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May 23, 2016

Subject: Request for Statements of Proposals
For the Update of the City of Capitola Accessible Transition Plan

To Interested Consulting Firms:

The City of Capitola is seeking qualified consultants experienced in evaluating and updating local jurisdictional Americans with Disabilities Act Self Evaluation and Transition Plans. This Request for Proposal seeks to secure the most qualified consultant to assist the City of Capitola by performing field evaluations/inspections of all City facilities, evaluation of the City's right-of-ways, programs, services and activities, and provide a comprehensive update of the City's ADA Transition Plan.

Background

The Americans with Disabilities Act (ADA) originally passed on July 26, 1990 as Public Law 101-336 (42 U.S.C. Sec 12101 et seq.), and became effective on January 26, 1992. The fundamental goal of the ADA is to ensure equal access to civic life by people with disabilities. The Act comprises five titles prohibiting discrimination against disabled persons within the United States. Title II of the ADA required state and local governments to make their programs, services, and activities accessible to persons with disabilities. It also established physical access requirements for public facilities (buildings, sidewalks, etc...).

On March 24, 1994, the City of Capitola adopted an Accessibility Self-Evaluation and Transition Plan (attached as Exhibit D) in compliance with Title II of the ADA. Work was performed throughout the City in compliance with the Transition Plan without updates to the Plan. On September 21, 2010, the Plan was reviewed and a list of remaining projects was produced. However, the review only pertained to items that were mentioned in the original 1994 Plan, no new City programs or facilities were evaluated at that time. The Plan has not been updated since its inception on March 24, 1994. The selected consultant will review, inspect, and update the ADA Transition Plan for the City of Capitola in compliance with the ADA and California Disabled Access Requirements.

Scope of Work

The update to the ADA Transition Plan will have several components. The selected consultant will lead the surveys, inspections, and reviews of the City of Capitola's ADA policies and procedures, conduct surveys/inspections of city buildings and facilities, public right-of-ways, parks, and parking lots to determine barriers to access, lead public outreach, create an ADA database, and develop the final ADA Self-Evaluation and Transition Plan document. The scope of work includes:

- **ADA Self Evaluation:** Consultant shall conduct a Self-Evaluation of the City's facilities, programs, activities, and services for Accessible Code/ADA requirement compliance and assist staff in the development of the procedures and forms needed to conduct further Self-Evaluations.

- **Facility Survey/Barrier Assessment:** Survey to identify physical barriers that limit accessibility of all public buildings and sites that provide programs, services, or activities to the public. Facility reports and diagrams for each site/facility will be created, identifying all barriers to physical access.(See exhibit A, list of City's facilities, bathrooms, and parks)
- **Public Right-of-Way Survey:** Advise the City on the development of policies and programs to evaluate and implement upgrades to the City's inventory of sidewalks, intersections, crosswalks, pedestrian pathways, and curb ramps in the public right-of-way not currently in compliance with ADA standards.
See exhibit B, sidewalk/pathway map)
- **Public Participation and Outreach:** The Consultant will lead outreach to assist the City in advising the public of the ADA Self-Assessment and Transition Plan project and to provide an opportunity for interested persons, individuals with disabilities or organizations representing persons with disabilities to participate in the development of the plan. The Consultant will facilitate two public meetings with community members: 1) to seek input on the scope of the plan and 2) to receive feedback on the draft plan.
- **Project Database and Mapping:** Development of a database for the ADA Transition Plan to facilitate ongoing monitoring and updating of the final comprehensive ADA Transition Plan by City staff. The database will be compatible with GIS and shall be the property of the City of Capitola when the ADA Transition Plan compilation is complete.
- **Comprehensive ADA Self Evaluation and Transition Plan:** The final document of the Transition Plan will include: methodology for evaluation of barriers and prioritization of barrier remediation; a summary of costs for remediation; implementation recommendations of prioritized barrier removal; procedures and forms for monitoring implementation; procedures and forms for performing evaluations of additional barriers; and procedures and forms for filing Requests for Accommodation. The contracted firm will coordinate with appropriate staff and provide status updates throughout the process of the final document production.

The selected consultant shall be responsible for preparation of all documents, drawing, displays, etc.; and advertising and organizing the public workshops. All work produced by the consultant shall become the property of the City.

Scope of Services

The City of Capitola is seeking a consulting firm that has extensive experience reviewing and updating ADA Self-Evaluation and Transition Plan and all associated technical documentation. The chosen consulting firm will perform the following duties:

- Conduct an initial Public Scoping Meeting with City Staff and members of the local and disabled community. The Consultant shall facilitate the meeting and prepare flyers and poster to promote the meetings. The City shall be responsible for conducting stakeholder outreach, noticing, and posting event information on the City website.
- Produce a schedule/timeline for inspections, reviews, updates, draft revisions, and completion of the final Transition Plan.
- Inspect and review the City's facilities, programs, and services for compliance of the State Title 24 Building Code Accessibility and Federal ADA Guidelines.
- Provide weekly updates to the designated City representative.

- Produce an initial updated draft version of the Transition Plan and any associated forms, plans/drawings, or paperwork, such as self-evaluation forms, accessibility complaint forms, drawings of facilities indentifying barriers to be removed, etc...
- Attend a second public meeting to evaluate the first draft of the document and associated drawings and forms produced by the consulting firm and obtain feedback from staff and the public.
- Attend the City of Capitola Council meeting in which the updated Transition Plan is presented for approval. Staff will rely on the consultant to answer any technical questions that arise during the Council Meeting.
- Produce a final draft document to be reviewed by City staff.

Deliverables

The format for all text documents, tables, and charts she be 8-1/2" x 11" vertical. The format for all drawings shall be 11" x 17". Document covers for all related documents shall be coordinated so they appear as a "set". All hard copy drafts and final documents shall be two-sided, black ink, on white or light recycled stock paper.

- Schedule/timeline for inspections, reviews, updates, and drafts of the Transition Plan.
- Weekly updates on the status of all inspections, reviews, updates, and draft revisions of the Transition Plan.
- All public meeting noticing materials such as flyers, posters, and any other associated paperwork.
- Five (5) hard copies of the Administrative Draft Transition Plan and associated forms and drawings.
- One (1) electronic copy of the Administrative Draft Transition Plan and associated forms and drawings.
- Ten (10) hard copies of the Draft Transition Plan and associated forms and drawings.
- One (1) electronic copy of the Draft Transition Plan and associated forms and drawings.
- Ten (10) hard copies of the final Transition Plan and all associated forms and drawings, and one (1) digital version of the final Transition Plan Draft.

Content of Proposals

Please describe your firm's qualifications for providing such services to the City of Capitola. Proposals should be concise and be able to properly convey all information within ten pages. Note that this is a lump sum project with a fiscal limit.

- Identify the individual(s) that you propose for the task and indicate the number of years of experience.
- The overall capabilities, qualifications, training, and areas of expertise of your firm.
- Note any and all exceptions the firm may have with the contract requirements of the City of Capitola.
- Provide the location and contact information for the office serving the City.
- Identify the project manager and project team members that will work with the City and provide a brief description of their functions.
- Describe the systems/methods that would be utilized to provide services in a cost effective manner.

- Provide a complete monetary bid per the scope of work and in compliance with the aforementioned systems/methods. In addition, an itemized cost proposal for the services provided, paid at an hourly rate with a not-to-exceed lump sum amount.
- The City of Capitola will require the firm with which a contract is established, prior to the commencement of work, to provide evidence of appropriate insurance coverage as required by the City. The Consultant shall indicate the willingness and ability to submit proof of the required insurance coverage prior to the execution of the contract.
- The City seeks to identify and avoid any conflicts or possible conflicts of interest. The City reserves the right to prohibit participation, if a significant conflict of interest is determined to exist. Please address the following:
 - List any political contributions of money, in-kind services, or loans made to any member of a City Council within the last ten years by the firm.
 - List all public agency clients for which your firm currently provides services.
 - List all public agency clients for which your firm previously provided services over the last ten years.
- Attend a minimum of two (2) City of Capitola City Council hearings.
- A schedule/timeline providing dates of commencement and completion of all work.
- Provide three (3) references for which the Proposer has provided similar services as set forth in the RFP within the last five (5) years. Include names of businesses, name of contact personnel, telephone number of contact personnel, and a description of services provided.

All contents of the proposal and the scope of the proposed work shall comply with all local, state, and federal codes and laws.

Compensation

It is expected that all services will be billed monthly with reimbursable expenses listed separately.

- Hourly rates: Proposed billing rates shall be shown in a concise and complete manner listing title of the employee, number of proposed employees at each level (superintendent, foreman, etc...), and the hourly rate of each employee.

Provide a list of the minimum unit of time used by your firm; 6 minutes, 10 minutes, etc...

- Reimbursable Expenses: Reimbursement Expenses shall be itemized in clear, concise list indentifying all expenses.
- Rate Adjustments: Proposer shall state if the proposed rates are guaranteed for the term of the contract or if it is subject to adjustments. If subject to adjustments, Proposer shall state the frequency of said adjustments and how they are determined.
- Payment: The City of Capitola requests a monthly itemized statement which indicates the work completed and hours of service rendered. The City shall, within 45 days of receiving such statement, review the statement and pay all approved charges. Indicate if your firm is agreeable to this payment arrangement. If not, please indentify your firm's preference for the method of payment, payment terms, and your procedure for billing of retention, hours, and expensed and any other accounting requirements.

Selection

Based on the City's review of the proposals, the City will interview the top qualifying firms. Final selection will be based on the review of proposals, interview rankings of each firm's technical ability and presentation, total experience, project cost, scheduling, and recommendations from past and current clients.

Negotiations with the top firm will commence following this selection process. Should these negotiations fail to result in a contract, the City may initiate negotiations with the remaining firm or firms. At the mutual consent of both parties, this contract will run till an approved final document has been produced, or for a time period to be determined by the City. Final approval of the contract will be at the discretion of the Capitola City Council. The City further reserves the right to negotiate directly with only one firm or discontinue this process at any time

Interested firms should submit proposals to the City by 5:00 p.m. on June 30, 2016. Proposals shall be delivered to Brian Van Son, Building Official, 420 Capitola Avenue, Capitola, CA 95010. Submittals may be made in person, via mail or email.

Rights of the City of Capitola

This RFP does not commit the City to enter into a contract and the City will not provide any compensation for any costs incurred in the preparation and submission of proposals or in anticipation of a contract. The City of Capitola reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent RFPs;
- Postpone opening for its own convenience;
- Remedy technical errors in the RFP process;
- Approve or disapprove the use of particular sub-consultants;
- Negotiate with any, all or none of the Proposers;
- Accept other than the lowest offer;
- Waive informalities and irregularities in the Proposals and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the City.

Should you have any questions about this RFP or the selection process, please contact me by phone at (831) 475-7300 or via email at bvanson@ci.capitola.ca.us.

Yours truly,

Brian Van Son
Building Official

- Exhibit A: List of City of Capitola's facilities, parking lots, and services
Exhibit B: Map of City's sidewalks (approximately 13 miles)
Exhibit C: List of City's programs and services
Exhibit D: City of Capitola Accessibility Self-Evaluation and Transition Plan



City of Capitola Facilities, Services, & Programs

Facilities:

Parks:

Cortez Park
Esplanade Park
Noble Gulch Park
Soquel Creek Park
Jade Street Park (property owned by school district)
Peery Park
Monterey Park
Library Tot Lot
Hihn Park
Rispin Mansion Park (in design)
City of Capitola Museum

Buildings:

Corporation Yard
City Hall complex, including P.D.
Library
Community Center at Jade St. Park
Capitola Wharf

Parking Lots:

Upper Beach/Village Parking Lot
Lower Beach/Village Parking Lot
Vista Parking Lots on Cliff Dr.

Restrooms:

Capitola Wharf
Peery Park (currently closed)
Esplanade Park

Right-of-Ways:

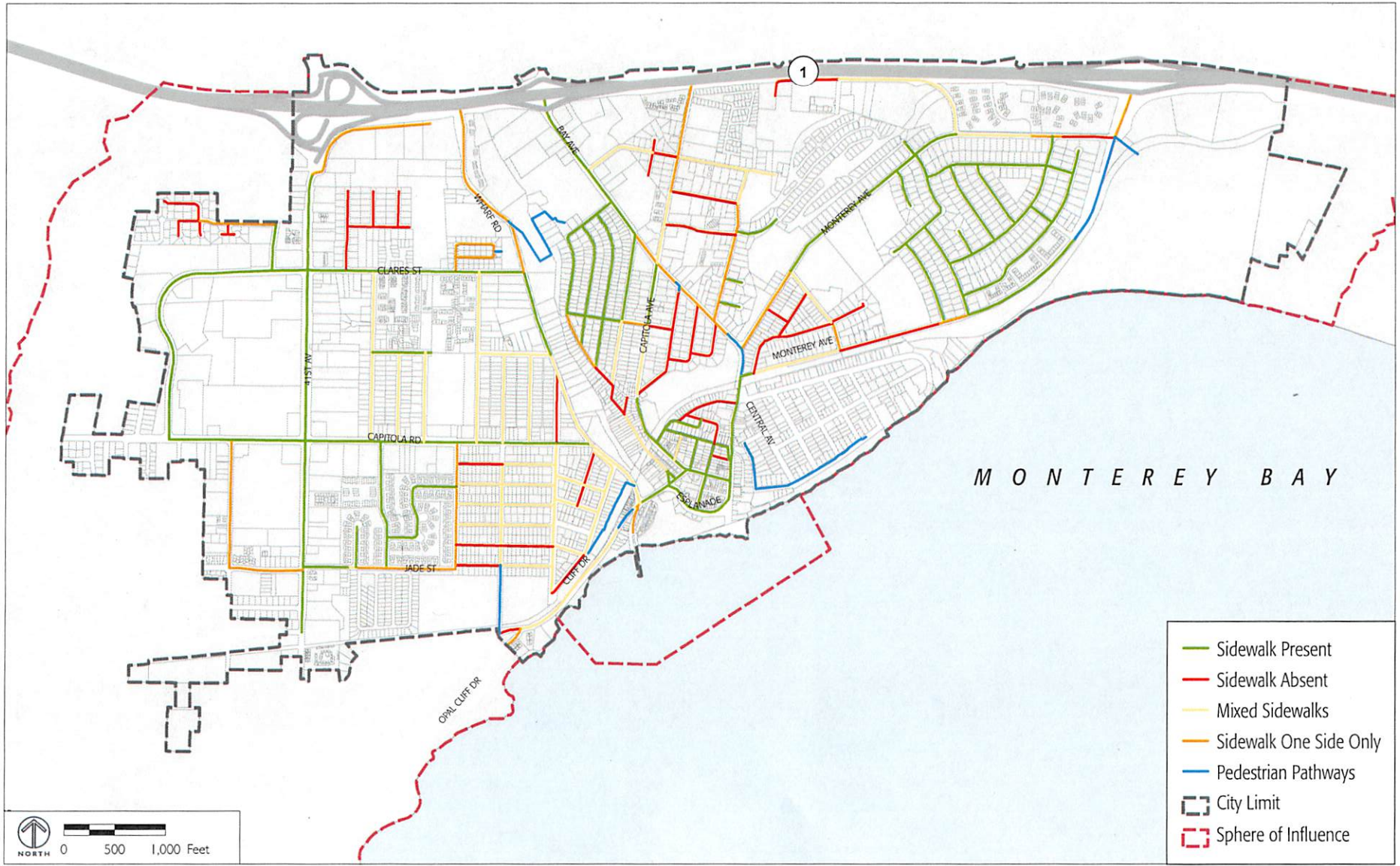
The City of Capitola has approximately 13 miles of sidewalks and intersections throughout the city. See Exhibit B

Programs/Services:

City of Capitola website: www.cityofcapitola.org

Channel 8 (Charter Cable)

See Exhibit C



Source: City of Capitola, 2010.

FIGURE 3-6
CAPITOLA SIDEWALK INVENTORY

City of
Capitola Recreation

Department

Late Spring 2016



**Jr. Guard registration is
online this year!**

Turn to page 9 for more information



 Find us on
Facebook

www.cityofcapitola.org/recreation **April 11 - May 20**

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**Merci, au revoir
 et bonne chance!**

Our tennis instructor, Fred Charlebois is moving on, and we wish him all the best! Check our website for any updates regarding Late Spring tennis classes.



OUR OFFICE HOURS

Monday - Friday 8:30 am - 4:30 pm

CONTACT INFO:

- 475-5935 General Info
- 475-6115 Class Registration
- 475-6573 Class Coordinator
- 475-3598 Sports Leagues
- 475-6279 Fax Machine

Register online at:

<https://apm.activecommunities.com/capitolarecreation>

Email us at:

capitolarecreation@ci.capitola.ca.us
<https://www.facebook.com/capitola.recreation>

CLASS PRICES: R & NR

R stands for Resident

NR for Non-Resident

WHO PAYS THE RESIDENT PRICE?

Anyone residing within the boundaries of the City of Capitola and the Soquel Elementary School District: approximately 38th Avenue to Santa Cruz Gardens to Cabrillo College, inclusive. If you are unsure, give us a call.

Capitola-Soquel Chamber of Commerce Events

The Chamber’s mission is to promote economic vitality by serving as a resource to help our local businesses connect, learn, grow and succeed; and to provide opportunities that celebrate the unique charm of our community. As part of that, the Chamber sponsors events such as the Capitola Village Easter Egg Hunt, the Begonia Festival, the Art & Wine Festival, the Capitola Village Children’s Halloween Parade, and Surfin’ Santa. For more information on these and other Chamber events, contact the Capitola-Soquel Chamber of Commerce at (831) 475-6522 or check out their website at www.capitolachamber.com.



The Capitola Art & Cultural Commission

The Art & Cultural Commission has a rich tradition of providing the community with a variety of visual and performing art events. The Wednesday night Twilight Concerts are held throughout the summer months in Esplanade Park, featuring live bands and musical styles from jazz, western, Latin and swing, to blues and good old rock & roll. Select summer Sundays offer Sunday Art & Music at the Beach events, with quality art vendors and live music. Family-friendly Movies on the Beach arrive Friday evenings in August and September. For more information and to check out their full calendar of events, go to: <http://www.cityofcapitola.org/acc/page/art-cultural-commission-summer-events>.



The Capitola Historical Museum

The Capitola Historical Museum maintains extensive collections of photographs and artifacts related to Capitola’s history, and offers changing exhibits on the history and art of the area, as well as on special seasonal and topical themes. The museum is located next to Capitola City Hall; the museum grounds include a reconstructed cottage from the early 20th century beach resort, and a wash house. Museum hours: Noon to 4 pm, Wednesdays, Fridays, Saturdays & Sundays. View their website and upcoming exhibits at: www.cityofcapitola.org/capitola-museum.

Recreation and Parks Contribute to a Healthier and Sustainable Community!

The health, social, psychological, economic and environmental benefits of recreation and parks are well documented through evidence-based research. The benefits reach all facets of life, from economic development to environmental sustainability.

Benefits Summary:

- Recreation, sport, arts, culture and outdoor/open space are essential to personal health and wellness and reduce reliance on health care and other social services.
- Recreation, sport, arts, culture and parks/open space help build strong, safe and inclusive communities.
- Recreation, sport, arts, culture and parks/open space contribute to economic development.
- Parks, trails, open spaces, and natural areas promote environmental sustainability.



Benefits Statements:

Personal Health and Wellness. Participation in both structured and unstructured recreational, sport and cultural activities improves physical, psychological and emotional health for people of all ages. It can combat obesity and reduce rates of some types of chronic diseases, including type 2 diabetes and heart disease. Recreation services foster social, intellectual, physical and emotional development. Participation in recreation, sport and cultural activities can reduce self-destructive behaviour and reduce a reliance on other social services.

Strong Communities. Parks, trails, recreation facilities, programs and community cultural and sporting events are key factors in strengthening communities through social interaction, volunteerism, civic pride and aesthetics.

Safe Communities. Through collaborative planning, recreational facilities, programs and services are designed to create a sense of pride and community and reduce criminal activity.

