REVISED 6/26/2025 3:20 PM
ADDITIONAL MATERIALS

City of Capitola
City Council Meeting Agenda
Thursday, June 26, 2025 – 4:30 PM

City Council Chambers
420 Capitola Avenue, Capitola, CA 95010

Mayor: Joe Clarke
Vice Mayor: Margaux Morgan
Council Members: Gerry Jensen, Melinda Orbach, Susan Westman

Regular Meeting of the Capitola City Council – 4:30 PM

1. Roll Call and Pledge of Allegiance

Council Members Gerry Jensen, Melinda Orbach, Susan Westman, Vice Mayor Margaux Morgan, and Mayor Joe Clarke

2. Additions and Deletions to the Agenda

3. Presentations

Presentations are limited to eight minutes.

A. Proclamation Honoring the 2025 Torch Run

4. Additional Materials

Additional information related to an agenda item on this agenda and submitted to the City after distribution of the agenda packet pursuant to Government Code §54957.5. All correspondence received prior to 5:00 p.m. on the Wednesday preceding a Council Meeting will be distributed to Councilmembers to review prior to the meeting. Information submitted after 5 p.m. on that Wednesday may not have time to reach Councilmembers, nor be read by them prior to consideration of an item.

A. Item 5 - Correspondence Received

B. Item 7A - Staff Memo and Corrected Minutes

C. Item 7B - Correspondence Received

D. Item 8B - Correspondence Received and Staff Memo with Updated Attachment

E. Item 8C - Correspondence Received

F. Item 8F - Correspondence Received

5. Oral Communications by Members of the Public

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

6. Staff / City Council Comments

Comments are limited to three minutes.

7. Consent Items

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

A. City Council Meeting Minutes
Recommended Action: Approve minutes from the regular meeting on June 12, 2025.

B. City Check Registers
Recommended Action: Approve check registers dated May 23, 2025, May 30, 2025, and June 6, 2025.

C. Surplus Vehicle
Recommended Action: Adopt a resolution to declare Police Department Vehicle #182 as surplus property and authorize Public Works to dispose of the vehicle through public auction, in accordance with Administrative Policy III-8 – Surplus Property.

D. Sea-Level Rise Adaptation Planning Grant
Recommended Action: Authorize staff to submit an application to the Ocean Protection Council's SB 1 Sea-Level Rise Adaptation Planning Grant Program.

8. General Government / Public Hearings

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

A. Capitola Village and Wharf Business Improvement Area Assessments for FY 2025-26
Recommended Action: Receive update and continue the noticed public hearing to adopt a resolution levying the Fiscal Year 2025-26 Capitola Village and Wharf Business Improvement Area (CVWBIA) Assessments and accepting the CVWBIA Annual Plan and budget to the July 24, 2025, Council meeting.

B. Capitola Wharf Master Plan Public Input Summary
Recommended Action: Direct staff to proceed with the final development of Wharf Master Plan and return to Council in the fall for adoption.

C. FY 2025 – 2026 Salary Schedule
Recommended Action: Adopt a resolution approving the Fiscal Year 2025-26 annual salary adjustments, consistent with the following employment agreements: Association of Capitola Employees, Police Officers Association, Confidential Employees, Mid-Management Employees, Police Captains, the Department Head Compensation Plan, and City Manager Employment Agreement.

D. Compliance with Assembly Bill 2561/Government Code Section 3502.3 regarding Vacancies, Recruitment, and Retention Efforts
Recommended Action: Conduct the duly noticed public hearing and receive a report on the City of Capitola's recruitment and retention efforts.

E. City-Owned Property Leasing Policy
Recommended Action: Establish a standard frequency to put leases of City-owned property out for proposals and adopt an administrative policy outlining the process for the lease of City-owned property.

F. Fiscal Year 2025-26 Operating Budget and Capital Improvement Program
Recommended Action: Adopt a resolution adopting the Fiscal Year 2025-26 City of Capitola Budget and Capital Improvement Program.

G. FY 2025-26 Bail Schedule
Recommended Action: Conduct the duly noticed public hearing and adopt a resolution repealing Resolution No. 4233.1 and approving the Fiscal Year 2025-26 Bail Schedule.

H. FY 2025-26 City Fee Schedule
Recommended Action: Conduct the duly noticed public hearing on the proposed changes to the City's Fee Schedule and adopt a resolution approving the Fiscal Year 2025-26 Fee Schedule.

I. Treasure Cove Playground, Restroom Renovation, and Community Center Patio Improvements
Recommended Action: Staff recommends the City Council: 1) Approve the construction plans for the Treasure Cove Playground, public restroom renovation, and Community Center patio improvements; 2) authorize the Public Works Department to advertise the project for competitive construction bids; 3) authorize staff to execute Amendment 2 to the Professional Services Agreement with Boone Low Ratliff Architects for construction support services related to the patio and restroom renovation, in the amount of $35,000, for a revised total contract amount of $70,258; 4) authorize staff to execute Amendment No. 2 to the Professional Services Agreement with Verde Design, Inc. for construction-phase services related to the playground, in the amount of $99,000, for a revised total contract amount of $293,083; and 5) direct staff to return to Council with construction contract award recommendations and budget amendments once bids are received and funding is secured (anticipated August 2025).

9. Adjournment

The next regularly scheduled City Council meeting is on July 24, 2025, at 6:00 PM.

How to View the Meeting

Meetings are open to the public for in-person attendance at the Capitola City Council Chambers located at 420 Capitola Avenue, Capitola, California, 95010.

Other ways to Watch:

Spectrum Cable Television channel 8

City of Capitola, California YouTube Channel

To Join Zoom Application or Call in to Zoom:

Meeting
link: https://us02web.zoom.us/j/83328173113?pwd=aVRwcWN3RU03Zzc2dkNpQzRWVXAydz09

Or dial one of these phone numbers: **1 (669) 900 6833, 1 (408) 638 0968, 1 (346) 248 7799**

Meeting ID: **833 2817 3113**

Meeting Passcode: **678550**

How to Provide Comments to the City Council

Members of the public may provide public comments to the City Council in-person during the meeting. If you are unable to attend in-person, please email your comments to citycouncil@ci.capitola.ca.us and they will be included as a part of the record for the meeting. Please be aware that the City Council will not accept comments via Zoom.

Notice regarding City Council: The City Council meets on the 2nd and 4th Thursday of each month at 6:00 p.m. in the City Hall Council Chambers located at 420 Capitola Avenue, Capitola.

Agenda and Agenda Packet Materials: The City Council Agenda and the complete Agenda Packet are available for review on the City's website and at Capitola City Hall prior to the meeting. Need more information? Contact the City Clerk's office at 831-475-7300.

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

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

Si desea asistir a esta reunión pública y necesita ayuda - como un intérprete de lenguaje de señas americano, español u otro equipo especial - favor de llamar al Departamento de la Secretaría de la Ciudad al 831-475-7300 al menos tres días antes para que podamos coordinar dicha asistencia especial o envié un correo electrónico a jgautho@ci.capitola.ca.us.

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

Gautho, Julia

From: Kevin Maguire <kmaguire831@gmail.com>
Sent: Wednesday, June 25, 2025 3:34 PM
To: City Clerk; Gautho, Julia
Subject: 6.26.25 City Council Meeting Agenda Item 5: Oral Communications: Follow-Up: Continued Harassment and Request for Council Action against Councilmember Orbach
Attachments: 5.28.25 Harassment from David Morris on Facebook.png; IMG_2594.PNG; IMG_2592.PNG; image.png; IMG_2593.PNG

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon Miss Gautho, Can you please include this in the agenda packet, under Agenda Item 5 Oral Communications.

Thank you
Kevin Maguire

---------- Forwarded message ---------
From: **Kevin Maguire** <kmaguire831@gmail.com>
Date: Wed, Jun 25, 2025 at 2:53 PM
Subject: Follow-Up: Continued Harassment and Request for Council Action against Councilmember Orbach
To: <jclarke@ci.capitola.ca.us>, <MOrbach@ci.capitola.ca.us>, Gautho, Julia <jgautho@ci.capitola.ca.us>, Goldstein, Jamie (jgoldstein@ci.capitola.ca.us) <jgoldstein@ci.capitola.ca.us>, <citycouncil@ci.capitola.ca.us>
Cc: City Clerk <cityclerk@ci.capitola.ca.us>, City Attorney <cityattorney@santaclaraca.gov>, Melanie Tardell <melanie@signifiedlaw.com>, <SWestman@ci.capitola.ca.us>, <GJensen@ci.capitola.ca.us>, <mmorgan@ci.capitola.ca.us>, Ryan, Sarah (sryan@ci.capitola.ca.us) <sryan@ci.capitola.ca.us>

I am following up on the formal complaint I submitted regarding Councilmember Melinda Orbach's conduct during the April 17, 2025, City Council meeting. As noted, she publicly accused me — by name — of harassment and threatening behavior without evidence, without due process, and without ever attempting to speak with me directly. These remarks, made from the dais and broadcast to the community, initiated a serious and ongoing impact on my personal well-being. I spoke with Captain Ryan for about an hour about the situation, and there was never any complaints filed or investigations conducted. I canvassed with another member of the community who will 100% collaborate with the events that took place, no one seek out where Councilmember Orbach lived, no one asked any neighbors to point out her place of residents.

Since that meeting, the harm has continued. A community member, **David Morris**, (See attached screenshots) has been persistently repeating this false narrative, now labeling me as "the alleged stalker" in public forums. These inflammatory comments, directly tied to the accusations made by Councilmember Orbach, have escalated the reputational harm and further **damaged my mental and emotional health**.

The **cumulative effects** have been significant:

- **Chronic stress and anxiety**
- **Disrupted sleep and emotional fatigue**
- **Loss of focus and productivity at work**
- A growing sense of **isolation and hesitancy to participate** in civic life — something that has always meant a great deal to me

Despite multiple respectful emails and a public offer to meet and resolve this matter constructively, I have received **no response at all** from Councilmember Orbach. This continued silence — alongside the ongoing public defamation — makes it clear that the issue will not resolve itself.

Because of this, I am **copying legal counsel on this message**, not as a threat, but to underscore that this situation now meets the threshold of actionable harm. I have been advised to document and preserve all communication and to explore remedies if the City does not act.

I remain hopeful that the Council will choose to demonstrate leadership and accountability — and that Councilmember Orbach will offer a **public apology** for the harm caused. Without that, the damage will persist — and so will the question of whether this City protects residents from abuse of power.

I am again requesting that the Council take the following actions:

1. A **formal Resolution of Censure** for Councilmember Orbach
2. **Removal from committee assignments or ceremonial roles** until this matter is addressed
3. Participation in **civility and ethics training** as part of restoring public trust
4. A clear **public apology from the dias** by Councilmember Orbach to acknowledge the harm done
5. A **Council-initiated review of the Code of Conduct enforcement process**

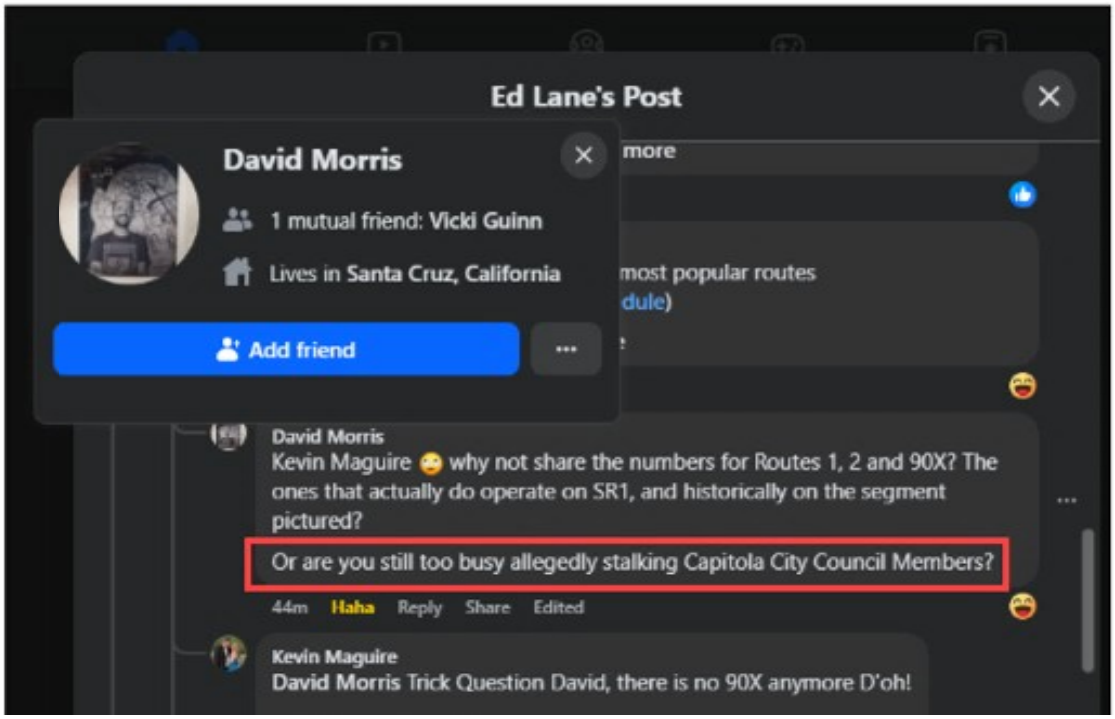
Capitola is better than this. We deserve a civic culture where residents can speak, participate, and advocate without fear of public smearing or retaliation from elected officials.

With the next Council meeting scheduled for **June 26**, and no additional meeting until **July 24**, I respectfully request that this matter be **acknowledged on the public record during the June 26 meeting**, and that I receive a **written response or update from the City no later than July 3, 2025**.

I believe this is a reasonable and necessary step toward transparency, accountability, and restoring trust — and it avoids further delays that could prolong the harm already caused.

Thank you for your time and your attention to this serious matter. I look forward to your response.

Sincerely,
Kevin Maguire
kmaguire831@gmail.com
831.246.3900
Lifelong Capitola Resident
CC: Melanie Tardell, Legal Advisor


Ed Lane's Post
David Morris
1 mutual friend: Vicki Guinn
Lives in Santa Cruz, California
Add friend
more
most popular routes
dule)
David Morris
Kevin Maguire why not share the numbers for Routes 1, 2 and 90X? The ones that actually do operate on SR1, and historically on the segment pictured?
Or are you still too busy allegedly stalking Capitola City Council Members?
44m Haha Reply Share Edited
Kevin Maguire
David Morris Trick Question David, there is no 90X anymore D'oh!

Say there are 334 workers from Watsonville that need to be at work by 8 am in Santa Cruz.

Train max capacity is 234 (116 sitting / 118 standing)

234 could take the 7 am train get to SC by 740 and have 20 min walk or transfer to get to work

The other 100 would have to take the 630 am train.

And those people would add 15-30 mins to walk to the stati... See more

6m Like Reply 1

David Morris All-star contributor
You're funny, Kevin Maguire. Why should anyone trust your math, when we can't trust you to not allegedly stalk and harass one or more members of the

David Morris

216 friends • **1** mutual

Add friend ···

Posts Photos Videos

Details

Lives in **Santa Cruz, California**

From **Santa Cruz, California**

··· See David's About Info

Friends

216 (1 mutual)

Kevin's Post

51m Like Reply Share 2

View all 2 replies

Paul Doherty All-star contributor
No train! It's a never ending money pit.

1h Like Reply Share

View all 4 replies

David Morris All-star contributor
OP was publicly accused by a Capitola City Council Member of alleged stalking during their 4/17/2025 meeting. How grounded!

This poll isn't reality-based or representative of any efforts by SCCRTC (a State agency, not the County of Santa Cruz).

https://santacruzlocal.org/.../capitola-council-rejects.../

SANTACRUZLOCAL.ORG
Capitola council rejects Park Ave. bike path proposal - Santa Cruz Local

1h Like Reply Share Edited 3

Kevin Maguire Author Rising contributor +1
David Morris to be clear, continuing to repeat unproven accusations, especially ones publicly stated without evidence, isn't just spreading a false narrative; it borders on slander and serves to bully and silence community members who are simply participating in the democratic process.

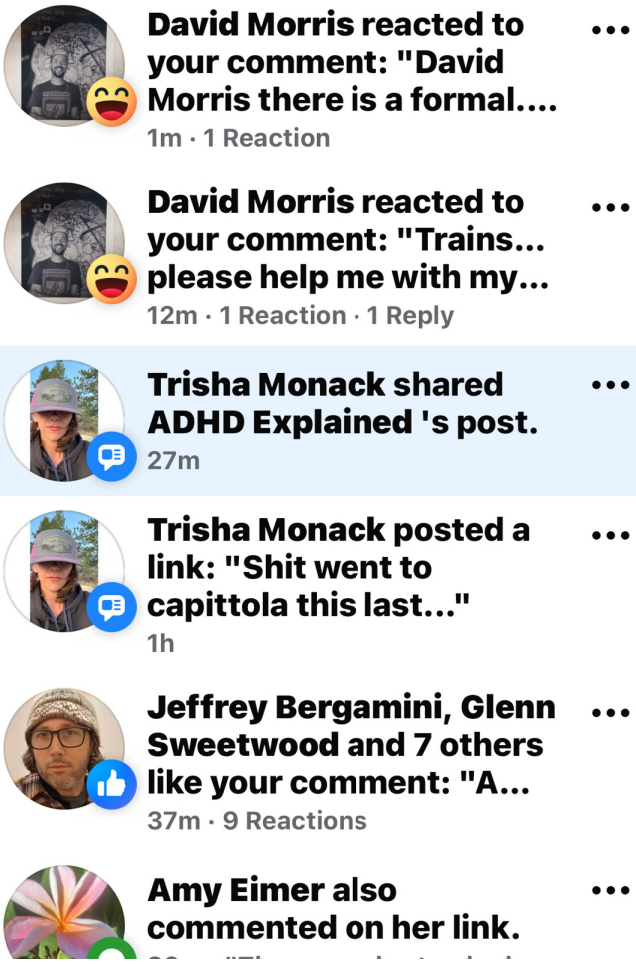
During the April 17th Capitola City Council meeting, Councilmember Orbach did make a public statement accusing me of what she described as "wandering around a council member's neighborhood asking where they live," and equating that with "physically threatening behavior" and "showing up to someone's work trying to get them fired." She specifically named me — without any investigation, evidence, or direct conversation.

This was in response to a group of us canvassing the neighborhood for the up coming council meeting, handing out flyers. I was with another citizen, and the neighbors I met will backup the respectful, civil nature of our canvassing.

Let me be clear:

I never asked for anyone's address

Comment as Kevin Maguire



David Morris reacted to your comment: "David Morris there is a formal....
1m · 1 Reaction

David Morris reacted to your comment: "Trains... please help me with my...
12m · 1 Reaction · 1 Reply

Trisha Monack shared ADHD Explained 's post.
27m

Trisha Monack posted a link: "Shit went to capittola this last..."
1h

Jeffrey Bergamini, Glenn Sweetwood and 7 others like your comment: "A...
37m · 9 Reactions

Amy Eimer also commented on her link.

CITY MANAGER DEPT.

Memo

To: City Council

From: Julia Gautho, City Clerk

Date: July 25, 2025

Re: Item 7A – June 12th City Council Meeting Minutes

Mayor and City Council,

Staff noted a discrepancy in the June 12th City Council meeting minutes. The attached minutes have been modified to reflect an edit to the motion for Item 9B.

City of Capitola
City Council Meeting Minutes
Thursday, June 12, 2025 – 6:00 PM

City Council Chambers
420 Capitola Avenue, Capitola, CA 95010

Mayor: Joe Clarke
Vice Mayor: Margaux Morgan
Council Members: Gerry Jensen, Melinda Orbach, Susan Westman

Regular Meeting of the Capitola City Council – 6 PM

1. **Roll Call and Pledge of Allegiance –** *The meeting was called to order at 6:00 PM. In attendance: Council Members Jensen, Morgan, Orbach, and Mayor Clarke.*
2. **Additions and Deletions to the Agenda –** *None*
3. **Additional Materials**
   A. *Item 4A – 32 emails received after publication of the agenda packet and one staff memorandum advising the City Council of the withdrawal of an applicant from the Council vacancy.*
   B. *Item 8F - Staff memorandum correcting the proposed resolution.*
   C. *Item 8J – Two emails received after publication of the agenda packet.*
   D. *Item 9B – One email received after publication of the agenda packet.*
4. **City Council Vacancy**
   A. Appointment of Successor to Vacant City Council Seat
   Recommended Action: 1) By motion, appoint a successor to fill the Council vacancy; and 2) direct the City Clerk to administer the oath of office to the newly appointed Council Member.

   The City Clerk presented the staff report.

   Public Comment:
   - ***Tory Del Favero***
   - ***Speaker***
   - ***Speaker***
   - ***Speaker***
   - ***Pam Greninger***
   - ***Speaker***
   - ***Narendra Dev***
   - ***Cami Corvin***
   - ***Peter Wilk***
   - ***Speaker***
   - ***Susan Westman***
   - ***Speaker***
   - ***James Ewan Whitman***

- ***Scott Rohlf***
- ***Trevor Whitcomb***

During public comment, applicants Cami Corvin and Trevor Whitcomb withdrew their applications. The City Council thanked the community members for putting forth their names for the vacancy.

Motion to appoint Susan Westman to a term ending in December 2026: Council Member Morgan
Second: Council Member Jensen
Voting Yea: Council Members Jensen, Morgan, and Mayor Clarke
Voting No: Council Member Orbach

B. City Council Reorganization
Recommended Action: Nominate and appoint a new Vice-Mayor.

The City Clerk presented the staff report.

Public Comment:

- ***Keith Cahalen***

Motion to appoint Margaux Morgan as Vice Mayor for the remainder of 2025: Council Member Jensen
Second: Council Member Orbach
Voting Yea: Council Members Jensen, Morgan, Orbach, Westman and Mayor Clarke

5. Presentations

A. *The Youth Action Network Youth Liaison provided a presentation to the City Council.*

B. *Deborah Osterberg, Capitola Historical Museum Curator, provided a presentation to the City Council about the Historical Museum.*

6. Oral Communications by Members of the Public

- *Speaker*
- *James Ewan Whitman*
- *Carin Hanna*
- *Keith Cahalen*

7. Staff / City Council Comments

- *The City Manager advised the public that there are copies of the Museum Newsletter in the Council Chambers.*
- *The City Clerk advised the public that there is an unscheduled vacancy on the Planning Commission, and interested members of the public can apply online.*
- *Council Member Westman provided comments to the City Council.*
- *Vice Mayor Morgan provided updates from a recent AMBAG meeting and reminded the public of the Car Show this weekend.*
- *Council Member Orbach provided comments on the issue of residency requirements for City Council candidates.*
- *Council Member Jensen provided comments about the Park at Rispin Mansion Clean Up Event, Twilight Concerts, and requested a proclamation honoring the retirement of local journalist Jondi Gumz.*

8. Consent Items

A. City Council Meeting Minutes
Recommended Action: Approve minutes from the regular meeting on May 22, 2025, and the special meeting on May 29, 2025.

B. City Check Registers
Recommended Action: Approve check registers dated April 25, 2025, May 2, 2025, May 9, 2025, and May 16, 2025.

C. Grant Administration Contract
Recommended Action: Adopt a resolution authorizing the City Manager to enter into a five-year professional services agreement with Adams Ashby Group for grant administration services in an amount not to exceed $250,000. ***(Resolution No. 4429)***

D. City Investment Policy Amendment
Recommended Action: Adopt a resolution affirming Administrative Policy Number III-1, Investment Policy, as recommended by the Finance Advisory Committee. ***(Resolution No. 4430)***

E. McGregor Asphalt Pump Track Project Completion
Recommended Action: 1) Accept as complete the McGregor Asphalt Pump Track Project constructed by American Ramp Company at a final cost of $120,122; 2) authorize the City Clerk to file and record a Notice of Completion; and 3) authorize the release of the contract retention of $6,006.10 as prescribed in the construction agreement.

F. Adoption of FY 2025–26 Road Project List
Recommended Action: Review and approve the use of Senate Bill 1 (SB 1) and Measure D funds to support the 41st Avenue Multimodal and Pavement Rehabilitation Project (Project); and adopt a resolution adopting the Project for Fiscal Year 2025-26 funded by SB 1: The Road Repair and Accountability Act of 2017. ***(Resolution No. 4431)***

G. Interfund Loan from the General Fund to the Library Fund
Recommended Action: Adopt a resolution approving an interfund loan of $856,000 from the General Fund to the Library Fund at an interest rate of 4.25% for the reimbursement of costs associated with the Library Improvement Project completed in June 2021 using Measure S funds. ***(Resolution No. 4432)***

H. Business Improvement Assessments for FY 2025-26
Recommended Action: Adopt a resolution providing notice of the City's intent to levy business improvement assessments for Fiscal Year (FY) 2025-26, receiving the annual report and proposed budget of the Capitola Village and Wharf Business Improvement Area (CVWBIA), setting the date for a public hearing to be held on Thursday, June 26, 2025, and outlining noticing requirements. ***(Resolution No. 4433)***

I. Fiscal Year 2025-26 Appropriation Limit
Recommended Action: Adopt a resolution setting the appropriation limit for Fiscal Year 2025-26. ***(Resolution No. 4434)***

J. Park Avenue Traffic Calming Improvements
Recommended Action: 1) Approve the traffic calming plans for Park Avenue; and 2) authorize staff to execute Change Order No. 1 to the 2025 Pavement Maintenance Project Contract with Graham Contractors, Inc. to include traffic calming measures and increase the amount of the contract by $120,000, contingent on approval by the Council of funding for the project in the FY 2025–26 budget. ***(Pulled for discussion by Council Member Jensen, to be heard at end of agenda)***

Motion to approve Items 8A – 8J: Council Member Orbach
Council Member Jensen requested to pull Items 8A and 8J.
Motion modified to approve Items 8C – 8I: Council Member Orbach
Second: Vice Mayor Morgan
Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, and Mayor Clarke

Motion to approve Items 8A-8B with a modification to the meeting minutes in 8A: Vice Mayor Morgan
Second: Council Member Orbach
Voting Yea: Council Members Jensen, Orbach, Vice Mayor Morgan, and Mayor Clarke
Abstaining: Council Member Westman

9. General Government / Public Hearings

A. City Council Representation on Regional Boards & City Advisory Bodies
Recommended Action: Review appointments of City Council representatives on regional boards and committees and City advisory bodies.

The City Clerk presented the staff report.

Public Comment:

- ***Cami Corvin***

Motion to make the appointments below: Vice Mayor Morgan
Second: Council Member Westman
Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, and Mayor Clarke

- ***METRO: Council Member Westman as Alternate***
- ***RTC: Council Member Jensen***
- ***Integrated Waste Management Local Task Force: Council Member Westman as Alternate***
- ***Capitola FAC: Council Member Westman and Vice Mayor Morgan***
- ***Youth Liaison Program: Council Member Orbach***

B. Castle Mobile Home Park Overview
Recommended Action: Receive a report on Castle Mobile Home Estates regarding encroachments into the Regional Transportation Commission corridor right of way.

Community Development Director Herlihy presented the staff report.

Public Comment:

- ***Cami Corvin***
- ***Jacques Bertrand***
- ***Speaker***
- ***Keith Cahalen***
- ***Christine***
- ***Rozanne Stanley***
- ***Damon***
- ***Speaker***
- ***Maria Romuler***
- ***Speaker***

The City Council discussed how the City can assist in addressing resident concerns at Castle Mobile Estates, including writing a letter to the RTC and meeting with a spokesperson from the mobile home park.

Motion to form an ad-hoc subcommittee composed of Mayor Clarke and Council Member Jensen to write a letter to the RTC Board with questions about the rail corridor through Capitola: Council Member Westman
Second: Vice Mayor Morgan
Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, and Mayor Clarke

8J. Park Avenue Traffic Calming Improvements ***(Pulled for discussion by Council Member Jensen)***
Recommended Action: 1) Approve the traffic calming plans for Park Avenue; and 2) authorize staff to execute Change Order No. 1 to the 2025 Pavement Maintenance Project Contract with Graham Contractors, Inc. to include traffic calming measures and increase the amount of the contract by $120,000, contingent on approval by the Council of funding for the project in the FY 2025–26 budget.

Public Works Director Kahn presented the staff report.

Public Comment:

- ***Goran Klepic***

Motion to approve the traffic calming plans for Park Avenue and authorize staff to execute Change Order No. 1 to the agreement with Graham Contractors, Inc.: Vice Mayor Morgan
Second: Council Member Jensen
Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, and Mayor Clarke

10. Adjournment – *The meeting adjourned at 8:41 PM. The next regularly scheduled City Council meeting is on June 26, 2025, at 6:00 PM.*

_____

ATTEST: Joe Clarke, Mayor

_____

Julia Gautho, City Clerk

Gautho, Julia

From: Leslie Nielsen <lpbeach21@gmail.com>
Sent: Wednesday, June 25, 2025 1:23 PM
To: City Council; Danu Schoeck
Subject: Check register Item 7B - Thank you NAMI

Follow Up Flag: Follow up
Flag Status: Flagged

Mayor Clark and City Council,

In my review of the check register on consent item 7B, I noticed the community Grant to NAMI Santa Cruz, and wanted to thank the City for its continued support of this remarkable non profit - National Alliance on Mental Illness. The largest Non Profit in the Country dedicated to mental wellness.
All of the incredible programs they offer ; peer support, education, hope, healing, support for crisis intervention are FREE programs and truly help those struggling with mental health conditions, as well as support for the families managing a life with loved ones who struggle.
I am convinced that the great work NAMI does in Santa Cruz county has saved lives and prevented more homelessness than can be measured. The outreach work to help people understand that mental illness is common, treatable, and if you know the warning signs, you can get help has steered countless people on a path to recovery and hope.

Thank for the ongoing support of this local organization.

Best regards,

Leslie Nielsen

Gautho, Julia

From: John <jxmulry@gmail.com>
Sent: Monday, June 23, 2025 12:43 PM
To: City Council; Gautho, Julia; Goldstein, Jamie (jgoldstein@ci.capitola.ca.us)
Subject: Item 8B

Follow Up Flag: Follow up
Flag Status: Flagged

Keep in mind there are only two types wharfs in California. Ones for cars and parking like Santa Cruz. And ones for walking like Malibu, SM, Avila you name it.

Wharfs that want to allow cars for say a boat shop but still pretend to be for pedestrians lose money. Like our wharf currently does.

Nostalgia is not an investment policy. You will never attract private investment when they see that boat shop. It's that simple.

I know I will be ignored. This email is placeholder to circle back too years from now when people say no one told us if we left the cars on the wharf we would continue to lose money.

You have been told.

Warmly JM

Community Development Department

Memo

To: City Council

From: Katie Herlihy, Community Development Director

Date: June 24, 2025

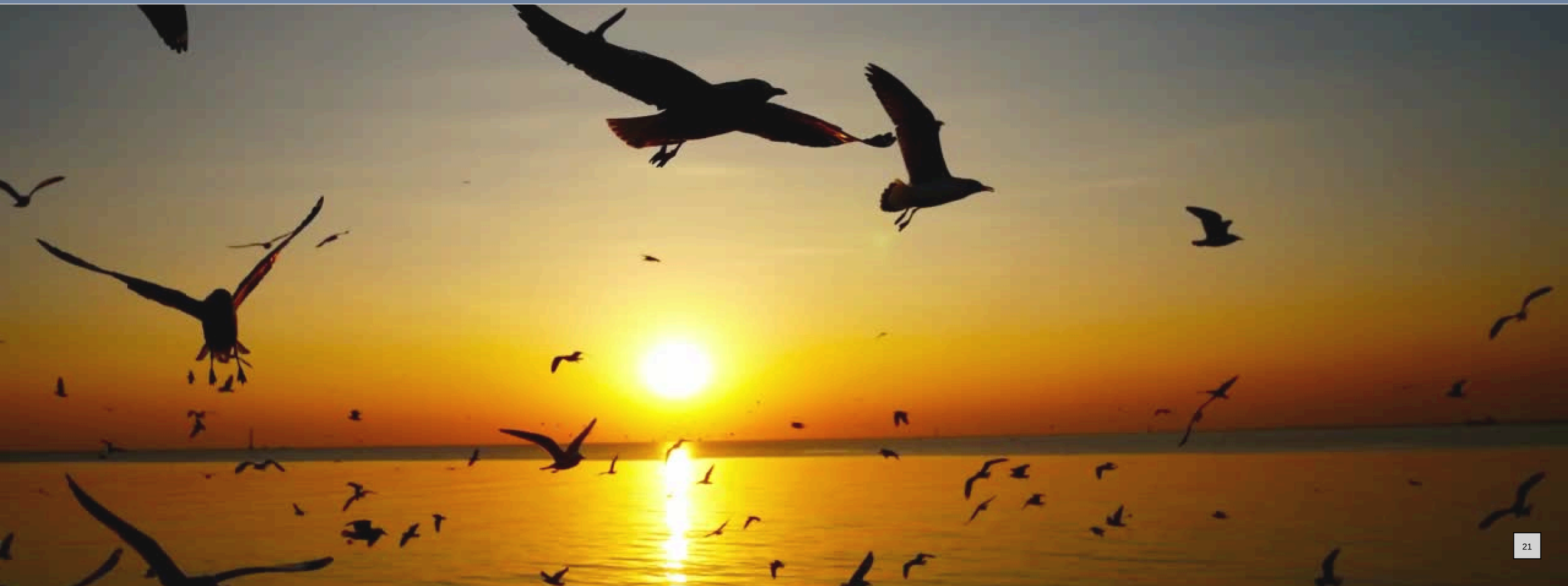
Re: Item 8B - Wharf Public Input

Staff wishes to note the addition of Attachment 4 Item 8B findings of Capitola Wharf Community Meeting. This item was provided by the project consultant.

COMMUNITY INPUT

& KEY TAKE AWAYS FROM THE COMMUNITY MEETING

MAY 20TH 2025



COMMUNITY MEETING

INTENTION

Community Meeting Overview – May 20, 2025

- **New Brighton Middle School, hosted by:** *Fuse Architecture, Moffatt & Nichol & Capitola City Staff*
- **Purpose:** Public discussion of the seven proposed options for the Capitola Wharf Master Plan.
- **Format:** Two-hour meeting with open dialogue between the project team and community members.
- **Focus:** Understanding how each option might integrate into daily life and reflect community values.
- **Intended Outcome:**
  - Meaningful, direct public input
  - Feedback aligned with recent public survey findings
  - Reinforced shared priorities of local residents and the broader County.

OPTION 03 | EXISTING FISHING CONCESSION

*ADA ACCESS THROUGHOUT BOARDS ARE DIFFICULT FOR ANYONE TO WALK ON

A. Keep Existing Fixed Low-Cost Structure For Fishing Concession With Boat Rental / Uncovered Boat Storage & Repair Area / Mooring Buoys, Dingy Service and Hoist. ~~Not in this location~~

B. Additional Public Restroom

C. Keep Existing Benches (40), Picnic Tables (4), Viewing Station (4), Fish Cleaning Station (1), Bathrooms Near the Entrance (3), Bikeracks (10) & Boat Hoist (1)

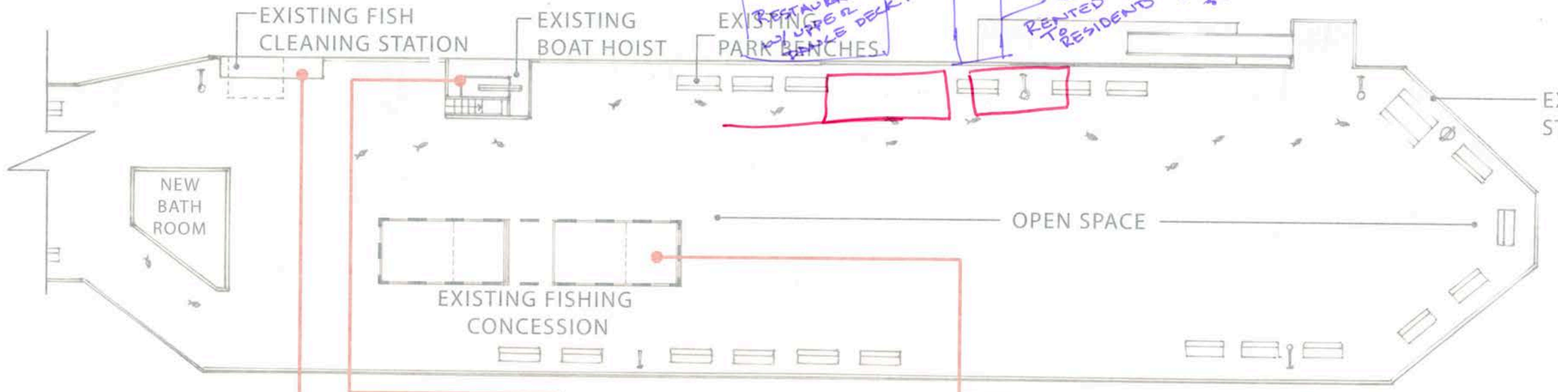
*** Option 03 | Please Note: ***

Wharf Is Shown As It Is Today With A Fishing Concession & No Other Leased Space. A Public Bathroom Is Added

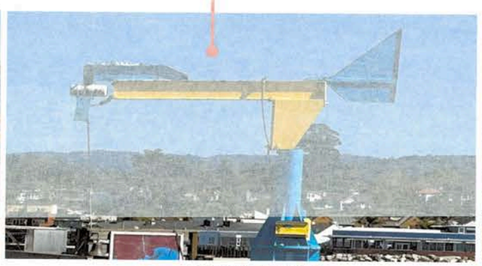
TOTAL ESTIMATE: (+/-) $600k

Public Restroom: (+/-) $600k

Any Necessary Engineering: T.b.d.



