

# City of Capitola Council Meeting Agenda



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

**THURSDAY, SEPTEMBER 23, 2021**

**REGULAR MEETING - 7 PM**

## **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 Kristen Petersen, Jacques Bertrand, Margaux Keiser, Sam Storey, and Mayor Yvette Brooks

### **2. PRESENTATIONS**

*Presentations are limited to eight minutes.*

A. Proclaim October 2021 College and Career Awareness Month

### **3. ADDITIONAL MATERIALS**

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

### **4. ADDITIONS AND DELETIONS TO AGENDA**

### **5. ORAL COMMUNICATIONS**

*Please review the Notice of Remote Access for instructions.*

*Oral Communications allows time for members of the Public to address the City Council on any "Consent Item" on tonight's agenda, or on any topic within the jurisdiction of the City that is not on the "General Government/Public Hearings" section of the Agenda. Members of the public may speak for up to three minutes, unless otherwise specified by the Mayor. Individuals may not speak more than once during Oral Communications. All speakers must address the entire legislative body and will not be permitted to engage in dialogue. A MAXIMUM of 30 MINUTES is set aside for Oral Communications.*

### **6. STAFF / CITY COUNCIL 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.*

## 7. **CONSENT ITEMS**

*All items listed as "Consent Items" will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Council votes on the action unless members of the City Council request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Government. Note that all Ordinances which appear on the public agenda shall be determined to have been read by title and further reading waived.*

- A. Consider the September 9, 2021, City Council Meeting Minutes  
RECOMMENDED ACTION: Approve minutes.
- B. Planning Commission Action Minutes  
RECOMMENDED ACTION: Receive minutes.
- C. Approval of City Check Registers Dated August 20, August 27, September 3 and September 10  
RECOMMENDED ACTION: Approve check registers.
- D. Wharf Rehabilitation Project - Phase 1 Award of Contract  
RECOMMENDED ACTION: Award contract to Power Engineering, Inc. for construction of the Wharf Rehabilitation Project – Phase 1 in the amount of \$484,740.
- E. Community Development Block Grant Coronavirus Response 2&3 Resolution  
RECOMMENDED ACTION: Adopt the proposed resolution repealing Resolution No.4211 and approving the CDBG-CV2/3 application.
- F. Authorize Senior Planner Position  
RECOMMENDED ACTION: Authorize the City Manager to fill one vacancy at either the Senior or Associate Planner Classification
- G. Receive Update on Pandemic Response  
RECOMMENDED ACTION: Make the determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and that there is a need to continue action.

## 8. **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. Authorize the Public Works Department to Apply for Grant Funding from the Santa Cruz County Regional Transportation Commission for Road Projects  
RECOMMENDATION: Authorize the Public Works Department to submit a grant

application to the Santa Cruz County Regional Transportation Commission for the following projects, 1) 41<sup>st</sup> Avenue Paving Rehabilitation Project and 2) Kennedy Drive Sidewalk Project

- B. Digital Reading Device Purchasing Policy Update  
**RECOMMENDED ACTION:** Receive report and direct staff regarding any desired changes to Administrative Policy V-10: Digital Reading Device Purchasing.
- C. Consider the Selection of Pavement Engineering Inc. for on-call Pavement Management Design Services and Kimley Horn for on-call Traffic Engineering and Civil Design Services to Support Capital Improvement Project Design and Implementation  
**RECOMMENDED ACTION:** Approve the selection of the following consulting engineers to provide on-call engineering design services for implementation of the City' s Capital Improvement Program for a five-year period (FY 21/22 through FY 26/27):
1. Pavement Engineering Incorporated in an amount not to exceed \$100,000 for FY 2021/22 for pavement management program projects.
  2. Kimley-Horn and Associates in an amount not to exceed \$100,000 for FY 2021/22 for traffic engineering and civil design projects.

## 9. 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:**

- Online <http://capitolaca.igmm2.com/Citizens/Default.aspx>
- Spectrum Cable Television channel 8

#### **To join Zoom:**

- Join the Zoom Meeting by clicking the following link:  
<https://us02web.zoom.us/j/82495609843?pwd=RE91dTNwSlIdJTUtQcXFpbDJvL1VHdz09>
- If prompted for a passcode, enter **372114**
- **-OR-** With a landline or mobile phone, call one of the following numbers:
  - **1 669 900 6833**
  - **1 408 638 0968**
  - **1 346 248 7799**
- Enter the meeting ID number: **824 9560 9843**
- 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.

- Zoom Meeting (Via Computer or Phone) Link:
  - IF USING COMPUTER:

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September 23, 2021

- § 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
- IF CALLED IN OVER THE PHONE:
  - § Press \*9 on your phone to “raise your hand” when the mayor calls for public comment. Once unmuted, you will have up to 3 minutes to speak
- Send Email:
  - 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

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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 SEPTEMBER 23, 2021**

FROM: City Manager Department

SUBJECT: Proclaim October 2021 College and Career Awareness Month

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Report Prepared By: Chloe Woodmansee  
City Clerk

**Reviewed and Forwarded by:**



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF SEPTEMBER 23, 2021**

FROM: City Manager Department

SUBJECT: Consider the September 9, 2021, City Council Meeting Minutes

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RECOMMENDED ACTION: Approve minutes.

DISCUSSION: Attached for Council review and approval are the minutes from the regular City Council meeting held on September 9, 2021.

ATTACHMENTS:

1. 9-9-21 draft

Report Prepared By: Chloe Woodmansee  
City Clerk

**Reviewed and Forwarded by:**

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

Jamie Goldstein, City Manager

9/16/2021

**CAPITOLA CITY COUNCIL  
DRAFT REGULAR MEETING MINUTES  
THURSDAY, SEPTEMBER 9, 2021 - 7 PM**

**CLOSED SESSION – 6PM**

**CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
(Gov't Code § 54956.9(d)(4).**

Initiation of litigation, one potential case

**CONFERENCE WITH LABOR NEGOTIATORS  
(Gov't Code § 54957.6)**

Negotiators: Jamie Goldstein, Larry Laurent

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

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

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

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

**2. PRESENTATIONS**

**A. Monarch Services on Domestic Violence and Community Resources Presentation**

Kalyn Foster Renda and Laura Segura, co-Executive Directors of Monarch Services, presented local statistics on domestic violence and provided an overview of resources available that address this pervasive issue.

Council Member Bertrand commented that education of the public is important in destigmatizing domestic violence.

Vice-Mayor Storey thanked the presenters and asked about low to no-cost therapy options; the Executive Directors replied that Monarch Services now offers family counseling and anger management to promote a healthier community.

**3. REPORT ON CLOSED SESSION – DIRECTION WAS GIVEN TO STAFF**

**4. ADDITIONAL MATERIALS**

A. Item 9.A – two public comment emails

**5. ADDITIONS AND DELETIONS TO AGENDA – NONE**

**6. ORAL COMMUNICATIONS**

Lisa Berkowitz, Community Brides: Meals on Wheels, thanked Council for its adoption of a CDBG grant and said the money would contribute to food services in the local area.



CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES  
September 9, 2021

7. STAFF / CITY COUNCIL COMMENTS

City Manager Goldstein announced that the active COVID-19 case count in the county was decreasing; the first indication that the Delta surge could be over; he announced that once Santa Cruz County’s data reflects the Center for Disease Control’s Yellow- Moderate tier of case levels, the indoor mask requirement would be lifted.

Council Member Bertrand reported on a recent Regional Transportation Commission meeting and said that they reviewed a conceptual study to repurpose bridges for multipurpose multi-use trails. He also complimented the new Capitola Historical Museum Curator for her knowledge of the area.

Council Member Petersen announced the Art and Wine Festival this coming weekend. She also reported on a recent Association of Monterey Bay Area Government meeting, which included a presentation on RHENA numbers and cycle 6 allocations. She said that it is estimated that Cycle 6 will require the addition of 33,274 new units.

Mayor Brooks said that the Think Outside the Frame art installation will be removed soon and will be auctioned off. She also expressed condolences to the family, friends, and greater community after the loss of life of an Aptos High School student.

8. CONSENT ITEMS

<b>MOTION:</b>	<b>APPROVE, ADOPT, AND DETERMINE AS RECOMMENDED</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kristen Petersen
<b>SECONDER:</b>	Margaux Keiser
<b>AYES:</b>	Bertrand, Petersen, Storey, Brooks, Keiser

- A. Consider the August 24 and 26 City Council Meeting Minutes  
RECOMMENDED ACTION: Approve minutes.
- B. Community Development Block Grant- Coronavirus Response 2&3 Grant Acceptance  
RECOMMENDED ACTION: Adopt the proposed resolution accepting a California Department of Housing and Community Development Community Development Block Grant - Coronavirus Response Round 2 (CDBG CV2/3) in the amount of \$316,484 to support food services and a small business rental and mortgage assistance grant program; and authorize amending the Fiscal Year 2021/22 CDBG grant fund budget to increase revenues by \$316,484 and expenditures by \$345,135, which includes the use of \$28,851 of CDBG program income funds.
- C. Receive Update on Pandemic Response  
RECOMMENDED ACTION: Make the determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and that there is a need to continue action.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

- A. 720 Hill Street Hotel Conceptual Review  
RECOMMENDED ACTION: Review the proposed hotel plans and design review memo from RRM Design Group; provide the applicant with guidance for future

Attachment: 9-9-21 draft (Approve Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES  
September 9, 2021

development of a hotel at 720 Hill Street.

Community Development Director Herlihy presented a staff report.

Vice Mayor Storey confirmed that an application prior to 2023 would require identification of another site that could accommodate 61 replacement units.

Council Member Bertrand commented on the outside roof deck, and if the other concerns pointed out by members of the public have been addressed; Director Herlihy clarified that no modifications or an official application had been received since the Planning Commission's conceptual review of the project.

Council Member Keiser confirmed that the hotel would be built adjacent to a residential zone, and that the project did not include a pool.

Mayor Brooks asked the property owner what inspired them to propose building another hotel directly next to their current Capitola Inn. Property Owner Patel responded that the Capitola Inn is a successful property, and that the proposed new hotel would attract a different, additional, clientele as a higher-end boutique hotel.

In public comment, Gwen Jarick, project architect, thanked Council for their review and expressed desire to communicate with the Hill Street neighborhood prior to the official hotel application.

Council Member Keiser supported the project and highlighted the importance of applicant working with the neighbors and encouraged transportation options being provided by the hotel such as bikes or a shuttle.

Council Member Petersen supported the project and commented that public art should be considered, perhaps at the Crossroads loop. She also emphasized a need to visually soften the area with landscaping.

Vice-Mayor Storey appreciated the idea of the project, though did not support the proposed design of the hotel. He supported removing the affordable housing overlay, as long as an alternative could be identified.

Council Member Bertrand supported the project and appreciated the owner taking input from neighbors. He agreed that public art should be included and commented that the hotel's inclusion of a meeting room would be a benefit to the community.

Mayor Brooks supported the project and agreed with the RRM memo on the design. She highlighted the need to have the current Capitola Inn property and the proposed hotel complement each other and exist in a cohesive way.

RESULT:	DIRECTION GIVEN
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B. Affordable Housing Nexus and Feasibility Studies

RECOMMENDED ACTION: Accept presentation on the Affordable Housing Nexus Study and Feasibility Study, and direct staff to utilize information from the studies to:

- Revise onsite inclusionary requirements in the IHO update
- Update in-lieu housing fees
- Establish affordable housing impact fee levels

Director Herlihy presented the staff report and introduced Jake Cranor and Darin Smith, who presented on the Nexus study, along with Megan Burke from the City attorney's office who

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES  
September 9, 2021

provided analysis.

Vice-Mayor Storey confirmed that there are some opportunity sites for affordable housing projects within the City.

Mayor Brooks asked about staff bandwidth and the ability to complete potential affordable housing projects.

Council Member Petersen pointed out that the City's Regional Housing Needs Allocation (RHNA) number requirements are the City's responsibility, not potential developers.

Council Member Bertrand expressed a desire to somehow analyze second homes differently, as a second home may remain empty most of the year and prevent affordable housing opportunities for those that live in the community year-round.

There was no public comment.

After further discussion, Council agreed on the following direction to staff in the form of a motion.

<b>MOTION:</b>	<b>PROVIDE DIRECTION TO STAFF TO 1) KEEP AFFORDABILITY REQUIREMENTS FOR NEW HOUSING AT 15%, 2) INCREASE THE IN-LIEU FEE FROM \$10 TO \$25 PER SQUARE FOOT AND 3) KEEP THE AFFORDABLE HOUSING FEE ON NEW RENTAL PROJECTS AT \$6 PER SQUARE FOOT</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kristen Petersen
<b>SECONDER:</b>	Jacques Bertrand
<b>AYES:</b>	Bertrand, Petersen, Storey, Brooks, Keiser

C. Capitola Brach Library Project Update and Consideration of Contract Change Orders 17.1 and 17.2

RECOMMENDED ACTION: Approve Contract Change Orders 17.1 and 17.2 in the amounts of \$250,776 and \$198,921 respectively.

Public Works Director Jesberg presented the staff report.

In response to a question from Council Member Bertrand, Director Jesberg explained that the remaining library-staff training was for how to use the new technology within the building such as the heating system. Council Member Bertrand also mentioned pedestrians and Director Jesberg explained that access to the library is preferred off Clares Street, not Wharf.

There was no public comment.

Mayor Brooks expressed concern about the traffic on Wharf and the safety of cars leaving the library parking lot and turning left.

Attachment: 9-9-21 draft (Approve Council Minutes)

CAPITOLA CITY COUNCIL REGULAR MEETING MINUTES  
September 9, 2021

<b>MOTION:</b>	<b>APPROVE CONTRACT CHANGE ORDERS 17.1 AND 17.2, AS RECOMMENDED</b>
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jacques Bertrand, Council Member
<b>SECONDER:</b>	Margaux Keiser, Council Member
<b>AYES:</b>	Bertrand, Petersen, Storey, Brooks, Keiser

D. Administrative Policy Update Overview  
**RECOMMENDED ACTION:** Receive report.

City Manager Goldstein presented a brief staff report.

Council Member Keiser asked about the filming permit, City Manager Goldstein explained it would be replaced by an updated ordinance.

Council Member Bertrand asked about drones; the City Manager replied that they would be regulated with an ordinance or by the Monterey Bay Sanctuary rules and not an administrative policy.

Mayor Brooks asked that access to all policies be made available, and that staff bring the Digital Reading Device Purchasing Policy along with the others identified for review.

<b>RESULT:</b>	<b>REPORT RECEIVED</b>
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**10. ADJOURNMENT**

The meeting was closed at 10 PM to the next regular meeting of City Council on September 23, 2021.

\_\_\_\_\_  
Yvette Brooks, Mayor

ATTEST:

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

Attachment: 9-9-21 draft (Approve Council Minutes)



## CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF SEPTEMBER 23, 2021

FROM: City Manager Department  
SUBJECT: Planning Commission Action Minutes

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RECOMMENDED ACTION: Receive minutes.

DISCUSSION: Attached for Council review are the action minutes of the Planning Commission's regular meetings held on August 19 and September 2, 2021.

ATTACHMENTS:

1. 08.19.21 PC Action Minutes
2. 09.02.21 PC Action Minutes

Report Prepared By: Edna Basa  
Deputy City Clerk

**Reviewed and Forwarded by:**

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

Jamie Goldstein, City Manager

9/16/2021



**FINAL MINUTES  
CAPITOLA PLANNING COMMISSION MEETING  
Thursday, August 19, 2021  
7 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

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

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

**2. ORAL COMMUNICATIONS**

**A. Additions and Deletions to Agenda**

**B. Public Comments**

**C. Commission Comments**

**D. Staff Comments**

**3. APPROVAL OF MINUTES**

**1. Planning Commission - Regular Meeting - Jul 15, 2021 7:00 PM**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Peter Wilk
<b>SECONDER:</b>	Courtney Christiansen
<b>AYES:</b>	Courtney Christiansen, Ed Newman, Mick Routh, Susan Westman, Peter Wilk

**4. CONSENT CALENDAR**

**A. Ordinance amending Capitola Zoning Code/LCP IP Section 17.96.170 Temporary Outdoor Dining**

Request to Continue Ordinance Amending the Capitola Zoning Code/Local Coastal Program Implementation Plan Section 17.96.170 for Temporary Outdoor Dining.

MOTION: Continue item 4A to the October 7, 2021 Planning Commission meeting.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ed Newman
<b>SECONDER:</b>	Susan Westman
<b>AYES:</b>	Courtney Christiansen, Ed Newman, Mick Routh, Susan Westman, Peter Wilk

**B. 523 Oak Drive #21-0032 APN: 035-082-03**

Design Permit for first- and second-story additions to an existing nonconforming single-family residence located within the R-1 (Single-Family Residential) zoning district.

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

Environmental Determination: Categorical Exemption

Owner: James & Andrea Habing

Representative: Dennis Norton, Filed: 02.02.2021

Attachment: 08.19.21 PC Action Minutes (PC action minutes)

Commissioner Westman recused herself due to proximity.

MOTION: Approve the design permit.

<b>RESULT:</b>	<b>APPROVED [3 TO 1]</b>
<b>MOVER:</b>	Peter Wilk
<b>SECONDER:</b>	Mick Routh
<b>AYES:</b>	Courtney Christiansen, Mick Routh, Peter Wilk
<b>NOES:</b>	Ed Newman
<b>RECUSED:</b>	Susan Westman

**C. 106 Sacramento Avenue #21-0259 APN: 036-143-09**

Accessory Dwelling Unit Permit for a new 1,183-square-foot two-story Accessory Dwelling Unit (ADU) for a single-family residence located within the R-1 (Single-Family Residential) zoning district.

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

Environmental Determination: Categorical Exemption

Property Owner: Michael & Meghan Morrissey

Representative: Danielle Grenier, Filed: 06.03.2021

Chair Routh pulled item 4C for discussion to the Public Hearing section.

MOTION: Approve the ADU permit with the following conditions and findings:

<b>RESULT:</b>	<b>APPROVED AS AMENDED [4 TO 1]</b>
<b>MOVER:</b>	Peter Wilk
<b>SECONDER:</b>	Susan Westman
<b>AYES:</b>	Courtney Christiansen, Ed Newman, Susan Westman, Peter Wilk
<b>NOES:</b>	Mick Routh

**D. 1485 47th Avenue #21-0295 APN: 034-034-10**

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

This project is in the Coastal Zone and requires a Coastal Development Permit which is not appealable to the California Coastal Commission.

Environmental Determination: Categorical Exemption

Property Owner: Smitty & Tambi Harwood

Representative: John Hofacre, Filed: 06.29.2021

Chair Routh and Commissioner Newman recused themselves due to proximity.

Commissioner Westman requested that item 4D be pulled for discussion to the Public Hearing section.

MOTION: Approve the design permit with the following conditions: (1) post size shall be 6 inches x 6 inches, and (2) design shall include brackets over doors located on the north elevation.

**RESULT:** APPROVED AS AMENDED [2 TO 1]  
**MOVER:** Susan Westman  
**SECONDER:** Courtney Christiansen  
**AYES:** Susan Westman, Courtney Christiansen  
**NAYS:** Peter Wilk  
**RECUSED:** Ed Newman, Mick Routh

**5. PUBLIC HEARINGS**

**A. 208 Magellan Street #21-0057 APN: 036-194-04**

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

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

Environmental Determination: Categorical Exemption

Property Owner: Kent & Julie Cramer

Representative: Daryl Woods, Filed: 02.16.2021

MOTION: Approve the design permit.

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Courtney Christiansen  
**SECONDER:** Peter Wilk  
**AYES:** Courtney Christiansen, Ed Newman, Mick Routh, Susan Westman, Peter Wilk

**B. 1855 41st Avenue #21-0320 APN: 034-261-07, -37, -38, -40, & -52**

Six Month Review of Conditional Use Permit #21-0023 for Mobile Food Vendors located at 1855 41<sup>st</sup> Avenue at the Capitola Mall within the C-R (Regional Commercial) zoning district.

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

Environmental Determination: Categorical Exemption

Property Owner: Merlone Geier Management, LLC

Representative: Brian Kirk, Merlone Geier Management, LLC, Filed: 7/19/2021

MOTION: Provide direction and allow businesses to operate within the Conditions of Approval.

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Ed Newman  
**SECONDER:** Susan Westman  
**AYES:** Courtney Christiansen, Ed Newman, Mick Routh, Susan Westman, Peter Wilk

**6. DIRECTOR'S REPORT**

**7. COMMISSION COMMUNICATIONS**

**8. ADJOURNMENT**

Attachment: 08.19.21 PC Action Minutes (PC action minutes)



The meeting was adjourned at 8:20 P.M. to the next regular meeting of the Planning Commission on September 2, 2021.

Approved by the Planning Commission

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Edna Basa, Clerk to the Commission



**FINAL MINUTES**  
**CAPITOLA PLANNING COMMISSION MEETING**  
**Thursday, September 2, 2021**  
**7 P.M. – CAPITOLA CITY COUNCIL CHAMBERS**

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

**2. ORAL COMMUNICATIONS**

**A. Additions and Deletions to Agenda**

**B. Public Comments**

**C. Commission Comments**

**D. Staff Comments**

**3. PUBLIC HEARINGS**

**A. 325 Cherry Avenue #21-0255 APN: 035-181-19**

Design Permit and Historical Alteration Permit for first- and second-story modifications to a historic single-family residence located within the Mixed Use Village (MU-V) zoning district and the Village Residential (VR) overlay zone. This project is in the Coastal Zone but does not require a Coastal Development Permit.

Environmental Determination: Categorical Exemption

Property Owner: Craig Paxton

Representative: Craig Paxton, Filed: 06.04.21

Commissioners Newman and Wilk recused themselves due to proximity.

MOTION: Approve the design permit and historical alteration.

<b>RESULT:</b>	<b>APPROVED [3 TO 0]</b>
<b>MOVER:</b>	Susan Westman
<b>SECONDER:</b>	Courtney Christiansen
<b>AYES:</b>	Courtney Christiansen, Mick Routh, Susan Westman
<b>RECUSED:</b>	Ed Newman, Peter Wilk

**B. 1501 41st Avenue Ste. I #21-0262 APN: 034-151-20**

Conditional Use Permit Amendment to change the allowed sale of beer and wine to include the sale of distilled spirits for on-site consumption at the East End Gastropub restaurant located within the C-C (Community Commercial) zoning district.

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

Environmental Determination: Categorical Exemption

Property Owner: Ow Commercial

Representative: Quinn Cormier, Filed: 06.04.21

MOTION: Approve the Conditional Use Permit Amendment.

Attachment: 09.02.21 PC Action Minutes (PC action minutes)

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Courtney Christiansen
<b>SECONDER:</b>	Susan Westman
<b>AYES:</b>	Courtney Christiansen, Mick Routh, Susan Westman, Peter Wilk
<b>ABSTAIN:</b>	Ed Newman

- C. 720 Hill Street Conceptual Review #21-0284 APN: 036-011-28**  
 Conceptual Review to receive guidance on a preliminary development concept for a new three-story 42-room boutique hotel with 30 new onsite parking spaces adjacent to an existing hotel in the C-C (Community Commercial) Zoning District and the AHO (Affordable Housing Overlay) District.  
 This project is a conceptual review; therefore, a Coastal Development Permit is not required.  
 CEQA review not required for conceptual review  
 Owner: Dhanesh Patel  
 Representative: Gwen Jarick, Filed: 06.21.2021

**This is a presentation only. No action is required.**

4. DIRECTOR'S REPORT
5. COMMISSION COMMUNICATIONS
6. ADJOURNMENT

The meeting was adjourned at 8:25 P.M. to the next regular meeting of the Planning Commission on October 7, 2021.