Community Leadership. Recreation professionals work together to sustain services and facilities, and train and hire young people for summer jobs, thereby solving community problems and building leaders for the future.

Social Inclusion. Recreation increases cultural unity through experiences that promote cultural understanding and celebrate diversity. Equitable access to recreation for all citizens also fosters inclusive and vibrant communities.

Economic Development. Parks, recreation programs and facilities, community sporting events and cultural activities attract and retain businesses and families, as well as attract tourists, and increase property values. Recreation creates jobs and generates income for the community and for local businesses. Recreation also provides youth with opportunities for engagement, employment and skill development.

Environmental Sustainability. By acquiring, protecting and managing valuable open spaces, trails, natural features and culturally important assets, recreation supports environmental sustainability. Parks, trails and natural areas contribute to the reduction of greenhouse gases, improve air quality and lessen the effects of urban heat islands. In addition, research has shown that access to natural, undeveloped, spaces has a dramatic and positive impact on our physical and mental well-being.



BALLET: MOM / DAD & ME 6 wks

Jeani Mitchell 2-3 years

Introduce your child to the world of dance! Through basic ballet technique your child will develop gross and fine motor skills. He or she will develop movement, rhythm, and the ability to follow directions and work with a group. Children will be enchanted with lots of wings, wands, and tutus. *Children may take this class beyond 3 years of age if they are not ready to participate in Pre-ballet by themselves.* An **\$8 materials fee** is payable at the first class.

Capitola Community Center

R: \$70 / NR: \$84

#5010.301 Thur 4-4:45 pm 4/14-5/19

PRE-BALLET I

Jeani Mitchell 3-6 years

These classes will cover basic ballet positions and technique. Classes are designed to introduce basic balletic stretches and proper posture and alignment. Children learn to follow instructions and class etiquette. There is a time for creative expression and students will be able to create their own dances. An **\$8 materials fee** is payable to the instructor at the first class.



Capitola Community Center

R: \$70 / NR: \$84

#5020.301 Fri 4-4:45 pm 4/15-5/20

**PRE-BALLET II - NEW DAY!** 6 wks

Jeani Mitchell 5-10 years

This class is for continuing Pre-Ballet I students as well as new students; it introduces more structure, correct placement, and basic ballet movements and technique. Emphasis will be placed on proper posture and body alignment. There is a time for creative expression and students will be able to create their own dances. An **\$8 materials fee** is payable to the instructor at the first class. Jeani Mitchell has a secondary teaching credential in Physical Education with an emphasis in Dance and has been teaching in Santa Cruz for over 30 years. She is currently working at Santa Cruz High as an instructional tech.

Capitola Community Center

R: \$70 / NR: \$84

#6013.301 Thur 4:45-5:45 pm 4/14-5/19

**KEIKI HULA & TAHITIAN DANCE & MORE!**

Kumu Lorraine Kalei Kinnamon/staff 4.5-11 yrs

www.tehaunuidance.com / tehaunui@cruzio.com

Join Lorraine at her new studio and introduce your child to the graceful and fun basics of the sacred and festive dances of Hawaii, Tahiti and New Zealand. Lorraine grew up in Hawaii and studied dance in Hawaii and California; she is the founder and director of the Te Hau Nui Polynesian Dance Company in Santa Cruz. A **\$10 materials fee** is payable to the instructor at the first class.

Te Hau Nui Dance Studio

924 Soquel Avenue, Santa Cruz

R: \$61 / NR: \$75

#6092.301 Thur 5:15-6:05 pm 4/21-5/19

HULA & TAHITIAN DANCE & SONGS FOR MOMMY & ME 5 wks

Charmaine Moniz 1-4 & 5-10 years

[www.alohacharmaine@yahoo.com](mailto:alohacharmaine@yahoo.com)

Share the joy of hula with your child as you learn foundation steps along with related Hawaiian language! You will learn a hula that can be shared together and hopefully be inspired to continue your studies in this sacred and festive dance form. A **\$10 materials fee** is payable to the instructor at the first class.

Te Hau Nui Dance Studio

924 Soquel Avenue, Santa Cruz

R: \$60 / NR: \$74

#5051.301 1-4 Tue 10-10:45 am 4/19-5/17

#5051.302 5-10 Sat 10-10:45 am 4/23-5/21

KIDS KICKBOXING 6 weeks

Claudio Franca (476-7650) 6-15 years

The goal of this program is to introduce kids to self-defense ready kickboxing while building confidence, self-esteem and discipline. They will learn to punch, kick, knee, elbow, and drill various striking art takedowns in a controlled, safe, and non-competitive environment. *These classes are introductory, and can only be taken through the recreation department once. Students wishing to continue after the introductory class can sign up directly with the Brazilian Jiu Jitsu Academy.*

Claudio Franca Brazilian Jiu Jitsu

1658 Soquel Drive, Suite C, Santa Cruz

R: \$76 / NR: \$90

#6132.301 M & W 4-4:55 pm 4/11-5/18

BRAZILIAN JIU-JITSU

LITTLE JAGUARS

6 weeks

Claudio Franca (476-7650)

4-5 years

The Claudio Franca Academy provides a fun, encouraging environment where youth learn the fundamental skills of sport and self-defense Brazilian Jiu-Jitsu. Improve discipline, coordination, self-esteem and confidence. *These classes are introductory, and can only be taken through the recreation department once.* **Claudio Franca**

Brazilian Jiu Jitsu

1658 Soquel Drive, Suite C, Santa Cruz

R: \$96 / NR: \$110

#5011.301 T & Th 3:10-3:55 pm 4/12-5/19



CAPITOLA SOCCER SCHOOL

Director: Leigh Ryan Davies

Provider: Capitola Parks & Rec

Partner: www.prostarsoccer.org

**** NEW! CAPITOLA SOCCER SCHOOL**

Leigh Ryan Davies

6 weeks

www.prostarsoccer.org

5-6, 7-8 & 9-11 years

The Capitola Soccer School is a fun, exciting and challenging way to learn and play the beautiful game of soccer. Class is for kids who are at the beginner level and would like to learn the basic fundamental skills, and for kids who are at the intermediate level and wish to improve their skills. Classes consist of an energetic and fun curriculum, which includes: learning technical skills in game-related challenging activities, developing coordination and awareness in exciting competitions, and understanding the game in fun mini-soccer matches. Our goal is to develop a child's passion for soccer at an early age, providing a fun and creative environment for players to learn and enjoy this wonderful team sport. Players will be assigned to mini-activity groups within our class, to ensure their learning environment is developmentally appropriate, at their current level of ability. **Players should bring a soccer ball and shin guards, and wear suitable athletic footwear and apparel.** Coaching is delivered by Leigh Ryan Davies, a Capitola resident, who has extensive experience in developing soccer players, from young children at the grass roots level, to senior players in the collegiate and professional arena. Leigh holds the esteemed U.E.F.A. Pro-A License from Europe, the U.S.S.F.A. License, and a BSc in Kinesiology.

Jade Street Park, Capitola

R: \$96 / NR: \$110

#5027.301 5-6 yr Thur 4-5 pm 4/14-5/19

#6146.301 7-8 yr Thur 5-6 pm 4/14-5/19

#6147.301 9-11 yr Thur 6-7 pm 4/14-5/19

BRAZILIAN JIU-JITSU

6 weeks

Claudio Franca (476-7650)

6-14 years

http://claudiofrancabjj.com

Learn and build on the fundamental skills of sport and self-defense Brazilian Jiu-Jitsu. Class will help children improve discipline, self-esteem, coordination and confidence. The classes provide a fun, encouraging environment where young children learn the fundamentals with an emphasis on rolling, falling, ground movement, and body awareness. *These classes are introductory, and can only be taken through the recreation department once. Students wishing to continue after the introductory class can sign up directly with the Brazilian Jiu Jitsu Academy.*

Claudio Franca

Brazilian Jiu Jitsu

1658 Soquel Drive, Suite C, Santa Cruz

R: \$96 / NR: \$110

Classes for ages 6-9 years:

#6130.301 T & Th 4-4:55 pm 4/12-5/19

Classes for ages 10-14 years:

#6131.301 T & Th 5-5:55 pm 4/12-5/19

KOREAN MARTIAL ARTS:

TAE KWON DO

6 weeks

Grand Master Jin

3.5-5 / 6-9 / 10-15 years

This class introduces young children to Tae Kwon Do, focusing on safe falling, kicks, and tumbling. The class will help to develop coordination, flexibility and self-confidence. Your child will also learn social skills, playground skills, focus, patience, self-control, and the importance of never initiating violence. Uniforms are not required for this first class. *This class is introductory only; and can be taken through the recreation department once. Students wishing to continue after the introductory class can sign up directly with the Academy.*

Grand Master Jin is an 8th degree black belt.

Korean Martial Arts Academy

3702 Portola Drive, Santa Cruz

Class for 3.5-5 years: R: \$93 / NR: \$107

#5016.301 T / Th 3-3:30 pm 4/12-5/19

Class for 6-9 years: R: \$98 / NR: \$112

#6016.301 T / Th 4:30-5:20 pm 4/12-5/19

Class for 10-15 years: R: \$98 / NR: \$112

#6016.302 T / Th 5:30-6:20 pm 4/12-5/19



Camp Capitola at Jade Street Park

Camp Capitola, for **kids ages 6-11**, is held at Jade Street Park and uses the outdoor environment and the Capitola Community Center to provide kids with an awesome summer experience! Activities include sports, arts and crafts projects, water games, drama productions, beach days, theme days/weeks, specialty camps, clubs, carnivals, and more! There is a regular daily schedule with several different types of activities going on (indoor, outdoor, arts and crafts, active & quiet games, age-specific activities, etc.), and kids can choose which activities to participate in.



We offer half-day (mornings or afternoons) or all-day care, with extended care hours (for children enrolled in Camp only). Our Camp is designed to run in 2-week or 3-week sessions; **we cannot offer daily or weekly Camp or pro-rating for days your child will not attend. No Camp 7/4.** The session dates are as follows:

Session 1:	6/13-6/24	(2 weeks)
Session 2:	6/27-7/15	(3 weeks)
Session 3:	7/18-7/29	(2 weeks)
Session 4:	8/1-8/12	(2 weeks)

Transport for kids enrolled in Camp & Jr. Guards: If your child is enrolled in both Camp and Junior Guards, and you are unable to transport him or her between the programs, you can enroll him or her in Transport and we will do it for you. At lunch time, staff walk the children between the programs, at Capitola Beach and Jade Street Park, to provide them the opportunity to participate in both programs. If your child is in Guards in the afternoon, pick him or her up at Capitola Beach. If he or she is in Camp in the afternoon, pick him/her up at Jade Street Park. We are not able to transport children to other beaches on competition days; you will have to arrange transportation on those days.

TO REGISTER:

Camp is for kids ages 6-11; **your child must be 6 years old before the program starts or entering 1st grade in September.** You can visit our website at www.cityofcapitola.org/recreation and download the registration forms and the Parents Information Packet, but we cannot accept online registration. You can print out the forms and mail them in or bring them in to our office with your payment. **For legal reasons, we must have original forms; please do not fax in or email scanned forms. Faxed-in or emailed forms will be returned to you and your child will not be registered until we receive original forms.**

- Your child must be 6 years old before the program starts or entering 1st grade in September.
- If you are registering in person, please bring your child's birth certificate with you to the office.
- If you are registering by mail, please provide a copy of your child's birth certificate.
- If your child is enrolled in Camp and Junior Lifeguards, make sure you read the information related to Transport and complete the separate enrollment form.

NOTE: Please read our refund policy, and be sure your child wants to attend Camp before signing them up, especially for several sessions. **We highly recommend waiting and paying just prior to the start of each session; we will guarantee your child a spot in the program.**

CAMP CAPITOLA JUNIOR LEADER VOLUNTEER PROGRAM

The Camp Capitola Junior Leader Volunteer program is offered for a limited number of teens ages 14-17 who are interested in training to be a Camp Leader when they are older. Under the direction of the Coordinators, Junior Leaders support senior staff with activities and supervision of campers. In addition, Junior Leaders will participate in workshops focused on such topics as: leading Camp activities, working with children, resumé writing, applying and interviewing for jobs, college planning, and leadership. This position is volunteer based; there is no salary, although a small stipend may be available. Junior Leaders will be evaluated throughout the program, and a letter of recommendation from the Coordinator will be available upon request near the end of the program.

Summer Fun!



PRICE FOR 1/2-DAY & ALL DAY CAMP:

We know that arranging care for kids in the summer can be expensive, so we strive to keep our prices affordable. All-day Camp is only \$3.17/hour for City of Capitola residents, and slightly higher for non-residents. And **you do not have to sign up for all the sessions in advance; you can pay as you go, through the summer (we highly recommend this)**. Please note, however, that enrollment fees do not include field trip expenses; these entail additional fees. You will be notified of those in Camp's weekly bulletin, and can decide if you want your child to participate or not.

		Sessions 1, 3, & 4 (2 weeks each)	Session 2 (3 weeks)
Full Day	9 am - 4:30 pm	R: \$238 / NR: \$262 per session	R: \$353 / NR: \$389
Mornings Only	9 am - 12:30 pm	R: \$135 / NR: \$152 per session	R: \$184 / NR: \$201
Afternoons Only	1-4:30 pm	R: \$135 / NR: \$152 per session	R: \$184 / NR: \$201

PRICE FOR EXTENDED CARE:

Mornings: 8-9 am
 2-week Session: \$47
 3-week Session: \$70
Afternoons: 4:30-5:30 pm
 2-week Session: \$47
 3-week Session: \$70



JUNIOR GUARDS

TRANSPORT:

Please note that Junior Guard registration is online only this year. Register for Guards first to make sure you get in, as space will be limited this year.

Price:
 \$54 for 1st Session of Guards
 \$42 for 2nd Session of Guards

***** REFUND POLICY - PLEASE READ BEFORE SIGNING UP *****

Please realize that the recreation department has to arrange staffing, supplies and equipment needs for the entire summer at the beginning of the summer; refunds can have a significant impact on the program and staff. Please be sure your child wants to attend before signing him or her up. **If your child is unsure, please wait to register until later in the summer.** Please review the refund policies outlined below before registering:

- There is a \$50 fee for refunds given prior to May 27th for Sessions 1 & 2 and July 1st for Sessions 3 & 4.
- A refund, less 50% of the fees, will be given if requested 2 weeks prior to the start of the session and through the second day of the session.
- After the second day of the program, no refunds will be given.
- If a child becomes sick or injured during the program dates and is unable to continue in the program, the department will issue a pro-rated refund based upon the remaining number of days in the program, including the date of injury. You may be required to provide documentation regarding an injury.
- There is no refund of fees for students who are suspended or removed from the program for disciplinary reasons.

The Capitola Junior Lifeguard program is a very active, physically challenging, competitive program which provides instruction in the basic fundamentals of ocean water safety, first aid, lifesaving, fitness, and good sportsmanship. Jr. Guards are required to swim or be involved in ocean-oriented activities every day, so they must be comfortable swimming in the ocean before enrolling in the program. All Jr. Guards (ages 9 & up) will be required to pass a swim test on the first day of the program; they must be able to swim 100 yards (about 4 lengths of a pool) under 2:30 minutes without help and be able to tread water for at least 5 minutes. A Little Guard (ages 6-8) must be comfortable in the ocean, willing to submerge his head/face in the water, and able to tread water. Swim lessons prior to enrolling in the program are highly recommended. Junior Guards who are unable to pass the swim test may be dropped from the program. Activities include open water swimming, paddle boarding, body surfing, surfboard riding, races, mock rescues, beach & water games, calisthenics and work-outs, and competitions. Program fees include instruction, official t-shirt, and discounts with local merchants.



U 19 (UNDER 19)

U19 is the new designation for what was Captains Corps. This work-training program for Guards ages 16-18 includes instruction in leadership, safety, working with children, and effectively supervising activities to prepare participants to be future Junior Lifeguard Instructors. Tower time and a commitment to assisting each week with the afternoon Divisions is required. **You must have participated in Junior Lifeguards for at least 2 years to be eligible.**
All participants: \$150 per session; \$287 all summer



SESSION DATES

Session 1 (5 weeks): 6/13-7/15 *No program on Monday, July 4.*
Session 2 (4 weeks): 7/18-8/12

PRICES

“R” denotes the resident price. A “resident” is anyone residing within the boundaries of the City of Capitola and the Soquel Union Elementary School District boundaries.
Session 1 (5 weeks): R: \$278 / NR: \$315
Session 2 (4 weeks): R: \$220 / NR: \$252
USLA Fee: \$10 All Jr. Guards 9 yrs & up
Entire Group Photo: \$12 each session



COMPETITIONS

Capitola:
 July 6, Little Guards (ages 6-8), 9 am - 3 pm
**** No JG program this day.****
 July 7, Jr. Guards (ages 9 & up), 9 am - 4 pm
**** No LG program this day.****
Seacliff: June 22 (LG's) & June 23 (JG's)
Santa Cruz: Aug 3 (LG's) & Aug 4 (JG's)
Regionals: Friday, July 22, at Huntington State Beach

SESSION I

Mornings

#2301.401	U19, All summer
#2302.401	U19, Session 1 only
#2303.401	A's 14-15 yrs M-F 9-Noon
#2304.401	B's 12-13 yrs M-F 9-Noon
#2305.401	C's 11 years M-F 9-Noon
#2306.401	LG's 6-8 yrs M-F 9-Noon

Afternoons

#2307.401	C's 9-11 yrs M-F 1-4 pm
#2308.401	LG's 6 years M-F 1-4 pm
#2309.401	LG's 7 years M-F 1-4 pm
#2310.401	LG's 8 years M-F 1-4 pm

SESSION II

Mornings

#2302.402	U19, Session 2 only
#2303.402	A's 14-15 yrs M-F 9-Noon
#2304.402	B's 12-13 yrs M-F 9-Noon
#2305.402	C's 9-11 yrs M-F 9-Noon
#2306.402	LG's 6-8 yrs M-F 9-Noon

Afternoons

#2307.402	C's 9-11 yrs M-F 1-4 pm
#2308.402	LG's 6 years M-F 1-4 pm
#2309.402	LG's 7 years M-F 1-4 pm
#2310.402	LG's 8 years M-F 1-4 pm

*** 2016 NEW ONLINE ONLY JUNIOR GUARD REGISTRATION ***

RETURNING GUARDS: March 28, 7 a.m. to March 30, 11:59 p.m.

NEW GUARDS: Starts March 31, 7 a.m.