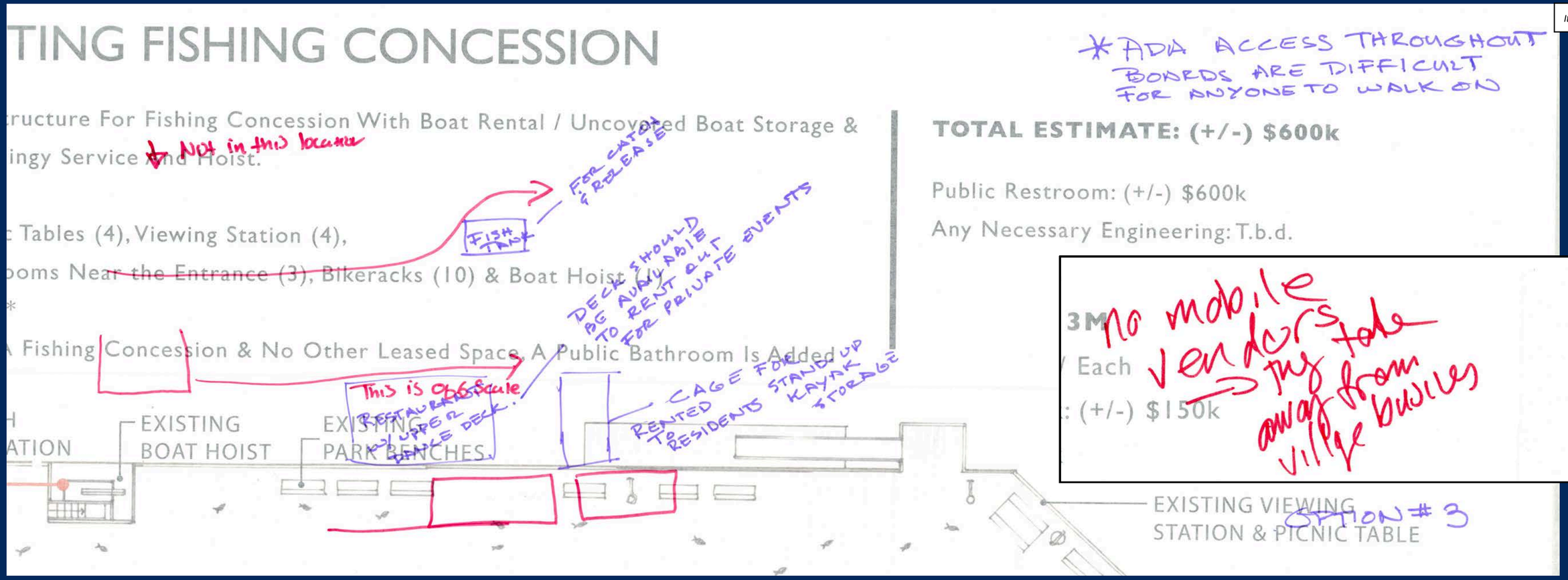
FISH CLEANING STATION (SHOWN IN PROGRESS)



BOAT HOIST

FISHING CONCESSION

RENTAL BOAT STORAGE



Option 03 - Meeting Discussion Highlights / Enlarged Community Notes:

- Request for Fish Tank for viewing or catch & release
- Request for a restaurant with public viewing deck / or for private events
- Request for a large cage to offer rentable kayaks & stand up paddle boards
- There was a request for no mobile vendors as they believed it took away from the village businesses

OPTION 05

OPTION 05 | FISHING CONCESSION & MOBILE VENDORS

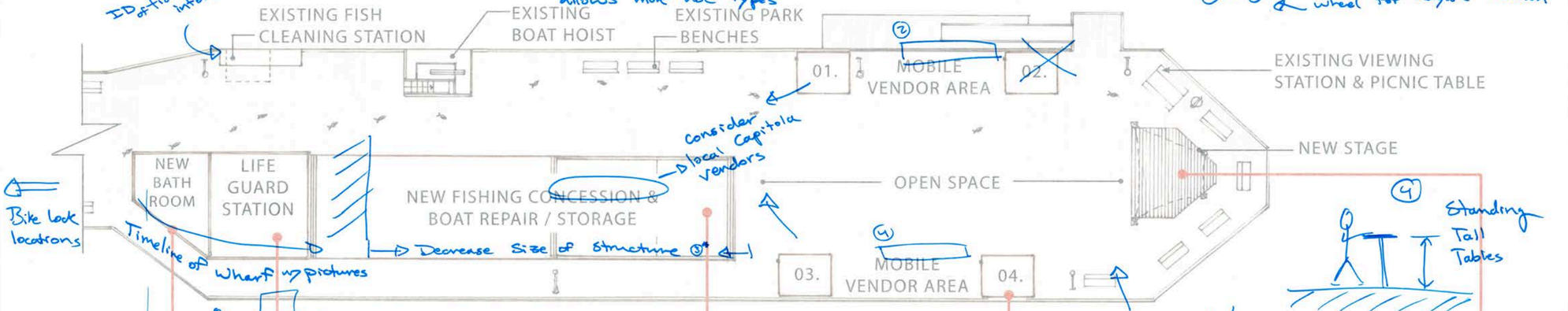
Comments: Dominique Bertrand

A. New Larger Enclosed Fishing Concession with Enclosed Boat Storage & Boat Repair
C. Dedicated Areas For Mobile Vendors
D. New Stage (1)
E. Fixed Lifeguard Station With Marine Rescue Watercraft Storage (Jetski)
F. Additional Public Restroom
G. Keep Existing Park Benches (40), Picnic Tables (4), Viewing Stations (4), Fish Cleaning Station (1), Bathroom near entrance (3), Bike Racks (10), Boat Hoist & Bouys

TOTAL ESTIMATE: 2.5- 3M

Mobile Vendors: (+/-) $120k / Each
Enhanced Public Space / Park: (+/-) $150k
Public Restroom: (+/-) $600k
Marine Rescue Watercraft Storage (Jetski): (+/-) $200k
Fixed Boat Storage & Fishing Concession: (+/-) $650k
Any Necessary Engineering: T.b.d.

(3) Install Mural on wall
Educational mural
Historical information — see Santa Cruz Wharf History display
Benches / Table
Standards
multiple Styles
(2) Wide Bench
(4) Standing table
(5) Backless Bench
Gives more variety/options allows more use types
wide Bench
ID of fish/environmental information
wheel for Kayak launch

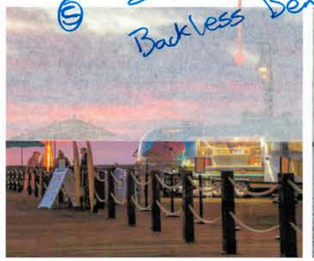


PUBLIC BATHROOM

Safety fence for Tower Stand
LIFEGUARD STATION

FISHING CONCESSION

ENCLOSED RENTAL BOAT STORAGE


MOBILE VENDOR / SMALL / LARGE CONCEPTS

STAGE

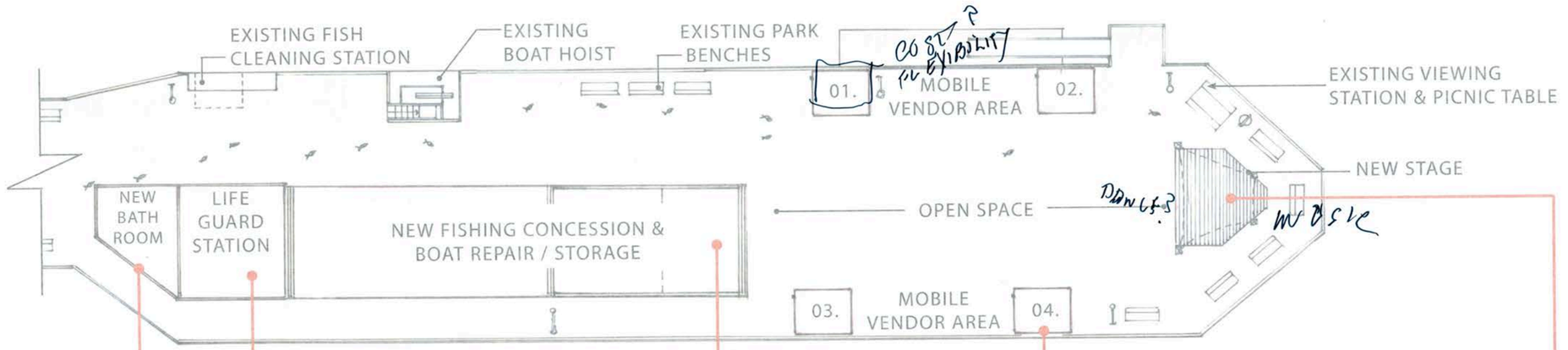
05.

OPTION 05 | FISHING CONCESSION & MOBILE VENDORS

A. New Larger Enclosed Fishing Concession with Enclosed Boat Storage & Boat Repair
C. Dedicated Areas For Mobile Vendors
D. New Stage (1)
E. Fixed Lifeguard Station With Marine Rescue Water Craft Storage (Jetski).
F. Additional Public Restroom
G. Keep Existing Park Benches (40), Picnic Tables (4), Viewing Stations (4)
Fish Cleaning Station (1), Bathroom near entrance (3), Bike Racks (10), Boat Hoist & Bouys

TOTAL ESTIMATE: 2.5- 3M

Mobile Vendors: (+/-) $120k / Each
Enhanced Public Space / Park: (+/-) $150k
Public Restroom: (+/-) $600k
Marine Rescue Watercraft Storage (Jetski): (+/-) $200k
Fixed Boat Storage & Fishing Concession: (+/-) $650k
Any Necessary Engineering: T.b.d.



PUBLIC BATHROOM

LIFEGUARD STATION

FISHING CONCESSION

ENCLOSED RENTAL BOAT STORAGE

MOBILE VENDOR / SMALL / LARGE CONCEPTS

STAGE

05.

FUSE ARCHITECTS + BUILDERS
512 CAPITOLA AVE. | CAPITOLA, CA.
831.479.9295

DRAFT / INITIAL CONCEPTS FOR PUBLIC OUTREACH
CAPITOLA WHARF MASTER PLAN

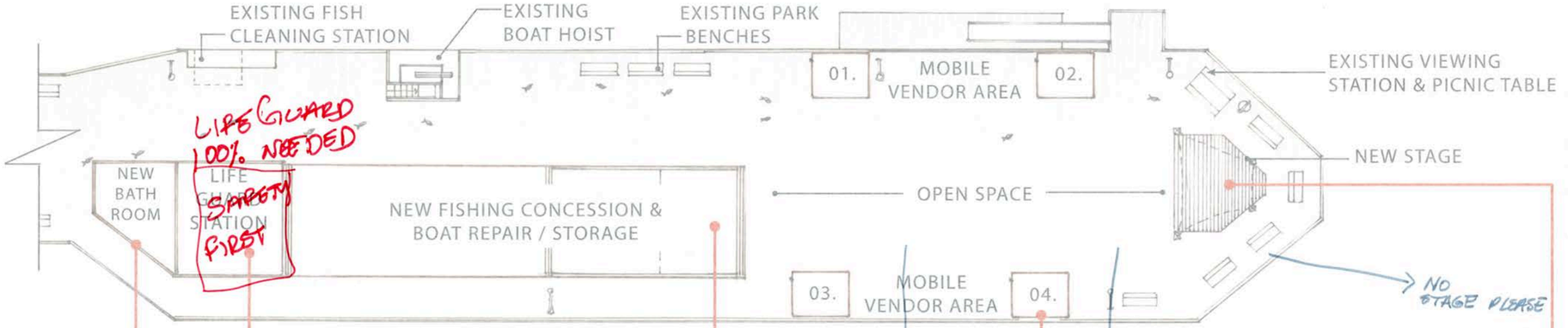
DATE | 05.01.2025

OPTION 05 | FISHING CONCESSION & MOBILE VENDORS

A. New Larger Enclosed Fishing Concession with Enclosed Boat Storage & Boat Repair
C. Dedicated Areas For Mobile Vendors
D. New Stage (1)
E. Fixed Lifeguard Station With Marine Rescue Water Craft Storage (Jetski).
F. Additional Public Restroom
G. Keep Existing Park Benches (40), Picnic Tables (4), Viewing Stations (4)
Fish Cleaning Station (1), Bathroom near entrance (3), Bike Racks (10), Boat Hoist & Bouys

TOTAL ESTIMATE: 2.5- 3M
Mobile Vendors: (+/-) $120k / Each
Enhanced Public Space / Park: (+/-) $150k
Public Restroom: (+/-) $600k
Marine Rescue Watercraft Storage (Jetski): (+/-) $200k
Fixed Boat Storage & Fishing Concession: (+/-) $650k
Any Necessary Engineering: T.b.d.

no mobile vendors take away from village business



PUBLIC BATHROOM

LIFEGUARD STATION

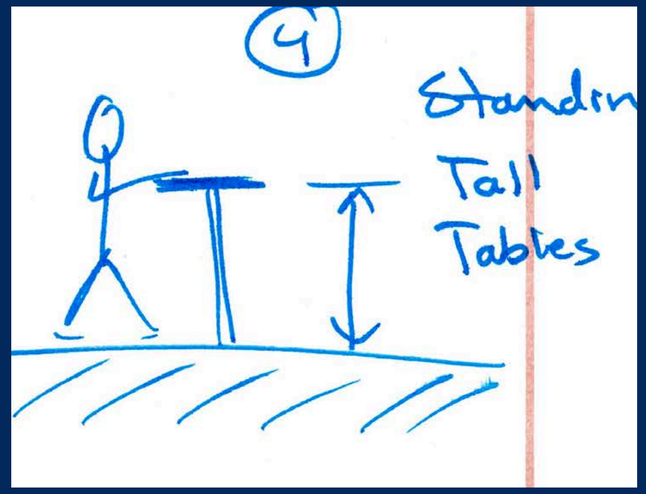
FISHING CONCESSION

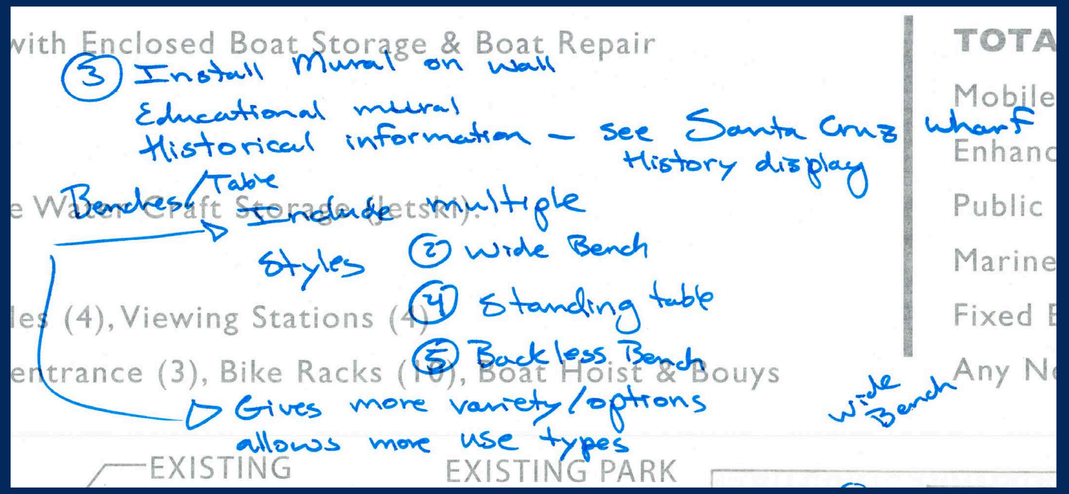
ENCLOSED RENTAL BOAT STORAGE

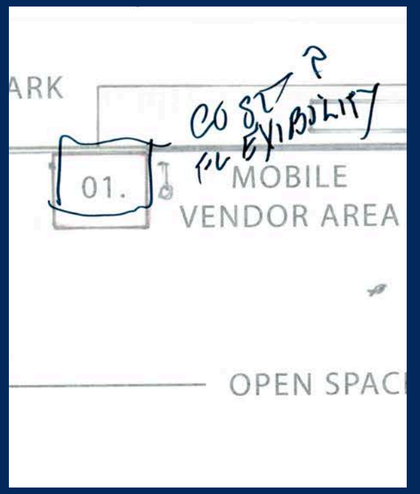
MOBILE VENDOR / SMALL / LARGE CONCEPTS

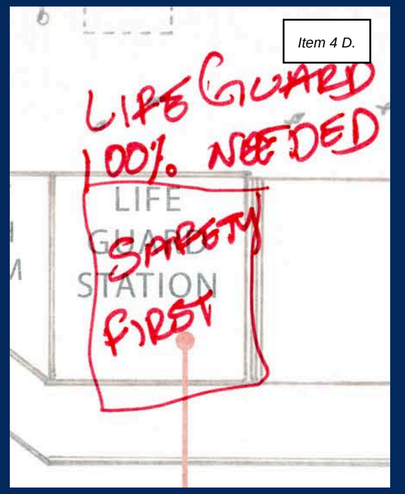
STAGE

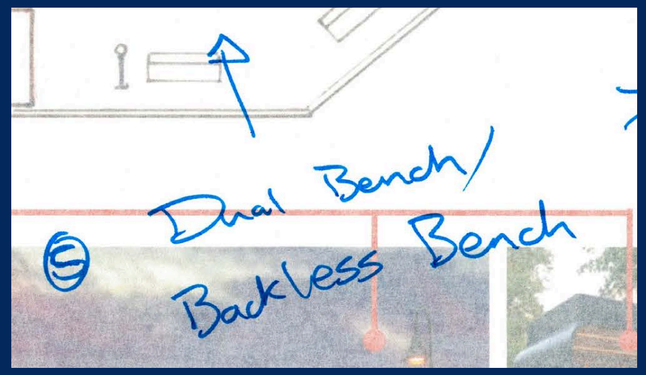
05.

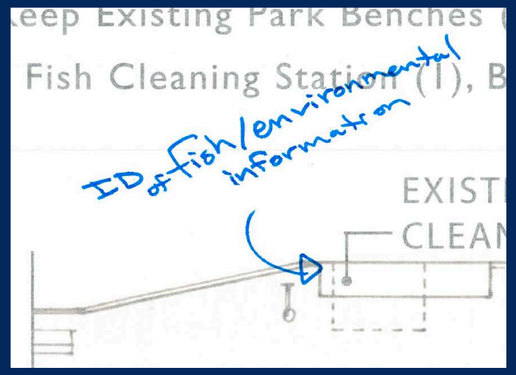


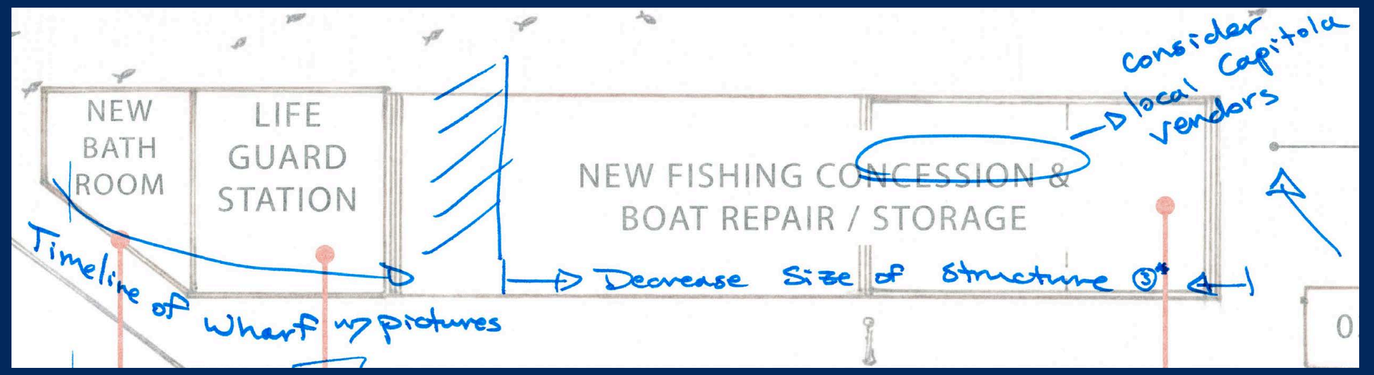












Option 05 - Meeting Discussion Highlights / Enlarged Community Notes:

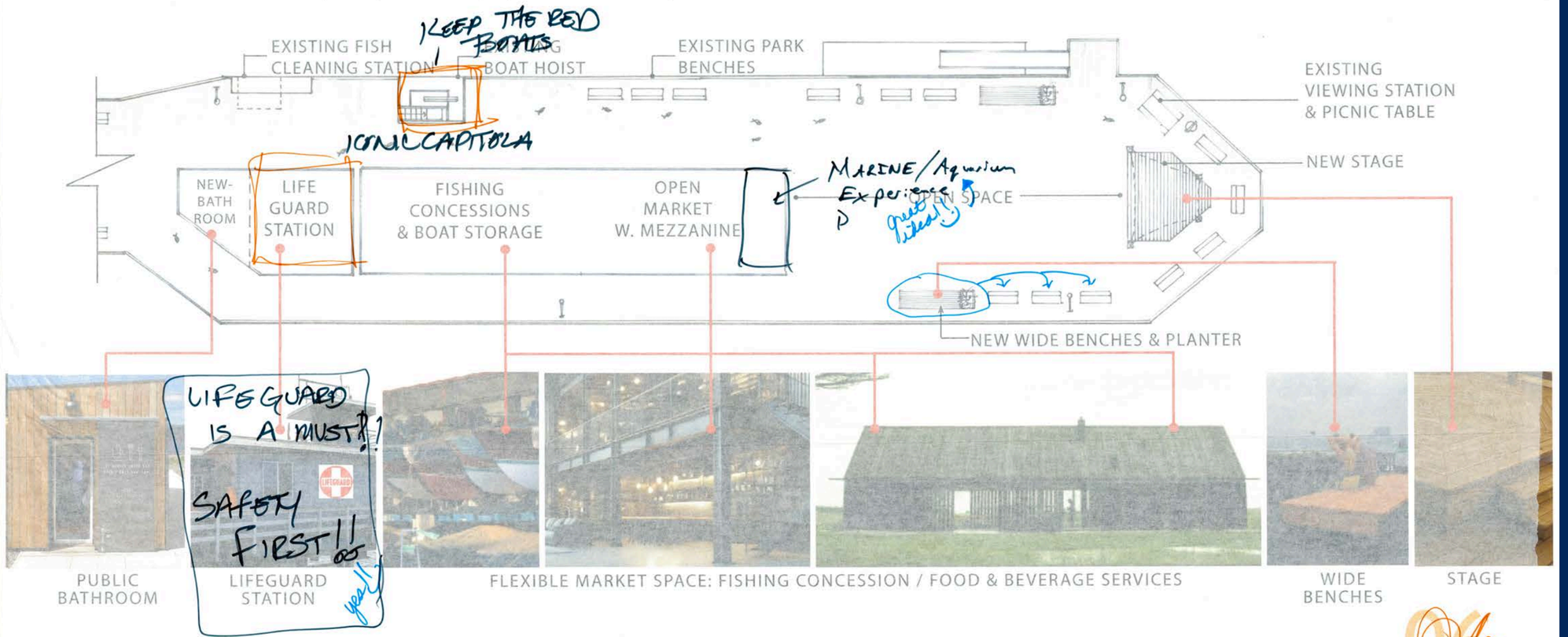
- Would like ID of Fish & Environmental Information integrated into Fish Cleaning Station.
- Request installation of a mural on buildings / Educational or Historical / Timeline of Wharf Photos
- Request for multiple styles of wide benches / tables / backless benches / tall tables
- Safety fence for Lifeguard tower / Lifeguard Station a must “100% Needed”
- Would like to see a decrease in the size of the proposed structure
- Would like to see priority given to local vendors / existing retail

OPTION 06 | FISHING CONCESSION & FLEXIBLE MARKETSPACE

A. Fishing Concession & Enclosed Rental Boat Storage & Boat Repair
B. Flexible Open Air Market (Ie: Fish Market, Food & Beverage)
C. New Stage (1) & New Wide Benches (2) & Planters (2)
D. Lifeguard Station With Marine Rescue Water Craft Storage (Jetski)
E. Additional Public Restroom
F. Keep Existing Benches (40), Picnic Tables (4), Viewing Stations (4), Fish Cleaning Station (1), Bathrooms Near Entrance (3 Stall), Bike rack (10), Boat Hoist & Bouys

TOTAL ESTIMATE: 2.5M - 3.2M

Enhanced Public Space / Park: (+/-) $150k
Public Restroom: (+/-) $600k
Marine Rescue Watercraft Storage (Jetski): (+/-) $200k
Indoor Market Space / Food + Fish Consession: (+/-) 1.2m
Any Necessary Engineering: T.b.d.



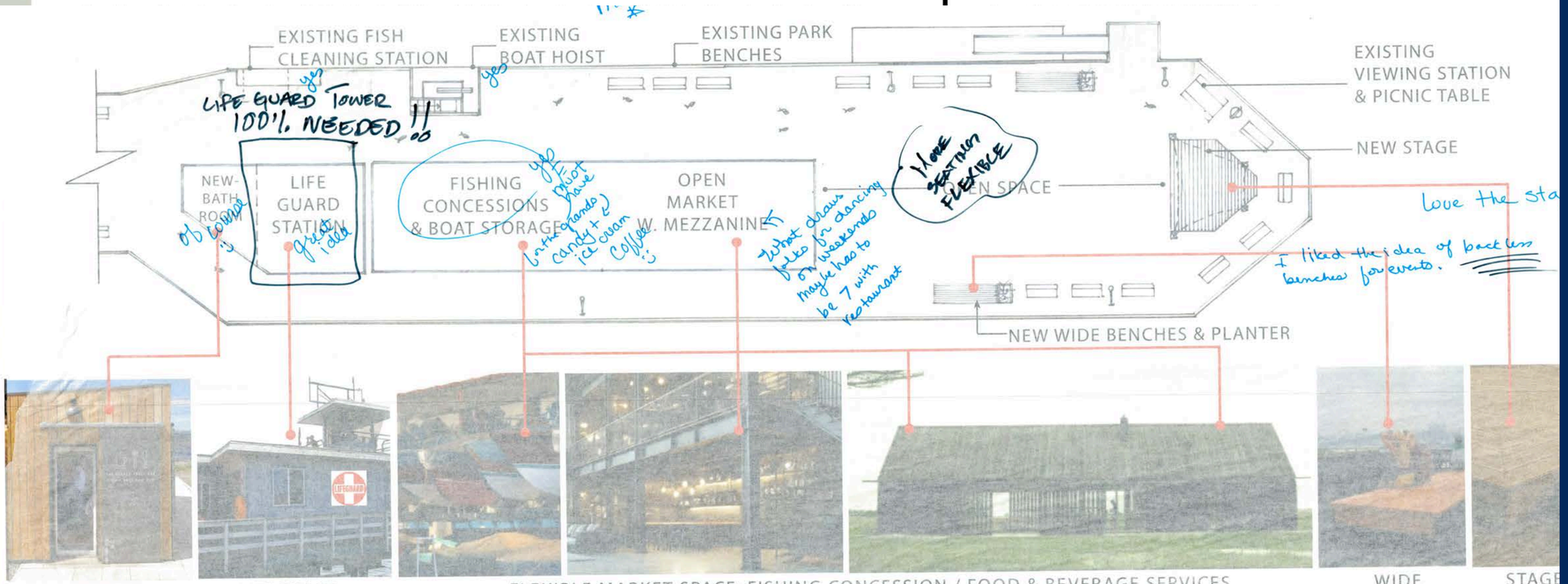
06.

OPTION 06 | FISHING CONCESSION & FLEXIBLE MARKETSPACE

A. Fishing Concession & Enclosed Rental Boat Storage & Boat Repair
B. Flexible Open Air Market (Ie: Fish Market, Food & Beverage)
C. New Stage (1) & New Wide Benches (2) & Planters (2)
D. Lifeguard Station With Marine Rescue Water Craft Storage (Jetski)
E. Additional Public Restroom

TOTAL ESTIMATE: 2.5M - 3.2M

Enhanced Public Space / Park: (+/-) $150k
Public Restroom: (+/-) $600k
Marine Rescue Watercraft Storage (Jetski): (+/-) $200k
Indoor Market Space / Food + Fish Consession: (+/-) 1.2m



FUSE ARCHITECTS + BUILDERS | 512 CAPITOLA AVE. | CAPITOLA, CA. 831.479.9295 | DRAFT / INITIAL CONCEPTS FOR PUBLIC OUTREACH CAPITOLA WHARF MASTER PLAN | DATE | 05.01.2025

06

OPTION 06 | FISHING CONCESSION & FLEXIBLE MARKETSPACE

Thank you for the open house!

A. Fishing Concession & Enclosed Rental Boat Storage & Boat Repair
B. Flexible Open Air Market (Ie: Fish Market, Food & Beverage)
C. New Stage (1) & New Wide Benches (2) & Planters (2)
D. Lifeguard Station With Marine Rescue Watercraft Storage (Jetski)
E. Additional Public Restroom
F. Keep Existing Benches (40), Picnic Tables (4), Viewing Stations (2), Fish Cleaning Station (1), Bathrooms Near Entrance (3 Stall), Bike Rack (10), Boat Hoist & Bouys

Comments By: Dominique Bertrand

* ~~Color~~ to Public posting of the water efficient / energy portions of the project.

TOTAL ESTIMATE: 2.5M - 3.2M

Enhanced Public Space / Park: (+/-) $150k
Public Restroom: (+/-) $600k
Marine Rescue Watercraft Storage (Jetski): (+/-) $200k
Indoor Market Space / Food + Fish Consession: (+/-) 1.2m
Any Necessary Engineering: T.b.d.

Monterey Bay Sanctuary

Celebrate the National Marine

Install ocean health monitoring equipment; maybe UCSC Long Marine Lab would be a partner

Fish/kelp Forest Information

human shower for ppl

paddle boarding or Kayaking entrance closer to wharf

temp storage for dolres Kayak (Public day use)

EXISTING FISH CLEANING STATION

EXISTING BOAT HOIST

EXISTING PARK BENCHES

EXISTING VIEWING STATION & PICNIC TABLE

Ice Cream/gelato please

Small stands for multiple vendors

NEW-BATH ROOM

LIFE GUARD STATION

FISHING CONCESSIONS & BOAT STORAGE

OPEN MARKET W. MEZZANINE

OPEN SPACE

Stage

NEW STAGE

make multiuse

incorporate public seating options

moveable raised sections that can be moved during concerts & provide extra seating.

Science / education / Art mural

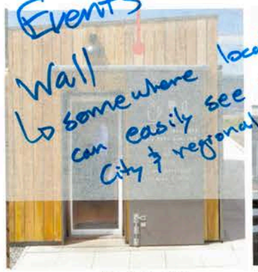
History of the wharf mural + timeline + pictures

Public Events Wall → somewhere can easily see City & regional

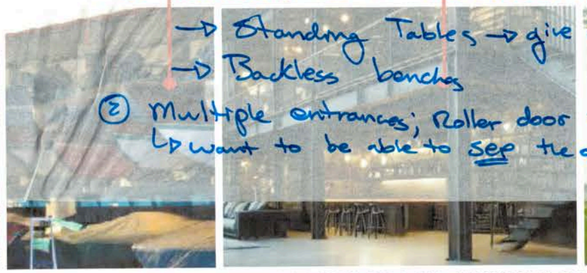
locals & visitors for notices events

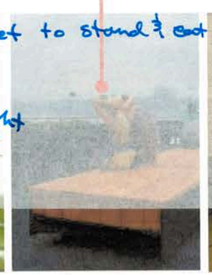
① Benches & Tables – make some moveable
→ Standing Tables → give options for ppl who have purchased food @ Market to stand & eat food
→ Backless benches
② Multiple entrances; Roller door with mural or fun color, keep open for daylight
→ want to be able to see the ocean

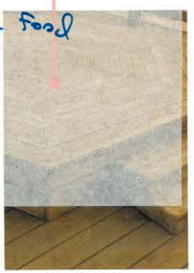
NEW WIDE BENCHES & PLANTER


PUBLIC BATHROOM

LIFEGUARD STATION

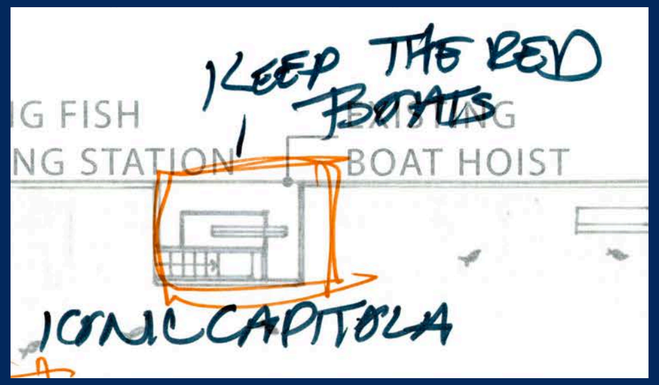

FLEXIBLE MARKET SPACE: FISHING CONCESSION / FOOD & BEVERAGE SERVICES

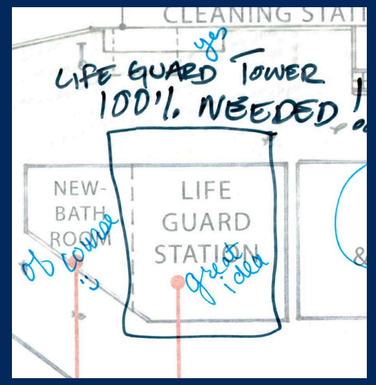

WIDE BENCHES

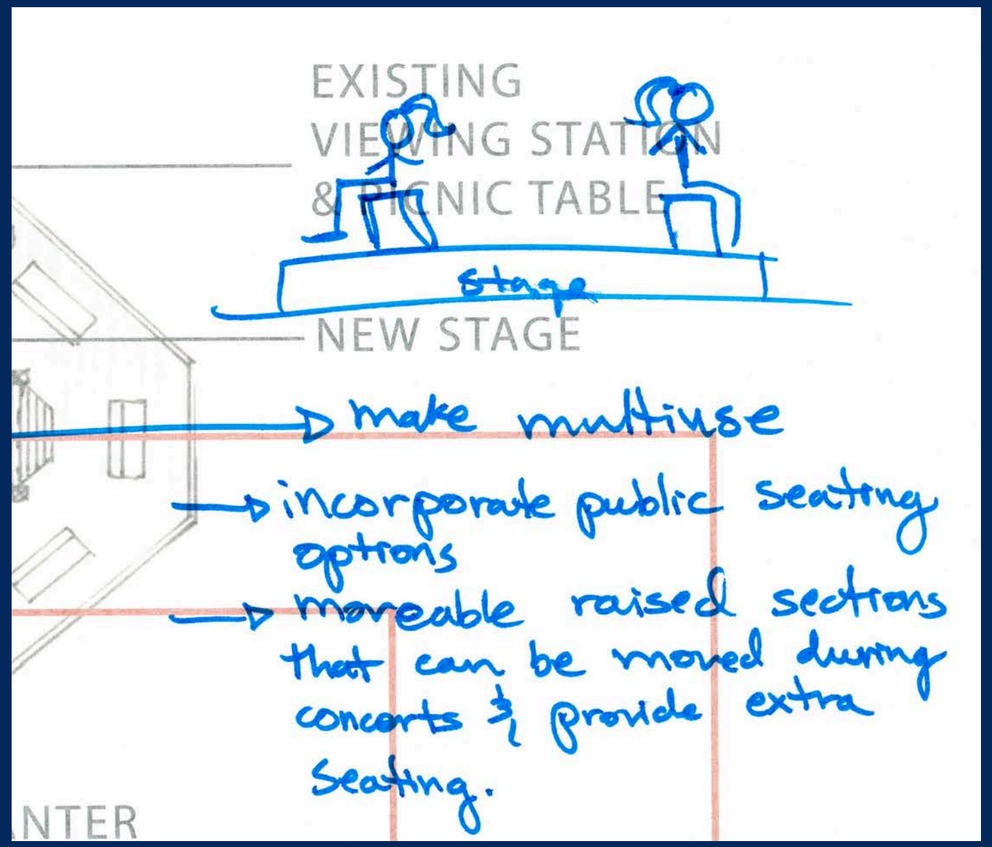

STAGE

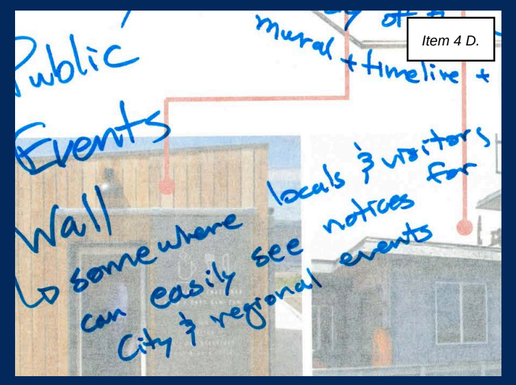
FUSE ARCHITECTS + BUILDERS | 512 CAPITOLA AVE. | CAPITOLA, CA. 831.479.9295 | DRAFT / INITIAL CONCEPTS FOR PUBLIC OUTREACH CAPITOLA WHARF MASTER PLAN | DATE | 05.01.2025

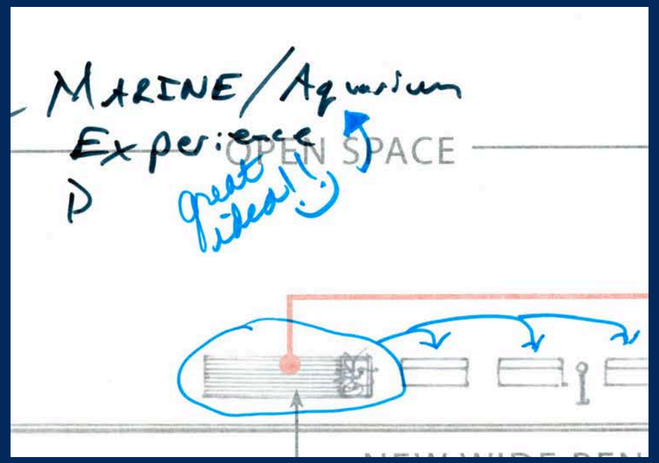
06.