Approved by the Planning Commission

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Edna Basa, Clerk to the Commission



## CAPITOLA CITY COUNCIL AGENDA REPORT

### MEETING OF SEPTEMBER 23, 2021

FROM: Finance Department

SUBJECT: Approval of City Check Registers Dated August 20, August 27, September 3 and September 10

**RECOMMENDED ACTION:** Approve check registers.

<b>Account: City Main</b>				
Date	Starting Check #	Ending Check #	Payment Count	Amount
8/20/2021	98633	98668	41	\$ 210,348.60
8/27/2021	98669	98721	57	\$ 58,920.59
9/3/2021	98722	98759	44	\$ 191,662.96
9/10/2021	98760	98813	54	\$ 83,867.01

The main account check register dated August 13, 2021, ended with check #98632.

<b>Account: Library</b>				
Date	Starting Check/EFT #	Ending Check/EFT #	Payment Count	Amount
8/20/2021	283	284	2	\$ 7,583.06
9/3/2021	285	288	4	\$ 73,597.91

The library account check register dated August 13, 2021, ended with check #282.

<b>Account: Payroll</b>				
Date	Starting Check/EFT #	Ending Check/EFT #	Payment Count	Amount
8/20/2021	5747	5748	2	\$ 7,143.25
8/27/2021	17721	17810	92	\$ 162,586.25
9/10/2021	17811	17893	86	\$ 183,866.07

The payroll account check register dated August 13, 2021, ended with EFT #17720.

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

Check/EFT	Issued to	Dept	Description	Amount
98638	Bob Murray & Associates	CM	Police Chief recruitment	\$ 10,723.99
98655	PG&E	PW	Gas and electricity	\$ 17,400.19

Approval of City Check Registers  
September 23, 2021

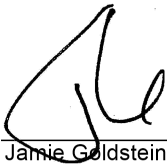
98658	Soquel Creek Water District	PW	Water service	\$ 12,276.66
98660	Tyler Technologies	FN	Annual ERP software	\$ 29,960.00
1183	CalPERS Member Services	FN	PERS contributions PPE 8/7/21	\$ 54,831.73
1185	IRS	FN	Federal taxes & Medicare PPE 8/7/21	\$ 30,270.53
1194	CalPERS Health	CM	September health insurance	\$ 57,768.24
1195	CalPERS Member Services	FN	PERS contributions PPE 8/21/21	\$ 53,843.18
1197	IRS	FN	Federal taxes & Medicare PPE 8/21/21	\$ 27,328.51
288	Otto Construction Inc.	PW	July library construction	\$ 66,873.60

ATTACHMENTS:

1. 8-20-21 Check Register signed
2. 8-27-21 Check Register signed
3. 9-3-21 Check Register Signed
4. 9-10-21 Check Register Signed

Report Prepared By: Mark Sullivan  
Senior Accountant

**Reviewed and Forwarded by:**



Jamie Goldstein, City Manager

9/16/2021


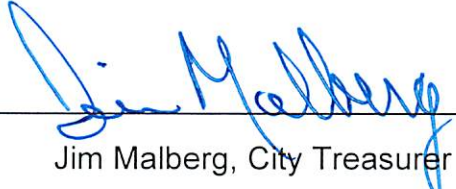
City main account checks dated August 20, 2021, numbered 98633 to 98668, totaling \$106,822.74, 5 EFTs totaling \$103,525.86, 2 library checks totaling \$7,583.06 and 2 payroll checks totaling \$7,143.25, for a grand total of \$225,074.91, have been reviewed and authorized for distribution by the City Manager.

As of August 20, 2021, the unaudited cash balance is \$5,004,740.03

**CASH POSITION - CITY OF CAPITOLA  
August 20, 2021**

	8/20/2021
General Fund	\$ (430,976.83)
Payroll Payables	\$ 44,282.48
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 1,481,066.43
Stores Fund	\$ 68,080.90
Information Technology Fund	\$ 280,200.25
Equipment Replacement	\$ 683,832.92
Self-Insurance Liability Fund	\$ (160,569.95)
Workers' Comp. Ins. Fund	\$ 218,799.79
Compensated Absences Fund	\$ 235,848.66
<b>TOTAL UNASSIGNED GENERAL FUNDS</b>	<b>\$ 5,004,740.03</b>

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).  
The PERS Contingency Fund balance is \$1,015,553.15 (not included above).  
The Library Fund balance is \$762,595.05 (not included above).

 _____ Jamie Goldstein, City Manager	8/26/21 Date
 _____ Jim Malberg, City Treasurer	8/25/21 Date

Attachment: 8-20-21 Check Register signed (Approval of City Check Registers)

# City Checks Issued August 20, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98633	08/20/2021			ABRAHAM CAMACHO	\$50.96
	Invoice	Date	Description		Amount
	AC072221	07/22/2021	COVID testing reimbursement		\$50.96
98634	08/20/2021			ABSOLUTE AUTO GLASS INC.	\$595.00
	Invoice	Date	Description		Amount
	W062765	08/04/2021	2008 Ford F250 back glass installed		\$595.00
98635	08/20/2021			ALVAREZ TECHNOLOGY GROUP INC	\$235.00
	Invoice	Date	Description		Amount
	60447	08/16/2021	September antivirus support 2211 - IT Fund		\$235.00
98636	08/20/2021			AMAZON CAPITAL SERVICES	\$882.83
	Invoice	Date	Description		Amount
	17NN-396X-R4T9	08/13/2021	Door pressure gauges		\$61.58
	1TR7-1WKG-DJJC	08/16/2021	Oscillating multitool quick release saw blades		\$51.05
	1QCF-9NVF-49KY	08/16/2021	Booster car seat		\$27.24
	1W1L-JGRP-4LM7	08/17/2021	Asus monitors (4)		\$693.24
	17Q3-WNLV-TJ1W	08/18/2021	Exercise ball chair		\$41.39
	196V-YVTN-W3W3	08/18/2021	Monitor cable		\$8.33
			1000 - General Fund	\$119.68	
			2210 - Stores Fund	\$61.58	
			2211 - IT Fund	\$701.57	
98637	08/20/2021			BIOBAG AMERICAS INC.	\$2,740.00
	Invoice	Date	Description		Amount
	483254	08/12/2021	Dog waste bags		\$2,740.00
98638	08/20/2021			BOB MURRAY & ASSOCIATES	\$10,723.99
	Invoice	Date	Description		Amount
	9104	08/16/2021	Police Chief recruitment services		\$10,723.99
98639	08/20/2021			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,406.50
	Invoice	Date	Description		Amount
	POA080721	08/13/2021	POA & Gym Dues PPE 8/7/21 1001 - Payroll		\$1,406.50
98640	08/20/2021			CLASSIFIED SOUND	\$750.00
	Invoice	Date	Description		Amount
	210818A	06/20/2021	Twilight concert sound engineer 8/18		\$750.00
98641	08/20/2021			COMMUNITY TELEVISION OF SANTA CRUZ COUNTY	\$817.00
	Invoice	Date	Description		Amount
	2977	07/30/2021	June televised meetings		\$817.00
98642	08/20/2021			DELL MARKETING LP	\$418.00
	Invoice	Date	Description		Amount
	10511136428	08/13/2021	IT support 2211 - IT Fund		\$418.00

Attachment: 8-20-21 Check Register signed (Approval of City Check Registers)

## City Checks Issued August 20, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98643	08/20/2021			FLYERS ENERGY LLC	\$2,862.12
	Invoice	Date	Description		Amount
	21-370614	08/13/2021	485 gallons gasoline		\$2,236.39
	21-370610	08/13/2021	140 gallons diesel		\$625.73
98644	08/20/2021			FRED C. BEYERS	\$351.00
	Invoice	Date	Description		Amount
	FB081721	08/17/2021	Softball official services		\$351.00
98645	08/20/2021			GINA ENRIQUEZ	\$2,777.29
	Invoice	Date	Description		Amount
	GE081721	08/17/2021	Instructor payment		\$2,777.29
98646	08/20/2021			HOME DEPOT CREDIT SERVICES	\$98.01
	Invoice	Date	Description		Amount
	8203947	08/12/2021	Battery core refund		(\$15.00)
	8631156	08/12/2021	Battery		\$113.01
98647	08/20/2021			INTERSTATE TRAFFIC CONTROL PRODUCTS	\$625.78
	Invoice	Date	Description		Amount
	246075	08/19/2021	Bike lane signs, drive rivet w/ washers		\$625.78
98648	08/20/2021			KBA Document Solutions LLC	\$139.08
	Invoice	Date	Description		Amount
	55Y1202336	08/13/2021	Recreation copier usage charges		\$10.80
	55Y1202683	08/16/2021	City Hall copier usage charges		\$128.28
			1000 - General Fund	\$10.80	
			2211 - IT Fund	\$128.28	
98649	08/20/2021			LABORMAX STAFFING	\$3,703.71
	Invoice	Date	Description		Amount
	26-131967	08/13/2021	Seasonal labor 7/31 - 8/13		\$3,703.71
98650	08/20/2021			LAURA ALIOTO	\$652.50
	Invoice	Date	Description		Amount
	LA081721	08/17/2021	Instructor payment		\$652.50
98651	08/20/2021			MISSION LINEN SUPPLY	\$261.88
	Invoice	Date	Description		Amount
	515300913	08/11/2021	Fleet uniform cleaning, towels		\$33.99
	515258190	08/04/2021	Fleet uniform cleaning, towels		\$33.99
	515300914	08/11/2021	Corp. yard uniform cleaning, mats, towels		\$96.95
	515211287	07/28/2021	Corp. yard uniform cleaning, towels, mats		\$96.95
98652	08/20/2021			MOFFATT AND NICHOL	\$3,733.25
	Invoice	Date	Description		Amount
	762379	08/11/2021	Wharf design, permitting, coastal commission/USACE coordination		\$3,733.25
			1200 - Capital Improvement Fund		

Attachment: 8-20-21 Check Register signed (Approval of City Check Registers)



# City Checks Issued August 20, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98653	08/20/2021			O'REILLY AUTO PARTS	\$52.97
	Invoice	Date	Description		Amount
	2763-227986	08/11/2021	Thermostat, antifreeze, bleeder kit, gasket		\$52.97
98654	08/20/2021			OUTDOOR SUPPLY HARDWARE	\$29.86
	Invoice	Date	Description		Amount
	D82220	08/10/2021	Tape measure		\$25.06
	D83658	08/13/2021	Bulk fasteners		\$4.80
98655	08/20/2021			PACIFIC GAS & ELECTRIC	\$17,400.19
	Invoice	Date	Description		Amount
	PGE081221-acct0	08/12/2021	Wharf Road Rispin Mansion utilities		\$9.90
	PGE081521-acct5	08/15/2021	Pacific Cove parking lot utilities		\$1,102.60
	PGE081521-acct9	08/15/2021	August gas & electricity		\$14,232.15
	PGE081721-acct7	08/17/2021	August library electricity		\$2,055.54
			1000 - General Fund	\$7,859.69	
			1300 - SLESF	\$113.16	
			1310 - Gas Tax	\$6,580.04	
			1311 - Wharf	\$2,847.30	
98656	08/20/2021			ROYAL WHOLESALE ELECTRIC	\$48.03
	Invoice	Date	Description		Amount
	7719-1007792	08/12/2021	20A receptacle, cable ties		\$48.03
98657	08/20/2021			SANTA CRUZ MUNICIPAL UTILITIES	\$393.10
	Invoice	Date	Description		Amount
	SCMU073121	07/31/2021	July water service for medians		\$393.10
98658	08/20/2021			SOQUEL CREEK WATER DISTRICT	\$12,276.66
	Invoice	Date	Description		Amount
	06-14476-0080421	08/04/2021	430 Kennedy Drive water service		\$196.08
	42-14952-0072921	07/29/2021	Cortez Park irrigation		\$1,217.35
	42-15297-0072921	07/29/2021	426 Capitola Ave irrigation		\$136.94
	42-15751-0172921	07/29/2021	2005 Wharf Road irrigation		\$662.09
	42-15969-0072921	07/29/2021	Lawn Way irrigation		\$570.10
	42-16122-0072921	07/29/2021	Esplanade fountain irrigation		\$75.89
	42-10504-0072921	07/29/2021	Cliff Drive irrigation		\$59.08
	42-11090-0172921	07/29/2021	Capitola Road irrigation		\$136.94
	42-11467-0072921	07/29/2021	Jade Street park irrigation		\$6,697.24
	42-11517-0072921	07/29/2021	41st Avenue irrigation		\$136.94
	42-14404-0072921	07/29/2021	Monterey Ave. Nobel Gulch Park irrigation		\$453.35
	42-16130-0072921	07/29/2021	Wharf Road irrigation		\$59.08
	42-16136-0072921	07/29/2021	1400 Wharf Road irrigation		\$900.21
	42-16407-0072921	07/29/2021	Bay Ave. irrigation		\$59.08
	42-14431-0072921	07/29/2021	Monterey Ave irrigation		\$680.54
	42-17688-0072921	07/29/2021	Lawn Way irrigation		\$116.56
	42-18238-0072921	07/29/2021	Capitola Road irrigation		\$59.08
	34-18508-0072821	07/28/2021	1510 McGregor Drive water service		\$60.11
			1000 - General Fund	\$11,376.45	
			1311 - Wharf	\$900.21	

Attachment: 8-20-21 Check Register signed (Approval of City Check Registers)

# City Checks Issued August 20, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98659	08/20/2021			STATE STEEL COMPANY	\$171.32
	Invoice	Date	Description		Amount
	127000	08/09/2021	Truck wire mesh		\$171.32
98660	08/20/2021			TYLER TECHNOLOGIES	\$29,960.00
	Invoice	Date	Description		Amount
	045-350291	08/01/2021	Annual ERP application services 2211 - IT Fund		\$29,960.00
98661	08/20/2021			US BANK PARS Acct 6746022400	\$2,158.36
	Invoice	Date	Description		Amount
	PARS080721	08/13/2021	PARS contribution PPE 8/7/21 1001 - Payroll		\$2,158.36
98662	08/20/2021			WATSONVILLE BLUEPRINT	\$61.55
	Invoice	Date	Description		Amount
	101638	08/13/2021	Wharf phase I blue prints 1200 - Capital Improvement Fund		\$61.55
98663	08/20/2021			WELLS FARGO BANK	\$6,138.02
	Invoice	Date	Description		Amount
	WF080321	08/13/2021	July credit card purchases		\$6,138.02
			1000 - General Fund	\$4,323.47	
			2211 - IT Fund	\$1,354.42	
			2213 - Self Insurance	\$460.13	
			Purchases over \$500:		
			Costco	\$536.65	Camp snack food
			Uplift Desk	\$1,023.51	Desk
			PDNC Inc.	\$750.00	Server IT support
			Summit Racing	\$547.16	Brake kit
			Aramco Interlink	\$538.39	Feminine product vending machine
98664	08/20/2021			WILDMIND SCIENCE LEARNING	\$1,800.00
	Invoice	Date	Description		Amount
	27633-36	08/03/2021	Camp Capitola educational programs		\$1,800.00
98665	08/20/2021			WILLIAM VANCE	\$1,250.00
	Invoice	Date	Description		Amount
	WV082521	08/25/2021	Twilight concert performance 8/25		\$1,250.00
98666	08/20/2021			YVETTE BROOKS	\$250.00
	Invoice	Date	Description		Amount
	YB081221	08/12/2021	Digital reading device reimbursement		\$250.00
98667	08/20/2021			ZEP SALES & SERVICE	\$350.78
	Invoice	Date	Description		Amount
	9006571815	08/11/2021	Solvent and lubricant/penetrant		\$350.78

Attachment: 8-20-21 Check Register signed (Approval of City Check Registers)

# City Checks Issued August 20, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98668	08/20/2021			Richard Arreola	\$658.00
	Invoice	Date	Description		Amount
	RA081621	08/16/2021	Vehicle impound and towing fees refund		\$658.00

Check Totals: \$106,822.74

EFT

1183	08/16/2021			CalPERS Member Services Division	\$54,831.73
	Invoice	Date	Description		Amount
	1001921570-3	08/13/2021	PERS Contributions PPE 8/7/21 1001 - Payroll		\$54,831.73
1184	08/16/2021			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$9,151.78
	Invoice	Date	Description		Amount
	0-753-495-456	08/13/2021	State taxes PPE 8/7/21 1001 - Payroll		\$9,151.78
1185	08/16/2021			INTERNAL REVENUE SERVICE	\$30,270.53
	Invoice	Date	Description		Amount
	64841043	08/13/2021	Federal taxes & Medicare PPE 8/7/21 1001 - Payroll		\$30,270.53
1186	08/16/2021			STATE DISBURSEMENT UNIT	\$767.53
	Invoice	Date	Description		Amount
	36755322	08/13/2021	Employee garnishments PPE 8/7/21 1001 - Payroll		\$767.53
1187	08/16/2021			VOYA FINANCIAL	\$8,504.29
	Invoice	Date	Description		Amount
	VOYA081321	08/13/2021	457 contributions PPE 8/7/21 1001 - Payroll		\$8,504.29

EFT Totals: \$103,525.86

Library

283	08/20/2021			BOGARD CONSTRUCTION INC.	\$2,340.00
	Invoice	Date	Description		Amount
	160707-59	07/31/2021	July library project management		\$2,340.00
284	08/20/2021			INTERIOR MOTIONS	\$5,243.06
	Invoice	Date	Description		Amount
	11102	04/08/2021	Library furniture storage fees, delivery and installation		\$5,243.06

Library Totals: \$7,583.06

Attachment: 8-20-21 Check Register signed (Approval of City Check Registers)

# City Checks Issued August 20, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
<b>Main City Totals</b>				<b>Count</b>	<b>Total</b>
Checks				36	\$106,822.74
EFTs				5	\$103,525.86
All				41	\$210,348.60
<b>Payroll Totals</b>					
Checks				2	\$7,143.25
EFTs				0	\$0.00
All				2	\$7,143.25
<b>Library Totals</b>					
Checks				2	\$7,583.06
EFTs				0	\$0.00
All				2	\$7,583.06
<b>Grand Totals:</b>					
Checks				40	\$121,549.05
EFTs				5	\$103,525.86
All				45	\$225,074.91

Attachment: 8-20-21 Check Register signed (Approval of City Check Registers)

City main account checks dated August 27, 2021, numbered 98669 to 98721, totaling \$54,646.19, 4 EFTs totaling \$4,274.40, 2 payroll checks & 90 EFTs totaling \$162,586.25, for a grand total of \$221,506.84, have been reviewed and authorized for distribution by the City Manager.

As of August 27, 2021, the unaudited cash balance is \$5,722,633.45

**CASH POSITION - CITY OF CAPITOLA**  
**August 27, 2021**

	8/27/2021
General Fund	\$ 162,059.77
Payroll Payables	\$ 171,002.50
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 1,481,066.43
Stores Fund	\$ 66,524.77
Information Technology Fund	\$ 279,893.18
Equipment Replacement	\$ 683,832.92
Self-Insurance Liability Fund	\$ (160,569.95)
Workers' Comp. Ins. Fund	\$ 218,799.79
Compensated Absences Fund	\$ 235,848.66
<b>TOTAL UNASSIGNED GENERAL FUNDS</b>	<b>\$ 5,722,633.45</b>

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).  
The PERS Contingency Fund balance is \$1,015,553.15 (not included above).  
The Library Fund balance is \$762,595.05 (not included above).

 Jamie Goldstein, City Manager	9/1/21 Date
 Jim Malberg, City Treasurer	8/27/21 Date

Attachment: 8-27-21 Check Register signed (Approval of City Check Registers)

# City Checks Issued August 27, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transact Amo
98669	08/25/2021			UNITED STATES POSTAL SERVICE	\$1,435
	Invoice	Date	Description		Amount
	USPS082521	08/25/2021	Summer newsletter postage permit #7013 2210 - Stores Fund		\$1,435.00
98670	08/27/2021			ABRAHAM CAMACHO	\$200
	Invoice	Date	Description		Amount
	AC082321	08/23/2021	Recruits skills course training reimbursement		\$200.00
98671	08/27/2021			ADRIENNE HARRELL	\$504
	Invoice	Date	Description		Amount
	AH082421	08/24/2021	Instructor payment		\$504.76
98672	08/27/2021			AMAZON CAPITAL SERVICES	\$283
	Invoice	Date	Description		Amount
	1QQC-FTD1-1GQQ	08/19/2021	Booster car seat		\$27.24
	14GH-H7ML-9973	08/20/2021	Keyboard with palm rest		\$38.14
	1LYL-M4GJ-6K1Q	08/25/2021	HP monitor with speakers		\$217.99
			1000 - General Fund	\$27.24	
			2211 - IT Fund	\$256.13	
98673	08/27/2021			AT&T/CALNET 3	\$235
	Invoice	Date	Description		Amount
	000016904664	08/13/2021	August telephone service		\$235.45
			1000 - General Fund	\$184.51	
			2211 - IT Fund	\$50.94	
98674	08/27/2021			AT&T/CALNET 3	\$1,187
	Invoice	Date	Description		Amount
	000016905332	08/13/2021	August T-1 access		\$1,187.84
98675	08/27/2021			AUTOMATION TEST ASSOCIATES	\$40
	Invoice	Date	Description		Amount
	21301	08/22/2021	August wharf meter reading 1311 - Wharf		\$40.00
98676	08/27/2021			BAY AREA POLYGRAPH	\$325
	Invoice	Date	Description		Amount
	1080	08/23/2021	PD lateral officer		\$325.00
98677	08/27/2021			BURKE WILLIAMS AND SORENSEN LLP	\$684
	Invoice	Date	Description		Amount
	265388	02/24/2021	January mall legal services		\$684.00

Attachment: 8-27-21 Check Register signed (Approval of City Check Registers)

# City Checks Issued August 27, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98678	08/27/2021			CLASSIFIED SOUND	\$750.00
	Invoice	Date	Description		Amount
	210825A	06/20/2021	Twilight concert sound engineer 8/25		\$750.00
98679	08/27/2021			COMMUNITY PRINTERS	\$1,574.64
	Invoice	Date	Description		Amount
	29884011	08/20/2021	Summer 2021 newsletter		\$1,574.64
98680	08/27/2021			COMMUNITY TELEVISION OF SANTA CRUZ COUNTY	\$676.00
	Invoice	Date	Description		Amount
	2985	08/26/2021	July televised meetings		\$676.00
98681	08/27/2021			COMPLETE MAILING SERVICE INC.	\$7,049.93
	Invoice	Date	Description		Amount
	6489	08/24/2021	Fall recreation mailing services, postage		\$7,049.93
98682	08/27/2021			DAVID SCOTT COBABE	\$1,675.80
	Invoice	Date	Description		Amount
	DSC082421	08/24/2021	Instructor payment		\$1,675.80
98683	08/27/2021			EVERBRIDGE INC.	\$18.74
	Invoice	Date	Description		Amount
	LF-M64142	07/31/2021	Contract interest 1300 - SLESF		\$18.74
98684	08/27/2021			FLYERS ENERGY LLC	\$1,833.55
	Invoice	Date	Description		Amount
	21-374311	08/19/2021	303 gallons gasoline		\$1,388.55
	21-374312	08/19/2021	100 gallons diesel		\$445.24
98685	08/27/2021			GARDAWORLD	\$288.35
	Invoice	Date	Description		Amount
	10648927	08/01/2021	August armored car service		\$288.35
98686	08/27/2021			GARDEN HAVEN NURSERY	\$522.07
	Invoice	Date	Description		Amount
	00364592	08/10/2021	Plants, potting soil		\$237.07
	00364786	08/19/2021	Plants, succulents, lantana		\$285.30

