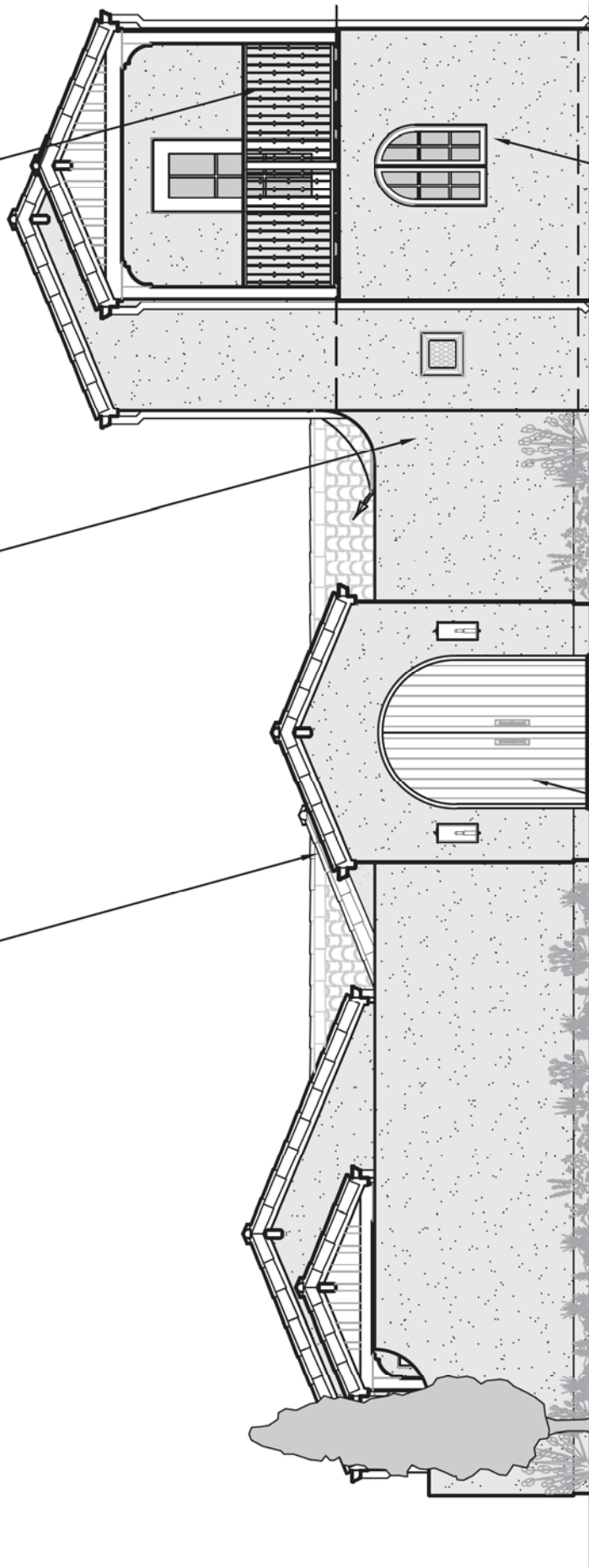
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POWDER COATED WROUGHT IRON  
BLACK



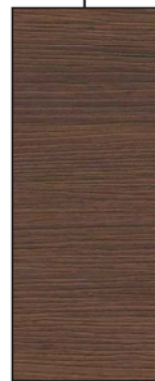
**SIDING**  
STUCCO  
K. MOORE: BETTER THAN BEIGE (KMW34)



**ROOFING**  
CLAY S-TILE  
REDLANDS CLAY TILE:  
3015 - PINTO GOLD FLASH BLEND



**WINDOWS & DOORS**  
CLAD WOOD  
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**TRIMWORK & WOODWORK**  
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**DEREK VAN ALSTINE**  
RESIDENTIAL DESIGN INC.

**DVRD**  
DEREK VAN ALSTINE  
DESIGNER

**NIELSEN RESIDENCE**  
207 OAKLAND AVENUE, CAPITOL A CA 95010

**Attachment: 207 Oakland Avenue - PC Staff Report - 06.04.20 (207 Oakland Appeal)**

**R-1 (Single Family Residential) Zoning District**  
207 Oakland Avenue – Building A – Single-Family Residence

Development Standards				
Building Height				
R-1 Regulation	Existing		Proposed	
25 ft.	21 ft.		21 ft. 6 in.	
Floor Area Ratio (FAR)				
	Existing		Proposed	
First Story Floor Area	573 square feet		598 square feet	
Second Story Floor Area	367 square feet		447 square feet	
Exemption	150 square feet		123 square feet	
<b>TOTAL Floor Area</b>	940 square feet		1,045 square feet	
Yards (setbacks are measured from the edge of the public right-of-way)				
	R-1 Regulation	Existing		Proposed
Front Yard 1 <sup>st</sup> Story	15 ft.	9 ft. 9 in.		9 ft. 9 in. <b>Existing nonconforming</b>
Front Yard 2 <sup>nd</sup> Story	20 ft.	20 ft. 3 in.		20 ft. 3 in.
Side Yard 1 <sup>st</sup> Story	10% lot width	Lot width 55 ft. 5 ft. 6 in. min.	0 ft. 9 in. (north) 39 ft. 11 in. (south)	0 ft. 9 in. (north) <b>Existing nonconforming</b> 39 ft. 11 in. (south)
Side Yard 2 <sup>nd</sup> Story	15% of width	Lot width 55 ft. 8 ft. 3 in. min	0 ft. 9 in. (north) 39 ft. 11 in. (south)	0 ft. 9 in. (north) <b>Existing nonconforming</b> 39 ft. 11 in. (south)
Rear Yard 1 <sup>st</sup> Story	20% of lot depth	Lot depth 100 ft. 20 ft. min.	42 ft.	42 ft.
Rear Yard 2 <sup>nd</sup> Story	20% of lot depth	Lot depth 100 ft. 20 ft. min	47 ft. 7 in.	43 ft. 9 in.
Encroachments				
Parking				
	Required	Existing		Proposed
Residential (from <u>2,001</u> up to <u>2,600</u> sq. ft.)	3 spaces total 1 covered 2 uncovered	4 spaces total 0 covered 0 uncovered		4 spaces total 0 covered 0 uncovered <b>Existing nonconforming</b>
Underground Utilities: required with 25% increase in area				Not Required

Attachment: 207 Oakland Avenue - PC Staff Report - 06.04.20 (207 Oakland Appeal)

**R-1 (Single Family Residential) Zoning District**  
207 Oakland Avenue – Building B – Detached Living Space

<b>Development Standards</b>					
<b>Building Height</b>					
<b>R-1 Regulation</b>			<b>Existing</b>	<b>Proposed</b>	
25 ft.			10 ft. 1 in.	11 ft. 6 in.	
<b>Floor Area Ratio (FAR)</b>					
			<b>Existing</b>	<b>Proposed</b>	
First Story Floor Area			614 square feet	601 square feet	
<b>Yards (setbacks are measured from the edge of the public right-of-way)</b>					
	<b>R-1 Regulation</b>			<b>Existing</b>	<b>Proposed</b>
<b>Front Yard 1<sup>st</sup> Story</b>		15 ft.		74 ft. 3 in.	74 ft. 3 in.
<b>Side Yard 1<sup>st</sup> Story</b>	10% lot width	Lot width 55 ft.	0 ft. 3 in. (north)		0 ft. 3 in. (north)
		5 ft. 6 in. min.	15 ft. 6½ in. (south)		<b>Existing nonconforming</b> 15 ft. 7 in. (south)
<b>Rear Yard 1<sup>st</sup> Story</b>	20% of lot depth	Lot depth 100 ft.	0 ft. 10 in.		0 ft. 10 in.
		20 ft. min.			<b>Existing nonconforming</b>
<b>Encroachments</b>	West and north elevations encroach into the required rear and side setbacks			<b>Existing nonconforming</b>	

**R-1 (Single Family Residential) Zoning District**  
 207 Oakland Avenue – Building C – Secondary Dwelling Unit

<b>Development Standards</b>				
<b>Building Height</b>				
<b>R-1 Regulation</b>			<b>Existing</b>	<b>Proposed</b>
25 ft.			11 ft.	13 ft. 2 in.
<b>Floor Area Ratio (FAR)</b>				
			<b>Existing</b>	<b>Proposed</b>
First Story Floor Area			514 square feet	500 square feet
Exemption			0 square feet	23 square feet
<b>Yards (setbacks are measured from the edge of the public right-of-way)</b>				
	<b>R-1 Regulation</b>		<b>Existing</b>	<b>Proposed</b>
<b>Front Yard 1<sup>st</sup> Story</b>	15 ft.		38 ft.	32 ft.
<b>Side Yard 1<sup>st</sup> Story</b>	10% lot width	Lot width 55 ft.	39 ft. 11 in. (north)	36 ft. 8 in. (north)
		5 ft. 6 in. min.	1 ft. 1 in. (south)	1 ft. 1 in. (south) <b>Existing nonconforming</b>
<b>Rear Yard 1<sup>st</sup> Story</b>	20% of lot depth	Lot depth 100 ft.  20 ft. min.	31 ft. 1 in.	31 ft. 1 in.
<b>Encroachments</b>	South elevation encroaches into the required side setback			<b>Existing nonconforming</b>
<b>Parking</b>				
	<b>Required</b>		<b>Existing</b>	<b>Proposed</b>
<b>Secondary Dwelling Unit –</b> Meet the underlying zoning requirement for the combined square footage of habitable space of the subject property.	3 spaces total		4 spaces total	4 spaces total
	1 covered 2 uncovered		0 covered 0 uncovered	0 covered 0 uncovered
				<b>Existing nonconforming</b>

Attachment: 207 Oakland Avenue - PC Staff Report - 06.04.20 (207 Oakland Appeal)

**CONSTRUCTION COST BREAKDOWN PER Section 17.72.070**

<u>Existing Building Costs:</u>	<b>Building A</b>			
Existing Residence:	900	square feet	=	\$ 180,000.00
	\$ 200.00	square foot		
Existing Garage:	0	square feet	=	\$ -
	\$ 90.00	square foot		
Existing Deck:	158	square feet	=	\$ 3,950.00
	0 \$ 25.00	square foot		
<u>Total Existing Value:</u>				<u>\$ 183,950.00</u>
<b>80% of Total Existing Value</b>				<b>\$ 147,160.00</b>

<u>New Construction Costs:</u>				
New Conditioned Space:	145	square feet	=	\$ 29,000.00
	\$ 200.00	square foot		
New Garage:	0	square feet	=	\$ -
	\$ 90.00	square foot		
New deck/porch:	0	square feet	=	\$ -
	\$ 25.00	square foot		
<u>Total New Construction Value:</u>				<u>\$ 29,000.00</u>

<u>Remodel Costs: (50% of "new construction" costs)</u>				
Remodel Conditioned Space:	900	square feet	=	\$ 90,000.00
	\$ 100.00	square foot		
Remodel Garage:	0	square feet	=	\$ -
	\$ 45.00	square foot		
Remodel Deck:	104	square feet	=	\$ 1,300.00
	\$ 12.50	square foot		
<u>Total Remodel Value:</u>				<u>\$ 91,300.00</u>
<b><u>Total Construction/Remodel Cost</u></b>				<b><u>\$ 120,300.00</u></b>
<b>% of Existing Value</b>				<b>65.4%</b>

Attachment: 207 Oakland Avenue - PC Staff Report - 06.04.20 (207 Oakland Appeal)



**CONSTRUCTION COST BREAKDOWN PER Section 17.72.070**

<b><u>Existing Building Costs:</u></b>	<b>Building B</b>			
Existing Residence:	601	square feet	=	\$ 120,200.00
	\$ 200.00	square foot		
Existing Garage:	0	square feet	=	\$ -
	\$ 90.00	square foot		
Existing Deck:	0	square feet	=	\$ -
	0 \$ 25.00	square foot		
<u>Total Existing Value:</u>				\$ 120,200.00
<b>80% of Total Existing Value</b>				<b>\$ 96,160.00</b>

<b><u>New Construction Costs:</u></b>				
New Conditioned Space:	0	square feet	=	\$ -
	\$ 200.00	square foot		
New Garage:	0	square feet	=	\$ -
	\$ 90.00	square foot		
New deck/porch:	0	square feet	=	\$ -
	\$ 25.00	square foot		
<u>Total New Construction Value:</u>				_____

<b><u>Remodel Costs: (50% of "new construction" costs)</u></b>				
Remodel Conditioned Space:	600	square feet	=	\$ 60,000.00
	\$ 100.00	square foot		
Remodel Garage:	0	square feet	=	\$ -
	\$ 45.00	square foot		
Remodel Deck:	0	square feet	=	\$ -
	\$ 12.50	square foot		
<u>Total Remodel Value:</u>				\$ 60,000.00
<b><u>Total Construction/Remodel Cost</u></b>				<b>\$ 60,000.00</b>
<b>% of Existing Value</b>				<b>49.9%</b>

Attachment: 207 Oakland Avenue - PC Staff Report - 06.04.20 (207 Oakland Appeal)

**CONSTRUCTION COST BREAKDOWN PER Section 17.72.070**

<u>Existing Building Costs:</u>	<b>Building C</b>			
Existing Residence:	507	square feet	=	\$ 101,400.00
	\$ 200.00	square foot		
Existing Garage:	0	square feet	=	\$ -
	\$ 90.00	square foot		
Existing Deck:	0	square feet	=	\$ -
	0 \$ 25.00	square foot		
<u>Total Existing Value:</u>				<u>\$ 101,400.00</u>
<b>80% of Total Existing Value</b>				<b>\$ 81,120.00</b>

<u>New Construction Costs:</u>				
New Conditioned Space:	0	square feet	=	\$ -
	\$ 200.00	square foot		
New Garage:	0	square feet	=	\$ -
	\$ 90.00	square foot		
New deck/porch:	23	square feet	=	\$ 575.00
	\$ 25.00	square foot		
<u>Total New Construction Value:</u>				<u>\$ 575.00</u>

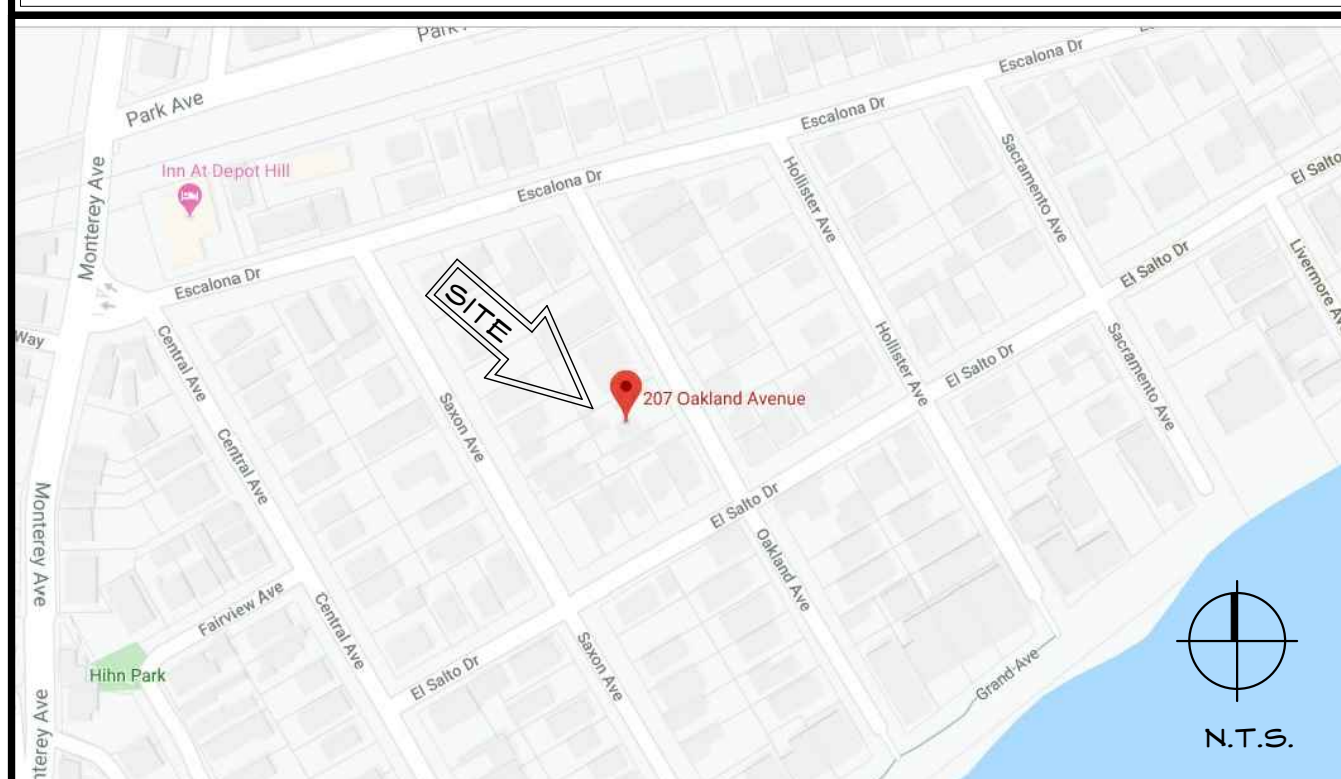
<u>Remodel Costs: (50% of "new construction" costs)</u>				
Remodel Conditioned Space:	500	square feet	=	\$ 50,000.00
	\$ 100.00	square foot		
Remodel Garage:	0	square feet	=	\$ -
	\$ 45.00	square foot		
Remodel Deck:	0	square feet	=	\$ -
	\$ 12.50	square foot		
<u>Total Remodel Value:</u>				<u>\$ 50,000.00</u>
<b><u>Total Construction/Remodel Cost</u></b>				<b><u>\$ 50,575.00</u></b>
<b>% of Existing Value</b>				<b>49.9%</b>

Attachment: 207 Oakland Avenue - PC Staff Report - 06.04.20 (207 Oakland Appeal)

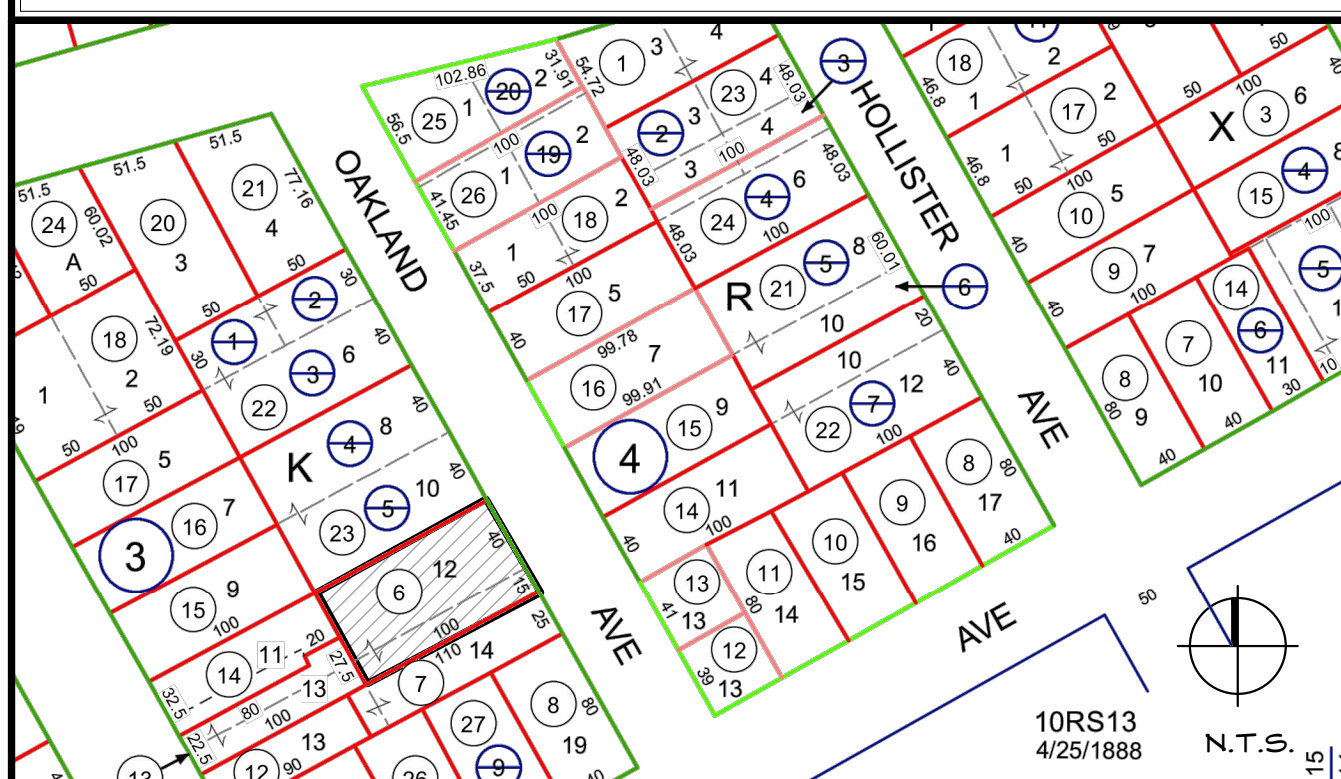
# NIELSEN RESIDENCE



VICINITY MAP



PARCEL MAP



STRUCTURAL DATA

SETBACKS		REQUIRED	EXISTING/ PROPOSED
<b>FRONT YARD</b>			
BUILDING A- 1st STORY	18'	10'-1"	
BUILDING A- 2nd STORY	18'	20'-7"	
BUILDING B	18'	42'-6"	
BUILDING C	18'	38'-3" / 35'-3"	
<b>REAR YARD</b>			
BUILDING A	20'	42'-6"	
BUILDING B	20'	1'-2"	
BUILDING C	20'	31'-5"	
<b>SIDE YARD</b>			
1st STORY	BUILDING A	5'-5"	40'-0" # 1'-0.5"
	BUILDING B	5'-5"	6.5" # 15'-8.5"
	BUILDING C	5'-5"	6.5" # 15'-8.5"
2nd STORY	BUILDING A	8'-1.5"	40'-0" # 1'-0.5"
HEIGHT		25'	EXISTING/ PROPOSED
FLOOR AREA RATIO		LOT SIZE	MAX (49%)
		5,500 sq.ft.	2,695 sq.ft.
			PROPOSED (39%)
			2,161 sq.ft.
	HABITABLE SPACE	FIRST FLOOR COVERED DECK OR PORCH	SECOND FLOOR DECK
BUILDING A	1,145 sq.ft.	18 sq.ft.*	104 sq.ft.
BUILDING B	601 sq.ft.	-	-
BUILDING C	499 sq.ft.	23 sq.ft.* (NEW)	-
TOTALS	2,245 sq.ft.	41 sq.ft.*	104 sq.ft.
* THERE IS A CREDIT OF 150 sq.ft. FOR FIRST FLOOR COVERED PORCHES.			
<b>PARKING</b>			
	EXISTING	PROPOSED	
TOTAL	4 UNCOVERED SPACES	4 UNCOVERED SPACES	

BUILDING INFORMATION

**PROJECT DESCRIPTION:**  
 REMODEL OF THREE EXISTING BUILDINGS CONSISTING OF BUILDING A: 900 SQ.FT., BUILDING B: 601 SQ.FT. AND BUILDING C: 507 SQ.FT. BRINGING THE TOTAL REMODEL AREA TO 2,000 SQUARE FEET. REMODEL TO INCLUDE INTERIORS, NEW ROOFS, NEW EXTERIOR SIDING AND NEW WINDOWS AND DOORS. BUILDING A ADDING 145 SQ.FT. NEW HEATED SQUARE FOOTAGE.

CONVERT EXISTING DUPLEX (BUILDING A) TO A SINGLE FAMILY DWELLING, REMOVE KITCHEN FROM BUILDING B AND CONVERT BUILDING C INTO AN ACCESSORY DWELLING UNIT.

**PROJECT ADDRESS:**  
 207 OAKLAND AVENUE  
 CAPITOLA, CA 95010

**PARCEL NUMBER:**  
 036-123-06

**ZONING DESIGNATION:**  
 R1

**OCCUPANCY CLASSIFICATION:**  
 R-3

**CONSTRUCTION TYPE:**  
 TYPE V-B UNSPRINKLERED

**REQUIRED PARKING:**  
 3 REQUIRED/ 3 PROVIDED

**CODE NOTE:**  
 THESE PLANS CONFORM TO THE 2016 CALIFORNIA RESIDENTIAL, BUILDING, MECHANICAL, PLUMBING, ELECTRICAL AND ENERGY CODE. STRUCTURAL ENGINEERING SHALL CONFORM TO 2016 CALIFORNIA BUILDING CODE. AS AMENDED BY THE STATE OF CALIFORNIA.

CONTACTS

**OWNER:**  
 JASON NIELSEN  
 PO BOX 66558  
 SCOTTS VALLEY, CA 95067  
 (831) 239-9397  
 jtnielsen@yahoo.com

**PROJECT DESIGNER:**  
 DEREK VAN ALSTINE RESIDENTIAL DESIGN, INC.  
 1535 SEABRIGHT AVE SUITE 200  
 SANTA CRUZ, CA 95062  
 PH: (831) 426-8400  
 FAX: (831) 426-8446  
 derek@vanalstine.com

**SURVEYOR:**  
 LUKE BEAUTZ LAND C.E., L.S.  
 2275 KINGSLEY STREET, #3  
 SANTA CRUZ, CA 95062  
 PH: (831) 475-8695  
 FAX: (831) 465-6514

DRAWING INDEX

BUILDING DESIGN	
T1	TITLE SHEET
SURVEY	
L1	LANDSCAPING PLAN
A1	EXISTING AND PROPOSED SITE PLANS
A2	EXISTING/ DEMOLITION FLOOR PLANS
A3	EXISTING EXTERIOR ELEVATIONS
A4	EXISTING EXTERIOR ELEVATIONS
A5	PROPOSED FLOOR PLANS
A6	PROPOSED ROOF PLANS
A7	PROPOSED ELEVATIONS
A8	PROPOSED ELEVATIONS

DEREK VAN ALSTINE  
 RESIDENTIAL DESIGN INC.  
 1535 SEABRIGHT AVENUE SUITE 200, SANTA CRUZ, CALIFORNIA  
 (831) 426-8400 PHONE (831) 426-8446 FAX

DVRD INC.  
 DEREK VAN ALSTINE  
 DESIGNER  
 2025 COPYRIGHT  
 ALL RIGHTS RESERVED

NIELSEN RESIDENCE  
 207 OAKLAND AVENUE  
 CAPITOLA, CA 95010

ISSUE DESCRIPTION
SCHEMATIC DESIGN SEPT. 18, 2019
DESIGN DEVELOPMENT DEC. 11, 2019
PLANNING SUBMITTAL DEC. 16, 2019
BUILDING SUBMITTAL
REVISIONS:
△ FEB. 24, 2020 P.C. #1
△ JULY 13, 2020 REVISION
TITLE SHEET

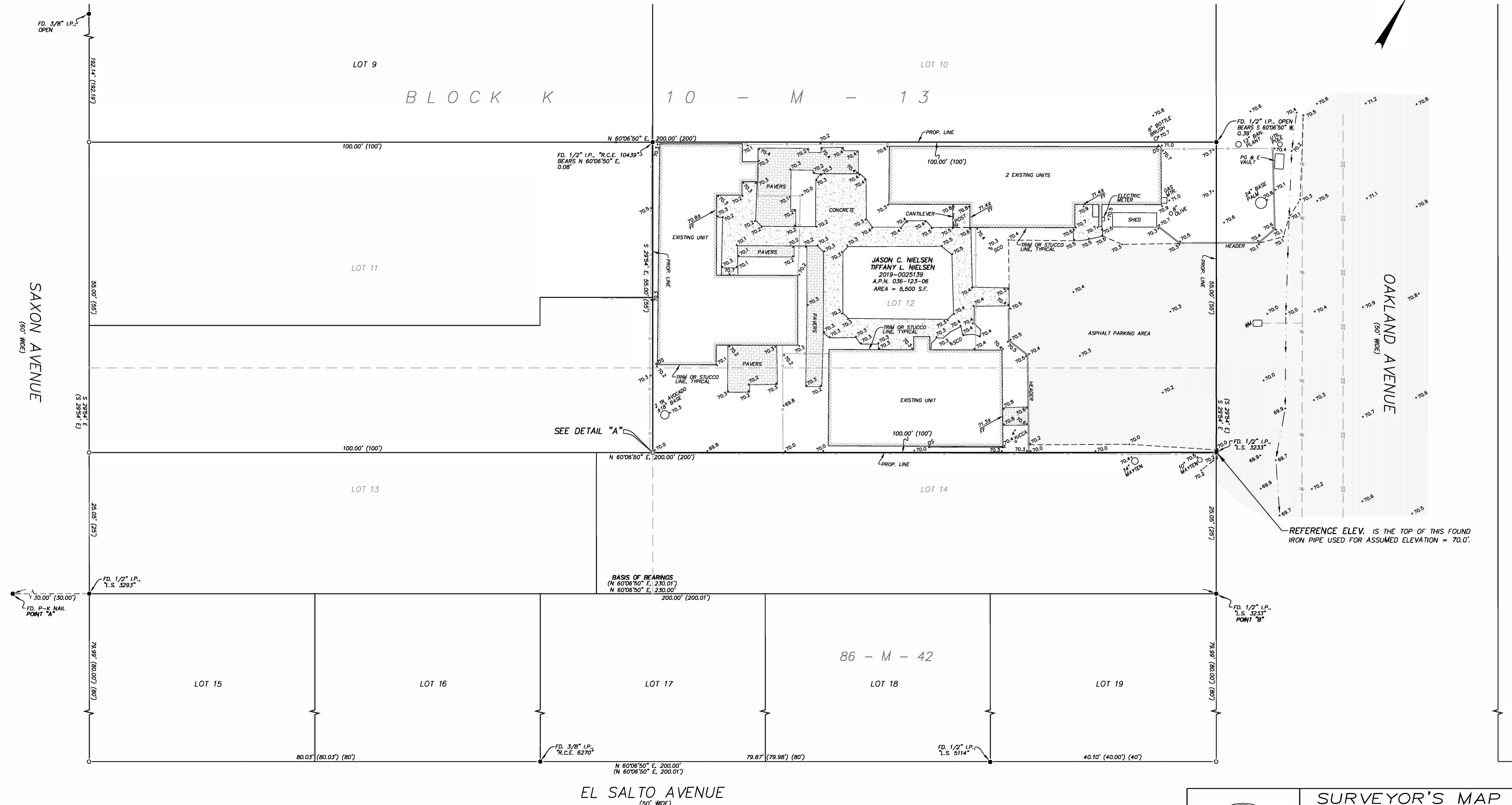
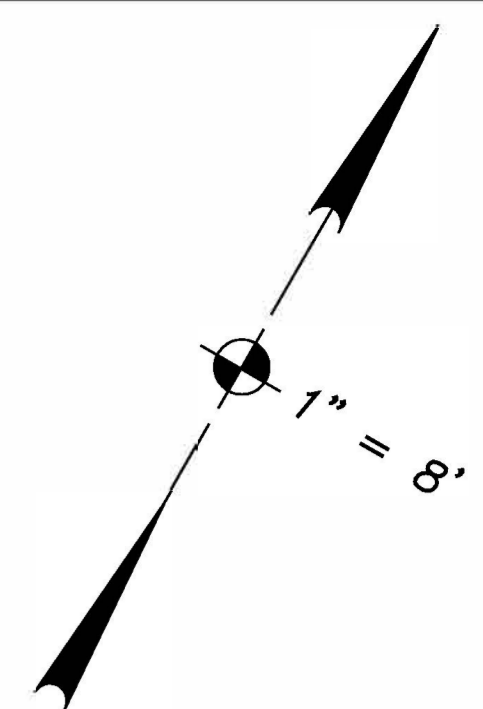
T1

**BASIS OF BEARINGS: N 60°06'50" E**  
 ESTABLISHED BETWEEN MONUMENTS FOUND AS NOTED AT POINTS "A"  
 AND "B" AND AS SAID BEARING IS SHOWN ON THE RECORD OF SURVEY  
 RECORDED IN VOLUME 86 OF MAPS AT PAGE 42 OF OFFICIAL RECORDS  
 OF THE COUNTY OF SANTA CRUZ.