- Registration for Capitola Junior Lifeguards this year will be online only; there will be no in-person or mail-in registration accepted at the recreation office.
- **Priority registration** for returning Guards will be March 28-30. Priority registration will begin at 7:00 a.m. on Monday morning, March 28, and end at 11:59 pm on Wednesday, March 30. **New Guard registration** will begin on Thursday, March 31 at 7:00 a.m.
- In preparation for this change in the registration process, you will need to have an online account.
- **Make sure that you go over the following steps to ensure you have an online account and the account is working correctly.** Any problems with your account may result in not being able to register your child for the Capitola Junior Lifeguard program, or in losing priority status. It will be very difficult or impossible for the recreation office to provide assistance if problems are encountered during the registration process.
- If you registered in person or over the phone through the recreation office in the past that does NOT mean you have an online account. You ONLY have an online account if you have created one for enrollment in classes through the online registration site.
- Parents should check as soon as possible, as once your account is set, our office has to perform a function so your child is recognized as a returning Guard when you register. We must do this in advance of registration on March 28.
- **Set up the account in your name and be sure to add your child(ren) as family members.**
- To set up an account, or to check the details in your account, go to the Capitola Recreation online registration program here: <https://apm.activecommunities.com/capitolarecreation>.
- If you have never created an online account, please do so now. If you don't have access to a computer, you can register using a smart phone or there are computers at the libraries or some local coffee shops.
- If you have an account, make sure your account is up-to-date. If you have trouble accessing it, email us at capitolarecreation@ci.capitola.ca.us or call the office at 831-475-5935.
- If you know your address will be different this summer than what we have on file, please contact us at 831-475-5935 or email us at capitolarecreation@ci.capitola.ca.us to change it for you. The system may not allow you to make that change yourself.
- Please provide the system with either an email address or a cell phone number. Further communications through the ActiveNet system will be through email or text.
- Registration will be on a first-come, first-served basis.
- Returning Guards have priority registration.
- The initial online registration period will be for returning Guards only. Unfortunately, the system will not allow you to enroll new Guard siblings during this time. You will have to register that new Guard during the new Guard registration period starting March 31 at 7:00 am.
- **Scholarship recipients:** If you have received a scholarship for the program, please call our office prior to March 25 at 831-475-5935 for instructions on enrolling.
- **Jr. Guards also participating in Camp Capitola:** Get enrolled in Jr. Guards first! Camp enrollment and Transport will be done the same way as it has been in the past for this summer – that is, you will need to fill out the paper forms and turn them in to our office with payment. You can pay for Camp and Transport closer to the start of Camp, and you can pay as you go with Camp, too. For more information, and to download those forms, go to: <http://www.cityofcapitola.org/recreation/page/camp-capitola>.
- Your child will be registered with the group that corresponds to his or her age on July 1, 2016.
- USLA fee: In order for the department to fulfill the requirements as a USLA Chapter, all JG's ages 9 and up must be enrolled as USLA members this year. The fee will be included in the registration fees for those ages.
- Give us a call or email us if you have any questions. You can also check information and updates on our website at <http://www.cityofcapitola.org/recreation/page/capitola-jr-guards> and on our Facebook page at <https://www.facebook.com/capitola.recreation>.

JUNIOR LIFEGUARDS PARENTS CLUB

The Junior Lifeguards Parents Club provides support for the program and the participants, especially during competitions. All JG parents are invited to join the Parents' Club.

JUNIOR GUARDS GEAR & APPAREL

The Parents Club sells a variety of Junior Guards apparel and gear, including sweatshirts, sweatpants, water bottles, towels and more. They will be available at the Capitola Community Center and at the beach the first 2 days of each session. Payment is made out to the "Junior Lifeguards Parents Club."

FOR MORE INFORMATION ABOUT THE PARENTS CLUB

Contact Parents Club President Kim Carlton at: kcjrguards@gmail.com or (831)234-9481

GLASS ON GLASS MOSAIC 1 day
Nancy Howells 18 yrs & up
www.paintedchairstudio.com / 425-1602

In this class, we will use stained glass and glass tiles to create a "stained glass" style mosaic that can be displayed in a window. This class is designed for both new and experienced students. We will be working with glass-cutting tools and wheeled glass nippers. Using the mosaic pieces, you will create your design on a piece of clear glass, using adhesives and grout to complete the project in class. Instruction and the use of tools will be given at the beginning of class. A **\$20 materials fee** is payable at the class.



Painted Chair Studio

421 Gharkey Street, Santa Cruz

R: \$65 / NR: \$79

#7102.201 Sat 12-5 pm 4/9



SUPER BROKEN PLATE MOSAICS

1 day
Nancy Howells 18 yrs & up
www.paintedchairstudio.com / 425-1602

In this class we will use broken plates and tiles, from a large colorful selection, to create a mosaic on a flat or three-dimensional surface. This class is suitable for either the beginner or mosaic student who would like to add to their skill set. The projects you may choose from include: a table top bird bath, flower pot, "tea cup" herb planter, stepping stones and wall plaques. You may also bring your own project that is suitable to complete in class time. Instruction will be given in the use of the tile nippers, mixing adhesives and grout. Come and enjoy an afternoon in the studio! A **\$15 materials fee** is payable at the class.

Painted Chair Studio

421 Gharkey Street, Santa Cruz

R: \$65 / NR: \$79

#7006.202 Sat 12-5 pm 4/2

#7006.202 Sat 12-5 pm 5/28

"Art washes
away from the
soul the dust of
everyday life."
~ Picasso



MOSAIC STEPPING STONE 1 day
Nancy Howells 18 yrs & up
www.paintedchairstudio.com / 425-1602

In this afternoon class you will acquire all the information and one-on-one instruction needed to complete a mosaic stepping stone. No previous experience is necessary. This is also a great class to brush up on your mosaic skills. You will enjoy picking out colorful tiles and plates, from a very large selection, to make a beautiful garden mosaic! Designing a "quilt" style mosaic will also be explored. Come enjoy an afternoon of creativity in the studio! Instruction will be given in the use of the tile nippers, mixing adhesives and grout to complete your project. A **\$10 materials fee** is payable at the class.

Painted Chair Studio

421 Gharkey Street, Santa Cruz

R: \$50 / NR: \$64

#7064.202 Wed 1-4 pm 4/6

#7064.301 Sat 1-4 pm 5/7





REALISTIC PAINTING: WATERCOLOR

8 weeks

Hanya Fojaco

18 yrs & up

(831) 475-3591 / hanya@hanyafojaco.com

Develop your painting skills within a realistic painting context. The first class will include discussion, demonstration and some technique practice. During the remaining classes Hanya will clarify the painting process for you and make your experience a positive and enjoyable one. View some of her paintings on her website, www.hanyafojaco.com. **For the first class please bring:** a folding plastic palette; #6 round synthetic sable watercolor brush; and any supplies you might already have. There is a **\$5 materials fee** payable at the first class for new students only. A complete materials list will be provided at the first class or you may see the entire list at: www.hanyafojaco.com/blog. *No class 5/25.*

Capitola Community Center

R: \$106 / NR: \$120

#7070.301 Wed 9:30 am-12:30 5/11-7/6



PAINTING WITH TISSUE PAPER

4 weeks

Anouk Johanna

15 years & up

(831) 338-7716 / anouk@anoukjohanna.com

Want to approach mixing colors in a different and exciting way? Give this four-week class a try! We will use overlapping pieces of colored tissue paper in combination with watercolor paint to create interesting, luminous colors, shapes, patterns and textures ... think about the radiance of a stained glass window. We will also be making our own embellished and painted paper to add extra interest to our artwork. Special attention will be paid to composition and other basics along the way. This class is perfect for a beginning painter but can be taken to a next level easily for the more intermediate painter. Please call or email Anouk for a materials list or if you have any questions about the class.

Capitola Community Center

R: \$85 / NR: \$99

#7109.301 Fri 12-3 pm 4/29-5/20

**NEW! - CREATIVE QUILLING WITH RECYCLED PAPER

1 day

Deborah Wu

12 years & up

debbiestuff@icloud.com

Come spend a few hours learning a technique using everyday recycled materials to create something new and fabulous! Mother's Day is this weekend; take a class with mom, or make a special gift for her! Recycled Paper Quilling is a fun and creative way of reusing material that we would ordinarily discard



to make functional and decorative items. With the exception of glue, all you need is what is in your recycle bin. It's a fun and simple way to create something wonderful out of junk mail and newspapers. Artists in many countries do quilling. There are very detailed and elaborate examples of wall art, cards and invitations as well as larger items like baskets, bowls and other functional pieces. We'll cover how to make paper quills or coils and design and create a flat or 3D object (such as coasters, bowls, wall art, etc.) using the quills. A **\$5 materials fee** is payable to the instructor at the class.

Capitola Community Center

R: \$38 / NR: \$45

#7110.301 Fri 6-9 pm 5/6

THE JOY OF WATERCOLOR

Dawn Maclaughlin

6 weeks

(831) 332-5514

16 yrs & up

This class is designed to help you learn to paint in watercolor. Dawn will teach by demonstration, with students painting after each demo, step-by-step; this will get everyone painting in every class, and finishing multiple paintings in the session. During the demonstrations, she will teach: color mixing, creating a dynamic value range, wet-in-wet to create beautiful skies, scumbling, softening an edge, wet brush on dry paper, charging in color and more. Bring in photos you have taken and Dawn will work with you to turn them into beautiful watercolors. Beginner and intermediate painters welcome. *Contact Dawn for a materials list before the first class.* has taught art at the high school and college level and sells her art in venues in California, Oregon, Washington, and Hawaii.

Capitola Community Center

R: \$123 / NR: \$137

#7034.301 Tues 10 am-1 pm 4/26-5/31



MANDALAS AND YOUR LIGHT

Michele Faia

www.michelefaia.com / 662-8857

Express your spirit by painting your light in watercolor mandalas! This is a unique class in which you will learn the basics of watercolor and how to create personal mandalas from your heart. Where does your light shine?

In your eyes, your smile, your hands, your heart, your voice, from your spiritual self? Let's explore how to express that. We'll use tools such as sacred geometry and meditation to get the creative juices flowing. We make it simple, fun, very supportive and no experience is necessary. Don't let your spirit suffer for lack of expression! **Bring to the first class:** One round watercolor brush (Simply Simmons is good, size 6); watercolor pigments (either a Prang palette or small watercolor tubes with a portable, lidded rectangular palette); a pad of watercolor paper (Strathmore 11"x15" or 12"x12") or bring whatever you have. More materials will be discussed at the first meeting.

Capitola Community Center

R: \$86 / NR: \$100

#7068.301 Thur 1-3:30 pm 4/14-5/19



ART, RUMI & THE SPIRITUAL HEART

Fereshteh Fatemi

ferangelika@mac.com

This class offers a unique experience designed to awaken your creative process, connect you to your heart, and uplift your spirit. Through hands-on artistic creations, experiential learning of life-skills, and the energy of Rumi (13th century Persian poet, scholar, and mystic, whose words transcend time and national boundaries), you'll gain tools to use in your daily life - from simple encounters with friends and coworkers to facing difficult challenges that block your creative flow and the manifestation of your life's dreams. This will be a fun class; at the same time it can be a life-changing experience. Through reading and exploring Rumi's poetry, we'll absorb the essence of the life-skills discussed each week. We then create collages or mandalas while we tap into the energy and inner learning from the covered materials. This process will deepen as we get more attuned to our own centers. The art created in this manner is healing, meditative, and revelatory. All materials will be provided. Fereshteh is a Soul-Centered coach with a BA in fine arts and an MA in Spiritual Psychology. She studied Rumi for 11 years in Farsi, her native language.

Capitola Community Center

R: \$106 / NR: \$120

#7401.301 Wed 1-4 pm 4/13-5/4



BEGINNER MAH-JONGG 2/3 weeks

Paula Suzuki (psuz2@comcast.net) 18 yrs & up

Mah Jongg is a Chinese game of skill, strategy, and calculation. The game originated in China, and has been brought here and adapted through the National Mah Jongg League, Inc., in New York.

The game is usually played by four people, with 136 or 144 rectangular pieces called tiles. The object is to collect winning sets of these tiles, as in card games such as gin rummy. This class will teach you how to identify; to start and set up; and finally, play the game of Mah Jongg. Anyone and everyone can learn! If you have a Mah Jongg set, please bring it to show and share. An **optional \$2 materials fee** is payable to the instructor at the first class if the class wants snacks.

Capitola Community Center

R: \$72 / NR: \$86

#7425.301 T/Th 10-11:30 am 4/12-4/28

#7425.302 W/Th 6-8:30 pm 5/11-5/19



INTRODUCTION TO MINDFULNESS

Carol Morgan, M.A.

www.mindfulnessmessenger.org

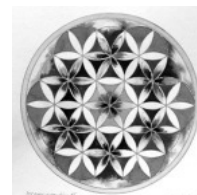
carolmorganis@hotmail.com

We will never be able to completely eliminate stress from our lives, but a regular mindfulness practice will help us manage life's stressors more skillfully. This class will give you an opportunity to practice mindfulness first-hand and benefit from its healing qualities. Each class will offer instruction and engagement in different moving and guided meditations. Home assignments will encourage learning and insights throughout the week. A **\$15 materials fee** is payable to the instructor at the first class for handouts and recordings. Carol has a Master's degree in Counseling Psychology and has worked in that field for many years. She has studied and taught Mindfulness Based Stress Reduction (MBSR) in Santa Cruz and Los Gatos.

Capitola Community Center

R: \$104 / NR: \$118

#7227.301 Tues 5:30-7:30 pm 4/12-5/17



**BRAZILIAN JIU-JITSU:****WOMEN'S SELF-DEFENSE** 6 weeks
Claudio Franca (476-7650) 16-55 years

This is an ongoing all-women Brazilian Jiu-Jitsu class with an emphasis on self-defense. Have fun, get a great workout and learn practical techniques to help protect yourself from an attacker. BJJ is particularly beneficial for women, as it relies on technique rather than brute strength. We'll warm up with exercises that strengthen your core, such as crunches, leg lifts, & squats. Some aerobic and gentle stretching are also a part of the class. *This class is for new students and can only be taken through the recreation department once. Students wishing to continue after the introductory class can sign up directly with the Academy.*

Claudio Franca Brazilian Jiu Jitsu
1658 Soquel Drive, Suite C, Santa Cruz
R: \$74 / NR: \$88

#7450.301 Fri 5-6 pm 4/15-5/20

BRAZILIAN JIU-JITSU 6 weeks
Claudio Franca (476-7650) 16-55 yrs

An adult co-ed class that incorporates sport and self-defense aspects of Brazilian Jiu-Jitsu into a structure designed to help you develop fundamental skills, which will help you get into great shape and could save your life some day. *Note: These classes are introductory, and can be taken through the recreation department once.*

Claudio Franca
Brazilian Jiu Jitsu
1658 Soquel Drive, Suite C, Santa Cruz
R: \$136 / NR: \$150

#7804.301 T / Th 6-7:30 pm 4/12-5/19
#7804.302 W / F 9-10:30 am 4/13-5/20

KOREAN MARTIAL ARTS:**TAE KWON DO** 6 weeks

Grand Master Sang Un Jin 15 yrs & up
Grandmaster Jin's Korean Martial Arts Academy offers adults a comprehensive fitness program with the added benefit of self-defense skills and an increase in mental and emotional strength. Adult students enjoy: improved endurance, flexibility, and strength; a health option for stress relief; positive relationships with enthusiastic and motivated people; greater variety than in traditional exercise programs; and self-defense skills and awareness for greater personal security. Grand Master Jin is an 8th Degree Black Belt.

Korean Martial Arts Academy
3702 Portola Drive, Santa Cruz

R: \$98 / NR: \$112
#7509.301 T & Th 6:30-7:30 pm 4/12-5/19

**SOCIAL SECURITY**
FILING STRATEGIES

Sharon Lacy, CFP®, CPWA® 1 day
40-70 years
(650) 964-7024 / sharon@bedrockcapital.com

When you file for Social Security may be the most important retirement income planning decision you make. The rules are complex and the options are many. Learn the basic rules and how to optimize your benefits based on your unique situation. Learn how to access and use a tool that will tell you exactly when to file and the terms you will need to use when you file. *This presentation covers changes to the Social Security rules enacted in late 2015.* Sharon received a Personal Financial Planning Certificate from the University of California at Santa Cruz in 2006. She is a member of the Financial Planning Association (FPA), National Academy of Social Insurance (NASI), where she is a financial planning liaison, and Investment Management Consultants Associations (IMCA).

Capitola Community Center

R: \$48 / NR: \$55
#7406.301 Fri 9 am - Noon 4/8



**BEGINNING GUITAR II**

5 weeks

Ravi Lamb

15 yrs & up

www.ravilambmusic.com

This is an introductory course emphasizing repertoire, learning songs and performance practice. Beginning Guitar I is suggested but not a pre-requisite. Each week we will learn songs and prepare for in-class performances. All instructional materials will be provided; students are required to bring their own guitar to class. Ravi Lamb earned a BA degree, Professional Music, at the highly regarded Berklee College of Music in Boston, MA. He is very passionate about music and it is his goal to change peoples' lives with the power of music. *No class 5/5.*

New Brighton Middle School, Rm #10**R: \$95 / NR: \$109**

#7423.301 Thur 6-7:15 pm 4/14-5/19

**INTERMEDIATE GUITAR:
GYPSY JAZZ**

5 weeks

Ravi Lamb

16 yrs & up

RaviVanHalen@gmail.com

This is an intermediate guitar course (not for beginners) that is an introduction to the fun world of Gypsy Jazz Guitar. We will be studying the music and techniques of Django Reinhardt, Gypsy, who brought this wonderful music to America and the world. His style of playing inspired an entire sub-genre of jazz, one that is unmistakable in its hard swinging rhythm guitar and passionate lead improvisations. Students will be required to practice weekly and perform/improvise in class. All instructional materials will be provided; students are required to bring their own guitars. Ravi Lamb earned a BA degree, Professional Music, at the highly regarded Berklee College of Music in Boston, MA. He is very passionate about music and it is his goal to change peoples' lives with the power of music. *No class 5/5.*

New Brighton Middle School, Rm #10**R: \$95 / NR: \$109**

#7452.301 Thur 7:30-8:45 pm 4/14-5/19

COMMUNITY SING

6 weeks

Paula Bliss

18 yrs & up

blissongs.com / paulabliss@sbcglobal.net

Come experience the joy of singing and connecting with community! No experience necessary! We will focus on good vocal production with warm-ups and sing our hearts out with fun and positive material. As we progress, we will sing in rounds, learn harmonies and counter melodies exploring pop, folk, and jazz standards, either a cappella or with guitar accompaniment. Paula



Bliss is a long-time performer and teacher in Santa Cruz. She teaches dance at San Jose State University, music at Mountain Elementary School and regularly performs and teaches for Tandy Beal and Company. A **\$1 materials fee** is payable to the instructor at the first class. *No class 5/17.*

New Brighton Middle School, #10**R: \$98 / NR: \$112**

#7463.301 Tues 6:30-7:45 pm 4/12-5/24

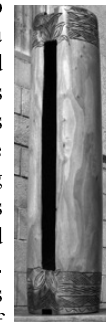
TAHITIAN DRUMMING

6 weeks

Siaosi Sele-Ama (831-332-3900)

10 yrs & up

Learn to play the beats of Tahiti with Siaosi Sele-Ama! Feel the spirit and the Mana of the Polynesian Log Drum the Tahitians call the Toere. During this course you will learn 6 to 8 Tahitian beats while drumming in a small group context. Siaosi has studied percussion since childhood. He has played professionally for numerous performances and competitions since 1987. In addition to Tahitian drumming and Samoan Log drumming, Siaosi has studied African Djembe drumming and the Middle Eastern Dumbek in depth. Class size is limited to 10 students and there is no minimum number of students. Several drums will be provided at the class. If you have a Toere, bring it.

**Te Hau Nui Dance Studio****924 Soquel Avenue, Santa Cruz****R: \$106 / NR: \$120**

#7435.301 Thur 7:30-8:30 pm 4/14-5/19

*Ravi's Guitar Class*

BEG. HAWAIIAN LANGUAGE:

Kalae Miles 6 weeks
kalaemiles@gmail.com 12 years & up

In this class you will begin to learn the alphabet, words and short phrases and idioms of the Hawaiian language. By the end of this class, you should be able to recite all 13 letters of the Hawaiian alphabet, count to 10 in Hawaiian and have a very short conversation in the Hawaiian Language with your peers. Come enjoy and learn the language of the Hawaiian people! A **\$10 materials fee** for class handouts is payable to the instructor at the first class. Kalae studied Hawaiian language at the University of Hawaii in Honolulu and has continued to share his native roots of Hawaii over the past 10 years here in Santa Cruz.

Capitola Community Center

R: \$67 / NR: \$81

#7345.301 Mon 6-7 pm 4/11-5/16

HAWAIIAN PIDGIN ENGLISH

Kalae Miles 6 weeks
kalaemiles@gmail.com 12 years & up

Hawaiian Pidgin English, Hawaiian Creole English, HCE, or known in Hawaii as simply Pidgin, is a creole language based in part on English – spoken by many residents of Hawaii. Although English and Hawaiian are the co-official languages of the state of Hawaii, Hawaiian Pidgin is used by many Hawaii residents in everyday casual conversation. Despite its name, Hawaiian Pidgin is not a pidgin, but rather a full-fledged, nativized, and demographically stable natural language. It did, however, evolve from various real pidgins spoken between ethnic groups in Hawaii. Come, have fun and learn Hawaiian Pidgin English words and phrases. A **\$5 materials fee** to cover a book of words and phrases is payable to the instructor at the first class. Kalae, born and raised a native-Hawaiian in Hawaii, is also fluent in Hawaiian language.