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# City Checks Issued August 27, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transact Amo
98687	08/27/2021			HOME DEPOT CREDIT SERVICES	\$3,122
	Invoice	Date	Description		Amount
	2525142	08/18/2021	Turbojet, wrench set, lights		\$68.59
	0630828	08/10/2021	Brush, cut-offs discs		\$43.17
	5054626	07/26/2021	Wharf PVC adapters, reducer tees		\$112.43
	5062624	07/26/2021	Loppers, glass scrapers, bucket, coupling, 90-degree elbows		\$205.98
	2610861	07/29/2021	Bathroom caulking, lime/rust remover, bathroom supplies		\$59.37
	6523283	08/04/2021	Buckets, plastic spreader, pole, brush and roller spinner		\$50.46
	5611513	08/05/2021	Wharf house door supplies		\$431.38
	4031885	08/06/2021	Wrench set, fender washers		\$65.05
	4031887	08/06/2021	Wharf supplies		\$264.05
	1524015	08/09/2021	Wharf bathroom supplies		\$676.01
	9524272	08/11/2021	Wharf bathroom supplies		\$362.85
	8511165	08/12/2021	Hammer drill bits, multiscanner, caulk, shockwave set		\$165.99
	4050761	08/16/2021	Wharf supplies		\$569.54
	1033698	08/19/2021	Titanium bit set		\$27.22
	1632169	08/19/2021	Grounding plugs, universal cover, 2 gang handy box		\$20.25
			1000 - General Fund	\$706.08	
			1311 - Wharf	\$2,416.26	
98688	08/27/2021			HUMBOLDT PETROLEUM LLC	\$22
	Invoice	Date	Description		Amount
	090497	08/10/2021	August car washes		\$15.00
	090464	07/31/2021	July car wash		\$7.50
98689	08/27/2021			INTERNATIONAL BRONZE PLAQUE COMPANY	\$149
	Invoice	Date	Description		Amount
	21-59631	08/24/2021	Memorial bench plaque		\$149.00
98690	08/27/2021			JETMULCH INC.	\$2,925
	Invoice	Date	Description		Amount
	16242-OL	08/20/2021	Jade St. park playground base cover		\$2,925.00
98691	08/27/2021			JOHNSON ROBERTS & ASSOCIATES INC.	\$35
	Invoice	Date	Description		Amount
	146452	08/19/2021	Employee background investigation		\$35.00
98692	08/27/2021			LABORMAX STAFFING	\$1,678
	Invoice	Date	Description		Amount
	26-134045	08/20/2021	Seasonal labor 8/15 - 8/20		\$1,678.12
98693	08/27/2021			LAURA ALIOTO	\$655
	Invoice	Date	Description		Amount
	LA082421	08/24/2021	Instructor payment		\$655.20

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# City Checks Issued August 27, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98694	08/27/2021			LUXLAUNDER	\$918.
	Invoice	Date	Description		Amount
	July	07/31/2021	July uniform cleaning		\$721.48
	LL073121	07/31/2021	July mats		\$197.12
98695	08/27/2021			MALLORY SAFETY AND SUPPLY LLC	\$341.
	Invoice	Date	Description		Amount
	5132131	07/16/2021	Nitrile gloves		\$341.75
98696	08/27/2021			MASTER CLEANERS	\$180.
	Invoice	Date	Description		Amount
	MC073121	07/31/2021	July uniform cleaning		\$180.69
98697	08/27/2021			MISSION LINEN SUPPLY	\$201.
	Invoice	Date	Description		Amount
	515343641	08/18/2021	Fleet uniform cleaning, towels		\$33.99
	515343642	08/18/2021	Corp. yard uniform cleaning, towels		\$92.66
	515368517	08/23/2021	Recreation mops, mats, towels		\$75.00
98698	08/27/2021			NAPA AUTO PARTS	\$48.
	Invoice	Date	Description		Amount
	6841-061858	08/19/2021	Repair kit		\$38.18
	6841-061386	08/12/2021	Oil absorbent		\$10.66
98699	08/27/2021			NATHANAEL LIEBY	\$600.
	Invoice	Date	Description		Amount
	NL082721	08/27/2021	Food Truck Friday band performance		\$600.00
98700	08/27/2021			NOAH SHERIN	\$200.
	Invoice	Date	Description		Amount
	NS082321	08/23/2021	Recruits skills course reimbursement		\$200.00
98701	08/27/2021			NORTH BAY FORD	\$34.
	Invoice	Date	Description		Amount
	282341	08/18/2021	Tailgate cable assembly		\$34.24
98702	08/27/2021			O'REILLY AUTO PARTS	\$58.
	Invoice	Date	Description		Amount
	2763-229095	08/17/2021	Spray wax, detailer, metal polish, brush		\$58.82

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# City Checks Issued August 27, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transacti Amou
98703	08/27/2021			OUTDOOR SUPPLY HARDWARE	\$585.
	Invoice	Date	Description		Amount
	D87176	08/18/2021	Hose, plants		\$23.96
	D86320	08/17/2021	Gloves, pliers, cable, socket impact drive, t-key set		\$201.58
	D87580	08/19/2021	Utility knife, glue, magnetic tray, epoxy, gloves, pail		\$112.37
	D74421	07/29/2021	Square anvil, speed bore set, center wheel, epoxy, mag drive		\$80.28
	D78157	08/04/2021	Ear phones		\$38.14
	D83372	08/12/2021	Thread lock		\$4.13
	D86401	08/17/2021	Ratchet tie down, dual bent pin		\$105.70
	D86012	08/16/2021	Extension cord		\$19.61
98704	08/27/2021			PALACE BUSINESS SOLUTIONS	\$199.
	Invoice	Date	Description		Amount
	617656-0	08/20/2021	Tape dispenser, hanging folder tabs, paper		\$121.13
	4099409-0	08/17/2021	Binder, monthly planner, pocket binder, supplies		\$27.42
	4101784-0	08/25/2021	Stapler, staples, binders		\$35.98
	4101779-0	08/25/2021	USB drive, mounting adhesive		\$14.56
			1000 - General Fund	\$77.96	
			2210 - Stores Fund	\$121.13	
98705	08/27/2021			PETERSON CATERPILLAR	\$1,666.
	Invoice	Date	Description		Amount
	PC001750711	08/13/2021	Hose assemblies, couplings		\$1,492.76
	PC080187624	08/18/2021	Elements (3)		\$173.51
98706	08/27/2021			PHOENIX GROUP INFORMATION SYSTEMS	\$4,922.
	Invoice	Date	Description		Amount
	072021070	08/18/2021	July citation processing		\$4,922.10
98707	08/27/2021			PPD MULTIMEDIA INC.	\$5,878
	Invoice	Date	Description		Amount
	00029843	08/09/2021	BIA street banners		\$4,563.40
	00029876	08/09/2021	BIA pole banner hardware set		\$115.54
	00029868	08/09/2021	Street banners		\$1,200.00
			1315 - Public Art Fee Fund	\$1,200.00	
			1321 - BIA	\$4,678.94	
98708	08/27/2021			RDO EQUIPMENT CO.	\$478
	Invoice	Date	Description		Amount
	P3295139	08/23/2021	Washers, spacers, lock nuts, rods, bolts, idlers, green spray		\$478.05
98709	08/27/2021			ROSS RECREATION EQUIP CO INC.	\$1,858
	Invoice	Date	Description		Amount
	118857	05/20/2021	Jade St. park swing parts		\$1,858.54

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# City Checks Issued August 27, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transact Amount
98710	08/27/2021			SAMUEL NIGH	\$1,250
	Invoice	Date	Description		Amount
	TD090121	09/01/2021	Twilight concert performance 9/1		\$1,250.00
98711	08/27/2021			SANTA CRUZ BACKFLOW TESTING & REPAIR	\$503
	Invoice	Date	Description		Amount
	81521M	08/15/2021	Backflow testing		\$503.00
98712	08/27/2021			SERVPRO OF SANTA CRUZ	\$209
	Invoice	Date	Description		Amount
	2399	08/13/2021	Car #181 cleaning		\$209.99
98713	08/27/2021			SHARPS SOLUTIONS LLC	\$75
	Invoice	Date	Description		Amount
	SS38249	08/19/2021	Sharps container for evidence		\$75.00
98714	08/27/2021			SIRCHIE	\$676
	Invoice	Date	Description		Amount
	0508555-IN	08/10/2021	Faraday bags, coveralls		\$676.61
98715	08/27/2021			SOQUEL CREEK WATER DISTRICT	\$2,992
	Invoice	Date	Description		Amount
	08-15299-0081221	08/12/2021	Monterey Ave. water		\$133.85
	08-15562-0081221	08/12/2021	Cliff and Fairview water service		\$44.04
	09-15964-0081221	08/12/2021	Monterey Ave. Esplanade water		\$2,324.32
	10-16317-0081321	08/13/2021	420 Capitola Ave. water		\$327.71
	10-16315-0081321	08/13/2021	504 Beulah Dr. water		\$63.67
	10-16316-0081321	08/13/2021	426 Capitola Ave. water		\$99.34
98716	08/27/2021			STAPLES ADVANTAGE	\$297
	Invoice	Date	Description		Amount
	8063062402	07/31/2021	Spoons, knives, binder clips, trash bags, microfiber cloths		\$132.24
	8063152434	08/07/2021	Plates, napkins, purell, disinfecting wipes, pens		\$165.39
98717	08/27/2021			THE HOME DEPOT PRO	\$1,594
	Invoice	Date	Description		Amount
	634382923	08/11/2021	Nitrile gloves		\$245.14
	635290422	08/17/2021	Public restroom supplies		\$983.33
	635024003	08/16/2021	Hand soap		\$9.28
	635024011	08/16/2021	Public restroom supplies		\$356.30
98718	08/27/2021			TRANSPORTATION ALLIANCE BANK INC.	\$623
	Invoice	Date	Description		Amount
	665473	08/11/2021	Sweeper rear spare wheel 1310 - Gas Tax		\$623.48

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# City Checks Issued August 27, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transacti Amoi
98719	08/27/2021			WESTERN EXTERMINATOR COMPANY	\$128
	Invoice	Date	Description		Amount
	8690365	08/02/2021	August City Hall rodent control		\$64.00
	8690366	08/02/2021	August turnouts rodent control		\$64.00
98720	08/27/2021			ZUMAR INDUSTRIES INC.	\$153
	Invoice	Date	Description		Amount
	94213	08/18/2021	Bike signage		\$153.95
98721	08/27/2021			Jaime Ponciano	\$96
	Invoice	Date	Description		Amount
	JP082421	08/24/2021	Live scan refund		\$96.00
Check Totals:					\$54,646

EFT					
1188	08/25/2021			WEX HEALTH INC.	\$135
	Invoice	Date	Description		Amount
	0001377318-IN	07/31/2021	July COBRA and FSA admin.		\$135.00
1191	08/23/2021			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$975
	Invoice	Date	Description		Amount
	1-596-538-272	08/19/2021	State taxes employee final paycheck 1001 - Payroll		\$975.11
1192	08/23/2021			INTERNAL REVENUE SERVICE	\$3,039
	Invoice	Date	Description		Amount
	83656852	08/20/2021	Federal tax & Medicare employee final paychecks 1001 - Payroll		\$3,039.29
1193	08/23/2021			VOYA FINANCIAL	\$125
	Invoice	Date	Description		Amount
	VOYA081921	08/19/2021	Final paycheck 457 contribution 1001 - Payroll		\$125.00
EFT Totals:					\$4,274

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# City Checks Issued August 27, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
<b>Main City Totals</b>				<b>Count</b>	<b>Total</b>
Checks				53	\$54,646.
EFTs				4	\$4,274.
All				57	\$58,920.
<b>Payroll Totals</b>					
Checks				2	\$674.
EFTs				90	\$161,911.
All				92	\$162,586.
<b>Grand Totals:</b>					
Checks				55	\$55,321.
EFTs				94	\$166,185.
All				149	\$221,506.

Attachment: 8-27-21 Check Register signed (Approval of City Check Registers)

City main account checks dated September 3, 2021, numbered 98722 to 98759, totaling \$34,924.25, 6 EFTs totaling \$156,738.71, and 4 library checks totaling \$73,597.91, for a grand total of \$265,260.87, have been reviewed and authorized for distribution by the City Manager.

As of September 3, 2021, the unaudited cash balance is \$5,649,091.65.

**CASH POSITION - CITY OF CAPITOLA  
September 3, 2021**

	9/3/2021
General Fund	\$ 260,633.99
Payroll Payables	\$ 3,201.64
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 1,481,066.43
Stores Fund	\$ 66,322.44
Information Technology Fund	\$ 279,339.37
Equipment Replacement	\$ 683,832.92
Self-Insurance Liability Fund	\$ (164,128.97)
Workers' Comp. Ins. Fund	\$ 218,799.79
Compensated Absences Fund	\$ 235,848.66
<b>TOTAL UNASSIGNED GENERAL FUNDS</b>	<b>\$ 5,649,091.65</b>

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).  
The PERS Contingency Fund balance is \$1,015,553.15 (not included above).  
The Library Fund balance is \$688,997.14 (not included above).

 Jamie Goldstein, City Manager	9/8/21 Date
 Jim Malberg, City Treasurer	9/7/21 Date

Attachment: 9-3-21 Check Register Signed (Approval of City Check Registers)

# City Checks Issued September 3, 2021

Number	Date	Void Reason	Reconciled/ Voided Date	Payee Name	Transactio Amot
98722	09/03/2021			A TOOL SHED	\$830.
	Invoice	Date	Description		Amount
	1520129-5	08/26/2021	Jade St. 3 ton excavator rental		\$830.00
98723	09/03/2021			AFLAC	\$1,241.
	Invoice	Date	Description		Amount
	993527	08/30/2021	August supplemental insurance 1001 - Payroll		\$1,241.18
98724	09/03/2021			ALLIED UNIVERSAL	\$738.
	Invoice	Date	Description		Amount
	11656924	09/02/2021	September McGregor skate park foot patrol		\$356.42
	11656925	09/02/2021	September Esplanade park foot patrol		\$382.50
98725	09/03/2021			AMAZON CAPITAL SERVICES	\$90.
	Invoice	Date	Description		Amount
	1L6X-GXV3-PYNC	08/26/2021	Face coverings, card shredder		\$54.47
	1TYF-1XJF-3Q4T	08/27/2021	Plastic sign inserts		\$35.97
98726	09/03/2021			B & B SMALL ENGINE REPAIR	\$371.
	Invoice	Date	Description		Amount
	480996	08/30/2021	Sling, carabiner steel lock		\$127.42
	480730	08/25/2021	Leaf rake, gloves, hats, chain, supplies		\$244.44
98727	09/03/2021			BIG CREEK LUMBER	\$77.
	Invoice	Date	Description		Amount
	1593543	08/18/2021	Noble Gulch park cedar rails, cedar split line post		\$77.33
98728	09/03/2021			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,406.
	Invoice	Date	Description		Amount
	POA082121	08/27/2021	POA & Gym Dues PPE 8/21/21 1001 - Payroll		\$1,406.50
98729	09/03/2021			CLASSIFIED SOUND	\$750.
	Invoice	Date	Description		Amount
	210901A	06/20/2021	Twilight concert sound engineer 9/1		\$750.00
98730	09/03/2021			COLIN GAILEY	\$1,250.
	Invoice	Date	Description		Amount
	CG090821	09/08/2021	Twilight concert performance 9/8		\$1,250.00
98731	09/03/2021			EMERGENCY VEHICLE SPECIALISTS INC.	\$487.
	Invoice	Date	Description		Amount
	12945	08/20/2021	Whelen mics (3)		\$487.13

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# City Checks Issued September 3, 2021

Number	Date	Void Reason	Reconciled/ Voided Date	Payee Name	Transact Amc
98732	09/03/2021			EQUITABLE	\$2,417.54
	Invoice	Date	Description		Amount
	1231831	07/12/2021	August life, LTD, STD, AD&D insurance		\$2,417.54
			1000 - General Fund	\$41.56	
			1001 - Payroll	\$2,375.98	
98733	09/03/2021			EWING IRRIGATION	\$177.00
	Invoice	Date	Description		Amount
	15066963	08/25/2021	Monterey Park supplies		\$92.83
	15069670	08/26/2021	Cutting pliers, redwood bendaboard		\$84.33
98734	09/03/2021			FIRST ALARM	\$211.16
	Invoice	Date	Description		Amount
	628628	08/15/2021	Community Center quarterly alarm monitoring		\$211.16
98735	09/03/2021			FLYERS ENERGY LLC	\$1,756.23
	Invoice	Date	Description		Amount
	21-377658	08/26/2021	125 gallons diesel		\$552.34
	21-377660	08/26/2021	270 gallons gasoline		\$1,206.23
98736	09/03/2021			HOME DEPOT CREDIT SERVICES	\$849.26
	Invoice	Date	Description		Amount
	5626381	08/25/2021	27 gallon totes		\$52.23
	7512298	08/23/2021	Wharf bathroom supplies		\$409.26
	5614336	08/25/2021	Rubber grounding plugs		\$10.33
	4620025	08/26/2021	Lock nut wrench, swivel plug, tools		\$39.70
	4034678	08/26/2021	Jade St. park supplies		\$333.38
			1000 - General Fund	\$435.64	
			1311 - Wharf Fund	\$409.26	
98737	09/03/2021			JIM MALBERG - PETTY CASH CUSTODIAN	\$540.36
	Invoice	Date	Description		Amount
	PC082721	08/26/2021	Petty cash expenditures		\$540.36
98738	09/03/2021			LABORMAX STAFFING	\$2,646.62
	Invoice	Date	Description		Amount
	26-138827	08/27/2021	Seasonal labor 8/14, 8/21 - 8/27		\$2,646.62
98739	09/03/2021			LAS ANIMAS CONCRETE	\$1,225.96
	Invoice	Date	Description		Amount
	165605	08/25/2021	Jade St. park sand slurry		\$425.96
	165642	08/26/2021	Jade St. park supplies		\$797.60
98740	09/03/2021			LIUNA PENSION FUND	\$1,004.81
	Invoice	Date	Description		Amount
	FD4932	08/27/2021	August LIUNA pension dues		\$1,004.81
			1001 - Payroll		

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# City Checks Issued September 3, 2021

Number	Date	Void Reason	Reconciled/ Voided Date	Payee Name	Transacti Amo
98741	09/03/2021			LLOYDS TIRE SERVICE	\$191
	Invoice	Date	Description		Amount
	207614	08/27/2021	2017 Toyota Tacoma tire		\$191.29
98742	09/03/2021			MARGAUX KEISER	\$250
	Invoice	Date	Description		Amount
	MK090121	09/01/2021	Digital reading device reimbursement		\$250.00
98743	09/03/2021			MARTHA MACAMBRIDGE	\$488
	Invoice	Date	Description		Amount
	1657	08/24/2021	Summer newsletter mailing services		\$488.72
98744	09/03/2021			MISSION LINEN SUPPLY	\$130
	Invoice	Date	Description		Amount
	515386583	08/25/2021	Fleet uniform cleaning, towels		\$33.99
	515386584	08/25/2021	Corp. yard uniform cleaning, towels, mats		\$96.95
98745	09/03/2021			OUTDOOR SUPPLY HARDWARE	\$70
	Invoice	Date	Description		Amount
	D91409	08/26/2021	Hardware		\$51.20
	D90389	08/24/2021	Hose repair kits, coupler nipple set		\$19.15
98746	09/03/2021			PALACE BUSINESS SOLUTIONS	\$202
	Invoice	Date	Description		Amount
	618314-0	08/25/2021	Address labels		\$70.83
	618314-1	08/26/2021	Paper		\$53.30
	618668-0	08/27/2021	Hanging folder tabs, duster wipes		\$35.71
	618668-1	08/30/2021	Paper		\$42.49
			2210 - Stores Fund		
98747	09/03/2021			PRAXAIR DISTRIBUTION INC.	\$210
	Invoice	Date	Description		Amount
	65536065	08/23/2021	Acetylene rental		\$210.02
98748	09/03/2021			PREFERRED BENEFIT INSURANCE ADMIN.	\$5,506
	Invoice	Date	Description		Amount
	EIA41422	08/01/2021	August dental & vision insurance		\$5,506.50
			1000 - General Fund	\$379.30	
			1001 - Payroll	\$5,127.20	
98749	09/03/2021			SAN LORENZO LUMBER	\$528
	Invoice	Date	Description		Amount
	55-0665036	08/24/2021	Prospect path stairs lumber		\$279.11
	55-0663625	08/19/2021	Awl, Schlage deadbolt and parts		\$164.75
	55-0662885	08/17/2021	Wharf supplies		\$84.23
			1000 - General Fund	\$279.11	
			1311 - Wharf Fund	\$248.98	

Attachment: 9-3-21 Check Register Signed (Approval of City Check Registers)

# City Checks Issued September 3, 2021

Number	Date	Void Reason	Reconciled/ Voided Date	Payee Name	Transact Am
98750	09/03/2021			SANTA CRUZ LIVE SCAN INC.	\$9
	Invoice	Date	Description		Amount
	1807	09/01/2021	New hire live scans		\$90.00
98751	09/03/2021			SOQUEL CREEK WATER DISTRICT	\$47
	Invoice	Date	Description		Amount
	13-10919-0082021	08/20/2021	2000 Wharf Road water service		\$44.04
	13-18567-0082021	08/20/2021	2005 Wharf Rd. water		\$434.35
98752	09/03/2021			THE HOME DEPOT PRO	\$2,20
	Invoice	Date	Description		Amount
	636065146	08/19/2021	Nitrile gloves		\$245.14
	636141350	08/20/2021	Janitorial supplies		\$1,109.53
	634738215	08/13/2021	WD40, batteries, bathroom supplies		\$843.06
	636620072	08/23/2021	Pens		\$8.69
98753	09/03/2021			TPX COMMUNICATIONS	\$1,55
	Invoice	Date	Description		Amount
	146684665-0	08/23/2021	August phone service		\$1,557.58
			1000 - General Fund	\$842.41	
			2211 - IT Fund	\$715.17	
98754	09/03/2021			UNITED WAY OF SANTA CRUZ COUNTY	\$2
	Invoice	Date	Description		Amount
	UW083021	08/27/2021	August employee United Way contributions		\$20.00
			1001 - Payroll		
98755	09/03/2021			UPEC LIUNA LOCAL 792	\$80
	Invoice	Date	Description		Amount
	UPEC083121	08/27/2021	August UPEC dues		\$800.00
			1001 - Payroll		
98756	09/03/2021			UPS	\$2
	Invoice	Date	Description		Amount
	0000954791341	08/21/2021	PD shipping		\$2.00
	0000954791351	08/28/2021	PD shipping		\$23.73
98757	09/03/2021			US BANK PARS Acct 6746022400	\$50
	Invoice	Date	Description		Amount
	PARS082121	08/27/2021	PARS contribution PPE 8/21/21		\$505.94
			1001 - Payroll		
98758	09/03/2021			City of San Juan Bautista	\$3
	Invoice	Date	Description		Amount
	266	07/16/2021	AMBAG lunch reimbursement		\$30.89

Attachment: 9-3-21 Check Register Signed (Approval of City Check Registers)

# City Checks Issued September 3, 2021

Number	Date	Void Reason	Reconciled/ Voided Date	Payee Name	Transactio Amot
98759	09/03/2021			J. Manuel Manjaraz	\$3,559.
	Invoice	Date	Description		Amount
	JMM082721	08/26/2021	Liability release 2213 - Self-Insurance		\$3,559.02

Check Totals: \$34,924.

EFT

1194	08/31/2021		08/31/2021	CalPERS Health Insurance	\$57,768.
	Invoice	Date	Description		Amount
	1001932566	09/01/2021	September health insurance 1000 - General Fund \$3,471.72 1001 - Payroll \$54,296.52		\$57,768.24
1195	08/31/2021		08/31/2021	CalPERS Member Services Division	\$53,843.
	Invoice	Date	Description		Amount
	1001932553-6	08/27/2021	PERS contributions PPE 8/21/21 1001 - Payroll		\$53,843.18
1196	08/30/2021		08/31/2021	EMPLOYMENT DEVELOPMENT DEPARTMENT	\$8,128.
	Invoice	Date	Description		Amount
	0-212-468-640	08/27/2021	State taxes PPE 8/21/21 1001 - Payroll		\$8,128.75
1197	08/30/2021		08/31/2021	INTERNAL REVENUE SERVICE	\$27,328.
	Invoice	Date	Description		Amount
	20966087	08/27/2021	Federal taxes & Medicare PPE 8/21/21 1001 - Payroll		\$27,328.51
1198	08/30/2021		08/31/2021	STATE DISBURSEMENT UNIT	\$882.
	Invoice	Date	Description		Amount
	36900840	08/27/2021	Employee Garnishment PPE 8/21/21 1001 - Payroll		\$882.45
1199	08/30/2021		08/31/2021	VOYA FINANCIAL	\$8,787.
	Invoice	Date	Description		Amount
	VOYA082721	08/27/2021	457 Contributions PPE 8/21/21 1001 - Payroll		\$8,787.58

EFT Totals: \$156,738.