JASON C. NIELSEN  
 TIFFANY L. NIELSEN  
 2019-0025139  
 A.P.N. 036-123-06



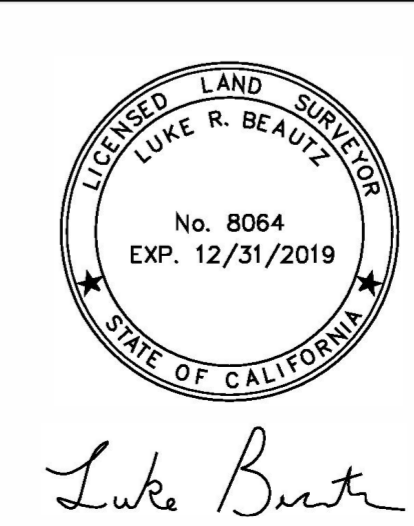
**DETAIL "A"**  
 SOUTHWESTERLY PROPERTY CORNER  
 1" = 1'



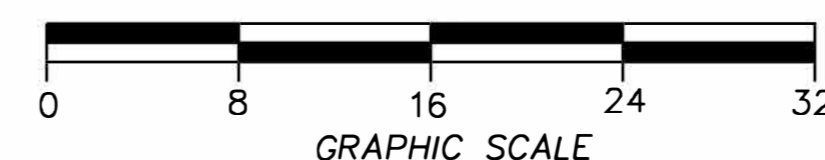
- LEGEND**
- Indicates survey monument found as noted hereon.
  - o Indicates survey point set as noted hereon.
  - o Indicates nothing found or set.
  - x Indicates spot elevation of existing ground.
  - ( ) Indicates record data based on deeds & maps.

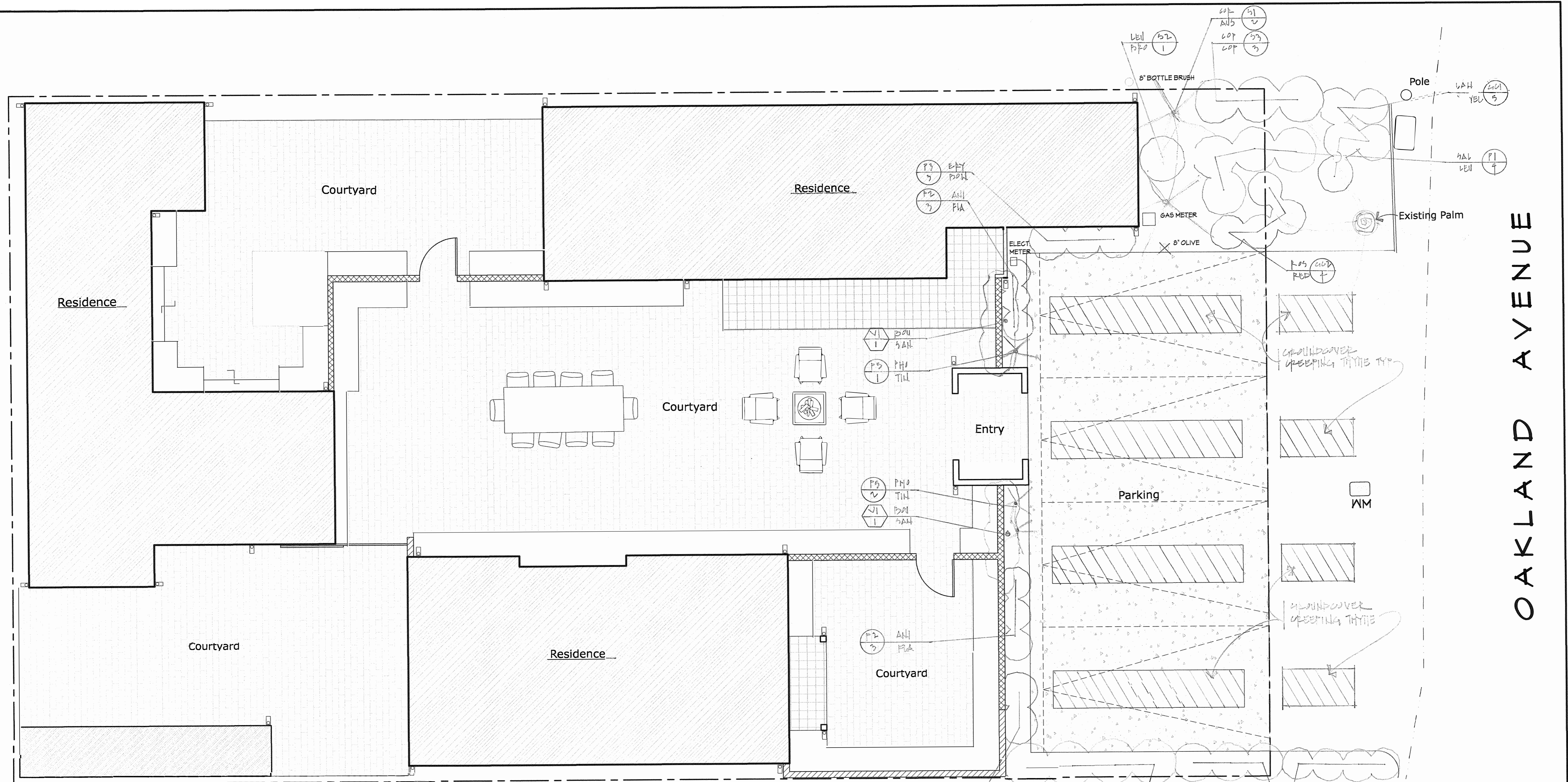
**ABBREVIATIONS**

BAN	BANANA	SCO	SEWER CLEAN OUT
DS	DOWN SPOUT	SF	SQUARE FEET
ELEV	ELEVATION	SMH	SEWER MANHOLE
FD	FOUND	SS	SANITARY SEWER
FF	FINISHED FLOOR	UTIL	UTILITY
IP	IRON PIPE	W	WATER
MTR	METER	WM	WATER METER
PROP	PROPERTY	WV	WATER VALVE



**SURVEYOR'S MAP**  
 SHOWING BOUNDARY, TOPOGRAPHIC, & SITE  
 DATA ON LANDS DESCRIBED IN THE DEED TO  
**JASON C. NIELSEN &  
 TIFFANY L. NIELSEN**  
 BY RECORDER'S DOCUMENT No. 2019-0025139  
 WITHIN THE CITY OF CAPITOLA  
 SANTA CRUZ COUNTY, CALIFORNIA  
 SCALE: 1" = 8' SEPTEMBER 2019  
 BY: LUKE R. BEAUTZ, C.E., L.S.  
 A.P.N. 036-123-06 SHEET 1 OF 1





**W.E.L.O. Notes**

- (1) Plant material shall comply with all of the following;
- (A) For residential areas, install climate adapted plants that require occasional, little or no summer water (average WUCOLS plant factor 0.3) for 75% of the plant area excluding edibles and areas using recycled water; For non-residential areas, install climate adapted plants that require occasional, little or no summer water (average WUCOLS plant factor 0.3) for 100% of the plant area excluding edibles and areas using recycled water;
  - (B) A minimum three inch (3) layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated.
- (2) Turf shall comply with all of the following:
- (A) Turf shall not exceed 25% of the landscape area in residential areas, and there shall be no turf in non-residential areas;
  - (B) Turf shall not be planted on sloped areas which exceed a slope of 1 foot vertical elevation change for every 4 feet of horizontal length;
  - (C) Turf is prohibited in parkways less than 10 feet wide, unless the parkway is adjacent to a parking strip and used to enter and exit vehicles. Any turf in parkways must be irrigated by sub-surface irrigation or by other technology that creates no overspray.

- (3) Irrigation systems shall comply with the following:
- (A) Automatic irrigation controllers are required and must use evapotranspiration or soil moisture sensor data and utilize a rain sensor.
  - (B) Irrigation controllers shall be of a type which does not lose programming data in the event the primary power source is interrupted.
  - (C) Pressure regulators shall be installed on the irrigation system to ensure the dynamic pressure of the system is within the manufacturers recommended pressure range.
  - (D) Manual shut-off valves (such as a gate valve, ball valve, or butterfly valve) shall be installed as close as possible to the point of connection of the water supply.
  - (E) All irrigation emission devices must meet the requirements set in the ANSI standard, ASABE/ICC 802-2014, "Landscape Irrigation Sprinkler and Emitter Standard," All sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher using the protocol defined in ASABE/ICC 802-2014.
  - (F) Areas less than ten (10) feet in width in any direction shall be irrigated with subsurface irrigation or other means that produces no runoff or overspray.
  - (G) For non-residential projects with landscape areas of 1,000 sq. ft. or more, a private submeter(s) to measure landscape water use shall be installed.
  - (c) At the time of final inspection, the permit applicant must provide the owner of the property with a certificate of completion, certificate of installation, irrigation schedule and a schedule of landscape and irrigation maintenance.

**Plant Legend**

Sym	Botanical Name	Common Name	Size	Quan.
<b>Shrubs</b>				
S1	<i>Cordyline australis</i> 'Red Star'-dbl	Double Trunk Red-leaf Cabbage Palm	15GC	2
S2	<i>Leucospermum</i> 'Brothers'	Orange Pincushion Bush	5GC	1
S3	<i>Coprosma</i> 'Coppershine'	Red-leafed Mirror Plant	5GC	7
<b>Perennials</b>				
P1	<i>Salvia leucantha</i> 'Midnight'	Deep Purple Mexican Sage	1GC	4
P2	<i>Anigozanthos flavidis</i>	Greenish Yellow Kangaroo Paws	5GC	6
P3	<i>Erysimum</i> 'Bowles Mauve'	Violet Wall Flower	1GC	6
P4	<i>Strelitzia reginae</i>	Orange Bird of Paradise	5GC	2
P5	<i>Phormium</i> 'Tiny Tiger'	Dwarf Variegated New Zealand Flax	5GC	3
<b>Groundcovers</b>				
GC1	<i>Lantana</i> 'Dwarf Yellow'	Dwarf Yellow	1GC	9
GC2	<i>Rosa</i> 'Red Flower Carpet'	Red Carpet Flower Rose	2GC	4
<b>Vines</b>				
V1	<i>Bougainvillea</i> 'San Diego Red'	Red Bougainvillea	5GC	2

**Groundcover Legend**

- Thymus serpyllum* (Pink Creeping Thyme) From Flats @ 8" on center

**LEGEND**

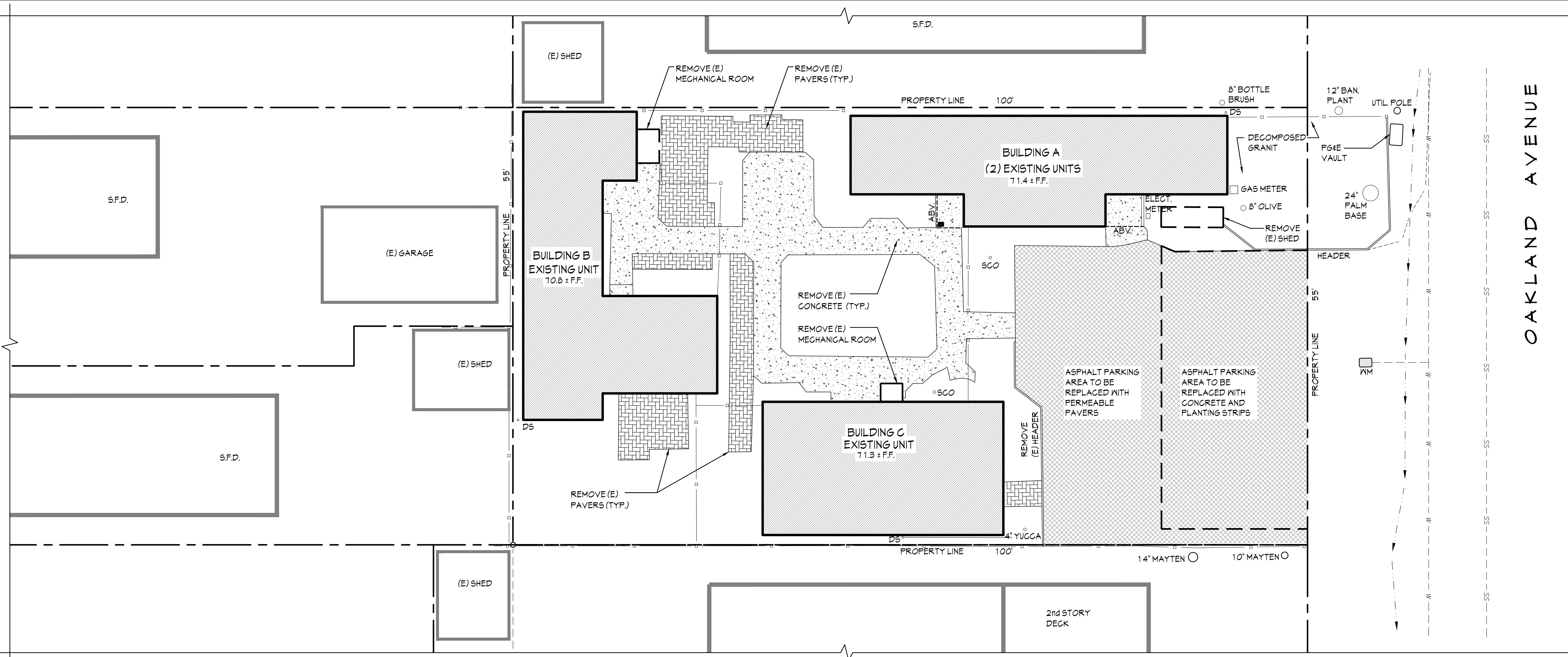
- 6"-0" HIGH WALL: 6" WIDE EPS WITH STUCCO
- 8"-0" HIGH WALL: 6" WIDE EPS WITH STUCCO
- PACIFIC INTERLOCK HYDRO-FLO PERMEABLE PAVERS
- 8" TILE OVER CONCRETE LANDING PAD
- CONCRETE PARKING

LI LANDSCAPING PLAN  
SCALE: 1/4" = 1'-0"

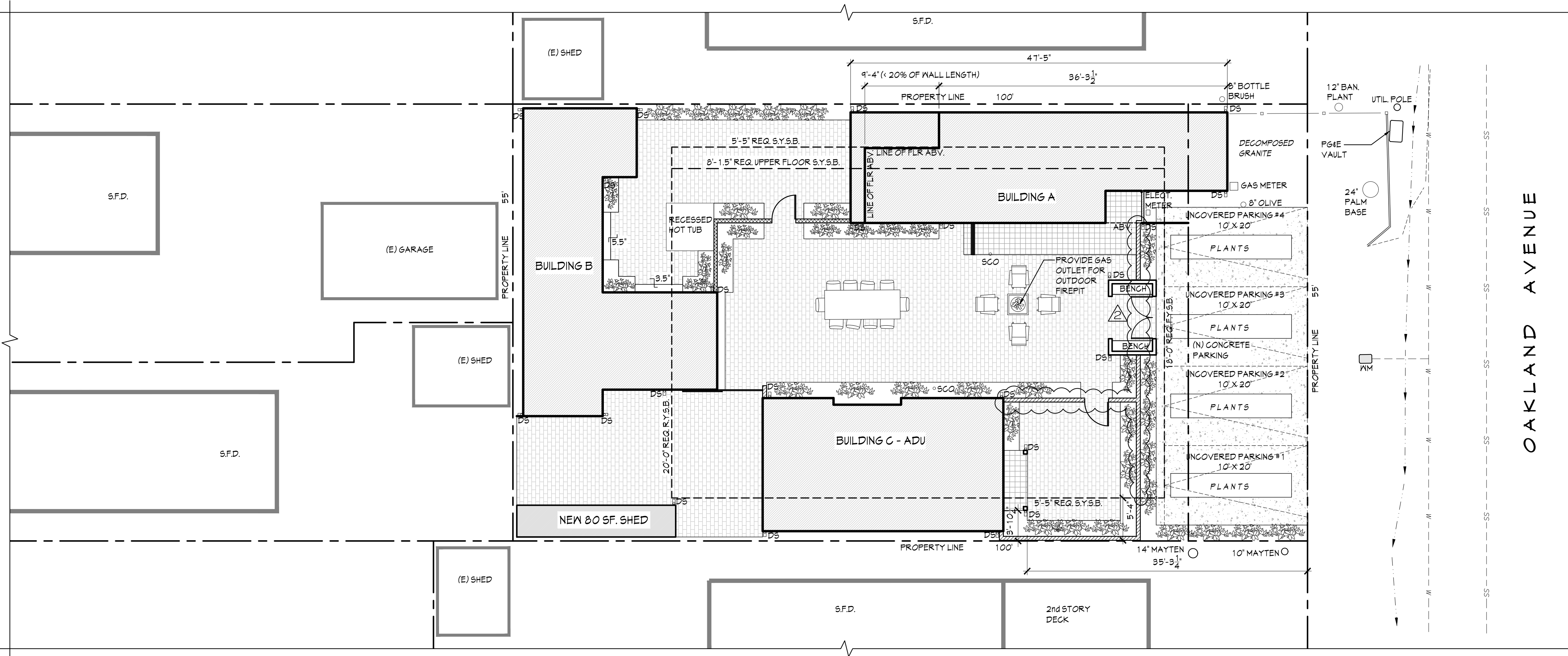
7/14/2020 2:24 PM

NOTE: PRIOR TO ANY WORK IN THE CITY ROAD RIGHT OF WAY, AN ENCROACHMENT PERMIT SHALL BE ACQUIRED BY THE CONTRACTOR PERFORMING THE WORK. NO MATERIAL OR EQUIPMENT STORAGE MAY BE PLACED IN THE ROAD RIGHT OF WAY.

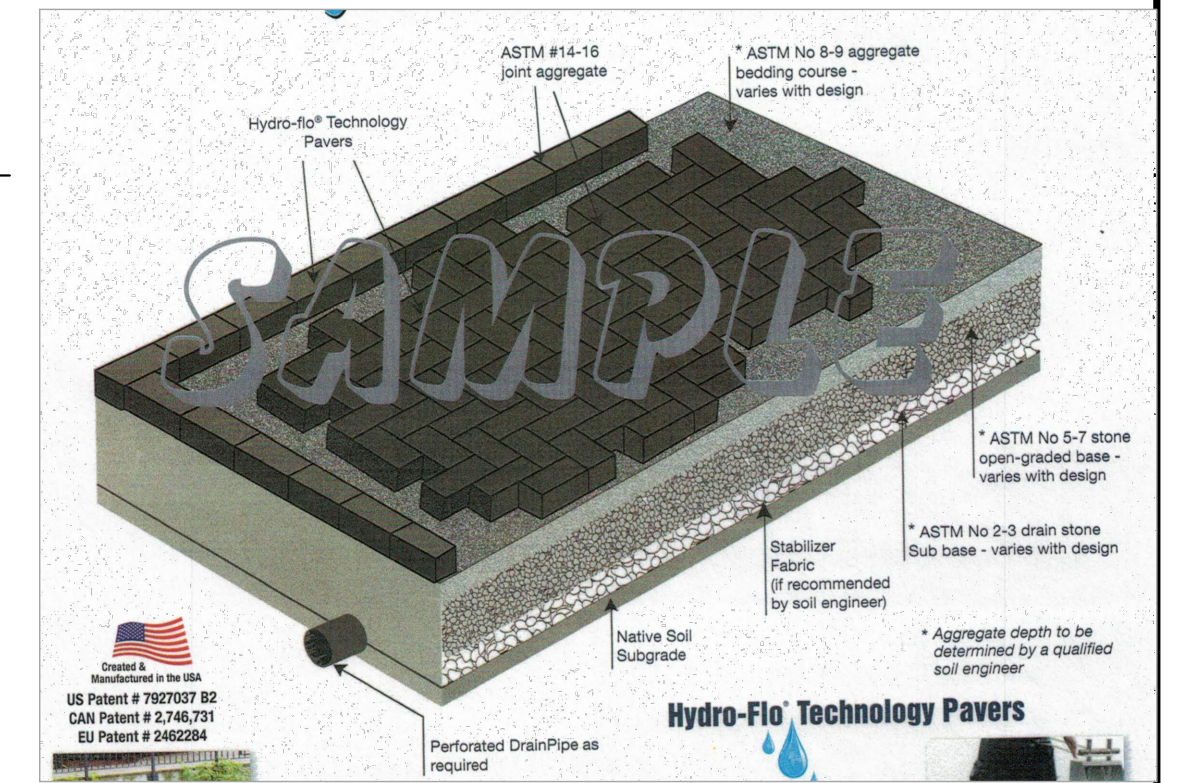
NOTE: BUILDING FOOTPRINTS ON ADJACENT LOTS ARE APPROXIMATE.



1 EXISTING/ DEMO SITE PLAN SCALE: 1/8" = 1'-0"



2 PROPOSED SITE PLAN SCALE: 1/8" = 1'-0"



IMPERVIOUS COVERAGE CALCULATIONS

(E) IMPERVIOUS COVERAGE:	
BUILDING:	1,718 S.F.
HARDSCAPE:	2,147 S.F.
TOTAL (E):	3,865 S.F.
IMPERVIOUS COVERAGE TO BE REPLACED:	
	2,534 S.F.
(N) IMPERVIOUS COVERAGE:	
BUILDING:	86 S.F.
HARDSCAPE:	< 1,373 > S.F.
TOTAL:	< 1,287 > S.F.
TOTAL PROPOSED IMPERVIOUS COVERAGE:	
BUILDING:	1,804 S.F.
HARDSCAPE:	774 S.F.
TOTAL:	2,578 S.F.
CHANGE IN IMPERVIOUS COVERAGE: - 1,287 S.F.	

LEGEND

	6'-0" HIGH WALL: 6" WIDE EPS WITH STUCCO
	8'-0" HIGH WALL: 6" WIDE EPS WITH STUCCO
	PACIFIC INTERLOK "HYDRO-FLO" PERMEABLE PAVERS
	8" TILE OVER CONCRETE LANDING PAD
	CONCRETE PARKING

DEREK VAN ALSTINE RESIDENTIAL DESIGN INC. 1535 SEABRIGHT AVENUE SUITE 200, SANTA CRUZ, CALIFORNIA (831)426-8400 PHONE (831)426-8446 FAX

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NIELSEN RESIDENCE 207 OAKLAND AVENUE CAPITOLA, CA 95010

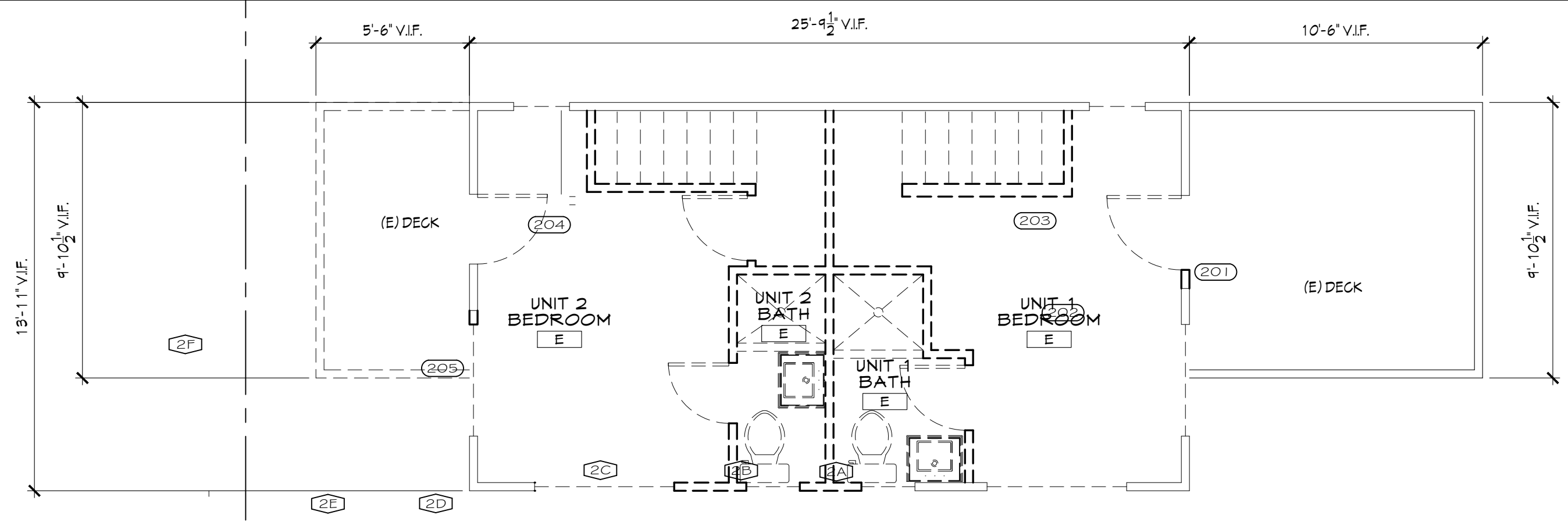
ISSUE DESCRIPTION O3G-123-06

SCHEMATIC DESIGN SEPT. 18, 2019 DESIGN DEVELOPMENT DEC. 11, 2019 PLANNING SUBMITTAL DEC. 16, 2019 BUILDING SUBMITTAL

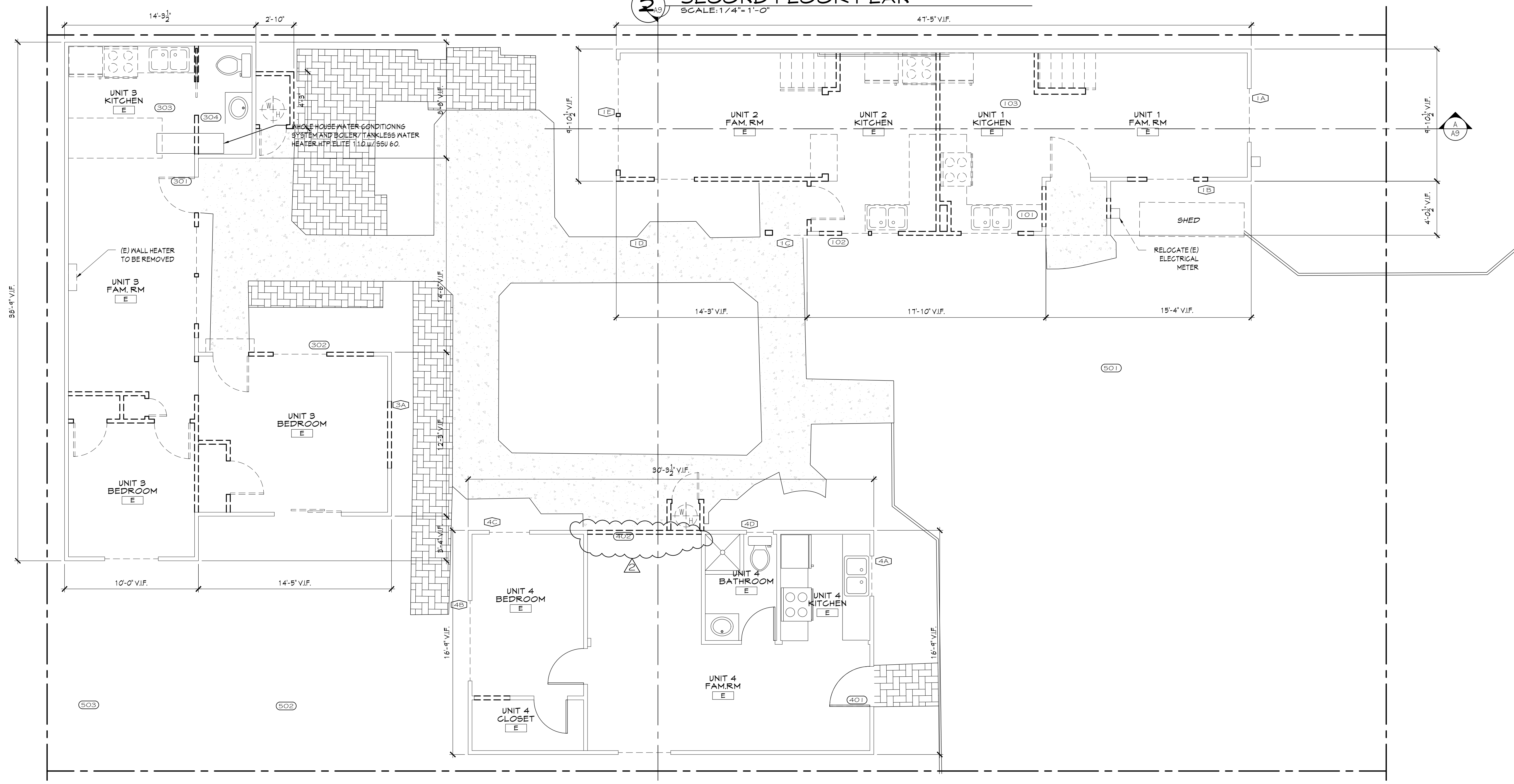
REVISIONS: FEB. 24, 2020 P.C. #1 JULY 13, 2020 REVISION