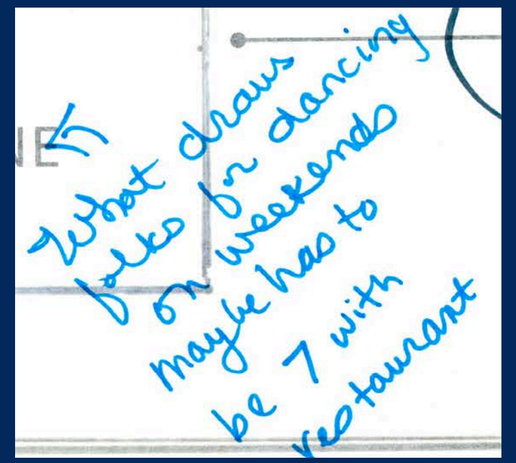


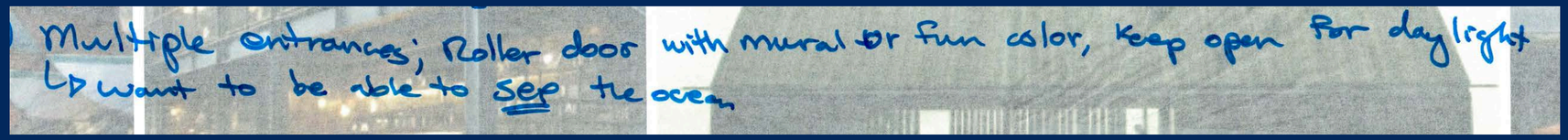












Option 06 - Meeting Discussion Highlights / Enlarged Community Notes:

- Lifeguard Station “100% Needed” / Lifeguard Station “A Must!!” / “Safety First”
- Would like to make the stage a multi use with benches / public seating / Dancing on the weekends
- Keep Boat Rentals & have full restaurant / with multiple roll up doors for indoor & outdoor experience
- Central posting for Public events
- Marine / Aquarium Experience

OPTION 07 | PERMANANT STRUCTURE

A. Fishing Concession & Enlosed Rental Boat Storage & Boat Repair, Mooring Buoys, Dingy Service & Boat Hoist

B. Full Restaurant

C. Lifeguard Station With Marine Rescue Water Craft Storage (Jetski)

D. New Stage (1)

E. Additional Public Restroom

F. Keep Existing Benches (40), Picnic Tables (4), Viewing Stations (4) , Fish Cleaning Station (1), Bathrooms Near Entrance (3 Stall) & Bike rack (10), Boat Hoist (1) & Bouys

TOTAL ESTIMATE: 5.5M - 6.2M

Enhanced Public Space / Park: (+/-) $250k

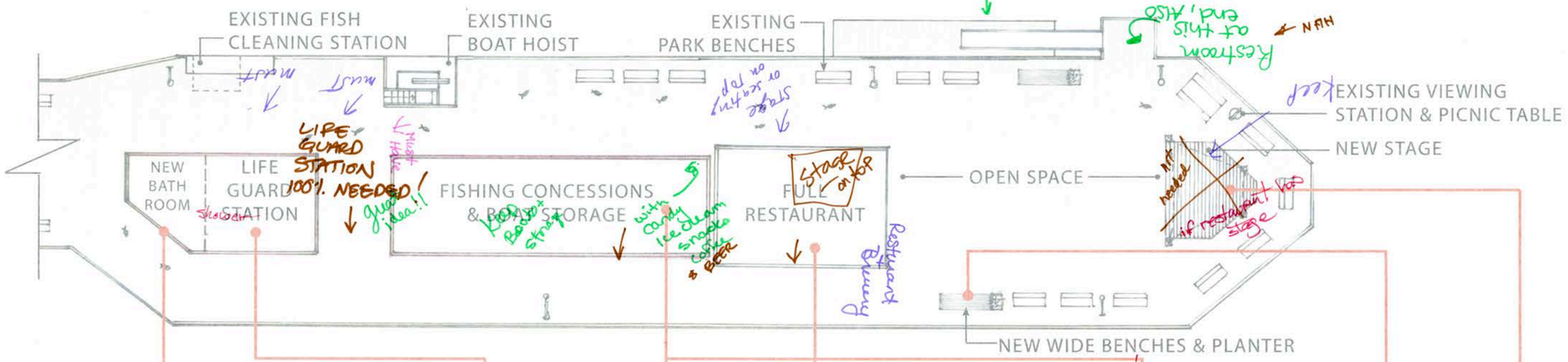
Public Restroom: (+/-) $600k

Marine Rescue Watercraft Storage (Jetski): (+/-) $200k

Permanent Boat Storage & Fishing Concession: (+/-) $1.2k

Permanent Restaurant: (+/-) $3.3m

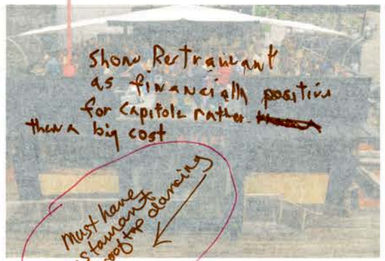
Any Necessary Engineering: T.b.d.



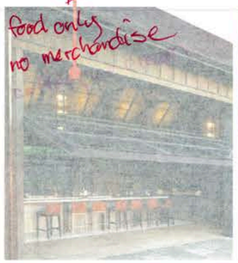
PUBLIC BATHROOM

LIFEGUARD STATION

ENCLOSED RENTAL BOAT STORAGE



FULL RESTRAURANT



PLANTERS & BENCHES

07.

OPTION 07 | PERMANANT STRUCTURE

A. Fishing Concession & Enlosed Rental Boat Storage & Boat Repair, Mooring Buoys, Dingy Service & Boat Hoist

B. Full Restaurant

C. Lifeguard Station With Marine Rescue Water Craft Storage (Jetski)

D. New Stage (1)

E. Additional Public Restroom

F. Keep Existing Benches (40), Picnic Tables (4), Viewing Stations (4) , Fish Cleaning Station (1), Bathrooms Near Entrance (3 Stall) & Bike rack (10), Boat Hoist (1) & Bouys

TOTAL ESTIMATE: 5.5M - 6.2M

Enhanced Public Space / Park: (+/-) $250k

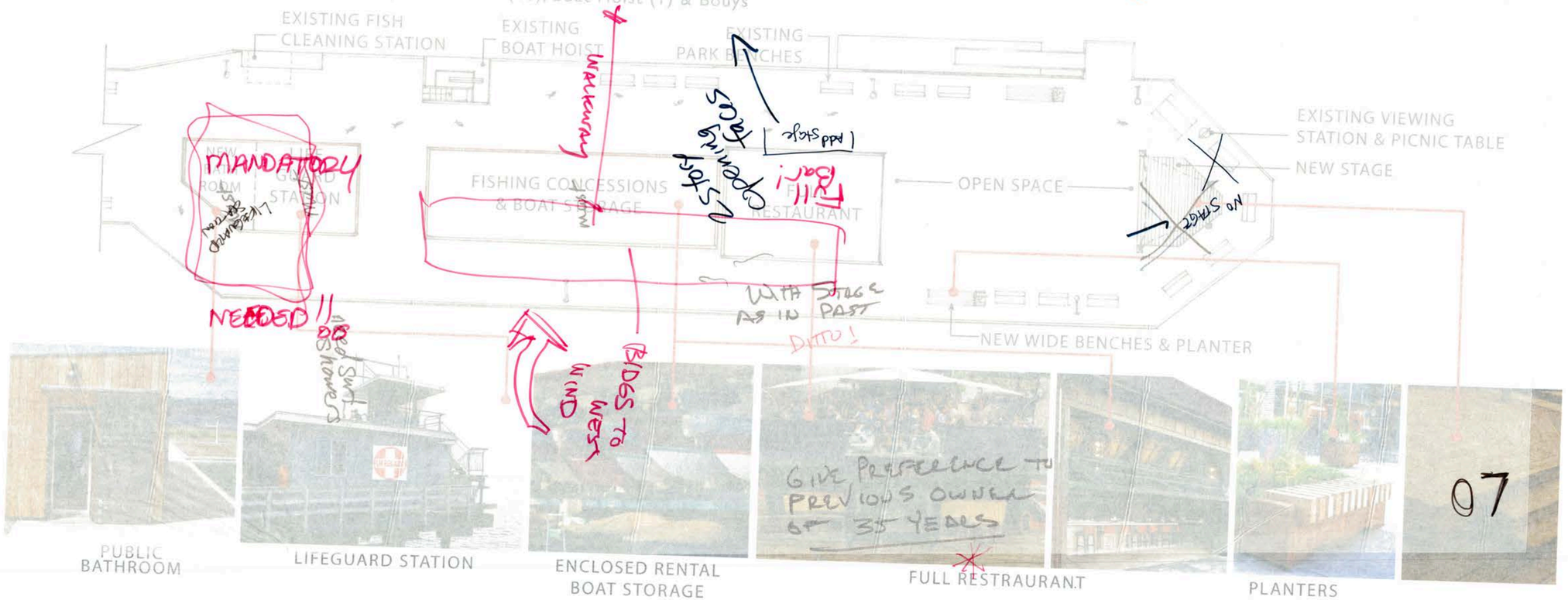
Public Restroom: (+/-) $600k

Marine Rescue Watercraft Storage (Jetski): (+/-) $200k

Permanent Boat Storage & Fishing Concession: (+/-) $1.2k

Permanent Restaurant: (+/-) $3.3m

Any Necessary Engineering: T.b.d.



PUBLIC BATHROOM

LIFEGUARD STATION

ENCLOSED RENTAL BOAT STORAGE

FULL RESTRAURANT

PLANTERS & BENCHES

FUSE ARCHITECTS + BUILDERS | 512 CAPITOLA AVE. | CAPITOLA, CA. 831.479.9295 | DRAFT / INITIAL CONCEPTS FOR PUBLIC OUTREACH CAPITOLA WHARF MASTER PLAN | DATE | 05.01.2025

07.

OPTION 07 | PERMANANT STRUCTURE

A. Fishing Concession & Enlosed Rental Boat Storage & Boat Repair, Mooring Buoys, Dingy Service & Boat Hoist

B. Full Restaurant

C. Lifeguard Station With Marine Rescue Water Craft Storage (Jetski)

D. New Stage (1)

E. Additional Public Restroom

F. Keep Existing Benches (40), Picnic Tables (4), Viewing Stations (4) , Fish Cleaning Station (1), Bathrooms Near Entrance (3 Stall) & Bike rack (10), Boat Hoist (1) & Bouys

TOTAL ESTIMATE: 5.5M - 6.2M

Enhanced Public Space / Park: (+/-) $250k

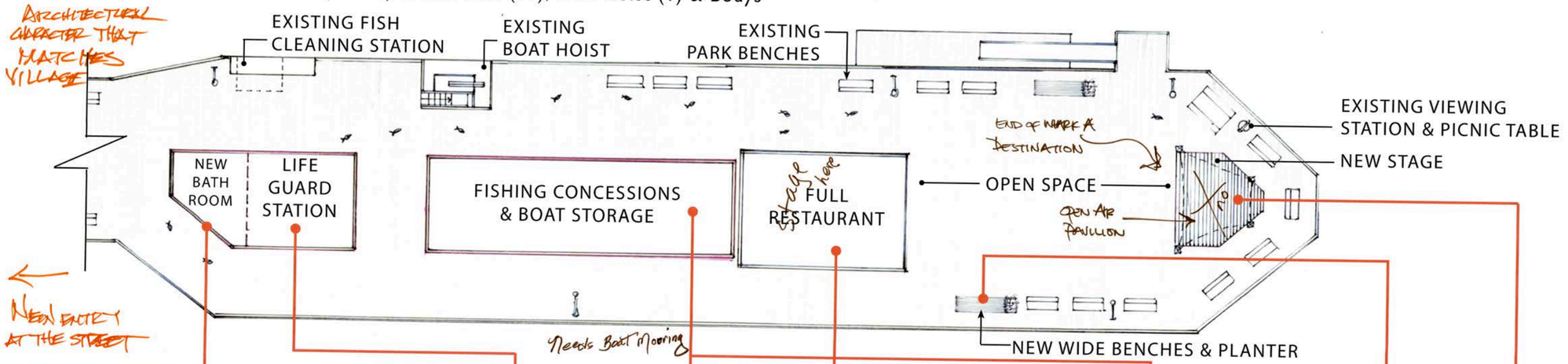
Public Restroom: (+/-) $600k

Marine Rescue Watercraft Storage (Jetski): (+/-) $200k

Permanent Boat Storage & Fishing Concession: (+/-) $1.2k

Permanent Restaurant: (+/-) $3.3m

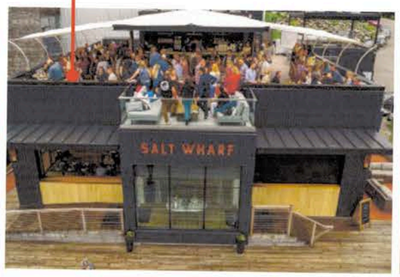
Any Necessary Engineering: T.b.d.



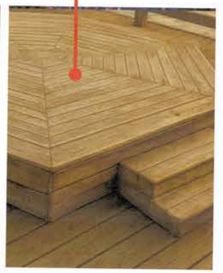
PUBLIC BATHROOM

LIFEGUARD STATION

ENCLOSED RENTAL BOAT STORAGE



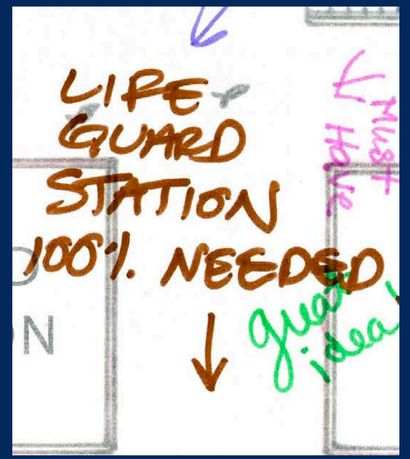
FULL RESTRAURANT

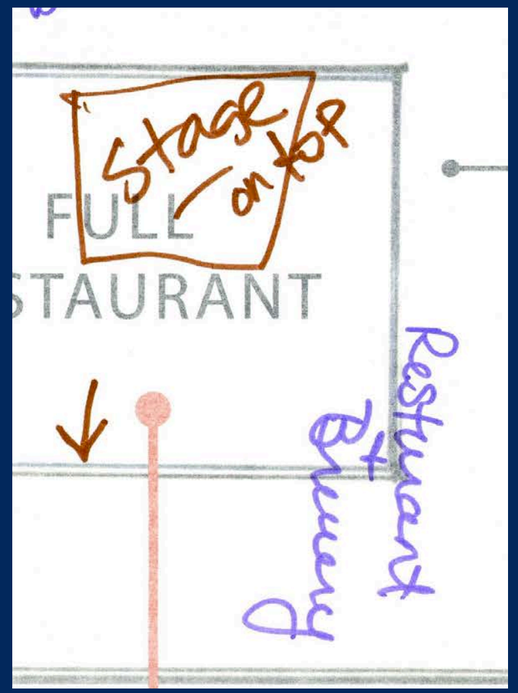


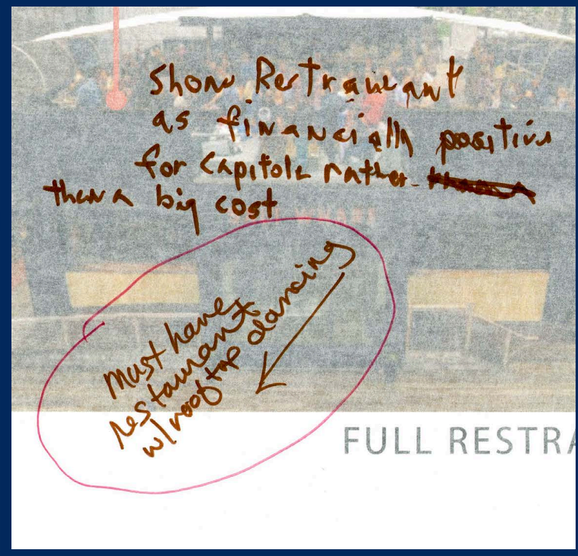
PLANTERS & BENCHES

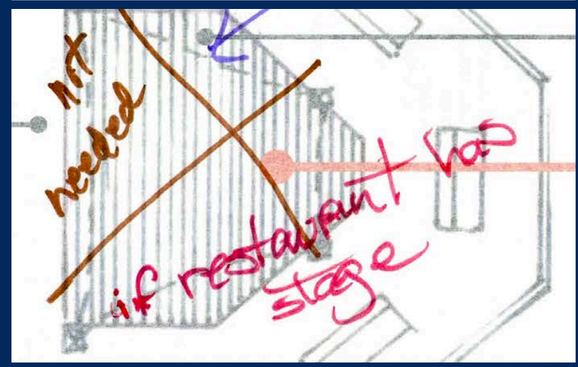
FUSE ARCHITECTS + BUILDERS | 512 CAPITOLA AVE. | CAPITOLA, CA. 831.479.9295 | DRAFT / INITIAL CONCEPTS FOR PUBLIC OUTREACH CAPITOLA WHARF MASTER PLAN | DATE | 05.01.2025

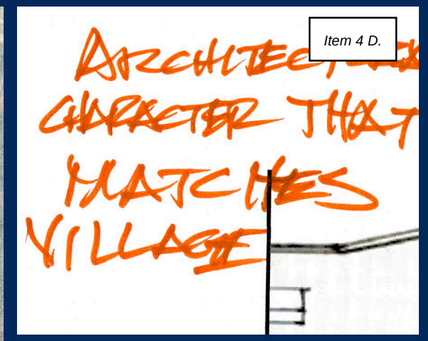
07.

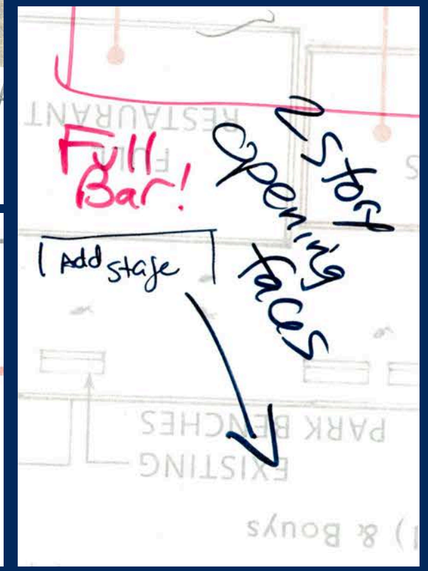


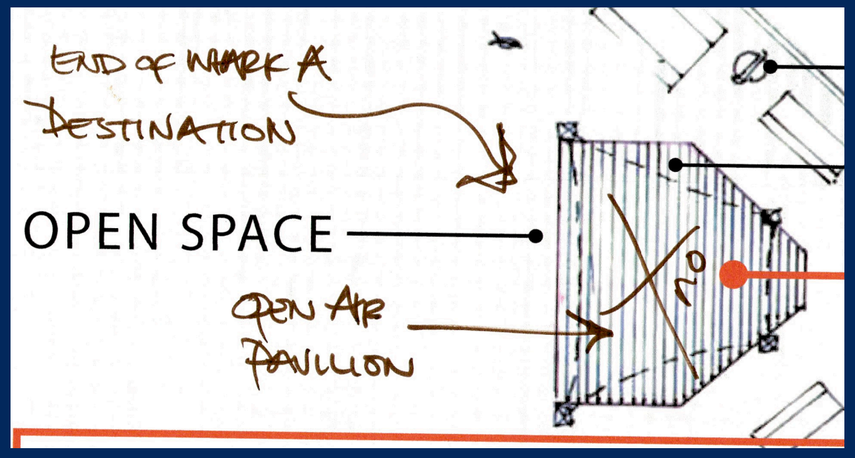












Option 07 - Meeting Discussion Highlights / Enlarged Community Notes:

- Lifeguard Station “100% Needed”
- Stage is not needed if there is a restaurant with a rooftop stage
- Needs to have Boat Moorings & Services / Full Bar & Restaurant or Brewery
- There are concerns about cost feasibility
- Two Story Structures with roof top dancing
- Would like all architecture to match village charecture.

COMMUNITY MEETING

OBSERVATIONS & FINDINGS

SUMMARY

Community Meeting Summary – May 20, 2025

- **Strong public engagement:** especially around Options 6 and 7 of the Capitola Wharf Master Plan.
- **Options 06 & 07 received the most interest and feedback** in both open discussion and small group sessions.
- **Attendees emphasized:**
  - Balance of functionality, character, and public benefit
  - Improved public access
  - Resilient infrastructure
  - Support for local vendors
  - Preservation of the wharf's historic identity
- **Participants joined a hands-on sketch activity to suggest enhancements and to highlight key features.**
- **The sketches prompted deeper collaboration and visual idea sharing.**
- **Feedback from the meeting aligned closely with trends from the online public survey.**
- **Key Take-Away:** *Reinforced confidence that the results of the Survey reflects community values and aspirations.*

Gautho, Julia

From: Brendy O'hara <boharagogirl@gmail.com>
Sent: Tuesday, June 24, 2025 6:46 PM
To: City Council
Subject: Item c - proposed salary increases

1. C.FY 2025 – 2026 Salary Schedule
   Recommended Action: Adopt a resolution approving the Fiscal Year 2025-26 annual salary adjustments, consistent with the following employment agreements: Association of Capitola Employees, Police Officers Association, Confidential Employees, Mid-Management Employees, Police Captains, the Department Head Compensation Plan, and City Manager Employment Agreement.

   It is time for the City Council, under the Mayor's leadership to adjust these outrageous COLA increases to .5 or 1%, better yet, no salary adjustments due to fiscal deficit and constraints.

   These union members will argue that 'we cannot afford to live here'. Well, let's prove it by a study how many of these employees live in Capitola, have a home, their appraised value, whether they have moved, what is their tax return and expenses.

   Capitola is going broke due to increase pension funds to not receiving expected revenue by your sales tax. Moreover, you need to study the amount of overtime they are charging. Like household budgets, these departments need to tighten their belts on behalf of their constituents. These are civil servants who are not on a merit by pay scale. Instead, they use their titles to BS the system and you.

   Enough is enough, do not raise their salaries until your citizens revenue base grows by more than their cola. Alternately, it is time to lay these departments employees.

   You are responsible for your constituents and not their title. Look how they cannot find a house burglar…like keystone cops, they call for outside help as far away as Watsonville bc they don't know how to deal with a simple security breach.

   Thank you
   Brenda OHara

Gautho, Julia

From: John <jxmulry@gmail.com>
Sent: Monday, June 23, 2025 12:57 PM
To: City Council; Gautho, Julia; Goldstein, Jamie (jgoldstein@ci.capitola.ca.us)
Subject: Re: Item 8B

Follow Up Flag: Follow up
Flag Status: Flagged

And let's throw in looking at that budget that

Sales tax is down, tot is down, parking revenue is down, cannabis revenue is down

calPERS is way way way way up

costs are way way way way up

Y'all brick the wharf we doomed much faster than we should be.

Warmly JM

> On Jun 23, 2025, at 12:43 PM, John <jxmulry@gmail.com> wrote:
>
> Keep in mind there are only two types wharfs in California. Ones for cars and parking like Santa Cruz. And ones for walking like Malibu, SM, Avila you name it.
>
> Wharfs that want to allow cars for say a boat shop but still pretend to be for pedestrians lose money. Like our wharf currently does.
>
> Nostalgia is not an investment policy. You will never attract private investment when they see that boat shop. It's that simple.
>
> I know I will be ignored. This email is placeholder to circle back too years from now when people say no one told us if we left the cars on the wharf we would continue to lose money.
>
> You have been told.
>
> Warmly JM

Gautho, Julia

From: Leslie Nielsen <lpbeach21@gmail.com>
Sent: Wednesday, June 25, 2025 1:30 PM
To: City Council
Subject: June 26 Agenda item 8F

Follow Up Flag: Follow up
Flag Status: Flagged

Mayor and Council,

Thank you to Jim and the City Staff for the work put forth to develop a budget for FY25/FY26.

The FAC (Finance Advisory Committee) recommendation to review measure Y revenue quarterly will help us to also review spending or expenses on a regular basis as the revenue stream remains volatile as tied to Sales Tax and the economy. The recognition that we need to develop and communicate a 5 year CIP (Capital Improvement Program) project budget as identified in the strategic plan is also appreciated.

Best regards,

Leslie Nielsen

Gautho, Julia

From: Narendra Dev <naren_private@yahoo.com>
Sent: Thursday, June 26, 2025 3:18 PM
To: City Council
Subject: Pg 216 of agenda packet - City council Goals 2025-26

Hello City Council,

I feel that these City Council goals below are important enough to be called out specifically, in addition to the generic list of 2025-26 goals below.
1. Work with SCCRTC and City Manager on implementing the section 10 & 11 rail trail for pedestrians, bikers and future rail passengers.
2. Work with the Mall developer and City Manager/Community Development on reimaging the 41st ave shopping experience.
3. Work with City Manager/Community Development to explore all possible ways for enhancing business revenue, to enhance sales tax and TOT inflows.
4. Work with residents and City Manager/Public Works to improve the traffic flow through Capitola Village downtown, to make Capitola a more memorable visit for tourists and make it easier for residents.

If the Council can work with residents, businesses, staff and SCCRTC/county to making a significant improvement in these four areas, Treasure Cove and Wharf, 2025-26 will be a successful year for Capitola.

Regards, Naren

****

FISCAL YEAR GOALS - 2025/26
* Provide services, staff, and equipment to ensure public safety and trust
* Develop projects and programs to maintain and enhance the quality of life in Capitola
* Finalize plans and begin construction for Treasure Cove at Jade Street Park
* Collect public input and determine path forward for Capitola Wharf Master Plan
* Review and update, if necessary, the City Council Code of Conduct

Narendra Dev,
Mobile: +1 408 771 8088,
eMail: naren_private@yahoo.com

Capitola City Council

Agenda Report

Meeting: June 26, 2025

From: City Manager Department

Subject: City Council Meeting Minutes

Recommended Action: Approve minutes from the regular meeting on June 12, 2025.

Background: Attached for City Council review and approval are the draft minutes from the regular meeting on June 12th.

Attachments:

1. Regular Meeting 6/12/2025

Report Prepared By: Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager

City of Capitola
City Council Meeting Minutes
Thursday, June 12, 2025 – 6:00 PM

City Council Chambers
420 Capitola Avenue, Capitola, CA 95010

Mayor: Joe Clarke
Vice Mayor: Margaux Morgan
Council Members: Gerry Jensen, Melinda Orbach, Susan Westman

Regular Meeting of the Capitola City Council – 6 PM

1. **Roll Call and Pledge of Allegiance –** *The meeting was called to order at 6:00 PM. In attendance: Council Members Jensen, Morgan, Orbach, and Mayor Clarke.*
2. **Additions and Deletions to the Agenda –** *None*
3. **Additional Materials**
   A. *Item 4A – 32 emails received after publication of the agenda packet and one staff memorandum advising the City Council of the withdrawal of an applicant from the Council vacancy.*
   B. *Item 8F - Staff memorandum correcting the proposed resolution.*
   C. *Item 8J – Two emails received after publication of the agenda packet.*
   D. *Item 9B – One email received after publication of the agenda packet.*
4. **City Council Vacancy**
   A. Appointment of Successor to Vacant City Council Seat
   Recommended Action: 1) By motion, appoint a successor to fill the Council vacancy; and 2) direct the City Clerk to administer the oath of office to the newly appointed Council Member.

   The City Clerk presented the staff report.

   Public Comment:
   - ***Tory Del Favero***
   - ***Speaker***
   - ***Speaker***
   - ***Speaker***
   - ***Pam Greninger***
   - ***Speaker***
   - ***Narendra Dev***
   - ***Cami Corvin***
   - ***Peter Wilk***
   - ***Speaker***
   - ***Susan Westman***
   - ***Speaker***
   - ***James Ewan Whitman***

- ***Scott Rohlf***
- ***Trevor Whitcomb***

During public comment, applicants Cami Corvin and Trevor Whitcomb withdrew their applications. The City Council thanked the community members for putting forth their names for the vacancy.

Motion to appoint Susan Westman to a term ending in December 2026: Council Member Morgan
Second: Council Member Jensen
Voting Yea: Council Members Jensen, Morgan, and Mayor Clarke
Voting No: Council Member Orbach

B. City Council Reorganization
Recommended Action: Nominate and appoint a new Vice-Mayor.

The City Clerk presented the staff report.

Public Comment:

- ***Keith Cahalen***

Motion to appoint Margaux Morgan as Vice Mayor for the remainder of 2025: Council Member Jensen
Second: Council Member Orbach
Voting Yea: Council Members Jensen, Morgan, Orbach, Westman and Mayor Clarke

5. Presentations

A. *The Youth Action Network Youth Liaison provided a presentation to the City Council.*

B. *Deborah Osterberg, Capitola Historical Museum Curator, provided a presentation to the City Council about the Historical Museum.*

6. Oral Communications by Members of the Public

- *Speaker*
- *James Ewan Whitman*
- *Carin Hanna*
- *Keith Cahalen*

7. Staff / City Council Comments

- *The City Manager advised the public that there are copies of the Museum Newsletter in the Council Chambers.*
- *The City Clerk advised the public that there is an unscheduled vacancy on the Planning Commission, and interested members of the public can apply online.*
- *Council Member Westman provided comments to the City Council.*
- *Vice Mayor Morgan provided updates from a recent AMBAG meeting and reminded the public of the Car Show this weekend.*
- *Council Member Orbach provided comments on the issue of residency requirements for City Council candidates.*
- *Council Member Jensen provided comments about the Park at Rispin Mansion Clean Up Event, Twilight Concerts, and requested a proclamation honoring the retirement of local journalist Jondi Gumz.*

8. Consent Items

A. City Council Meeting Minutes
Recommended Action: Approve minutes from the regular meeting on May 22, 2025, and the special meeting on May 29, 2025.

B. City Check Registers
Recommended Action: Approve check registers dated April 25, 2025, May 2, 2025, May 9, 2025, and May 16, 2025.

C. Grant Administration Contract
Recommended Action: Adopt a resolution authorizing the City Manager to enter into a five-year professional services agreement with Adams Ashby Group for grant administration services in an amount not to exceed $250,000. ***(Resolution No. 4429)***

D. City Investment Policy Amendment
Recommended Action: Adopt a resolution affirming Administrative Policy Number III-1, Investment Policy, as recommended by the Finance Advisory Committee. ***(Resolution No. 4430)***

E. McGregor Asphalt Pump Track Project Completion
Recommended Action: 1) Accept as complete the McGregor Asphalt Pump Track Project constructed by American Ramp Company at a final cost of $120,122; 2) authorize the City Clerk to file and record a Notice of Completion; and 3) authorize the release of the contract retention of $6,006.10 as prescribed in the construction agreement.

F. Adoption of FY 2025–26 Road Project List
Recommended Action: Review and approve the use of Senate Bill 1 (SB 1) and Measure D funds to support the 41st Avenue Multimodal and Pavement Rehabilitation Project (Project); and adopt a resolution adopting the Project for Fiscal Year 2025-26 funded by SB 1: The Road Repair and Accountability Act of 2017. ***(Resolution No. 4431)***

G. Interfund Loan from the General Fund to the Library Fund
Recommended Action: Adopt a resolution approving an interfund loan of $856,000 from the General Fund to the Library Fund at an interest rate of 4.25% for the reimbursement of costs associated with the Library Improvement Project completed in June 2021 using Measure S funds. ***(Resolution No. 4432)***

H. Business Improvement Assessments for FY 2025-26
Recommended Action: Adopt a resolution providing notice of the City's intent to levy business improvement assessments for Fiscal Year (FY) 2025-26, receiving the annual report and proposed budget of the Capitola Village and Wharf Business Improvement Area (CVWBIA), setting the date for a public hearing to be held on Thursday, June 26, 2025, and outlining noticing requirements. ***(Resolution No. 4433)***

I. Fiscal Year 2025-26 Appropriation Limit
Recommended Action: Adopt a resolution setting the appropriation limit for Fiscal Year 2025-26. ***(Resolution No. 4434)***

J. Park Avenue Traffic Calming Improvements
Recommended Action: 1) Approve the traffic calming plans for Park Avenue; and 2) authorize staff to execute Change Order No. 1 to the 2025 Pavement Maintenance Project Contract with Graham Contractors, Inc. to include traffic calming measures and increase the amount of the contract by $120,000, contingent on approval by the Council of funding for the project in the FY 2025–26 budget. ***(Pulled for discussion by Council Member Jensen, to be heard at end of agenda)***

Motion to approve Items 8A – 8J: Council Member Orbach
Council Member Jensen requested to pull Items 8A and 8J.
Motion modified to approve Items 8C – 8I: Council Member Orbach
Second: Vice Mayor Morgan
Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, and Mayor Clarke

Motion to approve Items 8A-8B with a modification to the meeting minutes in 8A: Vice Mayor Morgan
Second: Council Member Orbach
Voting Yea: Council Members Jensen, Orbach, Vice Mayor Morgan, and Mayor Clarke
Abstaining: Council Member Westman

9. General Government / Public Hearings

A. City Council Representation on Regional Boards & City Advisory Bodies
Recommended Action: Review appointments of City Council representatives on regional boards and committees and City advisory bodies.

The City Clerk presented the staff report.

Public Comment:

- ***Cami Corvin***

Motion to make the appointments below: Vice Mayor Morgan
Second: Council Member Westman
Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, and Mayor Clarke

- ***METRO: Council Member Westman as Alternate***
- ***RTC: Council Member Jensen***
- ***Integrated Waste Management Local Task Force: Council Member Westman as Alternate***
- ***Capitola FAC: Council Member Westman and Vice Mayor Morgan***
- ***Youth Liaison Program: Council Member Orbach***

B. Castle Mobile Home Park Overview
Recommended Action: Receive a report on Castle Mobile Home Estates regarding encroachments into the Regional Transportation Commission corridor right of way.

Community Development Director Herlihy presented the staff report.

Public Comment:

- ***Cami Corvin***
- ***Jacques Bertrand***
- ***Speaker***
- ***Keith Cahalen***
- ***Christine***
- ***Rozanne Stanley***
- ***Damon***
- ***Speaker***
- ***Maria Romuler***
- ***Speaker***

The City Council discussed how the City can assist in addressing resident concerns at Castle Mobile Estates, including writing a letter to the RTC and meeting with a spokesperson from the mobile home park.

Motion to form an ad-hoc subcommittee composed of Mayor Clarke and Council Member Jensen to write a letter to the RTC Board with questions about the encroachment issues at Castle Mobile Home Estates: Council Member Westman
Second: Vice Mayor Morgan
Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, and Mayor Clarke

8J. Park Avenue Traffic Calming Improvements ***(Pulled for discussion by Council Member Jensen)***
Recommended Action: 1) Approve the traffic calming plans for Park Avenue; and 2) authorize staff to execute Change Order No. 1 to the 2025 Pavement Maintenance Project Contract with Graham Contractors, Inc. to include traffic calming measures and increase the amount of the contract by $120,000, contingent on approval by the Council of funding for the project in the FY 2025–26 budget.

Public Works Director Kahn presented the staff report.

Public Comment:

- ***Goran Klepic***

Motion to approve the traffic calming plans for Park Avenue and authorize staff to execute Change Order No. 1 to the agreement with Graham Contractors, Inc.: Vice Mayor Morgan
Second: Council Member Jensen
Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, and Mayor Clarke

10. Adjournment – *The meeting adjourned at 8:41 PM. The next regularly scheduled City Council meeting is on June 26, 2025, at 6:00 PM.*

_____

ATTEST: Joe Clarke, Mayor

_____

Julia Gautho, City Clerk

Capitola City Council

Agenda Report

Meeting: June 26, 2025

From: Finance Department

Subject: City Check Registers

Recommended Action: Approve check registers dated May 23, 2025, May 30, 2025, and June 6, 2025.

Account: City Main				
Date	**Starting Check #**	**Ending Check #**	**Payment Count**	**Amount**
05/23/2025	103796	103886	93	$ 221,762.02
05/30/2025	103887	103922	36	$ 105,152.41
06/06/2025	103923	104005	83	$ 274,341.74

The main account check register dated May 16, 2025, ended with check #103795.

Account: Payroll				
Date	**Starting Check/EFT #**	**Ending Check/EFT #**	**Payment Count**	**Amount**
05/23/2025	7135	7138	9	$ 129,885.70
05/30/2025	7139	7140	129	$ 304,077.55
06/06/2025	7141	7146	12	$ 279,710.53

The payroll account check register dated May 16, 2025, ended with payroll check #7134.

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

Check/ EFT	Issued to	Dept	Description	Amount
735	CalPERS Member Services Division	CM	PERS contributions PPE 5/10/25	$ 65,557.99
737	INTERNAL REVENUE SERVICE	CM	Federal taxes & Medicare PPE 5/10/25	$ 34,778.65
739	VOYA FINANCIAL	CM	Employee 457 contributions PPE 5/10/25	$ 10,933.72
8	SANTA CRUZ COUNTY BANK	Fin	April Credit Card Charges	$ 14,820.22
103803	BOONE LOW RATLIFF ARCHITECTS INC	PW	Community Center Renovation Design Services	$ 12,724.02
103813	CSW-STUBER-STROEH ENGINEERING GROUP INC	PW	Cliff Drive Resiliency Project Services	$ 64,858.45
103814	CUMMING MANAGEMENT GROUP	PW	Community Center Construction Management	$ 13,838.75

103829	KIMLEY HORN AND ASSOCIATES INC	PW	41st Avenue Multimodal Corridor Improvements	$ 18,317.50
103841	PACIFIC GAS & ELECTRIC	PW	May Monthly Utilities	$ 17,566.82
756	EMPLOYEE	CM	Employee Payroll Check	$ 15,903.92
808	EMPLOYEE	CM	Employee Payroll Check	$ 10,115.01
812	EMPLOYEE	CM	Employee Payroll Check	$ 10,855.29
818	EMPLOYEE	CM	Employee Payroll Check	$ 13,886.28
820	EMPLOYEE	CM	Employee Payroll Check	$ 12,380.52
822	EMPLOYEE	CM	Employee Payroll Check	$ 13,644.82
103919	VISIT SANTA CRUZ COUNTY	Fin	FY24/25 Q3 TMD	$ 56,965.20
866	CalPERS Health Insurance	CM	June Health Insurance	$ 86,110.05
868	CalPERS Member Services Division	CM	PERS contributions PPE 5/24/25	$ 65,735.53
869	EMPLOYMENT DEVELOPMENT DEPARTMENT	CM	State taxes PPE 5/24/25	$ 21,386.06
870	INTERNAL REVENUE SERVICE	CM	Federal taxes & Medicare PPE 5/24/25 & employee final pay	$ 71,827.71
872	VOYA FINANCIAL	CM	Employee 457 contributions PPE 5/24/25	$ 23,933.86
103930	BETZ WORKS INC	PW	Interceptor Installation	$ 12,880.00
103933	BURKE WILLIAMS AND SORENSEN LLP	CM	May Legal Services	$ 48,441.97
103947	FLOCK GROUP INC.	PD	Flock Cameras	$ 32,000.00
103957	iWorQ Systems Inc.	PW	CDD & PW software July 2025 - June 2026	$ 10,375.00

Attachments:

1. 05-23-25 Check Register
2. 05-30-25 Check Register
3. 06-06-25 Check Register

Report Prepared By: Luis Ruiz, Accountant II

Reviewed By: Julia Gautho, City Clerk and Jim Malberg, Finance Director

Approved By: Jamie Goldstein, City Manager

City main account checks dated May 23, 2025, numbered 103796 to 103886 totaling $206,941.80, 1 EFT totaling $14,820.22, 4 payroll checks totaling $9,451.43 and 5 payroll EFTs totaling $120,434.27 for a grand total of $351,647.72, have been reviewed and authorized for distribution by the City Manager.

As of May 23, 2025, the unaudited cash balance is $2,763,186.95.