Library

285	09/03/2021			BOGARD CONSTRUCTION INC.	\$1,560.
	Invoice	Date	Description		Amount
	160707-60	08/31/2021	August library project management services		\$1,560.00

Attachment: 9-3-21 Check Register Signed (Approval of City Check Registers)

# City Checks Issued September 3, 2021

Number	Date	Void Reason	Reconciled/ Voided Date	Payee Name	Transac Am
286	09/03/2021			JOHN F OTTO INC ESCROW NO 02-701154	\$2,78
	Invoice	Date	Description		Amount
	14025retainer	09/01/2021	July library retainer		\$2,786.40
287	09/03/2021			NOLL AND TAM ARCHITECTS	\$2,37
	Invoice	Date	Description		Amount
	59338	08/23/2021	Library construction administration		\$2,377.91
288	09/03/2021			OTTO CONSTRUCTION INC.	\$66,87
	Invoice	Date	Description		Amount
	14025	09/01/2021	July library construction		\$66,873.60

Library Totals:

\$73,59

**Main City Totals**

	Count	T
Checks	38	\$34,92
EFTs	6	\$156,73
All	44	\$191,66

**Library Totals**

Checks	4	\$73,59
EFTs	0	\$
All	4	\$73,59

**Grand Totals:**

Checks	42	\$108,52
EFTs	6	\$156,73
All	48	\$265,26

Attachment: 9-3-21 Check Register Signed (Approval of City Check Registers)


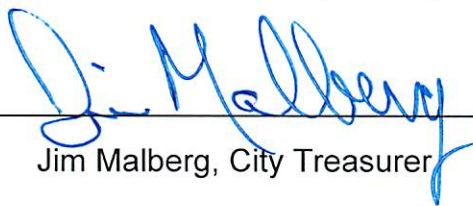
City main account checks dated September 10, 2021, numbered 98760 to 98813, totaling \$83,867.01, and 83 payroll EFTs totaling \$183,866.07, for a grand total of \$267,733.08, have been reviewed and authorized for distribution by the City Manager.

As of September 10, 2021, the unaudited cash balance is \$5,489,921.35.

**CASH POSITION - CITY OF CAPITOLA  
September 10, 2021**

	9/10/2021
General Fund	\$ (31,554.44)
Payroll Payables	\$ 146,499.46
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 1,477,666.43
Stores Fund	\$ 65,833.03
Information Technology Fund	\$ 277,498.09
Equipment Replacement	\$ 683,832.92
Self-Insurance Liability Fund	\$ (168,677.97)
Workers' Comp. Ins. Fund	\$ 218,799.79
Compensated Absences Fund	\$ 235,848.66
<b>TOTAL UNASSIGNED GENERAL FUNDS</b>	<b>\$ 5,489,921.35</b>

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).  
The PERS Contingency Fund balance is \$1,015,553.15 (not included above).  
The Library Fund balance is \$688,997.14 (not included above).

 _____ Jamie Goldstein, City Manager	9/10/21 _____ Date
 _____ Jim Malberg, City Treasurer	9/10/21 _____ Date

Attachment: 9-10-21 Check Register Signed (Approval of City Check Registers)

# City Checks Issued - September 10, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98760	09/10/2021			ADAMS ASHBY GROUP INC	\$2,250.00
	Invoice	Date	Description		Amount
	3746	08/06/2021	July CDBG CV2-3 general admin. 1350 - CDBG Grants		\$2,250.00
98761	09/10/2021			ALLIANT INSURANCE SERVICES INC. NPB MAIN	\$4,549.00
	Invoice	Date	Description		Amount
	1683165	06/29/2021	Mobile vehicle policy renewal 2213 - ISF - Self-Insurance Liability		\$4,549.00
98762	09/10/2021			ALLIED UNIVERSAL	\$344.93
	Invoice	Date	Description		Amount
	11656904	09/02/2021	Jade Street August patrol		\$344.93
98763	09/10/2021			ALLSAFE LOCK COMPANY	\$12.48
	Invoice	Date	Description		Amount
	52697	08/26/2021	keys		\$12.48
98764	09/10/2021			AMAZON CAPITAL SERVICES	\$612.49
	Invoice	Date	Description		Amount
	1XML-39TJ-FXJJ	09/02/2021	Tennis nets (2)		\$431.64
	1166-LXL6-NMMC	09/02/2021	Art & Wine mailing address labels		\$14.16
	14J3-FDGR-7J9D	09/06/2021	Road flare kits, caution light strobe, safety turn arrow		\$166.69
98765	09/10/2021			APTOS LANDSCAPE SUPPLY INC.	\$132.98
	Invoice	Date	Description		Amount
	559493	08/31/2021	Jade st. park peagravel		\$132.98
98766	09/10/2021			BEN NOBLE URBAN AND REGIONAL PLANNING	\$2,287.50
	Invoice	Date	Description		Amount
	1361	08/14/2021	Objective standards for multi-family & mixed use development 5552 - Cap Hsg Succ- Program Income		\$2,287.50
98767	09/10/2021			CALE AMERICA INC.	\$2,014.05
	Invoice	Date	Description		Amount
	165401	08/25/2021	August active meters		\$1,829.00
	165695	08/20/2021	pay stations		\$185.05
98768	09/10/2021			CASEY PRINTING	\$4,337.62
	Invoice	Date	Description		Amount
	44099011	08/19/2021	Fall recreation guide printing		\$4,337.62
98769	09/10/2021			CLEAN BUILDING MAINTENANCE CO.	\$5,921.92
	Invoice	Date	Description		Amount
	28211	08/31/2021	August janitorial services		\$5,921.92
	Paying Fund		Cash Account		Amount
			1000 - General Fund	\$5,132.48	
			1311 - Wharf	\$789.44	

Attachment: 9-10-21 Check Register Signed (Approval of City Check Registers)

# City Checks Issued - September 10, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98770	09/10/2021			CSG Consultants Inc.	\$1,164.15
	Invoice	Date	Description		Amount
	B211122	08/02/2021	July building plan review services		\$284.15
	38287	08/13/2021	July building inspector services		\$880.00
98771	09/10/2021			D & G SANITATION	\$2,652.54
	Invoice	Date	Description		Amount
	283681	08/31/2021	Skate park hand wash station, portable toilets		\$621.13
	283682	08/31/2021	Jade st. park hand wash station rental		\$119.35
	283683	08/31/2021	Cortez park hand wash station		\$119.35
	283684	08/31/2021	Lower parking lot portable toilet rental		\$480.73
	283685	08/31/2021	Wharf portable toilets		\$1,311.98
	Paying Fund		Cash Account		Amount
			1000 - General Fund	\$1,340.56	
			1311 - Wharf	\$1,311.98	
98772	09/10/2021			ECONOMIC & PLANNING SYSTEMS INC.	\$3,912.50
	Invoice	Date	Description		Amount
	201117-3	07/31/2021	Affordable housing nexus study		\$3,912.50
98773	09/10/2021			EMERGENCY VEHICLE SPECIALISTS INC.	\$5,111.51
	Invoice	Date	Description		Amount
	12953	08/24/2021	K-9 vehicle		\$4,884.20
	12963	08/27/2021	MDC battery for 201		\$227.31
98774	09/10/2021			EWING IRRIGATION	\$361.72
	Invoice	Date	Description		Amount
	15098781	08/30/2021	Cortez park irrigation controller		\$108.63
	15106032	08/31/2021	Jade St. park battery controller, backflow blanket		\$216.01
	15108745	08/31/2021	Jade St. park solenoid		\$37.08
98775	09/10/2021			EXTREME TOWING	\$1,000.00
	Invoice	Date	Description		Amount
	016470	08/24/2021	Evidence tow Mazda		\$250.00
	016482	08/23/2021	evidence tow Geo		\$375.00
	016468	08/24/2021	Evidence tow Mazda		\$375.00
98776	09/10/2021			FERGUSON ENTERPRISES LLC #795	\$522.94
	Invoice	Date	Description		Amount
	9449809	08/30/2021	Plumbing supplies		\$522.94
98777	09/10/2021			FLYERS ENERGY LLC	\$2,287.71
	Invoice	Date	Description		Amount
	21-382275	09/02/2021	81 gallons diesel		\$354.55
	21-382273	09/02/2021	429 gallons gasoline		\$1,933.16
98778	09/10/2021			FRED MENG AUDIO VISUAL SERVICES	\$400.00
	Invoice	Date	Description		Amount
	FM091021	09/10/2021	Movies at the beach digital projection services		\$400.00

Attachment: 9-10-21 Check Register Signed (Approval of City Check Registers)

# City Checks Issued - September 10, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98779	09/10/2021			HOPE REHABILITATION SERVICES	\$4,050.00
	Invoice	Date	Description		Amount
	S172519	08/31/2021	August litter abatement & street cleaning		\$4,050.00
98780	09/10/2021			KIMLEY HORN AND ASSOCIATES INC	\$3,400.00
	Invoice	Date	Description		Amount
	19373551	07/31/2021	Stop warrant analysis & pedestrian safety improvements 1200 - Capital Improvement Fund		\$3,400.00
98781	09/10/2021			KING'S PAINT AND PAPER INC.	\$179.73
	Invoice	Date	Description		Amount
	A0315010	09/03/2021	Graffiti removal paint, roller cover, plastic tray liner		\$179.73
98782	09/10/2021			LAFCO/LOCAL AGENCY FORMATION COMMISSION	\$7,291.86
	Invoice	Date	Description		Amount
	LAFCO2021-2022	07/01/2021	LAFCO fees FY21-22		\$7,291.86
98783	09/10/2021			LANGUAGE LINE SERVICES INC	\$43.24
	Invoice	Date	Description		Amount
	10309281	08/31/2021	translation		\$43.24
98784	09/10/2021			LAW ENFORCEMENT TARGETS INC.	\$557.23
	Invoice	Date	Description		Amount
	0498626-in	07/01/2021	supplies		\$557.23
98785	09/10/2021			MISSION LINEN SUPPLY	\$126.65
	Invoice	Date	Description		Amount
	515431578	09/01/2021	Fleet towels, uniform cleaning		\$33.99
	515431579	09/01/2021	Corp. yard uniform cleaning, towels		\$92.66
98786	09/10/2021			NAPA AUTO PARTS	\$37.68
	Invoice	Date	Description		Amount
	6841-063014	09/01/2021	Drain plug socket, latex glove		\$37.68
98787	09/10/2021			NICK ADAMS	\$1,250.00
	Invoice	Date	Description		Amount
	NA091521	09/15/2021	Twilight concert performance 9/15		\$1,250.00
98788	09/10/2021			NORTH BAY FORD	\$55.44
	Invoice	Date	Description		Amount
	282444	08/26/2021	Clutch assembly		\$55.44
98789	09/10/2021			O'REILLY AUTO PARTS	\$98.89
	Invoice	Date	Description		Amount
	2763-231960	08/31/2021	Hub assembly		\$72.86
	2763-231735	08/30/2021	Brake cleaner		\$26.03

Attachment: 9-10-21 Check Register Signed (Approval of City Check Registers)



# City Checks Issued - September 10, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98790	09/10/2021			OUTDOOR SUPPLY HARDWARE	\$209.58
	Invoice	Date	Description		Amount
	D91968	08/27/2021	Cortez park paint		\$18.28
	D96355	09/03/2021	Bulk fasteners		\$6.38
	D94736	08/31/2021	Esplanade ant killer, succulents		\$64.26
	D95228	09/01/2021	Gorilla tape, gloves, screwdrivers, wrench, tools		\$120.66
98791	09/10/2021			PAST CONSULTANTS LLC	\$2,500.00
	Invoice	Date	Description		Amount
	PAST062521	08/26/2021	#21-0255 325 Cherry Ave. standards design review		\$2,500.00
98792	09/10/2021			PET PALS DISCOUNT PET SUPPLIES	\$442.49
	Invoice	Date	Description		Amount
	2510398	08/11/2021	8/11/21 K-9 supplies		\$442.49
98793	09/10/2021			RADAR SHOP	\$419.30
	Invoice	Date	Description		Amount
	rs-11951	08/11/2021	Lidar serviced		\$248.30
	RS-11949	08/11/2021	Lidar serviced		\$171.00
98794	09/10/2021			SANTA CRUZ AUTO PARTS INC.	\$42.44
	Invoice	Date	Description		Amount
	14508-417471	08/24/2021	Fuel, fuel filters, lube, lube filter, oil filters		\$42.44
98795	09/10/2021			SANTA CRUZ COUNTY DISTRICT ATTORNEY	\$5,967.00
	Invoice	Date	Description		Amount
	21/22 MDIC CPD	08/20/2021	21/22 annual contribution		\$5,967.00
98796	09/10/2021			SAVAGE TRAINING GROUP LLC	\$520.00
	Invoice	Date	Description		Amount
	1409	08/01/2021	Interview and Interrogation training		\$520.00
98797	09/10/2021			SERVPRO OF SANTA CRUZ	\$259.77
	Invoice	Date	Description		Amount
	2419	08/27/2021	COVID decontamination		\$259.77
98798	09/10/2021			SPECTRUM BUSINESS	\$3,862.69
	Invoice	Date	Description		Amount
	0000178090121	09/01/2021	September internet service		\$3,862.69
			1000 - General Fund	\$1,682.69	
			2211 - ISF - Information Technology	\$2,180.28	
98799	09/10/2021			STAPLES ADVANTAGE	\$134.57
	Invoice	Date	Description		Amount
	8063300137	08/21/2021	office supplies		\$88.27
	8063225084	08/14/2021	office supplies		\$46.30

Attachment: 9-10-21 Check Register Signed (Approval of City Check Registers)

# City Checks Issued - September 10, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98800	09/10/2021			SUMMIT UNIFORMS	\$873.91
	Invoice	Date	Description		Amount
	75646	08/13/2021	Vest		\$873.91
98801	09/10/2021			SWANK MOTION PICTURES INC.	\$945.00
	Invoice	Date	Description		Amount
	RG1815932	09/03/2021	Movies at the beach licensing		\$945.00
98802	09/10/2021			T MOBILE	\$196.01
	Invoice	Date	Description		Amount
	TM082221	09/02/2021	August cell phone usage		\$196.01
98803	09/10/2021			THE HOME DEPOT PRO	\$2,321.60
	Invoice	Date	Description		Amount
	637533274	08/27/2021	Janitorial supplies		\$2,321.60
98804	09/10/2021			US BANK EQUIPMENT FINANCE	\$315.01
	Invoice	Date	Description		Amount
	451692438	08/27/2021	City Hall copier leases 2210 - ISF - Stores Fund		\$315.01
98805	09/10/2021			US BANK EQUIPMENT FINANCE	\$174.40
	Invoice	Date	Description		Amount
	451406409	08/24/2021	City Hall copier lease 2210 - ISF - Stores Fund		\$174.40
98806	09/10/2021			VERIZON WIRELESS	\$2,858.48
	Invoice	Date	Description		Amount
	9885981054	08/10/2021	August telephone charges		\$2,858.48
98807	09/10/2021			WITMER-TYSON IMPORTS INC.	\$1,300.00
	Invoice	Date	Description		Amount
	T14151	09/07/2021	August K-9 training		\$650.00
	t14117	07/01/2021	July K-9 training		\$650.00
98808	09/10/2021			Brian Ganly	\$658.00
	Invoice	Date	Description		Amount
	BG090221	09/02/2021	Release and towing fee refund		\$658.00
98809	09/10/2021			Cynthia Heier	\$500.00
	Invoice	Date	Description		Amount
	19-0053	08/13/2021	Tree deposit refund 940 Columbus Dr.		\$500.00
98810	09/10/2021			Kathleen Donovan	\$500.00
	Invoice	Date	Description		Amount
	21-0130	08/13/2021	Tree deposit refund 105 Fanmar Way		\$500.00

Attachment: 9-10-21 Check Register Signed (Approval of City Check Registers)

# City Checks Issued - September 10, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
98811	09/10/2021			M11 Training Innovation, LLC	\$950.00
	Invoice	Date	Description		Amount
	2022-00000247	08/26/2021	Basic Traffic Collision Investigations training		\$950.00
98812	09/10/2021			Nigel Belton	\$700.00
	Invoice	Date	Description		Amount
	2467	08/14/2021	201 Central Ave. consulting arborist #21-0303		\$700.00
98813	09/10/2021			Scott Haraway	\$250.00
	Invoice	Date	Description		Amount
	21-0242	08/13/2021	Landscape deposit refund		\$250.00

Check Totals: \$83,867.01

Main City Totals	Count	Total
Checks	54	\$83,867.01
EFTs	0	\$0.00
All	54	\$83,867.01
<b>Payroll Totals</b>		
Checks	0	\$0.00
EFTs	83	\$183,866.07
All	83	\$183,866.07
<b>Grand Totals:</b>		
Checks	54	\$83,867.01
EFTs	83	\$183,866.07
All	137	\$267,733.08

Attachment: 9-10-21 Check Register Signed (Approval of City Check Registers)



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF SEPTEMBER 23, 2021**

FROM: Public Works Department

SUBJECT: Wharf Rehabilitation Project - Phase 1 Award of Contract

**RECOMMENDED ACTION:** Award contract to Power Engineering, Inc. for construction of the Wharf Rehabilitation Project – Phase 1 in the amount of \$484,740.

**BACKGROUND:** On September 15, 2021, the City received two bids for construction of the Wharf Rehabilitation Project – Phase 1. The low bid was \$484,740 from Power Engineering, Construction Company. A bid summary is included as Attachment 1.

The engineer's estimate for the project was \$482,500,000; making the lowest bid \$2,240 over the preliminary budget approved by Council on July 22, 2021.

**DISCUSSION:** This project will repair the steel piles at the head of the wharf, by encasing them in a new host pipe and backfilling the entire pile with slurry; and repair the wharf structure underneath the restaurant.

Power Engineering anticipates that work can begin by mid-October, with completion expected within 60 days.

**FISCAL IMPACT:** Sufficient funds for this project are available in the overall Wharf Resiliency and Public Access Project account. The funding sources are as follows:

Measure F funds	\$2.2 million
State Grant funds	\$1.9 million
American Rescue Plan funds	\$1.8 million

The State Grant Funds will be utilized to pay the \$484,740 contract included in Phase 1. All remaining funding will be used for the larger project which includes widening and re-decking the Wharf, along with utility improvements, and other improvements scheduled for 2022.

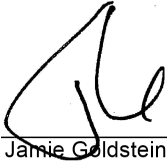
**ATTACHMENTS:**

1. Bid Result Summary

Report Prepared By: Steve Jesberg  
Public Works Director

Wharf Rehabilitation Project Award of Contract  
September 23, 2021

**Reviewed and Forwarded by:**



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Jamie Goldstein, City Manager

9/16/2021

Project Title: Capitola Wharf Resiliency and Public Access Improvements-Phase 1  
 Bid Opening: September 15, 2021

						Power Engineering	Graniterock			
				ESTIMATE		BID 1		BID 2		
Item	Description	Estimated Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	
1	Mobilization and Demobilization to Site	1	LS	\$ 60,000	\$ 60,000	\$ 37,120	\$ 37,120	\$ 80,000	\$ 80,000	
2	Beam Construction Beneath Bldg	3	EA	\$ 17,500	\$ 52,500	\$ 31,610	\$ 94,830	\$ 75,000	\$ 225,000	
3	Remove Existing Steel Batter Pile Upper Portion	6	EA	\$ 11,000	\$ 66,000	\$ 2,780	\$ 16,680	\$ 6,100	\$ 36,600	
4	Cut Steel Pile and Construct Pile Jacket	6	EA	\$ 45,000	\$ 270,000	\$ 49,660	\$ 297,960	\$ 62,000	\$ 372,000	
5	Permit Compliance and Monitoring	1	LS	\$ 14,000	\$ 14,000	\$ 32,760	\$ 32,760	\$ 190,000	\$ 190,000	
6	All Contract Items Not Included in Items 1-5	1	LS	\$ 20,000	\$ 20,000	\$ 5,390	\$ 5,390	\$ 13,000	\$ 13,000	
<b>Bid Total</b>				<b>Total</b>	<b>\$ 482,500</b>	<b>Total</b>	<b>\$ 484,740</b>	<b>Total</b>	<b>\$ 916,600</b>	

Attachment: Bid Result Summary (Wharf Rehabilitation Project Award of Contract)



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF SEPTEMBER 23, 2021**

FROM: Community Development

SUBJECT: Community Development Block Grant Coronavirus Response 2&3 Resolution

**RECOMMENDED ACTION:** Adopt the proposed resolution repealing Resolution No.4211 and approving the CDBG-CV2/3 application.

**BACKGROUND/DISCUSSION:** On February 25, 2021, the City Council adopted Resolution 4211 approving a Community Development Block Grant Round Two Application (CDBG-CV2/3). For the round-two application, the City decided to allocate \$15,000 of additional funds to each of the previously funded food assistance activities and utilize the remainder of funds for small business grants. During the application process, the California Department of Housing and Community Development (HCD) advised cities to adopt a resolution amending the standard agreements from the first round if they were applying second round funds toward activities funded in the first round. However, HCD recently notified cities that resolutions amending the standard agreements from the first round will not suffice, and an updated resolution to reflect new directions is required, along with a new standard agreement for each activity in the second round. Thus, this proposed resolution rescinds resolution 4211 and implements the new direction provided by the state.

This is an administrative clean-up item that does not negatively impact the second round of grant funding. The City has already received standard agreements for round two grant funding for the three food assistance activities and the economic development grant activity.

**FISCAL IMPACT:** There is no fiscal impact from amending the resolution.

Report Prepared By: Katie Herlihy  
Community Development Director

**Reviewed and Forwarded by:**

Jamie Goldstein, City Manager

9/16/2021

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA  
REPEALING RESOLUTION NO 4211 AND APPROVING AN APPLICATION FOR  
FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY  
AMENDMENTS THERETO FROM THE 2020 COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM-CORONAVIRUS RESPONSE ROUND 2 and 3 (CDBG-  
CV2 and CV3) NOFA DATED DECEMBER 18, 2020**

**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 \$320,261.00 for the following CDBG-CV2 and CV3 activities pursuant to the December 2020 CDBG-CV Notice of Funding Availability (NOFA):

Public Service – Community Bridges Meals on Wheels	\$17,241
Public Service – Second Harvest Food Bank	\$17,241
Public Service – Grey Bears Healthy Food Program	\$17,241
Business Assistance Program	\$268,538

**SECTION 2:**

The City hereby approves the use of Program Income in an amount not to exceed \$36,118 for the CDBG-CV2 and CV3 activities described in Section 1.

**SECTION 3:**

The City acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

**SECTION 4:**

The City hereby authorizes and directs the City Manager to execute and deliver all applications and act on the City's behalf in all matters pertaining to all such applications.

**SECTION 5:**



CDBG Resolution Amendment  
September 23, 2021

If an application is approved, the City Manager, is authorized 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 6:**

If an application is approved, the City Manager, or designee, is authorized to sign and submit Funds 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.

**SECTION 7:**

The City Council hereby repeals Resolution 4211 , adopted on the 25<sup>th</sup> day of February, 2021, in its entirety and replaces it with this Resolution.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Capitola held on September 23, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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*Yvette Brooks, Mayor*

**STATE OF CALIFORNIA**

City of Capitola

I, \_\_\_\_\_, City Clerk of the City of Capitola, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said City Council on this 23rd day of September 2021.

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CDBG Resolution Amendment  
September 23, 2021

\_\_\_\_\_ City Clerk of the City of  
Capitola, State of California



## CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF SEPTEMBER 23, 2021

FROM: City Manager Department  
SUBJECT: Authorize Senior Planner Position

**RECOMMENDED ACTION:** Authorize the City Manager to fill one vacancy at either the Senior or Associate Planner Classification

**BACKGROUND:** The City of Capitola has three Planner classifications in the Community Development Department; Assistant Planner, Associate Planner, and Senior Planner. Currently the City Budget authorizes the Assistant and Associate Planner classifications. The Senior Planner position has been vacant since 2018.