SITE PLAN

A 1



2 SECOND FLOOR PLAN  
SCALE: 1/4" = 1'-0"

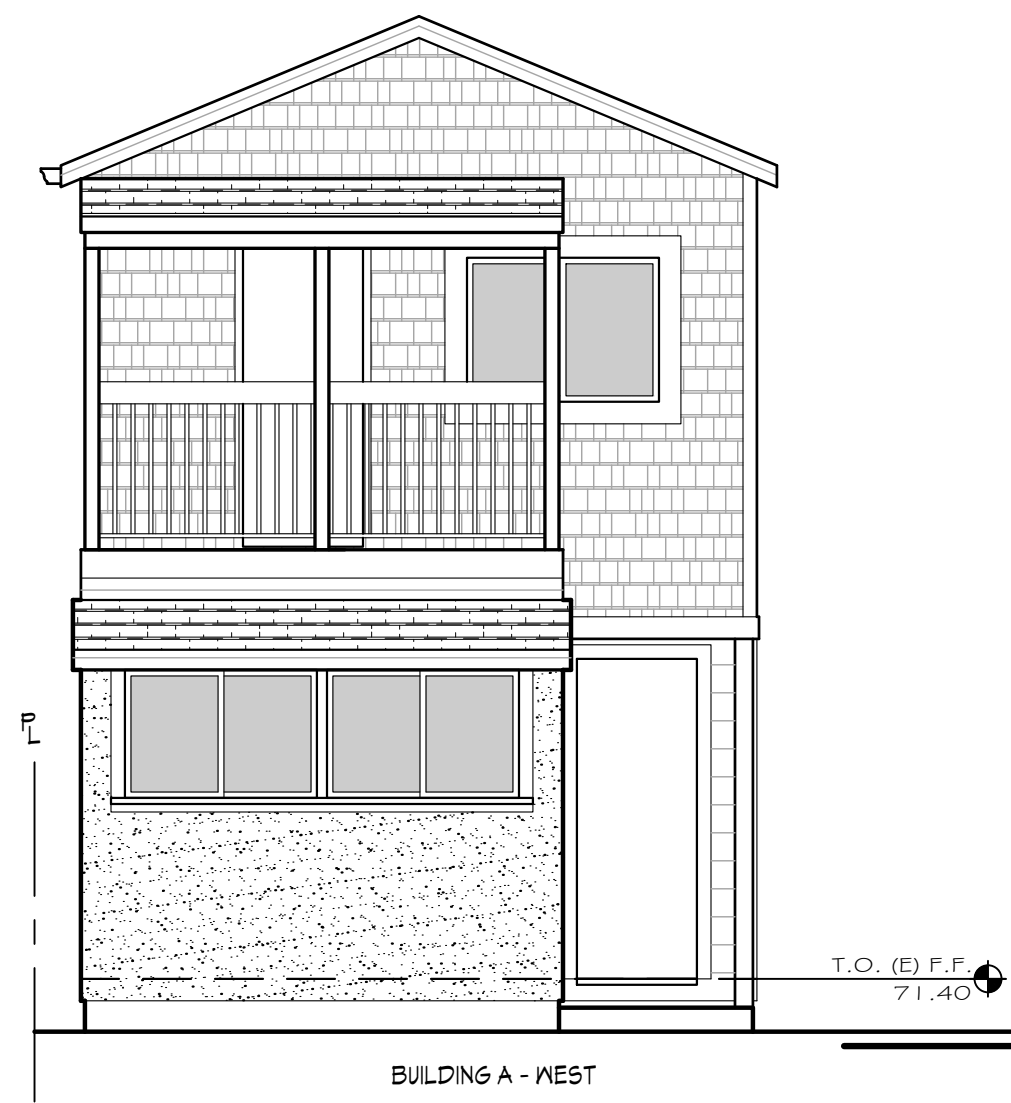


1 EXISTING FIRST FLOOR PLAN  
SCALE: 1/4" = 1'-0"

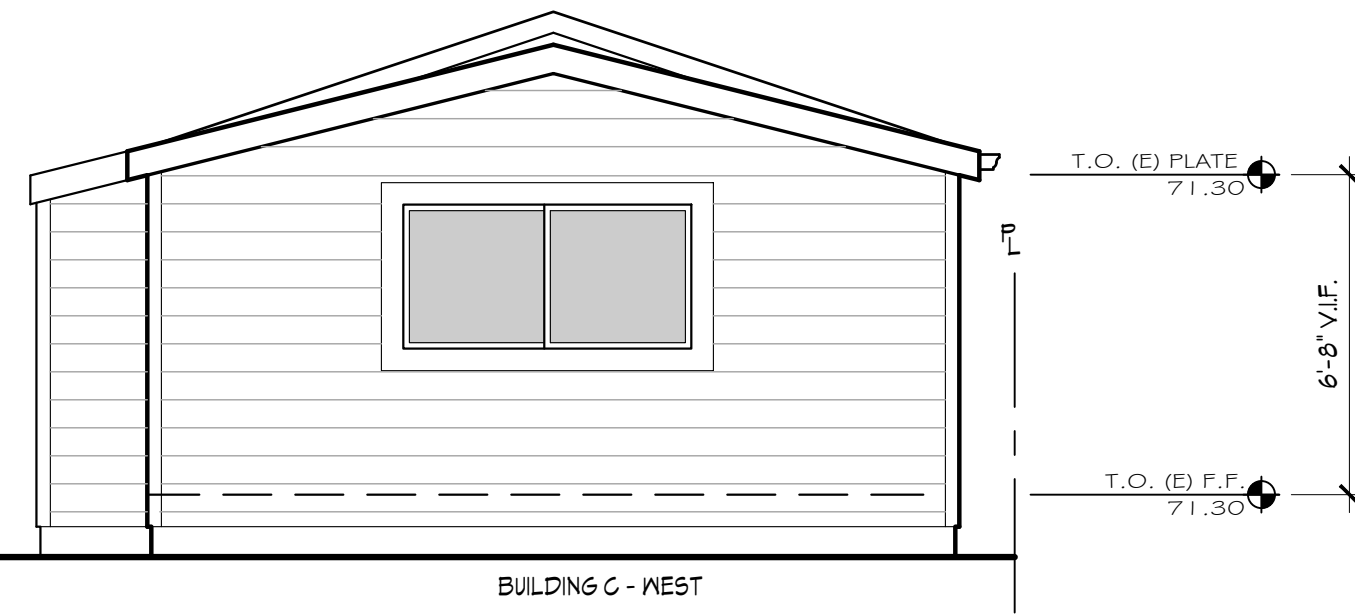
**WALL LEGEND**

	NEW 2x4 STUD WALL
	NEW 2x6 STUD WALL
	EXISTING WALLS TO BE REMOVED
	EXISTING WALLS TO REMAIN

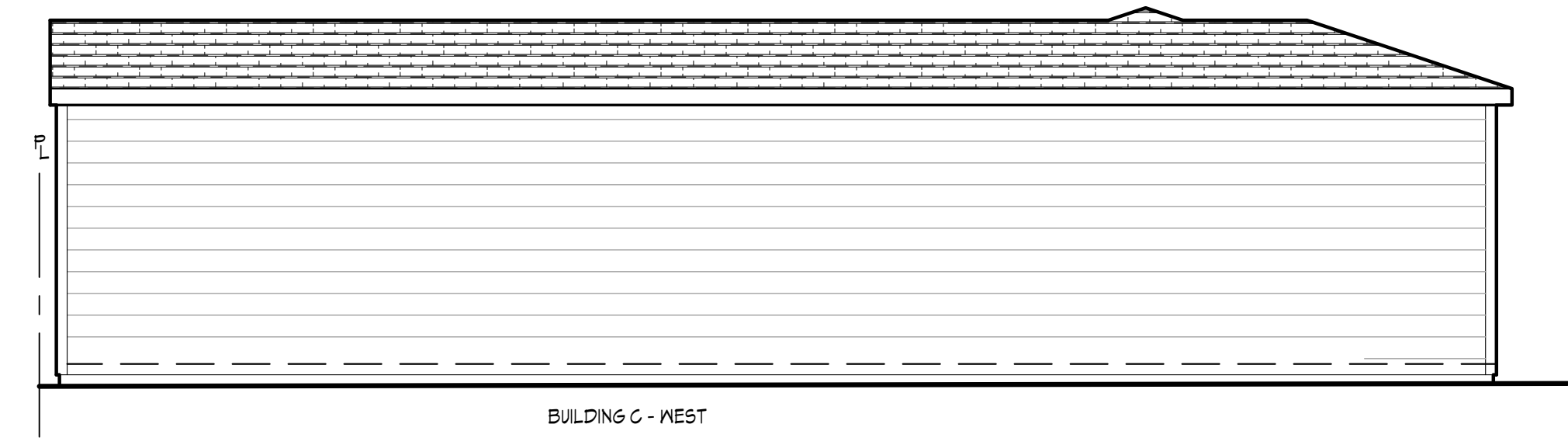
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BUILDING A - WEST

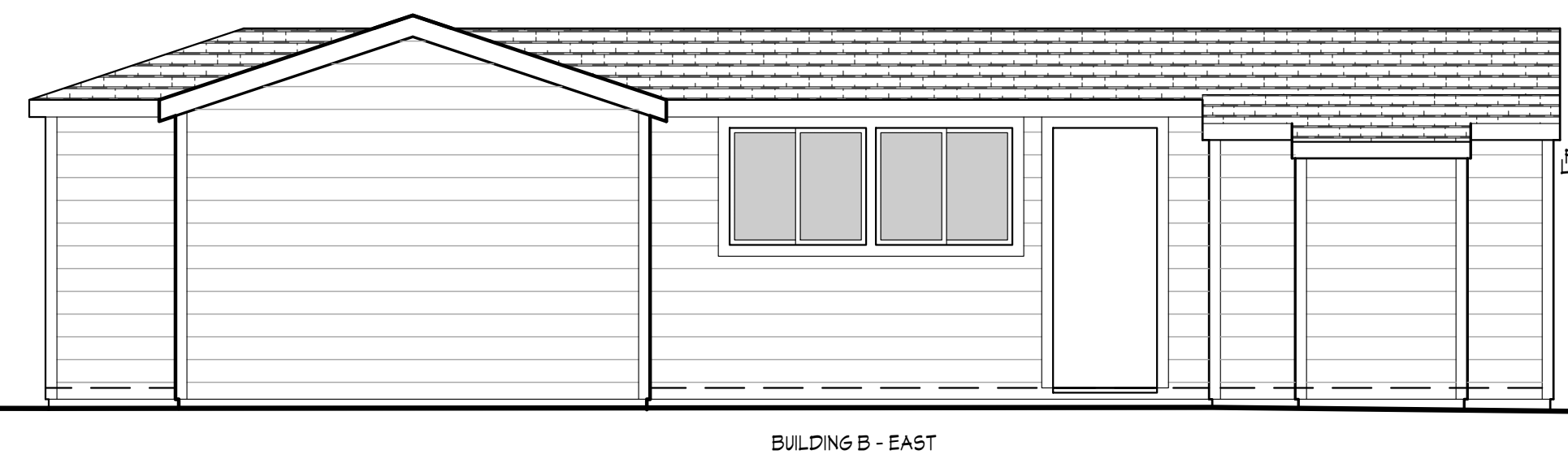


BUILDING C - WEST

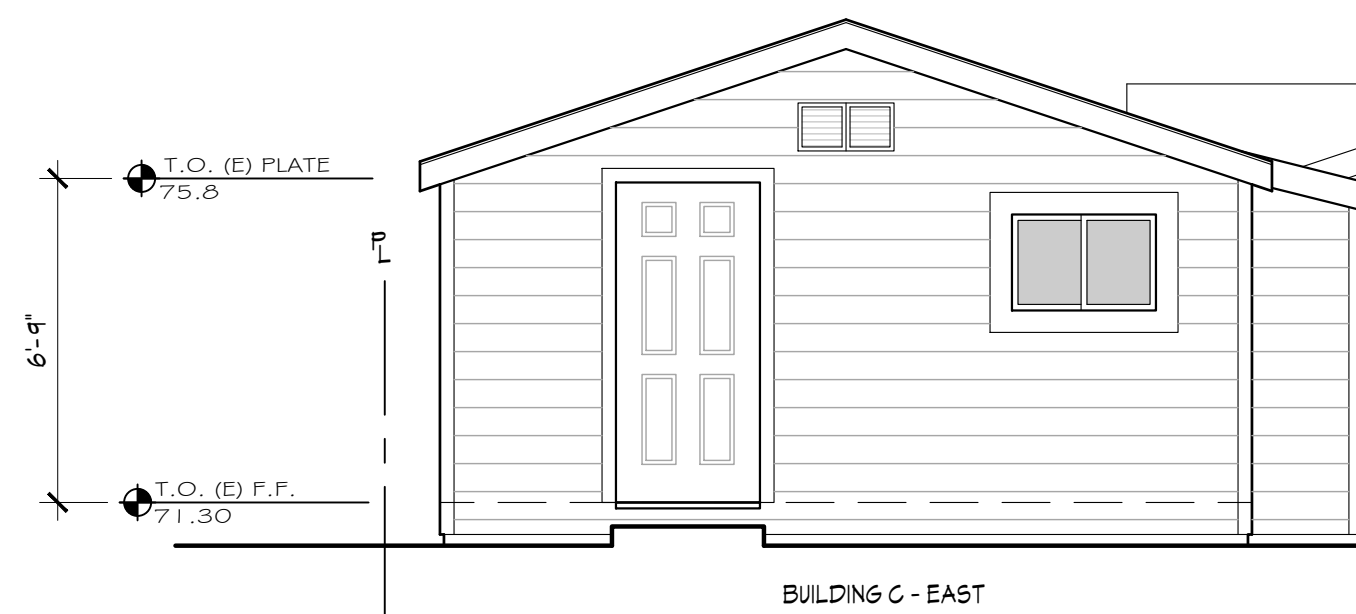


BUILDING C - WEST

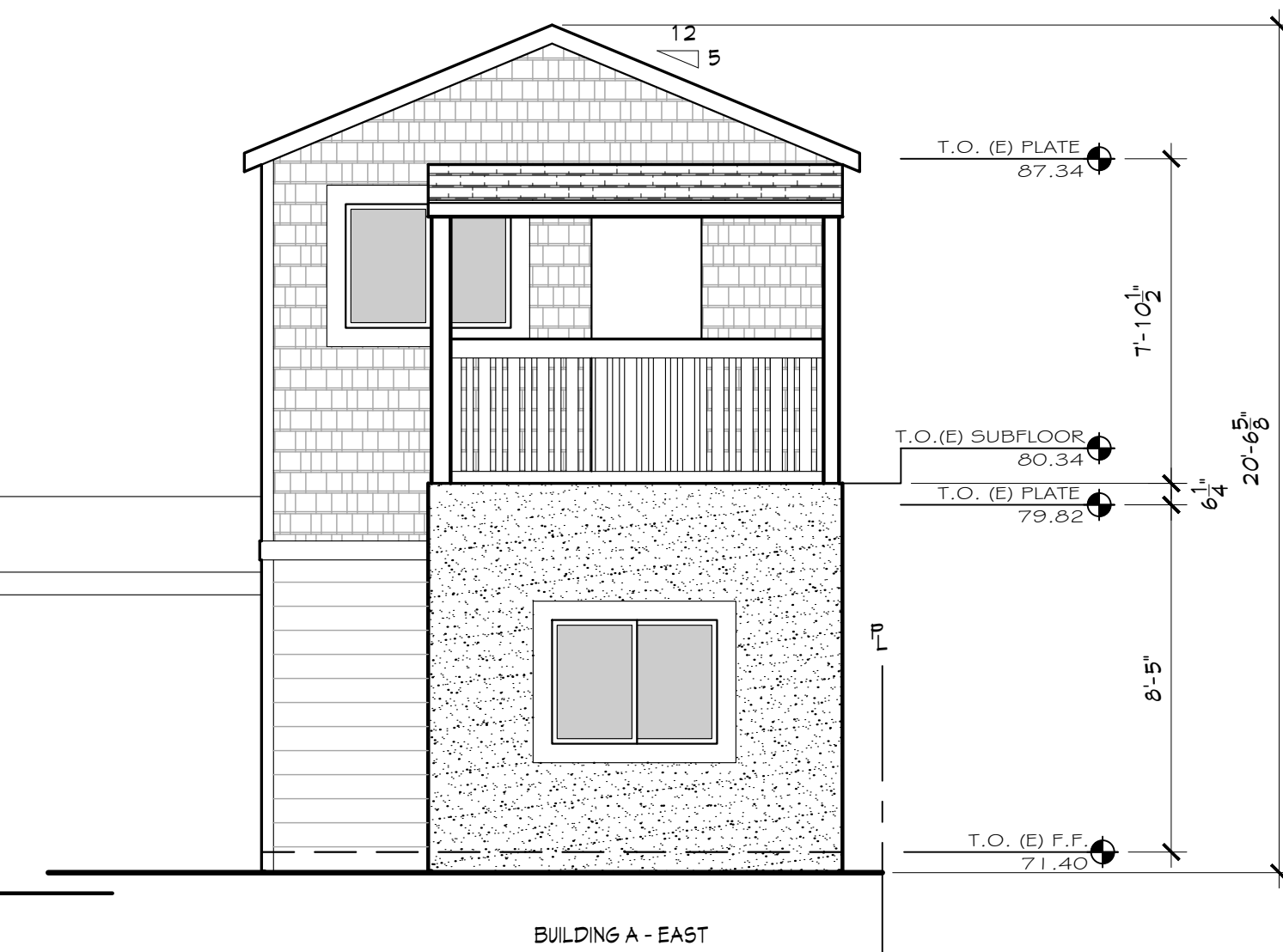
**2 EXISTING WEST ELEVATIONS**  
SCALE: 1/4" = 1'-0"



BUILDING B - EAST



BUILDING C - EAST



BUILDING A - EAST

**1 EXISTING EAST ELEVATIONS**  
SCALE: 1/4" = 1'-0"

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AIN:  
036-123-06

**ISSUE DESCRIPTION**

SCHEMATIC DESIGN
SEPT. 18, 2019
DESIGN DEVELOPMENT
DEC. 11, 2019
PLANNING SUBMITTAL
DEC. 16, 2019
BUILDING SUBMITTAL

**REVISIONS:**

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P.C. #1
JULY 13, 2020
REVISION

(E) EXTERIOR  
ELEVATIONS

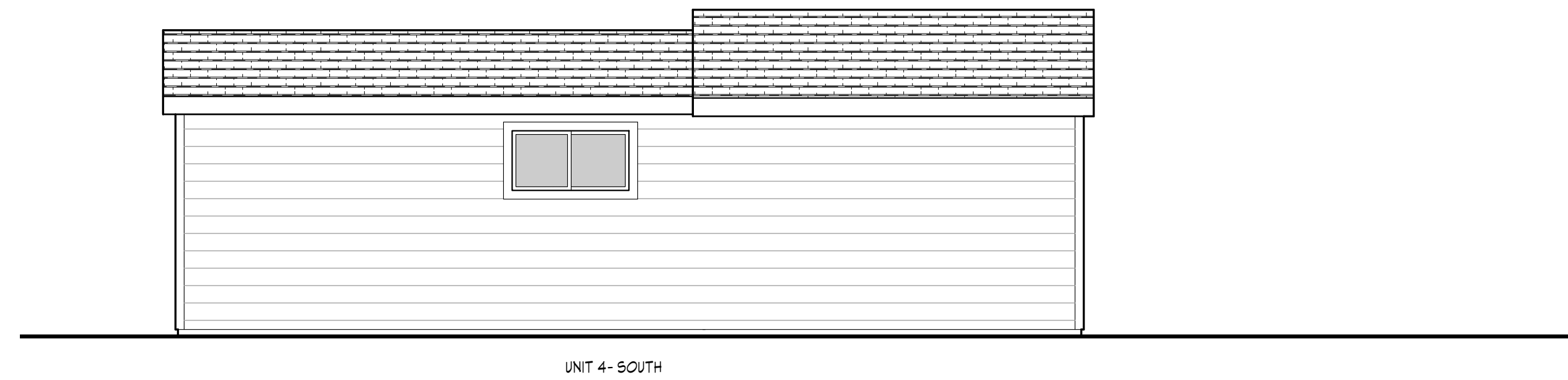
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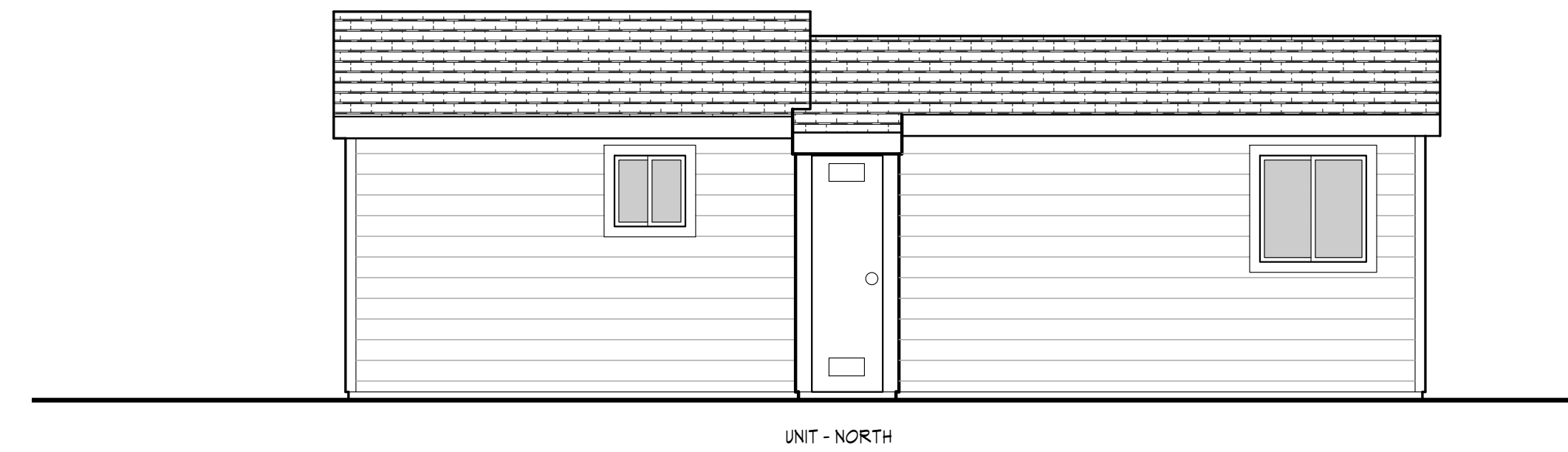




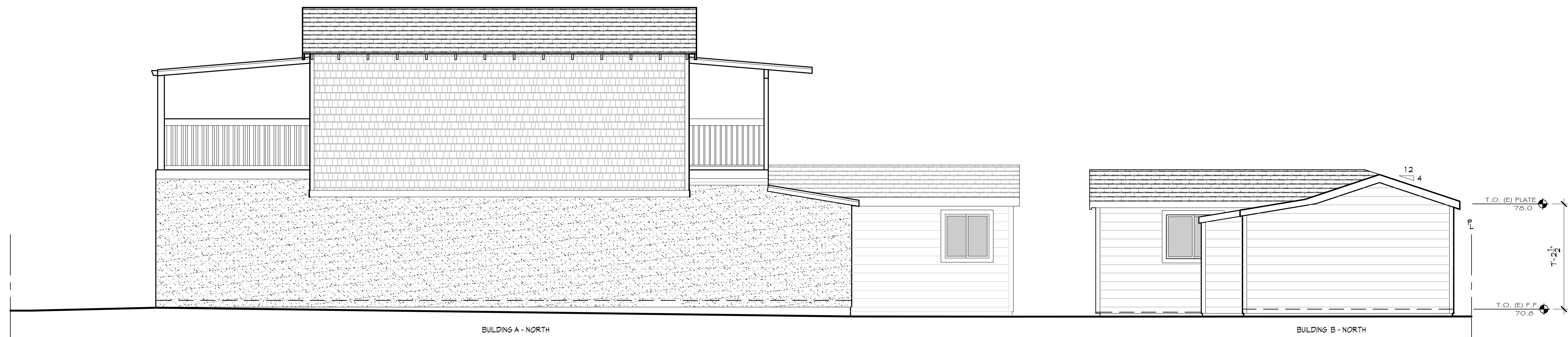
**6** EXISTING SOUTH ELEVATIONS  
SCALE: 1/4" = 1'-0"



**5** EXISTING SOUTH ELEVATION  
SCALE: 1/4" = 1'-0"



**4** EXISTING NORTH ELEVATION  
SCALE: 1/4" = 1'-0"



**3** EXISTING EAST ELEVATIONS  
SCALE: 1/4" = 1'-0"

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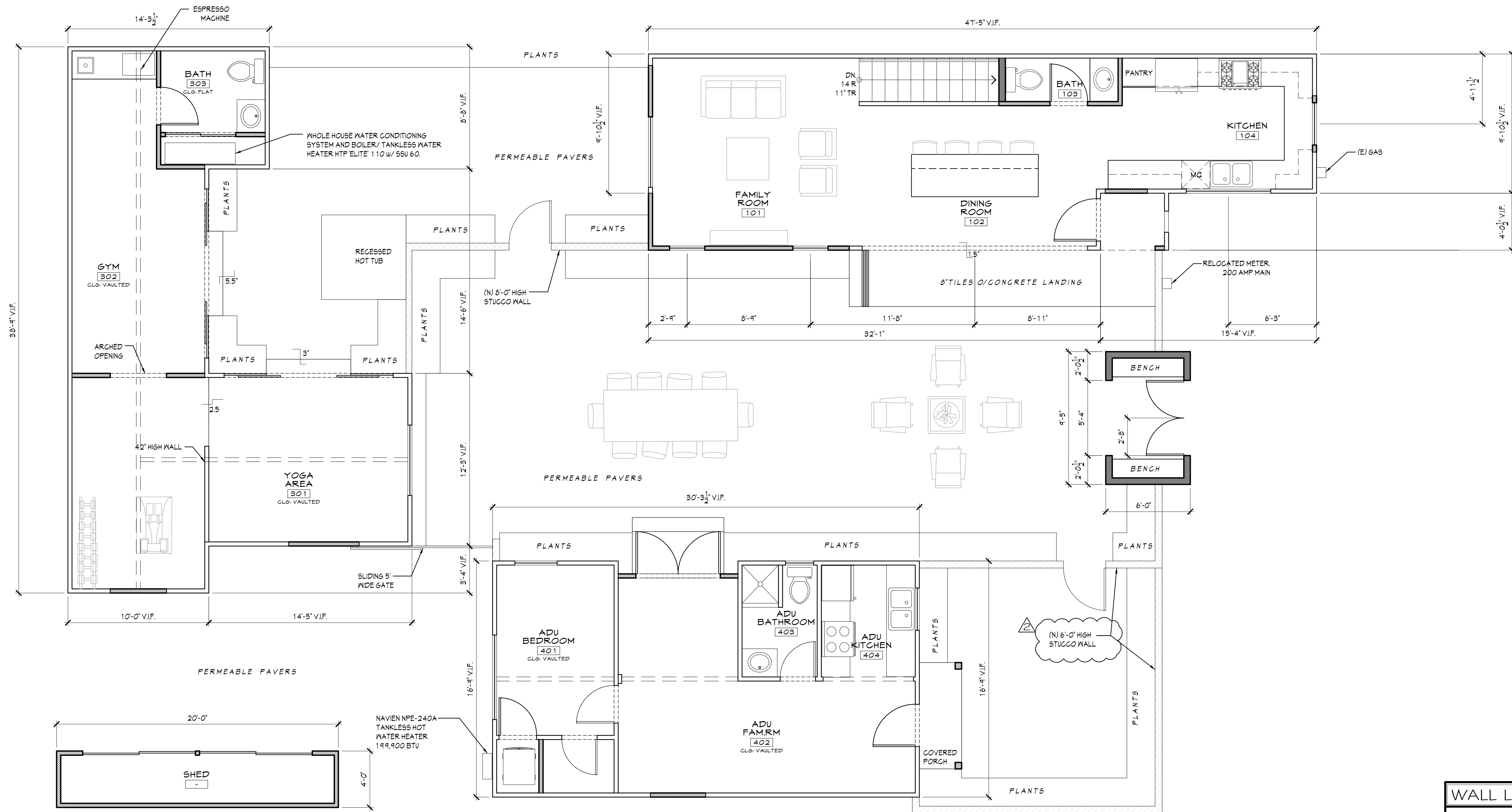
(E) EXTERIOR  
ELEVATIONS

**A4**

SCHEMATIC DESIGN
SEPT. 18, 2019
DESIGN DEVELOPMENT
DEC. 11, 2019
PLANNING SUBMITTAL
DEC. 16, 2019
BUILDING SUBMITTAL

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△	JULY 13, 2020	REVISION

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1 FIRST FLOOR PLAN  
SCALE: 1/4" = 1'-0"