CASH POSITION - CITY OF CAPITOLA
May 23, 2025

	5/23/2025
General Fund (1)	$ (3,250,004.35)
Payroll Payables	$ 88,730.43
Contingency Reserve Fund	$ 2,364,345.66
PERS Contingency Fund	$ 1,154,274.68
Emergency Reserve Fund	$ 1,631,505.54
Facilities Reserve Fund	$ 282,714.09
Capital Improvement Fund	$ (383,658.74)
Stores Fund	$ 54,119.16
Information Technology Fund	$ 464,073.95
Equipment Replacement	$ 351,323.26
Self-Insurance Liability Fund	$ (77,429.25)
Workers' Comp. Ins. Fund	$ 17,863.29
Compensated Absences Fund	$ 65,329.23
TOTAL AVAILABLE GENERAL FUNDS	$ 2,763,186.95

(1) May 23rd balance includes $4.39 million non-current investments

Jamie Goldstein, City Manager — Date 5/30/25

Jim Malberg, City Treasurer — Date 5/30/25

City of Capitola

City Checks Issued May 23, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
108380	05/22/2025			BOTTLE JACK		$250.00
	Invoice	Date	Description		Amount	
	BJ111424	11/14/2024	Sip & Stroll Stipend		$250.00	
		1321 - BIA - Capitola Village-Wharf BIA				
SCCB - SCCB Main						
Check						
103796	05/23/2025			ALWAYS UNDER PRESSURE		$175.11
	Invoice	Date	Description		Amount	
	103544	05/15/2025	U-seal		$175.11	
103797	05/23/2025			AMAZON CAPITAL SERVICES		$2,984.68
	Invoice	Date	Description		Amount	
	16TX-46PK-9QWC	05/14/2025	Extension cords		$157.28	
	1LX3-KRVT-MRWK	05/19/2025	Strobe lights		$169.36	
	1N76-4FRK-MX44	05/19/2025	Utensils, coffee		$32.61	
	1W6T-NRXR-WDL9	05/20/2025	Fishing waders		$218.44	
	1RCH-Q43N-FFVG	05/15/2025	Table cloth credit return		($117.00)	
	1WQV-VV7V-DHRM	05/14/2025	Shower tent		$273.68	
	111G-3HQR-9NF9	05/13/2025	Tables, table covers		$1,358.10	
	1TJH-9YJK-FD33	05/21/2025	Containers, trash cans		$257.98	
	1JVR-V4MM-MLNJ	05/19/2025	Digital Notebook Pen		$140.93	
	11HM-FVGL-HFHT	05/15/2025	Office Chairs and Business Card Holder		$464.91	
	11HM-FVGL-YJKF	05/16/2025	iPhone Case		$28.39	
103798	05/23/2025			AMERICAN TENT LLC		$7,616.59
	Invoice	Date	Description		Amount	
	14474	05/14/2025	Tent		$7,616.59	
		1200 - Capital Improvement Fund				
103799	05/23/2025			APTOS LANDSCAPE SUPPLY INC.		$358.15
	Invoice	Date	Description		Amount	
	656608	05/13/2025	Sod mix, rake, bolt cutter		$358.15	
103800	05/23/2025			AT&T/CALNET 3		$1,758.19
	Invoice	Date	Description		Amount	
	0000238480747	05/13/2025	May T-1 access		$1,758.19	
103801	05/23/2025			AT&T/CALNET 3		$287.70
	Invoice	Date	Description		Amount	
	000023480079	05/13/2025	May telephone service		$287.70	
		1000 - General Fund		$220.36		
		2211 - ISF - Information Technology		$67.34		

City of Capitola

City Checks Issued May 23, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
103802	05/23/2025			BIOBAG AMERICAS INC.	$2,523.68
	Invoice	Date	Description		Amount
	INV511757	05/15/2025	Dog waste bags		$2,523.68
103803	05/23/2025			BOONE LOW RATLIFF ARCHITECTS INC	$12,724.02
	Invoice	Date	Description		Amount
	4263	05/12/2025	Jade Street Park Restroom Remodel		$2,912.50
	4262	05/12/2025	Jade St Community Center renovation design phase II		$9,811.52
		1200 - Capital Improvement Fund			
103804	05/23/2025			CA DEPARTMENT OF JUSTICE	$66.00
	Invoice	Date	Description		Amount
	813694	05/05/2025	Police Officer Candidate Fingerprinting		$66.00
103805	05/23/2025			CALIFORNIA COAST UNIFORM COMPANY	$120.12
	Invoice	Date	Description		Amount
	113868	05/07/2025	585 Uniform Pants		$120.12
103806	05/23/2025			CARIN HANNA	$250.00
	Invoice	Date	Description		Amount
	CH051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103807	05/23/2025			COAST LOCK & SAFE INC.	$164.62
	Invoice	Date	Description		Amount
	032439	05/08/2025	Keys		$164.62
103808	05/23/2025			COMMUNITY ACTION BOARD	$2,232.40
	Invoice	Date	Description		Amount
	CAB052025	05/20/2025	April Emergency Housing Assistance		$2,232.40
		5552 - Cap Hsg Succ- Program Income			
103809	05/23/2025			CONTRA COSTA COUNTY OFFICE OF THE SHERIFF	$456.00
	Invoice	Date	Description		Amount
	27288	05/12/2025	523 Driver Awareness Instructor Course		$456.00
103810	05/23/2025			CORODATA SHREDDING INC.	$63.56
	Invoice	Date	Description		Amount
	DN1520739	04/30/2025	April records shredding		$63.56
103811	05/23/2025			COUNTY OF SANTA CRUZ	$1,027.69
	Invoice	Date	Description		Amount
	SCCO051525	05/15/2025	Edible Food Service Contract Partnership		$1,027.69

City of Capitola

City Checks Issued May 23, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
103812	05/23/2025			CSMFO	$150.00
	Invoice	Date	Description		Amount
	200027804	05/22/2025	Monterey Bay Chapter Meeting Attendee		$50.00
	200027805	05/22/2025	Monterey Bay Chapter Meeting Attendee		$50.00
	200027806	05/22/2025	Monterey Bay Chapter Meeting Attendee		$50.00
103813	05/23/2025			CSW-STUBER-STROEH ENGINEERING GROUP INC	$64,858.45
	Invoice	Date	Description		Amount
	2504141	04/30/2025	Cliff Drive Resiliency Project Services thru 3.31.25		$56,471.79
	2505003	05/15/2025	Stockton Ave Bridge Debris Mitigation Services through 5.4.25		$8,386.66
		1200 - Capital Improvement Fund			
103814	05/23/2025			CUMMING MANAGEMENT GROUP, INC.	$13,838.75
	Invoice	Date	Description		Amount
	167877	04/30/2025	Community Center Construction Management Services		$13,838.75
		1200 - Capital Improvement Fund			
103815	05/23/2025			DOUG HOFKINS	$350.00
	Invoice	Date	Description		Amount
	041	04/28/2025	Comedy Magic Show Camp Capitola		$350.00
103816	05/23/2025			EWING IRRIGATION	$1,135.78
	Invoice	Date	Description		Amount
	25435375	04/04/2025	Irrigation multi tool, roundup promax herbicide		$276.96
	25468027	04/07/2025	Couplings, drip punch		$51.65
	25773947	04/28/2025	Swing riser, pop up tool, scoop handle		$110.20
	25796904	04/29/2025	Nozzle		$29.15
	25804127	04/30/2025	Rotators		$587.38
	25848503	05/02/2025	Topper		$80.44
103817	05/23/2025			EXCEEDIO	$3,322.40
	Invoice	Date	Description		Amount
	17378	05/20/2025	Server work		$3,322.40
		2211 - ISF - Information Technology			
103818	05/23/2025			FIRST ALARM	$263.97
	Invoice	Date	Description		Amount
	884894	05/15/2025	Community Center quarterly intrusion system monitoring		$263.97
103819	05/23/2025			FLYERS ENERGY LLC	$2,174.27
	Invoice	Date	Description		Amount
	25-366002	05/13/2025	93 gallons diesel		$446.04
	25-368761	05/15/2025	367 gallons gasoline		$1,728.23

City of Capitola

City Checks Issued May 23, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
103820	05/23/2025			GRAINGER		$186.16
	Invoice	Date	Description		Amount	
	9505459587	05/13/2025	Trap insert, urinal strainer		$186.16	
103821	05/23/2025			HASCO STATIONS, LLC		$17.00
	Invoice	Date	Description		Amount	
	HCL-021466-25	05/15/2025	Carwash Closing Date 5/15/2025		$17.00	
103822	05/23/2025			HD SUPPLY FORMERLY HOME DEPOT PRO		$2,695.83
	Invoice	Date	Description		Amount	
	864702006	05/14/2025	Cleaning supplies		$2,695.83	
103823	05/23/2025			Hi-Line Inc.		$259.52
	Invoice	Date	Description		Amount	
	3059856	05/12/2025	Connectors, drill bits, crimp and seal		$259.52	
103824	05/23/2025			HOLIDAY SMOG		$61.75
	Invoice	Date	Description		Amount	
	76513	05/15/2025	Smog inspection		$61.75	
103825	05/23/2025			HOME DEPOT CREDIT SERVICES		$1,836.61
	Invoice	Date	Description		Amount	
	6612106	05/15/2025	Lumber, spray bottle, cloths		$190.75	
	7611904	05/14/2025	Flap discs, saw blades		$125.95	
	8522857	05/13/2025	Lumber, tray set, paint		$194.00	
	4524222	04/17/2025	Electrical switch boxes		$13.22	
	9284691	05/02/2025	Plants		$301.04	
	6510664	05/05/2025	Nails, door handle		$73.03	
	6521355	05/05/2025	Pliers, water		$75.94	
	0042858	05/01/2025	Hex nuts		$15.33	
	4634907	05/07/2025	Klean Strip mineral spirits		$105.03	
	7635856	05/14/2025	Hose, trash cans, bucket, ratcheting wrench		$405.94	
	644151	05/01/2025	Plants, security cameras, signs, stucco box, adhesive		$336.38	
		1000 - General Fund		$1,821.28		
		1311 - Wharf		$15.33		
103826	05/23/2025			INTERSTATE BATTERY SYSTEM OF SAN JOSE INC		$466.25
	Invoice	Date	Description		Amount	
	120133425	05/20/2025	Auto batteries		$466.25	
103827	05/23/2025			JOHNSON ROBERTS & ASSOCIATES INC.		$78.00
	Invoice	Date	Description		Amount	
	155828	04/02/2025	Police Officer Candidate PHQ Reports		$78.00	

City Checks Issued May 23, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
103828	05/23/2025			KBA Document Solutions LLC	$394.15
	Invoice	Date	Description		Amount
	55Y1533952	05/19/2025	City Hall copier usage charges		$394.15
		2211 - ISF - Information Technology			
103829	05/23/2025			KIMLEY HORN AND ASSOCIATES INC	$18,317.50
	Invoice	Date	Description		Amount
	31681698	04/30/2025	41st Avenue Multimodal Corridor Improvements thru 4.30.25		$18,317.50
		1200 - Capital Improvement Fund			
103830	05/23/2025			KRAIG EVANS	$399.91
	Invoice	Date	Description		Amount
	KE042625	04/26/2025	Sherman Block Supervisory Leadership Travel Reimbursement		$399.91
103831	05/23/2025			LABORMAX STAFFING	$3,882.27
	Invoice	Date	Description		Amount
	26-445409	05/16/2025	Public works seasonal labor 5/12 - 5/16/25		$3,882.27
103832	05/23/2025			LEWIS TREE SERVICE INC.	$2,710.00
	Invoice	Date	Description		Amount
	919133528	12/30/2024	Tree removal		$1,560.00
	919235855	03/24/2025	Fertilizing, tree pruning		$1,150.00
		1000 - General Fund		$1,150.00	
		1200 - Capital Improvement Fund		$1,560.00	
103833	05/23/2025			LLOYD'S TIRE AND AUTO	$585.96
	Invoice	Date	Description		Amount
	224421	05/14/2025	Tire service		$288.60
	224424	05/14/2025	Tire service		$297.36
103834	05/23/2025			LP POLICE	$5.98
	Invoice	Date	Description		Amount
	824LP31150	08/31/2024	LP Police Live Search		$5.98
103835	05/23/2025			MARY MCGLENN CAHALEN	$1,500.00
	Invoice	Date	Description		Amount
	MB05-11-25BIA	05/11/2025	Capitola Sip & Stroll Coordinator Services		$1,500.00
		1321 - BIA - Capitola Village-Wharf BIA			
103836	05/23/2025			MASTER CLEANERS	$1,396.56
	Invoice	Date	Description		Amount
	MC051725	05/17/2025	April 2025 Uniform Cleaning		$1,396.56

City Checks Issued May 23, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
103837	05/23/2025			MID COUNTY AUTO SUPPLY		$382.92
	Invoice	Date	Description		Amount	
	M-2977695	05/15/2025	Marine grease		$86.31	
	M-2982350	05/20/2025	Auto air conditioning		$296.61	
103838	05/23/2025			MISSION LINEN SUPPLY		$415.88
	Invoice	Date	Description		Amount	
	523840606	05/14/2025	Fleet towels, uniform cleaning		$55.72	
	523840607	05/14/2025	Corp. Yard linen service		$100.88	
	523895104	05/21/2025	Fleet towels, uniform cleaning		$55.72	
	523895105	05/21/2025	Corp. Yard linen service		$94.31	
	523888649	05/15/2025	Fleet towels, uniform cleaning		$109.25	
103839	05/23/2025			O'REILLY AUTO PARTS		$251.84
	Invoice	Date	Description		Amount	
	2763-119733	05/14/2025	Starter, core charge, cleaner		$143.15	
	2763-119796	05/15/2025	Oil filters, wiper fluid		$62.86	
	2763-118035	05/07/2025	Water pump		$45.83	
103840	05/23/2025			OUTDOOR SUPPLY HARDWARE		$589.39
	Invoice	Date	Description		Amount	
	421	04/30/2025	Couplings, screws, bucket		$36.69	
	435	05/06/2025	Nail stakes, pliers, faucet core puller, plier, bucket		$152.83	
	417	04/29/2025	9V batteries		$48.05	
	434	05/05/2025	Hoses, hose hanger, stop rust, paint, hose washer set, grip, no:		$264.81	
	397	04/18/2025	Pipe plugs, pipe cap		$42.24	
	422	04/30/2025	Pliers, cement		$44.77	
		1000 - General Fund		$324.58		
		1311 - Wharf		$264.81		
103841	05/23/2025			PACIFIC GAS & ELECTRIC		$17,566.82
	Invoice	Date	Description		Amount	
	PGE051125-acct9	05/11/2025	May Monthly utilities		$15,196.33	
	PGE051125-acct5	05/11/2025	May Pacific Cove parking lot utilities		$2,370.49	
		1000 - General Fund		$8,520.15		
		1300 - SLESF - Supl Law Enfc		$90.85		
		1310 - Gas Tax		$8,114.57		
		1311 - Wharf		$841.25		
103842	05/23/2025			PARS		$211.25
	Invoice	Date	Description		Amount	
	57920	05/09/2025	Annual statement fees		$211.25	

City of Capitola

City Checks Issued May 23, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
103843	05/23/2025			Paula Yoshiko Suzuki	$416.00
	Invoice	Date	Description	Amount	
	PS052025	05/20/2025	Instructor payment	$416.00	
103844	05/23/2025			PHOENIX GROUP INFORMATION SYSTEMS	$5,626.69
	Invoice	Date	Description	Amount	
	042025070	05/14/2025	April 2025 Citation Processing	$5,626.69	
103845	05/23/2025			PITNEY BOWES	$214.99
	Invoice	Date	Description	Amount	
	PB051925	05/19/2025	City Hall postage machine refill	$214.99	
		2210 - ISF - Stores Fund			
103846	05/23/2025			RICHARD B CASTILLO II	$360.00
	Invoice	Date	Description	Amount	
	RC050925	05/09/2025	Softball official services	$180.00	
	RC051925	05/19/2025	Softball official services	$180.00	
103847	05/23/2025			SAN LORENZO LUMBER	$235.39
	Invoice	Date	Description	Amount	
	55-0961843	05/16/2025	Lumber	$74.34	
	55-0961089	05/13/2025	Pipe insulation, wire cutter, screws	$161.05	
103848	05/23/2025			SANTA CRUZ LIVE SCAN INC.	$30.00
	Invoice	Date	Description	Amount	
	25534	05/01/2025	Police Officer Candidate Live Scan	$30.00	
103849	05/23/2025			SANTA CRUZ MUNICIPAL UTILITIES	$517.72
	Invoice	Date	Description	Amount	
	SCMU050925	05/09/2025	April water service for medians	$517.72	
103850	05/23/2025			SAVE OUR SHORES	$1,446.00
	Invoice	Date	Description	Amount	
	2025-133	05/01/2025	Beach Cleanup FY24/25	$1,446.00	
103851	05/23/2025			SOQUEL CREEK ANIMAL HOSPITAL	$1,078.13
	Invoice	Date	Description	Amount	
	81802	05/12/2025	K-9 Exam and Vaccinations	$1,078.13	

City Checks Issued May 23, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
103852	05/23/2025			SOQUEL CREEK WATER DISTRICT		$9,452.05
	Invoice	Date	Description		Amount	
	08-15299-0051225	05/12/2025	08-15299-00 Monterey Ave. water		$100.10	
	08-15562-0051225	05/12/2025	08-15562-00 Cliff and Fairview water service		$100.10	
	09-15964-0051225	05/12/2025	09-15964-00 Monterey Ave. Esplanade water		$2,446.50	
	06-14476-0050525	05/05/2025	06-14476-00 430 Kennedy Drive water service		$171.57	
	42-14952-0050525	05/05/2025	42-14952 Cortez Park irrigation		$307.31	
	42-15297-0050525	05/05/2025	42-15297-00 426 Capitola Ave irrigation		$300.83	
	42-15969-0050525	05/05/2025	42-15969-00 Lawn Way irrigation		$267.14	
	42-16122-0050525	05/05/2025	42-16122-00 Esplanade fountain irrigation		$127.38	
	42-10504-0050525	05/05/2025	42-10504-00 Cliff Drive irrigation		$124.39	
	42-11090-0050525	05/05/2025	42-11090-01 Capitola Road irrigation		$300.83	
	42-11467-0050525	05/05/2025	42-11467-00 Jade Street park irrigation		$2,083.47	
	42-11517-0050525	05/05/2025	42-11517-00 41st Avenue irrigation		$300.83	
	42-14404-0050525	05/05/2025	42-14404-00 Monterey Ave. Nobel Gulch Park irrigation		$155.04	
	42-16130-0050525	05/05/2025	42-16130-00 Wharf Road irrigation		$124.39	
	42-16136-0050525	05/05/2025	42-16136-00 1400 Wharf Road irrigation		$536.42	
	42-16407-0050525	05/05/2025	42-16407-00 Bay Ave. irrigation		$124.39	
	34-18508-0050525	05/05/2025	34-18508-00 1510 McGregor Drive water service		$40.77	
	42-14431-0050525	05/05/2025	42-14431-00 Monterey Ave irrigation		$1,591.81	
	42-17688-0050525	05/05/2025	42-17688-00 Lawn Way irrigation 2		$124.39	
	42-18238-0050525	05/05/2025	42-18238-00 Capitola Road irrigation		$124.39	
		1000 - General Fund		$8,915.63		
		1311 - Wharf		$536.42		
103853	05/23/2025			STAPLES ADVANTAGE		$77.91
	Invoice	Date	Description		Amount	
	6032148318	05/16/2025	Copier Paper		$77.91	
103854	05/23/2025			THE ED. JONES COMPANY		$2,120.06
	Invoice	Date	Description		Amount	
	58784	04/23/2025	505, 519 and 522 Badges		$2,120.06	
103855	05/23/2025			TRACTOR SUPPLY COMPANY		$1,049.83
	Invoice	Date	Description		Amount	
	804768	04/30/2025	Wire 2x4x72 (3), rack		$1,049.83	

City Checks Issued May 23, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
103856	05/23/2025			UPS	$43.48
	Invoice	Date	Description		Amount
	0000954791205	05/17/2025	Shipping Costs		$43.48
103857	05/23/2025			VERIZON WIRELESS	$2,723.49
	Invoice	Date	Description		Amount
	6113183622	05/10/2025	May telephone charges		$2,723.49
103858	05/23/2025			37TH PARALLEL	$250.00
	Invoice	Date	Description		Amount
	37P051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103859	05/23/2025			3PS VINEYARDS	$250.00
	Invoice	Date	Description		Amount
	3V051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103860	05/23/2025			ALFARO	$250.00
	Invoice	Date	Description		Amount
	AL051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103861	05/23/2025			ANATUM WINES	$250.00
	Invoice	Date	Description		Amount
	AW051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103862	05/23/2025			BARGETTO	$250.00
	Invoice	Date	Description		Amount
	BA051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103863	05/23/2025			BIG BASIN WINERY	$250.00
	Invoice	Date	Description		Amount
	BB051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			

City Checks Issued May 23, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
103864	05/23/2025			BURRELL SCHOOL	$250.00
	Invoice	Date	Description		Amount
	BS051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103865	05/23/2025			CHARMANT VINEYARDS	$250.00
	Invoice	Date	Description		Amount
	CV051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103866	05/23/2025			CHAUCERS	$250.00
	Invoice	Date	Description		Amount
	CH051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103867	05/23/2025			CLO LA CHANCE	$250.00
	Invoice	Date	Description		Amount
	CLC051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103868	05/23/2025			DEVON SALTER	$250.00
	Invoice	Date	Description		Amount
	DS051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103869	05/23/2025			FLY WHEEL	$250.00
	Invoice	Date	Description		Amount
	FW051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103870	05/23/2025			INVERSION WINERY	$250.00
	Invoice	Date	Description		Amount
	IW051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103871	05/23/2025			KISSED BY THE ANGEL	$250.00
	Invoice	Date	Description		Amount
	KA051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			

City Checks Issued May 23, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
103872	05/23/2025			LAGO LOMITA VINEYARDS	$250.00
	Invoice	Date	Description		Amount
	LLV051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103873	05/23/2025			LLAMA WINES	$500.00
	Invoice	Date	Description		Amount
	LW051825	05/18/2025	Sip & Stroll Stipend		$500.00
		1321 - BIA - Capitola Village-Wharf BIA			
103874	05/23/2025			LORENA MILLER	$680.00
	Invoice	Date	Description		Amount
	LM051325	05/13/2025	Refund from Capitola Recreation		$680.00
103875	05/23/2025			MAYO CELLARS	$250.00
	Invoice	Date	Description		Amount
	MC051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103876	05/23/2025			MJA VINEYARDS	$250.00
	Invoice	Date	Description		Amount
	MV051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103877	05/23/2025			PELICAN RANCH	$250.00
	Invoice	Date	Description		Amount
	PR051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103878	05/23/2025			RAFFAELLI VINEYARDS	$250.00
	Invoice	Date	Description		Amount
	RV051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103879	05/23/2025			SANTA CRUZ CIDER	$250.00
	Invoice	Date	Description		Amount
	SCC051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			

City Checks Issued May 23, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
103880	05/23/2025			SCRUMPTIOUS LLC	$256.38
	Invoice	Date	Description		Amount
	1040	05/18/2025	Employee meals		$256.38
103881	05/23/2025			SILVER MT.	$250.00
	Invoice	Date	Description		Amount
	SM051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103882	05/23/2025			SONES CELLARS	$250.00
	Invoice	Date	Description		Amount
	SC051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103883	05/23/2025			TWICE TYGER WINES	$250.00
	Invoice	Date	Description		Amount
	2025-00000976	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103884	05/23/2025			WARGIN WINES	$500.00
	Invoice	Date	Description		Amount
	WW051825	05/18/2025	Sip & Stroll Stipend		$500.00
		1321 - BIA - Capitola Village-Wharf BIA			
103885	05/23/2025			WINDY OAKS WINERY	$250.00
	Invoice	Date	Description		Amount
	WOW051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			
103886	05/23/2025			WRIGHT STATION VINEYARDS & WINERY	$250.00
	Invoice	Date	Description		Amount
	WSVW051825	05/18/2025	Sip & Stroll Stipend		$250.00
		1321 - BIA - Capitola Village-Wharf BIA			

Type Check Totals: $206,691.80

EFT

City Checks Issued May 23, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
8	05/22/2025			SANTA CRUZ COUNTY BANK		$14,820.22
	Invoice	Date	Description		Amount	
	SCCB043025	04/30/2025	April Credit Card Charges		$14,820.22	
		1000 - General Fund			$14,008.26	
		1300 - SLESF - Supl Law Enfc			$811.96	
Type EFT Totals:						$14,820.22
SCCB - SCCB Payroll						
Check						
7135	05/23/2025			BENEFIT COORDINATORS CORP.		$6,055.80
	Invoice	Date	Description		Amount	
	B0HZN2	05/01/2025	May vision & dental insurance		$6,055.80	
		1001 - Payroll Payables				
7136	05/23/2025			CAPITOLA PEACE OFFICERS ASSOCIATION		$885.50
	Invoice	Date	Description		Amount	
	POA051625	05/16/2025	POA & gym dues PPE 5/10/25		$885.50	
		1001 - Payroll Payables				
7137	05/23/2025			UPEC LIUNA LOCAL 792		$1,030.00
	Invoice	Date	Description		Amount	
	UPEC053125	05/05/2025	UPEC dues May		$1,030.00	
		1001 - Payroll Payables				
7138	05/23/2025			US BANK PARS Acct 6746022400		$1,480.13
	Invoice	Date	Description		Amount	
	PARS051625	05/16/2025	PARS contributions PPE 5/10/25		$1,480.13	
		1001 - Payroll Payables				
Type Check Totals:						$9,451.43
EFT						
735	05/19/2025			CalPERS Member Services Division		$65,557.99
	Invoice	Date	Description		Amount	
	1002911143-6	05/16/2025	PERS contributions PPE 5/10/25		$65,557.99	
		1000 - General Fund			$0.05	
		1001 - Payroll Payables			$65,557.94	

City of Capitola

City Checks Issued May 23, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
736	05/19/2025			EMPLOYMENT DEVELOPMENT DEPARTMENT	$7,966.24
	Invoice	Date	Description	Amount	
	1-991-312-272	05/16/2025	State tax PPE 5/10/25	$7,966.24	
		1001 - Payroll Payables			
737	05/19/2025			INTERNAL REVENUE SERVICE	$34,778.65
	Invoice	Date	Description	Amount	
	50934498	05/16/2025	Federal taxes & Medicare PPE 5/10/25	$34,778.65	
		1001 - Payroll Payables			
738	05/19/2025			STATE DISBURSEMENT UNIT	$1,197.67
	Invoice	Date	Description	Amount	
	52432155	05/16/2025	Employee garnishments PPE 5/10/25	$1,197.67	
		1001 - Payroll Payables			
739	05/19/2025			VOYA FINANCIAL	$10,933.72
	Invoice	Date	Description	Amount	
	VOYA051625	05/16/2025	Employee 457 contributions PPE 5/10/25	$10,933.72	
		1001 - Payroll Payables			
Type EFT Totals:					$120,434.27

Checks	**92**	**$206,941.80**
EFTs	**1**	**$14,820.22**
All	**93**	**$221,762.02**
Payroll Totals		
Checks	**4**	**$9,451.43**
EFTs	**5**	**$120,434.27**
All	**9**	**$129,885.70**
Grand Totals:		
Checks	**96**	**$216,393.23**
EFTs	**6**	**$135,254.49**
All	**102**	**$351,647.72**

City main account checks dated May 30, 2025, numbered 103887 to 103922 totaling $105,152.41, 2 payroll checks totaling $814.85 and 127 payroll EFTs totaling $303,262.70 for a grand total of $409,229.96, have been reviewed and authorized for distribution by the City Manager.

As of May 30, 2025, the unaudited cash balance is $2,377,771.16.

CASH POSITION - CITY OF CAPITOLA
May 30, 2025

	5/30/2025
General Fund (1)	$ (3,806,102.90)
Payroll Payables	$ 276,149.94
Contingency Reserve Fund	$ 2,364,345.66
PERS Contingency Fund	$ 1,154,274.68
Emergency Reserve Fund	$ 1,631,505.54
Facilities Reserve Fund	$ 282,714.09
Capital Improvement Fund	$ (390,555.94)
Stores Fund	$ 54,036.84
Information Technology Fund	$ 454,316.72
Equipment Replacement	$ 351,323.26
Self-Insurance Liability Fund	$ (77,429.25)
Workers' Comp. Ins. Fund	$ 17,863.29
Compensated Absences Fund	$ 65,329.23
TOTAL AVAILABLE GENERAL FUNDS	$ 2,377,771.16

(1) May 30th balance includes $4.38 million non-current investments

Jamie Goldstein, City Manager — Date 5/30/25

Jim Malberg, City Treasurer — Date 5/30/25

City of Capitola

City Checks Issued May 30, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
103887	05/30/2025			AMAZON CAPITAL SERVICES	$784.40
	Invoice	Date	Description		Amount
	1QXF-RQMQ-YG4H	05/23/2025	Trash lids, trash containers		$463.26
	1NGR-3F96-63Q7	05/23/2025	Sports wagon		$211.92
	1GYM-KFJJ-H4P3	05/27/2025	Fishing waders		$109.22
103888	05/30/2025			CAPITOLA-SOQUEL CHAMBER OF COMMERCE	$5,664.88
	Invoice	Date	Description		Amount
	CSCC052725	05/27/2025	FY24/25 Q3 TOT		$5,664.88
		1305 - Restricted TOT			
103889	05/30/2025			CINTAS CORPORATION	$247.94
	Invoice	Date	Description		Amount
	5272451401	05/28/2025	Corp yard first aid supplies		$163.70
	5272451403	05/28/2025	City Hall first aid supplies		$84.24
103890	05/30/2025			CLARK SERVICES	$4,000.00
	Invoice	Date	Description		Amount
	18286	05/23/2025	May Village Sidewalk Cleaning		$4,000.00
103891	05/30/2025			DIAMOND D COMPANY	$6,897.20
	Invoice	Date	Description		Amount
	5546	04/24/2025	Upper Village Parking Lot Sidewalk Improvements		$6,897.20
		1200 - Capital Improvement Fund			
103892	05/30/2025			EXCEEDIO	$9,757.23
	Invoice	Date	Description		Amount
	17292	06/01/2025	June IT services		$9,452.42
	17294	06/01/2025	Jade Temp Location IT Services		$304.81
		2211 - ISF - Information Technology			
103893	05/30/2025			FERGUSON ENTERPRISES LLC #795	$55.29
	Invoice	Date	Description		Amount
	5986397	05/22/2025	Wrench		$55.29
103894	05/30/2025			FLYERS ENERGY LLC	$2,313.86
	Invoice	Date	Description		Amount
	25-372101	05/20/2025	327 gallons diesel		$1,588.14
	25-372583	05/22/2025	55 gallons gasoline		$363.37
	25-374125	05/22/2025	72 gallons diesel		$362.35
103895	05/30/2025			HARBOR FREIGHT	$138.76
	Invoice	Date	Description		Amount
	c1d142a5	05/26/2025	Test leads, jacks, bits, pliers		$138.76

City Checks Issued May 30, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
103896	05/30/2025			Hi-Line Inc.	$761.95
	Invoice	Date	Description		Amount
	3048840	04/24/2025	Connectors, chisel point, spade		$472.55
	111820821	01/09/2025	Ring crimp, battery, insulator		$289.40
103897	05/30/2025			HINDERLITER DELLAMAS AND ASSOCIATES	$1,447.61
	Invoice	Date	Description		Amount
	SIN050304	04/30/2025	April TOT and STR admin fees		$1,447.61
103898	05/30/2025			HOME DEPOT CREDIT SERVICES	$184.66
	Invoice	Date	Description		Amount
	5620998	05/16/2025	Nozzles, hose, gauge, air hose		$141.17
	0646374	05/21/2025	Picture hanging strips, clips, wire hooks		$43.49
103899	05/30/2025			HOSE SHOP	$353.82
	Invoice	Date	Description		Amount
	466230	05/21/2025	Crim fitting, hose		$353.82
103900	05/30/2025			HYDROSCIENCE ENGINEERS INC.	$2,559.25
	Invoice	Date	Description		Amount
	331021004	05/05/2025	#15-029 2091 Wharf Road Project Services		$2,559.25
103901	05/30/2025			LABORMAX STAFFING	$3,746.35
	Invoice	Date	Description		Amount
	26-446624	05/23/2025	Public works seasonal labor 5/19 - 5/23/25		$3,746.35
103902	05/30/2025			LAURA ALIOTO	$240.50
	Invoice	Date	Description		Amount
	LA052725	05/27/2025	Instructor payment		$240.50
103903	05/30/2025			LEAGUE OF CALIFORNIA CITIES	$300.00
	Invoice	Date	Description		Amount
	8340	05/20/2025	2025 Monterey Bay Division Membership Dues		$300.00
103904	05/30/2025			LINDE GAS & EQUIPMENT INC.	$200.85
	Invoice	Date	Description		Amount
	49893227	05/22/2025	Acetylene rental		$200.85

City of Capitola

City Checks Issued May 30, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
103905	05/30/2025			LLOYD'S TIRE AND AUTO	$1,373.00
	Invoice	Date	Description		Amount
	224497	05/20/2025	Tire repair		$35.00
	224512	05/21/2025	Tires, tire services		$1,338.00
103906	05/30/2025			MICHAEL G LEW	$104.00
	Invoice	Date	Description		Amount
	ML052725	05/27/2025	Instructor payment		$104.00
103907	05/30/2025			MID COUNTY AUTO SUPPLY	$394.99
	Invoice	Date	Description		Amount
	M-2984737	05/22/2025	Breakleen aerosol		$54.14
	M-2986409	05/23/2025	Hub unit		$232.56
	M-2990245	05/28/2025	Brake leen		$108.29
103908	05/30/2025			NICHOLE BRYANT LEBLOND	$282.48
	Invoice	Date	Description		Amount
	NB052825	05/28/2025	Camp Snack Food Reimbursement		$146.10
	NB052125	05/21/2025	Afterschool snacks reimbursement		$136.38
103909	05/30/2025			O'REILLY AUTO PARTS	$43.13
	Invoice	Date	Description		Amount
	2763-120010	05/16/2025	Wiper fluid		$43.13
103910	05/30/2025			PALACE BUSINESS SOLUTIONS	$159.58
	Invoice	Date	Description		Amount
	2431078-0	05/21/2025	Picture hanger, file folder, adhesive pads		$70.60
	2429857-0	05/15/2025	Pad, markers, badge		$88.98
103911	05/30/2025			Paula Yoshiko Suzuki	$416.00
	Invoice	Date	Description		Amount
	PS052725	05/27/2025	Instructor payment		$416.00
103912	05/30/2025			RSG, INC.	$2,755.00
	Invoice	Date	Description		Amount
	13382	03/31/2025	LAFCO annexation study		$2,755.00
103913	05/30/2025			SAMUEL NIGH	$1,250.00
	Invoice	Date	Description		Amount
	SN061125	06/11/2025	Twilight Concert 6/11/25		$1,250.00

City of Capitola

City Checks Issued May 30, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
103914	05/30/2025			SANTA CRUZ AUTO PARTS INC.	$209.40
	Invoice	Date	Description	Amount	
	521170	05/21/2025	Work gloves	$31.62	
	521189	05/21/2025	RS9011F Auto Part	$177.78	
103915	05/30/2025			SANTA CRUZ SEASIDE COMPANY	$170.00
	Invoice	Date	Description	Amount	
	1784069000	06/16/2025	Mini golf reservation	$170.00	
103916	05/30/2025			SPORTS DESIGN, INC.	$284.70
	Invoice	Date	Description	Amount	
	28599	04/23/2025	City Jackets	$284.70	
103917	05/30/2025			STAPLES ADVANTAGE	$82.32
	Invoice	Date	Description	Amount	
	6031894952	05/13/2025	Copier paper	$82.32	
		2210 - ISF - Stores Fund			
103918	05/30/2025			T MOBILE	$369.60
	Invoice	Date	Description	Amount	
	TM052025	05/20/2025	May cell phone usage - acct # 947590665	$369.60	
103919	05/30/2025			VISIT SANTA CRUZ COUNTY	$56,965.20
	Invoice	Date	Description	Amount	
	VSCC052825	05/28/2025	FY24/25 Q3 TMD	$56,965.20	
103920	05/30/2025			WE ALL RIDE SANTA CRUZ	$40.35
	Invoice	Date	Description	Amount	
	4078007	05/21/2025	Universal BKGRD BK, auto parts	$40.35	
103921	05/30/2025			WESTERN EXTERMINATOR COMPANY	$98.11
	Invoice	Date	Description	Amount	
	77347547	05/21/2025	City Hall rodent control	$98.11	

City of Capitola

City Checks Issued May 30, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
103922	05/30/2025			LA SELVA TREE CARE	$500.00
	Invoice	Date	Description	Amount	
	LSTC052225	05/22/2025	Tree Deposit Refund #25-0149	$500.00	

Type Check Totals: $105,152.41

SCCB - SCCB Payroll

EFT

867	05/27/2025			WEX HEALTH INC.	$135.00
	Invoice	Date	Description	Amount	
	0002148778-IN	04/30/2025	April COBRA and FSA admin.	$135.00	

Type EFT Totals: $135.00

Checks	**36**	**$105,152.41**
EFTs	**0**	**$0.00**
All	**36**	**$105,152.41**

Payroll Totals

Checks	**2**	**$814.85**
EFTs	**127**	**$303,262.70**
All	**129**	**$304,077.55**

Grand Totals:

Checks	**38**	**$105,967.26**
EFTs	**127**	**$303,262.70**
All	**165**	**$409,229.96**

City main account checks dated June 6, 2025, numbered 103923 to 104005 totaling $274,341.74, 6 payroll checks totaling $9,519.65 and 6 payroll EFTs totaling $270,190.88 for a grand total of $554,052.27, have been reviewed and authorized for distribution by the City Manager.

As of June 6, 2025, the unaudited cash balance is $2,873,820.04.