Capitola Community Center

R: \$67 / NR: \$81

#7343.301 Mon 5-6 pm 4/11-5/16

'UKULELE: BEGINNING I & II

Kalae Miles 6 weeks
kalaemiles@gmail.com 12 years & up

If you have never played the 'ukulele before and are interested in learning to strum basic chords and sing-a-long to the tunes of Hawaiian melodies and lyrics, this class is for you. This class will focus on building an introduction to the instrument, using easy beginning chords, learning to play the Hawaiian vamp and having fun. *Students must bring their own 'ukulele and a music stand to class.* A **\$5 materials fee** for class handouts is payable to the instructor at the first class. Kalae is a gifted singer of traditional Hawaiian music; he has performed and taught 'ukulele over the past 20 years in Hawaii and throughout the West Coast.

Capitola Community Center

R: \$67 / NR: \$81

#7458.301 Wed 5-6 pm 4/13-5/18

'UKULELE:**HAWAIIAN SONGS**

Kalae Miles 6 weeks
kalaemiles@gmail.com 12 years & up

This class is for those who have several chords (3 or more) under their belt. You must have a working knowledge of playing the Hawaiian & Alternate Vamps, be familiar with the basic "up/down" strum and have a basic fundamental background with strumming any stringed instrument. This class is for you if you are interested in building a repertoire in Traditional Hawaiian songs. *Participants must bring their own ukulele*



to class; if you have a music stand, please bring that also. There is a **\$15 materials fee** for anyone who has not already purchased materials used in the class. Kalae is a gifted singer of traditional Hawaiian music; over the last several years he has performed extensively in the U.S. and Japan, taking the Aloha Spirit wherever he goes. An ambassador of Aloha, Kalae has performed and taught 'ukulele over the past 20 years in Hawaii and throughout the West Coast.

Capitola Community Center

R: \$67 / NR: \$81

#7465.301 Wed 6-7 pm 4/13-5/18

**'UKULELE: INTERMEDIATE**

Kalae Miles 6 weeks
kalaemiles@gmail.com 12 years & up

Having a working knowledge of how to play the Hawaiian Vamp, this class will continue building skill to learn more chords, to practice transitioning from one chord to the next, while putting together strumming and singing using Hawaiian lyrics. *Students must bring their own 'ukulele and a music stand to class.* A **\$15 materials fee** to cover a music book and CD is payable to the instructor at the first class. Kalae is a gifted singer of traditional Hawaiian music; over the last several years he has performed extensively in the U.S. and Japan, taking the Aloha Spirit wherever he goes. An ambassador of Aloha, Kalae has performed and taught 'ukulele over the past 20 years in Hawaii and throughout the West Coast.

Capitola Community Center

R: \$67 / NR: \$81

#7466.301 Wed 7-8 pm 4/13-5/18

BEGINNING SEA KAYAKING:**ELKHORN SLOUGH**

1 day

Dave Johnston (427-2267)

14 yrs & up

www.kayaksantacruz.com

Learn to kayak in the calm waters of Elkhorn Slough. After a short lesson in kayak handling, we'll explore the waterways and enjoy the wildlife - the slough provides habitat for a variety of plants and animals, including more than 340 species of birds. Single and double sea kayaks are available. All equipment will be provided; please bring a snack and lunch,



and you may want to bring some extra layers in case it's windy or foggy. Dave has been a member of 9 U.S. Surf Kayak Teams including 3 World Championship Teams. Contact him if you have questions.

R: \$78 / NR: \$92**Public Boat Launch****North Harbor, Moss Landing**

#7701.301 Sat 9 am - 1 pm 4/23

**KAYAKING: WHALE WATCHING**

Dave Johnston (427-2267)

14 yrs & up

www.kayaksantacruz.com

Just off the coast of Moss Landing lies the Monterey Bay Submarine Canyon, over a mile deep. The nutrient-rich waters support a huge variety of fish, birds and marine mammals. On calm mornings we paddle out of Moss Landing Harbor in search of Dolphins and Humpback Whales. When the afternoon winds pick up, we seek the calm waters of Elkhorn slough for more wildlife viewing and kayak sailing. This tour includes all kayaking equipment, single or double kayak, guides, an introductory lesson and natural interpretation. **For its variety of wildlife, this trip cannot be beat.**

North Harbor, Moss Landing**R: \$78 / NR: \$92**

#7706.301 Sat 9 am - 1 pm 4/30

#7706.302 Sun 9 am - 1 pm 5/8

**BASIC SAILING & SEAMANSHIP****On the Monterey Bay National****Marine Sanctuary**

2 days

Marc D. Kraft (423-7245)

12 yrs & up

www.pacificsail.com

Learn the fundamentals of sailing and seamanship and be treated to encounters with dolphins, otters, seals, pelicans, and possibly whales. A total of 12 hours of onboard instruction will provide you with the skills and confidence you need to safely skipper and crew a 22' to 27' tiller sailboat in light to moderate wind and sea conditions on lakes or other protected bodies of water. All instruction is onboard our 27-30 foot keelboats. You'll be sailing on the Monterey Bay both days. The Basic Sailing and Seamanship Course is the first two days of our 8-day American Sailing Association (ASA) nationally recognized certification program taught by our USCG licensed instructors. **Bring:** soft soled shoes, a windbreaker, fleece type jacket, sunscreen, sunglasses, hat, drinking water, and a lunch. Gloves are also recommended (bicycling, golf, weight-training, or garden gloves work). We provide comfortable lifejackets. An optional textbook, *Sailing Fundamentals* is not included in the fee, though is available at the Pacific Yachting office for \$25. Parking permits are also available at \$5 per day.

Pacific Yachting & Sailing**790 Mariner Parkway, Santa Cruz****R: \$192 / NR: \$206**

#7703.301 Sat/Sun 10 am-4 pm 4/16 & 4/17

#7703.302 Sat/Sun 10 am-4 pm 4/30 & 5/1

#7703.303 Sat/Sun 10 am-4 pm 5/14 & 5/15

#7703.304 Sat/Sun 10 am-4 pm 5/21 & 5/22

*Mark Kraft & his daughters*



T'AI CHI CHIH: BODY, BREATH & BALANCE

Helena Fox-Beaudoin, M.S. 6 weeks
18 yrs & up
(408) 656-4763 / helenafx@aol.com

Breath is our Essence. Balance is our natural way of being. Tai Chi Chih is a bridge connecting body, breath and balance. Would you like to revive and stimulate your inner energy, your CHI? If you answered yes, then this class is for you! Tai chi chih can provide a pathway to help Restore your overall balance and help nourish your well-being. Tai chi chih is a gentle series of movements, strung together, that constructs a moving meditation designed to activate, balance, and circulate stagnate CHI. This form originates from the traditional Tai chi style and is beneficial in increasing flexibility, reducing stress, building strength, and developing greater body awareness and balance! This form can be practiced standing or seated, or a combination of both. Suitable for all fitness levels, and for beginning and continuing students. The class will offer the following: introduce you to the fundamentals of the practice; offer basics to help support a "home-practice," and provide guidance and support in a fun environment.

Capitola Community Center

R: \$72 / NR: \$86

#7571.301 T / Th 2-3 pm 4/12-5/19

HAPPY JOINTS QI GONG

Andrew Porter, CMT, MQT, LS 6 wks
18 yrs & up
arporter@fivebranches.edu

Happy Joints Qigong is a sequence of movements inspired by the reeling of Chinese silk that gently stretches and opens all of the major joint segments of the body from head to toe, granting greater range of motion, improved circulation, relief from arthritis discomfort, and increased bone density. The deep abdominal breathing that naturally accompanies this Qigong will additionally enhance gut motility, improve lymphatic circulation, and decrease stress. Andrew Porter has been studying and teaching Taiji and Qi Gong for over 10 years, including 7 years of training as a healer in Classical Taoist medicine and teaching in remote retreat centers in Alaska.

Capitola Community Center

R: \$60 / NR: \$74

#7255.301 Tues 11:30-12:30 4/12-5/17

SMILING HEART QI GONG 6 wks

Andrew Porter, CMT, MQT, LS 18 yrs & up
arporter@fivebranches.edu

Qi Gong in general is a very simple enjoyable way to promote health in mind and body. Also known as "longevity exercise," practicing Qi Gong on a daily basis will assist the practitioner in improving many chronic health problems including, but not limited to, neck & back pain, osteoarthritis, hypertension, asthma, and many digestive disorders. In addition, 10-20 minutes of daily practice will elicit strong feelings of overall well-being that can make all the difference in managing the stressors in one's life. In this 6-week course, participants will be led through 10-15 different Qi Gong movements each designed to relax and soften the neck and shoulders while gently building strength in the back and legs. The 'Smiling Heart Qi Gong' is so-named because of its strong tendency to generate feelings of happiness and openness in the learner. This moving meditation focuses on deep abdominal breathing and movements to encourage healing Qi & blood circulation to and from the heart. Andrew Porter has been studying and teaching Taiji and Qi Gong for over 10 years, including 7 years of training as a healer in Classical Taoist medicine.



Capitola Community Center

R: \$60 / NR: \$74

#7245.301 Mon 4:45-5:45 pm 4/11-5/16

BEGINNING YOGA

Suellen McCutchen (475-7550) 5 weeks
14 yrs & up

In this small, comfortable, class, we will focus on easy exercises, with a special emphasis on low back strength. Everyone is welcome, no matter how inflexible or limited in your range of motion you are. Most of the exercises and stretches will be done on the floor, with some standing postures. Each person will work at his or her own level, and there will be extensive individual attention. Yoga mats are optional.

Musical Me Studio

3709 Portola Drive, Santa Cruz

R: \$71 / NR: \$85

#7204.301 Mon 7-8 pm 4/11-5/9

MID-DAY YOGA

Aimee Fitzgerald 6 weeks
12 yrs & up
www.aimeefitzgerald.com / (415) 734-1194

Everyone can benefit from practicing yoga! This is typically a more gentle, beginner class, but all levels are welcome. Yoga promotes muscle strength, balance, flexibility, coordination, relaxation, better digestion, and a higher level of overall comfort in your body. Commit to this class and feel great! Even once a week can make a difference.

Capitola Community Center

R: \$55 / NR: \$69

#7215.301 Thur 12-12:45 pm 4/21-5/26



THERAPILATES® WITH SHERRI BETZ

PT, GCS, CEEAA, PMA®-CPT

www.therapilates.com / sherri@therapilates.com / 476-3100

The Pilates and Bone Builder classes listed on these two pages are offered through Sherri Betz's Therapilates® program. Sherri Betz, PT, GCS, CEEAA, PMA®-CPT has been a physical therapist since 1991, is an APTA board certified Geriatric Specialist, PMA® Certified Pilates teacher, and director of TheraPilates® Physical Therapy Clinic since 2001.

Sherri specializes in exercise programs for older adults, serves on the Board of Directors of American Bone Health, hosts the American Bone Health Lecture Series in Santa Cruz, and is the Chair of the American Physical Therapy Association's Bone Health Special Interest Group. View her website for more information.

INTRO TO THERAPILATES® & YOGA FOR BONE BUILDING

& INJURIES: (LEVEL 1) 6 weeks

Katrina Lake, BA, DPT 18 yrs & up

Developed and supervised by Sherri Betz

Before you can take Pilates for Bone Building, you must attend this 6-class series. In this class you will learn: principles of proper breathing; postural alignment and self-correction techniques; foot, knee, and hip alignment for preparation of weight-bearing and strength training exercises; spinal alignment for fracture prevention and spinal bone building exercises; and core control of the deep abdominals and trunk. All of these principles will help you to be able to exercise safely and without pain to affected joints so that you can begin to add weight and resistance for bone building exercises. Sherri will be sending you a link by email to an online lecture to view before the first class. **Please Note:** All participants must sign a Liability & Medical Release Agreement. **New Students:** Please come to the first class 15 minutes early to complete the paperwork and have a brief orientation.

Therapilates Studio

920 41st Ave., Suite A, Santa Cruz

R: \$72 / NR: \$86

#7551.301 Thur 8:30-9:25 am 4/14-5/19

#7551.302 Thur 9:30-10:25 am 4/14-5/19

THERAPILATES® YOGA FOR BONE BUILDING & INJURIES

(LEVEL 2) 4 weeks / 18 yrs & up

Sherri Betz, PT, GCS, CEEAA, PMA®-CPT

sherri@therapilates.com / 476-3100

Pre-requisite: "Intro to TheraPilates® & Yoga."

Work with a physical therapist to learn to adapt traditional Yoga postures to make them safe and effective for biomechanical alignment and bone health! We will review and revise the Sun Salutation Series, standing poses, and floor poses found in most Yoga traditions. The irony of Yoga is that it can be the most detrimental to bones and the most effective for stimulation of bones! By practicing the ideal asanas and avoiding risky asanas, we will prevent fractures, avoid injuries, decrease pain, and improve posture, strength, balance and bone density!

R: \$56 / NR: \$70

Therapilates Studio

920 41st Ave., Suite A, Santa Cruz

#7553.301 Thur 10:30-11:30 am 4/14-5/18



THERAPILATES® FOR BONE BUILDING & INJURIES

(LEVEL 2) 18 yrs & up

Gina Enriquez, C.P.T. & Katrina Lake, BA, DPT

Sherri Betz, PT, GCS, CEEAA, PMA®-CPT

Pre-requisite: "Intro to TheraPilates® & Yoga," or Instructor's permission.

Join us for a Pilates-based bone building class using foam rollers, exercise tubes, bands and free weights. The class will focus on body awareness, alignment, breathing and core control with exercises that involve weight-bearing, standing balance, and spinal mobility. Special focus is on postural correction, form, balance, spine extension, hip extension, fracture prevention and FUNCTIONAL fitness! You must be able to get down to and up from the floor for mat exercises to participate. Mats (\$15), exercise bands (\$6), and foam rollers (\$25) will be available to purchase at the class or you may bring your own.

Capitola Community Center

R: \$82 / NR: \$96

#7560.301 M / W 10-11 am 4/11-5/18

THERAPILATES® NEXT LEVEL

MAT CLASS (LEVEL 2/3) 18 yrs & up

Sherri Betz, PT, GCS, CEEAA, PMA®-CPT

Gina Enriquez, C.P.T. & Katrina Lake, BA, DPT

Pre-requisite: TheraPilates® For Bone Building & Injuries Class & Instructor's permission.

Move your challenge to the next level in our faster-paced, flowing, more advanced TheraPilates® mat class! This class will be safe for osteoporosis as long as participants have no injuries and have mastery of core control, spinal alignment, shoulder girdle stability, leg alignment and balance. We will build upon the skills gained in the TheraPilates® for Bone-Building and Injuries Intermediate Level 2 classes taught on Mondays and Wednesdays at 10:00.

Capitola Community Center

R: \$82 / NR: \$96

#7552.301 M / W 8:45-9:45 am 4/11-5/18



BETTER BONES & BALANCE

60 yrs & up

Sherri Betz, PT, GCS, CEEAA, PMA®-CPT
Gina Enriquez, C.P.T. & Katrina Lake, BA, DPT
sherri@therapilates.com / 476-3100

Halt bone loss and restore bone mass! The exercises in this class will help to correct posture, strengthen muscles of the torso, shoulders, legs,



and feet, improve standing balance and increase flexibility, all using exercise tubes and bands. Exercises will be done in a seated or standing position next to a chair and using a wooden dowel for balance. If you have difficulty getting up and down from the floor, then this is the class for you.

Special focus is on using Pilates-based exercises to prevent osteoporotic fractures, make daily tasks easier and to incorporate FUNCTIONAL fitness. Exercise bands and tubes (\$6) will be available to purchase at the class or you may bring your own.

Please Note: Class participation is contingent upon approval of instructors, based on their evaluation of a participant's ability to successfully and safely perform exercises. Instructors reserve the right to remove any participant from class who, in their estimation, is unable to participate safely.

Capitola Community Center

R: \$82 / NR: \$96

#7531.301 M / W 11:15-12:15 4/11-5/18



FREE WEIGHT STRENGTH & CORE STABILITY

6 weeks

Trenise Pot 40 yrs & up
www.trulytoned.com / trenise@trulytoned.com

Gain confidence in your ability to maintain an exercise program while being consistently challenged. This class guarantees noticeable results, including core strength, better balance and well-toned muscles. A **one-time materials fee of \$18** is payable at the first class, unless you have your own elastic band. Trenise is nationally certified with the IFPA and the AFAA. *Participants must sign a Liability Release & Medical Treatment Agreement each session.* **New students:** Come to the first class 10 minutes early to complete the paperwork and have a brief orientation.

Capitola Community Center

R: \$115 / NR: \$129

#7539.301 T / Th 7:25-8:25 am 4/12-5/19

WOMEN ON THE TRAILS: Introduction To Trail Running For Women

4 weeks

Aracelly Bibl 18 yrs & up

This 4-week training program is designed for women who would like to take up the sport of trail running, and would like to do so in a safe and supportive group setting. We will meet once a week at various local Santa Cruz area trails. Runs will be 3-5 miles or 45-60 minutes; rain or shine. Class includes an informational talk on trail running safety, trail etiquette, running form and nutrition. Beginners are encouraged to participate. For more information or for details regarding where to meet for the first class, contact Aracelly at aracellymacko@gmail.com. Aracelly enjoys building friendships and community through exercise. She is a USA Track and Field coach, Personal Fitness Trainer and avid runner.



On Location

R: \$54 / NR: \$68

#7579.301 Mon 9-10:15 am 4/11-5/2
#7579.302 Wed 9-10:15 am 4/13-5/4

STATIC STRETCHING

6 weeks

Trenise Pot 40 yrs & up
trenise@trulytoned.com / (831) 247-7069

Static stretching is a low-impact exercise, which is the safest way to stretch. Stretching improves flexibility and circulation, releases tension and prevents injuries, among other benefits. These exercises are relaxing, alleviating stress and releasing endorphins which give you a sense of well-being. *Participants must be able to go from standing to sitting on the floor. Please bring a mat and towel to class.*

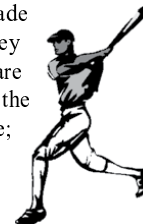
Capitola Community Center

R: \$80 / NR: \$94

#7554.301 T & Th 8:30-9 am 4/12-5/19

**CAPITOLA RECREATION
ADULT SOFTBALL
& FIELD RENTALS**

The recreation department offers adult Spring & Summer Softball leagues at Jade Street Park. The department also handles rentals for the Jade Street Park and Monterey Park fields. If you are interested in reserving the fields, contact our office; your group must have liability insurance in order to reserve the fields.



Phone: (831) 475-5935

Email: sbutcher@ci.capitola.ca.us

**BEG / INT BELLYDANCE
WITH LIVE DRUMMING!**

Yoloxochitl (Yola) Hunter 6 weeks
9 yrs & up
YoloxochitlHunter@yahoo.com
(831) 419-6124 / *yolah24@yahoo.com*

Come learn this sensuous, sacred divinely feminine dance form, while dancing to live Middle Eastern Dumbek drumming by Siaso Sele-Ama. In this series, you will learn a complete and original Bellydance choreography by Yola.



Focus will be given to body isolations, taxim undulations, belly rolls, floor work, drum solo, dancing as a soloist and with a group, and basic rhythms. Yola has been Bellydancing since the age of 9. She has performed professionally all over California, starting in

Santa Cruz, and internationally in New Zealand, Samoa, and Tahiti. She created her own troupe, Goddess Incarnate, and taught in Alameda, California for 7 years. Please come to class with a scarf or sarong to tie around your hips. Finger cymbals are recommended but not required.