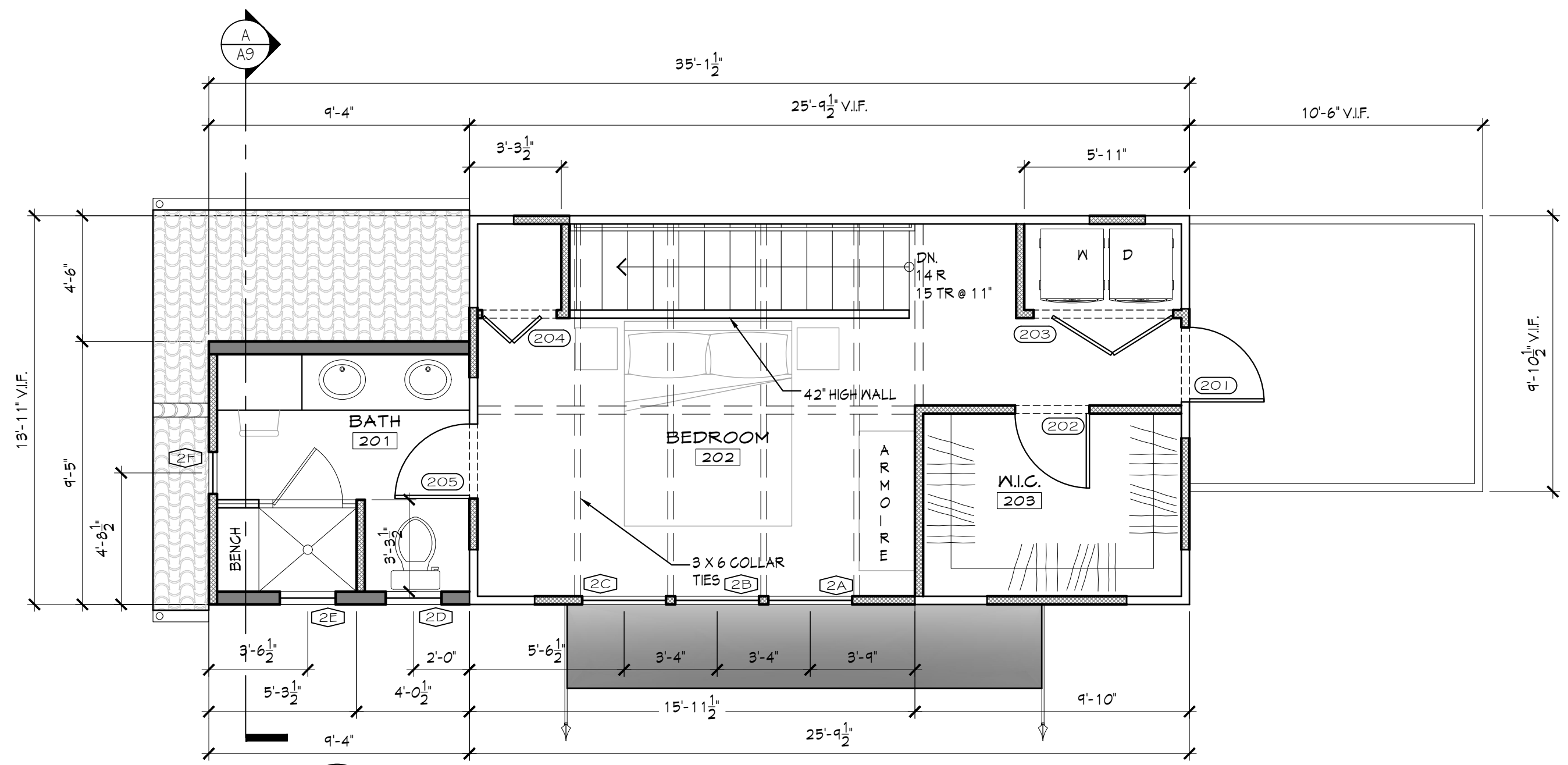


**WALL LEGEND**

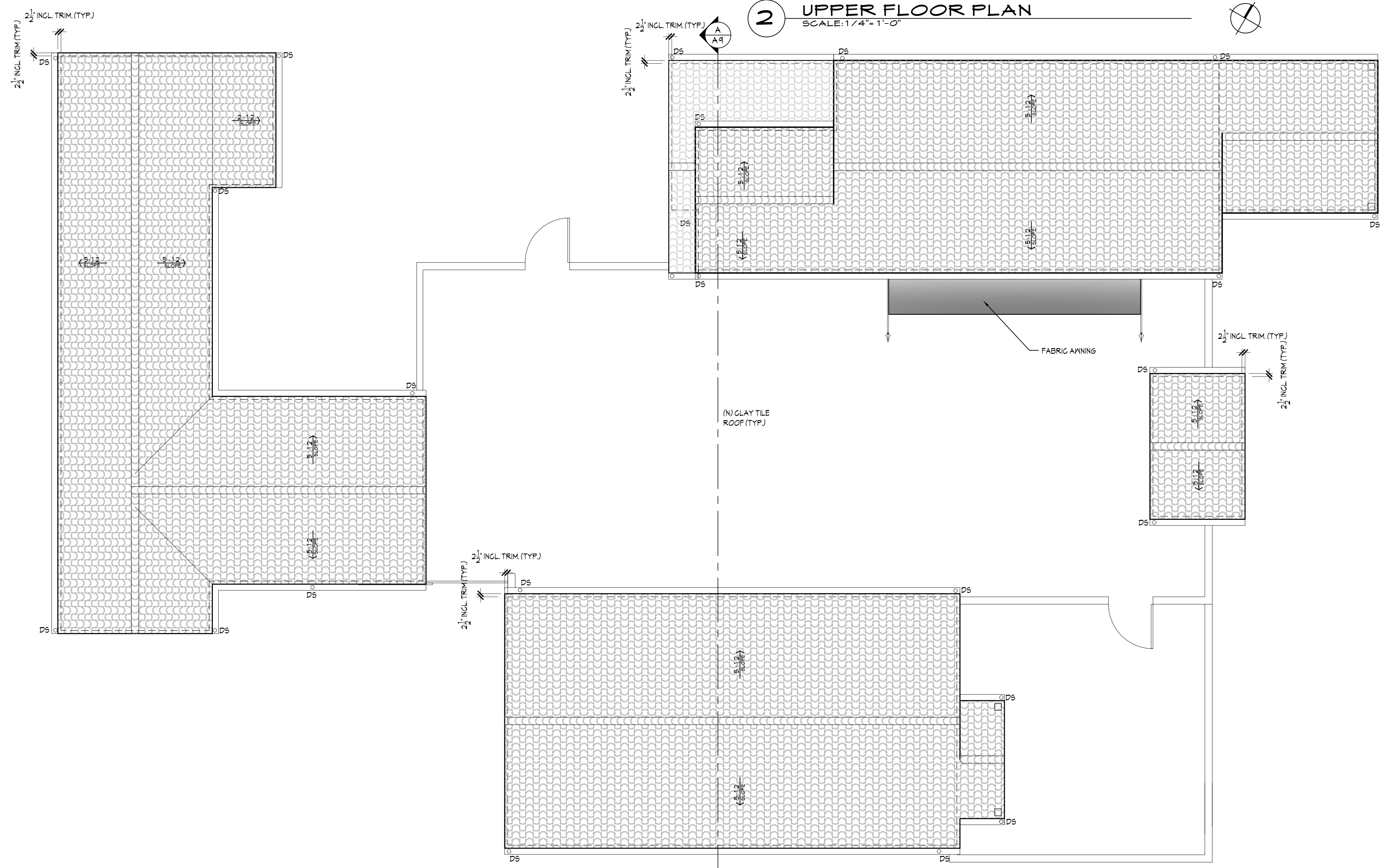
	NEW 2x4 STUD WALL
	NEW 2x6 STUD WALL
	EXISTING WALLS TO BE REMOVED
	EXISTING WALLS TO REMAIN

SCHEMATIC DESIGN
SEPT. 18, 2019
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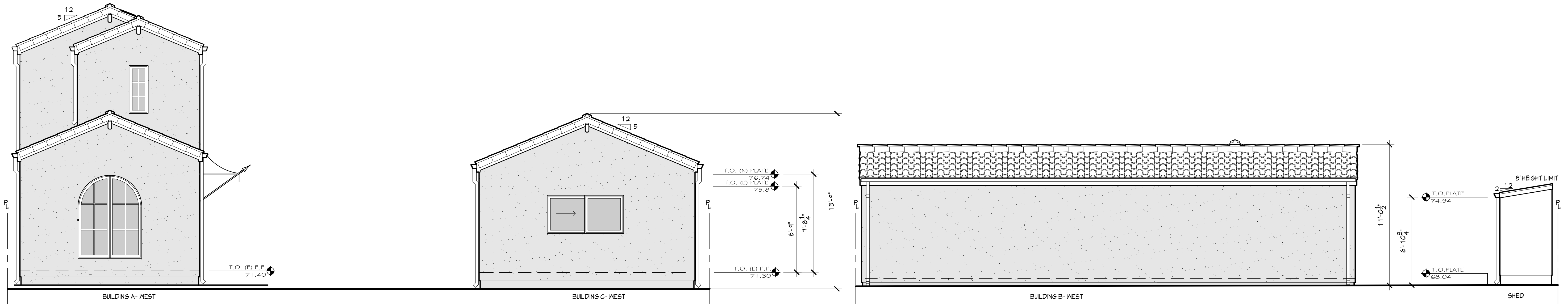


2 UPPER FLOOR PLAN  
SCALE: 1/4" = 1'-0"



1 ROOF PLAN  
SCALE: 1/4" = 1'-0"

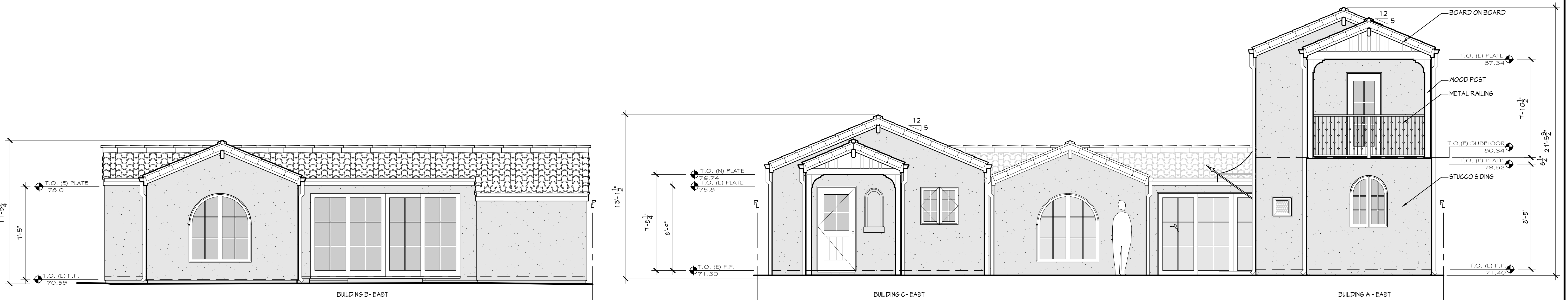
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**3** PROPOSED WEST ELEVATIONS  
SCALE: 1/4" = 1'-0"



**2** PROPOSED EAST ELEVATIONS WITH FENCE  
SCALE: 1/4" = 1'-0"



**1** PROPOSED EAST ELEVATIONS  
SCALE: 1/4" = 1'-0"

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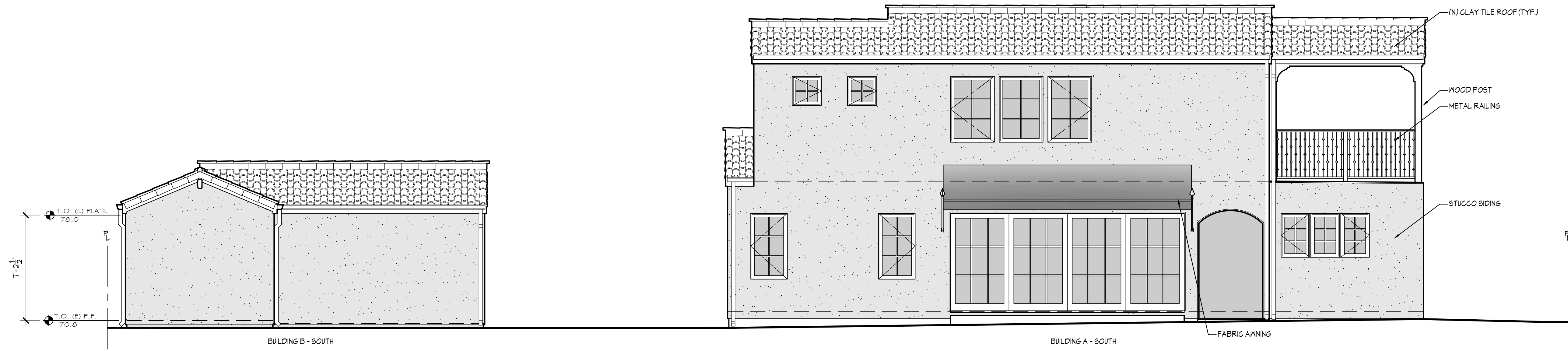
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PROPOSED ELEVATIONS

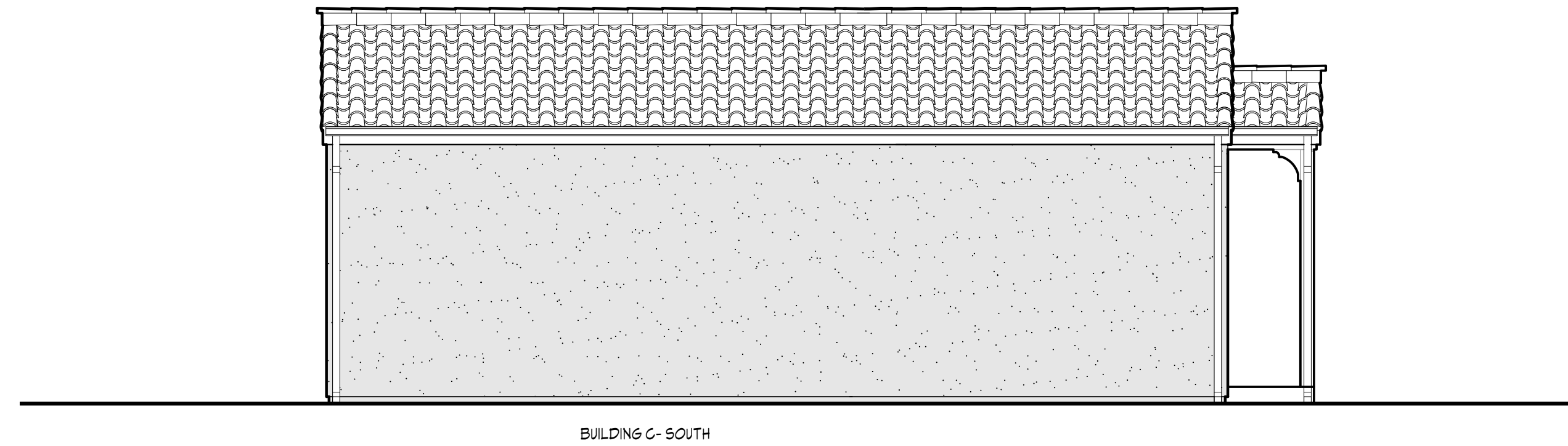
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SEPT. 18, 2019
DESIGN DEVELOPMENT
DEC. 11, 2019
PLANNING SUBMITTAL
DEC. 16, 2019
BUILDING SUBMITTAL

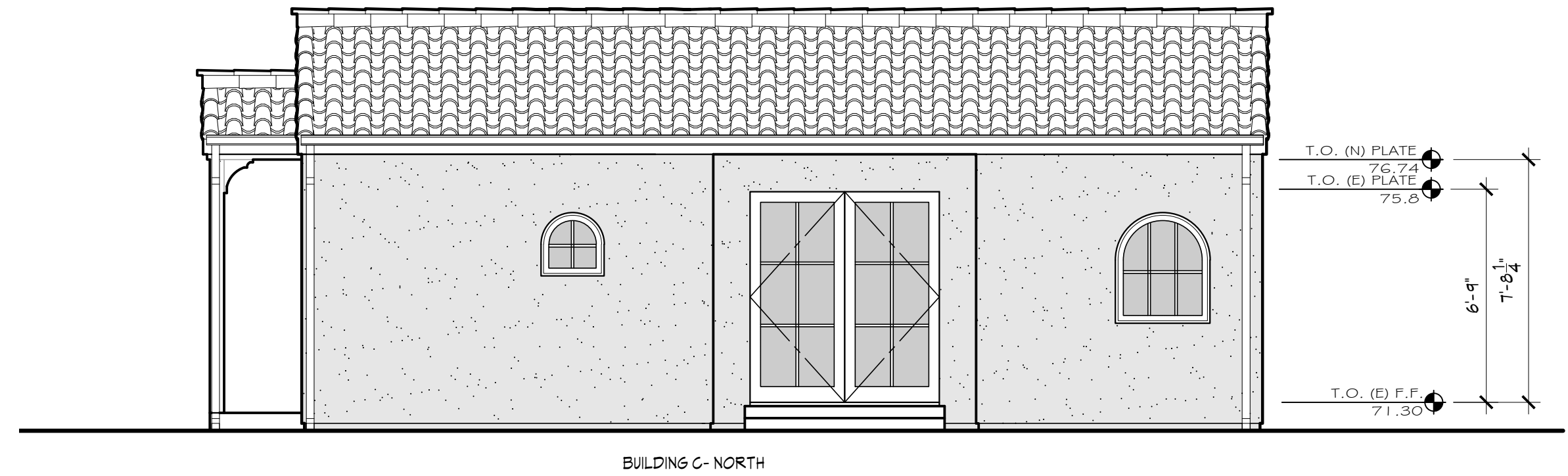
REVISIONS:
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JULY 13, 2020
REVISION



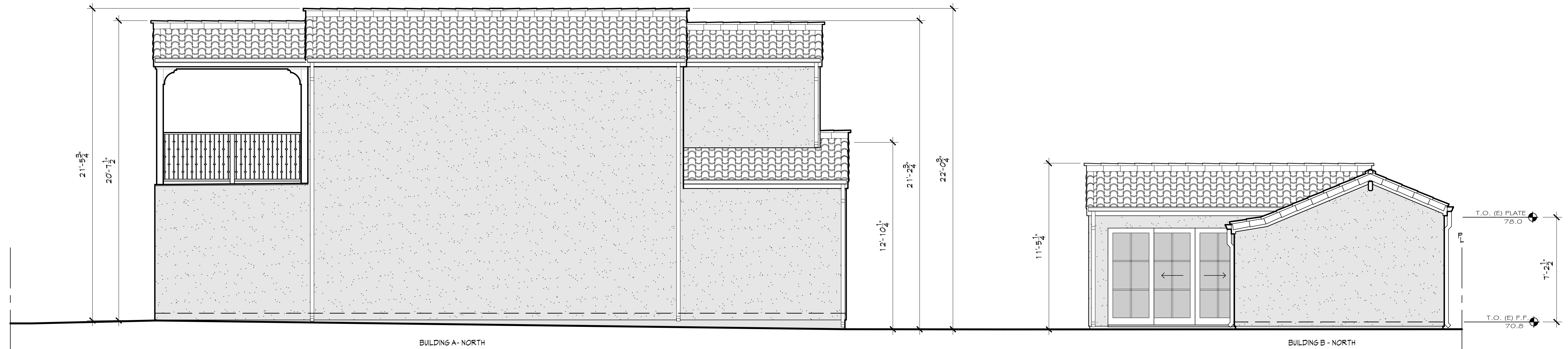
6 PROPOSED SOUTH ELEVATIONS  
SCALE: 1/4" = 1'-0"



5 PROPOSED SOUTH ELEVATION  
SCALE: 1/4" = 1'-0"



5 PROPOSED NORTH ELEVATION  
SCALE: 1/4" = 1'-0"



4 PROPOSED EAST ELEVATIONS  
SCALE: 1/4" = 1'-0"



**FINAL MINUTES**  
**CAPITOLA PLANNING COMMISSION MEETING**  
**THURSDAY, JUNE 4, 2020**  
**7 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

**B. 207 Oakland Avenue #19-0739 APN: 036-123-06**

Design Permit, secondary dwelling unit, and fence height exception for the remodel of three residential structures, including an addition to one structure. The proposal includes a change in the number of dwelling units to comply with current zoning standards, with a reduction of one duplex and two single-family residences to one single-family residence, one secondary dwelling unit, and one detached living space. The project is located within the R-1 (Single-Family Residential) zoning district.

This project requires a Coastal Development Permit which is appealable to the California Coastal Commission after all possible appeals are exhausted through the City.

Environmental Determination: Categorical Exemption

Owner: Jason Nielsen

Representative: Derek Van Alstine, Filed: 12.16.2019

Commissioner Wilk asked staff if the color board requirement could be removed from future applications.

Community Development Director Herlihy responded that a discussion item would be added to the following Planning Commission hearing.

Commissioner Newman inquired to staff and project representative about the tenancy status at 207 Oakland and how much each rental unit costs.

Jason Nielsen, property owner, responded that one unit is occupied, with three units unoccupied. Each unit rents for \$2,000 to \$3,000 per month.

Public comment from the owner of 212 Oakland Avenue disapproved of the fence exception and believed the proposal would look like a fortress.

Public comment from Andrea, 310 Escalona Avenue, presented similar concerns regarding the fence exception and did not approve of the Mediterranean design.

Public comment from the owner of 211 Oakland Avenue presented concerns regarding the fence exception, Mediterranean design, and felt the rear second-story deck would cause privacy issues for their property.

Valerie Hart, project representative, responded that the fence is behind the front setback and that the proposal includes removing rear second-story deck.

Commissioner Wilk supported the fence exception since the fence was set back and was front-facing.

Commissioner Christiansen supported the proposal but expressed concern that the fence exception would set a precedent.

Commissioner Routh noted that the site needs improvement but agreed with public comments and did not support the Mediterranean design because it does not fit with the neighborhood. Routh expressed concern that the Architecture and Site Review Committee and Planning Commission do not consider project design as thoroughly as they did in past years.

Commissioner Newman expressed concerns that the project gentrified the neighborhood by removing affordable housing opportunities. He discussed that the proposal did not appear to violate the Mello Act, but is not consistent with Capitola goals or the ongoing housing crisis. Commissioner Newman did not support replacing four potentially affordable housing units with a single-family property.

Commissioner Wilk said that the property is currently nonconforming due to the number of housing units and the proposal complies with zoning requirements. He does not believe the Planning Commission should deny the project because of the change in units since it would bring the property into conformance. Commissioner Wilk also stated that there are examples of Mediterranean-styled properties in Depot Hill.

MOTION: Approve the Design Permit, Secondary Dwelling Unit, and Fence Exception with the following conditions and findings.

MOTION: Approve the Design Permit, Secondary Dwelling Unit without the Fence Exception with the following conditions and findings.

**CONDITIONS:**

1. The project approval consists of a remodel of three residential structures, including an addition to one structure that will increase the total floor area by 131 square-feet, and a fence height exception allowing a solid 8-foot-high wall even with the front façade of the single-family residence. The proposal includes a change in the number of dwelling units, with a reduction of one duplex and two single-family residences to one single-family residence, one secondary dwelling unit, and one detached living space. The maximum Floor Area Ratio for the 5,500 square foot property is 60% (3,300 sq. ft.). The total FAR of the project is 40% with a total of 2,198 square feet, compliant with the maximum FAR within the zone. The proposed project is approved as indicated on the final plans reviewed and approved by the Planning Commission on June 4, 2020, except as modified through conditions imposed by the Planning Commission during the hearing.
2. Prior to construction, a building permit shall be secured for any new construction or modifications to structures authorized by this permit. Final building plans shall be consistent with the plans approved by the Planning Commission. All construction and site improvements shall be completed according to the approved plans
3. At time of submittal for building permit review, the Conditions of Approval must be printed in full on the cover sheet of the construction plans.
4. At time of submittal for building permit review, Public Works Standard Detail SMP STRM shall be printed in full and incorporated as a sheet into the construction plans. All construction shall be done in accordance with the Public Works Standard Detail BMP STRM.
5. Prior to making any changes to approved plans, modifications must be specifically requested and submitted in writing to the Community Development Department. Any significant changes to the size or exterior appearance of the structure shall require Planning Commission approval.
6. Prior to issuance of building permit, a landscape plan shall be submitted and approved by the Community Development Department. The landscape plan can be produced by the property owner, landscape professional, or landscape architect. Landscape plans shall reflect the Planning Commission approval and shall identify type, size, and location of species and details of any proposed (but not required) irrigation systems.
7. Prior to issuance of building permit, all Planning fees associated with permit #19-0739 shall be paid in full.
8. Prior to issuance of building permit, the developer shall pay Affordable housing in-lieu fees as required to assure compliance with the City of Capitola Affordable (Inclusionary) Housing Ordinance.
9. Prior to issuance of a building permit, the applicant must provide documentation of plan approval by the following entities: Santa Cruz County Sanitation Department, Soquel Creek Water District, and Central Fire Protection District.
10. Prior to issuance of building permits, a drainage plan, grading, sediment and erosion control plan, shall be submitted to the City and approved by Public Works. The plans shall be in compliance with the requirements specified in Capitola Municipal Code Chapter 13.16 Storm Water Pollution Prevention and Protection.

11. Prior to issuance of building permits, the applicant shall submit a stormwater management plan to the satisfaction of the Director of Public Works which implements all applicable Post Construction Requirements (PCRs) and Public Works Standard Details, including all standards relating to low impact development (LID).
12. Prior to any land disturbance, a pre-site inspection must be conducted by the grading official to verify compliance with the approved erosion and sediment control plan.
13. Prior to any work in the City road right of way, an encroachment permit shall be acquired by the contractor performing the work. No material or equipment storage may be placed in the road right-of-way.
14. During construction, any construction activity shall be subject to a construction noise curfew, except when otherwise specified in the building permit issued by the City. Construction noise shall be prohibited between the hours of nine p.m. and seven-thirty a.m. on weekdays. Construction noise shall be prohibited on weekends with the exception of Saturday work between nine a.m. and four p.m. or emergency work approved by the building official. §9.12.010B
15. Prior to a project final, all cracked or broken driveway approaches, curb, gutter, or sidewalk shall be replaced per the Public Works Standard Details and to the satisfaction of the Public Works Department. All replaced driveway approaches, curb, gutter or sidewalk shall meet current Accessibility Standards.
16. Prior to issuance of a Certificate of Occupancy, compliance with all conditions of approval shall be demonstrated to the satisfaction of the Community Development Director. Upon evidence of non-compliance with conditions of approval or applicable municipal code provisions, the applicant shall remedy the non-compliance to the satisfaction of the Community Development Director or shall file an application for a permit amendment for Planning Commission consideration. Failure to remedy a non-compliance in a timely manner may result in permit revocation.
17. This permit shall expire 24 months from the date of issuance. The applicant shall have an approved building permit and construction underway before this date to prevent permit expiration. Applications for extension may be submitted by the applicant prior to expiration pursuant to Municipal Code section 17.81.160 (Coastal).
18. The planning and infrastructure review and approval are transferable with the title to the underlying property so that an approved project may be conveyed or assigned by the applicant to others without losing the approval. The permit cannot be transferred off the site on which the approval was granted.
19. Upon receipt of certificate of occupancy, garbage and recycling containers shall be placed out of public view on non-collection days.
20. The floor area for the secondary dwelling unit shall not exceed 500 square feet.
21. At time of submittal for building permit review, a water will serve letter for the second dwelling unit must be submitted to the City.
22. Before obtaining a building permit for a secondary dwelling unit, the property owner shall file with the county recorder a declaration of restrictions containing a reference to the deed under which the property was acquired by the present owner and stating that:
  - a. The secondary dwelling unit shall not be sold separately;
  - b. The unit is restricted to the approved size;
  - c. The administrative review or the design permit, whichever applies, for the secondary dwelling unit shall be in effect only so long as the owner of record occupies either the main residence or the secondary dwelling unit;
  - d. The above declarations are binding upon any successor in ownership of the property. Lack of compliance shall be cause for code enforcement and/or revoking the administrative review or the architecture and site review permit, whichever applies;
  - e. The deed restrictions shall lapse upon removal of the secondary dwelling unit.

**DESIGN PERMIT FINDINGS:**



**A. The project, subject to the conditions imposed, secures the purposes of the Zoning Ordinance, General Plan, and Local Coastal Plan.**

Community Development Staff, the Architectural and Site Review Committee, and the Planning Commission have all reviewed the project. The proposed remodel of three structures and reduction of dwelling units comply with the development standards of the Single-Family Residential District. Specifically, all of the requirements of Capitola Municipal Code §17.99.050 have been met. The project secures the purposes of the Zoning Ordinance, General Plan, and Local Coastal Plan.

**B. The project will maintain the character and integrity of the neighborhood.**

Community Development Staff, the Architectural and Site Review Committee, and the Planning Commission have all reviewed the application. The design of the three Spanish-style residential structures with matching clay tile roofs, stucco siding, and mix of rectangular and arched windows, will fit in nicely with the existing neighborhood. The project will maintain the character and integrity of the neighborhood.

**CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FINDINGS:**

**A. This project is categorically exempt under Section 15303 of the California Environmental Quality Act and is subject to Section 753.5 of Title 14 of the California Code of Regulations.**

Section 15303, specifically subsections (a) and (e) of the CEQA Guidelines exempts new construction or conversion of small structures from one use to another where only minor modifications are made in the exterior of the structure. This project involves the remodel of three structures with an addition to one structure and the reduction of total dwelling units from one duplex and two single-family residences to one single-family residence, one secondary dwelling unit, and one detached living space within the R-1 (Single-Family Residential) zoning district. No adverse environmental impacts were discovered during review of the proposed project.

**COASTAL FINDINGS:**

**D. Findings Required.**

**1. A coastal permit shall be granted only upon adoption of specific written factual findings supporting the conclusion that the proposed development conforms to the certified Local Coastal Program, including, but not limited to:**

- a. A statement of the individual and cumulative burdens imposed on public access and recreation opportunities based on applicable factors identified pursuant to subsection (D)(2) of this section. The type of affected public access and recreation opportunities shall be clearly described;
  - b. An analysis based on applicable factors identified in subsection (D)(2) of this section of the necessity for requiring public access conditions to find the project consistent with the public access provisions of the Coastal Act;
  - c. A description of the legitimate governmental interest furthered by any access conditioned required;
  - d. An explanation of how imposition of an access dedication requirement alleviates the access burdens identified.
- The proposed development conforms to the City's certified Local Coastal Plan (LCP). The specific, factual findings, as per CMC Section 17.46.090(D) are as follows:

**2. Require Project-Specific Findings. In determining any requirement for public access, including the type of access and character of use, the city shall evaluate and document in written findings the factors identified in subsections (D)(2)(a) through (e), to the extent applicable. The findings shall explain the basis for the conclusions and decisions of the city and shall be supported by substantial evidence in the record. If an access dedication is required as a condition of approval, the findings shall explain how the adverse effects which have been identified will be alleviated or mitigated by the dedication. As used in this section, "cumulative effect" means the effect of the individual project in combination with the effects of past projects, other current projects, and probable future projects, including development allowed under applicable planning and zoning.**

- a. Project Effects on Demand for Access and Recreation. Identification of existing and open public access and coastal recreation areas and facilities in the regional and local vicinity of the development. Analysis of the project's effects upon existing public access and recreation opportunities. Analysis of the project's cumulative effects upon the use and capacity of the identified access and recreation opportunities, including public tidelands and beach resources, and upon the capacity of major coastal roads from subdivision, intensification or cumulative buildout. Projection for the anticipated demand and need for increased coastal access and recreation opportunities for the public. Analysis of the contribution of the project's cumulative effects to any

such projected increase. Description of the physical characteristics of the site and its proximity to the sea, tideland viewing points, upland recreation areas, and trail linkages to tidelands or recreation areas. Analysis of the importance and potential of the site, because of its location or other characteristics, for creating, preserving or enhancing public access to tidelands or public recreation opportunities;

- The proposed project is located at 207 Oakland Avenue. The home is not located in an area with coastal access. The home will not have an effect on public trails or beach access.

b. Shoreline Processes. Description of the existing shoreline conditions, including beach profile, accessibility and usability of the beach, history of erosion or accretion, character and sources of sand, wave and sand movement, presence of shoreline protective structures, location of the line of mean high tide during the season when the beach is at its narrowest (generally during the late winter) and the proximity of that line to existing structures, and any other factors which substantially characterize or affect the shoreline processes at the site. Identification of anticipated changes to shoreline processes at the site. Identification of anticipated changes to shoreline processes and beach profile unrelated to the proposed development. Description and analysis of any reasonably likely changes, attributable to the primary and cumulative effects of the project, to: wave and sand movement affecting beaches in the vicinity of the project; the profile of the beach; the character, extent, accessibility and usability of the beach; and any other factors which characterize or affect beaches in the vicinity. Analysis of the effect of any identified changes of the project, alone or in combination with other anticipated changes, will have upon the ability of the public to use public tidelands and shoreline recreation areas;

- The proposed project is located along 207 Oakland Avenue. No portion of the project is located along the shoreline or beach.

c. Historic Public Use. Evidence of use of the site by members of the general public for a continuous five-year period (such use may be seasonal). Evidence of the type and character of use made by the public (vertical, lateral, blufftop, etc., and for passive and/or active recreational use, etc.). Identification of any agency (or person) who has maintained and/or improved the area subject to historic public use and the nature of the maintenance performed and improvements made. Identification of the record owner of the area historically used by the public and any attempts by the owner to prohibit public use of the area, including the success or failure of those attempts. Description of the potential for adverse impact on public use of the area from the proposed development (including but not limited to, creation of physical or psychological impediments to public use);

- There is not a history of public use on the subject lot.

d. Physical Obstructions. Description of any physical aspects of the development which block or impede the ability of the public to get to or along the tidelands, public recreation areas, or other public coastal resources or to see the shoreline;

- The proposed project is located on private property on 207 Oakland Avenue. The project will not block or impede the ability of the public to get to or along the tidelands, public recreation areas, or views to the shoreline.

e. Other Adverse Impacts on Access and Recreation. Description of the development's physical proximity and relationship to the shoreline and any public recreation area. Analysis of the extent of which buildings, walls, signs, streets or other aspects of the development, individually or cumulatively, are likely to diminish the public's use of tidelands or lands committed to public recreation. Description of any alteration of the aesthetic, visual or recreational value of public use areas, and of any diminution of the quality or amount of recreational use of public lands which may be attributable to the individual or cumulative effects of the development.