CASH POSITION - CITY OF CAPITOLA
June 6, 2025

	6/6/2025
General Fund (1)	$ (3,031,857.91)
Payroll Payables	$ 2,874.80
Contingency Reserve Fund	$ 2,364,345.66
PERS Contingency Fund	$ 1,154,274.68
Emergency Reserve Fund	$ 1,631,505.54
Facilities Reserve Fund	$ 282,714.09
Capital Improvement Fund	$ (390,555.94)
Stores Fund	$ 52,844.63
Information Technology Fund	$ 450,587.96
Equipment Replacement	$ 351,323.26
Self-Insurance Liability Fund	$ (77,429.25)
Workers' Comp. Ins. Fund	$ 17,863.29
Compensated Absences Fund	$ 65,329.23
TOTAL AVAILABLE GENERAL FUNDS	$ 2,873,820.04

(1) June 6th balance includes $4.37 million non-current investments

Jamie Goldstein, City Manager — Date 6/11/25

Jim Malberg, City Treasurer — Date 6/6/25

City of Capitola

City Checks Issued June 6, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
103923	06/06/2025			ACE PORTABLE SERVICES	$562.24
	Invoice	Date	Description	Amount	
	I39088	06/27/2025	Cleaning supplies	$562.24	
103924	06/06/2025			ADVOCACY INC.	$5,000.00
	Invoice	Date	Description	Amount	
	AD060125	06/01/2025	Community Grant	$5,000.00	
103925	06/06/2025			ALLSAFE LOCK COMPANY	$15.25
	Invoice	Date	Description	Amount	
	076849	05/28/2025	Keys	$15.25	
103926	06/06/2025			AMAZON CAPITAL SERVICES	$2,434.07
	Invoice	Date	Description	Amount	
	1YV1-K97P-F9GJ	06/02/2025	Coffee, silverware	$30.91	
	1HDM-7YJY-FKRL	05/27/2025	Rec Sports supplies	$76.46	
	19VX-DNM1-G6DD	05/30/2025	Lifeguard supplies	$388.68	
	1L7X-7RGW-F7D4	06/02/2025	Water Dispenser	$1,715.21	
	1MTG-9WCM-PKGH	05/22/2025	Digital Notebook Case	$43.68	
	1X7N-RQ9K-94YK	05/30/2025	Spit Hoods	$38.21	
	1XMT-7NL6-NXHV	05/22/2025	Digital Note Pen Plus	$140.92	
103927	06/06/2025			ARTS COUNCIL OF SANTA CRUZ COUNTY	$1,250.00
	Invoice	Date	Description	Amount	
	ACSCC060125	06/01/2025	Community Grant	$1,250.00	
103928	06/06/2025			AXCIENT	$145.00
	Invoice	Date	Description	Amount	
	FY25INEFI204399	05/31/2025	May AppAssure storage	$145.00	
		2211 - ISF - Information Technology			
103929	06/06/2025			B & B SMALL ENGINE REPAIR	$1,529.20
	Invoice	Date	Description	Amount	
	58842	06/03/2025	Loose chain	$13.86	
	58841	06/03/2025	Ear protectors, hedge trimmers, auto cut attachment	$1,515.34	
103930	06/06/2025			BETZ WORKS INC	$12,880.00
	Invoice	Date	Description	Amount	
	25083	05/27/2025	Interceptor Installation	$12,880.00	
103931	06/06/2025			BIG BROTHERS BIG SISTERS OF SC COUNTY	$3,750.00
	Invoice	Date	Description	Amount	
	BBBS060125	06/01/2025	Community Grant	$3,750.00	
		1305 - Restricted TOT			

City of Capitola

City Checks Issued June 6, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
103932	06/06/2025			BOYS AND GIRLS CLUBS OF SANTA CRUZ COUNTY	$3,750.00
	Invoice	Date	Description	Amount	
	BGCSCC060125	06/01/2025	Community Grant	$3,750.00	
		1305 - Restricted TOT			
103933	06/06/2025			BURKE WILLIAMS AND SORENSEN LLP	$48,441.97
	Invoice	Date	Description	Amount	
	343158	05/22/2025	April Code Enforcement Legal Services	$552.50	
	343160	05/22/2025	April Parks & Recreation Legal Services	$1,196.00	
	343161	05/22/2025	April Public Works Legal Services	$1,170.00	
	343162	05/22/2025	April Public Records Act Requests Legal Services	$18,712.87	
	343163	05/22/2025	April Rent Control Ordinance Legal Services	$1,365.00	
	343164	05/22/2025	April Rail Trail Legal Services	$10,192.00	
	343159	05/22/2025	April Planning Legal Services	$3,803.50	
	343156	05/22/2025	April Labor & Employment Legal Services	$271.00	
	343157	05/22/2025	April City Attorney Services	$11,179.10	
103934	06/06/2025			CABRILLO COLLEGE STROKE CENTER	$5,000.00
	Invoice	Date	Description	Amount	
	CCSC060125	06/01/2025	Community Grant	$5,000.00	
103935	06/06/2025			CASA OF SANTA CRUZ COUNTY	$3,750.00
	Invoice	Date	Description	Amount	
	CASA060125	06/01/2025	Community Grant	$3,750.00	
		1305 - Restricted TOT			
103936	06/06/2025			CINTAS CORPORATION	$37.91
	Invoice	Date	Description	Amount	
	5272451402	05/28/2025	First Aid Replenishment	$37.91	
103937	06/06/2025			CLASSIFIED SOUND	$2,925.00
	Invoice	Date	Description	Amount	
	2506CAP	05/20/2025	Twilight Concert Sound Engineer 6.11, 6.18, 6.25.25	$2,925.00	
103938	06/06/2025			COMMUNITY ACTION BOARD	$5,000.00
	Invoice	Date	Description	Amount	
	CAB060125	06/01/2025	Community Grant	$5,000.00	
103939	06/06/2025			COMMUNITY TELEVISION OF SANTA CRUZ COUNTY	$2,902.75
	Invoice	Date	Description	Amount	
	3598	05/29/2025	April Planning Commision and City Council meeting fc	$2,902.75	
103940	06/06/2025			CSG Consultants Inc.	$4,804.78
	Invoice	Date	Description	Amount	
	B250353	04/01/2025	Building Plan Review Services thru 3.31.25	$4,804.78	

City Checks Issued June 6, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
103941	06/06/2025			DON CARUTH		$800.00
	Invoice	Date	Description		Amount	
	DC062725	06/27/2025	Food Truck Friday Performance 6.27.25		$800.00	
103942	06/06/2025			DOOLEY ENTERPRISES INC.		$4,722.29
	Invoice	Date	Description		Amount	
	70139	06/02/2025	Ammunition		$4,722.29	
103943	06/06/2025			ELEVATOR SERVICE COMPANY INC.		$210.00
	Invoice	Date	Description		Amount	
	51803	06/01/2025	Quarterly lube and inspection		$210.00	
103944	06/06/2025			EWING IRRIGATION		$511.55
	Invoice	Date	Description		Amount	
	26079287	05/19/2025	Great rake, landscaper hat		$511.55	
103945	06/06/2025			EXECUTIVE FACILITIES SERVICES, INC.		$5,309.69
	Invoice	Date	Description		Amount	
	34464	05/31/2025	May Janitorial Services		$5,309.69	
		1000 - General Fund		$4,378.70		
		1311 - Wharf		$930.99		
103946	06/06/2025			FAMILY SERVICE AGENCY OF THE CENTRAL COAST		$3,750.00
	Invoice	Date	Description		Amount	
	FSACC060125	06/01/2025	Community Grant		$3,750.00	
103947	06/06/2025			FLOCK GROUP INC.		$32,000.00
	Invoice	Date	Description		Amount	
	INV-66083	06/03/2025	Flock Cameras - Year 2		$32,000.00	
		1300 - SLESF - Supl Law Enfc				
103948	06/06/2025			GALLS LLC		$254.07
	Invoice	Date	Description		Amount	
	031454579	05/28/2025	Duty Boots, Shirt and Pants		$305.25	
	030945337	04/03/2025	Uniform Shirts Credit		($51.18)	
103949	06/06/2025			HASCO STATIONS, LLC		$8.50
	Invoice	Date	Description		Amount	
	HCL-024439-25	05/31/2025	Carwash Closing Date 5/31/2025		$8.50	
103950	06/06/2025			HD SUPPLY FORMERLY HOME DEPOT PRO		$5,125.85
	Invoice	Date	Description		Amount	
	865979736	05/22/2025	Cleaning supplies		$2,235.11	
	866842677	05/29/2025	Cleaning supplies		$2,890.74	

City Checks Issued June 6, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
103951	06/06/2025			Hi-Line Inc.	$254.60
	Invoice	Date	Description		Amount
	151748619132	05/30/2025	Tap connector, cable ties, hitch clip, chisel point		$254.60
103952	06/06/2025			HINDERLITER DELLAMAS AND ASSOCIATES	$3,458.08
	Invoice	Date	Description		Amount
	SIN050760	05/30/2025	District Sales Tax Auditing Services Q4 44053		$3,458.08
103953	06/06/2025			HOME DEPOT CREDIT SERVICES	$146.42
	Invoice	Date	Description		Amount
	1621730	05/20/2025	Washers. drills, bolts		$45.10
	1621758	05/20/2025	Bucket, water, work gloves		$63.03
	8287617	05/23/2025	Trash can		$38.29
103954	06/06/2025			HOSE SHOP	$448.24
	Invoice	Date	Description		Amount
	466319	05/27/2025	Crimp fitting, hydraulic hose		$448.24
103955	06/06/2025			HOSPICE of SANTA CRUZ COUNTY	$1,500.00
	Invoice	Date	Description		Amount
	HSSC060125	06/01/2025	Community Grant		$1,500.00
103956	06/06/2025			INTERSTATE TRAFFIC CONTROL PRODUCTS	$139.81
	Invoice	Date	Description		Amount
	269895	05/28/2025	Loading Zone Signs		$139.81
103957	06/06/2025			iWorQ Systems Inc.	$10,375.00
	Invoice	Date	Description		Amount
	212432	06/02/2025	CDD & PW software July 2025 - June 2026		$10,375.00
		1317 - Technology Fee Fund			
103958	06/06/2025			JAVIER MUNIZ dba BROKEN ENGLISH	$1,250.00
	Invoice	Date	Description		Amount
	JM061825	06/18/2025	Twilight Concert 6.18.25		$1,250.00
103959	06/06/2025			KARIN ANDERSON	$1,200.00
	Invoice	Date	Description		Amount
	13	05/01/2025	BIA Ambassador		$600.00
	14	06/01/2025	BIA Ambassador		$600.00
		1321 - BIA - Capitola Village-Wharf BIA			

City Checks Issued June 6, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
103960	06/06/2025			KBA Document Solutions LLC	$8.74
	Invoice	Date	Description	Amount	
	55Y1536977	06/02/2025	City Hall copier usage charges	$8.74	
		2211 - ISF - Information Technology			
103961	06/06/2025			LABORMAX STAFFING	$4,060.66
	Invoice	Date	Description	Amount	
	26-447806	05/30/2025	Public works seasonal labor 5/24 - 5/30/25	$4,060.66	
103962	06/06/2025			LAFCO/LOCAL AGENCY FORMATION COMMISSION	$7,379.44
	Invoice	Date	Description	Amount	
	LAFCO25-26	05/14/2025	LAFCO Fees FY25-26	$7,379.44	
103963	06/06/2025			LAURA ALIOTO	$1,076.25
	Invoice	Date	Description	Amount	
	LA060325	06/03/2025	Instructor payment	$1,076.25	
103964	06/06/2025			LEHR AUTO ELECTRIC & EMERGENCY EQUIPMENT	$298.52
	Invoice	Date	Description	Amount	
	SI119447	05/23/2025	Labor Charges	$140.00	
	SI119397	05/22/2025	Ethernet USE and Labor Charges	$158.52	
103965	06/06/2025			METROPOLITAN TRANSPORTATION COMMISSION	$2,000.00
	Invoice	Date	Description	Amount	
	4926-AR13958	06/03/2025	Streetsaver Annual Subscription	$2,000.00	
		1310 - Gas Tax			
103966	06/06/2025			MID COUNTY AUTO SUPPLY	$212.66
	Invoice	Date	Description	Amount	
	M-2992431	05/29/2025	Lube filter, radiator cap, utility jug	$92.04	
	M-2992472	05/29/2025	Auto battery	$120.62	
103967	06/06/2025			MID COUNTY SENIOR CENTER	$3,750.00
	Invoice	Date	Description	Amount	
	MCSC060125	06/01/2025	Community Grant	$3,750.00	

City Checks Issued June 6, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
103968	06/06/2025			MISSION LINEN SUPPLY		$384.61
	Invoice	Date	Description		Amount	
	523927002	05/28/2025	Fleet towels, uniform cleaning		$55.72	
	523927003	05/28/2025	Corp. Yard linen service		$100.88	
	523915810	05/26/2025	Community Center mop and mat service		$77.98	
	523966830	06/04/2025	Fleet towels, uniform cleaning		$55.72	
	523966831	06/04/2025	Corp. Yard linen service		$94.31	
103969	06/06/2025			MISSION PRINTERS		$356.61
	Invoice	Date	Description		Amount	
	67198	05/30/2025	Windowed envelopes		$356.61	
		2210 - ISF - Stores Fund				
103970	06/06/2025			MONARCH SERVICES		$3,750.00
	Invoice	Date	Description		Amount	
	MS060125	06/01/2025	Community Grant		$3,750.00	
103971	06/06/2025			MONTEREY BAY NATIONAL MARINE SANCTUARY		$6,250.00
	Invoice	Date	Description		Amount	
	MBNMSF060125	06/01/2025	Community Grant		$2,500.00	
	MBNMSF060125-2	06/01/2025	Community Grant		$3,750.00	
		1000 - General Fund		$2,500.00		
		1305 - Restricted TOT		$3,750.00		
103972	06/06/2025			NAMI SANTA CRUZ COUNTY		$6,000.00
	Invoice	Date	Description		Amount	
	NSSC060125	06/01/2025	Community Grant		$6,000.00	
103973	06/06/2025			NORTH BAY FORD		$1,152.82
	Invoice	Date	Description		Amount	
	295774	05/22/2025	Front suspensions		$651.32	
	295801	05/27/2025	Filter, oil		$145.84	
	295776	05/22/2025	Kit transmission, gasket, seal, ring		$355.66	
103974	06/06/2025			O'NEILL SEA ODYSSEY		$5,000.00
	Invoice	Date	Description		Amount	
	OSO060125	06/01/2025	Community Grant		$5,000.00	
		1305 - Restricted TOT				

City Checks Issued June 6, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
103975	06/06/2025			O'REILLY AUTO PARTS	$113.84
	Invoice	Date	Description	Amount	
	2763-122970	05/28/2025	Starter credit return	($90.69)	
	2763-122779	05/27/2025	Starter, core charge, light socket	$127.91	
	2763-121917	05/23/2025	Gasket, pad set	$76.62	
103976	06/06/2025			OPPOSITE OF EAST	$3,000.00
	Invoice	Date	Description	Amount	
	000351-014	05/10/2025	BIA Communications Manager Services	$3,000.00	
		1321 - BIA - Capitola Village-Wharf BIA			
103977	06/06/2025			OUTDOOR SUPPLY HARDWARE	$194.53
	Invoice	Date	Description	Amount	
	456	05/23/2025	Spray paint, spray primer	$26.19	
	453	05/21/2025	Washers, hex nuts, bolts, bucket	$134.52	
	452	05/21/2025	Drill bits, drill comb	$33.82	
103978	06/06/2025			PALACE BUSINESS SOLUTIONS	$199.74
	Invoice	Date	Description	Amount	
	2433058-0	06/02/2025	Markers, index cards, notebook, board	$199.74	
103979	06/06/2025			PARENTS CENTER OF SANTA CRUZ	$3,750.00
	Invoice	Date	Description	Amount	
	PCSC060125	06/01/2025	Community Grant	$3,750.00	
103980	06/06/2025			RICHARD B CASTILLO II	$270.00
	Invoice	Date	Description	Amount	
	RC052725	05/27/2025	Softball official services	$180.00	
	RC060225	06/02/2025	Softball official services	$90.00	
103981	06/06/2025			SAN LORENZO LUMBER	$240.89
	Invoice	Date	Description	Amount	
	56-0146254	06/02/2025	Ornaments	$240.89	
103982	06/06/2025			SANTA CRUZ CHILDRENS MUSEUM OF DISCOVERY	$6,250.00
	Invoice	Date	Description	Amount	
	SCCMD060125	06/01/2025	Community Grant	$6,250.00	
		1305 - Restricted TOT			

City Checks Issued June 6, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
103983	06/06/2025			SANTA CRUZ LIVE SCAN INC.	$180.00
	Invoice	Date	Description	Amount	
	25567	06/01/2025	New hire live scans	$180.00	
103984	06/06/2025			SECURE SOLUTIONS	$3,072.90
	Invoice	Date	Description	Amount	
	001673	05/06/2025	Police Officer Candidate Background Investigation	$400.00	
	001665	05/06/2025	Police Officer Candidate Background Investigation	$2,672.90	
103985	06/06/2025			SENIOR NETWORK SERVICES INC.	$3,750.00
	Invoice	Date	Description	Amount	
	SNS060125	06/01/2025	Community Grant	$3,750.00	
103986	06/06/2025			SENIORS COUNCIL OF SC COUNTY	$5,000.00
	Invoice	Date	Description	Amount	
	SCSCC060125	06/01/2025	Community Grant	$5,000.00	
103987	06/06/2025			SENTINEL PRINTERS INC.	$537.78
	Invoice	Date	Description	Amount	
	310551	05/22/2025	No parking signs	$537.78	
103988	06/06/2025			SERVPRO OF PALO ALTO	$951.30
	Invoice	Date	Description	Amount	
	5358	05/23/2025	Bio Remediation for 181 on 5/15/2025	$951.30	
103989	06/06/2025			SOQUEL CREEK ANIMAL HOSPITAL	$1,357.75
	Invoice	Date	Description	Amount	
	81935	05/22/2025	K-9 Exam and Dental Cleaning	$1,357.75	
103990	06/06/2025			SOQUEL CREEK WATER DISTRICT	$829.09
	Invoice	Date	Description	Amount	
	13-10919-0052725	05/27/2025	13-10919-00 2000 Wharf Road water service	$90.80	
	10-16317-0052725	05/27/2025	10-16317-00 420 Capitola Ave. water	$419.14	
	10-16315-0052725	05/27/2025	10-16315-00 504 Beulah Dr. water	$109.09	
	10-16316-0052725	05/27/2025	10-16316-00 426 Capitola Ave. water	$210.06	

City Checks Issued June 6, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
103991	06/06/2025			SOUTH BAY REGIONAL TRAINING		$473.00
	Invoice	Date	Description		Amount	
	225566	05/21/2025	528 Field Training Officer Course		$473.00	
103992	06/06/2025			SPECTRUM BUSINESS		$3,785.51
	Invoice	Date	Description		Amount	
	170005701052125	05/21/2025	June internet service		$3,785.51	
		1000 - General Fund		$1,578.07		
		2211 - ISF - Information Technology		$2,207.44		
103993	06/06/2025			STAPLES ADVANTAGE		$257.29
	Invoice	Date	Description		Amount	
	6032496238	05/22/2025	Tissues, sponge		$62.73	
	6033126285	05/29/2025	Paper Plates		$33.20	
	6033126286	05/29/2025	Copier Paper and Cups		$161.36	
103994	06/06/2025			STATE CONTROLLER		$335.46
	Invoice	Date	Description		Amount	
	FTB-00007869	05/07/2025	2024 FTB Offsets Program		$335.46	
103995	06/06/2025			TAVIOS GENERAL CONTRUCTION		$4,900.00
	Invoice	Date	Description		Amount	
	1482	06/03/2025	Electrical Work for Remodel		$4,900.00	
103996	06/06/2025			THE DIVERSITY CENTER		$3,750.00
	Invoice	Date	Description		Amount	
	DC060125	06/01/2025	Community Grant		$3,750.00	
		1305 - Restricted TOT				
103997	06/06/2025			THE JAM		$1,250.00
	Invoice	Date	Description		Amount	
	TJ062525	06/25/2025	Twilight Concert 6.25.25		$1,250.00	
103998	06/06/2025			TPX COMMUNICATIONS		$1,486.40
	Invoice	Date	Description		Amount	
	185652495-0	05/23/2025	May phone service		$1,486.40	
		1000 - General Fund				
		2211 - ISF - Information Technology				

City of Capitola

City Checks Issued June 6, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
103999	06/06/2025			TRAFFIC LOGIX CORPORATION		$700.00
	Invoice	Date	Description		Amount	
	SIN32511	05/26/2025	Cloud service for speed signs		$700.00	
		2211 - ISF - Information Technology				
104000	06/06/2025			UNITED WAY OF SANTA CRUZ COUNTY		$3,750.00
	Invoice	Date	Description		Amount	
	UWSCC060125	06/01/2025	Community Grant		$3,750.00	
104001	06/06/2025			UPS		$83.32
	Invoice	Date	Description		Amount	
	0000954791215	05/24/2025	Shipping Costs		$21.36	
	0000954791225	05/31/2025	Shipping Costs		$61.96	
104002	06/06/2025			US BANK EQUIPMENT FINANCE		$189.21
	Invoice	Date	Description		Amount	
	554863068	05/02/2025	PD copier lease		($646.39)	
	556337988	05/25/2025	City Hall Copier Lease		$174.80	
	556681666	05/29/2025	City Hall Copier Lease		$660.80	
		1000 - General Fund		($646.39)		
		2210 - ISF - Stores Fund		$835.60		
104003	06/06/2025			VICTORIA M JOHNSON		$111.15
	Invoice	Date	Description		Amount	
	VMMJ060325	06/03/2025	Instructor payment		$111.15	
104004	06/06/2025			VISTA CENTER FOR THE BLIND		$2,500.00
	Invoice	Date	Description		Amount	
	VCFTB060125	06/01/2025	Community Grant		$2,500.00	
104005	06/06/2025			VOLUNTEER CENTERS OF SC COUNTY		$3,750.00
	Invoice	Date	Description		Amount	
	VCSCC060125	06/01/2025	Community Grant		$3,750.00	

Type Check Totals: $274,341.74

SCCB - SCCB Payroll

Check

City Checks Issued June 6, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
7142	06/06/2025			AFLAC		$2,384.19
	Invoice	Date	Description		Amount	
	115392	05/25/2025	May supplemental insurance		$2,384.19	
		1001 - Payroll Payables				
7143	06/06/2025			FRANCHISE TAX BOARD		$362.00
	Invoice	Date	Description		Amount	
	EWO053025AM	05/30/2025	Garnishment PPE 5/24/25 - Adrian Montoya, acct #3L		$362.00	
7144	06/06/2025			LIUNA PENSION FUND		$1,702.40
	Invoice	Date	Description		Amount	
	FY4075	05/30/2025	LIUNA pension dues - May		$1,702.40	
		1001 - Payroll Payables				
7145	06/06/2025			UNITED WAY OF SANTA CRUZ COUNTY		$30.00
	Invoice	Date	Description		Amount	
	UW053125	05/30/2025	May United Way contributions		$30.00	
		1001 - Payroll Payables				
7146	06/06/2025			US BANK PARS Acct 6746022400		$1,125.68
	Invoice	Date	Description		Amount	
	PARS053025	05/30/2025	PARS contributions PPE 5/24/25		$1,125.68	
		1001 - Payroll Payables				
Type Check Totals:						$5,604.27
EFT						
866	06/02/2025			CalPERS Health Insurance		$86,110.05
	Invoice	Date	Description		Amount	
	1002916205	05/14/2025	June health insurance		$86,110.05	
		1000 - General Fund		$4,200.51		
		1001 - Payroll Payables		$81,909.54		
868	06/02/2025			CalPERS Member Services Division		$65,735.53
	Invoice	Date	Description		Amount	
	1002920097-100	05/30/2025	PERS contributions PPE 5/24/25		$65,735.53	
		1001 - Payroll Payables				

City of Capitola

City Checks Issued June 6, 2025

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
869	06/02/2025			EMPLOYMENT DEVELOPMENT DEPARTMENT	$21,386.06
	Invoice	Date	Description	Amount	
	0-688-874-384	05/30/2025	State tax PPE 5/24/25	$21,386.06	
		1001 - Payroll Payables			
870	06/02/2025			INTERNAL REVENUE SERVICE	$71,827.71
	Invoice	Date	Description	Amount	
	92680921	05/30/2025	Federal taxes & Medicare PPE 5/24/25 & employee fi	$71,827.71	
		1001 - Payroll Payables			
871	06/02/2025			STATE DISBURSEMENT UNIT	$1,197.67
	Invoice	Date	Description	Amount	
	52584276	05/30/2025	Employee garnishments PPE 5/24/25	$1,197.67	
		1001 - Payroll Payables			
872	06/02/2025			VOYA FINANCIAL	$23,933.86
	Invoice	Date	Description	Amount	
	VOYA053025	05/30/2025	Employee 457 contributions PPE 5/24/25	$23,933.86	
		1001 - Payroll Payables			
Type EFT Totals:					$270,190.88

Checks	**83**	**$274,341.74**
EFTs	**0**	**$0.00**
All	**83**	**$274,341.74**
Payroll Totals		
Checks	**6**	**$9,519.65**
EFTs	**6**	**$270,190.88**
All	**12**	**$279,710.53**
Grand Totals:		
Checks	**89**	**$283,861.39**
EFTs	**6**	**$270,190.88**
All	**95**	**$554,052.27**

Capitola City Council

Agenda Report

Meeting: June 26, 2025

From: Police Department

Subject: Surplus Vehicle

Recommended Action: Adopt a resolution to declare Police Department Vehicle #182 as surplus property and authorize Public Works to dispose of the vehicle through public auction, in accordance with Administrative Policy III-8 – Surplus Property.

Background: City Council authorization is required for the sale or transfer of all City vehicles. Staff recommends that Vehicle #182, a 2018 Ford Explorer (VIN #1FM5K8AR9JGA37502), be declared surplus and disposed of through public auction.

This vehicle was used as a patrol unit by the Police Department and has been removed from service due to mechanical issues. After inspection by the City Mechanic, the vehicle was found to be non-operational and no longer suitable for use. It has reached the end of its service life for the Police Department fleet. The current odometer reading is 65,591 miles.

Discussion: The Police Department routinely reviews its fleet for operational efficiency and safety. Vehicle #182 has been deemed inoperable and is no longer viable for department use. In accordance with Administrative Policy III-8, Section IV(A), surplus property that no longer meets the needs of the City may be sold through public auction.

Staff recommends that Public Works be authorized to coordinate the disposal of the vehicle through this method, which is the most practical and cost-effective option for removing the vehicle from the City's inventory.

Fiscal Impact: None. The vehicle is surplus and will be sold at auction.

Attachments:

1. Resolution

Report Prepared By: Leo Moreno, Police Captain

Reviewed By: Julia Gautho, City Clerk; Sarah Ryan, Chief of Police

Approved By: Jamie Goldstein, City Manager

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA DECLARING A POLICE VEHICLE AS SURPLUS PROPERTY AND AUTHORIZING PUBLIC WORKS TO DISPOSE OF THE VEHICLE THROUGH PUBLIC AUCTION

WHEREAS, the City of Capitola adopted Administrative Policy III-8 on April 13, 2006, which governs the declaration and disposal of surplus city property, including police vehicles; and

WHEREAS, Section IV(D) of Administrative Policy III-8 states that surplus property with an original purchase price of $1,000 or greater shall be sold at public auction or by sealed bid, except in cases where the City Manager determines that such property is needed for public use by another public agency, in which case it may be transferred with City Council approval; and

WHEREAS, the City of Capitola's Police Department has identified a surplus police vehicle that is no longer suitable for law enforcement use and would otherwise be disposed of through auction; and

WHEREAS, the Capitola Police Department has identified Vehicle #182, a 2018 Ford Explorer (VIN #1FM5K8AR9JGA37502), as surplus property due to mechanical issues rendering it non-operational and no longer suitable for law enforcement use; and

WHEREAS, the vehicle has reached the end of its service life with a current odometer reading of 65,591 miles and is no longer viable for use in the City's police fleet; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of Capitola declares Vehicle #182, a 2018 Ford Explorer (VIN #1FM5K8AR9JGA37502), as surplus property and authorizes the Public Works Department to dispose of the vehicle through public auction in accordance with Administrative Policy III-8.

I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 26th day of June 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Joe Clarke, Mayor

ATTEST:

_____
Julia Gautho, City Clerk

Capitola City Council

Agenda Report

Meeting: June 26, 2025

From: Public Works Department

Subject: Sea-Level Rise Adaptation Planning Grant

Recommended Action: Authorize staff to submit an application to the Ocean Protection Council's SB 1 Sea-Level Rise Adaptation Planning Grant Program.

Background: In 2017, the City completed its first Sea-Level Rise Vulnerability Assessment (VA) with funding from the Ocean Protection Council (OPC). That assessment provided an initial evaluation of Capitola's exposure to sea-level rise and coastal hazards. Since that time, the State of California has adopted updated sea-level rise guidance and expanded planning criteria, including specific requirements under Senate Bill 1 (SB 1, Atkins 2021).

SB 1 established a statewide Sea-Level Rise Adaptation Planning Grant Program administered by OPC. The program supports local governments in developing updated vulnerability assessments and adaptation plans, with an emphasis on equity, multi-sector analysis, and use of updated sea-level rise scenarios extending to 2150. The City's 2017 assessment pre-dates many of these requirements, and an update is needed to remain aligned with current State guidance.

In addition, the State requires jurisdictions within the coastal zone to adopt a sea-level rise adaptation plan by 2034. Completing this work will allow the City to remain in compliance with these requirements and better position Capitola for future project funding and implementation.

Discussion: Staff proposes submitting an application to the OPC SB 1 Grant Program to fund a comprehensive update of the 2017 vulnerability assessment, along with preparation of an adaptation plan that will integrate with the City's Climate Action Plan (CAP) update. Coordinating these efforts will help ensure consistency across City planning documents and support long-term climate resilience.

The proposed scope includes working with the University of California Santa Cruz (UCSC) to complete the technical vulnerability assessment and develop adaptation recommendations. UCSC's role would be incorporated directly into the grant application as a named subcontractor. The City would separately retain a consultant to prepare the adaptation plan itself, using the updated technical information generated by UCSC. That adaptation plan would be developed in tandem with the CAP update as part of a separate but parallel effort. Both plans will require robust public review, as well as City Council approval prior to being finalized.

As part of the grant requirements, the updated vulnerability assessment will address the full range of physical hazards, apply the State's required sea-level rise projections, evaluate impacts across multiple sectors (including tribal, social equity, and cultural resources), and include targeted community engagement with disadvantaged populations and local tribes. The City will coordinate these activities with the California Coastal Commission, OPC, and other applicable agencies throughout the project.

The OPC SB 1 Grant Program is funded through a non-competitive, rolling application process. Staff anticipates applying before the next upcoming review window. The grant period allows for up to three years to complete the work. Grant funds would cover the full cost of the work proposed, no City match is required.

Fiscal Impact: The grant request will fully cover consultant costs associated with the vulnerability assessment update. City staff time for grant administration and coordination will be absorbed within existing workload. No General Fund contribution is anticipated.

Attachments:

1. OPC SB 1 Grant Solicitation: https://opc.ca.gov/wp-content/uploads/2023/12/SB1-Grant-Program-Solicitation-508.pdf
2. Draft Scope of Work and Budget

Report Prepared By: Jessica Kahn, Public Works Director

Reviewed By: Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager

Draft Scope of Work and Budget
OPC SB 1 Sea-Level Rise Adaptation Planning Grant Proposal

Project Overview

The City of Capitola is pursuing grant funding through the Ocean Protection Council's SB 1 Sea-Level Rise Adaptation Planning Grant Program to update the City's 2017 Sea-Level Rise Vulnerability Assessment and prepare a Sea-Level Rise Adaptation Plan.

The 2017 assessment provided an initial evaluation of Capitola's vulnerability to coastal hazards such as sea-level rise, storm surge, flooding, and erosion. However, since that time, state guidance has been updated, and new regulatory requirements now require jurisdictions within the coastal zone to adopt a sea-level rise adaptation plan by 2034. This project will allow the City to meet these new requirements, while positioning Capitola for future resilience funding and project implementation.

The work will be coordinated with the City's ongoing Climate Action Plan (CAP) update to ensure alignment across climate planning efforts. Technical work will be led by the University of California, Santa Cruz (UCSC), with adaptation strategy development, public engagement, and preparation of the final plan conducted by a separate adaptation consultant team.

Proposed Scope of Work

Task 1 — Project Management and Coordination

- Grant administration, consultant oversight, agency coordination.
- Coordination with OPC, California Coastal Commission, and other agencies.
- Ongoing project meetings, invoicing, and quarterly progress reporting.

Task 2 — Vulnerability Assessment Update

- Update the 2017 Vulnerability Assessment to fully comply with OPC's 2024 Sea-Level Rise Guidance.
- Incorporate updated sea-level rise projections through 2150 (3.3 ft, 4.9 ft, and 6.6 ft scenarios).
- Conduct updated hazard mapping and modeling for coastal flooding, wave run-up, storm surge, fluvial flooding, bluff erosion, and groundwater rise.
- Compile and refine technical data including LiDAR topography, updated shoreline erosion rates, Soquel Creek modeling, CoSMoS Adapt data, FEMA floodplain updates, and City infrastructure inventories.
- Apply the exposure, sensitivity, and adaptive capacity framework across all OPC core sectors.
- Expand sector assessments to include:
    - Tribal cultural resources
    - Archeological and paleontological resources

  - Scenic and visual resources
  - Socioeconomic vulnerability

Task 3 — Adaptation Strategy and Implementation Framework

- Identify and map priority adaptation areas based on the updated vulnerability assessment results.
- Develop adaptation strategies for identified priority areas, organized by sector and timeframe.
- Prepare phased adaptation pathways with defined triggers for implementation.
- Develop a preliminary monitoring strategy to track conditions that would trigger future adaptation actions.
- Prepare an implementation and funding framework identifying regulatory pathways and potential funding sources to support adaptation measures.

Task 4 — Community Engagement and Tribal Engagement

- Prepare a Community Engagement Plan coordinating with the City's CAP update to reduce outreach fatigue.
- Conduct two public workshops at key project milestones:
  - First workshop following the vulnerability assessment to gather input on priority adaptation areas.
  - Second workshop following draft adaptation pathways to gather feedback on strategies and triggers.
- Conduct a community-wide survey to inform vulnerability assessment and adaptation strategies.
- Coordinate with existing City public forums for additional engagement opportunities.
- Conduct Tribal engagement consistent with AB 52 and SB 18, inviting participation from the Amah Mutsun Tribal Band and other interested Tribes.
- Prepare engagement summaries documenting public and Tribal input.

Task 5 — Adaptation Plan Development and Final Documentation

- Prepare a Draft Sea-Level Rise Adaptation Plan incorporating technical analysis, community input, adaptation pathways, monitoring, and funding strategies.
- Finalize Adaptation Plan following Coastal Commission and agency feedback.
- Present final Adaptation Plan to the City Council for consideration.

Draft Budget Estimate

Task	Description	Estimated Cost
Task 1	Project Management & Reporting	$30,250
Task 2	UCSC Vulnerability Assessment (technical analysis)	$177,750
Task 3	Adaptation Strategy Development (UCSC + Consultant)	$112,000
Task 4	Community Engagement & Tribal Engagement	$63,000
Task 5	Adaptation Plan Development	$31,500
Total		**$414,500**

Capitola City Council

Agenda Report

Meeting: June 26, 2025

From: Finance Department

Subject: Capitola Village and Wharf Business Improvement Area Assessments for FY 2025-26

Recommended Action: Receive update and continue the noticed public hearing to adopt a resolution levying the Fiscal Year 2025-26 Capitola Village and Wharf Business Improvement Area (CVWBIA) Assessments and accepting the CVWBIA Annual Plan and budget to the July 24, 2025, Council meeting.

Background: On June 23, 2005, the City Council adopted Ordinance No. 889 adding Chapter 5.10 to the Capitola Municipal Code and establishing the Capitola Village and Wharf Business Improvement Area (CVWBIA). The CVWBIA assessments are renewed annually and fund various programs that benefit businesses within the CVWBIA district boundaries.

Discussion: On June 12, 2025, the City Council adopted Resolution No. 4433, Resolution of Intention to Levy Business Improvement Assessments for Fiscal Year 2025-26, which set a public hearing for June 26, 2025, in accordance with state law and Chapter 5.10 of the Capitola Municipal Code. Notice of this public hearing was published in the Santa Cruz Sentinel newspaper on Thursday, May 23, 2025.

The CVWBIA is a business-based, self-imposed assessment district in which the assessments are paid by business owners within the district boundary for improvements and activities that support and revitalize businesses as well as attract visitors. The assessment amount for each business is based on the business type and may be a flat fee or an increasing fee based on the number of full-time equivalent employees. Consistent with the FY 2024-25 adopted assessments, the proposed FY 2025-26 assessments are proposed at the same reduced rates.

The billing for City services identified in the CVWBIA plan was based on past agreements. The annual billing rates are $3,000 for Public Works and $4,200 for accounting services. The annual report and budget are included as Exhibit A.

During the public comment portion of this hearing, written and oral protests may be made pertaining to the proposed levy of assessments, the amount of the proposed assessments, and the proposed improvements and activities in accordance with California Streets & Highways Code §36524 and §36525.

In November 2018, voters approved Measure J, which increased the transient occupancy tax (TOT) from 10 percent to 12 percent. It restricted 20 percent of the TOT increase to be used for local business groups' marketing and community improvements. In February 2019, Council directed that restricted TOT funding be split evenly between the Capitola-Soquel Chamber of Commerce and the CVWBIA. Council also requested that a minimum of 25 percent of restricted TOT revenues be allocated toward community improvements, which may include special events. The proposed CVWBIA budget includes $35,000 of TOT revenues for FY 2025-26. $14,000 (40%) of the proposed TOT budget is for village enhancement.

Staff recommends that Council adopt the proposed resolution confirming the Fiscal Year 2025-26 CVWBIA Assessments and adopting the Annual Plan and Fiscal Year 2025-26 budget, as received by the Council on June 12, 2025, unless it receives oral and written protests from the

owners of businesses that will pay 50 percent or more of the assessments as mandated by state law.

Fiscal Impact: There is no fiscal impact for the City. All administrative costs for billing and collections incurred by the City are reimbursed by the CVWBIA.

Attachments:

1. Proposed Resolution
2. Exhibit A: BIA

Report Prepared By: Leda Laidlaw-Hunter, Accountant II

Reviewed By: Jim Malberg, Finance Director; Julia Gautho, City Clerk; Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager

RESOLUTION NO. ___
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA CONFIRMING THE FISCAL YEAR 2025-26 CAPITOLA VILLAGE AND WHARF BUSINESS IMPROVEMENT AREA ASSESSMENTS AND ADOPTING THE ANNUAL PLAN AND FISCAL YEAR 2025-26 CVWBIA BUDGET

WHEREAS, the Capitola Village and Wharf Business Improvement Area (CVWBIA) has prepared a report to the City of Capitola for Fiscal Year 2025-26 pertaining to the Business Improvement Area assessments for the CVWBIA under California Streets and Highways Code §36533; and

WHEREAS, that report was filed with the City Clerk on May 22, 2025; and

WHEREAS, Capitola Municipal Code §5.10.050 requires annual assessments to be imposed within the CVWBIA pursuant to a formula set forth in City Council Resolution No. 3453 referenced in Capitola Municipal Code §5.10.030, and later amended by Resolution No. 3546 and Resolution No. 4186; and

WHEREAS, on June 12, 2025, the City Council adopted Resolution No. 4433 stating its intention to levy business improvement assessments for Fiscal Year 2025-26, receiving the Annual Report and Fiscal Year 2025-26 Budget, and approving the CVWBIA Assessment Basis/Business Addresses and Assessment Method; and

WHEREAS, pursuant to Resolution No. 4433 the City Council, in accordance with California Streets and Highways Code Section §36535, held a public hearing on June 26, 2025, as provided for in Streets and Highways Code Sections §36524 and §36525, at which time it considered the annual report, the levy of business improvement assessments for Fiscal Year 2025-26, and received oral and written protests and endorsements to the regularity or sufficiency of the proposed business improvement assessments.

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

1. The Fiscal Year 2025-26 Capitola Village and Wharf Business Improvement Area Annual Report, including the Fiscal Year 2025-26 budget, as filed with the City Clerk on May 22, 2025, and received by the City Council on June 12, 2025, as part of Resolution No. 4433, is hereby confirmed and adopted.

2. The adoption of this Resolution shall constitute the Fiscal Year 2025-26 levy of assessments provided for in Chapter 5.10 of the Capitola Municipal Code pertaining to the Capitola Village and Wharf Business Improvement Area zone and rate of assessments adopted by the City Council on June 26, 2025.

I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 26th day of June 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Joe Clarke, Mayor

ATTEST:

Julia Gautho, City Clerk

EXHIBIT A

Resolution No.

Annual Report & Proposed Fiscal Year 2025-26 Budget
CVWBIA Assessment Basis
CVWBIA Business Listing and Assessment Method

Mission Statement

The objective of the CVWBIA is to provide a unified organization to promote, stimulate and improve the business conditions in the designated area, primarily during the shoulder season, September – May. The belief is that if the lodging properties and short-term rentals are full, the rest of the businesses in the area will benefit.