Te Hau Nui Dance Studio

924 Soquel Avenue, Santa Cruz

R: \$106 / NR: \$120

#7573.301 Fri 6:45-8 pm 4/15-5/20

**COUNTRY LINE DANCING:
BEGINNING**

Bruce Ink / blink@att.net 6 weeks
12 yrs & up

If you like Country music and are looking for a really fun way to get some excellent low impact exercise, then Country line dancing is for you! In this series you will get step-by-step instruction in some of the easier line dances that contain basic steps that can be applied to most of the popular line dances today. Come dance to the sounds of the most popular artists in country music today as well some old favorites! No partner necessary.

Capitola Community Center

R: \$52 / NR: \$66

#7525.301 Thur 7:15-8:30 pm 4/14-5/19

**CONTEMPORARY
LINE DANCE**

Sandy Marrujo 6 weeks
18 yrs & up
sandysfootsteps@yahoo.com

Think line dancing only goes with country western music? Come learn fun upbeat line dances to a variety of music that could include the Beach Boys, Michael Jackson, Santana, Frank Sinatra, Lady Gaga, Enrique Iglesias & more. Using beginning to advanced steps & Sandy's 20 years teaching experience, this class will surely get you moving & having a great time! A \$2 materials fee is payable to the instructor at the first class.

Capitola Community Center

R: \$58 / NR: \$72

#7536.301 Tues 6:30-7:45 pm 4/12-5/17

**DANCE AEROBICS**

Sharon Barrett, M.S. 5 weeks
50 yrs & up
sbarrettfwf@gmail.com / (831) 476-7177

Work your body! Work your brain! Have fun as you experience the main aspects of fitness: 40 minutes of aerobic dance exercise, 20 minutes of resistance training and core exercises, and 15 minutes of stretching. Move to music from the 50's, 60's and 70's, Big Band, Latin, Country Western, and more. You are invited to come observe before signing up. For more information, call or email Sharon. Sharon Barrett has a Master of Science degree in Physical Education and formerly taught at Cabrillo College and the Dominican PEP program.

Live Oak Grange

1900 17th Ave., Santa Cruz

R: \$76 / NR: \$90

#7587.301 M / W 10-11:15 am 4/11-5/11

R: \$70 / NR: \$84 - No class 5/30

#7587.302 M / W 10-11:15 am 5/16-6/15

LOOKING FOR TENNIS?

As we went to print, we had just heard from Fred Charlebois that he is moving on from teaching with us. We are trying to arrange for a new instructor to teach some classes in this session, but it is too late to get them in this brochure. Check our website for an update:

www.cityofcapitola.org/recreation

WEST COAST SWING:**BEGINNING**

6 weeks

Chuck Dicks & Pat Evans 16 yrs & up
(831) 479-4826 / chuckdicks@mac.com

West Coast Swing is the official California State Dance. It is a smooth form of swing that can be danced to rhythm and blues, Country Western and/or big band music. Come learn the basics so that you can go out dancing with total confidence. No partner necessary.

No class 4/25.

Capitola Community Center

R: \$54 / NR: \$68

#7530.301 Mon 7-8:30 pm 4/11-5/23

**HULA & TAHITIAN DANCE & MORE!**

5 weeks

Kumu Lorraine Kalei Kinnamon 12 yrs & up
www.tehaunuidance.com / tehaunui@cruzio.com

Here is your opportunity to learn the sacred and festive dances of Hawaii and Tahiti! Join Lorraine at her new studio and be introduced to the beautiful foundation of Hula and Tahitian dance, along with related language and culture. A **\$10 materials fee** is payable at the first class. Lorraine grew up in Hawaii and studied dance in Hawaii and in California. She is the founder and director of the *Te Hau Nui Polynesian Dance Company* in Santa Cruz.

Te Hau Nui Dance Studio

924 Soquel Avenue, Santa Cruz

R: \$61 / NR: \$75

#7504.301 Thur 6:15-7:15 pm 4/21-5/19

**EAST COAST SWING:****LEVEL 2**

6 weeks

Becky Adams (475-4134) 13 yrs & up

This course is for you if you know a few basic East Coast Swing steps. We will begin with a quick review of Levels 1 & 2 East Coast Swing and progress to early Intermediate combinations that you will enjoy for a lifetime. This course will add variety and confidence to your swing repertoire for your enjoyment of the many Swing bands and events in the Monterey Bay Area. Becky has been teaching Swing, Night Club dances and Ballroom in the Santa Cruz area since 1986. Her emphasis is teaching social dance skills that can be enjoyed for a lifetime. Contact her if you need more information.



Capitola Community Center

R: \$48 / NR: \$62

#7547.301 Thur 6-7 pm 4/21-5/26

**ZUMBA GOLD: LOW IMPACT DANCE PARTY**

5 weeks

Adrienne Harrell 18 yrs & up

535-8255 / adrienne@soulfulceremonies.com

Come to the Zumba Gold Fitness Party! Zumba Gold takes the ZUMBA formula and modifies the moves and pacing to make for a lower-impact, easier-to-follow workout. Zumba Gold features zesty Latin music, like Salsa, Merengue, Cumbia and Reggaeton in a friendly, relaxed and fun party-like atmosphere that is also a great workout! Adrienne is a licensed Zumba and Zumba Gold Fitness Instructor.

No class Monday, 5/30.

Capitola Community Center

R: \$60 / NR: \$74

#7582.301 Mon 6-6:50 pm 5/2-6/6

#7582.302 Wed 6-6:50 pm 4/27-5/25



Like us on Facebook!

www.facebook.com/capitola.recreation

REGISTRATION BEGINS NOW

- **ONLINE:** Go to www.cityofcapitola.org/recreation; review the classes then click on "Register Online." That will bring you to our ActiveNet registration page.
Or go directly to: <https://apm.activecommunities.com/capitolarecreation/Home>.
- **PHONE-IN:** Call (831) 475-6115 or 475-5935 between the hours of 8:30 am and 4:30 pm
- **MAIL-IN:** Complete the registration form on the back page and enclose your check.
Mail it to Capitola Recreation, 4400 Jade Street, Capitola, CA. 95010.
- **WALK-IN:** Register at our office, 8:30 am - 4:30 pm at the address above.

REGISTRATION

Register for classes in advance through the Capitola Recreation office only; please do not assume that you can register at the first class. Please register at least one week prior to the start of your class to keep classes from canceling due to low enrollment.

INSTRUCTORS / COURSE CONTENT

Instructors are independent contractors. They determine the course content and course description and are not supervised by the City of Capitola Recreation Department. The Recreation Department does not test or independently evaluate their competency to teach the course content. The instructor's statement of qualification can be obtained at the Recreation Department offices.

REFUND POLICY

Refunds are given only when Capitola Recreation cancels a class. Camp & Junior Guards refund policies will be defined during those registration periods.

CANCELLATIONS

Classes with under-minimum enrollment will be cancelled 24 hours prior to the first class, and a full refund will be given. You can expect a refund check within 2-4 weeks.

SENIOR DISCOUNT

- If you are 62 or older, please request the discount at the time of your registration,
- A 10% discount is offered on classes which are 4 weeks or longer.
- **The 10% discount is taken from the class price - resident or non-resident.**

Class Locations

- **Capitola Community Center, 4400 Jade Street, Capitola**
Take 41st Avenue towards the ocean, go through the Capitola Road intersection; turn left onto Jade Street at the next stoplight. The Center is at the end of Jade Street on the right-hand side.
- **Claudio Franca Brazilian Jiu Jitsu 1658 Soquel Drive, Suite C, Santa Cruz**
From Capitola, take Soquel Drive to Mission Drive (before Dominican Hospital). Turn right on Mission Drive. Turn right into parking area about half-way down the block.
- **Korean Martial Arts Academy, 3702 Portola Drive, Santa Cruz.**
Take 41st Avenue towards the ocean, turn right onto Portola at the stop sign. The Academy is at 38th Avenue and Portola Drive in the El Rancho Shopping Center, next to Coffeetopia.
- **Music Together / Musical Me Studio, 3709 Portola Drive, Santa Cruz**
From Highway 1, take the 41st. Avenue exit, come down 41st. Avenue to Portola Drive and turn right onto Portola. The studio is in the shopping center on the right, next to Mountain Mike's Pizza.
- **New Brighton Middle School, 504 Monterey Avenue, Capitola.**
From Hwy 1 South take the Park Avenue/Cabrillo College exit and turn right on Park. Turn right onto Kennedy at the first stop sign (Kennedy turns into Monterey). From the stop sign, the school is approximately 3/4 mile on the left side, across the street from St. Joseph's Church.
- **Painted Chair Studio, 421 Gharkey Street, Santa Cruz.**
Gharkey Street is on the West Side of Santa Cruz. Take Mission Street/HWY 1 north to Bay Avenue. Turn left on Bay (towards the beach), turn right on Centennial St, then left on Gharkey.
- **Te Hau Nui Dance Studio, 924 Soquel Avenue, Santa Cruz**
From Hwy 1, take the Morrissey exit; turn right on Soquel. Studio is across from Whole Foods.
- **TheraPilates Physical Therapy, 920-A 41st. Avenue, Santa Cruz**
Take 41st Avenue exit and head towards the ocean. TheraPilates Physical Therapy is located on the left side, next to Family Cycling Center, between Bain Ave. and Portola Dr.

MAIL-IN REGISTRATION FORM
Mail To: CAPITOLA RECREATION DEPARTMENT, 4400 JADE STREET, CAPITOLA, CA. 95010

Payer's Name: _____
 Residence Address: _____
 Mailing Address: _____
 City / Zip: _____
 Phone Numbers: _____

WHO PAYS THE RESIDENT PRICE?

Our brochure lists 2 prices; one for residents (R) and one for non-residents (NR).

A "resident" is anyone living within the boundaries of the City of Capitola only.

Participant's Name	Date of Birth	Class #	Name of Class	Day & Time	Price

Payment by Personal Check: Use this form to make payment with a personal check made out to "Capitola Recreation" only. Make sure you pay the proper price, Resident or Non-resident. If you are 62 years or older, you may take 10% off any classes that are 4 weeks or longer.

Total Amount Due

(Do not include materials fees):

Would you like a confirmation receipt?

YES: _____ NO: _____

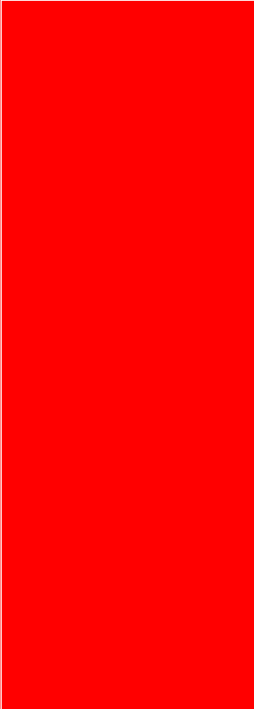
Credit Card Payment:

If you would like to pay for a class with a credit card:

- Give us a call at (831) 475-5935 and you can register over the phone.
- Visit our online registration program at: <https://apm.activecommunities.com/capitolarecreation>.
- Payment may be made with a Visa, MasterCard, Discover card, or American Express card.
- Please do not write credit card numbers on this form.

If you have an email address, please provide it and we will email your receipt to you:

City of Capitola
Recreation Department
Capitola Community Center
4400 Jade Street
Capitola, CA 95010
831-475-5935



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29th Annual Santa Cruz County Bike Week May 6-13, 2016



Come join the fun and participate in the annual Bike Week and Bike to Work/School Day. Help decrease traffic congestion, reduce pollution, and improve your health by riding your bike during Bike Week. There are many fun, informative, and inclusive bicycle-related events throughout the week, including a FREE breakfast for cyclists on Bike to Work/School Day.

For more information: http://bike2work.com/s_cruz/week.html.



Camp Capitola, for kids ages 6-11, is a fun day camp held at Jade Street Park! Activities include sports, arts and crafts projects, water games, drama productions, beach days, theme weeks, specialty camps, clubs, carnivals, and more! There is a regular daily schedule with several different types of activities going on (indoor, outdoor, arts and crafts, active & quiet games, age-specific activities, etc.), and kids can choose which activities to participate in. We offer half-day (mornings or afternoons) or all-day care, with extended care options.

Registration for Camp Capitola starts now! You can register by mail or in person. Visit our website to read more about the program and to print out the registration forms.



THE AMERICANS WITH DISABILITIES ACT

SELF-EVALUATION
AND
TRANSITION PLAN

FOR THE

CITY OF CAPITOLA

ADOPTED MARCH 24, 1994



ADA ADVISORY COMMITTEE

EXECUTIVE SUMMARY

The City of Capitola's ADA Advisory Committee has been meeting twice a month since it was established by the City Council in April 1993. We have in conjunction with the City of Capitola ADA Coordinator, developed the following Self-Evaluation and Transition Plan as required by the Americans with Disabilities Act of 1990.

The Americans with Disabilities Act (ADA), Public Law 101-336(42 U.S.C. Sec 12101 et seq.), was signed into law by President Bush on January 26, 1990. This comprehensive law extended federal civil rights protection to persons with disabilities for the first time. One of the major goals and mandates of the ADA is the full and equal integration of persons with disabilities into mainstream society.

Title II of the ADA requires all state and local governments to conduct a comprehensive Self-Evaluation and Transition Plan (28 CFR Parts 35.105 and 35.150) of all its policies, programs, services and practices to ensure that they do not discriminate against persons with disabilities. As part of this overall Self-Evaluation process, the Transition Plan must:

- 1) Identify physical access barriers that deny persons with disabilities equal participatory access to programs and services provided or funded by local government.
- 2) Describe, in detail, methods that will be used to correct, eliminate, or modify these access barriers.
- 3) Specify a schedule, including costs and timelines, for taking the necessary steps to achieve ADA regulatory compliance.
- 4) Designate the official responsible for implementation of the Self-Evaluation and Transition Plan.

The City of Capitola's ADA Self-Evaluation and Transition Plan presented here complies with the ADA Title II requirements outlined above. Physical and programmatic access barriers have been identified, prioritized and the methods for their removal have been described. A phased fiscal implementation plan with an associated budgetary timeline schedule developed in consultation with the City Manager is outlined. The City of Capitola's Building Official has been designated the ADA Coordinator and in conjunction with the ADA Advisory Committee (made up of Capitola residents, a Capitola City council member and city staff representatives) will be responsible for implementation of the ADA Transition Plan.

We believe this plan provides a balanced and fiscally responsive foundation to achieve a truly accessible City and government for all current and future Capitola residents.

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I INTRODUCTION

PURPOSE

The ADA Self-Evaluation and Transition Plan of the City of Capitola is intended to meet the requirements of Title II of the Americans with Disabilities Act of 1990.

Title II of the ADA took effect January 26, 1992. It prohibits all government entities from discriminating against persons with disabilities and from excluding their participation in, or denying them the benefits of the City's services, facilities and programs.

The ADA requires a public entity to evaluate its current policies and practices in order to identify and correct any that are not consistent with the requirements of the ADA. This Self-Evaluation and Transition Plan details the City of Capitola's effort. It identifies both programmatic and physical barriers to accessibility and then makes recommendations on how to eliminate the barriers.

BACKGROUND

In the fall of 1992 the City of Capitola designated the Building Official as ADA Coordinator. A detailed accessibility survey of City facilities was undertaken between October and December 1992. In April 1993 an ADA Advisory Committee was formed. The members of the ADA Advisory Committee are citizens of Capitola who have experience with disabilities and an interest in the full integration and participation of disabled individuals in the community as a whole.

The ADA Advisory Committee met twice a month from April 1993 through March 1994 for the purpose of providing constructive criticism and direction for the development of the City of Capitola's Self-Evaluation and Transition Plan. This document would not have been possible without the steadfast dedication of the ADA Advisory Committee members:

John Daugherty, Resident
Margaret Fabrizio, City Council Liaison
Ben Irao, City employee
Daniel Kostelec, ADA Coordinator

Fahmy Ma'Awad, resident
Brad Neily, resident
Ann Perretta, resident
Danny Sanchez, City employee
Elizabeth Sparks, resident
Oscar Valdez, City employee

In addition the City of Capitola wishes to acknowledge the contributions of the following individuals and organizations:

Mary Blackmun, Administrative Assistant to ADA Coordinator
Len Burns, ADA training facilitator
Michael Bush, Building Counter Supervisor, Santa Cruz County
John Collins, Shoreline Occupational Services
Margaret Keith, ADA training facilitator
Elise Legare, Community Activities ADA Coordinator
M. Yukiko Northon, ADA training facilitator
Carolyn Stem, ADA training facilitator
Susan Willats, UCSC ADA Compliance Officer
Susan Westman, City Manager
Community Resources for the Disabled
Disability Rights Education and Defense Fund, Inc.
California Association of Person with Handicaps

In August 1993 all City department heads completed self-evaluations of their departments after participating in a disabilities awareness workshop.

On March 24, 1994 a public hearing was conducted for the purpose of obtaining additional input from the community. The ADA Self-Evaluation and Transition Plan was amended at that meeting and adopted by the Capitola City Council.

IMPLEMENTATION

The ADA requires that all structural changes necessary to achieve access be completed prior to January 26, 1995. The elimination of all the barriers identified in the Self-Evaluation and Transition Plan by January 26, 1995 is not realistic. Limitations of both time and resources necessitate the use of a phased plan of implementation. The phased plan runs from fiscal year

1993 - 1994 through fiscal year 1999 - 2000. Approximately one percent (1%) of the General Fund budget is allocated for barrier removal each fiscal year. Barrier removal is arranged so as to prioritize those modifications that will provide the most access to the most people. High priority items are those when there is little or no access. Medium priority items are those that make existing access better and more usable for a wider range of persons. Low priority items are those which bring minor deviations up to code. The order of work was established by the ADA Coordinator in consultation with the ADA Advisory Committee and city department heads. Additional barriers will surely be identified over time. It is important to note that this is a dynamic process which will require flexibility and creativity to devise cost efficient solutions to access barriers.

New construction and alterations not identified in the Self-Evaluation and Transition Plan are not intended to be funded through the ADA budget. All new construction and alterations to city facilities are automatically required to be designed and constructed to ADA standards. Required access features in new construction and alterations will be a standard component of every new construction project.

The administration of the ADA and in particular the phased barrier removal plan is the responsibility of the ADA Coordinator. The ADA Coordinator is responsible for the ADA budget and the completion of work identified in the Self-Evaluation and Transition Plan in consultation with the Director of Public Works. Requests for additional work shall be processed through the ADA Coordinator utilizing the Assessibility Request form. (see Appendix E).

The ADA Advisory Committee will meet quarterly with the ADA Coordinator. At the quarterly meeting the ADA Coordinator will provide a detailed progress report on barrier removal and budget information which will be reviewed by the committee. Also new access issues will be reviewed and recommendations developed.

The ADA Coordinator will provide an annual report each February to the City Council. The report will detail the year's progress, describe necessary modifications to the plan and outline the next fiscal years budgeting goals for removing barriers and improving access in an integrated setting.

FORMAT

The relatively small size of the City of Capitola lends itself to a certain amount of consolidation in the formatting of the ADA Self-Evaluation and Transition Plan.

The body of the document begins with the phased plan for removal of barriers described above. It is followed by a comprehensive review of City services, facilities and programs, which is the basis for the phased plan of implementation.

The review of City services is divided into four divisions:

- City Administrative Services
- Police Department
- Public Works - Parks and Streets
- Community Activities

Each of these divisions is evaluated using the City-wide facilities survey, the department self-evaluations and the input of ADA Advisory Committee and members of the public.

The areas reviewed are:

- Programs and Services
- Communications
- Facilities

The progress that has been made to date in each of these areas is described. Barriers to accessibility that remain are identified and solutions proposed with estimated costs and timelines for completion.

Community Activities' Programs and Services and Communications are not covered in this document. They are contained in the Capitola-Soquel Community Activities JPA Self-Evaluation and Transition Plan. Community Activities facilities that are owned by the City of Capitola are included in this document.

Title II of the ADA prohibits all public entities from discriminating against qualified individuals with disabilities in employment. An evaluation and recommendation regarding the City's employment practices and procedures are included as a separate chapter.