- The proposed project is located on private property that will not impact access and recreation. The project does not diminish the public's use of tidelands or lands committed to public recreation nor alter the aesthetic, visual, or recreational value of public use areas.

**3. Required Findings for Public Access Exceptions. Any determination that one of the exceptions of subsection (F)(2) applies to a development shall be supported by written findings of fact, analysis and conclusions which address all of the following:**

- a. The type of access potentially applicable to the site involved (vertical, lateral, bluff top, etc.) and its location in relation to the fragile coastal resource to be protected, the agricultural use, the public safety concern, or the military facility which is the basis for the exception, as applicable;
- b. Unavailability of any mitigating measures to manage the type, character, intensity, hours, season or location of such use so that agricultural resources, fragile coastal resources, public safety, or military security, as applicable, are protected;
- c. Ability of the public, through another reasonable means, to reach the same area of public tidelands as would be made accessible by an accessway on the subject land.
- The project is not requesting a Public Access Exception, therefore these findings do not apply.

**4. Findings for Management Plan Conditions. Written findings in support of a condition requiring a management plan for regulating the time and manner or character of public access use must address the following factors, as applicable:**

- a. Identification and protection of specific habitat values including the reasons supporting the conclusions that such values must be protected by limiting the hours, seasons, or character of public use;
- The project is located in a residential area without sensitive habitat areas.
- b. Topographic constraints of the development site;
- The project is located on a flat lot.
- c. Recreational needs of the public;
- The project does not impact the recreational needs of the public.
- d. Rights of privacy of the landowner which could not be mitigated by setting the project back from the access way or otherwise conditioning the development;
- e. The requirements of the possible accepting agency, if an offer of dedication is the mechanism for securing public access;
- f. Feasibility of adequate setbacks, fencing, landscaping, and other methods as part of a management plan to regulate public use.

**5. Project complies with public access requirements, including submittal of appropriate legal documents to ensure the right of public access whenever, and as, required by the certified land use plan and Section 17.46.010 (coastal access requirements);**

No legal documents to ensure public access rights are required for the proposed project.

**6. Project complies with visitor-serving and recreational use policies;**

**SEC. 30222**

**The use of private lands suitable for visitor-serving commercial recreational facilities designed to enhance public opportunities for coastal recreation shall have priority over private residential, general industrial, or general commercial development, but not over agriculture or coastal-dependent industry.**

- The project involves a single-family residence, a secondary unit, and a detached living space on a residential lot of record.

**SEC. 30223**

**Upland areas necessary to support coastal recreational uses shall be reserved for such uses, where feasible.**

- The project involves a single-family residence, a secondary unit, and a detached living space on a residential lot of record.

**c) Visitor-serving facilities that cannot be feasibly located in existing developed areas shall be located in existing isolated developments or at selected points of attraction for visitors.**

- The project involves a single-family residence, a secondary unit, and a detached living space on a residential lot of record.

**7. Project complies with applicable standards and requirements for provision of public and private parking, pedestrian access, alternate means of transportation and/or traffic improvements;**

- The project involves the remodel of three residential structures. The project complies with applicable standards and requirements for provision for parking, pedestrian access, alternate means of transportation, and/or traffic improvements.

**8. Review of project design, site plan, signing, lighting, landscaping, etc., by the city's architectural and site review committee, and compliance with adopted design guidelines and standards, and review committee recommendations;**

- The project complies with the design guidelines and standards established by the Municipal Code.

**9. Project complies with LCP policies regarding protection of public landmarks, protection or provision of public views; and shall not block or detract from public views to and along Capitola's shoreline;**

- The project will not negatively impact public landmarks and/or public views. The project will not block or detract from public views to and along Capitola's shoreline.

**10. Demonstrated availability and adequacy of water and sewer services;**

- The project is located on a legal lot of record with available water and sewer services.

**11. Provisions of minimum water flow rates and fire response times;**

- The project is located 0.5 miles from the Central Fire Protection District Capitola Station. Water is available at the location.

**12. Project complies with water and energy conservation standards;**

- The project is for a single-family residence, a secondary unit, and a detached living space. The GHG emissions for the project are projected at less than significant impact. All water fixtures must comply with the low-flow standards of the Soquel Creek Water District.

**13. Provision of park dedication, school impact, and other fees as may be required;**

- The project will be required to pay appropriate fees prior to building permit issuance.

**14. Project complies with coastal housing policies, and applicable ordinances including condominium conversion and mobile home ordinances;**

- The project does not involve a condo conversion or mobile homes.

**15. Project complies with natural resource, habitat, and archaeological protection policies;**

- Conditions of approval have been included to ensure compliance with established policies.

**16. Project complies with Monarch butterfly habitat protection policies;**

- The project is outside of any identified sensitive habitats, specifically areas where Monarch Butterflies have been encountered, identified and documented.

**17. Project provides drainage and erosion and control measures to protect marine, stream, and wetland water quality from urban runoff and erosion;**

- Conditions of approval have been included to ensure compliance with applicable erosion control measures.

**18. Geologic/engineering reports have been prepared by qualified professional for projects in seismic areas, geologically unstable areas, or coastal bluffs, and project complies with hazard protection policies including provision of appropriate setbacks and mitigation measures;**

- Geologic/engineering reports have been prepared by qualified professionals for this project. Conditions of approval have been included to ensure the project applicant shall comply with all applicable requirements of the most recent version of the California Building Standards Code.

**19. All other geological, flood and fire hazards are accounted for and mitigated in the project design;**

- Conditions of approval have been included to ensure the project complies with geological, flood, and fire hazards and are accounted for and will be mitigated in the project design.

**20. Project complies with shoreline structure policies;**

- The proposed project is not located along a shoreline.

**21. The uses proposed are consistent with the permitted or conditional uses of the zoning district in which the project is located;**

- This use is an allowed use consistent with the R-1 (Single-Family Residential) zoning district.

**22. Conformance to requirements of all other city ordinances, zoning requirements, and project review procedures; and**

- The project conforms to the requirements of all city ordinances, zoning requirements, and project development review and development procedures.

**23. Project complies with the Capitola parking permit program as follows:**

- a. The village area preferential parking program areas and conditions as established in Resolution No. 2596 and no permit parking of any kind shall be allowed on Capitola Avenue.
- b. The neighborhood preferential parking program areas are as established in Resolution Numbers 2433 and 2510.
- c. The village area preferential parking program shall be limited to three hundred fifty permits.
- d. Neighborhood permit areas are only in force when the shuttle bus is operating except that:
  - i. The Fanmar area (Resolution No. 2436) program may operate year-round, twenty-four hours a day on weekends,
  - ii. The Burlingame, Cliff Avenue/Grand Avenue area (Resolution No. 2435) have year-round, twenty-four hour per day “no public parking.”
- e. Except as specifically allowed under the village parking program, no preferential residential parking may be allowed in the Cliff Drive parking areas.
- f. Six Depot Hill twenty-four minute “Vista” parking spaces (Resolution No. 2510) shall be provided as corrected in Exhibit A attached to the ordinance codified in this section and found on file in the office of the city clerk.
- g. A limit of fifty permits for the Pacific Cove parking lot may be issued to village permit holders and transient occupancy permit holders.
- h. No additional development in the village that intensifies use and requires additional parking shall be permitted. Changes in use that do not result in additional parking demand can be allowed and exceptions for onsite parking as allowed in the land use plan can be made.
  - The project site is not located within the area of the Capitola parking permit program.

<b>RESULT:</b>	<b>DENIED [2 TO 2]</b>
<b>MOVER:</b>	Peter Wilk
<b>SECONDER:</b>	Courtney Christiansen
<b>AYES:</b>	Wilk, Christiansen
<b>NAYS:</b>	Newman, Routh
<b>RECUSED:</b>	T.J. Welch

<b>RESULT:</b>	<b>DENIED [2 TO 2]</b>
<b>MOVER:</b>	Courtney Christiansen
<b>SECONDER:</b>	Peter Wilk
<b>AYES:</b>	Wilk, Christiansen
<b>NAYS:</b>	Newman, Routh
<b>RECUSED:</b>	T.J. Welch

Attachment: 207 Oakland Avenue - Planning Commission Minutes - 06.04.20 (207 Oakland Appeal)

**17.72.060 Nonconforming activities and structures on improved R-1 parcels.**

A. Amortization. Nonconforming activities in R-1 zones must be discontinued on June 26, 2019 or fifty years from the date the activity first became nonconforming, whichever is later, except as provided in subsections B and C below:

B. Duplex Activity. Nonconforming duplex activities may continue indefinitely but the structures cannot be enlarged. They may be structurally altered or rebuilt only as allowed under Sections 17.72.070 and 17.72.080.

C. Residential Projects With More Than Two Units. Owners of parcels having more than two dwelling units which are nonconforming only because they exceed the current density standard may apply to the city council for one or more extensions of the fifty-year amortization period. The city council shall only grant an extension if able to make findings that: in this particular situation, the appearance, condition and management of the property is such that the property is not greatly detrimental to the single-family residential character of the neighborhood in which it is located; the extension is necessary in order to prevent a major economic loss to the property owner and to lessen deterioration; and that all reasonable conditions have been imposed for the purpose of repairing dilapidation and bringing, or keeping, the property up to neighborhood standards. Extensions granted under this section shall be at least fifty years from the date the application is granted. (Ord. 764 § 1, 1994; Ord. 761 § 1, 1993)

**17.63.090 Considerations in review of applications.**

The considerations of the architectural and site review committee, community development department, and/or planning commission shall include, but not be limited to, the following:

- A. Considerations relating to traffic circulation, safety and congestion;
- B. Considerations relating to outdoor advertising:
  - 1. The number, location, color, size, height, lighting and landscaping of outdoor advertising signs and structures in relation to the creation of traffic hazards and the appearance and harmony with adjacent development;
- C. Considerations relating to landscaping:
  - 1. The location, height and materials of walls, fences, hedges, trees and screen plantings to insure harmony with adjacent development or to conceal storage areas, utility installations or other unsightly development,
  - 2. The planting of groundcover or other landscape surfacing to prevent dust and erosion,
  - 3. The prevention of unnecessary destruction of existing healthy trees,
  - 4. Usable open space shall be reviewed both with respect to area and quality of landscape development;
- D. Considerations relating to site layout:
  - 1. The orientation and location of buildings, decks or balconies, and open spaces in relation to the physical characteristics of the site, the character of the neighborhood and the appearance and harmony of the buildings with adjacent development such that privacy of adjacent properties is maintained;
- E. Considerations relating to drainage:
  - 1. The effect of the site development plan on the adequacy of the storm and surface water drainage to both the site and adjacent property,
  - 2. Connection to existing drainage systems,
  - 3. Incorporation of permeable driveway materials and other means of retaining stormwater runoff on site and reducing non-point source pollution through use of grassy swales and other water quality enhancement measures;
- F. Considerations relating to architectural character:
  - 1. The suitability of the building for its purpose,
  - 2. The appropriate use of materials to insure compatibility with the intent of the title;
- G. Considerations relating to fire prevention:
  - 1. Sufficient and suitable access to all areas for emergency vehicles,
  - 2. Proper location and spacing of fire hydrants;
- H. Considerations relating to excavation and grading;
- I. Consideration relating to landscape maintenance:
  - 1. The proper maintenance of landscape planting to encourage healthy growth and the replacement of dead plants until all plants are established,

2. The committee may require a one thousand dollar performance bond for a period of one year beginning from the date of final inspection;

J. Protection of historic features and vistas;

K. Considerations related to encouraging utilization and protection of solar energy, including:

1. The orientation of the lot,
2. Height of proposed building,
3. Distance between proposed building and south wall of adjacent structure(s),
4. Extent to which adjacent building(s) will have solar access to south roof and/or wall,
5. Extent to which adjacent south facing wall(s), roof top(s), and solar collector(s) are shaded by the proposed structure(s);

L. Consideration of design guidelines for special commercial or residential areas contained in the general plan, coastal plan, area plans or other approved design policies;

M. Review of floodplain areas as designated on the flood boundary map in accord with the standards of Chapter 17.50 and with this title;

N. The committee will require enclosed garbage areas of an adequate size to provide for garbage and recycling storage and collection for the project, unless an exception is made for individual containers in small residential projects. (Ord. 873 § 21 (part), 2004)





## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF JULY 23, 2020**

FROM: Community Development

SUBJECT: Consider Update on the Community Development Block Grant- Coronavirus Response Application

### RECOMMENDED ACTION:

1. Adopt the proposed resolution regarding the Community Development Block Grant Coronavirus Response (CDBG-CV) application amending resolution 4175 to revise the funding allocations between eligible activities
2. Authorize the City Manager to enter into a subrecipient agreements with the Community Bridges, Grey Bears, Second Harvest Food Bank, and the Community Action Board.

**BACKGROUND:** On March 27, 2020, Congress passed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) to support preparation for and response to the community impacts of the COVID-19 pandemic. The state of California received approximately \$19 million in CARES Act funds that will be distributed by the California Department of Housing and Community Development's (HCD) Community Development Block Grant (CDBG) Program. HCD will utilize streamlined distribution methods to ensure CDBG-CV funding is distributed and expended as quickly as possible on activities that address immediate and medium-term responses to the COVID-19 pandemic. Eligible activities must be related to preparation, prevention, response, and recovery of the COVID-19 pandemic.

On May 14, 2020, the City Council adopted a resolution authorizing the City Manager to submit a Community Development Block Grant Coronavirus Response (CDBG-CV) application requesting up to \$250,000 of CDBG-CV grant funds and reutilizing \$80,632.35 of current CDBG program income funds (total \$330,632) for three COVID-19 related relief programs and to execute the grant agreement upon award. Three rounds of CDBG-CV grants are planned in the next 12 months. During the May 28 meeting, the City Council selected Mayor Peterson and Vice-Mayor Brooks to join an ad-hoc committee to guide the grant application efforts.

On June 5, 2020, the Notice of Funding Availability (NOFA) was published by HCD. The grant application period is now open.

CDBG- CV Grant Update  
July 23, 2020

On June 12, 2020, the City awarded Adams Ashby Group a contract to administer the CDBG-CV grant. The CDBG-CV grant application will be submitted to HCD following the July 23 update to City Council.

**DISCUSSION:** The City of Capitola is a CDBG-eligible non-entitlement jurisdiction; therefore the City must apply for CDBG funding through grants. The NOFA identified up to \$88,010 of available CDBG-CV grant funds for the City of Capitola in the first round of funding. The City also has \$80,632 in CDBG Program Income (PI) funds from one down payment assistance loan that was recently paid off by a program participant. The CDBG-PI funds may be utilized in response to the COVID-19 pandemic on eligible grant activities. In total, the City of Capitola will have up to \$168,642 of CDBG funds (\$80,632 CDBG-CV and \$80,632 CDBG-PI) for the first round of funding. Two more rounds of CDBG-CV funding are expected in the next 12 months.

The City may make CDBG funding allocations for up to three specific activities with 17 percent set aside to pay for administrative costs. The following three activities and percentages were identified by the City Council and included in the adopted resolution.

1. Public services to respond to COVID-19 impacts
  - Includes food distribution and rental assistance programs
  - Up to \$137,100 (41.5%)
2. Housing facilities for persons experiencing homelessness
  - Includes providing shelter to homeless in response to COVID-19
  - Homeless Action Partnership (HAP)
  - Up to \$68,550 (20.75%)
3. Economic development to support employment of low-and moderate-income staff
  - Includes Business Assistance Loans
  - Up to \$68,550 (20.75%)
4. Administrative Costs
  - \$56,161 (17%)

The ad-hoc committee has met three times since the resolution was adopted. During the first meeting, the committee received an overview on CDBG regulations and possible activities for Capitola. During the second meeting, the committee identified public services (food and rental assistance) and economic development (business assistance) as priorities for the first round of CDBG funds. Staff contacted local non-profits that provide food distribution services and rental assistance to Capitola residents, requesting information on need relative to the Covid-19 pandemic. Staff received the following requests for assistance:

<b>Non-Profit</b>	<b>Activity</b>	<b>Amount Requested</b>
Community Bridges:		
<i>Meals on Wheels (meal delivery)</i>	Public Service – Food	\$61,000
<i>Lift Line (transportation services)</i>	Public Service – Transportation	\$25,000
Grey Bears (Food delivery to Capitola seniors)	Public Service – Food	\$15,750
Second Harvest Food Bank	Public Service – Food	\$37,500
Community Action Board	Public Service –	\$50 – 60,000

CDBG- CV Grant Update  
July 23, 2020

	Rental Assistance	
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Capitola is considered a non-entitlement community (population under 50,000) in the CDBG program. The non-entitlement program is administered by the California Department of Housing and Community Development (HCD). CDBG entitlement communities (population over 50,000) are administered at the federal level by the U.S. Department of Housing and Urban Development (HUD). Details on the economic development (ED) program were published after the second ad-hoc meeting by HCD. The ED program establishes the rules by which the City can allocate CDBG funding.

Unfortunately, the ED program put in place by HCD is more restrictive than the program under HUD, which allowed grants. HCD is not allowing ED grants. All ED activities providing financial assistance to businesses require loans with underwriting. Each loan must aid a business for a minimum of three months and provide proof of retention of low-and moderate-income jobs. The underwriting requirements include documentation of 2019 profit and loss statements and must show impacts of Covid-19 and necessary funding to ensure job retention. Currently, there is not a local economic development non-profit with a program in place to administer such loans. Staff is working with a local economic development nonprofit to establish a loan program with an underwriting partner, but the program is not yet established.

During the third ad-hoc committee meeting, the group was told the new challenges presented for ED funding. With the new information, the ad-hoc committee recommended funding public service activities (food and rental assistance) in the first round and focus on economic development, homeless services, and assistance for afterschool programs during round two.

For this first round, the City has been allocated \$88,010 in CDBG-CV funds which may be utilized for up to three activities. The ad-hoc committee is recommending the City utilize the CDBG-CV funds for Grey Bears, Second Harvest, and the Community Action Board. The City also has \$80,632.35 in CDBG Program Income funds, to be allocated to Community Bridges as recommended by the ad-hoc committee. The City must enter into a subrecipient agreement with each non-profit prior to disbursing the funds. The ad-hoc committees recommended distribution is summarized in the following table:

Non-Profit	Activity	Recommended Distribution
Community Bridges:		
<i>Meals on Wheels (meal delivery)</i>	Public Service: Food	\$61,000.00
<i>Lift Line (transportation services)</i>	Public Service: Transportation	\$5,924.85
Grey Bears (Food delivery to Capitola seniors)	Public Service: Food	\$15,750.00
Second Harvest Food Bank	Public Service: Food	\$37,298.30
Community Action Board	Public Service: Rental Assistance	\$20,000.00
Administrative cost	Admin	\$28,669.20

CDBG- CV Grant Update  
July 23, 2020

The ad-hoc committee is recommending \$20,000 of CDBG-CV funds toward mortgage/rental assistance through a subrecipient agreement with the Community Action Board (CAB). The City allocated \$25,000 in the FY19/20 and FY20/21 through the housing successor agency to CAB to provide one-time emergency grants for rent or mortgage payments. The grants are paid directly to the landlord or mortgage company to prevent a household from being evicted or foreclosed. During FY 19/20, the \$25,000 in housing successor agency funds assisted eight households. An additional \$20,000 in CDBG-CV funds will allow CAB to assist up to seven more households, for an estimated total of 15 households between the two funding sources for FY 20/21. The Community Action Board anticipates at least 25 households with need in FY 20/21. The ad-hoc committee is suggesting a direct allocation to CAB since it is the main provider of rental assistance in Capitola.

To assist with food distribution, the committee suggests \$114,048 of funding for local food distribution and the local food bank. In FY 19/20, the City allocated \$89,831 through community grants to non-profits providing food services to those in need. There is an increased need due to the impacts of COVID-19.

Lastly, the ad-hoc committee requested that staff continue to work on a partnership for establishing an economic development loan program, research funding assistance for afterschool programs, and funding for housing facilities for the homeless. Annually, the City has contributed to the regional winter shelter. Staff will work with the County's Continuum of Care program to seek opportunities to fund the regional housing efforts for the homeless in compliance with CDBG and HUD. There are strict requirements that funds not be duplicated toward the same efforts. The ad-hoc committee recommended that staff work closely with the County prior to the next round of CDBG-CV funding to resolve any possible issues with duplicative funding for homeless services in the next funding round.

FISCAL IMPACT: If awarded, the grant would add up to \$168,642 to the City's Community Development Block Grant Fund.

ATTACHMENTS:

1. Response from Food Distribution Non-Profits (PDF)

Report Prepared By: Katie Herlihy  
Community Development Director

**Reviewed and Forwarded by:**

  
Katie Herlihy, Community Development Director 7/15/2020

**RESOLUTION NO.**

**A RESOLUTION AMENDING RESOLUTION #4175 APPROVING AN APPLICATION FOR FUNDING AND COMMITMENT OF PROGRAM INCOME FUNDS AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2020 FUNDING YEAR OF THE STATE CDBG PROGRAM.**

BE IT RESOLVED by the City Council of the City of Capitola as follows:

**SECTION 1:**

The City Council has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of \$330,362 (up to \$250,000 of CDBG-CV funds and up to \$80,632.35 of CDBG program income funds) for the following CDBG activities, pursuant to the 2020 CDBG-CV NOFA:, for the following activities:

General Administration (GA)		\$ 56,161
Public services to respond to COVID-19 impacts	\$137,100	\$140,000
Housing Facilities for Homeless	\$68,550	\$65,651
Economic Development		\$ 68,550
	<b>Total</b>	<b>\$330,362</b>

**SECTION 2:**

The City hereby approves the use of Program Income in an amount not to exceed \$80,632.35 for the CDBG activities described in Section 1.

**SECTION 3:**

The City has determined that state and federal citizen participation requirements were met during the development of this application.

**SECTION 4:**

The City/County hereby authorizes and directs the City Manager, or designee, to enter into, execute and deliver the grant agreement (i.e., Standard Agreement) and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

**SECTION 5:**

If the application is approved, the City Manager, or designee, is authorized to sign and submit Fund Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

**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 23<sup>rd</sup> day of July, 2020, by the following vote:

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

CDBG- CV Grant Update  
July 23, 2020

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Kristen Petersen, Mayor

ATTEST:

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Chloe Woodmansee, City Clerk



519 Main Street P | 831.688.8840  
Watsonville, CA 95076 F | 831.688.8302

## City of Capitola CDBG-CV Request

**Organization:** Community Bridges

**Contact Information:** Raymon Cancino, Chief Executive Officer, Community Bridges. Email: [raymonc@cbridges.org](mailto:raymonc@cbridges.org). Phone: (831) 688-8840 x 201

### 1. Specific Activity you will utilize the requested CDBG-CV funds for

Food insecurity in older adults has been exacerbated by the COVID-19 pandemic. Community Bridges' programs are actively fighting to prevent food insecurity among the City of Capitola older adults. During this ongoing public health crisis, we will support this community through the following activities:

- 1) Meals on Wheels for Santa Cruz County will deliver a five or seven-day nutritionally complete lunch packs and an additional five-day complete breakfast pack to eligible Capitola seniors, once a week.
- 2) Lift Line is expanding its medical transportation services to include essential trips to food access points including grocery stores, farmers markets, food banks, restaurants, providing operational support for Great Plates project, as well as transportation to banks. Lift Line will also pick up food orders and deliver to participants homes upon request, so that these seniors do not have to leave their homes. Services will be provided 7 days a week from 8:30am-3:30pm, including trips to grocery stores during their senior and vulnerable guest hours. Participants will be encouraged to schedule rides one to two days in advance, however same day requests will also be granted based on availability.

### 2. Who your primary beneficiaries will be? And how many will you assist with these dollars?

Support through the CDBG-CV funds will help alleviate hunger and increase food access for the most vulnerable in the community, specifically low-income seniors (60+), medically complex individuals and people with disabilities. The primary beneficiaries that we serve are significantly impacted physically and economically by the COVID-19 restrictions- often isolated as they stay in place due to the high risk of health complications, impeding their ability to obtain healthy meals. Further, food banks do not deliver food to these clients and do not meet the needs of seniors who are homebound.

Meals on Wheels will provide a total of 12,250 meals (two meals/day) to 50 older adults residing in the City of Capitola over the next 12 months. 97% of seniors that we serve are considered to be at high nutritional risk and 75% are living at, or below, the federal poverty level.

Lift Line will provide a comprehensive transportation services including 115 round-trips to food access points and essential services in the City of Capitola and to low-income City of Capitola residents.

### 3. How much funding would you request for a 12-month expenditure timeline?

Total grant request: \$86,150

**OUR FAMILY OF PROGRAMS** ● Elderday ● Lift Line ● Meals on Wheels for Santa Cruz County ● La Manzanita Community Resources ● Live Oak Community Resources ● Mountain Community Resources ● Nueva Vista Community Resources ● Child & Adult Care Food Program ● Child Development Division ● Women, Infants and Children (WIC)



519 Main Street P | 831.688.8840  
 Watsonville, CA 95076 F | 831.688.8302

Meals on Wheels: \$61,150

Lift Line: \$25,000

**4. Is this program currently in operation? If so, how much is currently funded/budget for the activity through other funding sources?**

As a response to the shelter-in-place restrictions and the high-risk of serious health complications for the clients we serve, we expanded services at Meals on Wheels and Lift Line to meet the growing needs of the older population.

\$85,850 will be provided for home delivered meals through other funding sources. Lift Line's transportation to food access points is not currently being funded through other funding sources.

**5. Can you clearly demonstrate how the need for these funds relates to COVID-19 impact? Please explain.**

The COVID-19 pandemic has brought significant challenges for older adults in Santa Cruz County, including the ability to socialize, safely access nutritious meals, fresh produce and seek other essential needs. According to the Centers for Disease Control and Prevention, eight of ten deaths reported in the U.S have been in adults 65 years or older. Until a vaccine is found, many seniors will continue to live in isolation, and the need for services like those provided through Meals on Wheels and Lift Line will remain critical for their wellbeing of our community.

Food insecurity has become much more prevalent in the daily life of many seniors during COVID-19. Demand for home delivered meals through Meals on Wheels has increased by 86% since March 2020. Additionally, the pandemic has put a spotlight on the impact of social isolation in older adults. The meal delivery service provides seniors who have been in isolation since March with a quick and safe wellness check and an opportunity for interaction with the drivers or volunteers. We have seen first-hand the vast difference that this has made in the lives of the Capitola seniors who live alone.

Lift Line removes any financial or transportation barriers that impede older adults from meeting their basic needs during this time with limited public transportation options. Lift Line fills in the gap for seniors and people with disabilities who would like to do their own grocery shopping (or gain food access from other sources or meet other essential needs), do not have a support systems or choose not to receive home-delivered meals. Through this service, Lift Line empowers seniors to remain independent and prevent food insecurity, while still practicing social distancing through semi-private transportation.

Additionally, Lift Line is currently participating in the state funded program, Great Plates, which is scheduled to end on July 10, 2020. Many of the seniors who have grown dependent on the service will lose the three meals a day that were provided through the program. Lift Line is ready to meet this need and offer to pickup and drop-off meals ordered at restaurants in the City of Capitola. In addition to providing an essential service to seniors that are currently relying on this program, it also supports local businesses who may be struggling to stay afloat during COVID-19.



**Herlihy, Katie (kherlihy@ci.capitola.ca.us)**

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**From:** Tim Brattan <tim@greybears.org>  
**Sent:** Friday, July 03, 2020 1:52 PM  
**To:** Herlihy, Katie (kherlihy@ci.capitola.ca.us)  
**Subject:** Grey Bears: CDBG-CV Cares Act food activity

Dear Katie,

Thank you for the opportunity to apply for operational support from City of Capitola CDBG-CV funding Act. This funding will be used to respond to, prevent and reduce COVID-19 impacts for City of Capitola seniors.

**1. Specific Activity you will utilize the requested CDBG-CV funds for:**

Grey Bears will utilize CDBG-CV funding to support the Healthy Food program, an essential Santa Cruz County activity delivering weekly grocery bags of groceries to Capitola seniors. We are requesting this grant funding to address immediate needs to buy food and support operations during unprecedented program growth during the COVID-19 crisis.

**2. Who your primary beneficiaries will be? And how many will you assist with these dollars?**

The primary beneficiaries of our services are 322 predominantly low-income Capitola seniors we are currently serving – including 70 who are homebound. They will continue to receive an 8-10 pound bag of fresh produce and healthy staples each week. Of the Capitola seniors we serve, half indicate they live alone and 70% are women. Just over 77% are either below the Federal Poverty Level (FPL), or between 100%-200% of FPL. They range in age from 55 to 100 years old, with a median age of 72, and 18% live in subsidized senior housing.

**3. How much funding would you request for a 12-month expenditure timeline?**

We are requesting a \$15,750 grant for the 12-month expenditure timeline to address immediate needs for food and operational support during the COVID-19 crisis.

**4. Is this program currently in operation? If so, how much is currently funded/budgeted for the activity through other funding sources?**

The Grey Bears Healthy Food program has continued to operate during the COVID-19 SIP order and will continue to operate throughout the CDBG-CV grant term. Unless notified of a different amount, we have current contracts with the County and City of Santa Cruz CORE Investments grant - \$110,000; City of Watsonville community program grant - \$3,000; Monterey Peninsula Foundation grant - \$80,000; Community Foundation Santa Cruz County grants - \$45,000, an EFSP grant - \$12,646; and Wells Fargo Foundation grant - \$5,000.