This can be achieved by the CVWBIA continuing to fund activities and projects that will:

- Improve access to information regarding the businesses and services provided by the Village and Wharf BIA to likely visitors to the area via newsletters, the internet, print and television advertising.
- Provide fun, family-oriented events throughout the year emphasizing the attributes of the Village and Wharf.
- Improve and enhance the appearance of the Village and Wharf in partnership with the City of Capitola.
- Enhance the ability of the CVWBIA to serve as a liaison between the business community and local governments.

In FY 2019-20 CVWBIA began to receive a portion of the Transient Occupancy Tax (TOT) collected by the City and made commitments based on projected TOT revenues. In January 2023 storm related flooding caused major damage to the wharf and some village businesses. Recovery has moved swiftly but business has not returned to pre-storm levels. FY 2025-26 assessments will remain at FY 2024-25 levels.

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

1. **Website** – In 2021-22 the CVWBIA marketing team created a new, up to date, mobile compatible, website (www.capitolavillage.com) for ease of use and connectivity to BIA member's businesses, lodging and short-term rentals. Each member has a unique page with links to their individual websites. There is a schedule of events and other helpful features. Visitors can sign up on the site to receive newsletters. This process will continue in 2025-26 as technology changes quickly. We will also take advantage of opportunities to direct visitors to our website through QR Codes for special events, parking, and other visitor information. Visitors can now access members' website or business phone directly from the BIA website. Monthly summaries of traffic to the site have shown the businesses the value of the website. The website is managed by Craig Nunes, Board Member and Volunteer Web Admin.

2. **Social Media** – Our Communication Team is Opposite of East, Santa Cruz. They create a monthly newsletter, manage all our social media channels and plan new avenues to promote the village. Their blogs and itineraries are shared on social media channels and are available on the website. Our email newsletters are sent to over 24,000 subscribers each month. Our Facebook page has over 22,000 followers with our top 5 cities being: San Jose, Santa Cruz, Modesto, Sacramento, and Capitola. Our Instagram is growing the fastest with over 25,000

active followers. The purpose of the Communication Team is to collectively promote the Capitola Village businesses and to be a resource for ongoing growth. Our Village Ambassador continues to develop relationships with our members to facilitate sharing their promotions and announcements. She also creates spotlight features of business owners for the website.

3. **Advertising** – While placing an emphasis on our social media development, there is still a need for carefully placed advertising in quality visitor publications. We are constantly monitoring these publications for the ones with the most effective online presence. In addition, in 2024-25 the BIA continued the television promotion on Hulu. With Hulu we can target very specific audiences by income levels and zip codes. The analytics are quite extensive as well. We are focusing on Sacramento, San Francisco and the Central Valley. This campaign will continue in 2025-26. We are adding radio promotions and exploring additional TV.

4. **Village Brochures** – We print 25,000 brochures and distribute them throughout Santa Cruz County. A new addition to the brochure is a QR Code taking the visitor directly to our website. Many visitors depend on their phones to access information while traveling.

   We contract with Certified Display Service. This company has exclusive rights to lobby racks in hotels, resorts, and visitor centers in the county. These brochures are also available in various places of business throughout the Village and Wharf. We feel it is important to make visitors to other areas in the county aware of Capitola Village and Wharf through these brochures. Additionally, there are distribution locations at the Gilroy Visitors Center on Hwy 101, San Jose Airport, and the Monterey Airport.

5. **Branding and Logo Development** – We continue to update logos, colors, and other marketing material to reflect current trends.

6. **Sip and Stroll & Cookie Walk** – These events benefit all the businesses in the village. We hope to be able to hold up to three Sip and Stroll events in November, February and May. The Cookie Walk is family-oriented and takes place the weekend after Thanksgiving.

7. **Winter Festivities** – Window decorating contest, lighted wreaths and palm trees are components of the winter festivities with other events in the planning stages.

8. **Public Works and Village Enhancement** – The CVWBIA contributes annually to the City of Capitola Public Works Department. Our contribution is used to help maintain the Village and Wharf. This year we are concentrating on landscaping and cleanliness of the village both in public spaces and private planting areas. The BIA has been instrumental in providing and maintaining signage for Long Term Parking in Lots 1 & 2. The CVWBIA is developing a directory to be placed in the village featuring mosaic art by the artists who created the mosaics for the wharf.

Capitola Village & Wharf Business Improvement Area
Assessment Basis

The method of assessment classifies businesses within the CVWBIA boundaries into nine categories:

1. Retail / Service businesses
2. Restaurant - Full Bar
3. Restaurant - Beer and Wine
4. Restaurant - No Alcohol
5. Wine/Beer Service
6. Seasonal Food Service
7. Office and Professional businesses / Specialty
8. Short-term Rental businesses
9. Hotel / Motel / Inn businesses

Assessment fees are assigned to these nine business categories by the number of full-time equivalent employees, a flat rate, and a per unit amount. Registered non-profits are exempt from assessment fees.

The following table shows the assessment fees for the proposed CVWBIA for FY 2025-26 at same level as last fiscal year.

	Number of Full-Time Equivalent Employees*		
Business Category	0 – 5 employees	6 – 10 employees	More than 10 employees
Retail / Service	$315	$630	N/A
Restaurant Full Bar	N/A	$720	$1,080
Restaurant Beer and Wine	$367.50	$682.50	$1,042.50
Restaurant No Alcohol	$315	$630	N/A
	Flat Fee		
Wine/Beer Service	$315		
Office / Professional / Specialty	$90		
Short-term Rental**	$135		
Seasonal Food Service	$210		
	Per Unit Fee		
Hotel / Motel / Inn	$180 per unit		

Footnote* "Full-time employee" is an employee who works 2,000 hours per year or more. Multiple part-time employees are combined into a single full-time employee for the basis of this assessment calculation. (i.e. "fulltime equivalents")

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

Associate Membership. CVWBIA is authorized to accept "associate membership" financial contributions from businesses outside the CVWBIA with approval of the board. The category and assessment will be the same as if the business is within the CVWBIA area.

New Business Assessment. Assessments will be prorated by the quarter in which a business opens.

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

Late Charge. No late charge will be assessed with the FY 20256-26 dues.

Delinquencies. CVWBIA has a clear policy relative to delinquent assessments. Businesses that have not paid their assessment by October 31, 2025, will be removed from the CVWBIA website and brochure. They will be ineligible to participate in any CVWBIA activity. Assessments that have not been paid by January 31, 2026, may be sent to collections.

Capitola Village & Wharf Business Improvement Area Estimated Actual for FY 2023-24, Adopted FY 2024-25 and Proposed Budget for FY 2025-26

	FY 23/24 Actual	FY 24/25 Adopted Budget	FY 25/26 Assessment Budget	FY 25/26 TOT Budget	FY 25/26 Total Budget
Beginning Fund Balance	$ 44,242	$ 32,486	$ 23,556		$ 23,556
Revenues					
Member Assessment	53,854	53,370	55,000		55,000
Associate Assessment		0			0
Assessment Revenues - Trade	0	0			0
Late Fees	0	0			0
TOT Revenue	36,761	37,000	0	35,000	35,000
Sip N' Stroll	41,704	54,000	54,000		54,000
Cookie Walk		2,500	5,000		5,000
Interest Revenue	1,936	100	100		100
Total Revenues	$ 134,254	$ 146,970	$ 114,100	$ 35,000	$ 149,100
Total Source of Funds	**$ 178,496**	**$ 179,456**	**$ 137,656**	**$ 35,000**	**$ 172,656**
Expenditures					
Charitable Donations		6,000	6,000		6,000
CDS Direct Distribution	3,028	4,000	4,000		4,000
Doubtful Accounts	8,376	5,000	3,000		3,000
Insurance	0	2,000	2,000		2,000
Office Supplies	418	1,000	500		500
Storage Unit	1,836	1,700	2,000		2,000
Renewal	636	800	800		800
Total Administration	$ 14,293	$ 20,500	$ 18,300	$ -	$ 18,300
City Accounting Services	$ 4,200	$ 4,200	$ 4,200		$ 4,200
City Public Works	3,000	3,000	3,000		3,000
Total City Services	$ 7,200	$ 7,200	$ 7,200	$ -	$ 7,200
Ambassador	$6,600	$7,200	$6,000		$6,000
Communications Manager	25,500	18,000	36,000		36,000
Directories Printing	74	2,000	4,500		4,500
TV Radio Print Advertising	9,407	0	25,000		25,000
VSC Map	700	400	0		0
Insurance	1,435	2,000			0
Miscellaneous Print	2,990	0			0
Miscellaneous Advertising		15,000	0		0
Miscellaneous Marketing			0		0
Monterey Travel Magazine		600			0
Print Explore		1,000			0
Social Media Boost	2,250	3,000	1,500		1,500
Website Management	7,199	6,000	10,000		10,000
Video Photo Production		6,000	3,000		3,000
Village Enhancement	13,340	16,000	0	14,000	14,000
Total Marketing	$ 69,496	$ 77,200	$ 86,000	$ 14,000	$ 100,000
Holiday & Events	$474	$15,000	$4,000	$0	$4,000
Palm Tree Lights		0	0		0
Sip N' Stroll - Cookie Walk	54,547	36,000	36,000		36,000
Total Special Events	$ 55,021	$ 51,000	$ 40,000	$ -	$ 40,000
Total Expenditures	$ 146,011	$ 155,900	$ 151,500	$ 14,000	$ 165,500
Ending Fund Balance	**$ 32,486**	**$ 23,556**			**$ 7,156**

Capitola Village & Wharf Business Improvement Area
Budget Discussion

The CVWBIA will begin the Fiscal Year 2025-26 with an estimated fund balance of $23,556.
Revenues: The proposed revenue is derived from the CVWBIA business roster and corresponding assessment rates.

Expenditures:

Summary. The proposed expenditures are divided into these categories: Administration $18,300 City Services $7,200, Marketing & Village Enhancement $100,000, and Special Events $40,000.

The following is a roster of open businesses in the assessment area as of June 2, 2024.

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

Business Type	Assessment Method	Estimate Assessment	
AM = Associate Member	Associate Member	AM	$405
F1 = Restaurant Full Bar	Per employee category: 6-10 EEs, >10 EEs	F1	$7,920
F2 = Restaurant Beer & Wine	Per employee category: 0-5 EEs, 6-10 EEs, >10 EEs	F2	$3,255
F3 = Restaurant No Alcohol	Per employee category: 0-5 EEs, 6-10 EEs	F3	$4,095
F4 = Wine & Beer Service	Flat fee	F4	$1,575
F5 = Seasonal Food	Flat fee	F5	$210
H = Hotel/Motel/Inn	Flat fee per unit or room	H	$9,180
O = Office/Professional	Flat fee	O	$1,530
R = Retail/Service	Per employee category: 0-5 EEs, 6-10 EEs	R	$13,939
SR = Short Term Rental	Flat fee per unit	SR	$11,475
		Total	**$53,584**

Business Name	Type	FY 25-26 Est. Size	FY 25-26 Amount
Paradise Beach Grille	**F1**	11+	$1,080
Shadowbrook Restaurant	**F1**	11+	$1,080
Zelda's	**F1**	11+	$1,080
Britannia Arms Pub & Rest.	**F1**	0 - 10	$720
Bay Bar & Grill	**F1**	0 - 10	$720
The Sand Bar	**F1**	0 - 10	$720
Margaritaville	**F1**	11+	$1,080
Pete's Fish House	**F1**	11+	$1,080
El Toro Bravo	**F2**	0 - 5	$368
Thai Basil	**F2**	0 - 5	$368
Geisha Japanese Restaurant & Tea House	**F2**	0 - 5	$368
My Thai Beach / Sea Side Siam	**F2**	0 - 5	$368
Caruso's Tuscan Cuisine	**F2**	0 - 5	$368
Avenue Café	**F2**	0 - 5	$368
Tacos Moreno 3	**F2**	0 - 5	$368
Trestles Restaurant	**F2**	6 - 10	$683
Mr. Toots Coffee & Tea	**F3**	0 - 5	$315
Pizza My Heart	**F3**	6 - 10	$630
Castagnola Deli & Café	**F3**	0 - 5	$315
Polar Bear Ice Cream	**F3**	6 - 10	$630

Business Name	Type	FY 25-26 Est. Size	FY 25-26 Amount
Mijos Taqueria	**F3**	0 - 5	$315
Sandcastle Café	**F3**	0 - 5	$315
Schneider Consulting LLC dba Boba Bay	**F3**	0 - 5	$315
La Marea Café	**F3**	0-5	$315
Lost Gatos Meats Capitola	**F3**	0-5	$315
Armida Winery	**F4**	n/a	$315
Capitola Wine Bar & Merchants	**F4**	n/a	$315
Capitola Tap House	**F4**	n/a	$315
Brewtopia831	**F4**	n/a	$315
Left Coast Sausage Worx	**F5**	n/a	$210
Venetian Hotel	**H**	19	$3,420
Capitola Beach Suites aka Harbor Lights	**H**	10	$1,800
Inn at Depot Hill	**H**	13	$2,340
Capitola Hotel	**H**	10	$1,800
David Lyng & Associates	**O**	n/a	$90
Katz & Lapides	**O**	n/a	$90
Michael Lavigne Real Estate	**O**	n/a	$90
Newman & Marcus,LLP	**O**	n/a	$90
Suess Insurance Agency	**O**	n/a	$90
Latta	**O**	0 - 5	$90
Ted Mendoza and Lisa Salinero Real Estate	**O**	n/a	$90
Law Offices of Sam Storey	**O**	n/a	$90
John H. McSpadden	**O**	n/a	$90
Miles J. Dolinger, Attorney at Law	**O**	n/a	$90
Art of Energy (Visions by Sheena)	**O**	n/a	$90
Capitola Village Massage	**O**	n/a	$90
Yellow Bus	**O**	n/a	$90
Revest Homes, Inc.	**O**	n/a	$90
Monet Salon	**O**	n/a	$90
Community CPA	**O**	n/a	$90
Bare Skin & Body	**O**	n/a	$90
Law Offices of Peter Rausch, Jr.	**O**	n/a	$90
Keenly Financial Inc.	**O**	n/a	$90
Wiseman Construction	**O**		$90
Andren Homes Property Management	**O**	n/a	$90
MRA Sales, dba Capitola Beach Co.	**R**	0 - 5	$315
Big Kahuna Hawaiian Shirts	**R**	0 - 5	$315
Craft Gallery	**R**	0 - 5	$315
Craft Gallery Annex	**R**	0 - 5	$315
Euphoria Rio Mix	**R**	0 - 5	$315
Hot Feet	**R**	0 - 5	$315
Kickback	**R**	0 - 5	$315
Nubia Swimwear	**R**	0 - 5	$315
Oceania	**R**	0 - 5	$315
Phoebe's	**R**	0 - 5	$315
Rainbow City Limit	**R**	0 - 5	$315
Slap Happy	**R**	0 - 5	$315
Super Silver	**R**	0 - 5	$315
Sweet Asylum	**R**	0 - 5	$315

Business Name	Type	FY 25-26 Est. Size	FY 25-26 Amount
Yvonne	**R**	0 - 5	$315
Parking at the Mercantile	**R**	0 - 5	$315
Parking at the Theater	**R**	0 - 5	$315
Lumen Gallery	**R**	0 - 5	$315
Capitola Reef	**R**	0 - 5	$315
Art Inspired	**R**	0 - 5	$315
Sea Level T's	**R**	0 - 5	$315
Vanity by the Sea	**R**	0 - 5	$315
Xandra Swimwear	**R**	0 - 5	$315
Quality Market	**R**	0 - 5	$315
Capitola Seashells	**R**	0 - 5	$315
Pueblo Viejo Imports	**R**	0 - 5	$315
Ethos Santa Cruz	**R**	0 - 5	$315
Tony Pagliaro Photography	**R**	0 - 5	$315
Mercantile Arcade	**R**	0 - 5	$315
Carousel Taffy & Treats	**R**	0 - 5	$315
Capitola Candy Café	**R**	0 - 5	$315
Santa Cruz Apparel	**R**	0 - 5	$315
Capitola Paws	**R**	0 - 5	$315
Nectar California LLC	**R**	0 - 5	$315
Katalinas Boutique LLC	**R**	0 - 5	$315
Clementine & Co.	**R**	0 - 5	$315
Coastal Life	**R**	0 - 5	$315
Out West Design Company	**R**	0 - 5	$315
Studio About Her	**R**	0 - 5	$315
Play Date	**R**	0-5	$315
Capitola Family Home	**SR**	1	$135
Capitola Pelican House	**SR**	1	$135
Capitola Venetian #5	**SR**	1	$135
Capitola Venetian #14	**SR**	1	$135
Capitola Venetian #8	**SR**	1	$135
Capitola Beach Bungalow	**SR**	1	$135
Capitola Beach Cottage	**SR**	1	$135
Capitola Cliffs Unit 3	**SR**	1	$135
Good Time	**SR**	1	$135
Relaxing Family Condo by the River	**SR**	1	$135
Bridgepoint Bungalow	**SR**	1	$135
Capitola Cliffs Unit 4 / Begonia Beach Cottage	**SR**	2	$270
Capitola Venetian Unit 3	**SR**	1	$135
Capitola Venetian #1	**SR**	1	$135
Oceanfront Capitola Tuscan Villa	**SR**	1	$135
Capitola Cliffs #4960-2	**SR**	1	$135
Capitola Venetian #11	**SR**	1	$135
Beach Charmer	**SR**	1	$135
Capitola Venetian #2	**SR**	1	$135
Castillo Properties	**SR**	2	$270
Capitola Cliffs Unit #1	**SR**	1	$135
Deborah Cohen	**SR**	1	$135
Bayside Capitola Beach Condo	**SR**	1	$135

Business Name	Type	FY 25-26 Est. Size	FY 25-26 Amount
Capitola Vista #1	**SR**	1	$135
Capitola Vista #2	**SR**	1	$135
Capitola Vista #3	**SR**	1	$135
Capitola Vista #4	**SR**	1	$135
Capitola Sea Spray	**SR**	1	$135
Creekside Cottage	**SR**	1	$135
Capitola Cherry Ave	**SR**	1	$135
Luxurious Historic Windmill Silo House	**SR**	2	$270
Capitola Bluegum A & B	**SR**	2	$270
Grandma's Nest Capitola Venetian #9	**SR**	1	$135
CV Retreat with Garage	**SR**	1	$135
Capitola Seashell Sanctuary Units A and B	**SR**	2	$270
Vista Cortile Condo	**SR**	1	$135
Capitola Village Deco Beach House	**SR**	1	$135
Capitola Venetian #16	**SR**	1	$135
Capitola Lawn Way #5-4	**SR**	1	$135
Capitola Breeeze Condo & Seaview Condo	**SR**	2	$270
Luxury Home in CV with Hot Tub	**SR**	1	$135
Capitola Riverview #421	**SR**	1	$135
Capitola Riverview #323	**SR**	1	$135
An Iconic Oceanfront Pink Venetian	**SR**	1	$135
114 - 116 Lawn Way LLC	**SR**	2	$270
Capitola Village Retreat Units A & B	**SR**	2	$270
Capitola Cliff House	**SR**	1	$135
208 Monterey Ave #A	**SR**	1	$135
James Lin	**SR**	1	$135
Urban Chic Living / Life is Better at Capitola Beach	**SR**	2	$270
Capitola Oceanside	**SR**	1	$135
Capitola Dreamin'	**SR**	1	$135
Capitola Riverview #402	**SR**	1	$135
Capitola Riverview #310	**SR**	1	$135
Capitola Riverview #312	**SR**	1	$135
Oceanside Dream Beach House	**SR**	1	$135
Capitola Trestles #5	**SR**	1	$135
Paradise Properties Capitola Village #321-B	**SR**	1	$135
Bombora LLC Capitola Village #419	**SR**	2	$270
Colorful Capitola Village Cottage Unit A & UnitB	**SR**	2	$270
Five Bedroom Beach Front Home in CV	**SR**	1	$135
Capitola Monterey 109-3 & 109-10	**SR**	1	$135
Capitola Riverfront Home with Parking	**SR**	1	$135
Surf Loft	**SR**	1	$135
425 Capitola Ave	**SR**	1	$135
Beach Getaway in the Heart of CV / Brand New Luxury CV Home	**SR**	2	$270
CV Condo, Dog Friendly, Free Parking	**SR**	1	$135
CV Home with Parking Spot	**SR**	1	$135
Riverview Retreat (A) / Oceanview Oasis (B)	**SR**	2	$270
Capitola Hideaway	**SR**	1	$135
Bella Capitola	**SR**	1	$135

Business Name	Type	FY 25-26 Est. Size	FY 25-26 Amount
Kohala Properties 831	**SR**	1	$135
109 Monterey Avenue#9	**SR**	1	$135
Capitola Village Bungalow	**SR**	1	$135
Capitola Village Hideaway	**SR**	1	$135
321 Riverview Ave.	**SR**	1	$135
Capitola Seaglass Cottage	**SR**	1	$135
222 San Jose Ave.	**SR**	1	$135
201 Monterey Avenue Suite 2	**SR**	1	$135
109 Monterey Avenue#2 & #7	**SR**	2	$270
Lawn Way	**SR**	1	$135
206 1/2 California Ave.	**SR**	1	$135
108 Park Place Unit B	**SR**	1	$135
1532 Wharf Rd	**SR**	1	$135
210 Stockton Ave. Unit B	**SR**	1	$135
318 Capitola Ave. #3	**SR**	1	$135
321 Capitola Ave.	**SR**	1	$135
327 Riverview Ave. Unit B	**SR**	1	$135
329 Cherry Ave.	**SR**	1	$135
4960 Cliff Dr. #1	**SR**	1	$135
502 Beulah Dr.	**SR**	1	$135
206 Stockton Ave	**SR**	1	$135
306 Riverview Ave.	**SR**	1	$135
304 Riverview Ave.	SR	1	$135
Fuse Architects	**O**	n/a	$90
Surf City Properties	**O**	n/a	$90
O'Neal Properties	**O**	n/a	$90
Beach Nest Vacation Rentals	**O**	n/a	$90
Kendall and Potter Property Management	**O**	n/a	$90

Capitola City Council

Agenda Report

Meeting: June 26, 2024

From: Community Development

Subject: Capitola Wharf Master Plan Public Input Summary

Recommended Action: Direct staff to proceed with the final development of Wharf Master Plan and return to Council in the fall for adoption.

Background: In 2024, the Wharf Resiliency and Public Access Project (Project) was completed. The Project focused on critical elements, including widening the Wharf, addressing failing pilings, replacing the deck, and adding new restroom facilities.

Storms in December 2023 caused additional damage to both the Wharf and its structures, necessitating the removal of the buildings. In February 2024, the Council approved the demolition of the buildings and instructed staff to initiate the Capitola Wharf long-term planning process (Wharf Master Plan).

On September 12, 2024, the City Council approved a contract with Fuse Architecture for outreach, planning, and design services for the Wharf Master Plan.

On March 13, 2025, Fuse Architecture introduced six draft concepts for the Wharf Master Plan to the Council. Following the presentation, Council directed staff to add the existing Wharf use as a seventh concept and initiate public outreach.

Discussion: Following the March City Council meeting, the consultant team polished up the seven Wharf options. The seven options were created to provide starting points for public discussion and feedback, with the understanding that the final Master Plan may be a hybrid of the options and new ideas.

Public input on the Wharf Master Plan options was accepted through May. A survey of the Wharf options was posted for an entire month and was taken by 1,067 participants. Participants were asked to review the seven options and then provide feedback on their favorite option. After providing feedback on their favorite options, they were given the opportunity to comment on the other six options and then asked to weigh in on common themes/options related to the Wharf. The results of the survey are included as Attachment 1. Below is the list of options and the percentage of participants for which that option was chosen as their favorite.

Option 1: Open Space / 3.61%

Option 2: Open Space with Mobile Vendors / 13.04%

Option 3: Existing Fishing Concession / 4.81%

Option 4: New Fishing Concession / 2.91%

Option 5: Fishing Concession and Mobile Vendor / 12.47%

Option 6: Fishing Concession and Flexible Market Space / 20.66%

Option 7: Permanent Structures (Restaurant and Fishing Concession) / 42.23%

A community meeting took place on May 20 and was attended by approximately 50 participants. During the community meeting, the consultant provided an overview of the options and responses to frequently asked questions (ie: questions about cost and the integrity of Wharf). Participants were asked to share their thoughts and feedback regarding the Wharf in groups with open dialogue. They were then asked to provide feedback on their favorite option. A summary of the public input from the community meeting is included as Attachment 4.

Throughout May, staff introduced the seven concepts to Capitola stakeholder groups, including: the Art and Cultural Commission, Commission on the Environment, Historical Museum Board, Planning Commission, Capitola Wharf Enhancement Project (CWEP), Capitola Village and Wharf Business Improvement Area (CVWBIA), Coastal Commission staff, and New Brighton Middle School Student Council. A summary of the feedback from the stakeholder groups is included as Attachment 3.

The consultant provided the following key takeaways from public input:

1. Survey was taken by over 1,000 people which included a great representation of all age groups except under 18 (2.9%). The majority of participants either lived in Capitola (499) or Santa Cruz County (419).
2. There is significant support for permanent structures *(options 6 / 21% + option 7 / 42% = 627 votes / 63% overall):* The main design intention was to create permanent year round structures for either a marketspace (Option 6) or restaurant (Option 7); both with fishing concession. The difference between the costs associated with Options 6 & Option 7, is due to structure type and a restaurant with full kitchen being included in Option 7.
3. There is support for Mobile Vending *(Options 2 / 13% + Option 05 / 13% = 260 votes / 26% overall):* Mobile vendors could be incorporated into the overall master plan. If mobile vending options are pursued, the consultant recommends light weight mobile vendors (not food trucks) due to weight limitations and concerns related to competition with existing businesses in Village.
4. The least popular option was Option 4 *(29 votes / 3% overall):* This option simply replaces the existing fishing concession with a new enclosed fishing station.
5. There is support in all options to keep the hoist and add a lifeguard station for personal rescue watercraft vehicles and shade structures.
6. There was a mix of opinions related to the stage, planters, and enclosed boat area. The stage location was frequently commented on related to the location (interferes with fishing, decreases open space, and being either on the roof or deck).
7. Biggest concerns were cost and more frequent, destructive storms. Related to costs, the survey informed the public that Options 1 – 5 may be paid for through grant money or general fund money. Options 6 and 7 will likely require a public/private partnership. For example, new commercial structures on the Santa Cruz Wharf require a private investor to pay for commercial structure and lease the space from the City. Moffat and Nicholl, the wharf engineer team, will assist with final conceptual design to ensure storm mitigation to greatest extent possible.

Recommendation from Consultant Team: Given the strong support for Option Seven and significant interest in Option Six, Fuse Architecture recommends a hybrid approach incorporating elements from both proposed options. The hybrid would be based on the public input received, understanding of the local community, architectural expertise, and the structural integrity of the wharf to create the most economically feasible conceptual design. The hybrid option will be developed to provide future flexibility for potential public/private partnerships, aligning the determined design program with stated public intentions and investors' business interests. The Wharf Master Plan would be utilized for a future Request For Proposals (RFPs) to generate private investor interest.

Next Steps: Final Development of Wharf Master Plan. The final Wharf Master Plan will include a site plan, a description of uses and programmed area, conceptual massing and renderings, updated cost estimates, and an overview of applicable permits and CEQA. The Wharf Master Plan will be presented to the City Council in the fall for adoption. The information in the Master Plan is intended to be incorporated into a future Request for Proposals, pending Council approval.

Fiscal Impact: There is no fiscal impact at this time. Estimated construction costs for permanent structures with a commercial kitchen range from $5.2 – $6.2 million. Given these costs, a public/private partnership would very likely be required, in which a private investor pays for the commercial structures and leases the space from the City.

Attachments:

1. Wharf Master Plan Options
2. Survey Findings
3. Stakeholder Group Findings
4. Community Meeting Findings (to be published as additional materials)

Report Prepared By: Katie Herlihy, Community Development Director

Reviewed By: Julia Gautho, City Clerk; Sam Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager

CAPITOLA WHARF MASTER PLAN - CONCEPTS

DIRECTIONS FROM SANTA CRUZ
FOLLOW CA-1 NORTH I 7.5 MILES / EXIT BAY AVE
TOWARDS CAPITOLA VILLAGE

CITY OF CAPITOLA + CAPITOLA + CALIFORNIA + 95010
CONCEPTS FOR PUBLIC OUTREACH
05.01.2025

fuse
architects + builders
512 Capitola Ave + Capitola + CA + 95010

ALTERNATIVE ANALYSIS / INITIAL CONCEPTS FOR PUBLIC OUTREACH

PROJECT / TABLE OF CONTENTS / CAPITOLA WHARF :

i. TABLE OF CONTENTS / PROJECT SUMMARY

ii. GENERAL NOTES FOR CLARITY

CONCEPTUAL LAYOUT / USE PLANS

01. OPTION 01 | OPEN SPACE

02. OPTION 02 | OPEN SPACE & MOBILE VENDORS

03. OPTION 03 | EXISTING FISHING CONCESSION

04. OPTION 04 | NEW FISHING CONCESSION

05. OPTION 05 | FISHING CONCESSION & MOBILE VENDORS

06. OPTION 06 | FISHING CONCESSION & FLEXIBLE MARKET SPACE

07. OPTION 07 | PERMANENT STRUCTURES

---

iii. COST APPROXIMATION SUMMARY

END OF DOCUMENT

CONCEPTUAL LAYOUT - GENERAL NOTES FOR CLARITY :

01: Conceptual Layout Note:

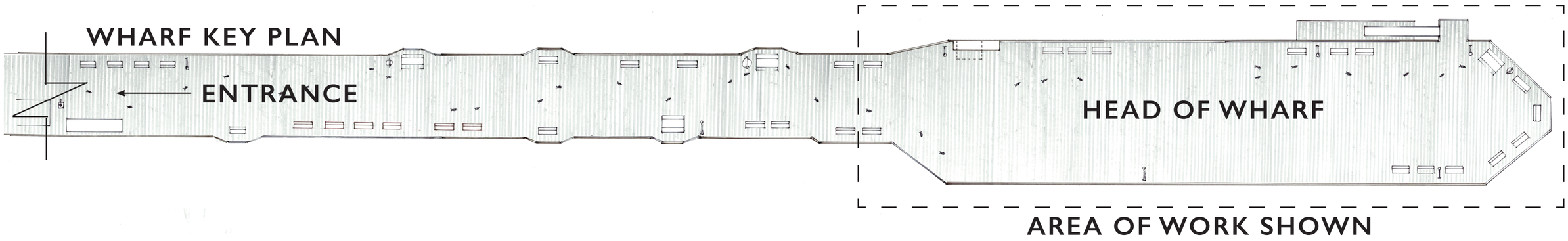
The images included in the 7 Options are illustrative examples from other locations, intended for conceptual use only. These options are meant to help identify the preferred types of uses and improvements for the Wharf. The final design—including layout, structures, materials, and colors — will be developed in later phases.

02: How Will The City Pay For The Wharf Improvements:

The City may utilize Grant Money or General Fund money for Option 1 – 5. Options 6 and 7 require a public/private partnership. For example, new commercial structures on the Santa Cruz Wharf require a private investor to pay for commercial structure and lease the space from the City for up to 50 years.

03: What Area Of The Wharf Is Included In The 7 Concepts?:

The 7 concepts are focused on the end (head) of the wharf.



OPTION 01 | OPEN SPACE

A. Wharf With All Areas Open To The Public. No Leased Space.

B. Public Gathering Infrastructure Including: Benches (13) / Planters (14) / New Stage (1) / Three Picnic Tables (3)

C. Additional Public Bathroom

D. Remove Existing Boat Hoist, Rental Boats & Fishing Concession Building

E. Keep Existing Park Benches (40), Picnic Tables (4), Viewing Stations (4) Fish Cleaning Station (1), Bathroom near entrance (3) & Bike Racks (10)

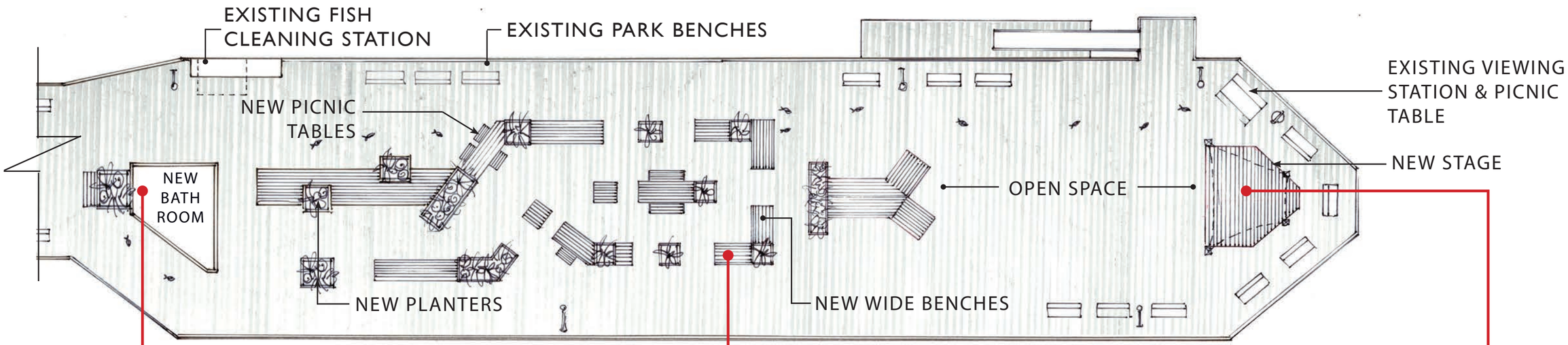
TOTAL ESTIMATE: 950K - 1.1M

Demolish Hoist: (+/-) $60k

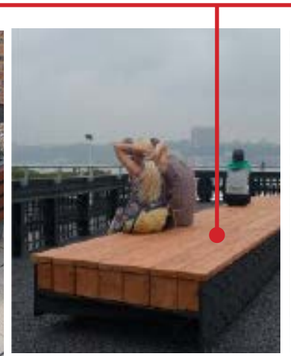
Enhanced Public Space / Park: (+/-) $450k

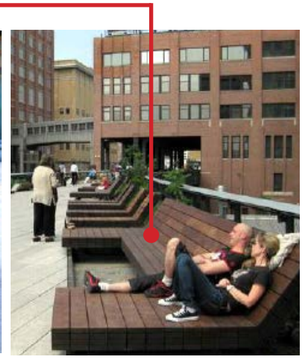
Public Restroom: (+/-) $600k

Any Necessary Engineering: T.b.d.



PUBLIC BATHROOMS





WIDE BENCHES & PLANTERS

STAGE

OPTION 02 | OPEN SPACE & MOBILE VENDORS

A. Up To Four (4) Mobile Vendors For Variety Of Uses
(Examples: Food/Drink/Mobile Shop/Rental - Kayaks, Paddle Boards, Etc.)

B. Public Infrastructure: New Wide Benches (5) / New Picnic Tables (5) / New Stage (1)

C. Additional Public Restroom

D. Remove Existing Boat Hoist / Mooring Bouys & Fishing Concession Building

E. Keep Existing Park Benches (40), Picnic Tables (4), Viewing Stations (4)
Fish Cleaning Station (1), Bathroom near entrance (3) & Bike Racks (10)

TOTAL ESTIMATE: 1.5M - 1.6M

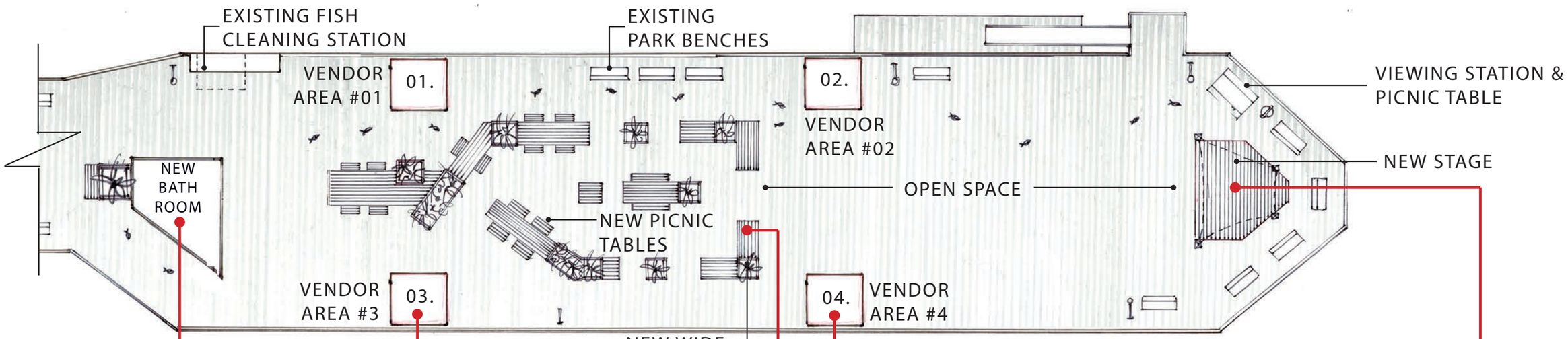
Demolish Hoist: (+/-) $60k

Enhanced Public Space / Park: (+/-) $450k

Public Restroom: (+/-) $600k

Mobile Vendors: (+/-) $120k / Each ($480k total)

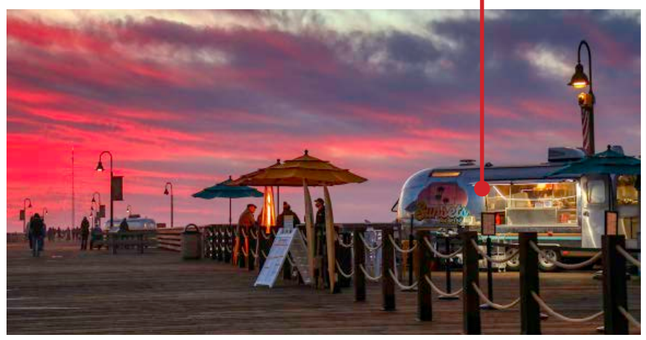
Any Necessary Engineering: T.b.d.



PUBLIC BATHROOM

MOBILE SURF / KAYAKS RENTALS

WIDE BENCHES & PLANTERS



MOBILE VENDORS

STAGE

OPTION 03 | EXISTING FISHING CONCESSION

A. Keep Existing Fixed Low-Cost Structure For Fishing Concession With Boat Rental / Uncovered Boat Storage & Repair Area / Mooring Buoys, Dingy Service And Hoist.