II PHASED PLAN OF IMPLEMENTATION BY FISCAL YEAR

PHASED PLAN OF IMPLEMENTATION 93/94

<u>BARRIERS</u>	<u>SOLUTIONS</u>	<u>COST</u>
CAPITOLA CITY HALL		
□ Break room and storage room handles are grasping type.	Install complying door handles.	\$500
□ Door closer on computer room door exceeds maximum closing velocity.	Remove closer.	\$50
□ 2 toilet seats at 15" A.F.F.(Above Finish Floor)	Install 2 complying toilets.	\$1,200
□ No identification symbol on toilet room doors.	Install complying symbols.	\$150
□ Raised letter signs not clearly distinguished from background.	Repaint lettering.	\$500
□ Conference room threshold exceeds 1/2".	Install complying threshold.	\$200
□ First floor men & women's restrooms are not accessible.	Completely reconstruct restrooms.	\$20,000
□ First floor drinking fountain is not accessible.	Install complying drinking fountain.	\$2,000
□ Bullnoses at ramps exceed allowable height.	Install complying leveled bullnoses.	\$200
□ No listening system for persons with severe hearing loss.	Notification on agendas. Install severe hearing loss system.	\$2,000
□ Public podium & microphone are not accessible.	Install matching complying podium. Modify existing microphone with cord.	\$1,000

- Bullnose missing at main exit door from lobby area. Install complying threshold. \$200

CITY MUSEUM

- Bottom landing of accessible ramp is often blocked by vehicles. Stripe pavement. \$200
- Knob hardware on 3 doors. Replace 3 door knobs. \$500

PD - FACILITIES

- Secured interior entry door lacks minimum 18" strike side access. Remove bench in lobby area. \$100
- All door hardware is non-complying. Replace 20 door knobs. \$3,000

CAPITOLA WHARF-1400 WHARF ROAD

- Level change at concrete landings at all four building entrances are non complying. Install complying landings. \$3,000
- Door closers on toilet rooms exceed maximum closing velocity. Adjust closers. \$100

JADE STREET PARK

- No identification symbols at toilet room entrances. Install complying symbols. \$150

ESPLANADE PARK

- Level landing not provided at toilet room entries. Re-construct 450 S.F. of concrete walkway. \$2,500
- No identification symbol at toilet room entrance. Install complying symbols. \$150
- Faucets require grasping. Replace faucets. \$500

**COMMUNITY CENTER -
4400 JADE STREET**

- | | | |
|---|-----------------------|-------|
| □ Interior door thresholds exceed 1:2 bevel. | Replace 6 thresholds. | \$500 |
| □ All passage doors common with corridor including entry doors require an opening force greater than 5 lbs. | Adjust door closers. | \$500 |

**GYMNASIUM - 250
WASHBURN AVENUE**

- | | | |
|---|------------------------------|-------|
| □ Accessible parking spaces are at far side of lot. | Re-locate accessible spaces. | \$500 |
| □ Door closers on toilet room and gym entrance doors exceed maximum closing velocity. | Adjust door closers. | \$200 |
| □ All passage doors require an opening force greater than 5 lbs. | Adjust door closers. | \$500 |
| □ Hot water and drain pipes are not insulated. | Insulate pipes. | \$100 |

TOTAL FY 93/94 \$40,500.00

PHASED PLAN OF IMPLEMENTATION 94/95

<u>BARRIERS</u>	<u>SOLUTIONS</u>	<u>COST</u>
CAS - PROGRAMS & SERVICES		
□ Disability awareness needs to be expanded.	Provide training for staff.	\$1,000
□ Lack of written policies for ensuring ongoing accessibility.	Adopt and implement written policies to ensure accessibility is an ongoing consideration . (Appendix A)	\$500
□ Lack of readily available ADA guidelines for staff.	Prepare an ADA office manual. (Appendix B)	\$500
□ City contractors have not been notified of their obligations under ADA.	Create and use a notification statement for city contractors. (Appendix C)	\$100
□ Lack of an emergency preparedness plan.	Adopt and implement emergency preparedness plan.	\$1,000
□ Lack of an ADA grievance procedure.	Adopt and publish an ADA grievance procedure. (Appendix D)	\$500
CAS - COMMUNICATIONS		
□ No TDD at City Hall.	Install TDD and train staff.	\$500
□ No sign language interpreter readily available.	Develop a list of on-call sign language interpreters.	\$200
□ No provisions for obtaining braille copies of printed materials.	Research and develop braille resources and establish guidelines for use.	\$500
□ Inadequate signage.	Create sign program	\$500
□ Braille elevator call button is missing.	Replace missing braille call button.	\$100

CAPITOLA CITY HALL

□ Accessible spaces lack access aisle.	Re-stripe spaces	\$400
□ Access aisle does not connect to accessible route.	Remove concrete curb and pave 48" pathway	\$300
□ One vertical sign at accessible spaces.	Install two (2) complying signs.	Included above
□ Universal symbols on asphalt are located in middle of accessible spaces.	Re-paint symbols in complying locations.	Included above
□ 5 Accessible spaces.	Add 1 accessible space in upper lot. Take credit of 1 space from lower lot.	\$200
□ Elevator re-opening device is effective for 10 seconds.	Adjust re-opening device.	\$500
□ Illumination level at elevator landings is less than 5 foot candles.	Install more powerful light fixtures.	\$500
□ Stairway risers are open.	Install wood risers.	\$1,500
□ Stairways lack complying handrails.	Install complying handrails on both stairways.	\$1,500
□ Break room door threshold is 3/4 " high.	Install complying threshold.	\$200
□ Ramp to raised council/staff area lacks handrails.	Install complying handrails.	\$1,500
□ Elevation changes lack 2" wide demarcating stripe.	Install complying strip in carpet.	\$200
□ 2 - 2 step stairways lack handrails.	Install complying handrails.	\$1,500
□ Non-uniform riser heights at southeast and southwest stairways.	Lower pavement at bottom of stair.	\$500

CITY MUSEUM

- | | | |
|--|--|---------|
| □ No accessible route from public way to accessible building entrance. | Install 48" wide walkway with signage. | \$1,000 |
|--|--|---------|

PD - PROGRAMS & SERVICES

- | | | |
|--|---|---------|
| □ Disability awareness needs to be expanded. | Provide training for all police officers and support personnel. | \$1,000 |
| □ Lack of access information for public regarding PD Services. | Develop access information in conjunction with ADA coordinator. | \$200 |

PD - COMMUNICATIONS

- | | | |
|---|---|---------|
| □ No TDD in PD offices. | Install TDD and train staff. | \$500 |
| □ Counter security limits clarity of conversations with public. | Install two-way communication system at dispatch and general information counter. | \$2,000 |

PD - FACILITIES

- | | | |
|---|---|---------|
| □ No handrails at exterior ramp. | Install complying handrails. | \$1,000 |
| □ No handrails on exterior stairway. | Install complying handrails. | \$500 |
| □ Public telephone at sidewalk is not accessible. | Request Pacific Telephone to lower telephone. | \$50 |
| □ Public access counters (2) are 40" A.F.F. | Lower counters to 34" A.F.F. | \$1,000 |
| □ No accessible lockers at 504 Beulah Drive. | Provide accessible lockers. | \$1,000 |

PW - PROGRAMS & SERVICES

- | | | |
|--|-----------------------------|---------|
| □ Disability awareness needs to be expanded. | Provide training for staff. | \$1,000 |
|--|-----------------------------|---------|

SIDEWALKS

- | | | |
|--|--|----------------|
| <ul style="list-style-type: none"> □ The majority of sidewalks contain obstructions. Cost of removing obstructions cannot be determined until survey is complete. | <p>Survey sidewalks to accurately identify all obstructions including additional curb ramps.</p> | <p>\$2,000</p> |
|--|--|----------------|

SHUTTLE BUS PARKING LOT

- | | | |
|---|---|----------------|
| <ul style="list-style-type: none"> □ Lot surface is gravel. | <p>Pave portion of parking lot.</p> | <p>\$5,000</p> |
| <ul style="list-style-type: none"> □ No designated accessible parking signs. | <p>Stripe and sign 2 accessible parking spaces.</p> | <p>\$500</p> |

CAPITOLA WHARF-1400 WHARF ROAD

- | | | |
|---|---|----------------|
| <ul style="list-style-type: none"> □ No designated accessible parking space on wharf. | <p>Stripe and sign accessible parking place.</p> | <p>\$500</p> |
| <ul style="list-style-type: none"> □ Designated parking space at entrance to wharf lacks access aisle. | <p>Stripe 60" access aisle.</p> | <p>\$300</p> |
| <ul style="list-style-type: none"> □ No curb ramp to sidewalk from accessible parking space. | <p>Install asphalt curb ramp.</p> | <p>\$500</p> |
| <ul style="list-style-type: none"> □ Drinking fountain is not accessible. | <p>Install complying drinking fountain.</p> | <p>\$1,000</p> |
| <ul style="list-style-type: none"> □ Public telephone is not accessible. Coin release at 58" A.F.F. | <p>Request Pacific Telephone to re-install telephone.</p> | <p>\$50</p> |
| <ul style="list-style-type: none"> □ Toilet compartments lack grab bars on one side. | <p>Install additional side bars.</p> | <p>\$500</p> |
| <ul style="list-style-type: none"> □ Rim of urinal is 25" A.F.F. | <p>Lower urinal.</p> | <p>\$500</p> |
| <ul style="list-style-type: none"> □ 28½" apron to floor clearance at women's lavatory. | <p>Cut off 1" of apron.</p> | <p>\$300</p> |
| <ul style="list-style-type: none"> □ Bottom of women's mirror is 48" A.F.F. | <p>Install complying mirror.</p> | <p>\$200</p> |
| <ul style="list-style-type: none"> □ Men's towel dispenser is 58" A.F.F. | <p>Lower dispenser.</p> | <p>\$100</p> |

JADE STREET PARK

- | | | |
|---|--|---------|
| □ Drinking fountain is not accessible. | Install complying drinking fountain. | \$2,000 |
| □ Volume control is not provided on public telephone. | Request Pacific Telephone to install volume control. | \$50 |
| □ Men & women's toilet paper dispensers are 54" A.F.F. | Relocate toilet paper dispensers. | \$100 |
| □ Men & women's toilet seats are 16" A.F.F. | Install 2 complying toilets. | \$1,200 |
| □ Self closing lavatory valves remain open for 2 seconds. | Adjust valves. | \$100 |

MONTEREY AVENUE BASEBALL FIELDS

- | | | |
|---|---|---------|
| □ Curb ramp extends into accessible parking space aisle. | Existing stall is oversized. Enlarge access aisle by re-striping. | \$200 |
| □ Asphalt ramps from public sidewalk are steeper than 1:12. | Install complying ramps. | \$4,000 |

COMMUNITY CENTER - 4400 JADE STREET

- | | | |
|---|--|---------|
| □ Accessible spaces are 66' from accessible entrance. | Provide additional accessible stall near playground. | \$1,500 |
| □ Curb ramp extends into accessible parking space aisle. | Install wheelstops. | \$300 |
| □ One vertical sign at accessible spaces encroaching in path of access. | Install individual signs outside of path of access. | \$500 |
| □ Passenger loading zone lacks a curb ramp. | Install curb ramp. | \$1,300 |
| □ The accessible route linking public way to facilities lacks signage. | Install sign and stripe crosswalk in parking lot. | \$500 |

- | | | | |
|---|--|--|---------|
| □ | Volume control is not provided on public telephone. | Request Pacific Telephone to install volume control. | \$50 |
| □ | Single accessible means of egress provided from assembly room A & B. | Install 48" wide asphalt pathway. | \$1,600 |
| □ | Clothes rods are more than 54" A.F.F. | Lower clothes rods. | \$100 |
| □ | 28" apron to floor clearance at men and women's lavatories. | Cut off 1" of tile apron. | \$300 |

**GYMNASIUM - 250
WASHBURN AVENUE**

- | | | | |
|---|--|----------------------------|-------|
| □ | Bottom of men & women's mirrors are 51" A.F.F. | Install complying mirrors. | \$300 |
|---|--|----------------------------|-------|

EMPLOYMENT

- | | |
|--|----------------|
| <ul style="list-style-type: none"> □ The City's practice of non-discrimination should be put into a written policy. | <p>\$200</p> |
| <ul style="list-style-type: none"> □ The City should provide a training and workshop to: | <p>\$4,000</p> |
| <ul style="list-style-type: none"> 1) Update job descriptions to reflect the "essential functions" of each job. | |
| <ul style="list-style-type: none"> 2) Update training and orientation programs for compliance with ADA Title I requirements. | |
| <ul style="list-style-type: none"> 3) Update performance appraisals to ensure that they primarily evaluate essential job functions. | |
| <ul style="list-style-type: none"> □ The City should prepare objective interview and selection forms which will document efforts to provide reasonable accommodation. | <p>\$200</p> |
| <ul style="list-style-type: none"> □ Safety procedures should be reviewed City's safety consultant for conformance with ADA Title I requirements. | <p>\$500</p> |
| <ul style="list-style-type: none"> □ A written policy should be created regarding modification to employees' work schedule based on reasonable accommodation. | <p>\$200</p> |
| <p>TOTAL FY 94/95 \$54,100.00</p> | |

PHASED PLAN OF IMPLEMENTATION 95/96

<u>BARRIERS</u>	<u>SOLUTIONS</u>	<u>COST</u>
CAPITOLA CITY HALL		
□ Main counter is 48" A.F.F.	Install complying counter.	\$2,000
PD - FACILITIES		
□ No accessible toilet room.	Construct complying toilet room.	\$20,000
CAPITOLA WHARF-1400 WHARF ROAD		
□ Knob hardware on bait shop entry door.	Replace door knobs.	\$500
□ Women's toilet room lacks 60" unobstructed turning space.	Remove one toilet and partition.	\$300
□ Self closing lavatory valves remain open for 5 seconds.	Adjust valves.	\$100
PEERY PARK		
□ No designated accessible parking space.	Stripe & sign accessible parking space.	\$500
□ No accessible routes into or within park.	Park accessibility to be incorporated in bikeway capital improvement project.	\$30,000
□ Toilet room door handles are 54" A.F.F.	Re-install door handles at 36" A.F.F.	\$100
□ Men & women's toilet stall grab bars are 36" long.	Replace grab bars.	\$300
□ 28 1/4" apron to floor clearance at men & women's lavatory.	Cut off 1" of apron.	\$300
□ Women's faucet requires grasping.	Replace faucet.	\$300

- Self closing lavatory valves remain open for 5 seconds. Adjust valves. \$100

ESPLANADE PARK

- 2 toilet seats at 16½". Install 2 complying toilets. \$1,200

TOTAL FY 95/96 \$55,700.00

PHASED PLAN OF IMPLEMENTATION 96/97

<u>BARRIERS</u>	<u>SOLUTIONS</u>	<u>COST</u>
JADE STREET PARK		
□ Playground equipment is inaccessible due to elevation change and loose sand surface.	Provide curb ramps into play area. Install resilient all-weather surfaces to and around play equipment.	\$40,000
□ Playground equipment is challenge level 3.	Install level 1 and 2 playground equipment.	\$20,000
	TOTAL FY 96/97	\$60,000.00

PHASED PLAN OF IMPLEMENTATION 97/98

<u>BARRIERS</u>	<u>SOLUTIONS</u>	<u>COST</u>
CAS - FACILITIES		
CAPITOLA CITY HALL		
□ Single accessible means of egress provided from second floor.	Provide area of refuge on balcony.	\$3,000
□ 1 accessible means of egress provided from council chambers.	Modify southeast exit stairway into a complying ramp.	\$5,000
□ Staff desk on east side is not accessible.	Lower platform.	\$5,000
JADE STREET PARK		
□ Pathway surfaces (including community gardens) are compacted fines. Not accessible when wet. Portions not accessible due to drainage during rainy season.	Identify and eliminate drainage problems.	\$5,000
□ No accessible route behind backstop to horseshoe pits.	Provide pathway.	\$3,000

NOBLE GULCH PARK

- | | | |
|---|--|---------|
| □ No designated accessible parking space. | Stripe and sign accessible parking space. | \$500 |
| □ No curb ramps at parking space. | Install curb ramp. | \$1,300 |
| □ No accessible route into and within park. | Install 48" wide asphalt path from public sidewalk to and around new picnic table. | \$3,000 |
| □ No signage indicating accessible route. | Install signs indicating access location. | \$300 |

MONTEREY AVENUE BASEBALL FIELDS

- | | | |
|--|---|---------|
| □ Pathway surfaces are compacted fines. Portions not accessible due to drainage during rainy season. | Identify and eliminate drainage problems. | \$5,000 |
| □ No accessible pathway to baseball diamond. | Pave minimum 36" wide pathway to baseball diamonds. | \$1,000 |
| □ Portions of existing pathways in park are steeper than 1:12. | Regrade pathways to 1:12. | \$5,000 |

ESPLANADE PARK

- | | | |
|--|------------------------------|---------|
| □ Stairway from lower to upper level has handrail on 1 side. | Install complying handrail. | \$500 |
| □ Stairway at upper lawn area lacks handrails. | Install complying handrails. | \$1,000 |

CAPITOLA BEACH

- | | | |
|--|---|-----------------|
| □ No accessible pathway on beach. | Install complying pathway from eastern beach entrance to high tide line. | \$10,000 |
| □ Eastern beach entrance ramp exceeds 1:12. | Remove ramp & install landing in conjunction with accessible beach pathway. | Included above. |
| □ No signage designating access location. | Install access signs. | \$600 |
| □ Stairway at center beach entrance lacks handrails. | Install complying handrails. | \$800 |

PROSPECT AVENUE AND CLIFF AVENUE VISTA OVERLOOK/HIHN PARK

- | | | |
|---|---|---------|
| □ No designated accessible parking space. | Stripe and sign accessible parking space. | \$1,000 |
| □ No accessible route to sitting area. | Install 48" wide asphalt path from public way to and around park bench. | \$1,600 |
| □ No signage indicating accessible route. | Install sign indicating access location. | \$200 |

RIVERVIEW PATH

- | | | |
|---------------------------------|---|---------|
| □ No accessible route to creek. | Provide access on Riverview Avenue at Trestle:
1) Signage
2) Parking
3) Asphalt path | \$2,000 |
|---------------------------------|---|---------|

SOQUEL CREEK PARK

- | | | |
|---------------------------------|--|---------|
| □ No accessible route to creek. | Provide asphalt path to upper level seating area & directional signage to access at trestle. | \$1,500 |
|---------------------------------|--|---------|

**COMMUNITY CENTER -
4400 JADE STREET**

□ Two drain inlet grate openings at entrance at 3/4" wide.	Replace two 18" x 18" grates.	\$300
□ Drinking fountain clear knee space is 25".	Raise drinking fountain.	\$500
□ 15" strike side clearance at door from corridor to kitchen.	Re-install door.	\$1,000
□ Electrical receptacles are 12" A.F.F.	Raise receptacle to 15" A.F.F.	\$1,200
□ Rim of urinal is 18" A.F.F.	Lower urinal.	\$500

**GYMNASIUM - 250
WASHBURN AVENUE**

□ Drinking fountain apron is 26" A.F.F.	Raise drinking fountain.	\$500
□ Front end of side grab bars are 51" from back wall.	Relocate grab bars.	\$300
□ Rim of urinal is 18" A.F.F.	Lower urinal.	\$500
□ 28 5/8" apron to floor clearance at men and women's lavatories.	Raise lavatories.	\$1,000
□ Self-closing lavatory valves remain open for 3 seconds.	Adjust valves.	\$100

TOTAL \$62,200.00

PHASED PLAN OF IMPLEMENTATION 98/99

<u>BARRIERS</u>	<u>SOLUTIONS</u>	<u>COST</u>
CAPITOLA CITY HALL		
□ Stairway treads are 10".	Extend treads.	\$5,000
CITY MUSEUM		
□ Front entry stairway is non-complying.	Completely rebuild entry stairway.	\$1,000
CORTEZ STREET PARK		
□ No designated accessible parking space.	Stripe and sign accessible parking space on Cortez Street.	\$500
□ No accessible route into park.	Construct complying walkway from Cortez Street to Park.	\$15,000
□ No signage indicating accessible route.	Install 3 signs indicating access location.	\$500
□ Pathway surfaces are compacted fines. Portions not accessible due to drainage during rainy season.	Identify & eliminate drainage problems. Install additional connecting pathways.	\$5,000
□ Playground equipment is inaccessible due to elevation change and loose sand surface.	Provide curb ramp into play area. Install resilient all-weather surfaces to and around play equipment.	\$30,000
□ Playground equipment is challenge level 3.	Install level 1 and 2 playground equipment.	\$10,000
□ Drinking fountain is not accessible.	Install complying asphalt pathway and non-gripping handle.	\$2,500
□ Stairways lack complying handrails.	Install complying handrails on both stairways.	\$1,500

- | | | |
|------------------------------------|-------------------------------|-------|
| □ No striping on nosing of stairs. | Paint 2" strip on each stair. | \$300 |
|------------------------------------|-------------------------------|-------|

**GYMNASIUM - 250
WASHBURN AVENUE**

- | | | |
|---|--------------------|---------|
| □ No sidewalks from public way to accessible building entrance. | Install curb ramp. | \$1,300 |
|---|--------------------|---------|

TOTAL FY 98/99	\$72,600.00
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PHASED PLAN OF IMPLEMENTATION 99/2000

<u>BARRIERS</u>	<u>SOLUTIONS</u>	<u>COST</u>
PD - FACILITIES		
□ Locker and shower room are not accessible.	Construct complying locker and shower room.	\$20,000
CORPORATION YARD		
□ Restrooms and locker room and Corporation Yard are not accessible.	Construct accessible restroom and locker room.	\$20,000
CAPITOLA WHARF-1400 WHARF ROAD		
□ 3/4" to 1" openings between decking boards.	Install rubber strips.	\$8,000
□ Floating dock ramp is not accessible.	Provide complying hoist.	\$30,000
	TOTAL FY 99/00	\$78,000.00

III CITY ADMINISTRATIVE SERVICES (CAS)

City Administrative Services include the following departments:

City Manager
City Attorney
City Clerk
Building Department
Finance Department
Planning Department
Public Works Department

CAS - PROGRAMS AND SERVICES

PROGRESS TO DATE:

- The following notice is printed on meeting agendas:

"The City of Capitola does not discriminate against persons with disabilities. City Hall is an accessible facility. If you wish to attend a meeting and you will require special assistance in order to attend and participate, please call the City Clerk at (408) 475-7300 at least seven (7) days in advance of the meeting to make arrangements for assistance. The California State Relay Service 1-800-735-2922 provides telecommunications devices for the deaf and hearing impaired and will supply a link between the TDD caller and the City of Capitola."