**5. Can you clearly demonstrate how the need for these funds relates to COVID-19 impact? Please explain.**

The increased number of clients we are serving – including in Capitola – impacts our program infrastructure costs including refrigerated truck miles, staff and driver hours, expanded cooler capacity and power, forklift hours, client intake, surveys and tracking requirements, and volunteer driver mileage/food delivery systems.

With more vulnerable seniors sheltering in place, the need for the food support we provide has never been higher. We have been purchasing more mandatory PPE including gloves and masks, implementing social distancing protocols for staff and volunteers - all to ensure the program continues to run safely. To date we have reported no cases of COVID-19 within our program staff or volunteers.

Thank you again, Katie, and please let me know if you have any questions or would like any additional information. I will be out next week but can respond the week of July 13.

Very warmest and healthy regards,

Tim

--

Tim Brattan, Executive Director

Grey Bears

2710 Chanticleer Ave, Santa Cruz CA 95065

831.479.1055 ext. 224 [tim@greybears.org](mailto:tim@greybears.org) [www.greybears.org](http://www.greybears.org) [facebook](#)

*Promoting good nutrition, activity and social connection  
as the perfect recipe for healthy aging.*

**1. Specific Activity you will utilize the requested CDBG-CV funds for**

We will direct these funds to the costs of food acquisition and distribution for food insecure Capitola residents.

**2. Who your primary beneficiaries will be? And how many will you assist with these dollars?**

Our primary beneficiaries will be residents of Capitola who collect food from partner agencies within the city, and for residents who travel to agency partners in other nearby jurisdictions. Our target populations are individuals in need of food assistance in Capitola, including children, families, individuals, veterans, disabled individuals, the homeless, LBTG individuals, youth, foster children, and seniors.

**3. How much funding would you request for a 12-month expenditure timeline?**

\$37,500

**4. Is this program currently in operation? If so, how much is currently funded/budget for the activity through other funding sources?**

- We have a network of partners and programs in Capitola who will provide food for Capitola residents, including Bay Avenue Senior Apartments, Big Brother Big Sisters, Bright Path Day Program, Shorelife Community Church, Hope Church, and Soquel Elementary School District.
- In addition to these pantry locations, through our agency participation reporting, we know Capitola residents are also traveling to other nearby food programs including Grey Bears, People's Pantry Twin Lakes Church, Inner Light Pantry, Teen Kitchen Project, Walnut Avenue Women's Center, Star of the Sea Church, Santa Cruz Residential Recovery Santa Cruz, Harbor Light Church, and Santa Cruz County of Alternative Education.
- Our funding to serve Capitola residents does not nearly cover the cost of those food bank services, especially with significantly greater needs for unemployed working families, children missing school meals and impacted seniors.

**5. Can you clearly demonstrate how the need for these funds relates to COVID-19 impact? Please explain.**

- The need for food generated by COVID-19 is extraordinary across the county, including for Capitola residents. How these funds will meet the need relating to COVID-19 is best demonstrated with the current response.
- At Bay Avenue Senior Apartments, for example, their volunteers are distributing our pre-packed produce bags and boxes of staples to 70 senior households on the second and fourth Wednesday of every month. In addition, 150 Capitola families are visiting the drive-through Bay Avenue pantry to collect foods for their families. From our own participation reporting, we know in quarter four of FY2020, Bay Avenue has doubled its food distribution over quarter one.
- In addition to increases in food from our network of agency partnerships, Capitola residents are also attending our Friday community food distributions at both the Santa Cruz County Fairgrounds and the Santa Cruz Beach Boardwalk. From our data collection on Fridays, we know each week Capitola residents are taking home approximately 1400 pounds of food and an average of 28 households are attending our Boardwalk distribution events.



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF JULY 23, 2020**

FROM: Capitola Recreation

SUBJECT: Consider a Proposal for an Out-of-School Time Recreation Program for the Blended Learning 2020/21 School Year

### RECOMMENDED ACTION:

1. Consider and approve the temporary suspension of Adult Classes and allocate the use of Jade St Community Center for Out-of-School Time (OST) Recreation programs.
2. Consider and approve three Out-of-School Time recreation program models to be offered for the blended learning 2020/21 school year.
3. Authorize the City Manager to enter into agreements not to exceed \$4,000 in total with partnering organizations to lease additional space for the elementary Out-of-School Time program.
4. Authorize the City Manager to enter into a 12-month agreement with Enterprise Fleet Management not to exceed \$125,000 for long-term vehicle rentals to provide transportation between school and the elementary Out-of-School Time program.
5. Adopt the proposed resolution amending the Hourly/Seasonal Pay Schedule and creating three Out-of-School Time positions, OST Coordinator, OST Senior Leader and OST Leader.

BACKGROUND: Capitola Recreation and Soquel Union Elementary School District (SUESD) began a partnership for an Afterschool Recreation program at New Brighton Middle School (NBMS) for the 2019/2020 school year. This was a successful partnership and valued community service that both parties were interested in continuing into the 2020/2021 school year.

In March of 2020, the COVID-19 pandemic closed schools and the Afterschool Recreation program ceased operation for the remainder of the school year. Recreation Classes were canceled at the Community Center and moved to an online platform with the new Virtual Recreation Center. Scholarship funds allocated to the Afterschool program were unspent for the session that would have occurred during the closure.

In May of 2020, the County Health Order allowed for recreation and summer camp programs to begin operation with restrictions limiting enrolment to consistent groups of no more than 12 participants with stable staff supervising each group. Youth recreation programs began operation in June of 2020 and are currently successfully operating at full capacity. The Jade Street Community Center remains closed to the public and adult classes are offered online only.

In preparation for the fall school calendar, staff began working with SUESD staff to identify the childcare needs in response to the medium-risk school plan response to the COVID-19

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pandemic. Currently SUESD plans to begin the school year with a blended learning model that will allow for 50% of students on campus for in-person learning. The elementary schools will operate on an "A.M./ P.M. Four-Day Stagger" model which provides four days of 2.5 hours of in-person learning. The middle school will operate on an "A/B Cohort Two-Day Rotation" model which provides about 4.5 hours of in-person learning each day. All students participate in online learning on Mondays. In response to this limited in-person schedule, SUESD developed a Childcare Task Force to develop solutions for the greater childcare need that will exist. Capitola Recreation staff are participating in the task force.

Recreation staff surveyed participants and instructors of former in-person adult classes that are currently operating online. The general response from participants and instructors was reluctance to return to in-person classes at the Community Center, regardless of Sate/County "opening" of limited fitness activities both outside and inside. Participants who take class online are happy with the service and prefer the platform until a vaccine is developed, or there are other indicators of safety.

DISCUSSION: Current restrictions for recreation/childcare programs require participants to be placed in stable groups of no more than 12 children. Stable groups shall not mix with another stable group. Staff assigned to each group shall not mix with any other group. When inside, only one group may be in a room at a time. If the room is scheduled for a second group to enter, complete sanitization must occur between groups. Social distancing, face covering, health screening and hand hygiene protocols should be in place for each organization.

Staff has developed program models for elementary and middle school in response to the SUESD blended learning models. Three new job descriptions (Attachments 1, 2, & 3) would need to be added, as the duties for these programs are different than any existing job description; Out-of-School Time (OST) Coordinator, OST Senior Leader and OST Leader. Creating these new job descriptions would require a corresponding amendment to the Hourly/Seasonal Pay Schedule. The OST Coordinator will be hired for organization and administration of both elementary and middle school programs.

One of the limiting factors childcare providers have that dictates the number of participants is the number of available rooms. Capitola Recreation is proposing to partner with local organizations to expand the number of groups we are able to enroll. Partnerships have been established with Shorelife Community Church, which can make two rooms at their facility available, and United Way/First 5, which can offer one room at their facility. Staff hope to identify additional organizations willing to partner.

The elementary OST program will host four groups; two at Shorelife Community Church, one at United Way/First 5 and one at Jade St Community Center. The service will be provided to Soquel Elementary and potentially Main Street Elementary if we can identify additional partners. Each group will be assigned an OST Senior Leader and OST Leader, these temporary staff will provide transportation between school and the recreation program using vehicles from Enterprise Fleet Management (Enterprise) on a 12-month lease. This program will provide care Monday through Friday from 8am to 6pm, not including time participants are attending in-person class. Homework support, recreation activities, and healthy snacks will be provided.

The OST middle school program will host four groups, rotating between NBMS and Jade Street Community Center depending on the A/B schedule. On days students attend in-person class, the group will convene in an assigned room at NBMS after class from 1:15pm to 6pm. On these

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days the program will offer a more classic afterschool type program with homework support, recreation activities, and a healthy snack. For days students attend online class (except Mondays) the group will convene at Jade Street Community Center from 8am to 6pm. On these days the program will offer a morning of online class time that corresponds to the student class schedule then transition to homework support, recreation activities, and healthy snacks. Staff does not currently have access to enough rooms Mondays to provide a full day program for each of the four groups. Each group will be assigned an OST Senior Leader and an OST Leader. A third room at NBMS has been provided for Recreation to offer the more classic afterschool OST program to an additional two groups on the A/B schedule. These two groups will only enroll in program at NBMS and families will be responsible for care on online days.

The operation of OST programs will prohibit Adult Classes on the weekdays at Jade Street Community Center. Considering the responses collected during the recent survey, Staff believe allocating the Community Center for use of OST programs is the best use of the resource at this time. In the event the school district returns to a more traditional school schedule, Staff will evaluate conditions for offering Adult Classes again. Additionally, allocating the Jade Street Community Center for OST programs will prevent the building from being used as a polling site in the upcoming Presidential General Election. The Elections office does not anticipate this to be a problem if there is at least one available polling site meeting the new criteria in the City.

On July 15, 2020, Santa Cruz County Office of Education released a letter notifying families that in the event Santa Cruz County is added to the list of counties being monitored by the state, they will recommend all County school districts shift to a distance learning model for the start of the school year. Given that the County Health Order allows for childcare programs, Staff feels confident that with slight modification and reduction of capacity, a full-time program for enrolled families could still be offered with online class time, homework support, and recreation activities at any point in the school year.

FISCAL IMPACT: In addition to the costs of the OST staff positions, operating the OST programs will require the City to enter into a 12-month agreement with Enterprise not to exceed \$125,000 for long-term vehicle rental agreement to provide transportation between school and the elementary Out-of-School Time program. In addition, the City will be required to enter into an agreement not to exceed \$4,000 in total with partnering organizations providing space for the elementary Out-of-School Time program.

For all the OST programs, the budget intent is to provide a net neutral program. The total revenue budget for all three programs combined is estimated at \$659,500 while the total expense budget is estimated at \$657,500. The OST Elementary program is estimated to generate fee revenue of \$373,320 and incur expenses of \$371,635 with direct wage cost of \$246,032. The OST Middle School program is estimated to generate fee revenue of \$234,600 and incur expenses of \$234,078, with a direct wage cost of \$189,850. The OST Middle School program for In-person Afterschool is estimated to generate a fee revenue of \$51,600 and incur expenses of \$51,733, with a direct wage cost of \$40,150.

Staff anticipates a high need for scholarships to be available for the OST programs and has reached out to the Capitola Public Safety and Community Service Foundation, who award scholarship for Camp Capitola and Junior Guards, to extend this service for the OST Program. The interruption to the Afterschool Rec Club at NBMS due to COVID-19 School Closure, left \$3,944 of that fund available. In May 2020, Council allocated up to \$5,200 of the remaining Early Childhood and Youth TOT Fund for summer youth program scholarship with remaining to

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roll over to the 20/21 fiscal year. That fund currently has \$4,550 remaining. Also, in May of 2020, Council requested staff recommendation for the 20/21 Early Childhood and Youth TOT Fund which \$6,000 would be allocated to scholarships. The anticipated \$15,000 total could be directed for this scholarship fund. The total of available scholarship funding would be \$23,494.

It should also be noted that the approved FY 20/21 budget included \$250,000 in revenue from adult classes. With the transition from adult classes to youth programming at the community center, and both adult participant and instructor reluctance to engage in in person classes, this budget figure will need to be revised downward. Additional budget details will be provided in the planned budget update in September.

If the OST programs are approved, amendments to the FY 2020-21 fee schedule will be required and presented to Council as a separate agenda item this evening.

**ATTACHMENTS:**

1. OST Coordinator 2020
2. OST Senior Leader 2020
3. OST Leader 2020

Report Prepared By: Nikki Bryant LeBlond  
Recreation Supervisor

**Reviewed and Forwarded by:**



Jamie Goldstein, City Manager      7/17/2020



4400 Jade St  
 Capitola, California 95010  
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## **EMPLOYMENT OPPORTUNITY**

### **OUT-OF-SCHOOL TIME COORDINATOR**

Salary: \$22.20 - \$25.70 per hour

Part-Time/Seasonal

OPEN UNTIL FILLED

#### **CURRENT OPENING**

The Capitola Recreation Department is currently accepting applications for the Out-of-School Time (OST) Coordinator for the OST program hosted at multiple sites within the City of Capitola, serving youth K to 8<sup>th</sup> grade. The OST Coordinator is a Part-Time/Seasonal position from August through June, not to exceed 960 hours in a calendar year.

#### **GENERAL PURPOSE**

Plans, organizes and coordinates OST programs, a recreation program for Soquel Union Elementary School District (SUESD) in response to the restricted school schedule cause by the COVID-19 pandemic, under the supervision of the Capitola Recreation administration. The OST Coordinator will: train, schedule and supervise OST staff; order and maintain equipment and supplies as related to the program; work with staff to plan, organize and implement activities; coordinate daily use and maintenance of utilized facilities; develop a weekly calendar of events; handle problems, complaints, and conflicts; complete all required paperwork; work closely with the Recreation Division's administration.

#### **REQUIRED QUALIFICATIONS**

- Any combination of education and/or background in recreational or educational programs for children or teens
- Experience supervising staff and providing feedback for performance improvement
- Ability to understand and carry out oral and written directions
- Ability to implement COVID-19 protocols; which include health screening, face coverings, social distancing and sanitizing requirement.
- Ability to communicate effectively with children, parents, and provide direction for staff
- Ability to be flexible and adapt with changes in program
- Ability to follow the program guidelines and perform to standard
- A safe driving record as determined by the City's Personnel Department
- Perform effectively in situations requiring disciplinary or emergency action;
- All applicants must be fingerprinted.
- Proof of negative tuberculosis test or clear chest X-ray must be presented within 14 days of hire - No exceptions.

#### **DESIRABLE QUALIFICATIONS**

- Ability to design and implement recreation programs
- Experience working in a classroom or tutoring
- Ability to be versatile, flexible, friendly, cooperative, and willing to learn new skills



- Possess a valid California driver's license.
- Current Basic First Aid and C.P.R. certification or ability to obtain
- Training or experience in working with children with special needs.

### **SALARY/WORK SCHEDULE**

Soquel Elementary school students will be attending in-person classes on an AM/PM schedule for 2.5 hours Tues – Friday. New Brighton Middle School students will be attending in-person classes on a block schedule of Tues & Thurs or Wed & Friday from 8:15am to 12:55pm and the remaining days expected to attend online. OST program will provide homework support, recreation activities and snack for K to 8<sup>th</sup> grade based on the school schedule and traditional work schedule of 8am to 6pm. Students will enroll in stable groups of 12 and Leaders will be assigned to work with a specific group and location. This position is expected to work about 40 hours per week.

### **APPLICATION PROCESS**

Applications can be submitted to Nikki Bryant LeBlond at [nbryant@ci.capitola.ca.us](mailto:nbryant@ci.capitola.ca.us) or the Recreation Department at the City of Capitola, 4400 Jade St, Capitola CA 95010. **Please include resume, application, supplemental questions and any copies of certifications.** An application may be obtained by going to the City's website at [www.cityofcapitola.org/cityadministration/page/capitola-job-applications](http://www.cityofcapitola.org/cityadministration/page/capitola-job-applications).

### **SUPPLEMENTAL QUESTIONS**

What experience do you have supervising staff, providing coaching and feedback?

The program will offer activities in a recreation tradition and of interest to middle school age youth. What special skills do you have that would support program offerings.

What experience do you have designing programs for youth?

What experience do you have facilitating youth leadership?

### **NOTIFICATION**

If you have been selected for an interview for the position, you will be notified as soon as possible.

**Reasonable Accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.**



The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

**NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.**



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## **EMPLOYMENT OPPORTUNITY**

### **OUT-OF-SCHOOL TIME SENIOR LEADER**

Salary: \$18.26 - \$21.14 per hour

Part-time /Seasonal

OPEN UNTIL FILLED

#### **CURRENT OPENING**

The Capitola Recreation Department is currently accepting applications for the Out-of-School Time (OST) Senior Leader for the OST program hosted at multiple sites within the City of Capitola, serving youth K to 8<sup>th</sup> grade. The OST Senior Leader is a Part-Time/Seasonal position from August through June, not to exceed 960 hours in a calendar year.

#### **DUTIES**

Under the supervision of the OST Coordinator, the OST Senior Leader will act as a team lead and activity leader for an OST program for Soquel Union Elementary School District (SUESD) in response to the restricted school schedule cause by the COVID-19 pandemic. OST Senior Leaders will work closely with other Leaders as a team for a group of 12 students. OST Senior Leaders will help design, organize, implement and supervise a variety of activities, including but not limited to sports, arts, technology, performance and youth leadership.

#### **REQUIRED QUALIFICATIONS**

- Any combination of education and/or background in recreational or educational programs for children
- Experience working in direct supervision and implementing activities for youth and teens
- Ability to implement COVID-19 protocols; which include health screening, face coverings, social distancing and sanitizing requirement.
- Ability to take initiative and make independent decisions
- Ability to be flexible and adapt to changes in program
- Ability to enthusiastically plan and lead activities
- Ability to communicate effectively with youth, parents and other staff
- Ability to understand and carry out oral and written directions
- Ability to perform effectively in situations requiring disciplinary or emergency action
- Ability to follow the program guidelines and perform to standard
- Must be 18 years of age or older
- All applicants must be fingerprinted
- Proof of negative tuberculosis test or clear chest X-ray must be presented within 14 days of hire - No exceptions.

#### **DESIRABLE QUALIFICATIONS**

- Current Basic First Aid and C.P.R. certification or ability to obtain
- A safe driving record as determined by the City's Personnel Department and ability to drive

- participants daily
- Experience working in a classroom or tutoring
- Ability to be versatile, flexible, friendly, cooperative, and willing to learn new skills
- Training or experience in working with children with special needs

### **SALARY/WORK SCHEDULE**

Soquel Elementary school students will be attending in-person classes on an AM/PM schedule for 2.5 hours Tues – Friday. New Brighton Middle School students will be attending in-person classes on a block schedule of Tues & Thurs or Wed & Friday from 8:15am to 12:55pm and the remaining days expected to attend online. OST program will provide homework support, recreation activities and snack for K to 8<sup>th</sup> grade based on the school schedule and traditional work schedule of 8am to 6pm. Students will enroll in stable groups of 12 and Leaders will be assigned to work with a specific group and location. This position is expected to work between 15 and 40 hours per week depending on site assignment.

### **APPLICATION DEADLINE**

Applications can be submitted to Nikki Bryant LeBlond at [nbryant@ci.capitola.ca.us](mailto:nbryant@ci.capitola.ca.us) or the Recreation Department at the City of Capitola, 4400 Jade St, Capitola CA 95010. **Please include resume, application, supplemental questions and any copies of certifications.** An application may be obtained by going to the City's website at [www.cityofcapitola.org/cityadministration/page/capitola-job-applications](http://www.cityofcapitola.org/cityadministration/page/capitola-job-applications).

### **SUPPLEMENTAL QUESTIONS**

What experience do you have in leadership?

What experience do you have working with youth, designing and leading activities?

The Out-of-School Time program will offer activities in a recreation tradition and of interest to school age youth. What special skills do you have that would support program offerings.

### **NOTIFICATION**

If you have been selected for an interview for the position, you will be notified as soon as possible.

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## **EMPLOYMENT OPPORTUNITY**

### **OUT-OF-SCHOOL TIME LEADER**

Salary: \$15.02 - \$17.39 per hour

Part-time /Seasonal

OPEN UNTIL FILLED

#### **CURRENT OPENING**

The Capitola Recreation Department is currently accepting applications for the Out-of-School Time (OST) Leader for OST program hosted at multiple sites within the City of Capitola, serving youth K to 8<sup>th</sup> grade. The OST Leader is a Part-Time/Seasonal position from August through June, not to exceed 960 hours in a calendar year.

#### **DUTIES**

Under the supervision of the OST Coordinator, the OST Leader will act as an instructor and activity leader for an OST program for Soquel Union Elementary School District (SUESD) in response to the restricted school schedule cause by the COVID-19 pandemic. Instructors will help design, organize, implement and supervise a variety of activities, including but not limited to sports, arts, technology, performance and youth leadership.

#### **REQUIRED QUALIFICATIONS**

- Any combination of education and/or background in recreational or educational programs for children
- Experience working in direct supervision and implementing activities for youth and teens
- Ability to implement COVID-19 protocols; which include health screening, face coverings, social distancing and sanitizing requirement.
- Ability to be flexible and adapt to changes in program
- Ability to enthusiastically plan and lead activities
- Ability to communicate effectively with youth, parents and other staff
- Ability to understand and carry out oral and written directions
- Ability to perform effectively in situations requiring disciplinary or emergency action
- Ability to follow the program guidelines and perform to standard
- Must be 18 years of age or older
- All applicants must be fingerprinted
- Proof of negative tuberculosis test or clear chest X-ray must be presented within 14 days of hire - No exceptions.

#### **DESIRABLE QUALIFICATIONS**

- Current Basic First Aid and C.P.R. certification or ability to obtain
- A safe driving record as determined by the City's Personnel Department and ability to drive participants daily
- Ability to be versatile, flexible, friendly, cooperative, and willing to learn new skills

- Training or experience in working with children with special needs

### **SALARY/WORK SCHEDULE**

Soquel Elementary school students will be attending in-person classes on an AM/PM schedule for 2.5 hours Tues – Friday. New Brighton Middle School students will be attending in-person classes on a block schedule of Tues & Thurs or Wed & Friday from 8:15am to 12:55pm and the remaining days expected to attend online. OST program will provide homework support, recreation activities and snack for K to 8<sup>th</sup> grade based on the school schedule and traditional work schedule of 8am to 6pm. Students will enroll in stable groups of 12 and Leaders will be assigned to work with a specific group and location. This position is expected to work between 10 and 40 hours per week depending on site assignment.

### **APPLICATION DEADLINE**

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### **SUPPLEMENTAL QUESTIONS**

What experience do you have working with youth, designing and leading activities?

The Out-of-School Time program will offer activities in a recreation tradition and of interest to school age youth. What special skills do you have that would support program offerings.

### **NOTIFICATION**

If you have been selected for an interview for the position, you will be notified as soon as possible.

**Reasonable Accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.**



The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

**NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.**



# CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF JULY 23, 2020**

FROM: Finance Department

SUBJECT: Consider an Amended Fee Schedule for Fiscal Year 2020-21

**RECOMMENDED ACTION:** Adopt the proposed Resolution amending the fee schedule for fiscal year 2020/2021.

**BACKGROUND:** Since the adoption of Resolution No. 4181 and the Fiscal Year (FY) 2020-21 Fee Schedule, the recreation division has developed the Out-of-School-Time Program requiring an amendment to the fee schedule in order to recover costs associated with the program.

**DISCUSSION:** After the adoption of the FY 2020-21 fee schedule and due to the coronavirus (COVID-19) pandemic, the Recreation division has developed an Out-of-School-Time (OST) Program to offer school age children a place to study and learn while they are not in the classroom.

The total estimated cost of the program over the 10-month school year is \$657,500 (Attachment 1). The costs are a result of new staff salaries, the lease of vehicles to provide transportation for the OST programs, and the cost of obtaining space for the OST programs. Staff has spread those costs to the appropriate months and developed a fee schedule in order to align those costs with the delivery of services. The fees for the program will vary by month based on the number of days students participate each month. The OST programs will have the ability to provide services to 48 students monthly while the current afterschool program can provide services to 24 students monthly. The table below provides a breakdown of the resident and non-resident fees by day and month.

<b>OST Middle School</b>		
<b>Month</b>	<b>Resident Fee</b>	<b>Non-Resident Fee</b>
August & November (11 days)	\$32.25/day = \$354.75/month	\$40.25/day = \$442.75/month
September & October (18 days)	\$32.25/day = \$580.50/month	\$40.25/day = \$724.50/month
December (12 days)	\$32.25/day = \$387/month	\$40.25/day = \$483/month
January – May (16 days)	\$32.25/day = \$516/month	\$40.25/day = \$644/month

<b>OST Elementary School</b>		
<b>Month</b>	<b>Resident Fee</b>	<b>Non-Resident Fee</b>
August & December (14 days)	\$42.75/day = \$598.50 month	\$53.75/day = \$752.50/month
September & October (21 days)	\$42.75/day = \$897.75/month	\$53.75/day = \$1,128.75/month

Amend FY 2020-21 Fee Schedule - New Afterschool Program  
July 23, 2020

November (15 days)	\$42.75/day = \$641.25/month	\$53.75/day = \$806.25/month
January & February (18 days)	\$42.75/day = 769.50/month	\$53.75/day = \$967.50/month
March & May (20 days)	\$42.75/day = \$855/month	\$53.75/day = \$1,075/month
April (19 days)	\$42.75/day = \$812.25/month	\$53.75/day = \$1,021.25/month

<b>OST New Brighton Afterschool</b>		
<b>Month</b>	<b>Resident Fee</b>	<b>Non-Resident Fee</b>
August, November, & December (6 days)	\$28/day = \$168/month	\$35/day = \$210/month
September & October (9 days)	\$28/day = \$252/month	\$35/day = \$315/month
January – May (8 days)	\$28/day = \$224/month	\$35/day = \$280/month

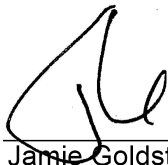
**FISCAL IMPACT:** The establishment of these new fees is intended to offset the costs to provide these services to the community, and the new fees do not exceed the cost of providing the OST programs service.

**ATTACHMENTS:**

1. OST Summary by Program (PDF)
2. Exhibit A FY 2020-21 Amended Fee Schedule (PDF)
3. Exhibit B Animal Service Fees 20-21 (PDF)
4. Exhibit C 2020-21 Amended Fee schedule comparison (PDF)

Report Prepared By: Jim Malberg  
Finance Director

**Reviewed and Forwarded by:**



\_\_\_\_\_  
Jamie Goldstein, City Manager 7/17/2020

Amend FY 2020-21 Fee Schedule - New Afterschool Program  
July 23, 2020

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA  
AMENDING THE CITY'S FEE SCHEDULE FOR  
FISCAL YEAR 2020-2021**

**WHEREAS**, the City Council adopted Resolution No. 4181 on June 11, 2020, amending the City's Fee Schedule for Fiscal Year 2020-2021; and

**WHEREAS**, since that adoption the City Recreation Division has implemented a new Out-of-School Time Program; and

**WHEREAS**, the proposed fees do not exceed the cost of providing the related services,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Capitola does hereby adopt the amended City of Capitola Fee Schedule pursuant to the changes in Exhibit A and the unchanged Exhibit B attached hereto.