**DISCUSSION:** The Associate Planner position became vacant at the end of July. The City initiated a recruitment for an employee at either the Associate or Senior Planner classification. Based on the applications received and the needs of the Community Development Department, staff would like authorization to fill the one position at either the Senior or Associate Planner classification.

**FISCAL IMPACT:** The anticipated additional Fiscal Year 2021-22 costs for the Senior Planner classification would be \$6,000. This cost is included in the 2021-22 budget, due to the Associate Planner vacancy. The anticipated additional costs for the Senior Planner for Fiscal Year 2022-23 would be \$15,000.

Report Prepared By: Larry Laurent  
Assistant to the City Manager

**Reviewed and Forwarded by:**

Jamie Goldstein, City Manager

9/16/2021



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF SEPTEMBER 23, 2021**

FROM: City Manager Department

SUBJECT: Receive Update on Pandemic Response

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

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

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

As of mid-September 2021, more than 4.6 million people worldwide have died of COVID-19 and more than 225 million people have been infected with the virus.

Since the beginning of the pandemic in the United States more than 41 million COVID-19 cases have been reported and more than 661,579 people have died from the virus.

In California, 67,187 deaths have been reported; there is a daily average of 87 deaths a day due to COVID-19. According to data from September 15, the average new COVID-19 case count per 100k was 20 (this number has been slowly decreasing over the past two weeks).

*Limited Restrictions Required Until October 1, 2021*

Since June 15, California businesses, etc., have been operating without capacity limitations or physical distancing requirements. The minor restrictions outlined in the table below will remain in effect until September 30, 2021:

<b>Restrictions Applying to Indoor &amp; Outdoor Settings</b>	
Vaccine Verification/Negative Testing	Indoor Mega Event: required Outdoor Mega Event: recommended
Capacity Limitations	None

Physical Distancing	None
Masking	Fully Vaccinated People: no requirements in most settings Un-Vaccinated People: required when indoors
Travelers	Subject to CDC recommendations and any current CDPH travel advisories

### *Delta Variant & Surge Subsiding*

As stated by the World Health Organization (WHO), “all viruses, including SARS-CoV-2, the virus that causes COVID-19, change over time. Most changes have little to no impact on the virus’ properties. However, some changes may affect the virus’s properties, such as how easily it spreads, the associated disease severity, or the performance of vaccines, therapeutic medicines, diagnostic tools, or other public health and social measures”. One of several variants on SARS-CoV-2 is of particular concern, known as the Delta Variant.

The WHO designated Delta a variant of interest on April 4, 2021, and a variant of concern on May 11, 2021. As of July 13, the Delta variant is now the dominant strain of the coronavirus in the United States. Health organizations maintain that complete vaccination is highly effective against the Delta variant, and the variant is proven to be particularly dominant in areas of the U.S. with lower vaccination rates. Our County, the State of California, and the entire United States has seen a surge of COVID-19 cases as the Delta Variant has increased the spread of the virus, and case counts have been especially high in areas of lower rate of vaccination.

On July 19, the Counties of Monterey, Napa, San Benito, and Santa Cruz together recommended indoor masking in all public places as an extra precaution against the increase in COVID-19 cases. A month later on August 19, the Santa Cruz County Health Officer issued a Health Order requiring the use of face coverings in indoor public settings, regardless of vaccination status.

On August 31, Santa Cruz County Health Officer Newell announced that hospitals are at capacity locally and across much of the state. She explained that the data is also showing a decline in COVID-19 cases, which mimics most of the Country’s experience with the Delta Variant surge; “it’s the same behavior we’ve seen in the Delta variant all over the world: a steep incline and a rapid decline after a short period of time”. She said that outbreaks continue despite the drop in daily cases and urged all that can safely do so to get vaccinated as soon as possible.

On September 9, the Santa Cruz County Health Department announced that the Centers for Disease Control (CDC) updated their COVID-19 data tracker and reflected a downward turn in the Delta variant surge. The CDC has its own Tiers indicating community transmission; Red-High, Orange-Substantial, Yellow-Moderate, and Blue-Low. On September 9, the CDC moved the County from Red-High to Orange-Substantial. At that time, County officials said that the indoor masking requirement would no longer be in effect once data shows that the County has moved into the Yellow-Moderate level of COVID-19 transmission. County data does show a preliminary shift and a decrease in daily cases, indicating that the current surge in cases may be coming to a close.

### *Vaccines & Local Status*

COVID-19 Emergency- Update 32  
September 23, 2021

On August 23, 2021, the Food and Drug Administration (FDA) announced that the Pfizer-BioNTech COVID-19 Vaccine (now marketed as Comirnaty) is fully approved for people ages 16 and older. The Pfizer-BioNTech vaccine remains available under emergency use authorization for individuals aged between 12 and 15. The other two COVID-19 vaccines available, the Moderna COVID-19 Vaccine and Janssen COVID-19 Vaccine, remain authorized for emergency use for people ages 18 and older.

According to data recorded on September 15, more than 55 million COVID-19 vaccine doses have been delivered in the State of California. 68.6% of Californians over the age of 12 are fully vaccinated and 9.8% are partially vaccinated. There is an average vaccination rate of about 78,277 doses per day. All Californians aged 12 and older are eligible for a vaccination. The State has 6,106,448 vaccine doses on hand, the equivalent to 78 days of inventory.

As of September 15, 360,057 doses of the vaccine have been administered by Santa Cruz County.

#### *Local Case Numbers and Statistics in Santa Cruz County*

As of September 15, there were 18,217 recovered known COVID-19 cases in Santa Cruz County. Rather than the total number of all COVID-19 cases since March 2020, it is helpful to compare the currently active known case count to identify trends and/or a surge. On August 19, the number of active known cases reported was 824; on September 2 the number of active known cases reported was 891 and currently on September 15 the active case number is at 626 (30 active cases are in Capitola). For the first time in weeks, the active case count is going down. The Santa Cruz Public Health Officer recently stated that she is “cautiously optimistic” that the County may have reached the peak of its Delta Variant surge. On September 16, Santa Cruz County Public Health announced a new death due to COVID-19, bringing the County’s total to 211.

**DISCUSSION:** City Hall has been open to the public since June 2020 in one configuration or another, dependent upon applicable health guidance and local COVID-19 case levels. Current City Hall operations are business as usual, with masking required of all regardless of vaccination status when in public spaces (not in private, individual office spaces). Members of the public are helped one-at-a-time at the front counter and masks are required to enter City Hall.

The Order under which City Council (and other City boards and commissions) are legally allowed to meet via teleconferencing/video conferencing was the initial Governor Order N-29-20, which was extended by Order N-08-21 and is set to expire on September 30, 2021. Due to this expiration, City Council and all City Boards and Commissions planned to return to in-person meetings when required by the Governor’s Order beginning October 2021.

Assembly Bill 361 - Open Meetings and Local Agencies: Teleconferences passed by Assembly on September 10 and State Senate on September 15. The Bill relates to open meetings, and the ability for meetings of legislative bodies of local agencies to meet by teleconference under abbreviated teleconferencing procedures, less strict than required by the Brown Act (like Governor Order N-29-20 which suspended many Brown Act requirements due to the coronavirus and proclamation of state of emergency related to the pandemic). AB 361 allows cities to continue virtual meetings (much as Capitola City Council Meetings function now) as long as the state is under a proclaimed state of emergency; through 2024 when the bill will sunset. The Bill is not tied to the coronavirus pandemic specifically and would allow for virtual meetings under any state of emergency.

COVID-19 Emergency- Update 32  
September 23, 2021

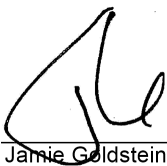
The Governor signed AB 361 on September 16, 2021. Staff will bring a resolution consistent with the requirements of AB 361 to the October 14 regular City Council meeting.

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

**FISCAL IMPACT:** Fiscal impacts are continually reviewed by Staff as business restrictions and consumer behaviors change in our community. In addition, the City Council has set aside \$600,000 to help ensure the City has available resources should the pandemic result in further unforeseen impacts, which remains in the approved FY 2021/22 Budget.

Report Prepared By: Chloe Woodmansee  
City Clerk

**Reviewed and Forwarded by:**



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Jamie Goldstein, City Manager

9/16/2021



# CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF SEPTEMBER 23, 2021**

FROM: Public Works Department

SUBJECT: Authorize the Public Works Department to Apply for Grant Funding from the Santa Cruz County Regional Transportation Commission for Road Projects

**RECOMMENDATION:** Authorize the Public Works Department to submit a grant application to the Santa Cruz County Regional Transportation Commission for the following projects:

1. 41<sup>st</sup> Avenue Paving Rehabilitation Project
2. Kennedy Drive Sidewalk Project

**BACKGROUND:** The Santa Cruz County Regional Transportation Commission (RTC) has issued a call for grant applications for transportation projects and programs in Santa Cruz County. This call for grant applications has a total of approximately \$11 million in funds, which will be awarded from five funding separate sources. Eligible projects include public street and highway improvements, local roadway reconstruction and rehabilitation, bicycle and pedestrian improvements, and transportation system management and related projects. Applications are due on October 5, 2021. The call for grant applications is included as Attachment 1.

**DISCUSSION:** Based on past awards by the RTC, Capitola should receive between \$400,000 to \$1 million in funding. The amount of the award will be based on a competitive evaluation of the proposed projects and how they fit into the various funding source requirements.

Public Works staff has reviewed the current unfunded transportation projects in the 2045 Regional Transportation Program (RTP). The RTP is a list of projects develop by City and RTC staff that lists transportation project needs between now and 2045. Projects on this list are eligible for funding through various sources at the State and Federal level. The RTP list for the City of Capitola is included as Attachment 2.

In reviewing the RTP project list and the Pavement Management Program (PMP), Public Works staff has identified the following projects for consideration for RTC grant funding:

1. **41<sup>st</sup> Avenue Pavement Rehabilitation** - Work would include intersection of Capitola Road and 41<sup>st</sup> Avenue, 41<sup>st</sup> Avenue from Clares Street to north city limits at Cory Avenue.  
Estimated total cost: \$1,500,000  
Notes: This project may be broken into smaller segments should the funding award be less than construction estimate. Project has been identified in PMP reports but unfunded due to costs.



Regional Transportation Commission Call for Project  
September 23, 2021

2. **Kennedy Drive Sidewalk Project** - New sidewalk construction on Kennedy Drive from Sir Francis Avenue to Park Avenue.  
Estimated total cost: \$150,000  
Notes: In the current Capital Improvement Program, \$25,000 was allocated to this project for engineering.
3. **Capitola Road Pavement Rehabilitation** - Work would include roadway paving from Clares Street to western city limit at 30<sup>th</sup> Avenue.  
Estimated total cost: \$500,000  
Notes: Project was recently identified in PMP discussions
4. **McGregor Drive Sidewalk Project** - New sidewalk on McGregor Drive from Park Avenue to McGregor Park.  
Estimated total cost: \$750,000 to \$1,000,000  
Notes: Difficult project which will entail bridge supported sidewalk due to steep road side slopes.
5. **Washburn Avenue Sidewalk** - New sidewalk on Washburn Avenue from Park Avenue to New Brighton Middle School.  
Estimated total cost: \$125,000  
Notes: Project identified in Safe Route to School report prepared for New Brighton Middle School.

The city may submit multiple grant applications, which the city can then prioritize for award. Based on the estimated amount of funding from this call for projects, staff recommends applying for the 41<sup>st</sup> Avenue Pavement Rehabilitation Project and the Kennedy Drive Sidewalk Project. Staff requests Council direction on project priority, to identify which projects to include in the grant application.

**FISCAL IMPACT:** Funding Awards are anticipated in December. Based on the program funding source provided, funds may be available as early as the grant award date or in 2022. The grant award funds will be incorporated into the current budget either at the mid-year review or the 2022-23 fiscal year budget adoption.

**ATTACHMENTS:**

1. SCCRTC Call for Projects
2. 2045 RTP Capitola Project List

Report Prepared By: Steve Jesberg  
Public Works Director

**Reviewed and Forwarded by:**



Jamie Goldstein, City Manager

9/16/2021



## SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

1523 Pacific Ave., Santa Cruz, CA 95060-3911 • (831) 460-3200 FAX (831) 460-3215 EMAIL [info@sccrtc.org](mailto:info@sccrtc.org)

### MEMORANDUM

Date: July 30, 2021  
 To: Transportation Project Sponsors  
 From: Rachel Moriconi, Senior Transportation Planner  
 Subject: **CALL FOR PROJECTS – 2021 Consolidated Regional Transportation Grants**

**Project sponsors are hereby invited to submit applications to the Santa Cruz County Regional Transportation Commission (RTC) requesting funding for transportation projects and programs in Santa Cruz County.**

**Deadline:** Applications are due by **4:00 p.m. on October 5, 2021**. Complete application packages must be submitted electronically to [rmoriconi@sccrtc.org](mailto:rmoriconi@sccrtc.org) by the deadline in order to be considered for funding. *Hard copies are not required.*

**Available Funds:** This is a consolidated call for projects for approximately \$11 million anticipated to be available from the region's formula shares of funds from several state and federal programs. These include the following:

- Surface Transportation Block Grant Program (STBG)/Regional Surface Transportation Program Exchange (RSTPX): Approximately \$3.5 million, available as soon as December 2021.
- State Transportation Improvement Program (STIP): Approximately \$4 million, with most funds anticipated to be available in FY25/26 and FY26/27;
- Federal Highway Infrastructure Program (HIP): Approximately \$500,000, available as soon as February 2022 to June 2024.
- Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) STIP: Approximately \$1.3 million. Funds available March 2022 to June 2024; and
- CRRSAA-STBG: Approximately \$1.2 million. Funds may be available as soon as February 2022 to June 2024.

**Required Application Package Contents:** In order for an application to be considered complete, the following documents must be submitted:

1. Project Programming Request (Excel document – includes multiple tabs)
  - a. Project Information
  - b. Project Benefits/Evaluation Criteria
  - c. Capital Projects:
    - i. Schedule, Cost and Funding Summary
    - ii. Engineers estimate
  - d. Non-infrastructure projects/programs: Detailed task, cost, schedule
  - e. Certification and Assurances
2. Detailed project description/scope (created by applicant)
3. Map, photos, and any other supporting materials (created by applicant)
4. For Roadway Preservation Projects – supplemental materials (MSWord document)

The information included in the application packet is needed for evaluation and programming purposes. Electronic copies of application materials are available by emailing [rmoriconi@sccrtc.org](mailto:rmoriconi@sccrtc.org) and will be online at: <http://sccrtc.org/funding-planning/project-funding/>.

**Eligible Projects:** Funds are available for transportation projects and programs in Santa Cruz

Attachment: SCCRTC Call for Projects (Regional Transportation Commission Call for Project)

County. Eligible projects include a wide range of public street/road and highway, local roadway reconstruction/rehabilitation, bicycle, pedestrian, transit, transportation system management, transportation demand management and other projects summarized in Attachment 1 and set forth in federal and/or state guidelines for each funding source. Ongoing, general roadway and transit operations and maintenance are not eligible for STIP, CRRSAA-STIP, or STBG/RSTPX funds.

**Eligible Applicants:** Cities, the County of Santa Cruz, SCCRTC, Caltrans, Santa Cruz Metropolitan Transit District (METRO), University of California at Santa Cruz (UCSC) and other governmental agencies with a master agreement with Caltrans are eligible recipients of these funds. Non-governmental and other entities interested in applying for funds are required to have a public agency sponsor (with a Master Agreement with Caltrans) that will be responsible for ensuring state and federal accounting and implementation requirements are met.

**Project Evaluation:** Projects will be evaluated based on a range of criteria and project benefits (Attachment 2). Applicants should clearly and succinctly articulate the benefits of their project, demonstrating how their project advances *Santa Cruz County Regional Transportation Plan*, state, and/or federal goals, policies, performance metrics, and targets related to **safety, infrastructure condition, system performance/reliability, access for all, and/or health and equity**. **Some projects may address only one or two of these measures, and are not required to address all of them.**

**Type of Funds for Approved Projects:** Staff will work with projects sponsors and the Interagency Technical Advisory Committee (ITAC) to determine the most appropriate funding source ("color of funds") for each project that is recommended and approved for funds, taking into consideration funding source-specific eligibility criteria, project schedules and potential delivery risks, size, and other factors. Staff will try to focus funds which have more requirements (such as federal and STIP funds) to fewer projects that can more easily navigate such requirements. Staff will work with project sponsors to coordinate and expedite use of funds.

**Project Implementation:** Approved projects will be subject to California and Federal requirements, as may be applicable to each source. These include, but are not necessarily limited to:

- Caltrans' [Local Assistance Program Guidelines \(LAPG\)](#) and [Local Assistance Procedures Manual \(LAPM\)](#)
- California Transportation Commission (CTC) Guidelines (STIP, CRRSAA-STIP, CRRSAA-STBG)
- Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) guidelines
- Other state or federal requirements, as may be applicable.

**Workshop:** An optional workshop to review and respond to questions on the application will be held by [zoom](#) on **September 1 at 10:00am**.

Applicants are encouraged, but not required, to attend. Applicants are also encouraged to have their preliminary draft application completed before the workshop and to submit questions in advance of the workshop to [rmoriconi@sccrtc.org](mailto:rmoriconi@sccrtc.org). An FAQ will be posted online and periodically updated.

**Matching Funds:** In order to maximize funding options for each project, applicants should include an 11.47% non-federal match or in-kind donations for each project.

**Timeline:**

- July 30, 2021** Call for Projects issued
- September 1 - 10:00am** Application Workshop #2 by Zoom
- October 5 - 4:00pm** Applications due to [rmoriconi@sccrtc.org](mailto:rmoriconi@sccrtc.org)

Attachment: SCCRTC Call for Projects (Regional Transportation Commission Call for Project)

**November 2021**  
**December 2, 2021**  
**March 23/24, 2022**

RTC advisory committees review/recommend projects  
 Public hearing and RTC approval of projects  
 California Transportation Commission (CTC) action on STIP  
 funds

**Contact:** For any questions about this application or to request additional information, please contact Rachel Moriconi at [rmoriconi@sccrtc.org](mailto:rmoriconi@sccrtc.org) or 831-460-3203.

**Background:** *The Santa Cruz County Regional Transportation Commission (RTC), in its capacity as the state-designated Regional Transportation Planning Agency (RTPA) is responsible for selecting projects to receive certain federal and state funds. Approved projects will be programmed in the RTC's Regional Transportation Improvement Program (RTIP) and/or RTC budget, as appropriate. Projects approved for STIP and CRRSAA funding by the RTC are subject to concurrence and allocation from the California Transportation Commission (CTC). Projects approved for federal funds or considered capacity increasing or regionally significant will also be programmed in AMBAG's Metropolitan Transportation Improvement Program (MTIP).*

Attachments:

1. Discretionary Fund Descriptions
2. Evaluation Criteria
3. Application
4. Roadway Preservation Projects (only required for roadway repair, rehab, preservation projects)
  - Rehabilitation: "Local Road Rehabilitation Project Certification"
  - Preventive Maintenance: "Pavement Management System (PMS) Certification"

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Project Title	ID	Project Description/Scope	Total Cost (\$1,000's)	Costs in 2020 dollars.	
				Constrained	UnConstrained
<input type="checkbox"/> Hwy 17 Safety Program (Safe on 17)	CHP 01	Continuation of Highway 17 Safety Program in Santa Cruz County. Includes public education and awareness, California Highway Patrol (CHP) enhancement, pilot cars, electronic speed signs.	\$7,500	\$3,750	\$3,750
<input type="checkbox"/> Traffic Management	CHP-P02	Patrol of state route system and unincorporated roadways aimed at minimizing traffic collisions and traffic delays; and provide assistance to motorists. COST EST TBD.	\$0	\$0	\$0
<b>CHP - California Highway Patrol Total Cost</b>			<b>\$8,250</b>	<b>\$4,000</b>	<b>\$4,250</b>

**City of Capitola**

<input type="checkbox"/> 40th Ave (at Deanes Ln)Bike/Ped connection	CAP-P46	40th Avenue N/S bike/pedestrian connection at Deanes Lane.	\$10	\$10	\$0
<input type="checkbox"/> 40th Ave/Clares St Intersection Improvements	CAP-P38	Widen intersection and signalize.	\$1,550	\$500	\$1,050
<input type="checkbox"/> 41st Ave (Highway 1 South to City Limits) Crosswalks	CAP-P47	Evaluate and if found necessary, increase number of crosswalks on 41st to closer to every 300 ft.	\$100	\$100	\$0
<input type="checkbox"/> 41st Ave (Soquel to Brommer) Adaptive Signal Synchronization	CAP-P49	Update synchronization of signals on 41st.	\$350	\$350	\$0
<input type="checkbox"/> 41st Ave/Capitola Road Intersection Improvements	CAP-P37	Widen intersection and reconfigure signal phasing.	\$520	\$320	\$200
<input type="checkbox"/> 46th/47th Ave (Clares to Cliff Dr) Bike Lanes/Traffic Calming	CAP-P40	46th/47th from Clares to Portola/Cliff - Add traffic calming and wayfinding signage to connect to Brommer and MBSST.	\$20	\$20	\$0
<input type="checkbox"/> 47th Avenue Traffic Calming and Greenway	CAP-P30	Traffic calming and traffic dispersion improvements along 47th Ave from Capitola Rd to Portola Drive and implementation of greenway, which gives priority to bicycles and pedestrians on low volume, low speed streets including, pedestrian facilities, way finding and pavement markings, bicycle treatments to connect to MBSST.	\$100	\$100	\$0
<input type="checkbox"/> Bay Avenue Traffic Calming and Bike/Ped Enhancements	CAP-P29	Traffic calming features along Bay Avenue from Highway 1 to Monterey Avenue, including left turn pocket, buffered pedestrian facilities and bicycle treatments (such as buffered and/or painted bike lanes, bike boxes, bike signals) to address speed inconsistency between bicyclists and vehicles.	\$410	\$0	\$410
<input type="checkbox"/> Bay Avenue/Capitola Avenue Intersection Modifications/Roundabout	CAP 16	Multimodal improvements to intersection. Roundabout.	\$1,500	\$500	\$1,000
<input type="checkbox"/> Bay Avenue/Hill Street Intersection	CAP-P07	Intersection improvements to improve traffic flow. Roundabout.	\$210	\$210	\$0

Attachment: 2045 RTP Capitola Project List (Regional Transportation Commission Call for Project)