- The following notice is printed on all job announcements:

"The City of Capitola, upon request, makes reasonable accommodation for persons with disabilities including an obligation to ensure that only the essential duties of the position are required to be performed."

- The following statement is printed in all bid packages:

"The Contractor, with regard to the work performed by it after and prior to completion of the contract work, will not discriminate on the grounds of race, color, sex, or national origin, ancestry, physical handicap, medical condition, martial status, or religion in the selection

and retention of subcontractors, including procurement of materials and leases of equipment."

- Live television coverage of regular City Council meetings is provided. Negotiations are underway with the cable TV franchise for additional coverage.
- The Election Code administered by the City Clerk provides for voting accessibility.
- All City department heads participated in disability awareness and sensitivity training in August 1993.

BARRIERS REMAINING:

<u>BARRIERS</u>	<u>SOLUTIONS</u>	<u>COST</u>	<u>DATE</u>
□ Disability awareness needs to be expanded.	Provide training for staff.	\$1,000	1/95
□ Lack of written policies for ensuring ongoing accessibility.	Adopt and implement written policies to ensure accessibility is an ongoing consideration . (Appendix A)	\$500	1/94
□ Lack of readily available ADA guidelines for staff.	Prepare an ADA office manual. (Appendix B)	\$500	6/94
□ City contractors have not been notified of their obligations under ADA.	Create and use a notification statement for city contractors. (Appendix C)	\$100	1/94
□ Lack of an emergency preparedness plan.	Adapt and implement emergency preparedness plan.	\$1,000	6/94
□ Lack of an ADA grievance procedure.	Adopt and publish an ADA grievance procedure. (Appendix D)	\$500	1/94

\$3,600.00 TOTAL

CAS - COMMUNICATIONS

PROGRESS TO DATE:

- All City Council and Planning Commission agendas are printed in sans serif, 14 point type.
- An audio tape of City Council and Planning Commission meetings is available for public review upon request.
- Staff provides detailed verbal descriptions upon request.
- Material prepared with word processing is available on computer diskette upon request.
- Paper and pen are currently used for in-office communications with hearing-impaired individuals.
- The California State Relay Service is currently used for telephone communications with hearing impaired individuals.

BARRIERS REMAINING:

<u>BARRIER</u>	<u>SOLUTION</u>	<u>COST</u>	<u>DATE</u>
□ No TDD at City Hall.	Install TDD and train staff.	\$500	3/94
□ No sign language interpreter readily available.	Develop a list of on-call sign language interpreters.	\$200	3/94
□ No provisions for obtaining braille copies of printed materials.	Research and develop braille resources and establish guidelines for use.	\$500	3/94
□ Inadequate signage.	Create sign program	\$500	1/95
□ Braille elevator call button is missing.	Replace missing braille call button.	\$100	1/95
		\$1,800.00	TOTAL

CAS - FACILITIES

City Hall, 420 Capitola Avenue
 City Museum, 410 Capitola Avenue

PROGRESS TO DATE:

- Wheelchair spaces have been provided in the City Council chambers in three locations.
- The City Council chamber restrooms are in the process of being remodeled to comply with ADA specifications.

BARRIERS REMAINING:

<u>BARRIER</u>	<u>SOLUTION</u>	<u>COST</u>	<u>DATE</u>
CAPITOLA CITY HALL			
<u>LOWER PARKING LOT</u>			
□ Accessible spaces lack access aisle.	Re-stripe spaces	\$400	1/95
□ Access aisle does not connect to accessible route.	Remove concrete curb and pave 48" pathway	\$300	1/95
□ One vertical sign at accessible spaces.	Install two (2) complying signs.	Included above	1/95
□ Universal symbols on asphalt are located in middle of accessible spaces.	Re-paint symbols in complying locations.	Included above	1/95
□ 5 Accessible spaces.	Add 1 accessible space in upper lot. Take credit of 1 space from lower lot.	\$200	1/95
□ Elevator re-opening device is effective for 10 seconds.	Adjust re-opening device.	\$500	6/94

□ Illumination level at elevator landings is less than 5 foot candles.	Install more powerful light fixtures.	\$500	6/94
□ Stairway treads are 10".	Extend treads.	\$5,000	1/95
□ Stairway risers are open.	Install wood risers.	\$1,500	1/95
□ Stairways lack complying handrails.	Install complying handrails on both stairways.	\$1,500	6/94
□ Break room door threshold is 3/4 " high.	Install complying threshold.	\$200	6/94
□ Break room and storage room handles are grasping type.	Install complying door handles.	\$500	1/95
□ Door closer on computer room door exceeds maximum closing velocity.	Remove closer.	\$50	6/94
□ 2 toilet seats at 15" A.F.F.(Above Finish Floor)	Install 2 complying toilets.	\$1,200	3/94
□ No identification symbol on toilet room doors.	Install complying symbols.	\$150	3/94
□ Raised letter signs not clearly distinguished from background.	Repaint lettering.	\$500	1/95
□ Single accessible means of egress provided from second floor.	Provide area of refuge on balcony.	\$3,000	1/95
□ Main counter is 48" A.F.F.	Install complying counter.	\$2,000	1/95

□ Conference room threshold exceeds 1/2".	Install complying threshold.	\$200	3/94
□ First floor men & women's restrooms are not accessible.	Completely reconstruct restrooms.	\$20,000	3/94
□ First floor drinking fountain is not accessible.	Install complying drinking fountain.	\$2,000	3/94
□ Ramp to raised council/staff area lacks handrails.	Install complying handrails.	\$1,500	1/95
□ Bullnoses at ramps exceed allowable height.	Install complying leveled bullnoses.	\$200	1/95
□ No listening system for persons with severe hearing loss.	Notification on agendas. Install severe hearing loss system.	\$2,000	1/95
□ Public podium & microphone are not accessible.	Install matching complying podium. Modify existing microphone with cord.	\$1,000	1/95
□ 1 accessible means of egress provided from council chambers.	Modify southeast exit stairway into a complying ramp.	\$5,000	1/95
□ Elevation changes lack 2" wide demarcating stripe.	Install complying strip in carpet.	\$200	1/95
□ Staff desk on east side is not accessible.	Lower platform.	\$5,000	1/95
□ 2 - 2 step stairways lack handrails.	Install complying handrails.	\$1,500	1/95

□	Non-uniform riser heights at southeast and southwest stairways.	Lower pavement at bottom of stair.	\$500	1/95
□	Bullnose missing at main exit door from lobby area.	Install complying threshold.	\$200	3/94

CITY MUSEUM

□	No accessible route from public way to accessible building entrance.	Install 48" wide walkway with signage.	\$1,000	1/95
□	Bottom landing of accessible ramp is often blocked by vehicles.	Stripe pavement.	\$200	1/95
□	Front entry stairway is non-complying.	Completely rebuild entry stairway.	\$1,000	1/95
□	Knob hardware on 3 doors.	Replace 3 door knobs.	\$500	1/95
			\$59,500.00	TOTAL

IV POLICE DEPARTMENT (PD)

The Police Department is comprised of three divisions:

- Administration.
- Support Services.
- Field Services.

PD - PROGRAMS AND SERVICES

Since the Police Department currently employs persons with disabilities it is imperative that complete access be provided as soon as possible.

PROGRESS TO DATE:

- Meetings are held in accessible conference room.
- The Chief of Police has participated in disability awareness and sensitivity training in August 1993.

BARRIERS REMAINING:

<u>BARRIER</u>	<u>SOLUTION</u>	<u>COST</u>	<u>DATE</u>
□ Disability awareness needs to be expanded.	Provide training for all police officers and support personnel.	\$1,000	6/94
□ Lack of access information for public regarding PD Services.	Develop access information in conjunction with ADA coordinator.	\$200	1/95
□ In addition see CAS comments page 5.			
		\$1,200.00	TOTAL

PD - COMMUNICATIONS

PROGRESS TO DATE:

- "911" emergency system is equipped with a TDD and trained personnel.
- Staff provides detailed verbal descriptions upon request.
- Material prepared with word processing is available on computer diskette upon request.
- Paper and pen are currently used for in-office communications with hearing impaired individuals.
- The California State Relay Service is currently used for telephone communications with hearing impaired individuals.

BARRIERS REMAINING:

<u>BARRIER</u>	<u>SOLUTION</u>	<u>COST</u>	<u>DATE</u>
□ No TDD in PD offices.	Install TDD and train staff.	\$500	3/94
□ Counter security limits clarity of conversations with public.	Install two-way communication system at dispatch and general information counter.	\$2,000	1/95
□ In addition see CAS comments page 6.			
		\$2,500.00	TOTAL

PD - FACILITIES

422 Capitola Avenue
504 Beulah Drive

PROGRESS TO DATE:

- Accessible restroom and shower facility have been provided at Code Enforcement office, 504 Beulah Drive.

BARRIERS REMAINING:

<u>BARRIER</u>	<u>SOLUTION</u>	<u>COST</u>	<u>DATE</u>
□ No handrails at exterior ramp.	Install complying handrails.	\$1,000	1/95
□ No handrails on exterior stairway.	Install complying handrails.	\$500	1/95
□ Public telephone at sidewalk is not accessible.	Request Pacific Telephone to lower telephone.	\$50	1/95
□ Secured interior entry door lacks minimum 18" strike side access.	Remove bench in lobby area.	\$100	1/95
□ Public access counters (2) are 40" A.F.F.	Lower counters to 34" A.F.F.	\$1,000	1/95
□ All door hardware is non-complying.	Replace 20 door knobs.	\$3,000	1/95
□ No accessible toilet room.	Construct complying toilet room.	\$20,000	1/95
□ Locker and shower room are not accessible.	Construct complying locker and shower room.	\$20,000	1/95
□ No accessible lockers at 504 Beulah Drive.	Provide accessible lockers.	\$1,000	1/95
		\$46,650.00	TOTAL

V PUBLIC WORKS - PARKS AND STREETS (PW)

Public Works - Park and Streets include the following facilities:

All streets, sidewalks and public ways within Capitola city limits.
Capitola Wharf
Perry Park
Jade Street Park
Noble Gulch Park
Monterey Avenue Baseball Field
Cortez Park
Esplanade Park
Capitola Beach

PW - PROGRAM AND SERVICES

PROGRESS TO DATE:

- The Public Works Director has developed a policy for reviewing all construction projects for compliance with ADA requirements.
- The Parks Superintendent and the Maintenance Superintendent have developed a policy for reviewing all remodeling and replacement projects for compliance with ADA requirements.

BARRIERS REMAINING:

<u>BARRIER</u>	<u>SOLUTION</u>	<u>COST</u>	<u>DATE</u>
□ Disability awareness needs to be expanded.	Provide training for staff.	\$1,000	1/95

In addition see CAS
comments page 5.

\$1,000.00 TOTAL

PW - COMMUNICATIONS

PROGRESS TO DATE:

- Staff provides detailed verbal descriptions upon request.
- Material prepared with word processing is available on computer diskette upon request.
- Paper and pen are currently used for in-office communications with hearing-impaired individuals.
- The California State Relay Service is currently used for telephone communications with hearing impaired individuals.

BARRIERS REMAINING:

- See CAS comments page 6

PW - FACILITIES

PROGRESS TO DATE:

- Curb ramps have been installed at all major intersections.

BARRIERS REMAINING:

<u>BARRIER</u>	<u>SOLUTION</u>	<u>COST</u>	<u>DATE</u>
SIDEWALKS			
□ The majority of sidewalks contain obstructions. Cost of removing obstructions cannot be determined until survey is complete.	Survey sidewalks to accurately identify all obstructions including additional curb ramps.	\$2,000	1/95

**SHUTTLE BUS
PARKING LOT**

- | | | | |
|---|--|---------|------|
| □ Lot surface is gravel. | Pave portion of parking lot. | \$5,000 | 1/95 |
| □ No designated accessible parking signs. | Stripe and sign 2 accessible parking spaces. | \$500 | 1/95 |

CORPORATION YARD

- | | | | |
|--|--|----------|------|
| □ Restrooms and locker room and Corporation Yard are not accessible. | Construct accessible restroom and locker room. | \$20,000 | 1/95 |
|--|--|----------|------|

**CAPITOLA WHARF-
1400 WHARF ROAD**

- | | | | |
|---|--|---------|------|
| □ No designated accessible parking space on wharf. | Stripe and sign accessible parking place. | \$500 | 1/95 |
| □ Designated parking space at entrance to wharf lacks access aisle. | Stripe 60" access aisle. | \$300 | 1/95 |
| □ No curb ramp to sidewalk from accessible parking space. | Install asphalt curb ramp. | \$500 | 1/95 |
| □ 3/4" to 1" openings between decking boards. | Install rubber strips. | \$8,000 | 1/95 |
| □ Drinking fountain is not accessible. | Install complying drinking fountain. | \$1,000 | 1/95 |
| □ Public telephone is not accessible. Coin release at 58" A.F.F. | Request Pacific Telephone to re-install telephone. | \$50 | 6/94 |

□ Floating dock ramp is not accessible.	Provide complying hoist.	\$30,000	1/95
□ Level change at concrete landings at all four building entrances are non complying.	Install complying landings.	\$3,000	1/95
□ Knob hardware on bait shop entry door.	Replace door knobs.	\$500	1/95
□ Door closers on toilet rooms exceed maximum closing velocity.	Adjust closers.	\$100	6/94
□ Women's toilet room lacks 60" unobstructed turning space.	Remove one toilet and partition.	\$300	1/95
□ Toilet compartments lack grab bars on one side.	Install additional side bars.	\$500	1/95
□ Rim of urinal is 25" A.F.F.	Lower urinal.	\$500	1/95
□ 28 1/2" apron to floor clearance at women's lavatory.	Cut off 1" of apron.	\$300	6/94
□ Self closing lavatory valves remain open for 5 seconds.	Adjust valves.	\$100	1/95
□ Bottom of women's mirror is 48" A.F.F.	Install complying mirror.	\$200	1/95
□ Men's towel dispenser is 58" A.F.F.	Lower dispenser.	\$100	6/94

PEERY PARK

- | | | | |
|---|---|----------|------|
| □ No designated accessible parking space. | Stripe & sign accessible parking space. | \$500 | 1/95 |
| □ No accessible routes into or within park. | Park accessibility to be incorporated in bikeway capital improvement project. | \$30,000 | 1/95 |
| □ Toilet room door handles are 54" A.F.F. | Re-install door handles at 36" A.F.F. | \$100 | 1/95 |
| □ Men & women's toilet stall grab bars are 36" long. | Replace grab bars. | \$300 | 1/95 |
| □ 28 1/4" apron to floor clearance at men & women's lavatory. | Cut off 1" of apron. | \$300 | 1/95 |
| □ Women's faucet requires grasping. | Replace faucet. | \$300 | 1/95 |
| □ Self closing lavatory valves remain open for 5 seconds. | Adjust valves. | \$100 | 1/95 |

JADE STREET PARK

- | | | | |
|---|---|---------|------|
| □ Accessible parking. (see Community Center comments page 26) | | | |
| □ Pathway surfaces (including community gardens) are compacted fines. Not accessible when wet. Portions not accessible due to drainage during rainy season. | Identify and eliminate drainage problems. | \$5,000 | 1/95 |

□ No accessible route behind backstop to horseshoe pits.	Provide pathway.	\$3,000	1/95
□ Playground equipment is inaccessible due to elevation change and loose sand surface.	Provide curb ramps into play area. Install resilient all-weather surfaces to and around play equipment.	\$40,000	1/95
□ Playground equipment is challenge level 3.	Install level 1 and 2 playground equipment.	\$20,000	1/95
□ Drinking fountain is not accessible.	Install complying drinking fountain.	\$2,000	1/95
□ Volume control is not provided on public telephone.	Request Pacific Telephone to install volume control.	\$50	6/94
□ Men & women's toilet seats are 16" A.F.F.	Install 2 complying toilets.	\$1,200	1/95
□ Men & women's toilet paper dispensers are 54" A.F.F.	Relocate toilet paper dispensers.	\$100	1/95
□ Self closing lavatory valves remain open for 2 seconds.	Adjust valves.	\$100	1/95
□ No identification symbols at toilet room entrances.	Install complying symbols.	\$150	1/95
NOBLE GULCH PARK			
□ No designated accessible parking space.	Stripe and sign accessible parking space.	\$500	1/95

□ No curb ramps at parking space.	Install curb ramp.	\$1,300	1/95
□ No accessible route into and within park.	Install 48" wide asphalt path from public sidewalk to and around new picnic table.	\$3,000	1/95
□ No signage indicating accessible route.	Install signs indicating access location.	\$300	1/95
MONTEREY AVENUE BASEBALL FIELDS			1/95
□ Curb ramp extends into accessible parking space aisle.	Existing stall is oversized. Enlarge access aisle by re-striping.	\$200	1/95
□ Asphalt ramps from public sidewalk are steeper than 1:12.	Install complying ramps.	\$4,000	1/95
□ Pathway surfaces are compacted fines. Portions not accessible due to drainage during rainy season.	Identify and eliminate drainage problems.	\$5,000	1/95
□ No accessible pathway to baseball diamond.	Pave minimum 36" wide pathway to baseball diamonds.	\$1,000	1/95
□ Portions of existing pathways in park are steeper than 1:12.	Regrade pathways to 1:12.	\$5,000	1/95