**BE IT FURTHER RESOLVED** that the above fees become effective immediately upon adoption of this resolution.

**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 23<sup>rd</sup> day of July 2020, by the following vote:

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

\_\_\_\_\_  
Kristen Petersen, Mayor

ATTEST:

\_\_\_\_\_  
Chloe Woodmansee, Interim City Clerk



	<b>Ost Elementary</b>	<b>OST Middle School</b>	<b>OST Afterschool</b>	<b>Total</b>
<b>Revenue</b>	373,320	234,600	51,604	659,524
<b>Expenditures</b>				
Personnel	246,032	189,850	40,150	476,031
Contract Services	91,270	11,300	700	103,270
Training & Memberships	5,613	8,328	2,912	16,853
Supplies	28,720	24,600	7,972	61,292
	371,635	234,078	51,733	657,446
<b>Income / (Loss)</b>	1,685	522	(129)	2,078

Description	2020/21 Fee Schedule
<b>MISCELLANEOUS FEES</b>	
Administrative Decision Appeal Fee	\$536
Bingo Permit	\$64
Capitola Municipal Code	0.15 / page
Capitola Municipal Code Supplement Service (Per year)	\$0
Copies:	
1-5 copies	\$0
6 or more copies (per copy)	\$0.25 / page
Gov't Code § 81008 (Political Reform Act) statements/reports (Per copy)	\$0.10 / page
Video Tapes, Flash Drive, CD/DVD Production	Cost + \$51.60 1st Hour (Minimum) + \$25.80 / hour
Entertainment Permit Application Fee	\$39
Single Event Permit	\$39
Minor Entertainment Permit	\$166
Regular Entertainment Permit	\$621
Pet Shops and Kennel License Fee (Municipal Code § 5.20.020) set only by ordinance	\$23
Returned Check Fee	\$39
Business License Overpayment Refund Fee (resolution 3532, ord 871)	0 (Set to -0- by Council in 2011)
Business License Late Payment Penalty Admin. Fee	\$35 + 10% each month late
Business License Application Fee (Reso. 3532)	\$39
Business License - Disability Access and Education Fee (State)	\$4
Temporary, Publicly Attended Activities, Application Fee (Municipal Code § 9.36.040)	\$34
Public Art (Total Building Valuation \$250,000 or more) (Municipal Code Chapter 2.58)	2% of TBV or 1% in lieu to City
Notice of Intent to Circulate Initiative Petition (Elections Code § 9103(b))	\$200
Bandstand Rental Fee	\$222 / 4 hrs or \$666 all day / deposit \$1,500
Notary Service Fees (State Code)	
Acknowledgment or proof of a deed, or other instrument, to include the seal and writing of the certificate	\$15 / signature
Administering an oath or affirmation to one person and executing the jurat, including the seal	\$15 / signature
Credit Card Transaction Fee	3%
Electric Vehicle Charging Fee	\$0.50 / hour
Cannabis Annual License Fee	\$2,550
Retail Cannabis Application Fee	\$1,662

Description	2020/21 Fee Schedule
<b>POLICE DEPARTMENT FEES</b>	
Special Event Permit	\$61
Amplified Sound Permit (Municipal Code 9.12.040)	\$30
DUI Cost Recovery Fee (Res. 3533)	Not to exceed \$12,000
Copies of reports: Crime Reports, Special Reports, etc. (Regardless of number of pages)	\$0.25 / page
Copies of: Citations, Code sections, Ordinances, etc.	\$0.25 / page
Bicycle Licenses (New)	\$0
Bicycle Licenses (Renewal)	\$0
Citation Sign-Offs	\$0
Photographs	\$19 + administration fees
VIN verifications	\$16
Video Tapes, Flash Drive, CD/DVD Production	Cost + \$51.60 1st Hour (Minimum) + \$25.80 / hour
Local Fire Arm dealers (set by state)	
New application	set by state
Renewal	set by state
Second Dealers License (set by state)	
Application	set by state
Renewal	set by state
Taxi Fee per application	set by state
Tobacco retail license	\$261
Civil Subpoena (per case) (set by state)	set by state
Parking Permits (separate action by the Council)	
Neighborhoods per year (Resolution No. 3733)	\$25
Village Preferential Permit (Resolution No. 3733)	\$50 per year
Village Employer/Employee Permit (Resolution No. 3733)	\$50 per year
Morning Village Parking Permit (Resolution No. 3715)	\$50 per year
Concealed Weapon Permits (set by state)	
<i>Application</i>	
Standard	set by state
Judicial	set by state
Employment	set by state
<i>Renewal</i>	
Standard	set by state
Judicial	set by state
Employment	set by state
Firearm Surrender Fees (set by state law)	
1-5 guns	set by state
6+guns	set by state
Vehicle Storage per day	\$27
Administrative fee to release Impounded / Stored Vehicle	\$131
Surf School Permit Fee	\$536
<b><u>Animal Services Fees</u></b>	
See Exhibit B "Animal Services Fees"	

Description	2020/21 Fee Schedule
<b>PUBLIC WORKS DEPARTMENT FEES</b>	
Encroachment Permits	
Non-Construction Items (includes materials storage within right-of-way road and sidewalk closures)	\$68
Village Sidewalk Encroachment Permit	\$39
Construction Items	
Level A	\$205
Level B	\$454
Level C	\$906
Level D	\$1,473
Level E	\$2,041
Residential Blue Curb Application Fee	\$214
Residential Blue Curb Annual Fee	\$54
Blanket Permits (repair and maintenance of existing facilities)	\$2,266
Private Improvement Permits/Encroachment Agreement	
Applications for Minor Permits	\$226
Applications for Major Permits	\$567
New Memorial Bench	\$1,026
Replacement Memorial Bench	\$500
Memorial Plaque (wharf)	\$770
Memorial Plaque (Grand Ave)	\$770
Replacement Plaque	\$250
Memorial Plaque (tree)	\$500 + Cost of Tree
Memorial Picnic Table	\$1,643
Seasonal Boat Storage Permits	
Seasonal Permit	\$400 per month
Short Term Permit	\$15 per day
Stormwater Development Review Fee	
Stormwater Plan Review Fee	\$112
Large Project Plan Review Deposit	
Tier 2	\$3,402
Tier 3 & 4	\$4,535
Research Fee - 1/2 hour minimum charge	Cost
Information Technology Fee (Resolution No. 3796 adopted 11/12/09)	5% of Permit Fee
Final Map	Cost; \$3,000 min. deposit

Description	2020/21 Fee Schedule
<b>PLANNING FEES</b>	
<b>Administration/Documents</b>	
Continuance Request - Applicant (2+)	\$167
Staff Billing Rate	Cost
Appeals-by Applicant	Cost
Appeals- by City Officials	\$0
Appeals- by Other	\$536
Coastal Development Permit Appeal	\$0
Appeals -Building/Zoning Code Violations	\$536
Records Search/Research/Special Report	Cost
<b>Administrative Permits</b>	
Tree Remova l- Staff -Review	\$136
Tree Removal -- 3 or more trees on a property	\$291
Tree Installation Deposit (Refundable)	\$500 deposit
Commercial Sidewalk/Parking Lot Sale Permit	\$81
Tenant Use Permit (MCUP)--Staff approval	\$82
Transient Rental Occupancy Use Permit	\$567
Home Occupation Use Permit	\$170
Fence Permit- Staff approval	\$46
Fence Permit- PC approval	\$851
Sidewalk vendor permit	\$125
Sidewalk vendor annual refuse fee	\$500
Temporary Sidewalk Dining	\$82
Temporary Use Administrative Permit	\$82
<b>Sign Permits</b>	
Temporary Signs and Banner Permits	\$41
Signs-permit - Staff Review	\$137
Signs- permit - PC Review	\$567
Master Sign Program	Cost; \$3,000 min deposit
Village Sidewalk Sign Permit	\$70
<b>Design Permits</b>	
Residential-Single Family/Minor Design Permit - Staff Review	\$829
Residential-Single Family - PC Review	\$2,836
Residential Multi-Family - PC Review	\$3,967
Commercial - PC Review	\$4,000 deposit
Secondary Dwelling Unit- Staff Review	\$567
Secondary Dwelling Unit- PC Review	\$1,701
Residential Multi-Family/Minor Design Permit - Staff Review	\$2,000 deposit
Commercial Minor Design Permit	\$2,000 deposit
Historic In-Kind Replacement Design Permit	\$500 deposit
<b>Use Permits</b>	
Master Conditional Use Permit	Cost; \$3,500 min. deposit
Conditional Use Permit/Minor Use Permit - Staff Review	\$1,701
Conditional Use Permit - PC approval	Cost; \$3,000 min. deposit
Temporary Use Permit	\$86
<b>Subdivisions</b>	
Certificate of Compliance & Lot Merger	\$567
Boundary Line Adjustment	\$906
Tentative Parcel Map	Cost; \$2,000 min. deposit
Tentative Map	Cost; \$5,000 min. deposit
Revised Map	\$2,000 deposit
Time Extension	\$2,000 deposit
Subdivision Modification	\$2,000 deposit
<b>Plan Amendments</b>	
General Plan Amendment	Cost; \$5,000 min. deposit
Local Coastal Plan Amendment	Cost; \$5,000 min. deposit
Rezone	Cost; \$5,000 min. deposit
Planned Development Rezone	Cost; \$3,500 min. deposit

Attachment: Exhibit A FY 2020-21 Amended Fee Schedule (Amend FY 2020-21 Fee Schedule - New Afterschool Program)

Description	2020/21 Fee Schedule
<b>Other Discretionary Permits</b>	
Variance	\$1,701
Coastal Development Permit	\$851
Coastal Permit Exclusion	\$96
Mobile home Park Change of Use or Closure	\$5,000 deposit
Development Agreement	\$10,000 min. deposit
Developer agreement annual review	\$2,500 deposit
Specific Plan	Cost; \$5,000 min. deposit
Permit Time Extension -Staff Review	\$567
Permit Time Extension - PC Review	\$1,701
Permit Amendment (any permit)	50% of original cost
Annexation	Costs+ overhead / \$3,000 min. deposit
Minor Modification	\$1,701
<b>Environmental Review</b>	
Negative Declaration (and Mitigated ND)	Cost; \$2,000 min deposit
EIR Processing	Cost; + 21% of consultant; \$10,000 min deposit
Mitigation/Condition Monitoring Program	Cost + 21%
NEPA Compliance	Cost + 21%
<b>Other Permits/Fees</b>	
Conceptual Review Fee- PC	\$1,701
Conceptual Review Fee- PC and CC	\$2,551
Technical Study Preparation and Review	Cost + 21%
NOTE: Third party review costs to be required as necessary	Cost + 21%
Code Compliance	Double Application Fees
Code Compliance confiscated property recovery fee	\$268
Research Fee - 1/2 hour minimum charge	Cost
Pre-Application Review	\$238
Building Plan Check & Final Inspection	20% of Building Permit Fee
Major Development Project Fee	Cost; \$5,000 min. deposit
<b>Inclusionary Housing</b>	
Inclusionary Housing - Unit Sale	\$567
Inclusionary Housing - Unit Refinance	\$227
Single Family Residence	\$2.50 per square foot
<b>Other Fees and Assessments</b>	
General Plan Maintenance Fee	Total Building Valuation X 0.5%
Information Technology Fee (Resolution No. 3786 adopted 11/12/09)	5% of Permit Fee
Green Building Educational Resource Fund Fee (Municipal Code 17.10.080)	Fee equals .0025 times the overall building permit valuation of the project.
<b>Affordable Housing In-Lieu Fees</b>	
For Sale Housing Developments of two to six units (Municipal Code Chapter 18.02/Reso. 3473) :	
All Units	\$10 per sq. ft.
For Sale Housing Developments of Seven or more units	
#Units	#Units Built
7	1
8-13	1
14	2
15-20	2
21	3
22-27	3
28	4
Rental Multi-Family	\$6 per sq. ft.

NOTES:

- All Fees are non-refundable.
- Deposit accounts are billed on a time and material basis. Additional deposits may be necessary depending on the complexity of the project. Any unused monies in a deposit account will be refunded following case closure.
- The Community Development Director may reduce the total fee/deposit requirements for applications which are unlikely to require the full deposit amounts established herein.
- Applications which include a fee and a deposit payment will be processed with a single deposit account.
- Outside agency fees, including but not limited to County recordation fees, State Fish and Wildlife fees, etc. are charged at cost.
- The Community Development Director may establish a reasonable fee or deposit amount for permit types required by the Capitola Municipal Code or State law which are not included in the fee schedule.
- Flat fee applications are entitled up to two public hearings. Additional public hearings shall be charged to the applicant at cost
- The Community Development Director may designate a project as a Major Development Project if it has a valuation of \$2M+ or is considered technically

Description	2020/21 Fee Schedule
<b>BUILDING FEES</b>	
The cost of a “combination building permit” shall be 1.5 times the amounts shown in Table 1-A. A “combination building permit” is defined as a permit for a scope of construction work regulated by two or more of the model codes. The model codes are the building code, the plumbing code, the mechanical code and the electrical code.	
The cost of a “building permit” shall be the amounts shown in Table 1-A. A “building permit” is defined as a permit for a scope of construction work regulated solely by a single model code. The model codes are the building code, the plumbing code, the mechanical code and the electrical code.	
<b>TABLE 1-A</b>	
<b>Total Valuation</b>	<b>FEES</b>
\$1.00 to \$500.00	\$26.65
\$501.00 to \$2,000.00	\$26.65 for the first \$500.00 plus \$3.46 for each additional \$100.00 or fraction thereof.
\$2,001.00 to \$25,000.00	\$78.55 for the first \$2,000.00 plus \$15.87 for each additional \$1000.00 or fraction thereof.
\$25,001.00 to \$50,000.00	\$443.56 for the first \$25,000.00 plus \$11.45 for each additional \$1,000.00 or fraction thereof.
\$50,001.00 to \$100,000.00	\$729.81 for the first \$50,000.00 plus \$7.94 for each additional \$1,000.00 or fraction thereof.
\$100,001.00 to \$500,000.00	\$1,126.81 for the first \$100,000.00 plus \$6.36 for each additional \$1,000.00 or fraction thereof.
\$500,001.00 to \$1,000,000.00	\$3,670.81 for the first \$500,000.00 plus \$5.38 for each additional \$1,000.00 or fraction thereof.
\$1,000,001.00 and up	\$6,360.81 for the first \$1,000,000.00 plus \$2.94 for each additional \$1,000.00 or fraction thereof.
Building Plan Check Fee	65% of Building Permit Fee
Reinspection Fee	\$125
Resubmitted Plan Check Fee	106.77 / hr.
Building Permit Extension Fee	\$176
Building Permit Reinstatement Fee	50% of the original, singular building permit fee or combo building permit fee, whichever is applicable to the permit being reinstated
Stop Work Order Fee	2x the singular building permit fee

Attachment: Exhibit A FY 2020-21 Amended Fee Schedule (Amend FY 2020-21 Fee Schedule - New Afterschool Program)

Description	2020/21 Fee Schedule
Greywater System Permit	\$0
Electric Vehicle Charging Permits (* Note: These fees were added to the fee schedule for FY2011-12, but will be waived per the Green Energy Incentive Program)	
<b>a. Level I (120 volts)</b>	\$0
<b>b. Level II (208-240 volts)</b>	\$0
<b>c. Level III (480 volts)</b>	\$0
Solar P.V. System	\$0
Solar P.V. System (Commercial Sale/Distribution)	\$0
Solar Hot Water Heater	\$0
Research Fee - 1/2 hour minimum charge	Cost
Information Technology Fee (Resolution No. 3786 adopted 11/12/09)	5% of Permit Fee
Temporary Trailer/Mobile Home Occupancy Permit	\$54
Structural Review of Engineered Plans	cost + 21%
Outside Consultant Plan Review	cost + 21%
<b><u>Grading Plan Review Fees</u></b>	
50 cubic yard or less	\$ -
51 to 100 cubic yard	\$ 26.65
101 to 1,000 cubic yards	\$ 41.95
1,001 to 10,000 cubic yards	\$ 54.43
10,001 to 100,000 cubic yards	\$54.44 for first 10,000 plus \$27.79 for each additional 10,000 cubic yards
100,001 to 200,000 cubic yards	\$304.51 for first 100,000 plus \$15.02 for each additional 10,000 cubic yards
200,001 cubic yards or more	\$439.68 for first 200,000 plus \$8.23 for each additional 10,000 cubic yards
<b><u>Grading Permit Fees</u></b>	
50 cubic yard or less	\$ 26.65
51 to 100 cubic yard	\$ 41.95
101 to 1,000 cubic yards	\$41.95 for first 100 plus \$19.85 for each additional 100 cubic yards
1,001 to 10,000 cubic yards	\$220.60 for first 1,000 plus \$16.44 for each additional 1,000 cubic yards
10,001 to 100,000 cubic yards	\$368.56 for first 10,000 plus \$74.84 for each additional 10,000 cubic yards
100,001 to 200,000 cubic yards	\$1,042.12 for first 100,000 plus \$41.39 for each additional 10,000 cubic yards

Attachment: Exhibit A FY 2020-21 Amended Fee Schedule (Amend FY 2020-21 Fee Schedule - New Afterschool Program)



Description	20/21 Fee Schedule
<b>PARKS AND RECREATION FEES</b>	
<u>All fees are evaluated annually to determine if they are competitive with other recreation programs in Santa Cruz County</u>	
<b><u>Classes</u></b>	
Negotiated Instructor Activity Fee (Instructor receives 65% of this fee, Department retains 35%)	
Registration Fee - Resident (Capitola Residents Only)	\$18
-Department retains this fee	
Online Registration fee-Department retains this fee	5.5% of Activity Fee
Non-Resident (Anyone residing outside of the City) in addition to Residential Registration Fee	\$15
-Department retains this fee	
Senior Discount	10%
<b><u>Sports</u></b>	
<u>League Fees</u>	Costs + 30% admin fee
League fees will change depending upon number and type of leagues offered, number of games per league, number of officials, amount of equipment needed, field/site prep and maintenance, and whether or not playoffs & awards are offered. Fees are calculated based on direct costs + 30% admin fee.	
<b><u>After School</u></b>	
Teen Club *	\$60/\$70 per week \$12/\$14 per day
K to 6th *	\$75/\$85 per week
* Scholarships may be available	
Late Pick-Up Fee	\$1 per minute
<b><u>Junior Guards</u></b>	
Resident/non resident	\$260/\$325
Late Pick-Up Fee	\$1 per minute
Regionals	\$93
<b><u>Camp Capitola</u></b>	
All day 2 week session, resident/non resident	\$289/\$361
1/2 day resident/non resident	\$146/\$182
All day 1 week session, resident/non resident	\$146/\$182
All day 1 week teen session, resident/non resident	\$260/\$325
Junior Leader program	\$66
Late Pick-Up Fee	\$1 per minute
Extended Care--daily resident/non resident	\$11
Extended Care--weekly resident/non resident	\$52
Transportation fee to Jr. Guards (1st Session / 2nd Session)	\$57
<b><u>Out-of-School Time</u></b>	
Late Pick-Up Fee	\$1 per minute
<b><u>Elementary School</u></b>	
August & December	\$42.75/\$53.75 per day \$598.50/\$752.50 per month
September & October	\$42.75/\$53.75 per day \$897.75/\$1,128.75 per month
November	\$42.75/\$53.75 per day \$641.25/\$806.25 per month
January & February	\$42.75/\$53.75 per day \$769.50/\$967.50 per month
March & May	\$42.75/\$53.75 per day \$855/\$1,075 per month
April	\$42.75/\$53.75 per day \$812.25/\$1,021.25 per month

Attachment: Exhibit A FY 2020-21 Amended Fee Schedule (Amend FY 2020-21 Fee Schedule - New Afterschool Program)

Description	20/21 Fee Schedule
<b>Middle School</b>	
August & November	\$32.25/40.25 per day \$354.75/\$442.75 per month
September & October	\$32.25/\$40.25 per day \$580.50/\$724.50 per month
December	\$32.25/\$40.25 per day \$387/\$483 per month
January through May	\$32.25/\$40.25 per day \$516/\$644 per month
<b>New Brighton Afterschool</b>	
August, November, & December	\$28/\$35 per day \$168/\$210 per month
September & October	\$28/\$35 per day \$252/\$315 per month
January through May	\$28/\$35 per day \$224/\$280 per month
<b>Private Tennis Lessons</b>	
75% of Activity Fee	
<b>Facility Rentals</b>	
Softball & Soccer Fields and Court hourly rental; non profit youth groups/other non profit & Cap residents/all others	\$14/ \$26 / \$34
Jade Street Community Center	
Rooms A&B hourly rent	\$44
Room C hourly rent	\$60
Kitchen hourly rent	\$22
Entire Center hourly rent	\$156
Non profit discount of Jade Street Facility rents	25%
Community Center Deposit	
1 to 50 people	\$100
51 to 150 people	\$250
151 to 250 people	\$500
Lost key fee	\$25
Event vendor fee	\$100 per event
Field Prep and/or additional staffing required to prepare for or supervise the Sports rentals only	\$13 / hr
Notes: Resident include Soquel Union School District	
Costs mean staff costs adjusted for benefits, department overhead, and City overhead as calculated by the City Manager. Costs can also mean direct cost of a consultant. When consultant costs are included <u>21%</u> of such costs will be charged to cover staff time for contract management. <i>Staff costs do not accrue during an appeal unless appeal is made by applicant.</i>	
Deposits are stated as minimums. Actual deposits depend on the evaluation by staff of an individual project or application. The City Manager may lower minimum deposits if the application or project justifies a lower deposit. When an application involves multiple minimum fees the highest minimum fee applies.	

Attachment: Exhibit A FY 2020-21 Amended Fee Schedule (Amend FY 2020-21 Fee Schedule - New Afterschool Program)

Description	2020/21 Fee Schedule
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<b>HISTORICAL MUSEUM FEES</b>
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Description	Cost
Research Fee - 1/2 hour minimum charge	
Print of an electronically available Photograph in Collection	\$7
Digital Copies of Collection Items	\$20
Scan High Resolution Tiff File of any collection item for a customer	\$24

Attachment: Exhibit A FY 2020-21 Amended Fee Schedule (Amend FY 2020-21 Fee Schedule - New Afterschool Program)

**Proposed 2020-21****Adoption Fees**

Dogs		
	Puppies 2-6 months	\$195
	Adults 7 mon-6 yrs	\$130
	Sr. Adult 6 yrs+	\$60
Cats		
	Kittens 2-12 months	\$120
	Adults 1-6 yrs	\$100
	Sr. Adult 6 yrs+	\$55
Rabbits		\$50
Rodents		\$25
Small caged birds		\$25
Exotic birds (i.e. parrots)		\$75
Small Livestock	Goats	\$75
Large Livestock	Cow	\$100
Horse		\$250
Chicken/Rooster		\$10
Adoption Hold Fee, until 5:00 p.m. next business day, not applicable to adoption, non-refundable		
	Cat	\$20
	Dog	\$25

Adoption fee for rescue/non-profit agencies is equal to the cost of the spay/neuter for only adoptable animals  
 Adoption fee for rescue/non-profit agencies for Rabbits \$20  
 Adoption fee for rescue/non-profit agencies include a microchip

**Impound Fees**

		Altered	* Unaltered
Cat	First Impound	\$ 30	\$ 30 + Penalty \$ 35
	Second Impound	\$ 50	\$ 50 + Penalty \$ 50
	Third Impound	\$ 75	\$ 75 + Penalty \$100
	Fourth/Subsequent	\$ 75	\$ 75 + Penalty \$100
Dog	First Impound	\$ 75	\$ 75 + Penalty \$ 35
	Second Impound	\$ 115	\$115 + Penalty \$ 50
	Third Impound	\$ 195	\$195 + Penalty \$100
	Fourth/Subsequent	\$ 225	\$225 + Penalty \$100

\*Unaltered animal penalty fee provided under California Food and Agriculture Code section 30804.7 and 31751.7

Livestock:	Large: First Impound	\$200
	Second/Subsequent	\$250
	Small: First Impound	\$75
	Second/Subsequent	\$125
	A.C. Officer Services	\$75 /hour min.2 hours (after hrs)

**Board Fees - Daily**

Cats	\$20/day
Dogs	\$25/day
Other	\$25

**Proposed 2020-21****License Fees – Dogs**

Altered - one year	\$29	
Unaltered - one year	\$100	with Unaltered Animal Certificate
Late Penalty	\$15	
Senior Citizen (65+) - Altered dog	\$29	
Senior Citizen (65+) - Unaltered dog	\$100	
Potentially Dangerous/Vicious dog	\$200	
Late Penalty for dog licenses for dogs designated Potentially Dangerous, Vicious, Habitual or Public Nuisance.	\$100	
Unaltered Animal Certificate -- one time	\$350	
Exemption from Unaltered Animal Certificate	\$15	plus license fee
Administrative fee for mailed licenses	\$1	
Replacement License Tag Fee	\$5	
Failure to License Penalty (per dog, if impounded)	\$30	

**License Fees – Cats**

Unaltered Animal Certificate	\$350	
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**Quarantine Fees**

Home Quarantine (Field Check)	\$75	
Shelter Quarantine	\$50	plus board fees

**Service Fees**

Microchip/walk-in service	\$15	
Microchip for impounded dogs and cats	\$25	
Dog/Cat trap rental	N/C	
Dog Humane Trap Deposit	\$255	
Cat Humane Trap Deposit	\$70	
Trap Processing Fee	\$10	
Pick-Up Animal in a Trap	\$75	
Pick-Up of Owned Animal	\$75	
Pick-up and Disposal of Deceased Animal on Private Property	\$85	
Use of Livestock Trailer	\$100/\$150	(1st /2nd time)

**Medical Fees**

Medical groom	\$45	
Medical nail trim	\$15	
Medication dispensed	\$20	
Vet procedure	\$25	
Rabies	\$14	
FVRCP	\$20	
DA2PP	\$20	
Medical bath	\$20	
Wound prep	\$35	
Kitten Package	\$400	
Puppy Package	\$400	
Dental	\$350	

**Owner Surrender of Animal Residing in Santa Cruz County**

Owner Surrender of Dog	\$0	
Owner Surrender of Cat	\$0	
Owner Surrender of Rabbit	\$0	
Owner Surrender of Exotic (snake, lizard, bird, turtle)	\$0	
small rodents	\$0	
Large livestock	\$0	
small livestock	\$0	
Large Exotic	\$0	

**Owner Surrender of Animal Residing Outside of Santa Cruz County**

	<b>Proposed 2020-21</b>
Owner Surrender of Dog	\$50
Owner Surrender of Cat	\$35
Owner Surrender of Rabbit	\$25
Owner Surrender of Exotic (snake, lizard, bird, turtle)	\$55
small rodents	\$15 - \$35
Large livestock	\$10 - \$25
small livestock	\$100
Large Exotic	\$75
	\$55
<b>Protective Custody Fee</b>	
Owner Arrest	\$75 /hour min.(2 hours after hrs)
Confiscate/Humane	\$75 /hour min.(2 hours after hrs)
Emergency Hospital	\$25
Owner Requested Euthanasia	\$75 Plus Disposal
Disposal of Owned Dead Animals	\$50
Refund Processing Fee	\$25
Animal Control Officer Services	\$75/hour (2 hr minimum after hours)
Field Return of Owned Animal	\$75
<b>Spay/Neuter Fees for Impounded Animals</b>	
Cats	\$50
Dogs	\$195
<b>Planned Pethood Spay/Neuter Fees</b>	
Dog	\$190
Cat	\$25
Rabbit	\$75
Pit Bulls & Chihuahuas	\$50
Animals over 100 lbs., in heat, pregnant or cryptorchid add	\$35
Animals determined obese by veterinarian add	\$50
*Animals over 100 lbs., in heat, pregnant or cryptorchid – add \$25. Animals determined obese by veterinarian add \$50. Animals over 7 years of age are required to receive a blood panel for an additional \$55. Late drop-off fee (more than 20 minutes) is \$20. Reschedule fee for missed appointments is \$25.	
<b>Fees for Additional Required Services</b>	
Microchip	\$10
License	\$29
Rabies	\$10
Late drop-off fee	\$20
Late pick-up fee	\$40/night
Blood panel for dogs over 7 yrs of age and cats over 10 yrs of age	\$75
<b>Planned Pethood Spay/Neuter Fees for Limited Income*</b>	
Dog	\$50
Cat	\$10
Rabbit	\$50
*Limited income eligibility determined through proof of receipt of government assistance OR through a year-to-date pay stub or W2 tax form that proves the following:	
1 person household--maximum of \$35,350 annual income	
2 person household--maximum of \$40,350 annual income	
3 person household--maximum of \$45,400 annual income	
4 person household--maximum of \$50,400 annual income	
<b><u>ONE STOP Fees with Purchase of License</u></b>	
Rabies	\$10
Microchip	\$15

**Proposed 2020-21**

Nuisance Abatement Appeals Fee (County)	\$75
Non-sufficient Funds Check Fee	\$40
Puppy Training Deposits	\$100-\$200
Training Room Rental Fees	\$22

**FINES FOR VIOLATIONS OF ANIMAL ORDINANCE – ADMINISTRATIVE CITATION PROGRAM****\*Failure to license**

First offense in one year	\$100
Second offense in one year	\$200
Third offense in one year	\$500

**\*\*Failure to microchip**

First offense in one year	\$100
Second offense in one year	\$200
Third offense in one year	\$500

**\*\*\*Failure to provide rabies vaccination**

First offense in one year	\$100
Second offense in one year	\$200
Third offense in one year	\$500

**Failure to display license (each dog)**

\$50

**\*\*\*\*Failure to spay or neuter dog or cat over 6 months, unless owner holds unaltered animal certificate**

First offense	\$250
Second offense	\$500
Third offense	\$750

Dog running at large, first offense	\$100
Dog running at large, second offense	\$200
Dog running at large, third offense	\$250

Dog off leash, first offense	\$50
Dog off leash, second offense	\$150
Dog off leash, third offense	\$250

Safety of animal in parked vehicle	\$250
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Failure of owner to pick up after dog or cat defecating	\$100
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Habitual noisy animals (6.12.090)	\$100
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Permitting livestock to trespass, per offense	\$200
---	-------

All first offense recommended penalties not subject to cure will be reduced by 50% if they are paid in full by 5:00 p.m. of the first business day following issuance.

\*Citations for failure to license will be dismissed if cured within 7 calendar days, including day of issuance

\*\*Citations for failure to microchip will be dismissed if cured within 7 calendar days, including day of issuance.

\*\*\*Citations for failure to provide rabies vaccination will be dismissed if cured within 7 days, including day of issuance.

\*\*\*\*Citations for failure to spay or neuter dog or cat over 6 months, unless owner holds unaltered animal certificate, will be dismissed if ASA receives evidence that animal was spayed or neutered within 30 calendar days, including day of issuance.

Description	2020/21 Amended Fee Schedule	2020/21 Fee Schedule
<b>Recreation Fees</b>		
<b>Out-of -School Time</b>		
Late Pick-Up Fee	\$1 per minute	New Fee
<b>Elementary School</b>		
August & December	\$42.75/\$53.75 per day \$598.50/\$752.50 per month	New Fee
September & October	\$42.75/\$53.75 per day \$897.75/\$1,128.75 per month	New Fee
November	\$42.75/\$53.75 per day \$641.25/\$806.25 per month	New Fee
January & February	\$42.75/\$53.75 per day \$769.50/\$967.50 per month	New Fee
March & May	\$42.75/\$53.75 per day \$855/\$1,075 per month	New Fee
April	\$42.75/\$53.75 per day \$812.25/\$1,021.25 per month	New Fee
<b>Middle School</b>		
August & November	\$32.25/\$40.25 per day \$354.75/\$442.75 per month	New Fee
September & October	\$32.25/\$40.25 per day \$580.50/\$724.50 per month	New Fee
December	\$32.25/\$40.25 per day \$387/\$483 per month	New Fee
January through May	\$32.25/\$40.25 per day \$516/\$644 per month	New Fee
<b>New Brighton Afterschool</b>		
August, November, & December	\$28/\$35 per day \$168/\$210 per month	New Fee
September & October	\$28/\$35 per day \$252/\$315 per month	New Fee
January through May	\$28/\$35 per day \$224/\$280 per month	New Fee

Attachment: Exhibit C 2020-21 Amended Fee schedule comparison (Amend FY 2020-21 Fee Schedule - New Afterschool Program)





## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF JULY 23, 2020**

FROM: Public Works Department

SUBJECT: Consider Approval of Contract Change Order No. 8 for the Capitola Branch Library Project

**RECOMMENDED ACTION:** Receive this report and approve Contract Change Order No. 8 with Otto Construction for the Capitola Branch Library Project in the amount of \$120,688 for additional costs related to the conflict with the PG&E power lines.

**BACKGROUND:** At the last library project update in April 2020, staff reported the power line conflict delaying construction was near resolution. While the conflicting lines have not yet been moved, PG&E has completed design to fix the issue, and the City has entered into a contract with PG&E to complete the work. Meanwhile, work on the project has continued to be delayed and the prime contractor on the project, Otto Construction (Otto), has submitted a request for a change order in the amount of \$120,688 for the delays and changes to the roof plans resulting from the conflict.

**DISCUSSION:** Earlier this month PG&E prepared a contract for a new electrical service connection along Wharf Road and the relocation of wires onto alley arms along Wharf Road to eliminate the building's design conflicts. The contract cost for the new service, and relocation of the lines is \$1,449.55. This new service contract has been approved and construction is expected to commence in late August/early September.

Regardless of the powerline conflict and its resolution, construction delays have already impacted the schedule. The original contract specified completion of the work in 410 calendar days which would have occurred in February 2020. Due to weather delays, 80 days have been added to the contract; primarily due to weather not allowing the contractor to work. This addition of working days pushed the completion date to May 2020. The contractor does not receive compensation for weather delays but is due compensation for delays that are caused by the City or design issues. With no other non-compensable delays, Otto Construction is due compensation for costs of the delays since May 6, 2020. These costs include added insurance, site management, overhead, price increases in labor and materials, and other related costs the contractor pays to keep the project running. Costs for completing the actual construction are still paid from the original contract costs. On June 18, 2020, Otto requested a contract change order in the amount of \$120,688. The change order compensates Otto \$111,780 for extending the contract through June 20, 2020, and \$8,908 for extra work required to modify and install the roofing structural steel so that it did not conflict with the power lines. Once the PG&E work is complete and the City and Otto can better schedule the remaining portions of the project, another change order will be prepared extending the contract to the new completion date and

Library Update July 2020  
July 23, 2020

other additional change costs associated with the delay.