B. Additional Public Restroom

C. Keep Existing Benches (40), Picnic Tables (4), Viewing Station (4), Fish Cleaning Station (1), Bathrooms Near the Entrance (3), Bikeracks (10) & Boat Hoist (1)

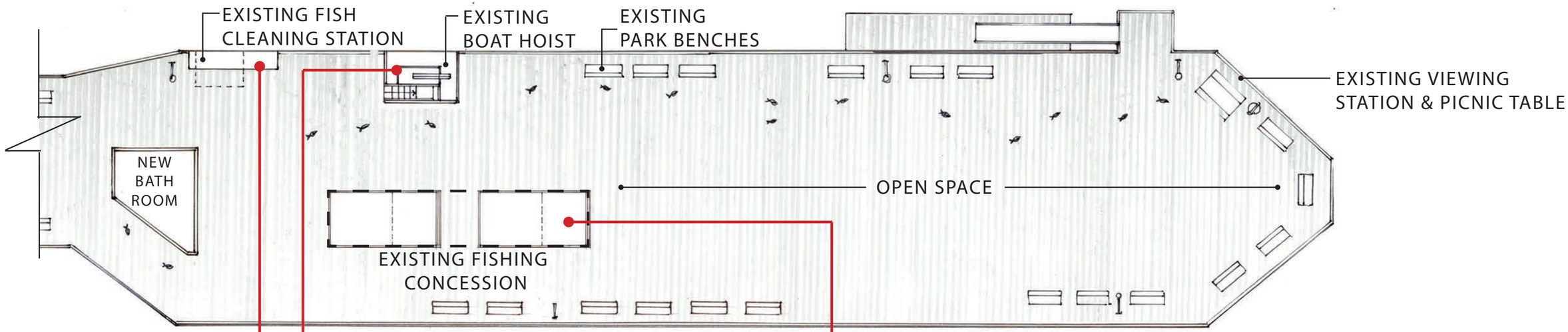
*** Option 03 | Please Note: ***

Wharf Is Shown As It Is Today With A Fishing Concession & No Other Leased Space, A Public Bathroom Is Added

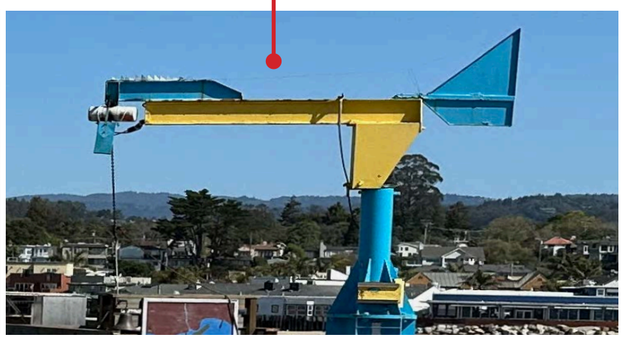
TOTAL ESTIMATE: (+/-) $600k

Public Restroom: (+/-) $600k

Any Necessary Engineering: T.b.d.

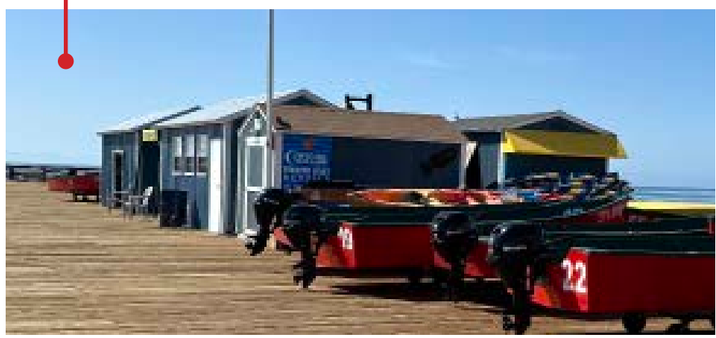


FISH CLEANING STATION (SHOWN IN PROGRESS)



BOAT HOIST

FISHING CONCESSION



RENTAL BOAT STORAGE

OPTION 04 | NEW FISHING CONCESSION

A. New Larger Enclosed Fishing Concession With Enclosed Boat Storage And Boat Repair

B. New Stage (1)

C. Fixed Lifeguard Station With Marine Rescue Water Craft Storage (Jetski).

D. Additional Public Restroom

E. Keep Existing Park Benches (40), Picnic Tables (4), Viewing Stations (4) & Fish Cleaning Station (1), Bathroom near entrance (3), Bike Rack (10) & Boat Hoist (1) & Mooring Bouys

TOTAL ESTIMATE: 1.6M - 2.5M

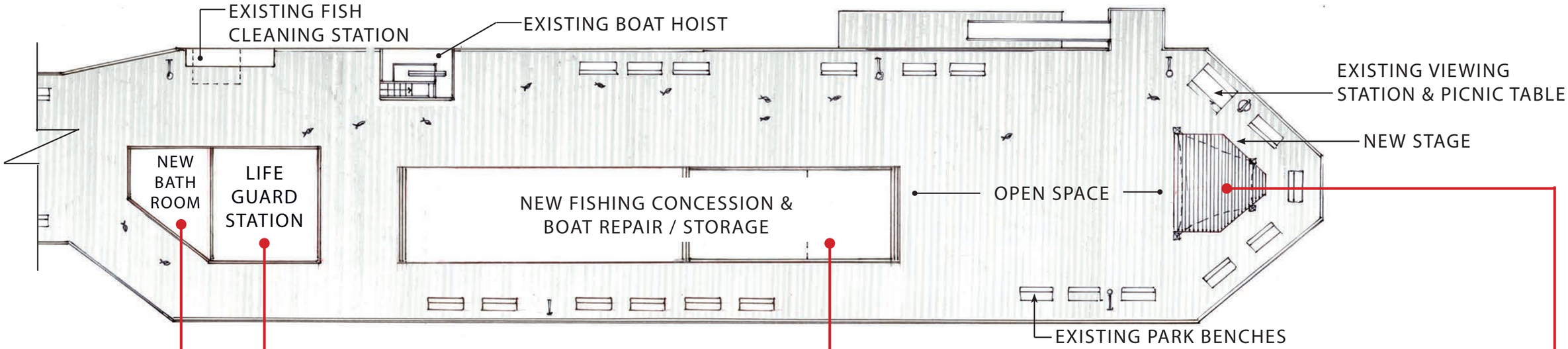
Enhanced Public Space / Park: (+/-) $150k

Public Restroom: (+/-) $600k

Marine Rescue Watercraft Storage (Jetski): (+/-) $200k

Fixed Boat Storage & Fishing Concession: (+/-) $650k

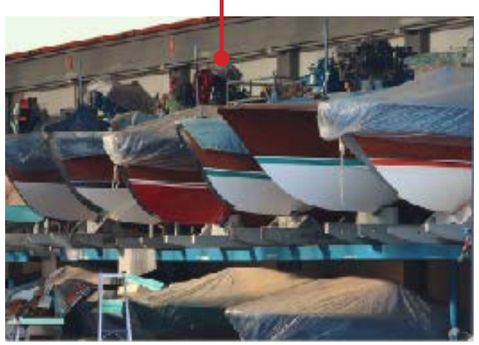
Any Necessary Engineering: T.b.d.



PUBLIC BATHROOM

LIFEGUARD STATION

FIXED STRUCTURE / FISHING CONCESSION /REPAIR / STORAGE



ENCLOSED RENTAL BOAT STORAGE

STAGE

OPTION 05 | FISHING CONCESSION & MOBILE VENDORS

A. New Larger Enclosed Fishing Concession with Enclosed Boat Storage & Boat Repair

C. Dedicated Areas For Mobile Vendors

D. New Stage (1)

E. Fixed Lifeguard Station With Marine Rescue Water Craft Storage (Jetski).

F. Additional Public Restroom

G. Keep Existing Park Benches (40), Picnic Tables (4), Viewing Stations (4)
Fish Cleaning Station (1), Bathroom near entrance (3), Bike Racks (10), Boat Hoist & Bouys

TOTAL ESTIMATE: 2.5- 3M

Mobile Vendors: (+/-) $120k / Each

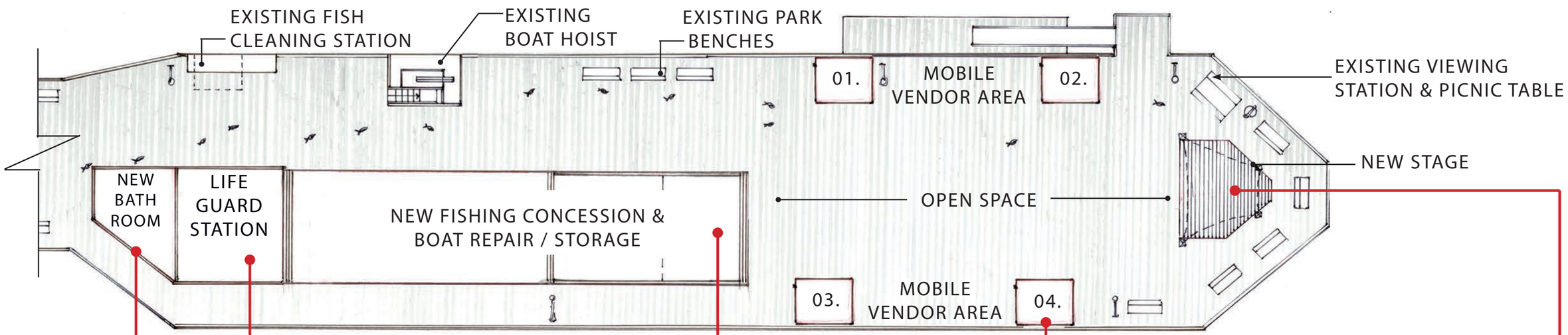
Enhanced Public Space / Park: (+/-) $150k

Public Restroom: (+/-) $600k

Marine Rescue Watercraft Storage (Jetski): (+/-) $200k

Fixed Boat Storage & Fishing Concession: (+/-) $650k

Any Necessary Engineering: T.b.d.

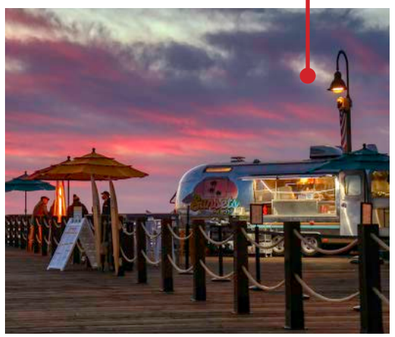


PUBLIC BATHROOM

LIFEGUARD STATION

FISHING CONCESSION

ENCLOSED RENTAL BOAT STORAGE



MOBILE VENDOR / SMALL / LARGE CONCEPTS

STAGE

05.

OPTION 06 | FISHING CONCESSION & FLEXIBLE MARKETSPACE

A. Fishing Concession & Enclosed Rental Boat Storage & Boat Repair

B. Flexible Open Air Market (Ie: Fish Market, Food & Beverage)

C. New Stage (1) & New Wide Benches (2) & Planters (2)

D. Lifeguard Station With Marine Rescue Water Craft Storage (Jetski)

E. Additional Public Restroom

F. Keep Existing Benches (40), Picnic Tables (4), Viewing Stations (4), Fish Cleaning Station (1), Bathrooms Near Entrance (3 Stall), Bike rack (10), Boat Hoist & Bouys

TOTAL ESTIMATE: 2.5M - 3.2M

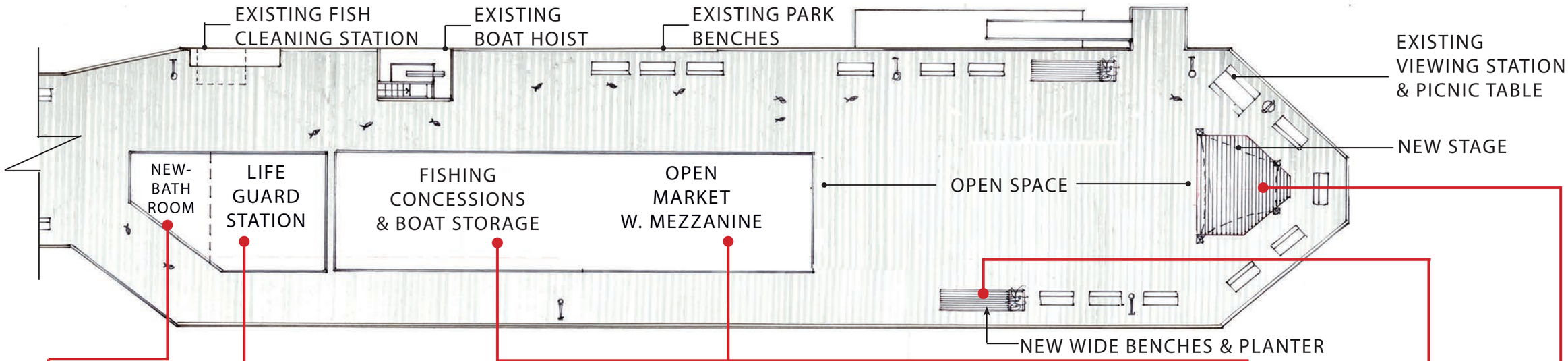
Enhanced Public Space / Park: (+/-) $150k

Public Restroom: (+/-) $600k

Marine Rescue Watercraft Storage (Jetski): (+/-) $200k

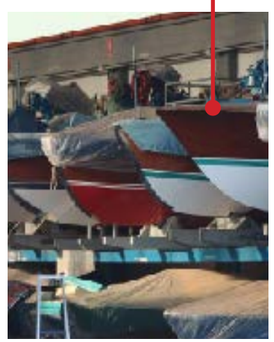
Indoor Market Space / Food + Fish Consession: (+/-) 1.2m

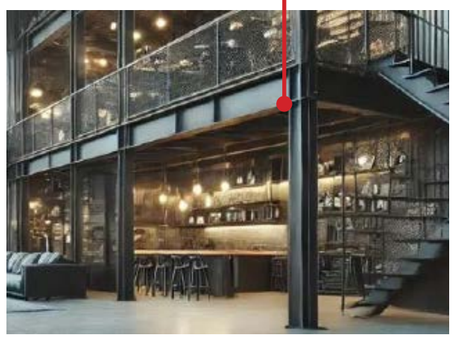
Any Necessary Engineering: T.b.d.



PUBLIC BATHROOM

LIFEGUARD STATION





FLEXIBLE MARKET SPACE: FISHING CONCESSION / FOOD & BEVERAGE SERVICES

WIDE BENCHES

STAGE

OPTION 07 | PERMANENT STRUCTURE

A. Fishing Concession & Enlosed Rental Boat Storage & Boat Repair, Mooring Buoys, Dingy Service & Boat Hoist

B. Full Restaurant

C. Lifeguard Station With Marine Rescue Water Craft Storage (Jetski)

D. New Stage (1)

E. Additional Public Restroom

F. Keep Existing Benches (40), Picnic Tables (4), Viewing Stations (4) , Fish Cleaning Station (1), Bathrooms Near Entrance (3 Stall) & Bike rack (10), Boat Hoist (1) & Bouys

TOTAL ESTIMATE: 5.5M - 6.2M

Enhanced Public Space / Park: (+/-) $250k

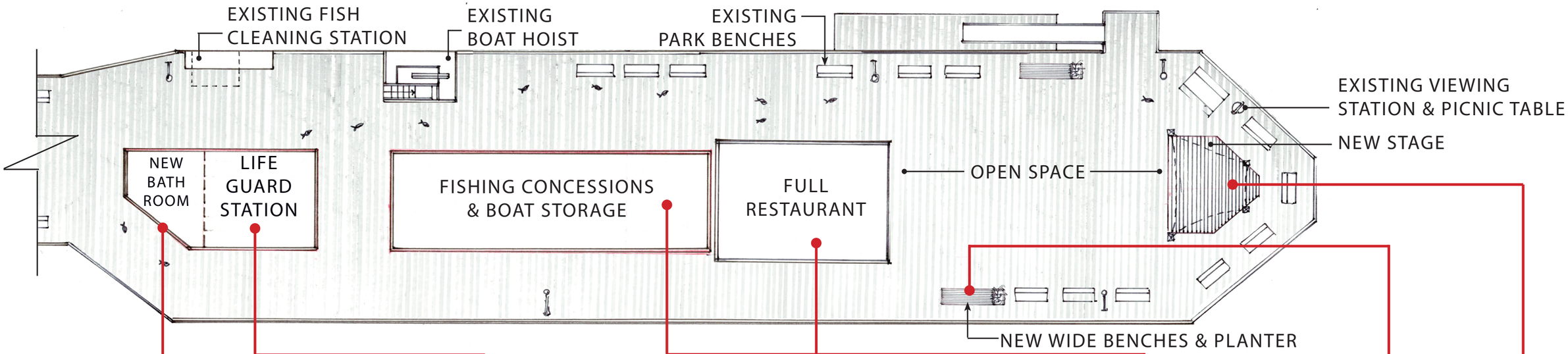
Public Restroom: (+/-) $600k

Marine Rescue Watercraft Storage (Jetski): (+/-) $200k

Permanent Boat Storage & Fishing Concession: (+/-) $1.2k

Permanent Restaurant: (+/-) $3.3m

Any Necessary Engineering: T.b.d.

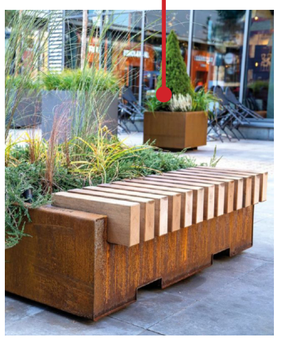


PUBLIC BATHROOM

LIFEGUARD STATION

ENCLOSED RENTAL BOAT STORAGE

FULL RESTRAURANT



PLANTERS & BENCHES

STAGE

CONCEPTUAL LAYOUT - PRELIMINARY COST BREAKDOWN:

COST APPROXIMATION SUMMARY:

OPTION 01 | OPEN SPACE

TOTAL ESTIMATE: 950K - 1.1M

Demolish Hoist: (+/-) $60k

Enhanced Public Space / Park: (+/-) $450k

Public Restroom: (+/-) $600k

Any Necessary Engineering: T.b.d.

OPTION 02 | OPEN SPACE & MOBILE VENDORS

TOTAL ESTIMATE: 1.5M - 1.6M

Demolish Hoist: (+/-) $60k

Enhanced Public Space / Park: (+/-) $450k

Public Restroom: (+/-) $600k

Mobile Vendors: (+/-) $120k / Each ($480k total)

Any Necessary Engineering: T.b.d.

OPTION 03 | EXISTING FISHING CONCESSION

TOTAL ESTIMATE: (+/-) $600k

Public Restroom: (+/-) $600k

Any Necessary Engineering: T.b.d.

OPTION 04 | NEW FISHING CONCESSION

TOTAL ESTIMATE: 1.6M - 2.5M

Enhanced Public Space / Park: (+/-) $150k

Public Restroom: (+/-) $600k

Marine Rescue Watercraft Storage (Jetski): (+/-) $200k

Fixed Boat Storage & Fishing Concession: (+/-) $650k

Any Necessary Engineering: T.b.d.

OPTION 05 | FISHING CONCESSION & MOBILE VENDORS

TOTAL ESTIMATE: 2.5- 3M

Mobile Vendors: (+/-) $120k / Each ($480k total)

Enhanced Public Space / Park: (+/-) $150k

Public Restroom: (+/-) $600k

Marine Rescue Watercraft Storage (Jetski): (+/-) $200k

Fixed Boat Storage & Fishing Concession: (+/-) $650k

Any Necessary Engineering: T.b.d.

OPTION 06 | FISHING CONCESSION & FLEXIBLE MARKET SPACE

TOTAL ESTIMATE: 2.5M - 3.2M

Enhanced Public Space / Park: (+/-) $150k

Public Restroom: (+/-) $600k

Marine Rescue Watercraft Storage (Jetski): (+/-) $200k

Indoor Market Space / Food + Fish Consession: (+/-) 1.2m

Any Necessary Engineering: T.b.d.

OPTION 07 | PERMANENT STRUCTURES

TOTAL ESTIMATE: 5.5M - 6.2M

Enhanced Public Space / Park: (+/-) $250k

Public Restroom: (+/-) $600k

Marine Rescue Watercraft Storage (Jetski): (+/-) $200k

Permanent Boat Storage & Fishing Concession: (+/-) $1.2k

Permanent Restaurant: (+/-) $3.3m

Any Necessary Engineering: T.b.d.

CAPITOLA WHARF

MASTER PLAN | CITY COUNCIL MEETING: 01

SURVEY RESULTS & DATA ANALYSIS

+ fuse

INTRODUCTIONS:

Project Team :

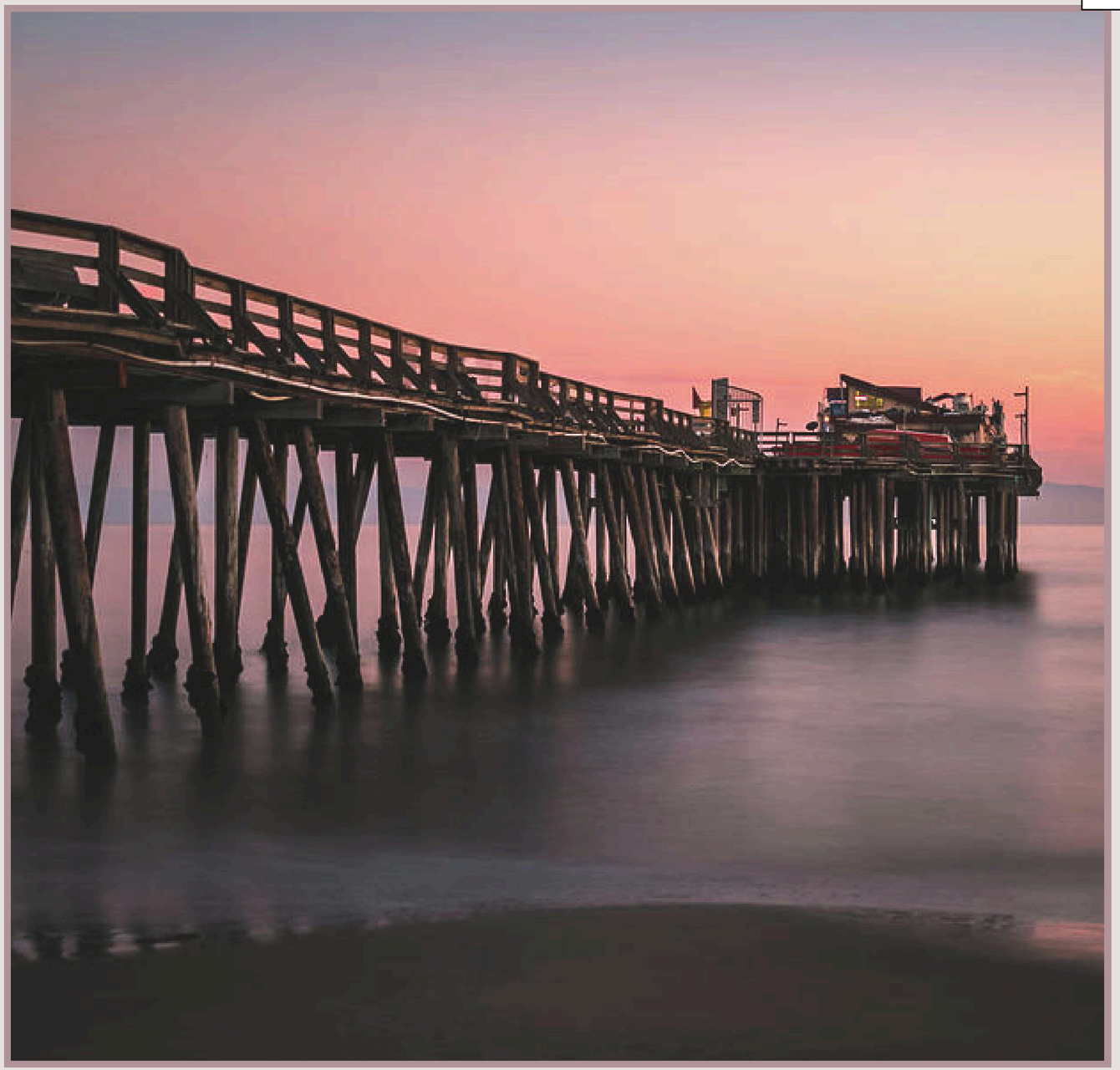
Fuse Architecture
Daniel Townsend
Daniel Gomez
Courtney Christiansen

Moffatt & Nichol Engineering
Brad Porter

City of Capitola Staff
Katie Herlihy
Jamie Goldstien
Chloe Woodmansee
Jessica Kahn
Kailash Mozumder
Robin Woodman

&

Capitola City Council

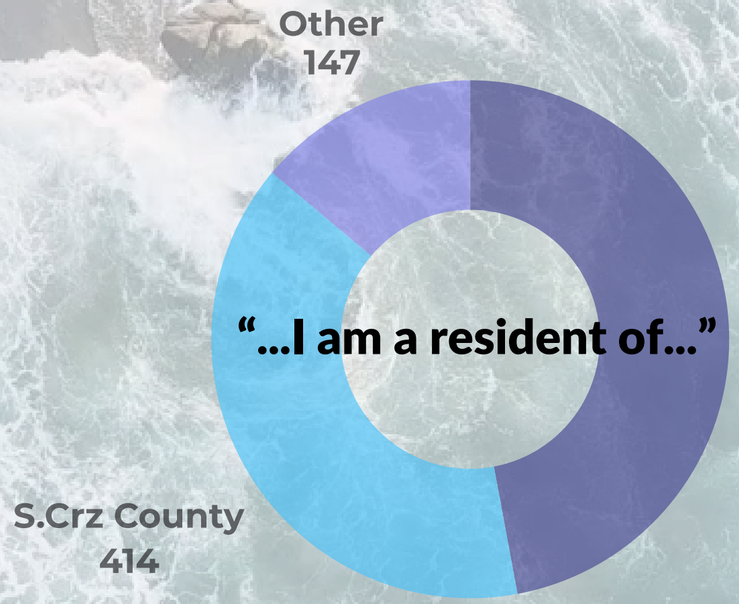


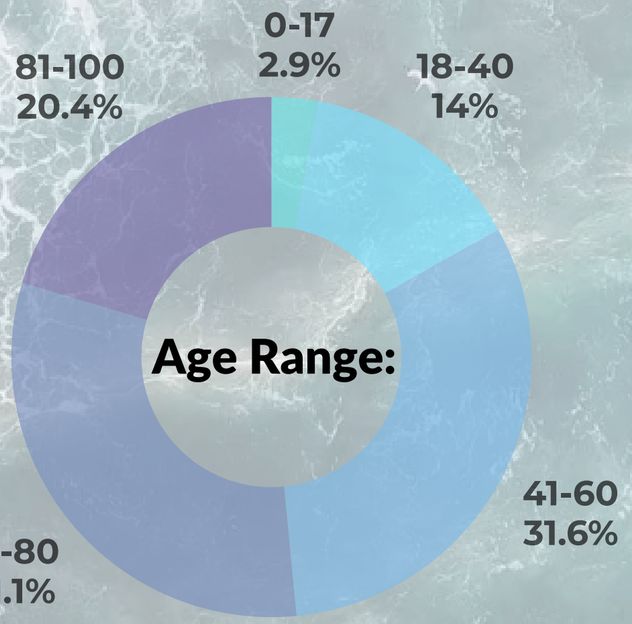
SURVEY GENERAL DEMOGRAPHIC INFORMATION:

+ fuse

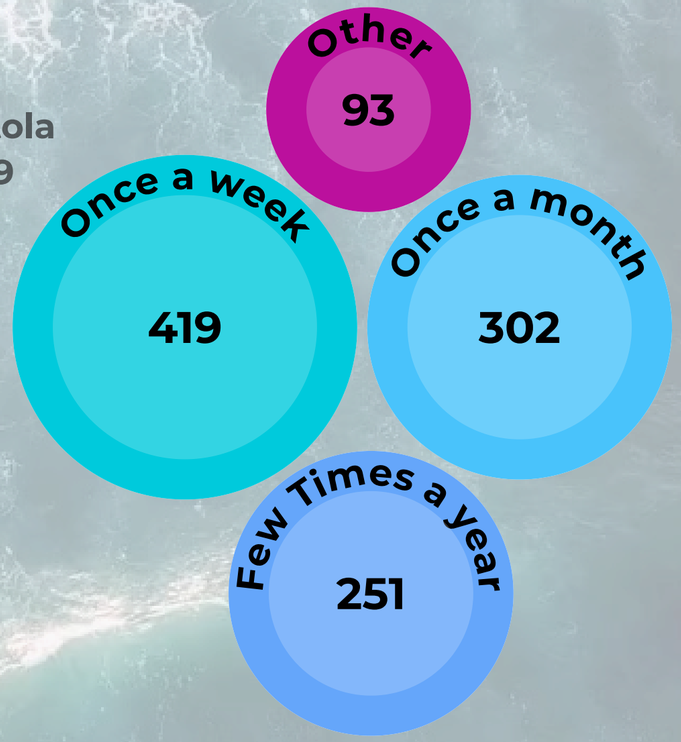
1067 Survey Responses

Total number of respondents gathered over 31 days during the month of May 2025





FREQUENCY OF WHARF VISITS



84.81%

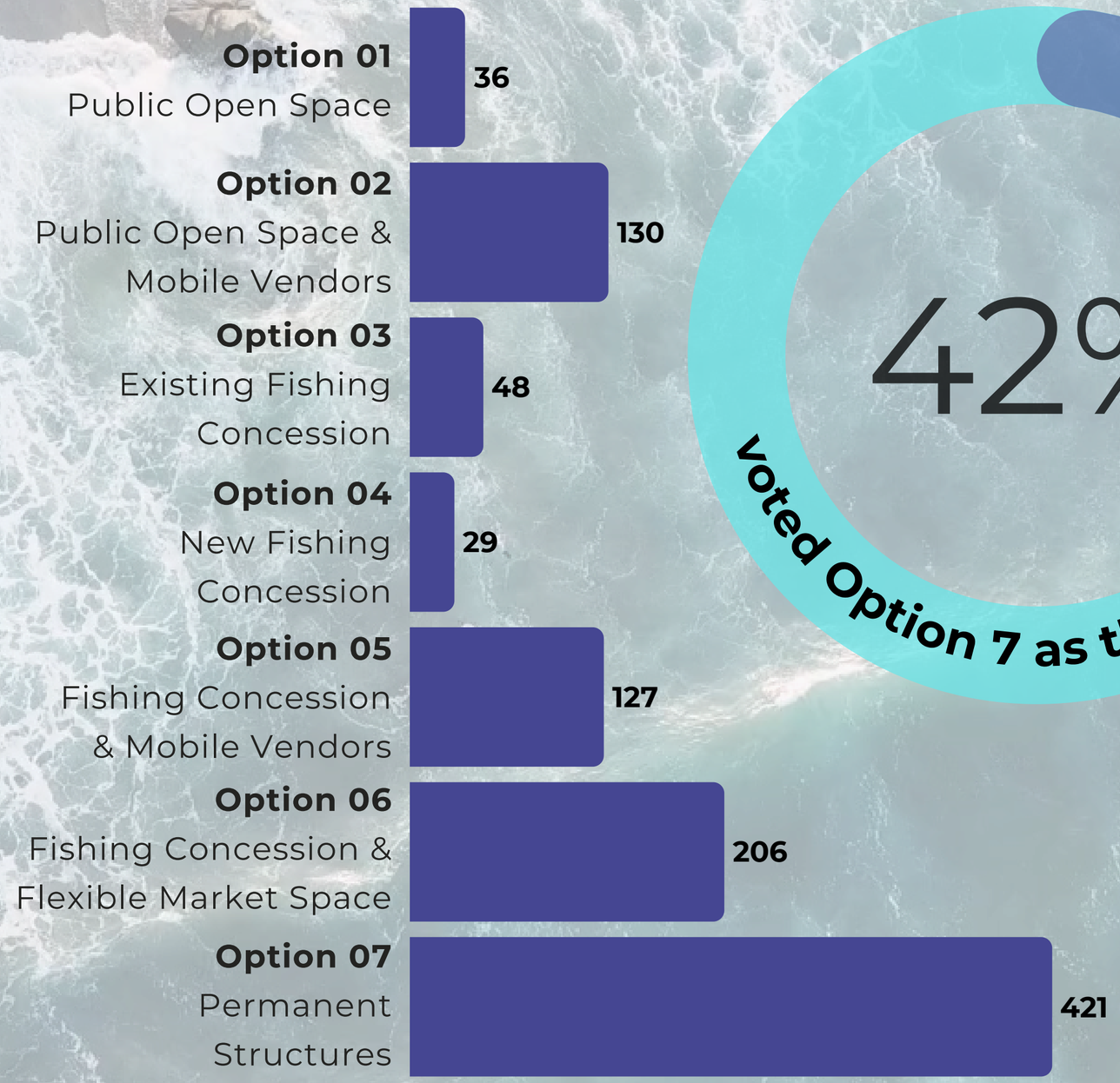
899 (84.81%) Respondents claim to have visited the Capitola Wharf since it reopened in 2024.

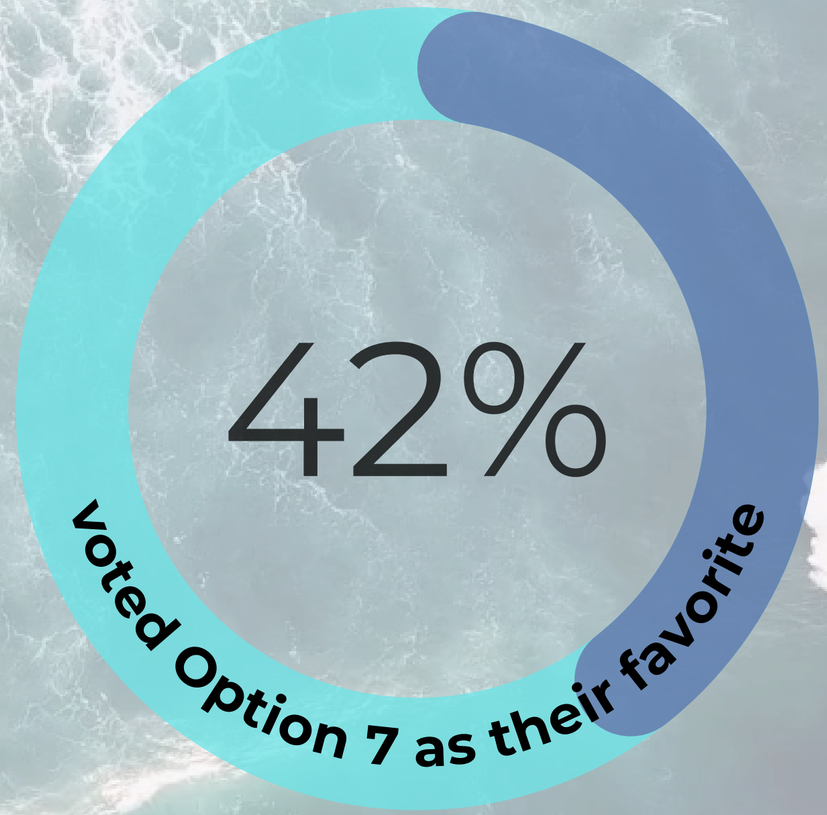
SURVEY OVERALL RESULTS:

+ fuse

1067 Survey Responses

Total number of respondents gathered over 31 days during the month of May 2025





OPTION 01 | OPEN SPACE

A. Wharf With All Areas Open To The Public. No Leased Space.

B. Public Gathering Infrastructure Including: Benches (13) / Planters (14) / New Stage (1) / Three Picnic Tables (3)

C. Additional Public Bathroom

D. Remove Existing Boat Hoist, Rental Boats & Fishing Concession Building

E. Keep Existing Park Benches (40), Picnic Tables (4), Viewing Stations (4) Fish Cleaning Station (1), Bathroom near entrance (3) & Bike Racks (10)

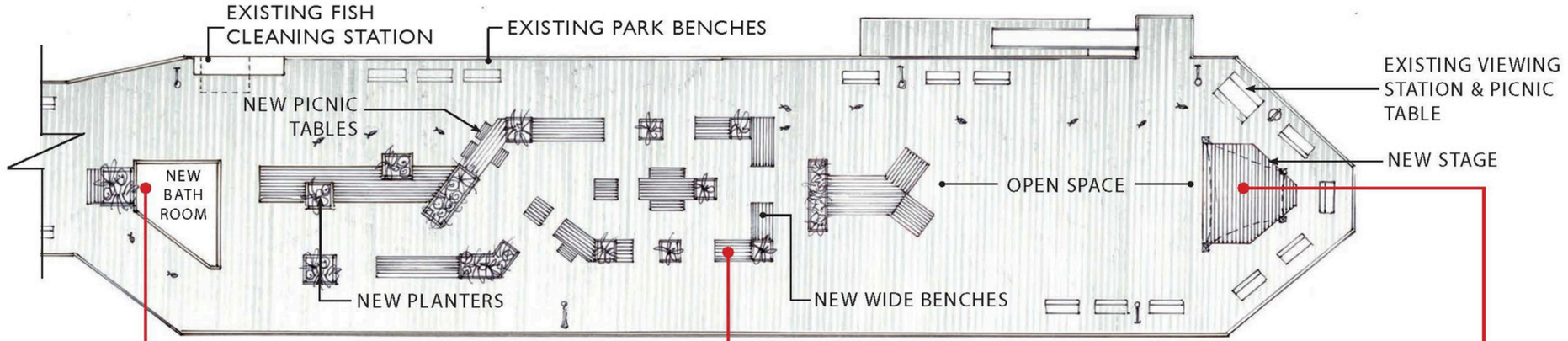
TOTAL ESTIMATE: 950K - 1.1M

Demolish Hoist: (+/-) $60k

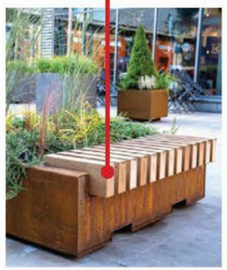
Enhanced Public Space / Park: (+/-) $450k

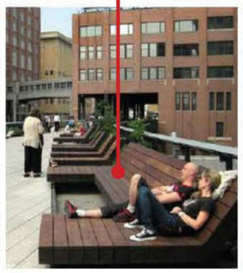
Public Restroom: (+/-) $600k

Any Necessary Engineering: T.b.d.