CORTEZ STREET PARK

□ No designated accessible parking space.	Stripe and sign accessible parking space on Cortez Street.	\$500	1/95
□ No accessible route into park.	Construct complying walkway from Cortez Street to Park.	\$15,000	1/95
□ No signage indicating accessible route.	Install 3 signs indicating access location.	\$500	1/95
□ Pathway surfaces are compacted fines. Portions not accessible due to drainage during rainy season.	Identify & eliminate drainage problems. Install additional connecting pathways.	\$5,000	1/95
□ Playground equipment is inaccessible due to elevation change and loose sand surface.	Provide curb ramp into play area. Install resilient all-weather surfaces to and around play equipment.	\$30,000	1/95
□ Playground equipment is challenge level 3.	Install level 1 and 2 playground equipment.	\$10,000	1/95
□ Drinking fountain is not accessible.	Install complying asphalt pathway and non-gripping handle.	\$2,500	1/95
□ Stairways lack complying handrails.	Install complying handrails on both stairways.	\$1,500	1/95
□ No striping on nosing of stairs.	Paint 2" strip on each stair.	\$300	1/95

ESPLANADE PARK

□	Stairway from lower to upper level has handrail on 1 side.	Install complying handrail.	\$500	1/95
□	Stairway at upper lawn area lacks handrails.	Install complying handrails.	\$1,000	1/95
□	Level landing not provided at toilet room entries.	Re-construct 450 S.F. of concrete walkway.	\$2,500	1/95
□	No identification symbol at toilet room entrance.	Install complying symbols.	\$150	1/95
□	2 toilet seats at 16 1/2".	Install 2 complying toilets.	\$1,200	1/95
□	Faucets require grasping.	Replace faucets.	\$500	1/95

CAPITOLA BEACH

□	No accessible pathway on beach.	Install complying pathway from eastern beach entrance to high tide line.	\$10,000	1/95
□	Eastern beach entrance ramp exceeds 1:12.	Remove ramp & install landing in conjunction with accessible beach pathway.	Included above.	1/95
□	No signage designating access location.	Install access signs.	\$600	1/95
□	Stairway at center beach entrance lacks handrails.	Install complying handrails.	\$800	1/95

**PROSPECT AVENUE
AND CLIFF AVENUE
VISTA
OVERLOOK/HIHN PARK**

- | | | | |
|---|--|----------------|-------------|
| <ul style="list-style-type: none"> □ No designated accessible parking space. | <p>Stripe and sign accessible parking space.</p> | <p>\$1,000</p> | <p>1/95</p> |
| <ul style="list-style-type: none"> □ No accessible route to sitting area. | <p>Install 48" wide asphalt path from public way to and around park bench.</p> | <p>\$1,600</p> | <p>1/95</p> |
| <ul style="list-style-type: none"> □ No signage indicating accessible route. | <p>Install sign indicating access location.</p> | <p>\$200</p> | <p>1/95</p> |

RIVERVIEW PATH

- | | | | |
|---|---|----------------|-------------|
| <ul style="list-style-type: none"> □ No accessible route to creek. | <p>Provide access on Riverview Avenue at Trestle:
1) Signage
2) Parking
3) Asphalt path</p> | <p>\$2,000</p> | <p>1/95</p> |
|---|---|----------------|-------------|

SOQUEL CREEK PARK

- | | | | |
|---|---|----------------|-------------|
| <ul style="list-style-type: none"> □ No accessible route to creek. | <p>Provide asphalt path to upper level seating area & directional signage to access at trestle.</p> | <p>\$1,500</p> | <p>1/95</p> |
|---|---|----------------|-------------|

\$285,800.00 TOTAL

VI COMMUNITY ACTIVITIES (CA)

Community Activities is an agency created by the combined efforts of the City of Capitola and the Soquel School District under a Joint Powers Agreement. Community Activities provides leisure and recreational services and classes to people of all ages. Classes and activities are conducted at various locations within and outside the city limits of Capitola.

Community Activities Programs and Services and Communications are not covered in this document. A separate Self-Evaluation and Transition Plan has been prepared by Capitola-Soquel Community Activities JPA.

COMMUNITY CENTER - 4400 JADE STREET

<u>BARRIER</u>	<u>SOLUTION</u>	<u>COST</u>	<u>DATE</u>
□ Accessible spaces are 66' from accessible entrance.	Provide additional accessible stall near playground.	\$1,500	1/95
□ Curb ramp extends into accessible parking space aisle.	Install wheelstops.	\$300	1/95
□ One vertical sign at accessible spaces encroaching in path of access.	Install individual signs outside of path of access.	\$500	1/95
□ Passenger loading zone lacks a curb ramp.	Install curb ramp.	\$1,300	1/95
□ The accessible route linking public way to facilities lacks signage.	Install sign and stripe crosswalk in parking lot.	\$500	1/95
□ Two drain inlet grate openings at entrance at 3/4" wide.	Replace two 18" x 18" grates.	\$300	1/95

□ Drinking fountain clear knee space is 25".	Raise drinking fountain.	\$500	1/95
□ Volume control is not provided on public telephone.	Request Pacific Telephone to install volume control.	\$50	6/94
□ 15" strike side clearance at door from corridor to kitchen.	Re-install door.	\$1,000	1/95
□ Interior door thresholds exceed 1:2 bevel.	Replace 6 thresholds.	\$500	1/95
□ All passage doors common with corridor including entry doors require an opening force greater than 5 lbs.	Adjust door closers.	\$500	6/94
□ Single accessible means of egress provided from assembly room A & B.	Install 48" wide asphalt pathway.	\$1,600	1/95
□ Clothes rods are more than 54" A.F.F.	Lower clothes rods.	\$100	1/95
□ Electrical receptacles are 12" A.F.F.	Raise receptacle to 15" A.F.F.	\$1,200	1/95
□ Rim of urinal is 18" A.F.F.	Lower urinal.	\$500	1/95
□ 28" apron to floor clearance at men and women's lavatories.	Cut off 1" of tile apron.	\$300	1/95

**GYMNASIUM - 250
WASHBURN AVENUE**

□ Accessible parking spaces are at far side of lot.	Re-locate accessible spaces.	\$500	1/95
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□ No sidewalks from public way to accessible building entrance.	Install curb ramp.	\$1,300	1/95
□ Drinking fountain apron is 26" A.F.F.	Raise drinking fountain.	\$500	1/95
□ Door closers on toilet room and gym entrance doors exceed maximum closing velocity.	Adjust door closers.	\$200	1/95
□ All passage doors require an opening force greater than 5 lbs.	Adjust door closers.	\$500	1/95
□ Front end of side grab bars are 51" from back wall.	Relocate grab bars.	\$300	1/95
□ Rim of urinal is 18" A.F.F.	Lower urinal.	\$500	1/95
□ 28 5/8" apron to floor clearance at men and women's lavatories.	Raise lavatories.	\$1,000	1/95
□ Hot water and drain pipes are not insulated.	Insulate pipes.	\$100	1/95
□ Self-closing lavatory valves remain open for 3 seconds.	Adjust valves.	\$100	1/95
□ Bottom of men & women's mirrors are 51" A.F.F.	Install complying mirrors.	\$300	1/95
		\$15,950.00	TOTAL

VII EMPLOYMENT

The City of Capitola has 70 employees. There is no Personnel Department due to the relatively small size of the City. The City Manager's Administrative Assistant is responsible for managing the recruitment process.

PROGRESS TO DATE:

- The City posts notices and disseminates information to job applicants and employees that describe the requirements of Title I of ADA.
- The following notice is printed on all job announcements:

"The City of Capitola, upon request makes reasonable accommodation for persons with disabilities including an obligation to ensure that only the essential duties of the position are required to be performed."
- The City provides interview panels with ADA Title I information concerning the proper conduct of pre-employment interviews.
- Pre-employment physicals are given for specific jobs (maintenance workers, police officers, lifeguards) and are focused on the ability of the applicant to perform the essential duties of the job.
- Pre-employment physicals are only given after a conditional offer of employment has been made.
- Physical agility tests are based upon job analysis and are used in direct relationship to job requirements. The only physical agility tests given currently are for the position of Police Officer and Lifeguard.
- Neutral policies concerning sick leave, paid leave and unpaid leave are stated in the compensation plans and the memorandums of understanding for each employee group.

BARRIERS REMAINING:

<u>BARRIERS/SOLUTIONS</u>	<u>COST</u>	<u>DATE</u>
□ The City's practice of non-discrimination should be put into a written policy.	\$200	1/94
□ The City should provide a training and workshop to:	\$4,000	6/94
1) Update job descriptions to reflect the "essential functions" of each job.		
2) Update training and orientation programs for compliance with ADA Title I requirements.		
3) Update performance appraisals to ensure that they primarily evaluate essential job functions.		
□ The City should prepare objective interview and selection forms which will document efforts to provide reasonable accommodation.	\$200	6/94
□ Safety procedures should be reviewed by the City's safety consultant for conformance with ADA Title I requirements.	\$500	6/94
□ A written policy should be created regarding modification to employees' work schedule based on reasonable accommodation.	\$200	6/94
□ It is appropriate for these solutions to be included in any Affirmation Action plan.		
	\$5,100.00	TOTAL

VII SUMMARY OF ADA COMPLIANCE COST*

CITY ADMINISTRATIVE SERVICES

Programs and Services	\$3,600
Communications	\$1,800
Facilities	\$59,500

POLICE DEPARTMENT

Programs and Services	\$1,200
Communications	\$2,500
Facilities	\$46,650

PUBLIC WORKS - PARKS AND STREETS

Programs and Services	\$1,000
Communications (Included in CAS Communications)	
Facilities	\$285,800

COMMUNITY ACTIVITIES

Facilities	\$15,950
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EMPLOYMENT \$5,100

TOTAL \$423,100

*Note: Completion of the city public way and sidewalk system and removal of obstructions in the public way and sidewalk system are not included in this summary.

IX CONCLUSION

The ADA Self Evaluation and Transition Plan illustrates what has been accomplished and what still needs to be done to bring the City of Capitola into compliance with the requirements of the Americans with Disabilities Act of 1990.

This document is the first step in a long term commitment to eliminate the barriers which prevent many of our citizens the opportunity to actively participate and contribute to our community.

The ADA Advisory Committee will continue to meet quarterly to provide continuous input and to monitor the progress in implementing the Plan. This long term commitment must be one of heart as well as pocketbook. By accepting this document and adopting its recommended policies and mitigations the City of Capitola acknowledges its responsibilities and demonstrates its long term commitment to this enterprise.

APPENDIX

- A POLICIES TO IMPLEMENT THE ADA
- B ADA OFFICE MANUAL
- C NOTIFICATION STATEMENT TO CONTRACTORS
- D GRIEVANCE PROCEDURE
- E REQUEST FOR BARRIER REMOVAL

APPENDIX A

POLICIES TO IMPLEMENT THE ADA

Education. An ongoing commitment to accessibility requires an education component. It must address two areas:

For staff: Informational training about disabilities and discrimination based on disability, the requirements of the ADA and the City's policies and programs as they relate to disabled people, the complaint process for employees and the public, expectations of staff members in carrying out the City's policies. The training should highlight the subtleness of many access barriers and also teach conflict resolution. Individual departments with special responsibilities for accessibility consideration should have additional training programs. Education must be ongoing.

For the public: Information about how to gain access to the City's programs and facilities, where to go for information, and the complaint process. For the public, this educational component consists of information available at various locations informing the public of its rights under the ADA, and information about how to go about getting deficiencies remedied. The Appendix includes a procedure on how to make a complaint regarding accessibility.

Professional Assistance. As City departments implement the ADA, continued input and consultation by the disability community is in order to fully achieve accessibility. An ongoing and effective compliance program will require that the City pay for assistance in training and orientation to both City employees and the public as to the provisions of the ADA and resulting modifications by the City to its programs, policies and facilities.

The ADA Advisory Committee should also be utilized to evaluate and provide recommendations for on going training programs.

Insufficient Wheelchair Seating. During assembly situations, such as performances and meetings, provisions shall be made to provide for wheel chair seating that is dispersed throughout the viewing area. Such dispersal shall provide lines of sight and choice of admission pricing comparable to those offered to the general public. All such seating shall adjoin accessible routes for emergency egress and permit people who use wheel chairs to sit with companions.

Requirement to Stand or Wait in Line. Disabled persons, including those using assistive devices for standing or in wheel chairs, shall be provided an area adjacent to service windows or entrances to events in which to wait for their able bodied companions or for their queue in line to reach the point of service or entrance. Staff operating the facility shall provide a means of identifying their place in line, especially if the line is to serve a first come-first serve basis.

Admission Charges for Aides/Attendants. Necessary aides/attendants will be admitted free to paid events when accompanying a disabled person. Aides/attendants will not be considered participants in the class or event. Their sole function is to assist only one disabled person at any given class or event. Free admission shall be limited to one aide/attendant per disabled person.

Microwave Ovens or Other Radio Wave Generation. Microwave ovens are to be placed in rooms adjoining areas such as employee lounges when possible. Alternately, microwave ovens (or other radio wave emitting equipment) should be placed in a corner or along a wall as far as possible from entrances and paths of travel. Warning signs shall be placed at entrances to spaces where such devices may be in operation.

Working Animals. Dogs such as guide dogs or service dogs shall not be precluded from entering any City facility while performing their respective tasks of assisting their owners. Service dogs are not pets, but rather highly trained animals who are working. They are to be distinguished as such and not interfered with. For example, it is not appropriate to pet a service animal without permission of the owner.

Toxic Materials. Toxic materials including those in general use that present barriers to access for some disabled individuals will be addressed according to the following steps:

- a) Eliminate hazardous and toxic materials when possible.
- b) Choose the least toxic products and methods of application available for each situation.
- c) Adequately ventilate areas where hazardous materials are used.
- d) Ensure that information on materials used is available to employees and the public. Provide information on alternative materials which are non-toxic or least toxic.
- e) Provide signage indicating that use of hazardous or toxic materials is 1) planned in the near future, 2) is underway, 3) has recently been completed. Such signage shall be a significant distance from the site of usage to warning of the use of hazardous materials and to deter persons with environmental disabilities from walking into contaminated areas.
- f) Provide alternative access to services for those persons for whom toxic materials remain a barrier.

Chemical Air Fresheners/Fragrance Emission Devices. Eliminate such devices from City use in restrooms or at work stations. On going training will include information on the negative effects of utilizing fragrances. Their use in the workplace will be discouraged.

Clean Air. The City shall support the concept of an environment free of smoke and chemicals that trigger adverse reactions within individuals on its properties and at its programs including City sponsored activities at non-City facilities. The City shall discourage smoking and the use of chemical substances that trigger sensitivities in all indoor areas of all public buildings and within City pool vehicles. The following policies shall apply:

- a) Exterior smoking areas shall be designated and designed so that smoke will not re-enter buildings or infiltrate areas where persons

normally gather or pass. Sand type receptacles to smother cigarette butts will be provided.

- b) Allow no selling of tobacco products on City property or within City facilities.
- c) Assist employee efforts to quit smoking and periodically sponsor smoking cessation programs for employees. Provide readily available literature regarding smoking health risks and make referrals to community cessation programs.
- d) Discourage the use of chemical substances that trigger sensitivities within City facilities and vehicles. When providing personal products such as hand soap in restrooms, soap for showers, etc. provide unscented types. Provide information on alternative products which are fragrance-free.
- e) Include notices on tickets and advertisements for City-sponsored community events, promotions and announcements of meetings requesting restraint of use of tobacco and the use of chemical substances that trigger sensitivities.
- f) Install "No smoking" signs in City buildings per City ordinance.
- g) Install signage in City buildings which states: "Out of consideration for others please refrain from wearing strong fragrances such as perfumes and colognes when attending functions within this building".

APPENDIX B

OUTLINE OF ADA OFFICE MANUAL

- I BRIEF OVERVIEW OF ADA
- II IDENTIFY ADA COORDINATOR
 - A) NON-DISCRIMINATION NOTICE
- III PROCEDURES FOR EVALUATING ACCOMMODATION/MODIFICATION REQUESTS
 - A) HOW TO EVALUATE OPTIONS
 - B) LIST OF RECOURSES
 - C) GUIDE FOR DETERMINING "FUNDAMENTAL ALTERATION TO A PROGRAM"
- IV DISABILITY AWARENESS MATERIALS
 - A) TEN COMMANDMENTS OF ETIQUETTE
 - B) UNHANDICAPPING OUR LANGUAGE
- V ANNUAL REVIEW OF ADA COMPLIANCE

APPENDIX C

ADA NOTIFICATION STATEMENTS TO CONTRACTORS

CONTRACTORS PERFORMING CITY FUNCTIONS

The following statement shall be included in contracts for performance of a City program or service:

"Contractors performing functions of a public entity may not discriminate against people with disabilities."

PROCUREMENT CONTRACTORS

The following statement shall be included on

- 1) Purchase orders
- 2) Request for Proposals (RFP'S)
- 3) Vendor applications and
- 4) Procurement contracts:

"The City of Capitola does not discriminate against persons with disabilities. All vendors doing business with the City of Capitola should be aware of their responsibility for compliance with the Americans with Disabilities Act."

APPENDIX D

ADA GRIEVANCE PROCEDURE

1) PURPOSE

This Grievance Procedure is established to meet the requirements of 28 CFR Part 35.107 of the Americans with Disability Act except as provided in Section 3. It may be used by persons who wish to file a complaint alleging discrimination on the basis of disability in employment practices and policies or in the provision of programs or services by the City of Capitola.

2) DEFINITIONS

Grievance. A grievance is defined as an allegation by an individual or group that the City of Capitola has failed to comply with any portion of ADA Title I or Title II.

Grievance Officer. The grievance officer for complaints regarding Title I employment discrimination shall be the City Manager. The grievance officer for complaints regarding Title II program accessibility and communication shall be the ADA Coordinator.

3) EXISTING EMPLOYEES

Existing employees covered by an MOU (Memorandum of Understanding) shall, for claims relating to employment, follow the grievance procedures in the MOU, not the process in Section 4 and 5.

4) REVIEW AND RESOLUTION OF GRIEVANCES.

The following is the procedure to be followed in the resolution of grievances.

An individual or group having a grievance shall file with the grievance officer a complaint in writing clearly detailing the alleged discrimination and specifying the standard that has not been met. In the case of a group the group shall advise the grievance officer of its nature (i.e. corporation, unincorporated association, etc.) and shall designate the name, address

and telephone number of a representative to and with whom formal communications can be conducted.

Within five (5) working days after receipt of any written complaint, the grievance officer will respond in writing acknowledging receipt of the grievance and establish a hearing date that is not more than thirty (30) calendar days from receipt of the written complaint.

A written report by the grievance officer detailing the resolution of the grievance shall be provided to all parties involved within fifteen (15) working days of the conclusion of the hearing.

5) APPEALS

Title I. The decision of the grievance officer regarding Title I employment issues is final and non-appealable.

Title II. The decision of the grievance officer regarding Title II issues is appealable to the City Manager whose decision will be final without further appeal.

NOTE: "GRIEVANCE PROCEDURE" is not to be confused with an individual's rights to file discrimination complaints under the provisions of 28 CFR Part 35.170 through 35.178.

APPENDIX E

ACCESSIBILITY REQUEST FORM

REQUESTED BY: _____
LOCATION: _____

NAME(S): _____
ADDRESS: _____
TELEPHONE: _____

OWNER(S): _____
ADDRESS: _____
TELEPHONE: _____

DATE OF REQUEST: _____

REQUEST RECEIVED BY: _____

DESCRIPTION OF ACCESSIBILITY REQUESTED: _____

INITIAL INVESTIGATION FINDINGS (within 30 days)

DATE: _____ TIME: _____

FINDINGS: _____

CODE SECTION(S) RELATED TO REQUEST: _____

ACTION TAKEN BY ADA COORDINATOR

DATE: _____ TIME: _____

ACTION: _____