Project Title	ID	Project Description/Scope	Total Cost (\$1,000's)	Costs in 2020 dollars.	
				Constrained	UnConstrained
<input type="checkbox"/> Bay Avenue/Monterey Avenue Intersection Modification	CAP-P32	Multimodal improvements to the intersection. Include signalization or roundabout along with pedestrian, bicycle treatments (such as buffered and/or painted bike lanes, bike boxes, bike signals) and transit access.	\$310	\$310	\$0
<input type="checkbox"/> Brommer/Jade/Topaz St Bike Lanes/Traffic Calming (Western City Limit on Brommer to 47thAve)	CAP-P41	Add buffered bike lanes, traffic calming and wayfinding signage and bike/ped priority crossing at 41st Ave, connecting the two N/S neighborhood greenways.	\$20	\$20	\$0
<input type="checkbox"/> Capitola Intra-City Rail Trolley	CAP-P18	Construct & Operate Weekend Rail Trolley Service. Project includes installation of 3 stations.	\$14,460	\$0	\$14,460
<input type="checkbox"/> Capitola Jitney Transit Service	CAP-P15	Purchase and operate local transit service.	\$1,030	\$0	\$1,030
<input type="checkbox"/> Capitola Mall (Capitola Rd to Clares) Bike Path	CAP-P48	Separated bicycle facility through Capitola Mall parking lot to connect 38th Ave bike lanes and 40th Ave.	\$50	\$50	\$0
<input type="checkbox"/> Capitola Rd & 45th Avenue I/S Improvements	CAP-P53	Signalization or other LOS improvements	\$400	\$400	\$0
<input checked="" type="checkbox"/> Capitola Street Pavement Management	CAP 19	Capitola Street Pavement Management- includes 41st Avenue, Clares Street, Bay Avenue, Capitola Road and numerous residential streets including but not limited to 42nd, 47th, 48th, Fanmar, Diamond, and Ruby Court.	\$1,450	\$1,450	\$0
<input type="checkbox"/> Capitola Village Enhancements: Capitola Ave	CAP-P34	Multimodal enhancements along Capitola Avenue.	\$750	\$350	\$400
<input type="checkbox"/> Capitola Village Multimodal Enhancements - Phase 2/3	CAP-P04b	Multimodal enhancements in Capitola Village along Stockton Ave, Esplanade, San Jose Ave, & Monterey Av. Includes sidewalks, bike lanes, bike lockers, landscaping, improve transit facilities, parking, pavement rehab and drainage.	\$3,100	\$0	\$3,100
<input type="checkbox"/> Capitola-wide HOV priority	CAP-P50	Evaluate HOV priority at signals and HOV queue bypass.	\$40	\$40	\$0
<input type="checkbox"/> Citywide Bike Projects	CAP-P52	Bike projects based on needs identified through the Bicycle Plan. These projects are in addition to projects listed individually in the RTP.	\$1,030	\$400	\$630
<input type="checkbox"/> Citywide General Maintenance and Operations	CAP-P06	Ongoing maintenance, repair, and operation of road/street system within the City limits. (Const=\$1850K/yr; Unconst=\$150K/yr).	\$55,050	\$51,300	\$3,750
<input type="checkbox"/> Citywide Sidewalk Program	CAP-P51	Install sidewalks to fill gaps. Annual Cost \$50k/yr.	\$1,250	\$750	\$500
<input type="checkbox"/> Citywide Traffic Calming	CAP-P17	Install traffic calming/neighborhood livability improvements.	\$1,136	\$0	\$1,136
<input type="checkbox"/> Clares St Bike Lanes/Sharrows (Capitola Rd to 41st Ave)	CAP-P42	Evaluate and if found necessary, add bike lanes/sharrows to Clares.	\$100	\$100	\$0

Attachment: 2045 RTP Capitola Project List (Regional Transportation Commission Call for Project)

Project Title	ID	Project Description/Scope	Total Cost (\$1,000's)	Costs in 2020 dollars.	
				Constrained	UnConstrained
<input type="checkbox"/> Clares St/41st Ave Bicycle Intersection Improvement	CAP-P43	Bike treatments (such as buffered and/or painted bike lanes, bike boxes, bike signals) at Clares across 41st.	\$200	\$100	\$100
<input type="checkbox"/> Clares Street Pedestrian Crossing west of 40th Ave	CAP-P16	Construct signalized ped x-ing 0.20 miles west of 40th Ave.	\$520	\$250	\$270
<input type="checkbox"/> Clares Street Traffic Calming: Phase I & II	CAP 11	Implementation of traffic calming measures: chicanes, center island median, new bus stop, and road edge landscape treatments to slow traffic. Construct new safe, accessible ped x-ing at 42nd and 46th Av. Ph I=traffic calming & ped crossings; ph 2 = bike enhancements & pavement rehab.	\$1,600	\$1,350	\$250
<input type="checkbox"/> Cliff Drive Improvements	CAP-P05	Installation of sidewalks, pedestrian crossing and slope stabilization of embankment including seawall.	\$1,550	\$0	\$1,550
<input type="checkbox"/> Gross/41st Ave Bicycle Intersection Improvement	CAP-P44	Bike treatments (such as buffered and/or painted bike lanes, bike boxes, bike signals) from Gross E/B to 41st N/B.	\$200	\$100	\$100
<input type="checkbox"/> Monterey Avenue and Park Avenue I/S Improvements	CAP-P56	Signalization or other LOS improvements	\$500	\$0	\$500
<input type="checkbox"/> Monterey Avenue at Depot Hill	CAP-P28	Improve vehicle ingress and egress to Depot Hill along Escalona Ave and improve pedestrian facilities.	\$260	\$260	\$0
<input type="checkbox"/> Monterey Avenue Multimodal Improvements	CAP-P12	Installation of sidewalks and bike lanes in area near school and parks.	\$360	\$360	\$0
<input type="checkbox"/> Park Avenue/Kennedy Drive Improvements	CAP-P09	Construct intersection improvements, especially for bikes/peds. May include traffic signal.	\$360	\$360	\$0
<input type="checkbox"/> Porter Street and Highway 1 I/S Improvements	CAP-P55	Add additional dedicated right turn lane on Porter St to northbound on ramp	\$250	\$250	\$0
<input type="checkbox"/> Stockton Ave Bridge Rehab	CAP-P07p	Replace bridge with wider facility that includes standard bike lanes and sidewalks.	\$3,000	\$1,500	\$1,500
<input type="checkbox"/> Stockton Avenue and Capitola Avenue I/S Improvements	CAP-P57	Signalization or other LOS improvements	\$500	\$500	\$0
<input type="checkbox"/> Upper Capitola Avenue Improvements	CAP-P03	Installation of bike lanes and sidewalks on Capitola Av. (Bay Av.-SR 1) and sidewalks on Hill St. from Bay Av. to Rosedale Av.	\$1,340	\$500	\$840
<input type="checkbox"/> Upper Pacific Cove Parking Lot Pedestrian Trail and Depot Park Metro Development	CAP 17	Construct pedestrian pathway along City owned Upper Pacific Cove Parking lot, adjacent to rail line (680'). Includes new signal for ped crossing at Monterey Avenue. Includes a new bus shelter located and landscaped setting along the rail corridor at Park Ave. Part of MBSST.	\$743	\$743	\$0

Project Title	ID	Project Description/Scope	Total Cost (\$1,000's)	Costs in 2020 dollars.	
				Constrained	UnConstrained
<input type="checkbox"/> Wharf Road and Stockton Avenue I/S Improvements	CAP-P54	Signalization or other LOS improvements	\$350	\$350	\$0
<input type="checkbox"/> Wheelchair Access Ramps	CAP-P27	Install wheelchair access/curb cut ramps on sidewalks citywide.	\$200	\$200	\$0
<b>City of Capitola Total Cost</b>			<b>\$96,879</b>	<b>\$64,103</b>	<b>\$32,776</b>

**City of Santa Cruz**

<input type="checkbox"/> Almar Ave Sidewalks	SC-P126	Fill gaps in sidewalks and access ramps to improve pedestrian safety.	\$200	\$200	\$0
<input type="checkbox"/> Arroyo Seco Trail (Medar St to Grandview St)	SC-P107	Pave existing gravel trail and widen and pave connection to Grandview St.	\$500	\$0	\$500
<input type="checkbox"/> Bay Street Corridor Modifications	SC-P77	Intersection modifications on Bay St Corridor from Mission St to Escalona Dr, including widening at the Mission St northeast corner and widening on Bay. Improve bike lanes and add sidewalks to west side of Bay.	\$5,100	\$970	\$4,130
<input type="checkbox"/> Bay/California Traffic Signals	SC-P96	Install traffic signals for safety and capacity improvements.	\$520	\$0	\$520
<input type="checkbox"/> Bay/High Intersection Modification	SC-P109	Install a roundabout or modify the traffic signal to include protected left-turns and new turn lanes. Revise sidewalks, access ramps and bike lanes as appropriate.	\$2,150	\$2,150	\$0
<input type="checkbox"/> Beach/Cliff Intersection Signalization	SC-P93	Signalize intersection for pedestrian and train safety.	\$210	\$210	\$0
<input type="checkbox"/> Branciforte Creek Pedestrian Path Connections	SC-P95	Fill gaps in pedestrian and bike paths along and across Branciforte Creek in the Ocean-Lee-Market-May Streets area.	\$3,410	\$0	\$3,410
<input type="checkbox"/> Brookwood Drive Bike and Pedestrian Path	SC-P21	Provide 2-way bicycle and pedestrian travel.	\$1,030	\$0	\$1,030
<input type="checkbox"/> Chestnut St. Pathway	SC-P22	Install a Class 1 bicycle/pedestrian facility to connect the east side of Neary Lagoon Park with the Depot Park path.	\$570	\$570	\$0
<input type="checkbox"/> Chestnut Street Bike Lanes	SC-P47	Install Class 2 bike lanes to provide connection from existing bike lanes on Laurel Street and upper Chestnut Street to proposed Class 1 bike path connections to Bay Street and Pacific Avenue/Beach Street.	\$100	\$100	\$0
<input type="checkbox"/> Citywide Operations and Maintenance	SC-P07	Ongoing maintenance, repair, and operation of street system within the City limits. (Const=\$3.0M/yr; Unconst=\$4.2M/yr)	\$184,000	\$79,000	\$105,000
<input type="checkbox"/> Citywide Safe Routes to School Projects - ATP	SC-P125	Projects to improve pedestrian and bicycle safety near schools.	\$8,204	\$1,404	\$6,800
<input type="checkbox"/> Citywide Street Sweeping	SC-P128	Ongoing street sweeping, funded from City Refuse Enterprise Fund.	\$22,500	\$22,500	\$0

Attachment: 2045 RTP Capitola Project List (Regional Transportation Commission Call for Project)





## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF SEPTEMBER 23, 2021**

FROM: City Manager Department

SUBJECT: Digital Reading Device Purchasing Policy Update

**RECOMMENDED ACTION:** Receive report and direct staff regarding any desired changes to Administrative Policy V-10: Digital Reading Device Purchasing.

**BACKGROUND:** In January 2011, Council received a report about transitioning from printed paper agenda packets to digital agenda packets. On March 10, 2011, Council approved Administrative Policy V-10: Digital Reading Device Purchasing.

The Policy's goal was to minimize paper waste and administrative time to prepare, print and distribute the Council and Planning Commission agenda packets. At that time, 18 City Council/Planning Commission agenda packets were printed and distributed to Council Members and staff. This totaled production of around 85,330 pages annually for both Council and Planning Commission meetings.

The adopted policy allows Department Heads, City Council Members and Planning Commissioners to receive a reimbursement of up to \$250 for a digital reading device as long as they agree to go paperless for 2-years. Recipients are eligible for an additional reimbursement every two years.

Council amended the policy on September 13, 2018 (Attachment 1), to include language that allows City access to the devices if needed; the general content and purpose of the policy was not changed.

Under the current policy, Council Members, Planning Commissioners, and Department Heads are eligible to submit a receipt and request reimbursement.

**DISCUSSION:** On September 9, 2021, Council asked to review the current Administrative Policy V-10 as part of the general priority/goal of reviewing all City administrative policies.

In general, the policy has helped the City dramatically reduce paper waste and agenda preparation times. Currently, staff only prepares hard copy paper agenda packets for two elected officials and for review by the public in the City Hall lobby.

Currently, three Council Members have requested and received reimbursement for a digital device; one Council Member receives a paper copy of the agenda packet. All staff members now receive the agenda packet digitally.

Since the COVID-19 pandemic, only a single lobby copy of the Planning Commission packet has been printed, though prior to the pandemic all five members received a printed copy, and

Digital E-Reader Policy Update  
September 23, 2021

sometimes multiple versions of full-sized plans were required to be printed.

Staff seeks direction from Council on how to potentially change this policy. Staff has identified one minor clean-up to update the reimbursement form to be fully aligned with the policy, which will be incorporated in any policy update.

There are several potential changes to the Policy the Council may wish to consider. For example, one option would be to increase the reimbursement amount and increase the length of terms, making reimbursements \$500 with the possibility of receiving one every four years (this aligns with Council member terms and the slower advancement of laptop technology than the originally considered iPads).

A second possible change would be to include language in the policy that allows Council members who receive the reimbursement to request a specific number of printed copies of the agenda packet each year; for example, though a member may have received a reimbursement they could request up to four printed packets per year, depending on their desire/need.

Next Steps: Staff will return to Council at a future meeting with a draft policy that incorporates Council's direction.

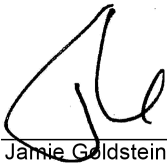
FISCAL IMPACT: As outlined in the original January 12, 2011 staff report (Attachment 2), the City's costs for the stipends are offset over time by reduced paper and staffing costs. That report in 2011 estimated the annual cost to the City for each printed packet was \$287. Staff has not updated that cost, but given inflation it is roughly \$350-375 per packet per year in today's dollars.

ATTACHMENTS:

1. V-10 Digital Reading Device Purchasing
2. January 13, 2011 Staff Report

Report Prepared By: Chloe Woodmansee  
City Clerk

**Reviewed and Forwarded by:**



Jamie Goldstein, City Manager

9/16/2021



## ADMINISTRATIVE POLICY

Number: V-10  
 Issued: 3/10/2009  
 Amended: 9/13/2018  
 Jurisdiction: City Council

### DIGITAL READING DEVICE PURCHASING POLICY

#### I. PURPOSE

The purpose of this policy is to provide for the establishment of a digital reading device reimbursement program.

#### II. POLICY

The City has a goal to reduce waste generated from the City by 75% and to seek opportunities to reduce environmental impacts. A significant source of paper is the generated by the City in the production of City Council and Planning Commission agenda packets. To reduce the amount of paper generated by the City for those meetings the City produces the Agendas digitally to be viewed on digital reading devices.

The City will reimburse authorized individuals who agree to go paperless for two years up to \$250 for the purchase of a digital reading device. Recipients would be eligible for a new stipend every 2-years to update technology. The reimbursement amount is intended to cover that portion of the individual's costs related to City business, and not off-set the entire cost of a device.

#### III. DEFINITIONS

Digital Reading Device is an all-encompassing term used to identify computers that are portable and allow for an individual to access documents electronically. The Device also allows for authorized users to access city email, calendar and the internet.

#### IV. PROCEDURE

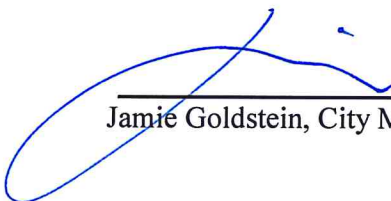
The following is a list of eligible members to be reimbursed for their purchase of a digital reading device: City Council Members, Planning Commissioners, City Manager and Department Heads. Any others are subject to approval by the City Manager.

- a. Individuals who receive a reimbursement must agree to receive all agenda and related materials electronically for a minimum of two years.
- b. The digital reading device will be personally owned and under the responsibility of the Authorized Individuals. As the digital device is personally owned by the Authorized Individual, the Authorized Individual may use the digital reading device for both business and personal purposes, as needed.
- c. Those positions approved to receive a reimbursement shall be responsible for purchasing their own device.
- d. If an authorized user should determine they would no longer wish to receive the documents electronically prior to the expiration of the two-year time limit, that person will be responsible for reimbursing the City for a prorated portion of the original reimbursement amount based on a depreciation schedule as determined by the City Manager.

Administrative Policy V-10- Digital Reading Device  
September 13, 2018  
Page 2 of 3

- e. Non-Exempt employees shall not use the digital reading device for City business during non-working hours without prior approval from their supervisor.
- f. If the individual receive a reimbursement for their digital reading device, the City is entitled to search the digital reading device, only to the extent to review employees' City-related use and activities, including but not limited to communications, on the device.

This policy was approved by the City Council at its meeting of September 13, 2018, and is authorized  
by:



---

Jamie Goldstein, City Manager

JG/lrl

**CITY OF CAPITOLA**  
**REIMBURSEMENT REQUEST FOR A DIGITAL READING DEVICE**

**PROCESS FOR REIMBURSEMENT FOR A DIGITAL READING DEVICE:**

1. Complete and sign Section A of this form.
2. Council Members & Planning Commissioners: Submit this form with your receipt for the purchase of a digital reading device.
3. City Employees: Obtain City Manager's approval under Section B of this form prior to purchasing a digital reading device.

**Section A- Agreement to Terms and Conditions:**

Employee/Council Member/Planning Commissioner Name: \_\_\_\_\_

Title: \_\_\_\_\_

In order to be eligible to receive a reimbursement of \$250 towards the purchase of a digital reading device I agree to receive all City & RDA related agenda's and agenda related materials electronically for a minimum of two years. If for any reason I decide to no longer receive all agenda's and agenda related materials prior to the expiration of the two years, then I will reimburse the city an amount determined by the City Manager. I agree that the City is entitled to search my digital reading device while I receive reimbursement from the City for the device and while using the device for City-related use and activities, including but not limited to communications.

Requester's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR CITY EMPLOYEES ONLY**

**Section B - Request to have a Digital Reading Device**

Approved       Not approved

City Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment: V-10 Digital Reading Device Purchasing (Digital E-Reader Policy Update)



# CITY COUNCIL AGENDA REPORT

MEETING OF JANUARY 13, 2011

FROM: CITY MANAGER'S DEPARTMENT  
 DATE: DECEMBER 15, 2010  
 SUBJECT: OPTIONS FOR DIGITAL DISTRIBUTION OF CITY COUNCIL AGENDA PACKETS

**Recommended Action:** That City Council:

1. Receive a report from staff regarding transitioning from printed paper agenda packets to digital agenda packets, and
2. Direct staff regarding the preparation of an administrative policy for digital reading devices.

## **BACKGROUND**

In fall of last year, City Council requested staff develop a program to facilitate a transition from printed paper agenda packets to digital agenda packets. This staff report outlines that program, and Council options.

## **DISCUSSION**

City Council holds approximately 28 meetings a year. The average agenda packet size in 2009 was 167 pages. There are currently 18 agenda packets produced for each meeting. In other words, each year the City prints more than 84,000 pages in the preparation of Council agenda packets. Agenda packets are distributed to City Council, Department Heads, and other interested parties. The costs to produce those City Council agenda packets are outlined below.

	<b>Paper and Printing</b>	<b>Staff Time</b>	<b>Total</b>
Annual Cost Per Council Packet	\$ 96	\$ 191	\$ 287
Total Annual Cost for Council Packet Production	\$ 1,725	\$ 3,440	\$ 5,165

In addition, the production of each agenda packet results in other environmental impacts associated with the production of paper, and the waste-stream the printed documents ultimately produce.

The Planning Commission is currently meeting about 14 times per year, with packets averaging about 95 pages. Staff estimates the direct and indirect production costs of a Planning Commission packet to be about \$179/yr per packet.

Staff has focused on two areas to facilitate a transition to paperless agenda packets. First, staff has developed an agenda packet in a searchable PDF format with bookmarks, rather than the past practice of simply scanning a copy of the printed document. This new digital packet format will be used in the preparation of future agenda packets, and will be refined over time based on input from digital packet users.

Second, staff contacted other jurisdictions regarding the hardware technology they are using for this purpose and interviewed users of the technology. Following those discussions staff purchased an iPad this winter to test the hardware and explore software options. Based on the system test, staff has developed a process for the distribution, and long term storage of agenda material for the iPad.

The following table outlines Administrative Policy Options for Council to consider. In all cases, individuals could choose to participate in the program, or continue to receive paper agenda packets.

Option	Description	City Cost per User	Advantages
<i>Self Purchase</i>	Individuals purchase hardware and software at their own cost. City staff assists individuals who chose to use the recommended technology options. No new policy necessary.	Annual direct and indirect cost savings of \$245 and \$167 per Council and PC packet.	Individuals responsible for acquiring and maintaining personal property.
<i>City Purchase</i>	City purchases, and owns, hardware and software for packet recipients who could use the technology consistent with the City's adopted Information System Use Policy (attached). City would purchase basic Wifi Ipad.	\$499 per Ipad. City costs recovered in 21/34 months for Council and PC users respectively	City maintains control of all hardware/software to ensure proper maintenance.
<i>Stipend</i>	City provides a single \$250 stipend for agenda packet recipients who agree to go paperless for 2-years and use the recommended hardware/software. Recipients would be eligible for a new stipend every 2-years to update technology.	Annual direct and indirect savings of \$167 per Council user, and \$54 per PC user: assuming 2-year stipend cycle.	City maintains some control of hardware/software options, limiting amount of time IT staff spends helping individual users, without restrictions associated with City's Information System Policy.

Should Council select the *City Purchase* or *Stipend* option, Council should determine who should be eligible to participate. Staff estimates there would be 8-12 participants if Council Members, Department Heads, and Planning Commissioners were all eligible.

#### **FISCAL IMPACT**

Potential City costs, and savings, vary depending on the option selected by Council. At a high end, the total up-front cost to implement the *City Purchase* option for City Council, Planning Commission, and Department Heads would be \$6,000, with a total project cost recovery in 22 months. At a low end, the program would immediately reduce City costs.

#### **ATTACHMENTS**

Information System Use Policy

**Report Prepared By:** Jamie Goldstein, City Manager

**Reviewed and Forwarded  
By City Manager:** 



## CAPITOLA CITY COUNCIL AGENDA REPORT

**MEETING OF SEPTEMBER 23, 2021**

**FROM:** Public Works Department

**SUBJECT:** Consider the Selection of Pavement Engineering Inc. for on-call Pavement Management Design Services and Kimley Horn for on-call Traffic Engineering and Civil Design Services to Support Capital Improvement Project Design and Implementation

**RECOMMENDED ACTION:** Approve the selection of the following consulting engineers to provide on-call engineering design services for implementation of the City's Capital Improvement Program for a five-year period (FY 21/22 through FY 26/27):

1. Pavement Engineering Incorporated in an amount not to exceed \$100,000 for FY 2021/22 for pavement management program projects.
2. Kimley-Horn and Associates in an amount not to exceed \$100,000 for FY 2021/22 for traffic engineering and civil design projects.

**BACKGROUND:** Completion of the City's Capital Improvement Program (CIP) requires engineering design services to support project planning, design, and construction. The proposed on-call contracts with Pavement Engineering Inc. and Kimley-Horn and Associates provide the City with the necessary expertise to complete the projects on a timely basis. The selection of these two firms would run through Fiscal Year 2026/27 and would include engineering services for projects funded in the approved Capitola Improvement Program. The proposed not-to-exceed amounts are based on the estimated engineering required for the likely projects currently funded in the Capital Improvement Program.

Under on-call contracts, consultants are not entitled to any specified amount of work or compensation. When the City desires design services, staff would issue a task order to the consultant and would negotiate scope and cost. Work on projects not funded in the CIP and exceeding \$25,000 would require City Council approval.

**DISCUSSION:** Staff issued a request for qualifications for engineering firms in June 2021. Three firms submitted statements of qualifications. Two firms were invited for interviews which were completed in August 2021.

After a careful review of each firm's qualifications, proposals, and presentations, staff recommends awarding the contracts as detailed above. Pavement Engineering Inc. is a leading pavement management program firm and has focused on this work for more than 30 years. They will immediately start work updating the City's Pavement Management Program and prepare a five-year paving program. They will also provide design services for paving projects on Bay Avenue, 42<sup>nd</sup> Avenue, Diamond Street, Ruby Court, and Fanmar Way; as well as



Consulting Engineering Selection  
September 23, 2021

supporting grant applications to the Santa Cruz County Regional Transportation Commission. Statement of Qualifications from Pavement Engineering Inc. is included at Attachment 1.

Kimley-Horn and Associates has provided excellent services to the City in the past and has assigned a team of highly qualified engineers with expertise in civil and transportation projects to immediately begin work on the Clares Street Complete Street project, Kennedy Drive Sidewalk project, and Park Avenue traffic calming. Kimley Horn's design service proposal for Clares Street is included as Attachment 2.

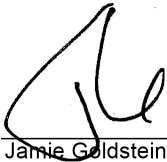
FISCAL IMPACT: The proposed not to exceed amounts for both contracts (totaling \$200,000) are for FY 2021/22, with funding available in the individual CIP project funds. Individual task orders and purchase orders will be issued for each project. Future year funding will be included in the CIP projects approved by the City Council annually.

ATTACHMENTS:

1. Pavement Engineering Qualifications
2. Kimley Horn Design Proposal - Clares Street

Report Prepared By: Steve Jesberg  
Public Works Director

**Reviewed and Forwarded by:**



Jamie Goldstein, City Manager

9/16/2021



# CITY OF CAPITOLA

## Statement of Qualifications Pavement Management Design Services

July 22, 2021

Pavement Engineering Inc.