**FISCAL IMPACT:** The original approved funding for this project was \$15,150,000. Since that time investments earnings and new allocations of funding from the County Library Fund have increased available funding by \$653,997. The table below provides an itemization of the current revenue sources:

<b>Funding Source</b>	<b>Revised Budget to date</b>
Measure S	\$ 10,269,600
Successor Agency	\$ 2,741,568
City General Fund	\$ 1,552,492
Friends (donations)	\$ 600,000
County Library Funds	\$ 510,337
Investment earnings	\$ 130,000
<b>Total</b>	<b>\$ 15,803,997</b>

On the expense side, the approved total project cost, including Contract Change Order No. 8, is \$14,270,441 which are itemized below:

<b>Item</b>	<b>Current Budget</b>
Construction (through CCO No. 7)	\$ 11,758,177
CCO No. 8	\$ 120,688
Architecture and Engineering Fees	\$ 1,516,755
Permits/Special Inspections	\$ 149,816
Project Management	\$ 297,061
Misc.	\$ 18,494
Furniture, Fixtures, & Equipment	\$ 408,000
PG&E Costs	\$ 1,450
<b>Total</b>	<b>\$ 14,270,441</b>

Based on these budget numbers, the project has a remaining contingency balance of \$1,533,556. Staff estimates that additional delay costs and other change orders will be \$700,000, or 45%, of the current contingencies.

**ATTACHMENTS:**

1. Library CCO 8

Report Prepared By: Steve Jesberg  
Public Works Director

Library Update July 2020  
July 23, 2020

**Reviewed and Forwarded by:**



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Jamie Goldstein, City Manager      7/17/2020

EXHIBIT 9  
**CHANGE ORDER**  
**CITY OF CAPITOLA**

Project Name: CAPITOLA BRANCH LIBRARY Change Order No: 8  
 Project Permit Number: 20180129 Date: 6/18/2020  
 To Contractor: Otto Construction  
 Address: 1717 2nd Street Sacramento, CA 95811

You are hereby instructed that the contract in caption is modified as herein specifically set forth, but that in all other respects the Contract remains unaltered.

Description	PCO/Ref. Doc.	Amount	Time
1 Provide all labor and materials to implement the work described PCO 10.1R2/Bulletin 10R1 for the high roof steel redesign changes associated with Bulletin #10R1 and subsequent clarifying RFI 90, RFI 100, RFI 108, RFI 141, RFI 142 and 143, to finalize detailing and design. This change will allow work to continue (and will allow for temporary structure dry-in). This change is to allow a portion of the high roof steel to be installed. This change is for the structural steel subcontractor work only, and excludes field labor and equipment for "Phase 2" overhang work - which is remobilization to install spliced eave extensions). Note: Additional PCO's may be submitted for additional costs associated with Bulletin #10R1	PCO 10.1R2 / Bulletin 10 R1	\$ 8,908	0
2 Provide all labor and materials to implement the PCO 10.0 for all-inclusive costs for compensable delays from the current Contract completion date through June 30, 2020. <i>(It should be noted that Otto's bid included a daily rate for compensable delay, of \$2,564/day, and the rate of \$2,070/day is being submitted per this PCO).</i>	PCO 10.0	\$ 111,780	45
<b>TOTAL</b>		<b>\$ 120,688</b>	<b>45</b>

Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work. This Change Order is complete accord and satisfaction for all items in this change order.

ADD: One hundred and Twenty Thousand Six Hundred and Eighty Eight Dollars (\$120,688)

This change order HAS altered the Contract Completion Date. The Completion Date is: June 30, 2020

Original Contract Sum:	\$ 12,325,000
Prior Adjustments:	\$ (566,823)
Contract Sum Prior to this Change:	\$ 11,758,177
Adjustment for this Change:	\$ 120,688
Revised Contract Sum:	\$ 11,878,865

Original Contract Time:	410 (Days)
Prior Adjustments:	81 (Days)
Contract Time Prior to this Change:	491 (Days)
Adjustment for this Change:	45 (Days)
Revised Contract Time:	536 (Days)

**Recommended:**

By: 6/18/2020  
Date  
David Tanza / Bogard Construction  
City's Representative

**Reviewed and Recommended:**

By: \_\_\_\_\_  
Date  
Steve Jesberg, Public Works Director  
City of Capitola

**Approved: City of Capitola**

By: \_\_\_\_\_  
Date  
Jamie Goldstein, City Manager

**Accepted:**

By: \_\_\_\_\_  
(Contractor Signature) Date  
\_\_\_\_\_  
Printed Name  
Otto Construction

Attachment: Library CCO 8 (Library Update July 2020)

**Potential Change Order (PCO) Cost Breakdown & Summary**

<b>Project:</b>	<b>Project #</b>	<b>OTTO PCO #:</b>	10.1R2
Capitola Branch Library	18-3182	<b>VE Log Item #:</b>	NA
		<b>Bulletin #:</b>	10R1
			90, 100,
			108, 141,
<b>Description of Change</b>		<b>Related RFI #:</b>	142, 143
		<b>Date:</b>	4/28/20

PCO 10.10R2 is for the high roof steel redesign changes associated with Bulletin #10R1 and subsequent clarifying RFIs 90, 100, 108, 141, 142 & 143 to finalize detailing and the design. The primary driver for Bulletin #10R1 work is the revisions to the design to allow for work to continue on the building (which will allow for temporary dry-in of the structure) while the PG&E Power Pole Undergrounding project is in process. This creates a situation where only a portion of the high roof steel can be installed. At a later date (which will be determined by PG&E for removal of the power poles), the steel sub will remobilize to install the spliced on eave extensions (which will be Phase 2 work). The costs for this change are for the structural steel sub work only, (excluding field Labor and Equipment for phase 2 work). This is critical path work that needs approval and direction to proceed. Reference the attached sub proposal for additional information. Separate PCO's will be submitted for additional changes associated with Bulletin #10R1.

CHANGE ESTIMATE ITEM	COST	M/U %	M/U	TOTAL
<b>GC DIRECT COSTS</b>				
Otto Self-Perform Work				
TOTAL L, M, & E DIRECT COST				\$0
SUBTOTAL				\$0
<b>GC OVERHEAD &amp; PROFIT ON DIRECT COST</b>				
			\$0	
TOTAL OVERHEAD & PROFIT ON DIRECT COST				\$0
SUBTOTAL				\$0
<b>GC SUBCONTRACT(S)</b>				
Subcontracted Work	\$8,317			
TOTAL SUBCONTRACT COST				\$8,317
<b>GC FEE ON SUBCONTRACT COST</b>				
	Five Percent	5.0%	\$416	
TOTAL MARKUP ON SUBCONTRACT COST				\$416
<b>MISCELLANEOUS COSTS</b>				
Miscellaneous Work				
TOTAL MISCELLANEOUS COST				\$0
<b>GC FEE ON MISCELLANEOUS COSTS</b>				
	Fifteen Percent	0.0%	\$0	
TOTAL MARKUP ON MISCELLANEOUS COSTS				\$0
<b>TOTAL CONSTRUCTION COSTS</b>				<b>\$8,733</b>
ADDITIONAL TIME REQUIRED FOR CONTRACT COMPLETION	TBD	DAY(S)		
<b>BOND AND INSURANCE (1%)</b>				<b>\$175</b>
<b>TOTAL COST OF CHANGE ORDER</b>				<b>\$8,908</b>

COMPLETED BY: John Vorwerck



**Otto Construction**  
 2150 Garden Road, Suite A-1  
 Monterey, CA 93940  
 TEL 831.657.9805 FAX 831.657.9820  
 License #178809

### OTTO ESTIMATE SUMMARY SHEET

Otto Job No.: 18-3182  
 Project: Capitola Branch Library  
 PCO#: 10.1R2  
 Date: 4/28/2020

**Description of change:**

PCO 10.10R2 is for the high roof steel redesign changes associated with Bulletin #10R1 and subsequent clarifying RFIs 90, 100, 108, 141, 142 & 143 to finalize detailing and the design. The primary driver for Bulletin #10R1 work is the revisions to the design to allow for work to continue on the building (which will allow for temporary dry-in of the structure) while the PG&E Power Pole Undergrounding project is in process. This creates a situation where only a portion of the high roof steel can be installed. At a later date (which will be determined by PG&E for removal of the power poles), the steel sub will remobilize to install the spliced on eave extensions (which will be Phase 2 work). The costs for this change are for the structural steel sub work only, (excluding field Labor and Equipment for phase 2 work). This is critical path work that needs approval and direction to proceed. Reference the attached sub proposal for additional information. Separate PCO's will be submitted for additional changes associated with Bulletin #10R1.

ID	Description	Hrs	Rate	GCs	Matl	Equip	Sub/Misc	TOTAL
1	BMI revised proposal dated 2-25-2020			0			8,317	8,317
2				0			-	-
3				0			-	-
4				0			-	-
5				0			-	-
6				0			-	-
7				0			-	-
8				0			-	-
9				0			-	-
10				0			-	-
11				0			-	-
12				0			-	-
13				0			-	-
14				0			-	-
15				0			-	-
16				0			-	-
17				0			-	-
18				0			-	-
19				0			-	-
20				0			-	-
<b>Totals</b>		0.0		0	0	0	8,317	8,317

"CHECK L,M,E,S": 8,317

Notes:

Attachment: Library CCO 8 (Library Update July 2020)

# Bay Manufacturer, Inc

P.O. Box 1979  
2321-B Fallon Road  
Hollister CA. 95024

Phone 831-636-0172  
Fax 831-634-0271  
E-mail dennis4bmi@razzolink.com  
LIC. # 864081

October 2, 2019  
Revised December 31, 2019  
Revised February 10, 2020  
**Revised 2/25/2020**

Otto Construction  
1717 2<sup>nd</sup> St.  
Sacramento, CA. 95811  
Attn: John Vorwerck  
Re: **COR # 2, Bulletin # 10 & 10-R1 High Roof Steel Changes**

Dear, Mr. Vorwerck

We are please to provide a price quote for the changes made in **Bulletin # 10 & Bulletin 10-R1**, drawing 1/S2.03 High Roof Framing Plan.

## I) Scope Changes:

- 1) Steel between grid lines 1 to 2.2.
  - Deduct beams HSS6x4x1/2x 12' qty.2.
  - Deduct beams HSS6x4x1/2x20' qty. 2
  - Added beam HSS6x6x1/2x24' qty. 2.
  - Added beam HSS6x6x1/2x12'-3" qty. 1
  - Added beam HSS6x4x1/2x12'-3" qty. 1.
  - Added details 8,12/S6.07.
- 2) Steel between grid lines 14.2 to 15.
  - Deduct beams HSS6x4x1/2x 17' qty.1.
  - Added beam HSS6x6x1/2x19' qty. 1.
  - Added beam HSS5x5x1/2x19' qty. 1.
  - Added beam HSS8x2x3/8x21' qty. 2.
  - Added details 8,12/S6.07.

## Cost Break Down

<b>1. <u>Material Cost with tax:</u></b>	<b>\$ 4,352.52</b>
• Added beam HSS6x6x1/2x24' qty. 2.	\$ 1,439.00
• Added beam HSS6x6x1/2x12'-3" qty. 1	\$ 600.00
• Added beam HSS6x4x1/2x12'-3" qty. 1	\$ 456.00
• Added beam HSS6x6x1/2x19' qty. 1.	\$ 600.00
• Added beam HSS5x5x1/2x19' qty. 1.	\$ 456.00
• Added beam HSS8x2x3/8x21' qty. 2	\$ 860.00
• Deduct beams HSS6x4x1/2x 12' qty.2	\$ - 443.00
• Deduct beams HSS6x4x1/2x20' qty. 2	\$ - 739.00

• Deduct beams HSS6x4x1/2x 17' qty.1.	\$ - 370.00
• Consumables (shop)	\$ 1,125.00
<b>2. Shop Labor</b>	<b>\$ 2,880.00</b>
• Bulletin # 10 & 10R1 added 4 beams & CP Welds	\$ 2,600.00
• Delivery to set	\$ 280.00
<b>3. Field Labor</b>	<b>\$ .00</b>
<b>4. Equipment</b>	<b>\$ .00</b>
<b>5. Detailing (Shop dwg. &amp; field dimension)</b>	<b>\$ 5,760.00</b>
• CWSD Revised 12-16-19	\$ 5,760.00
<b>Sub Total</b>	<b>\$ 7,232.52</b>
<b>Mark Up 15%</b>	<b>\$ 1,084.88</b>
<b>Subcontractor Sub Total.</b>	<b>\$ .00</b>
<b>Mark Up 5% Sub.</b>	<b>\$ .00</b>
<b>Lump sum price is:</b>	<b>\$ 8,317.40</b>

Exclusions:

- Items shown on mechanical, electrical, and plumbing drawings.
- Permits / Fees / Bonding.
- Engineering
- Cost of inspection and testing.
- Premium time.
- Carpentry fasteners.
- Simpson products (or similar) and fasteners
- Finish paint.
- Grouting and dry packing.
- Light gauge metals, aluminum, and stainless steel.
- Backing plates for items not included in our proposal.
- Holes for other trades unless specifically noted on structural drawings.
- Unistrut items with fasteners.
- Safety cables / Railing for perimeter and openings protection.
- Core drilling (wet or dry)
- Rebar welding (reinforcing bar).
- Pachometer readings and layout
- Hot Dipped Galvanizing.

Terms and Conditions:

- This proposal is good for 10 days from bid date.
- Any increase in steel after the 20 days from bid date will become part of this proposal plus 15% mark up.
- Design drawings must be final and complete prior to start of shop drawings.
- Any work that deviates from our proposal will require a signed change order within three (3) working days or a signed purchase order prior to start of additional work (no exception).
- A formal purchase order or contract must stipulate, "Terms and conditions as set forth in our proposal.
- Erection and shop drawings included.



**Terms and Conditions:**

- Jobsite must be clear and accessible for our crew and equipment.
- All work not galvanized to receive one coat of shop primer.
- We will need a Time Extension of **35 working days** added to our work schedule critical path from the time we receive a Change Order or Notice to Proceed.

Sincerely,



Dennis Valverde  
Project Manager  
Bay Manufacturer, Inc.

This proposal accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
**Bay Manufacturer, Inc.**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
**(Purchaser) (Title)**

This proposal, when signed by the purchaser or his duly authorized representative, is an acceptance of the above scope of work. Exclusion and terms and conditions, which are hereby referred to and made a part of this proposal, and thereafter, upon the approval by seller, this proposal becomes a contract in full force and effect.

Attachment: Library CCO 8 (Library Update July 2020)

## David Tanza

---

**From:** Elaine Kross <elaine.kross@nollandtam.com>  
**Sent:** Friday, May 1, 2020 10:03 AM  
**To:** David Tanza  
**Subject:** RE: Capitola Library Bulletin # 10 BMI COR # 2, PCO 10.1

Dave,

### NT Response to PCO #10.1:

Per NT and MAR Structural review, there are no additional comments.

**Elaine Kross | Designer**  
 510.542.2217 D | elaine.kross@nollandtam.com

**Elaine Kross | Designer**  
 510.542.2217 D | elaine.kross@nollandtam.com

---

**From:** David Tanza <dtanza@bogardconstruction.com>  
**Sent:** Wednesday, April 29, 2020 2:18 PM  
**To:** Elaine Kross <elaine.kross@nollandtam.com>  
**Subject:** FW: Capitola Library Bulletin # 10 BMI COR # 2, PCO 10.1

---

**From:** David Tanza  
**Sent:** Wednesday, April 22, 2020 09:27  
**To:** Elaine Kross <[elaine.kross@nollandtam.com](mailto:elaine.kross@nollandtam.com)>  
**Subject:** FW: Capitola Library Bulletin # 10 BMI COR # 2, PCO 10.1

---

**From:** David Tanza  
**Sent:** Monday, February 10, 2020 09:32  
**To:** Elaine Kross <[elaine.kross@nollandtam.com](mailto:elaine.kross@nollandtam.com)>  
**Subject:** FW: Capitola Library Bulletin # 10 BMI COR # 2, PCO 10.1

Elaine,

Please review and let me know if you feel the costs as appropriate.

Dave

---

**From:** John Vorwerck <[JVorwerck@ottoconstruction.com](mailto:JVorwerck@ottoconstruction.com)>  
**Sent:** Monday, February 10, 2020 8:59 AM  
**To:** David Tanza <[dtanza@bogardconstruction.com](mailto:dtanza@bogardconstruction.com)>  
**Cc:** Ron Chesshire <[rchesshire@ottoconstruction.com](mailto:rchesshire@ottoconstruction.com)>; John Hayward <[jhayward@ottoconstruction.com](mailto:jhayward@ottoconstruction.com)>  
**Subject:** RE: Capitola Library Bulletin # 10 BMI COR # 2, PCO 10.1

Attachment: Library CCO 8 (Library Update July 2020)

David,

Attached is PCO 10.1R1, for review and approval.

This includes the Bulletin #10R1 Changes, and associated RFIs 90, 100, 108, 141, 142 & 143.

There were some additional detailing costs for the Bulletin #10R1 and RFI clarifications.

Please advise of any comments.



**John Vorwerck**

Senior Project Manager  
 Otto Construction  
 916.441.6870 Sacramento  
 831.657.9805 Monterey  
 831.251.5475 Direct

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---

**From:** John Vorwerck <[JVorwerck@ottoconstruction.com](mailto:JVorwerck@ottoconstruction.com)>

**Sent:** Wednesday, October 9, 2019 9:51 AM

**To:** David Tanza <[dtanza@bogardconstruction.com](mailto:dtanza@bogardconstruction.com)>

**Cc:** Ron Chesshire <[rchesshire@ottoconstruction.com](mailto:rchesshire@ottoconstruction.com)>; John Hayward <[jhayward@ottoconstruction.com](mailto:jhayward@ottoconstruction.com)>

**Subject:** RE: Capitola Library Bulletin # 10 BMI COR # 2, PCO 10.1

David,

In follow up to the Designers Comments to the Bulletin #10 High Roof Steel Redesign Proposal. Per PCO 10.1.

Reference the attached and below from the Steel Sub.

Please advise if you require any further back up or information to process this change.



**John Vorwerck**

Senior Project Manager  
 Otto Construction  
 916.441.6870 Sacramento  
 831.657.9805 Monterey  
 831.251.5475 Direct

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**From:** Dennis <[dennis4bmi@razzolink.com](mailto:dennis4bmi@razzolink.com)>

**Sent:** Tuesday, October 8, 2019 3:14 PM

**To:** John Vorwerck <[JVorwerck@ottoconstruction.com](mailto:JVorwerck@ottoconstruction.com)>

**Cc:** 'Ruben Rodriguez' <[ruben4bmi@razzolink.com](mailto:ruben4bmi@razzolink.com)>; Ron Chesshire <[rchesshire@ottoconstruction.com](mailto:rchesshire@ottoconstruction.com)>; Jose Gonzalez <[jgonzalez@ottoconstruction.com](mailto:jgonzalez@ottoconstruction.com)>

**Subject:** RE: Capitola Library Bulletin # 10 BMI COR # 2

John,

To address the comments from the Designer on Bulletin #10.

For the steel pricing:

The cost of the HSS6x4x1/2 did not double in cost. It is an increase is about 18% which is based on the longer piece lengths we need for fabrication beams.

The HSS7x5x1/2 and the HSS8x2x3/8 are new to the Bulletin # 10 changes.

Attached is the quote for the new steel for reference.

For the equipment:

We will need to re-mobilize and bring the equipment back to install the roove eave steel at a later date.

We want to make sure the commenter is aware we will install some portion of the Bulletin 10 change in the next month or so, and the rest of the steel will be completed in December 2019 or January 2020, once the power poles are removed.

Again, we do not know when this will happen.

Thanks

Dennis Valverde

Project Manager

Bay Manufacturer, Inc.

Office 831-634-0270

Cell 831-207-3695

---

**From:** John Vorwerck <[JVorwerck@ottoconstruction.com](mailto:JVorwerck@ottoconstruction.com)>

**Sent:** Tuesday, October 8, 2019 11:39 AM

**To:** Dennis Valverde <[dennis4bmi@razzolink.com](mailto:dennis4bmi@razzolink.com)>

**Cc:** 'Ruben Rodriguez' <[ruben4bmi@razzolink.com](mailto:ruben4bmi@razzolink.com)>; Ron Chesshire <[rchesshire@ottoconstruction.com](mailto:rchesshire@ottoconstruction.com)>; Jose Gonzalez <[jgonzalez@ottoconstruction.com](mailto:jgonzalez@ottoconstruction.com)>

**Subject:** RE: Capitola Library Bulletin # 10 BMI COR # 2

Dennis,

See the Designers response to your proposal for Bulletin #10 High Roof Steel (forwarded by the CM today).

Please review and provide a response to their comments.

Thank you,

**From:** David Tanza <[dtanza@bogardconstruction.com](mailto:dtanza@bogardconstruction.com)>

**Sent:** Tuesday, October 8, 2019 10:37 AM

**To:** John Vorwerck <[JVorwerck@ottoconstruction.com](mailto:JVorwerck@ottoconstruction.com)>

**Cc:** Ron Chesshire <[rchesshire@ottoconstruction.com](mailto:rchesshire@ottoconstruction.com)>; John Hayward <[jhayward@ottoconstruction.com](mailto:jhayward@ottoconstruction.com)>

**Subject:** RE: Bulletin # 10 Change Cost BMI COR # 2

Please respond to the following comments:

*For the Bulletin #10 change order, the material costs do not appear to be consistent. The cost for the added steel is double that of the deducted steel. They also list a cost for a crane and manlift and should have still been needed before the bulletin."*



**John Vorwerck**

Senior Project Manager  
 Otto Construction  
 916.441.6870 Sacramento  
 831.657.9805 Monterey  
 831.251.5475 Direct

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**From:** Dennis Valverde <[dennis4bmi@razzolink.com](mailto:dennis4bmi@razzolink.com)>

**Sent:** Monday, October 7, 2019 8:56 AM

**To:** John Vorwerck <[JVorwerck@ottoconstruction.com](mailto:JVorwerck@ottoconstruction.com)>

**Cc:** 'Ruben Rodriguez' <[ruben4bmi@razzolink.com](mailto:ruben4bmi@razzolink.com)>; Ron Chesshire <[rchesshire@ottoconstruction.com](mailto:rchesshire@ottoconstruction.com)>; Jose Gonzalez <[jgonzalez@ottoconstruction.com](mailto:jgonzalez@ottoconstruction.com)>

**Subject:** RE: Capitola Library Bulletin # 10 BMI COR # 2

John

We would like to get a C.O. from the CM so we can proceed with the high roof steel.

Can you tell me the status of are COR # 1 your PCO # 13.1 and 13.2.

Thanks

Dennis Valverde

Project Mannger

Bay Manufacturer, Inc.

2321 Fallon Rd. Hollister, CA. 95023

Office 831-634-0270

Cell 831-207-3695

**From:** John Vorwerck <[JVorwerck@ottoconstruction.com](mailto:JVorwerck@ottoconstruction.com)>

**Sent:** Thursday, October 3, 2019 8:50 AM

**To:** Dennis Valverde <[dennis4bmi@razzolink.com](mailto:dennis4bmi@razzolink.com)>

**Cc:** 'Ruben Rodriguez' <[ruben4bmi@razzolink.com](mailto:ruben4bmi@razzolink.com)>; Ron Chesshire <[rchesshire@ottoconstruction.com](mailto:rchesshire@ottoconstruction.com)>; Jose Gonzalez <[jgonzalez@ottoconstruction.com](mailto:jgonzalez@ottoconstruction.com)>

**Subject:** RE: Capitola Library Bulletin # 10 BMI COR # 2

**Importance:** High

Dennis,

Please continue to proceed with the detailing portion of Bulletin #10, as I directed you last week.

You are authorized to proceed p until we have approved shop drawings.

The CM is reviewing your proposal as well.

Attachment: Library CCO 8 (Library Update July 2020)

**John Vorwerck**

Senior Project Manager  
Otto Construction  
916.441.6870 Sacramento  
831.657.9805 Monterey  
831.251.5475 Direct

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---

**From:** Dennis Valverde <[dennis4bmi@razzolink.com](mailto:dennis4bmi@razzolink.com)>  
**Sent:** Thursday, October 3, 2019 8:48 AM  
**To:** John Vorwerck <[JVorwerck@ottoconstruction.com](mailto:JVorwerck@ottoconstruction.com)>  
**Cc:** 'Ruben Rodriguez' <[ruben4bmi@razzolink.com](mailto:ruben4bmi@razzolink.com)>  
**Subject:** Capitola Library Bulletin # 10 BMI COR # 2

John

Following up on are COR # 2 for the changes in Bulletin # 10. Let me know if we are to proceed.

Thanks

Dennis Valverde  
Project Mannger  
Bay Manufacturer, Inc.  
2321 Fallon Rd. Hollister, CA. 95023  
Office 831-634-0270  
Cell 831-207-3695

Attachment: Library CCO 8 (Library Update July 2020)

**Potential Change Order (PCO) Cost Breakdown & Summary**

<b>Project:</b>	<b>Project #</b>	<b>OTTO PCO #:</b>	10.0
Capitola Branch Library	18-3182	<b>VE Log Item #:</b>	N/A
		<b>Bulletin #:</b>	Varies
<b>Description of Change</b>		<b>Related RFI #:</b>	Varies
		<b>Date:</b>	4/29/20

PCO 10.0 is for Otto Limited GC's, 5-7-2020 through 6-30-2020. This is for miscellaneous schedule extension items on the project from May 7, 2020 through June 30, 2020. We are submitting these items at cost and not including and mark up or insurance. See attached for additional information.

CHANGE ESTIMATE ITEM	COST	M/U %	M/U TOTAL	
<b>GC DIRECT COSTS</b>				
Otto Self-Perform Work	\$111,780			
				TOTAL L, M, & E DIRECT COST \$111,780
				SUBTOTAL \$111,780
<b>GC OVERHEAD &amp; PROFIT ON DIRECT COST</b>				
		0.0%	\$0	
				TOTAL OVERHEAD & PROFIT ON DIRECT COST \$0
				SUBTOTAL \$111,780
<b>GC SUBCONTRACT(S)</b>				
Subcontracted Work				
				TOTAL SUBCONTRACT COST \$0
<b>GC FEE ON SUBCONTRACT COST</b>				
	Five Percent	0.0%	\$0	
				TOTAL MARKUP ON SUBCONTRACT COST \$0
<b>MISCELLANEOUS COSTS</b>				
Miscellaneous Work				
				TOTAL MISCELLANEOUS COST \$0
<b>GC FEE ON MISCELLANEOUS COSTS</b>				
	Fifteen Percent	0.0%	\$0	
				TOTAL MARKUP ON MISCELLANEOUS COSTS \$0
				<b>TOTAL CONSTRUCTION COSTS \$111,780</b>
ADDITIONAL TIME REQUIRED FOR CONTRACT COMPLETION	54	DAY(S)	Calendar Days	
	6/30/2020			
				BOND AND INSURANCE (1%) N/A
COMPLETED BY: John Vorwerck				<b>TOTAL COST OF CHANGE ORDER \$111,780</b>

Attachment: Library CCO 8 (Library Update July 2020)



**Otto Construction**  
 2150 Garden Road, Suite A-1  
 Monterey, CA 93940  
 TEL 831.657.9805 FAX 831.657.9820  
 License #178809

### OTTO ESTIMATE SUMMARY SHEET

Otto Job No.: 18-3182  
 Project: Capitola Branch Library  
 PCO#: 1.31  
 Date: 4/29/2020

**Description of change:**

PCO 10.0 is for Otto Limited GC's, 5-7-2020 through 6-30-2020. This is for miscellaneous schedule extension items on the project from May 7, 2020 through June 30, 2020. We are submitting these items at cost and not including and mark up or insurance. See attached for additional information.

ID	Description	Days	Rate	Labor	Matl	Equip	Sub/Misc	TOTAL
1	Otto Limited GCs: 5-7-2020 through 6-30-2020 (Includes Items Below)	54	\$2,070.00	111,780			-	111,780
2	Limited Rate: 63,000 month			0			-	-
3	Limited Rate: 2,070 day			0			-	-
4				0			-	-
5	PROJECT MANAGER			included above			-	-
6	PROJECT ENGINEER			included above			-	-
7	PROJECT SUPERINTENDENT			included above			-	-
8	TEMPORARY POWER			included above			-	-
9	TEMP TOILETS & WASH STATIONS			included above			-	-
10	JOBSITE CELL PHONES			included above			-	-
11	CONST FENCE & GATES (ANNUAL)			included above			-	-
12	PICKUPS, VEHICLES, FUEL			included above			-	-
13	DUMPSTER			included above			-	-
14	CONTINUOUS CLEAN-UP			included above			-	-
15				0			-	-
16				0			-	-
17				0			-	-
18				0			-	-
19				0			-	-
20				0			-	-
		54.0		111,780	0	0	0	111,780
		111,780						

**Notes:**

**See Below: Only the Yellow Highlighted Items are included in the costs above**

PAYMENT & PERFORMANCE BONDS  
 POLLUTION LIABILITY INSURANCE  
 BUILDERS RISK INSURANCE  
**PROJECT MANAGER**  
 ESTIMATOR  
 TRAVEL EXPENSE  
 ENTERTAINMENT/MEALS  
**PROJECT ENGINEER**  
**PROJECT SUPERINTENDENT**  
 CPM SCHEDULE  
 EXTRA PLANS  
 PROGRESS PHOTOS  
 CITY BUSINESS LICENSE  
 SAFETY INCENTIVES & AWARDS  
 DRUG TESTING  
 CLASSES AND TRAINING  
**TEMPORARY POWER**  
 MONTHLY OFFICE PHONE, FAX, COPIER  
 TEMPORARY HEAT  
 STORAGE SHEDS  
**TEMP TOILETS & WASH STATIONS**  
 OFFICE SUPPLIES  
 POSTAGE/EXPRESS  
**JOBSITE CELL PHONES**  
**CONST FENCE & GATES (ANNUAL)**  
**PICKUPS, VEHICLES, FUEL**  
 FORKLIFT  
 MISC. SMALL TOOLS  
 MAINTENANCE  
 MISC. MATERIALS (FIELD)  
 BARRICADES / TRAFFIC CONTROL  
 FIRE EXTINGUISHERS  
 PROJECT SIGN  
**DUMPSTER**  
 FINAL CLEAN-UP  
**CONTINUOUS CLEAN-UP**

Attachment: Library CCO 8 (Library Update July 2020)