Attachment: Pavement Engineering Qualifications (Consulting Engineering Selection)





July 22, 2021

MP21-410

Kailash Mozumder  
Public Works Project Manager  
420 Capitola Avenue  
Capitola, CA 95010

Subject: City of Capitola – Statement of Qualifications for Pavement Management Design Services

Dear Kailash,

Pavement Engineering Inc. (PEI) appreciates the opportunity to respond to the City's RFQ to provide pavement management planning and design support services for the City. **As the premier pavement engineering company in California**, we welcome the opportunity to exceed your goals by providing the highest quality of work.

Established in 1987, **PEI is a Civil Engineering consultant firm specializing in everything pavement.** Whether it is pavement management, evaluation, design, testing, inspection, QC/QA or construction management, it's all we do. It is what we have been doing for 30+ years. Based on our experience and expertise, highly trained staff, and hands-on knowledge, we are confident we can deliver superior pavement management design services to the City of Capitola, **on time and on budget.**

PEI brings the following strengths to the City of Capitola:

- Unparalleled expertise in pavement rehabilitation, maintenance, and assessment projects.
- Thousands of pavement evaluation studies and recommendations for public agencies throughout California.
- Contract documents and contract administration services for many types of roadway projects.
- Three Caltrans and three AASHTO certified testing laboratories in California.
- Fully trained, Caltrans-certified inspectors and contract administration staff specializing in pavement maintenance and rehabilitation projects.
- Highly experienced and knowledgeable Licensed Civil Engineers specializing in pavement.

We understand the City is looking for a qualified consultant, with readily available resources, to assist the City in developing and completing road rehabilitation projects for the next five years. Specifically, we also understand that if selected we will be responsible for meeting with City staff, reviewing and assisting the City with updating and maintaining the pavement management data, developing a five-year list of projects based on current funding availability, PS&E development, and assisting the City with construction management. This is exactly the kind of work we have been doing for the last 35+ years. Our statement of qualifications outlines and highlights PEI's experience and qualifications for providing pavement management planning and design services for over 100 clients throughout the State of California. At PEI, we are experts in value engineering for pavement management, preservation and preventative maintenance treatments.

*Serving California since 1987*

[www.pavementengineering.com](http://www.pavementengineering.com)

Attachment: Pavement Engineering Qualifications (Consulting Engineering Selection)

Kailash Mozumder  
July 22, 2021  
MP21-410

Our highly skilled staff, which is outlined throughout the proposal, are all experts in pavement projects. In addition to our highlighted experience working with public agencies throughout the state in the last 30+ years, we have provided examples of similarly completed projects, completed within the last few years which demonstrate the asset we would be to the City of Capitola in successfully managing their pavement assets.

PEI will be able to control our schedule and be fully available to the City. PEI will be fully committed to and available throughout the term of the contract. With 85+ employees, we will be able to respond quickly and efficiently to all of the City's requests. Because we take a hands-on, personalized approach with all our clients, assigned staff will remain on all projects from start to finish. This ensures that the City receives consistent services with reliable, accurate results delivered on time and within budget.

We value the opportunity to build and maintain a relationship with the City of Capitola and will commit to provide our services with honesty, trust and professionalism. **As our slogan says, "You can ride on our reputation."**

All pavement management design services for the City will be managed out of our Concord office, with any needed support coming from the rest of the company. I will be the main contact person for all correspondence between PEI and the City.

Very truly yours,



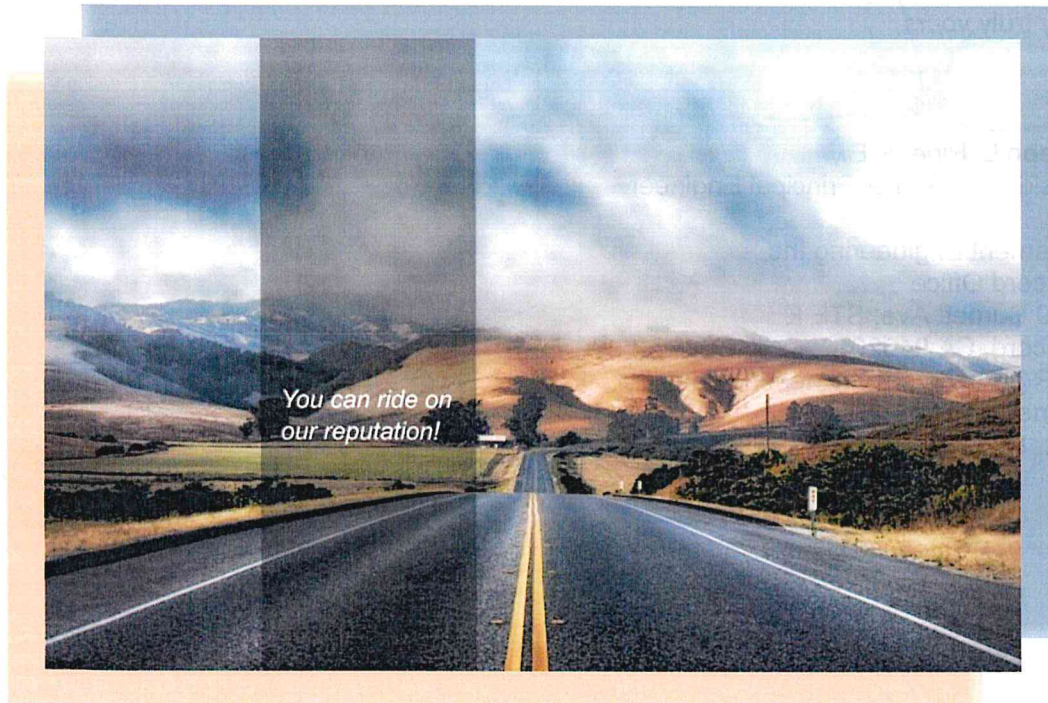
Joseph L. Ririe, P.E.  
President & Senior Principal Engineer

Pavement Engineering Inc.  
Concord Office  
1190 Burnett Ave; STE E  
Concord, CA 94520  
JoeR@PavementEngineering.com  
Phone: 805.781.2265  
Fax: 805.781.2267



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Attachment: Pavement Engineering Qualifications (Consulting Engineering Selection)



## Overview of the Firm

We understand the City is looking for a qualified consultant, with readily available resources, to assist the City in developing and completing road rehabilitation projects for the next five years. If selected, we understand we will work directly with the City's Public Works Director and Public Works Project Manager. Furthermore, we understand we will be responsible for meeting with City staff, reviewing and assisting the City with updating and maintaining the pavement management data, developing a five-year list of projects based on current funding availability, PS&E development, and assisting the City with construction management. We understand the City's funding for pavement treatment projects averages \$300k-\$500k per fiscal year and that the City's pavement management program was last updated in 2017, and updating this report may be considered for years 2-3 of this engagement.

Given our understanding of the City's requirements for selection, we certify through our experience, background and qualifications that we are capable of performing the work as described in the "Scope of Services" section of the RFQ. Additionally, we have sufficient and specialized resources readily available to the City. Our designated staff is vastly diverse and responsive, and specifically trained to perform a multitude of the tasks required by the City.

PEI has five offices which serve public and private entities throughout California. Our offices are connected through cloud services, allowing us to readily share files and resources, review documents, schedule employees and resolve issues of varying complexities. This makes PEI extraordinarily flexible and collaborative.

For the purpose of this contract and engagement with the City, all pavement management design services which will be provided for the City of Capitola will be managed and assigned out of PEI's Concord Office, with any needed support coming from the rest of the company.

Pavement Engineering Inc. Concord Office  
1190 Burnett Ave, STE E  
Concord, CA 94520  
805.781.2265

PEI additional office locations:

### Redding Office

20260 Skypark Drive  
Redding, CA 96002

### Sacramento Office

3680 Industrial Blvd., Ste 400  
Sacramento, CA 95691

### San Luis Obispo Office

3485 Sacramento Drive, Suite A  
San Luis Obispo, CA 93401

### Santa Clarita Office

26007 Huntington Lane, Unit 5  
Santa Clarita, CA 91355

## PEI BACKGROUND

Pavement Engineering Inc. is a civil engineering firm who specializes in pavement management and rehabilitation. Since we were incorporated in the State of California in 1987, we have inspected, tested and designed tens of millions of square feet of asphalt concrete roadways and parking lots each year. We provide economical solutions for public agencies, schools, property managers, and commercial and private enterprises that extend the life of pavement. Because we have worked with hundreds of California cities, counties and government agencies, we understand the process and have the experience, flexibility, communication and coordination skills to ensure projects move forward smoothly on time and within budget.

At PEI, we have the latest testing equipment, tools and in-depth knowledge to solve the most challenging pavement maintenance problems. During any given year, we evaluate, test, design and inspect tens of millions of square feet of pavement throughout California.

We provide the technical knowledge to cost-effectively maintain roadways and parking lots. We have the managerial experience to run things smoothly from inception to completion and the proven results that build trust and loyalty. Our number one goal is client satisfaction. We manage each dollar our clients spend as if it were our own – with common sense and complete honesty.

Because we are faced to solve the most challenging pavement maintenance problems, our staff is carefully comprised and highly trained. We have an experienced, licensed and qualified staff of professional engineers, engineering technicians, construction managers, inspectors, laboratory technicians and support personnel. PEI's inspection staff is Caltrans certified and has performed inspection for many Caltrans QC/QA projects as well as other public and private projects.

At PEI, we also understand the responsibilities of and constraints on public works departments. They are tasked with maintaining assets in fiscally responsible ways, maximizing services while minimizing costs and always ensuring a quality, long lasting product is delivered. That is no easy task, but it's where we excel. When it comes to assisting our clients, we take a very personal approach to their success to ensure a quality, long-lasting product which maintains assets while keeping down costs.

Through our involvement with the development and implementation of the Section 39 of the 2010 & 2015 Caltrans Standard Specifications for Hot Mix Asphalt (HMA), PEI has become a leader in designing and testing the new performance-based HMA materials. We literally bring millions of tons of HMA experience to the City of Capitola.

35  
Years in business

800+  
Clients throughout California

10,000+  
Completed projects

100%  
Project completion percentage

100%  
Committed to excellence

Attachment: Pavement Engineering Qualifications (Consulting Engineering Selection)

## **PAVEMENT ENGINEERING INC. STANDS OUT**

Stretching the dollars while still meeting the pavement needs requires a thorough understanding of pavements. Not many firms have developed the expertise necessary to say that they understand pavements top to bottom and inside out. **Innovation, expertise and experience** is what we bring to the table.

**PEI approaches projects differently than other design firms...here's how:**

### **Sound Understanding**

At PEI, we understand pavements. We understand how they deteriorate, how they are designed, how they are constructed, we understand them down to the aggregate gradation and binder. Our comprehensive understanding has led to unparalleled expertise that causes us to look at, design and manage pavements differently. This unique approach allows us to get the most out of pavements and the design.

### **No Guesswork**

PEI does not approach pavement design based on guesswork. We take a scientific approach to determining the most cost-effect solutions to addressing the pavement needs. Armed with this information and our expertise, we can quickly develop and evaluate multiple options for preserving and/or rehabilitating pavement. This provides our clients with the assurance that their investment will last.

### **Unmatched Experience and Knowledge**

Over the years, we have observed that no other firms have the knowledge and expertise to match what we have at PEI. Our knowledge and expertise cover all aspects of pavement. We excel at pavement management, design, construction and materials. We understand the big picture. This experience and knowledge contributes to efficient designs and lower bids.

### **Unique Perspective / Sensitive to Costs**

Deteriorating infrastructure is an important issue, and pavements, because of their visibility, are at the top of the list. Our expertise has given us the privilege to sit in and council with agency decision makers as they struggle to balance budgets and meet the needs of their crumbling infrastructure. We understand the constraints and tough decisions that need to be made as a result of a shortage of proper funds. Therefore, we understand the importance of stretching every dollar and eliminating waste with overdesigns. Simple, effective, and innovative designs that meet our clients' exact needs is our specialty.

### **Hands on Management**

We like to use the hands-on approach with our clients. We have found that meeting face to face at critical points during the project development stages eliminates wasted time and allows for the project to run more efficiently from start to finish. **Many of our clients have commented that even though they know PEI has multiple clients, they feel like they are our only one.**



## DESCRIPTION OF PEI SERVICES

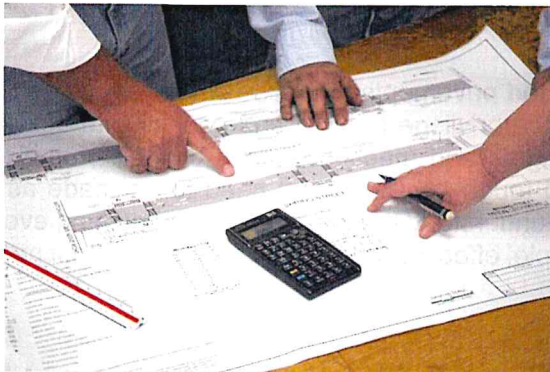
With experience spanning more than three decades, we will deliver the pavement management related services the City is seeking for the completion of various pavement related projects. These services include:

- Pavement Management;
- Pavement Design PS&E's;
- Pavement Evaluation (Coring & Deflection Testing);
- ADA Curb Ramp Design;
- Materials Testing & Inspection (HMA);
- Construction Management;
- Bidding Support.

We take a scientific approach to protect an agency's pavement investment. Field investigations include deflection testing, sampling the pavement structure and evaluating existing pavement drainage. Laboratory testing includes analyzing pavement materials and soil characteristics, which determine structural adequacy. Combining this analysis with observations of pavement performance, our engineers can determine the current condition of pavement and evaluate rehabilitation alternatives. The rehabilitative alternatives which we evaluate include. The net result is an optimum design for long-term pavement performance and the lowest annual cost.

Our investigation, management and design services conform substantially to the design concepts and generally accepted practices provided by the federal, state, county, and city governments. We have extensive experience working with and can provide services based on recent Caltrans specifications for QC/QA, standard and method processes, Greenbook specifications and Federal agency specifications, including the Federal Highway Administration. We also adhere to ASTM, AASHTO, and CTM standards.

## PAVEMENT DESIGN / REHABILITATION / MAINTENANCE



PEI understands that well-designed pavement can be the difference between a long-lasting structure and one with a significantly reduced service life. From site plans to public agency documents to pavement rehabilitation documents, we have the experience to assist you through each step of the design process. Many pavement-related design projects today also require upgrading facilities related to accessibility. PEI is thoroughly knowledgeable and experienced with the multitude of federal and state requirements that apply to exterior accessibility design, including

accessible parking, accessible paths or travel, curb ramps, railings, signage, etc.

Our design approach ensures a smooth and successful project. Our plans and specifications clearly define the extent and quality of work expected, including all construction details, materials and procedures. We have spent years creating and enhancing specifications for roadways and parking lots that reflect the best industry practices. The combination of site plans, details and specifications ensures that all contractors are bidding on the same work. We are constantly working with contractors all over California to develop engineer's estimates which result in accurate pricing. Detailed contract documents result in lower bids, and complete specifications minimize scheduling, relationship and payment problems.

## PAVEMENT EVALUATIONS

### *Visual condition surveys*

Once test data are gathered and analyzed, PEI visually evaluates the pavement for fatigue characteristics such as raveling, transverse and longitudinal or block cracking, and alligator cracking. The visual investigation focuses not just on pavement condition but also on factors that affect performance, including site drainage, water sources from roof drains and landscaping, tree roots, and loading conditions from trucks, buses, garbage trucks or other heavy wheel loads.

### *Physical evaluation*

Pavement evaluations provide important information about HMA performance and service life. They determine an existing pavement's structure, confirm its structural adequacy and endeavor to find the reason why it failed and how it will perform with various maintenance alternatives. Pavement evaluations are invaluable in determining the best and most economical pavement design and rehabilitation approach based on an annual cost analysis.

In addition, PEI has found the adequate cores and deflection data are invaluable during both the design and construction phases of the project. Our experience suggests that gathering this additional data helps produce designs that can last longer than average approaches, resulting in additional savings for the agency.

### *Deflection testing*

Deflection testing is a non-destructive method of evaluating a pavement's flexibility, the resilience of structural layers and how it has been affected by the type and volume of traffic as well as the effects of temperature and moisture. Although there are several different testing devices, the goal is to measure the total deflection from a load applied on the surface of the pavement.

### *Core testing and R-values*

Core testing determines how well a foundation distributes repetitive stresses caused by traffic. Coring measures existing pavement thicknesses and determines the type of native soils that form a pavement's subgrade or structural foundation.

The resulting data is referred to as the resistance, or R-value, which fixes or determines the depth of the subgrade necessary to support the aggregate base and asphalt concrete surface layer to carry the expected amount of traffic and wheel loads. When used in pavement design, the R-value helps determine the required thickness of foundation layer for the expected traffic conditions. PEI tests R-values using California Test 301, ASTM Test D2844 or AASHTO Test T190.

## ADA ACCESSIBILITY & CURB RAMP DESIGN

PEI understands that accessibility design is an issue that applies to most site improvement projects today. Federal laws and State regulations provide guidelines for accessible facilities in construction projects. Unfortunately, the list of requirements for meeting accessibility is long and frequently difficult to decipher. Sometimes the requirements between the State and Federal codes even may conflict with each other. This is where PEI can help the City. Constant awareness of code updates and new mandates is paramount in order to stay current with industry standards.



Since 1995, PEI's design staff have successfully interpreted code requirements, evaluated existing conditions and designed accessible improvements to comply with current law. We understand the various codes and have correctly applied these requirements to successfully complete countless site improvement projects and new development projects.

Our evaluation and design expertise include all elements of exterior accessibility, including but not limited to:

- Accessible parking.
- Passenger drop-off zones.
- Accessible path of travel requirements.
- Walks, pathways and level landings.
- Pedestrian and curb ramps.
- Stairways.
- Handrails and guardrails.
- Detectable warning surfaces (truncated domes).
- Reach heights (at ATMs and other exterior customer facilities).
- Site signage requirements.
- Drainage improvements (if necessary).

## **MATERIALS TESTING, QUALITY CONTROL/QUALITY ASSURANCE & CONSTRUCTION MANAGEMENT**

PEI has a solid four-pronged approach to managing successful materials testing and inspection projects. This approach is outlined below.

**Construction inspection services** PEI's fulltime inspection services during paving ensure a quality product and provide confidence that a contractor's work confirms substantially to the design concepts reflected in the contract documents. Our Caltrans-certified inspectors monitor asphalt concrete thickness and temperature during laydown and perform field density testing using a nuclear density gauge to monitor compaction. That's critical because proper asphalt concrete placement and compaction are essential for long-lasting pavement. Once asphalt concrete has cooled, the opportunity for high density compaction is impossible. We keep clients informed with daily work and progress reports.

**Laboratory testing and quality assurance** PEI validates mix designs by collecting the asphalt concrete materials used for a project and testing them to make sure they conform to contract specifications. We collect samples and perform mix designs from every 750 tons of asphalt concrete places or one test per paving day. These CTM tests include stability (CTM 366), mix density (CTM 308), Rice gravity (CTM 309), asphalt content (CTM 382) and air voids content (CRM 367). Because our materials engineers perform thousands of QA/QC tests each year, they are among the most qualified in the industry to create mix formulas and recommend mix adjustments, to recommend construction and production methods and to assist clients with contractor compliance issues.

We are experts in Superpave, Hot Mix Asphalt (HMA) and Rubberized HMA. With regards to Caltrans QC work for contractors, PEI's lab is the largest independent HMA materials testing laboratory in northern California. PEI also is involved in the design and testing of cold in-place recycling projects and foamed asphalt full-depth reclamation. Because of our direct involvement in the development and implementation of the new Section 39 of the Caltrans Standard Specifications for hot mix asphalt, PEI is a leader in designing and testing the new performance based HMA materials.

**Verification and determination of compliance and acceptance** Our final report to clients summarizes laboratory tests and compaction results and addresses a contractor's compliance with the specifications, plans and applicable standards, including any areas on non-compliance. PEI never leaves loose ends. We assume all project activities from inception to completion. We aren't happy unless every "t" is crossed and every "i" is dotted and both the client and PEI are satisfied with the results of the entire project.

**Construction engineering support** One of the keys to our success is communication. Our project managers provide constant feedback throughout a project, which creates a proactive environment that corrects problems as they come up and not after the fact. Because PEI is familiar with all construction techniques and materials used to rehabilitate and maintain pavement and have completed thousands of projects, we claim to be the best at what we do. Our clients attest to that.

## TESTING SERVICES

PEI owns and operates three Caltrans-certified testing laboratories and three AASHTO resource reference laboratories. We have the testing equipment, tools and knowledge to apply state-of-the-art technology to solving pavement problems. Whether we are providing inspection oversight, compaction testing, or laboratory testing, our experienced staff will assist the City with its testing needs throughout any project. The net result will be long-term pavement performance at the lowest annual cost.

### Quality Control / Quality Assurance

The foundation for PEI's success is its program of quality control and quality assurance. We take steps to ensure the quality of the product we deliver to our clients by:

- Certifying field and lab technician and reviewing competency in specific tests at least every six months.
- Maintaining detailed training records.
- Calibrating equipment at specified intervals.
- Preparing and maintaining records of all test samples.
- Processing and storing test samples to avoid changing characteristics or contamination.
- Reviewing test reports related to proficiency sample testing, on-site inspections and quality system evaluations.
- Reviewing and updating procedures to reflect the latest industry standards.

PEI is experienced with current Caltrans specifications (including Superpave and Hveem processes), Greenbook specifications and federal agency specifications, including the Federal Highway Administration and Federal Aviation Administration. Among the testing and QC / QA services PEI provides are:

- Deflection testing.
- Core sampling.
- Resistance ("R") value.
- Aggregate base, subgrade inspection and compaction testing.
- Mix designs and JMF verifications.
- Paving inspections, sampling and monitoring with nuclear gauge.
- Compaction/failure investigations.
- Nuclear gauge acceptance testing (requires test strip).
- HMA, RHMA, OGFC, aggregate, base and subgrade materials testing using Caltrans, ASTM and AASHTO methods.
- Concrete Trial Batch and Production compliance testing
- Geotechnical



## PAVEMENT MANAGEMENT

A Pavement Management System (PMS) is a living system. Our PMS reports provide condition summaries broken down into functional class, recommended treatments and estimated costs. We also provide decisions trees, multiple budget scenarios and budget analyses that can be expanded for the next three decades. This analysis provides the City with the information it needs to prioritize pavement maintenance based on available funding and answers “what if” questions. In addition, our report includes a sortable listing of street segments both alphabetically and by PCI; projected PCI obtainable under existing and anticipated future funding levels; budget reports that contain needs, costs and conditions for the analysis period; and graphs that illustrate budgeting scenarios.

PEI is one of the most experienced pavement management specialists in California, with dozens of successful public agency clients throughout California, many of whom have relied on our pavement management services repeatedly for **over two decades**. PEI began performing PMS evaluations in the 1990s using both APWA’s MicroPAVER™ and MTC’s StreetSaver® program. Our company is registered through the MTC as a certified StreetSaver® consultant. This ensures our company and raters are accurate and work in compliance with Metropolitan Transportation Commission (MTC) standards. Additionally, to ensure accuracy, we require all of our PMS field inspectors to attend MTC training classes as well as complete the MTC StreetSaver® Rater Certification Program. Our goal is to ensure the City has the most accurate database possible, including original construction dates and CIP maintenance records, all of which will provide a better, more accurate pavement management system going forward.

In 2009, PEI was awarded “Best Pavement Management Consultant” by the Bay Area Metropolitan Transportation Commission (MTC), which covers 109 local agencies. In presenting the award, Amy Burch, MTC PTAP Project Manager said: ***“PEI stands behind their work. Providing quality products for their clients is just a standard. They have raised the bar for all PTAP consultants.”***

After performing a PMS update for the City of Reedley, City Manager, Nicole Zieba, stated, ***“Pavement Engineering Inc. did an outstanding job assisting our city with its pavement management system. Their knowledge and expertise resulted in a seamless completion of this project. This is, by far, one of the best investments in streets and roads that our City has made.***

***The final presentation PEI gave to City Council on the outcomes of the assessment was fantastic. It was clear and non-technical, and it provided a future road map for getting the most out of our limited street and road dollars. I highly recommend that all cities use PEI for a full pavement management analysis and plan.”***

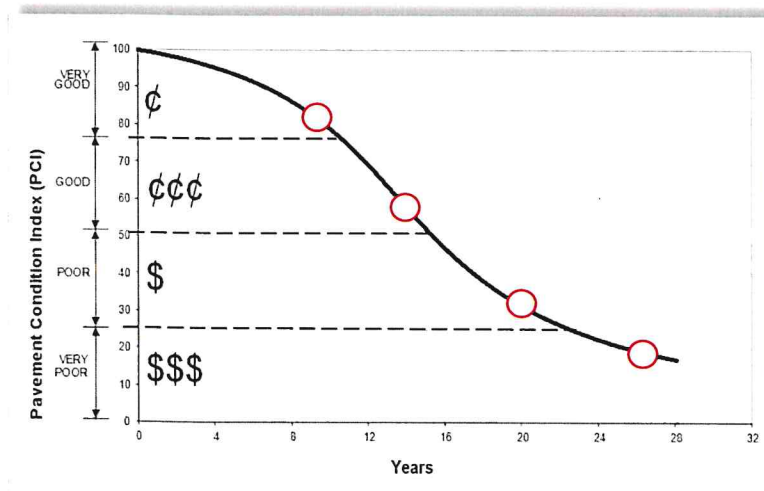


## PAVEMENT MANAGEMENT PLANNING PHILOSOPHY

When going into a project, we know there are many factors that must be considered. We believe in the philosophy of applying the right treatment, to the right pavement, at the right time, using the right materials. Our experience with pavement management programs has taught us that there are three general approaches to pavement management.

**Best First**, or top down management, focuses maintenance and rehabilitation on the best streets in a system. **Worst First**, or bottom up management, focuses maintenance and rehabilitation on the worst streets in a system. **Critical Point Management**, focuses maintenance and rehabilitation on streets that are at a critical point on their deterioration curve, where if the correct treatment is applied it will keep the pavement from falling into a condition where the correct treatment is more costly. **We strive to follow a critical management approach**, but also understand that political and budgetary pressures require a hybrid approach.

Critical Point Management



○ Critical Point Management selects streets before they deteriorate and need the next most expensive treatment.

Pavement management program software like StreetSaver®, are set up with a focus on critical point management. These programs are meant to assist decision makers by providing data analysis. However, the programs do not account for the long list of additional factors that must be considered such as conflicting utility projects, proposed developments, geographic grouping for better construction pricing, and political pressures. This is where PEI steps in. This is when our experience building a sustainable pavement management plan comes into play.

**We understand** the cost benefits of grouping projects by treatment and location. **We recognize** the importance of being able to clearly communicate the plan to the public, as well as to City administrators. **We know** that a well thought out pavement management plan will assist decision making staff and management achieve safe, long lasting pavements.

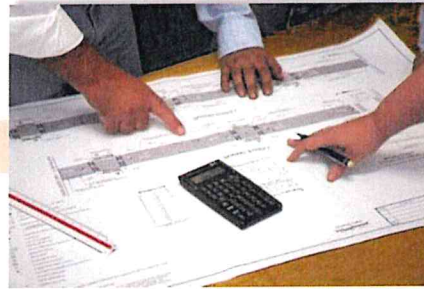
Attachment: Pavement Engineering Qualifications (Consulting Engineering Selection)



## Consultant Team

### PEI PROJECT STAFFING APPROACH

With 85+ employees, PEI has the staff resources to perform all of the proposed pavement management design services for outlined in the City's RFQ. Unlike other civil engineering firms whose specialty is "general engineering," PEI focuses specifically on managing, testing, designing, inspecting, maintaining and rehabilitating pavements and roadways. PEI will be fully committed to and available throughout the term of the contract for the City.



Our staff is comprised of senior principal engineers, associate engineers, assistant engineers, engineering technicians, laboratory managers, construction managers and inspectors, all of whom have technical skills which encompass a complete range of pavement engineering disciplines. We also have a substantial support staff which includes Caltrans-certified lab technicians, pavement inspectors, data technicians and administrative personnel.

PEI has *five offices* which serve public and private entities throughout California located in:

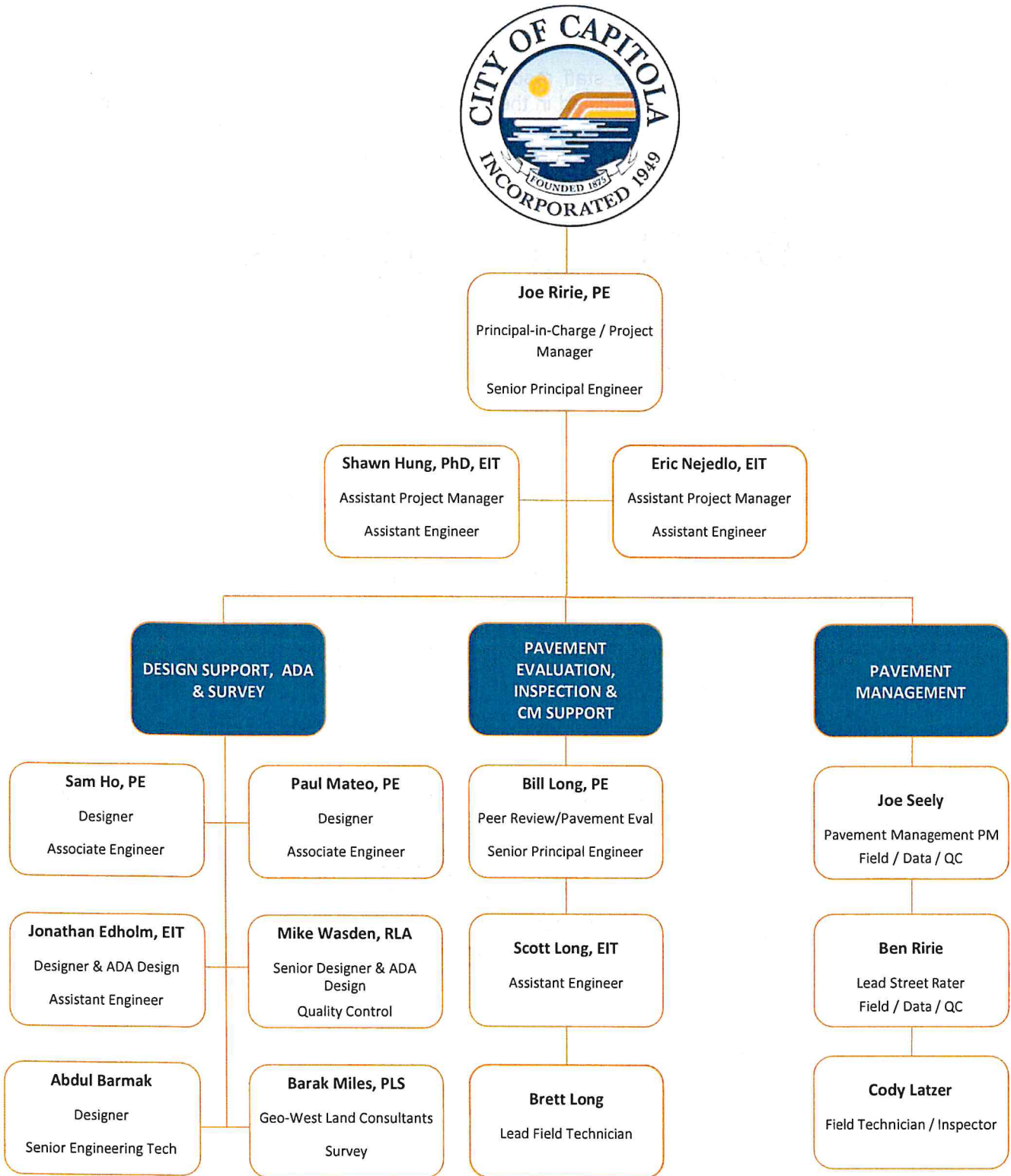
- **Concord (managed)**
- **Redding**
- **Sacramento**
- **San Luis Obispo (corporate)**
- **Santa Clarita**

All services performed for the City of Capitola will be managed and assigned out of PEI's Concord office, with any needed support coming from the rest of the company.

Pavement Engineering Inc.  
1190 Burnett Ave, STE E  
Concord, CA 94520  
805.781.226



# ORGANIZATIONAL CHART



Attachment: Pavement Engineering Qualifications (Consulting Engineering Selection)

September 13, 2021

Kailash Mozumder  
Public Works Project Manager  
City of Capitola  
420 Capitola Ave.  
Capitola, CA 95010

**Subject: Proposal for Clares Street CIR and Traffic Calming Improvement Project**

Dear Kailash,

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) is pleased to submit this letter agreement (the “Agreement”) to the City of Capitola (“Client”) for providing traffic engineering services per the Master Agreement for Continuing Professional Services First Amendment dated March 24, 2016 which is incorporated herein by reference. The following outlines our scope of services for this project.

## Project Understanding

The City of Capitola is planning to construct traffic calming improvements on Clares Street from 41<sup>st</sup> Avenue to Wharf Road to reduce vehicle speeds and improve accessibility for bikes and pedestrians along the corridor. The project will also include repairing the Clares Street roadway pavement using cold in-place recycling (CIR) to repurpose the existing asphalt.

In 2019, Kimley-Horn was retained by the City to develop potential traffic calming options along Clares Street. The traffic calming alternatives investigated included road diet restriping, raised crosswalks, curb bulb-outs, and enhanced pedestrian crossings. A technical memorandum summarizing the speed and roadway impacts from the traffic calming options was prepared and presented to City Council.

In 2021, Kimley-Horn was retained by the City to investigate potential pedestrian safety alternatives at the intersection of Clares Street and Wharf Road. A technical memorandum summarizing the findings was submitted to the City. The City also retained Kimley-Horn to host a virtual public workshop and present the proposed roadway and traffic calming improvements along Clares Street for community feedback. To compliment the public workshop, an online survey was prepared to collect public input and engage the community on the project.

Based on past efforts and results, the City is seeking to complete the engineering design for Clares Street and bid the project for construction.

The following is the scope of work to prepare PS&E design for the project.

## Scope of Services

### Task 1: Site Investigation

Kimley-Horn will perform field reconnaissance to gather readily-available data and information. This task will consist of data collection including field investigation and assembling readily-available information including geotechnical, utility, topographic, and as-built data.

Kimley-Horn assumes that the City will provide available as-built and topographic information of the various roadway features in the area, including past/proposed roadway and drainage improvements. We will work with the City to gather readily available developer plans adjacent to the project area.

The Consultant will develop a schematic base map of the existing study area on Clares Street from 41<sup>st</sup> Avenue to Wharf Road in AutoCAD to prepare the traffic calming and pavement CIR layout. This base map will be prepared using aerial data and verified with a field investigation which will identify existing surface features, including edge of pavement, sidewalk, fencing/wall locations, and observable ground utilities.

The Consultant will send out utility request letters to the utility owners in the immediate area to gather information on existing facilities. We will review and compile the received information to incorporate into our proposed design. We will work to identify potential conflicts and our design intent will be to avoid existing utilities. If our design cannot avoid conflicts with an existing facility, additional coordination with the utility owner will occur to address the conflict, including adjustments, relocations, and protection in place. Our scope and fee assume that the utility owner will provide all utility design services related to adjustment, relocation, or protection of their facilities.

Kimley-Horn will coordinate with a sub-consultant to obtain geotechnical investigation of the existing structural pavement section on Clares Street. The sub-consultant on our team will perform a geotechnical investigation to explore the surface and sub-surface conditions at the site to develop recommendations for the design and construction of the proposed CIR pavement. Site work would include sub surface exploration, soil sampling, and laboratory testing of boring samples.

This task assumes that the proposed improvements will not require removal/modification of existing grades, vertical features, utilities, and/or drainage. If the preferred design requires additional topographic survey to develop the plans, Kimley-Horn can coordinate with a sub-consultant for an additional fee.

## **Task 2: Prepare 65% PS&E Construction Documents**

Based on direction from the City and community input from the 2021 public workshop, the preferred Clares Street improvement alternative will be identified for PS&E design. The latest conceptual traffic calming design alternatives will be refined into one (1) final roadway design and reviewed with the City prior to proceeding with the PS&E submittal.

Kimley-Horn will prepare 65% construction documents for the project. The construction documents will be prepared in general accordance with the City of Capitola policies, procedures, manuals, and standards. Kimley-Horn follows a structured QA/QC process that will be implemented throughout the life of the project. We have designated a senior roadway engineer to perform independent reviews ahead of major submittals (65% and Final).

This scope of work assumes that no additional structural or geotechnical work is required.

Kimley-Horn will prepare plan sheets in imperial units. The following is an estimated plan sheet breakout and a summary description of each sheet:

Cover Sheet and General Notes	1 Sheet
Typical Section	1 Sheet
Layout Plans and Roadway Profile	3 Sheets
Construction Details	2 Sheets
Temporary Traffic Control Plans	1 Sheet
Signing and Signing Details	3 Sheets
Estimated Total Sheets:	11 Sheets

### Cover Sheet:

The cover sheet will include a legend, project site map, vicinity map, index of drawings, and project description.

### General Notes Sheet:

The General Notes will include City of Capitola standard notes and consultant design clarification notes.

This assumes that the City of Capitola notes will be furnished by the City of Capitola.

Typical Section:

The typical cross-sections sheet of Clares Street will include the existing right-of-way, curb, gutter, driveway, and sidewalk locations. It will also include data of the existing pavement structural section and the proposed CIR pavement section within the project limits.

Layout Plans and Roadway Profile

The Consultant will prepare plan sheets for the preferred Clares Street alternative improvements. The Layout plan will include existing as-built data of curb, gutter, driveway, and sidewalk and the horizontal design of the proposed roadway and traffic calming improvements. A roadway profile of Clares Street will be provided based on the topographic as-built data provided by the Client.

Construction Details:

Technical details and specifications of the roadway and traffic calming improvements will be provided. The preferred design will incorporate as much of the existing utility and drainage as possible into the design and will minimize the need to relocate or replace these facilities.

Temporary Traffic Control Plan:

The Consultant will prepare traffic control plans showing temporary striping, signage, construction staging details for the Clares Street project. Signage and striping will be prepared in conformance with the latest version of the California MUTCD.

Signing and Striping Details:

The improvement plan will show locations of striping and signage along the Clares Street project. Signage and striping will be prepared in conformance with the latest version of the California MUTCD.

Opinion of Probable Costs:

The Consultant will prepare quantity takeoffs and an opinion of probable construction cost (OPCC) for the proposed Clares Street improvements. Unit costs will be established using recent contractor bids for construction projects located in the surrounding area. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its OPCC.

Technical Specifications:

It is assumed that latest Caltrans, and AASHTO Greenbook Specifications are sufficient for the project design parameters and will be incorporated into the City's Master Spec format. It is assumed that no additional specifications or special provisions will be required for this project.

### **Task 3: Prepare Final PS&E Construction Documents**

The Consultant will submit 65% construction documents (first submittal), for review and comment by the City of Capitola. This scope assumes the plan check review will be limited to the City of Capitola engineering and public works departments. The Consultant will meet with the City of Capitola one (1) time to go over review comments, proposed responses, and to resolve conflicts between comments from different department reviewers.

Upon completion of the plan checking process, the Consultant will prepare and submit the Final construction documents (second submittal) that will incorporate City review comments from the first submittal. The final PS&E submittal will be provided in electronic PDF format.

## Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

- Additional Topographic Survey
- Additional Public Outreach, Community Workshop, or City Council Meetings
- Traffic Count Data Collection
- Environmental Support and Permitting
- Bid and Construction Support

## Information Provided by the Client

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client’s consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

- As-builts, survey data, and relevant project files
- Supporting documentation (meeting minutes with staff, review comments, etc.)

## Schedule

We will provide our services as expeditiously as practicable to meet a mutually agreed upon schedule.

## Fee and Expenses

Kimley-Horn will perform the scope of services on a labor fee plus expense basis with the maximum labor fee shown below.

Task 1 Site Investigation	\$14,600
Task 2 Prepare 65% PS&E Construction Documents	\$29,400
Task 3 Prepare Final PS&E Construction Documents	\$14,400
<b>Total Kimley-Horn Labor Fee</b>	<b>\$58,400</b>

Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the Client. Individual task amounts are provided for budgeting purposes only. Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

Labor fee will be billed on an hourly basis according to our then-current rates. As to these tasks, direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed at 1.15 times cost. A percentage of labor fee will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Administrative time related to the project may be billed hourly. All permitting, application, and similar project fees will be paid directly by the Client. Should the Client request Kimley-Horn to advance any such project fees on the Client’s behalf, a separate invoice for such fees, with a fifteen percent (15%) markup, will be immediately issued to and paid by the Client.

Payment will be due within 30 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

**Closure**

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, "Consultant" shall refer to Kimley-Horn and Associates, Inc., and "Client" shall refer to City of Capitola.

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute both copies of this Agreement in the spaces provided below, retain one copy, and return the other to us. We will commence services only after we have received a fully-executed agreement. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

To ensure proper set up of your projects so that we can get started, please complete and return with the signed copy of this Amendment Agreement.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.

Frederik Venter P.E.  
#C64621

Derek Wu P.E.  
#C81401

Attachment – Standard Provisions

Attachment: Kimley Horn Design Proposal - Clares Street (Consulting Engineering Selection)

**City of Capitola**

**By:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Email Address)

**Attest:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Client's Federal Tax ID)

\_\_\_\_\_  
(Client's Business License No.)

\_\_\_\_\_

\_\_\_\_\_  
(Client's Street Address)

Attachment: Kimley Horn Design Proposal - Clares Street (Consulting Engineering Selection)

**KIMLEY-HORN AND ASSOCIATES, INC.  
STANDARD PROVISIONS**

(1) **Consultant's Scope of Services and Additional Services.** The Consultant will perform only the services specifically described in this Agreement. If requested by the Client and agreed to by the Consultant, the Consultant will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay the Consultant for any Additional Services an amount based upon the Consultant's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.10 times cost.

(2) **Client's Responsibilities.** In addition to other responsibilities herein or imposed by law, the Client shall:

- (a) Designate in writing a person to act as its representative, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
- (b) Provide all information and criteria as to the Client's requirements, objectives, and expectations for the project and all standards of development, design, or construction.
- (c) Provide the Consultant all available studies, plans, or other documents pertaining to the project, such as surveys, engineering data, environmental information, etc., all of which the Consultant may rely upon.
- (d) Arrange for access to the site and other property as required for the Consultant to provide its services.
- (e) Review all documents or reports presented by the Consultant and communicate decisions pertaining thereto within a reasonable time so as not to delay the Consultant.
- (f) Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary.
- (g) Obtain any independent accounting, legal, insurance, cost estimating, and feasibility services required by Client.
- (h) Give prompt written notice to the Consultant whenever the Client becomes aware of any development that affects the Consultant's services or any defect or noncompliance in any aspect of the project.

(3) **Period of Services.** Unless otherwise stated herein, the Consultant will begin work after receipt of a properly executed copy of this Agreement. This Agreement assumes conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that the Consultant does not control. If such delay or suspension extends for more than six months, Consultant's compensation shall be renegotiated.

(4) **Method of Payment.** Client shall pay Consultant as follows:

- (a) Invoices will be submitted periodically for services performed and expenses incurred. Invoices are due and payable upon presentation. Client shall pay Consultant a time price differential of one and one-half percent (1.5%) of the outstanding amount of each invoice that is overdue for more than 30 days. The Client shall also pay any applicable sales tax. All retainers will be held by the Consultant and applied against the final invoice. If the Client fails to make any payment due under this or any other agreement within 30 days after presentation, the Consultant may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid, and may commence legal proceedings including filing liens to secure payment.
- (b) If the Client relies on payment or proceeds from a third party to pay Consultant and Client does not pay Consultant's invoice within 60 days of receipt, Consultant may communicate directly with such third party to secure payment.
- (c) If the Client objects to an invoice, it must advise the Consultant in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due.
- (d) If the Consultant initiates legal proceedings to collect payment, it may recover, in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at the Consultant's normal hourly billing rates, of the time devoted to such proceedings by its employees.
- (e) The Client agrees that the payment to the Consultant is not subject to any contingency or condition. The Consultant may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of the Consultant to collect additional amounts from the Client.

(5) **Use of Documents.** All documents and data prepared by the Consultant are related exclusively to the services described in this Agreement and may be used only if the Client has satisfied all its obligations under this Agreement. They are not intended or represented to be suitable for use or reuse by the Client or others on extensions of this project or on any other project. Any modifications by the Client to any of the Consultant's documents, or any reuse of the documents without written authorization by the Consultant will be at the Client's sole risk and without liability to the Consultant, and the Client shall indemnify, defend and hold the Consultant harmless from all claims, damages, losses



and expenses, including but not limited to attorneys' fees, resulting therefrom. The Consultant's electronic files and source code remain the property of the Consultant and shall be provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the Client and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the documents prepared by the Consultant, the hardcopy shall govern.

(6) **Opinions of Cost.** Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to the costs of construction and materials, are made solely based on its judgment as a professional familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

(7) **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or upon thirty days' written notice for the convenience of the terminating party. The Consultant shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Consultant as a result of such termination.

(8) **Standard of Care.** The standard of care applicable to Consultant's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by the Consultant's performance of services, and it is agreed that the Consultant is not a fiduciary with respect to the Client.

(9) **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to the Client and the Consultant, the risks are allocated such that, to the fullest extent allowed by law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of the Consultant and the Consultant's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of or in any way related to the services under this Agreement from any causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Consultant or the Consultant's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by the Consultant under this Agreement or \$50,000, whichever is greater. Higher limits of liability may be negotiated for additional fee. This Section 9 is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section 9 shall require the Client to indemnify the Consultant.

(10) **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.

(11) **Construction Costs.** Under no circumstances shall the Consultant be liable for extra costs or other consequences due to unknown conditions or related to the failure of contractors to perform work in accordance with the plans and specifications. Consultant shall have no liability whatsoever for any costs arising out of the Client's decision to obtain bids or proceed with construction before the Consultant has issued final, fully-approved plans and specifications. The Client acknowledges that all preliminary plans are subject to substantial revision until plans are fully approved and all permits obtained.

(12) **Certifications.** The Consultant shall not be required to execute certifications or third-party reliance letters that are inaccurate, that relate to facts of which the Consultant does not have actual knowledge, or that would cause the Consultant to violate applicable rules of professional responsibility.

(13) **Dispute Resolution.** All claims by the Client arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.

(14) **Hazardous Substances and Conditions.** Consultant shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Consultant's services will be limited to analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. The Consultant will notify the Client of unanticipated hazardous substances or conditions of which the

Consultant becomes aware. The Consultant may stop affected portions of its services until the hazardous substance or condition is eliminated.

**(15) Construction Phase Services.**

(a) If the Consultant prepares construction documents and the Consultant is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against the Consultant in any way connected thereto.

(b) The Consultant shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Consultant have any authority or responsibility to stop or direct the work of any contractor. The Consultant's visits will be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Consultant. Consultant neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.

(c) The Consultant is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and its means and methods; that the contractor shall indemnify the Client and the Consultant for all claims and liability arising out of job site accidents; and that the Client and the Consultant shall be made additional insureds under the contractor's general liability insurance policy.

**(16) No Third-Party Beneficiaries; Assignment and Subcontracting.** This Agreement gives no rights or benefits to anyone other than the Client and the Consultant, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and the Consultant. The Client shall not assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Consultant, without the written consent of the Consultant. The Consultant reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If the Consultant exercises this right, the Consultant will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.

**(17) Confidentiality.** The Client consents to the use and dissemination by the Consultant of photographs of the project and to the use by the Consultant of facts, data and information obtained by the Consultant in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, the Consultant shall use reasonable care to maintain the confidentiality of that material.

**(18) Miscellaneous Provisions.** This Agreement is to be governed by the law of California. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by the Consultant. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.