PUBLIC BATHROOMS





WIDE BENCHES & PLANTERS

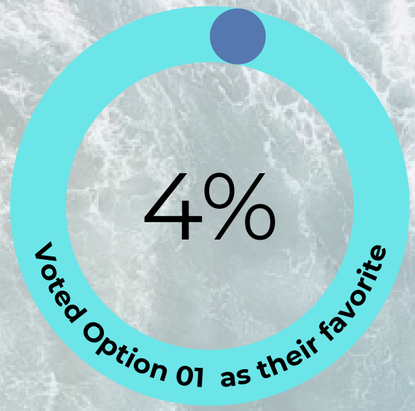
STAGE

Option 01 Survey Results

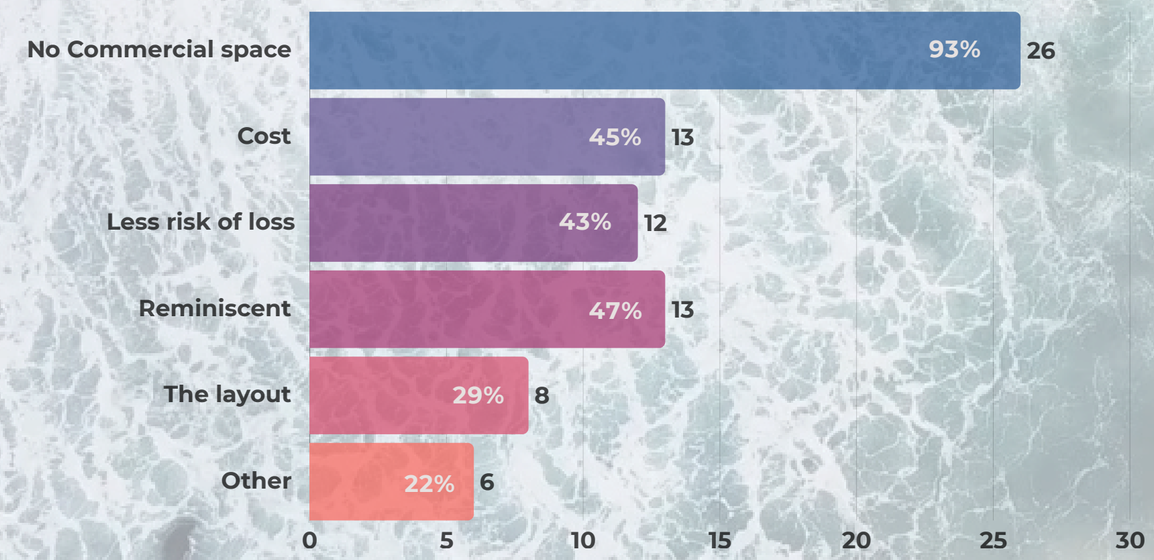
Option 01 / Public Open Space - Overall Tally:

36 TOTAL VOTES / 3.61%

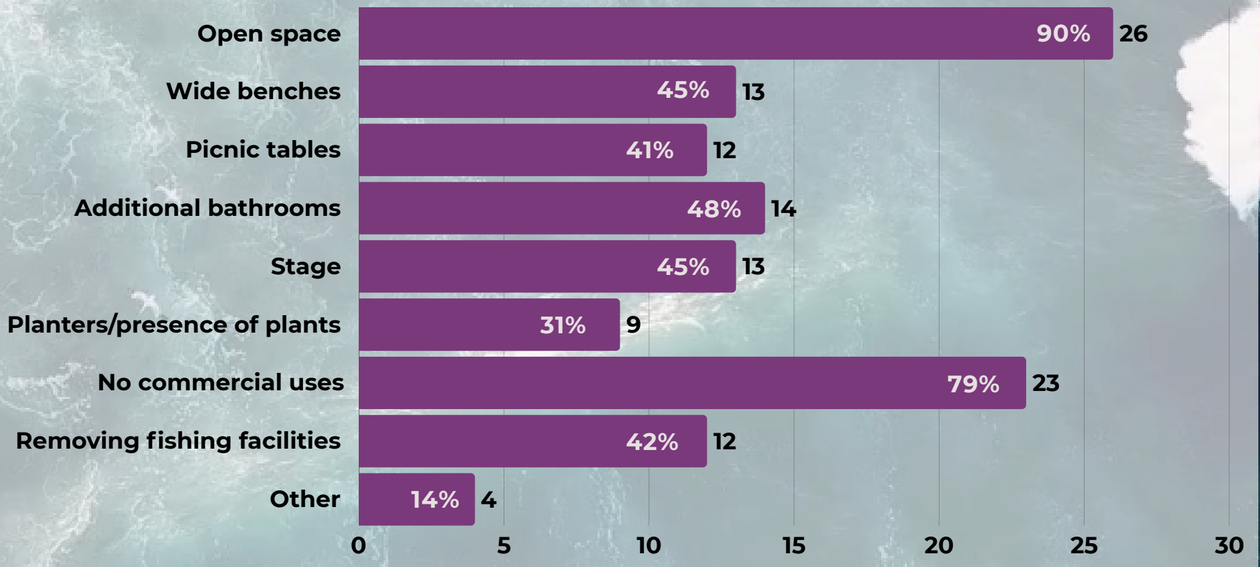
...Out of 1067 total votes, 36 people chose Option 01 as their favorite option.



Why is this your favorite?



Favorite Features



Suggested Additions:

- Shade structure
- Lifeguard station
- Seasonal Lighting

71.43%

...Of respondents would support keeping the hoist and adding a Marine Rescue Watercraft Storage area

Most Disliked Feature:

- The Stage
- The Presence of Plants
- Any new benches

OPTION 02 | OPEN SPACE & MOBILE VENDORS

A. Up To Four (4) Mobile Vendors For Variety Of Uses
(Examples: Food/Drink/Mobile Shop/Rental - Kayaks, Paddle Boards, Etc.)

B. Public Infrastructure: New Wide Benches (5) / New Picnic Tables (5) / New Stage (1)

C. Additional Public Restroom

D. Remove Existing Boat Hoist / Mooring Bouys & Fishing Concession Building

E. Keep Existing Park Benches (40), Picnic Tables (4), Viewing Stations (4)
Fish Cleaning Station (1), Bathroom near entrance (3) & Bike Racks (10)

TOTAL ESTIMATE: 1.5M - 1.6M

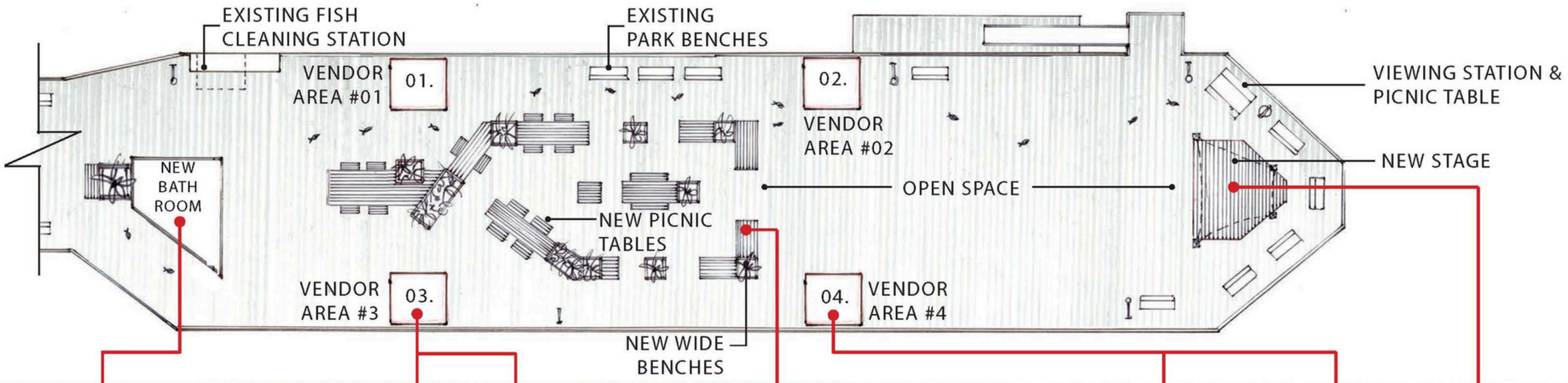
Demolish Hoist: (+/-) $60k

Enhanced Public Space / Park: (+/-) $450k

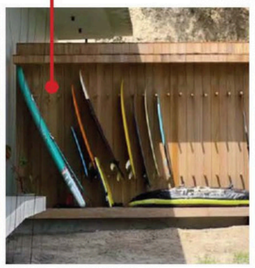
Public Restroom: (+/-) $600k

Mobile Vendors: (+/-) $120k / Each ($480k total)

Any Necessary Engineering: T.b.d.

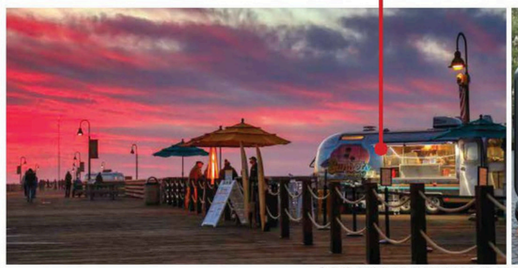


PUBLIC BATHROOM



MOBILE SURF / KAYAKS RENTALS

WIDE BENCHES & PLANTERS



MOBILE VENDORS

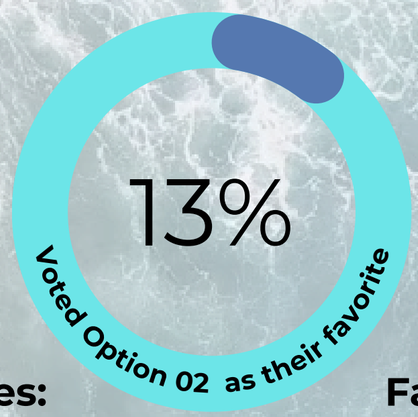
STAGE

Option 02 Survey Results

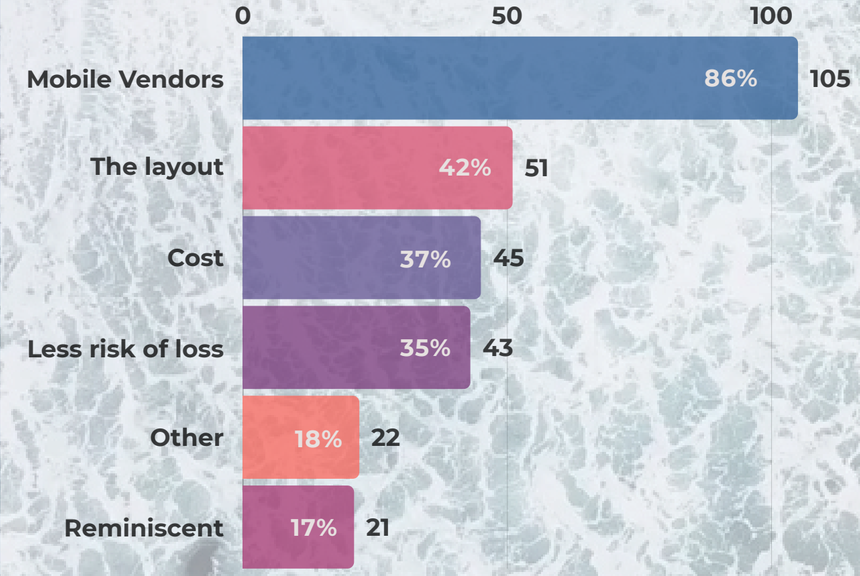
Option 02 / Open Space & Mobile Vendors - Overall Tally:

130 TOTAL VOTES / 13.04%

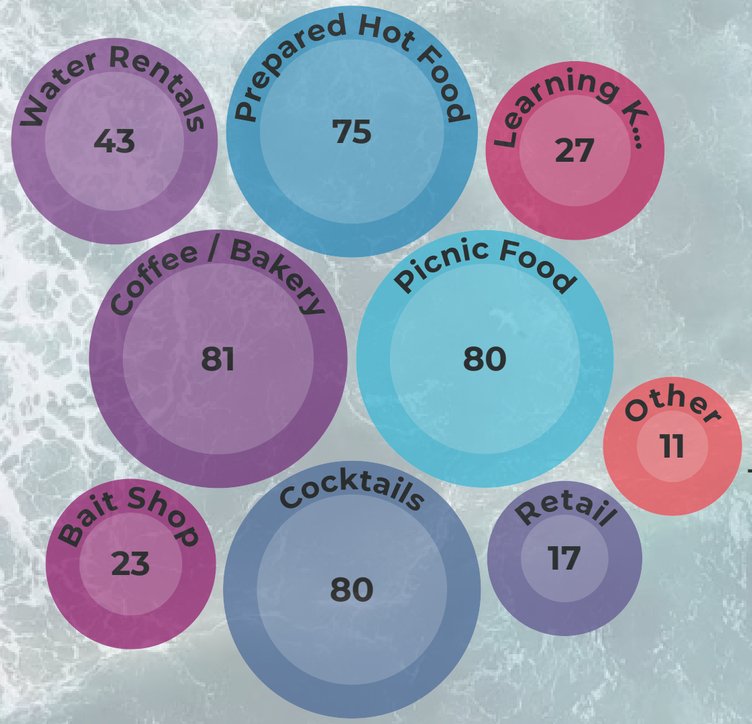
...Out of 1067 total votes, 130 people chose Option 02 as their favorite option.



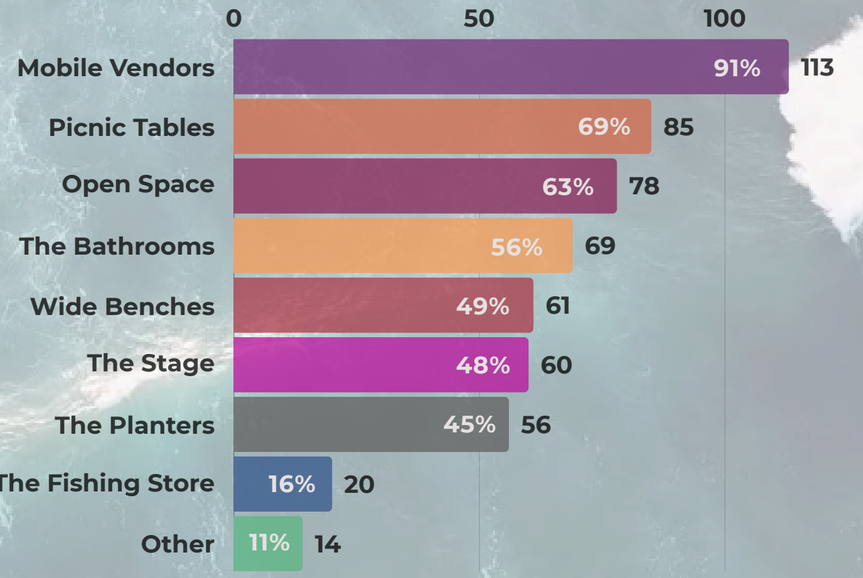
Why is this your favorite?



Desired Vendor Services:



Favorite Features



Suggested Additions:

- Shade structure
- Lifeguard station
- Seasonal Lighting

79.67%

...Of respondents would support keeping the hoist and adding a Marine Rescue Watercraft Storage area.

Most Disliked Feature:

- Any Fishing Services
- The Stage
- Any Plants

OPTION 03 | EXISTING FISHING CONCESSION

A. Keep Existing Fixed Low-Cost Structure For Fishing Concession With Boat Rental / Uncovered Boat Storage & Repair Area / Mooring Buoys, Dingy Service And Hoist.

B. Additional Public Restroom

C. Keep Existing Benches (40), Picnic Tables (4), Viewing Station (4), Fish Cleaning Station (1), Bathrooms Near the Entrance (3), Bikeracks (10) & Boat Hoist (1)

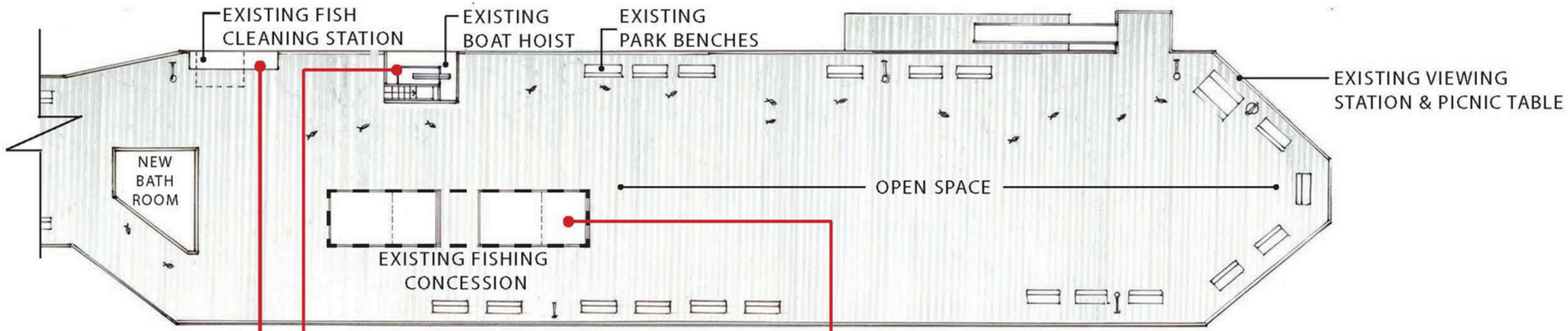
*** Option 03 | Please Note: ***

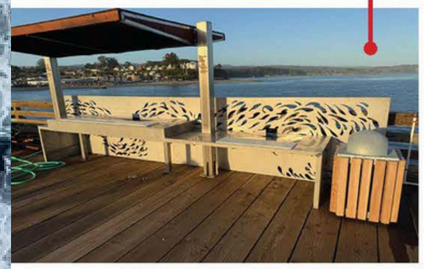
Wharf Is Shown As It Is Today With A Fishing Concession & No Other Leased Space, A Public Bathroom Is Added

TOTAL ESTIMATE: (+/-) $600k

Public Restroom: (+/-) $600k

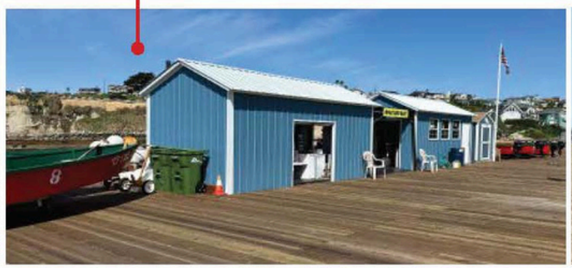
Any Necessary Engineering: T.b.d.





FISH CLEANING STATION (SHOWN IN PROGRESS)

BOAT HOIST



FISHING CONCESSION

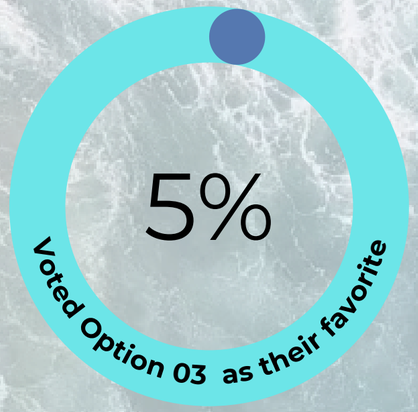
RENTAL BOAT STORAGE

Option 03 Survey Results

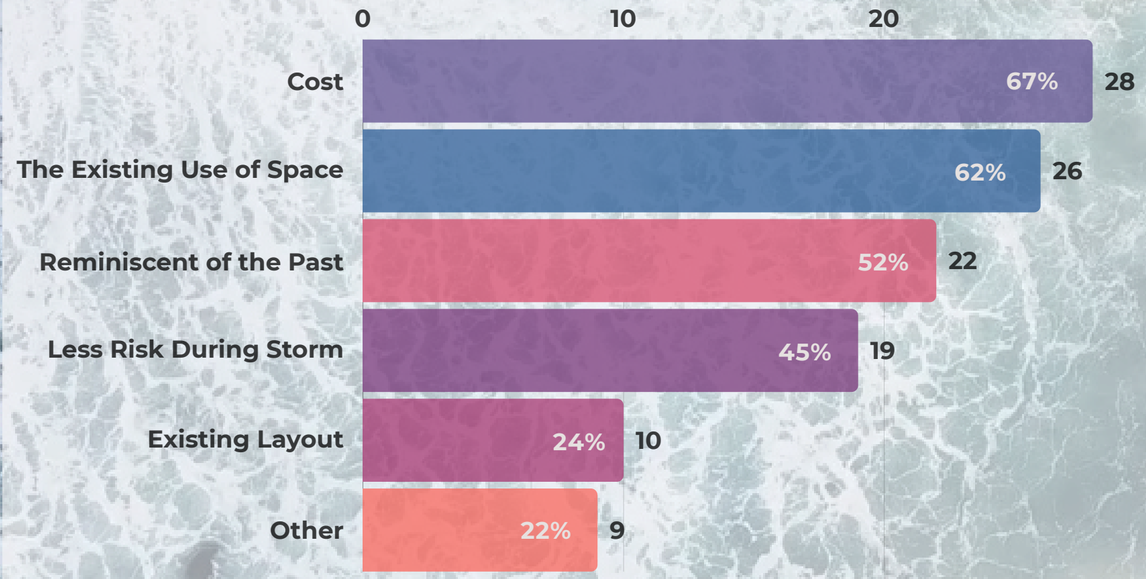
Option 03 - Existing Fishing Concession / Overall Tally:

48 TOTAL VOTES / 4.81%

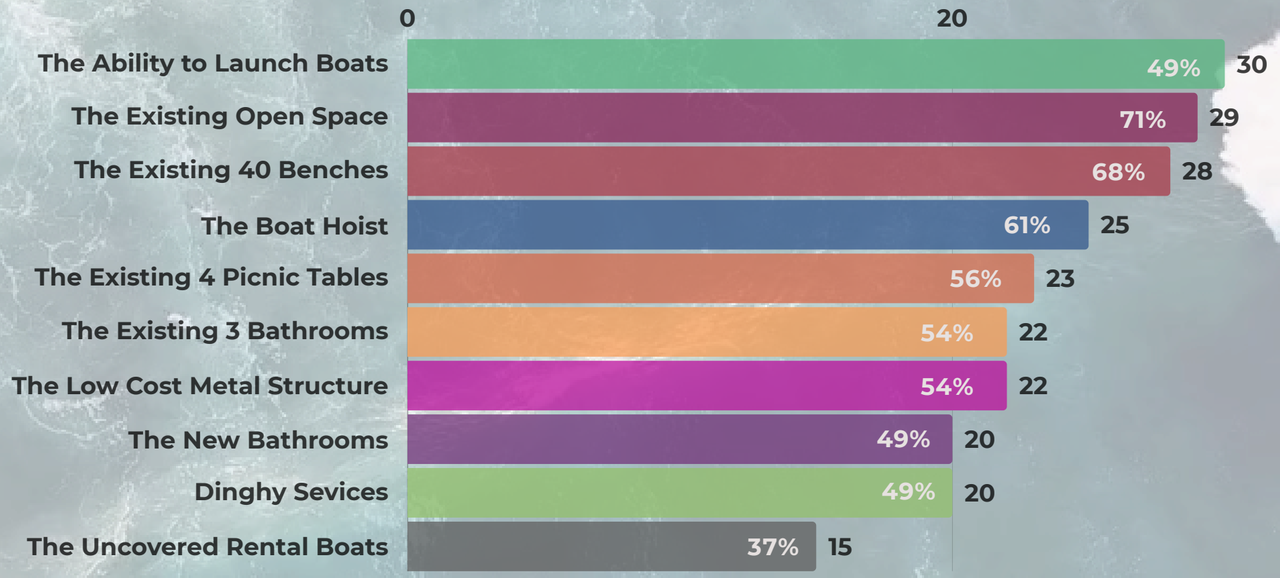
...Out of 1067 total votes, 48 people chose Option 03 as their favorite option.



Why is this your favorite?



Favorite Features



Suggested Additions:

- Shade structure
- Additional Benches
- Additional Picnic Tables

75.0%

...Of respondents would support adding a Marine Rescue Watercraft Storage area / Lifeguard Station

Most Disliked Feature:

- The Bathroom
- The Stage
- Launching Private Boats

OPTION 04 | NEW FISHING CONCESSION

A. New Larger Enclosed Fishing Concession With Enclosed Boat Storage And Boat Repair

B. New Stage (1)

C. Fixed Lifeguard Station With Marine Rescue Water Craft Storage (Jetski).

D. Additional Public Restroom

E. Keep Existing Park Benches (40), Picnic Tables (4), Viewing Stations (4) & Fish Cleaning Station (1), Bathroom near entrance (3), Bike Rack (10) & Boat Hoist (1) & Mooring Bouys

TOTAL ESTIMATE: 1.6M - 2.5M

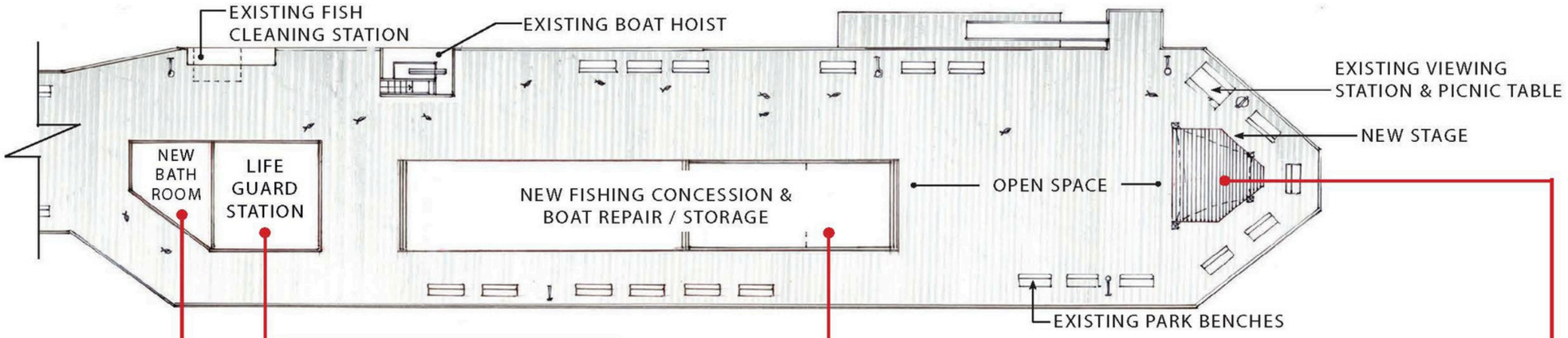
Enhanced Public Space / Park: (+/-) $150k

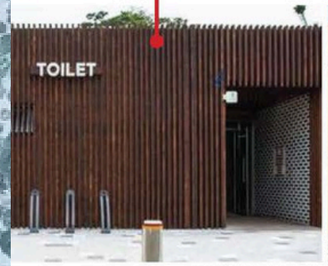
Public Restroom: (+/-) $600k

Marine Rescue Watercraft Storage (Jetski): (+/-) $200k

Fixed Boat Storage & Fishing Concession: (+/-) $650k

Any Necessary Engineering: T.b.d.

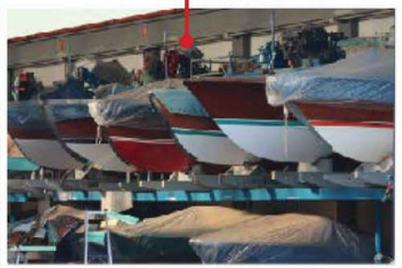




PUBLIC BATHROOM

LIFEGUARD STATION

FIXED STRUCTURE / FISHING CONCESSION /REPAIR / STORAGE



ENCLOSED RENTAL BOAT STORAGE

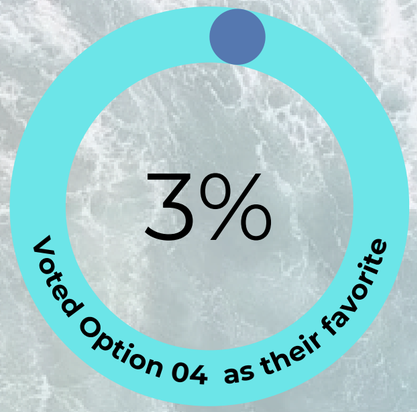
STAGE

Option 04 Survey Results

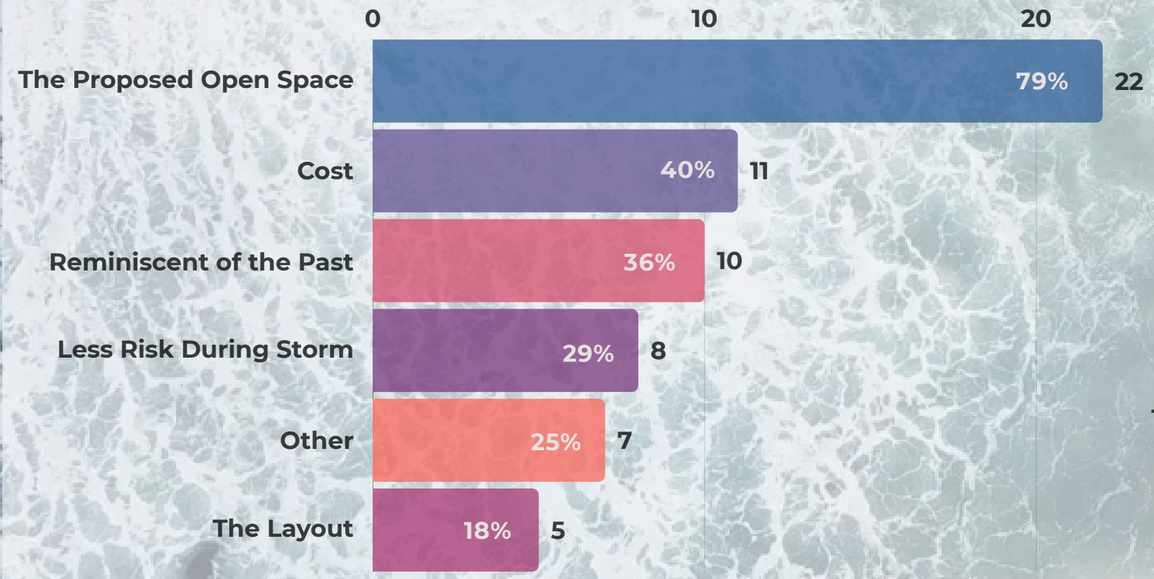
Option 04 / New Fishing Concession - Overall Tally:

29 TOTAL VOTES / 2.91%

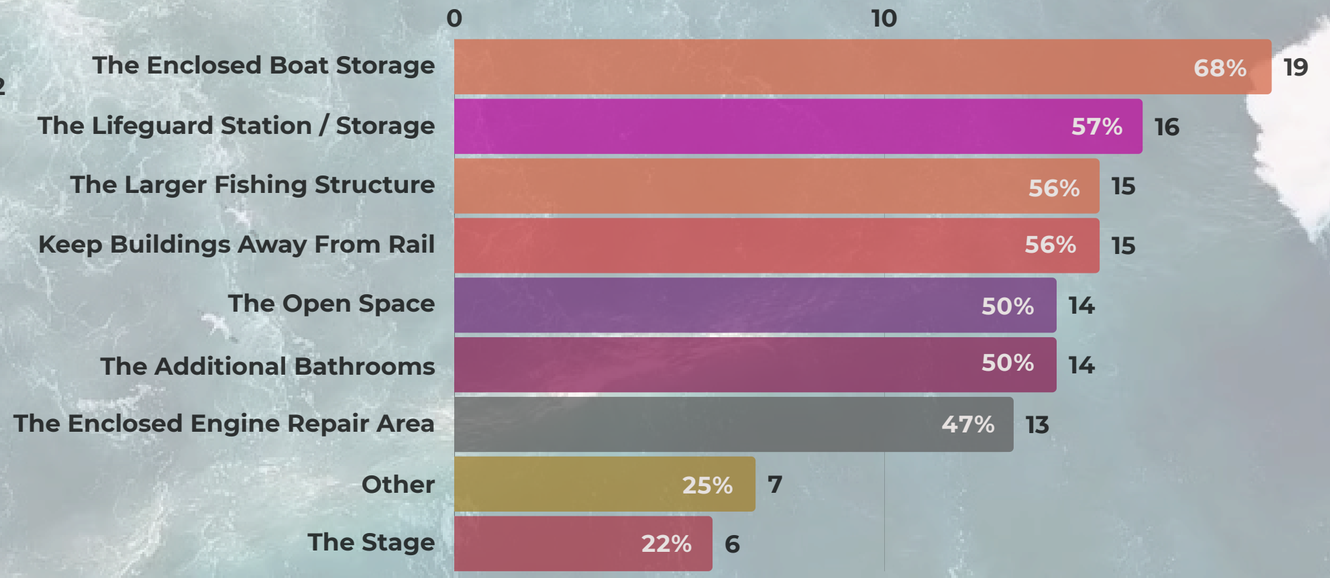
...Out of 1067 total votes, 29 people chose Option 04 as their favorite option.



Why is this your favorite?



Favorite Features



Suggested Additions:

- Picnic Tables & Benches
- Lifeguard & Jr. Guard Area
- More Fishing Areas

58%

...Of respondents would support keeping the hoist and adding a Marine Rescue Watercraft Storage area

Most Disliked Feature:

- The Stage
- The Cost
- The Enclosed Engine Area

OPTION 05 | FISHING CONCESSION & MOBILE VENDORS

A. New Larger Enclosed Fishing Concession with Enclosed Boat Storage & Boat Repair

C. Dedicated Areas For Mobile Vendors

D. New Stage (1)

E. Fixed Lifeguard Station With Marine Rescue Water Craft Storage (Jetski).

F. Additional Public Restroom

G. Keep Existing Park Benches (40), Picnic Tables (4), Viewing Stations (4)
Fish Cleaning Station (1), Bathroom near entrance (3), Bike Racks (10), Boat Hoist & Bouys

TOTAL ESTIMATE: 2.5- 3M

Mobile Vendors: (+/-) $120k / Each

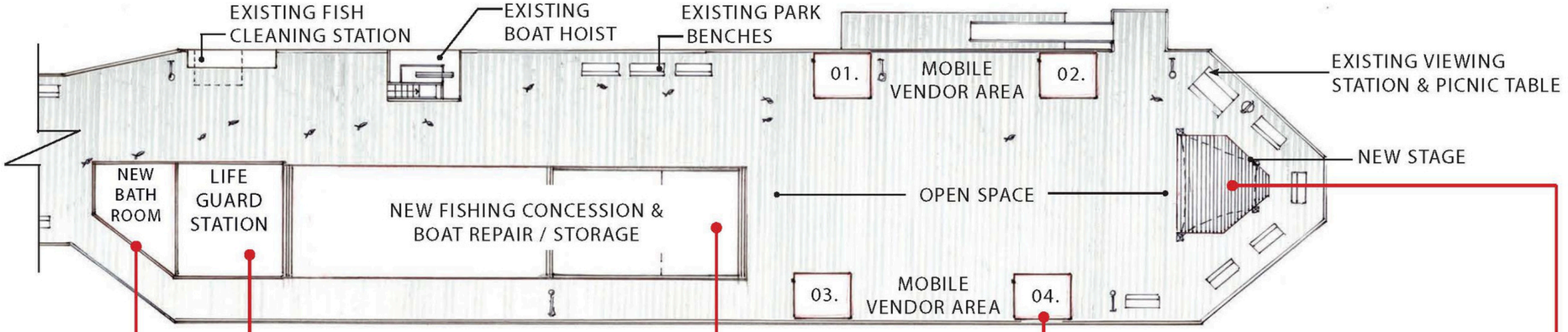
Enhanced Public Space / Park: (+/-) $150k

Public Restroom: (+/-) $600k

Marine Rescue Watercraft Storage (Jetski): (+/-) $200k

Fixed Boat Storage & Fishing Concession: (+/-) $650k

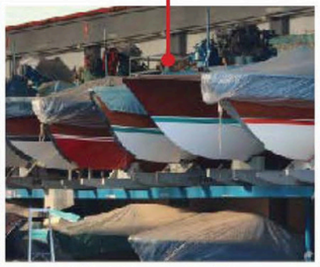
Any Necessary Engineering: T.b.d.



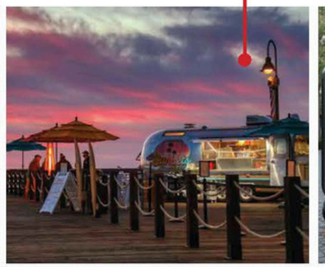
PUBLIC BATHROOM

LIFEGUARD STATION

FISHING CONCESSION



ENCLOSED RENTAL BOAT STORAGE



MOBILE VENDOR / SMALL / LARGE CONCEPTS

STAGE

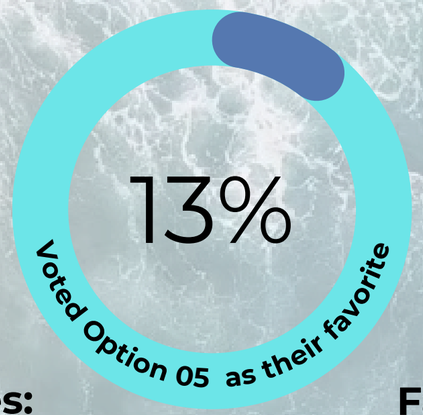
05.

Option 05 Survey Results

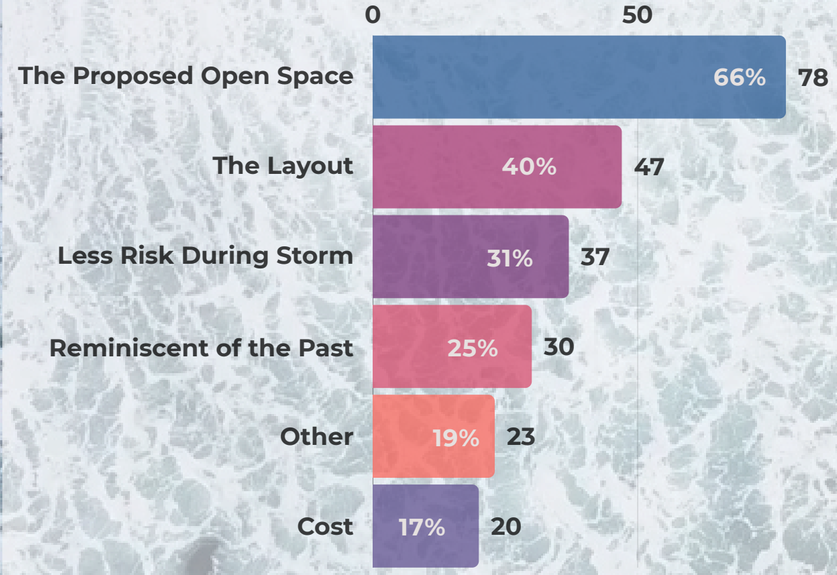
Option 05 / New Fishing Concession & Mobile Vendors - Overall Tally:

127 TOTAL VOTES / 12.74%

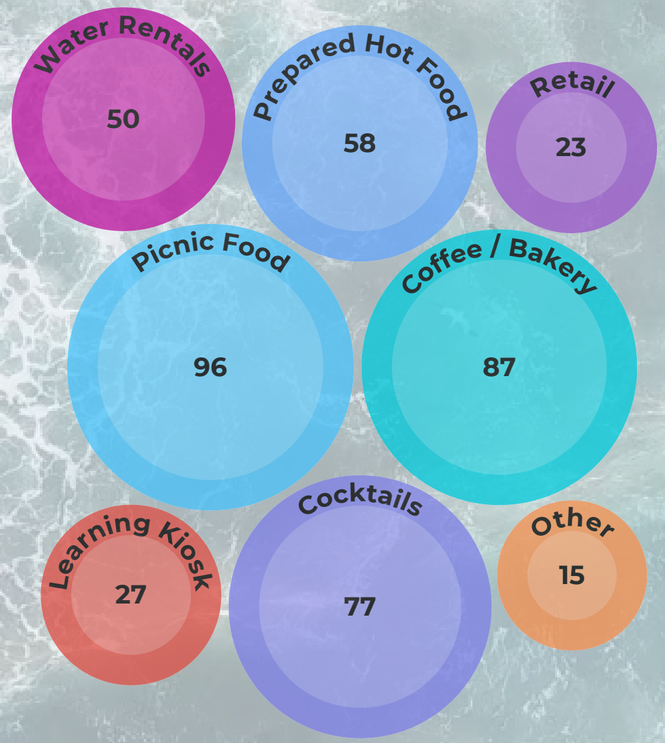
...Out of 1067 total votes, 127 people chose Option 05 as their favorite option.



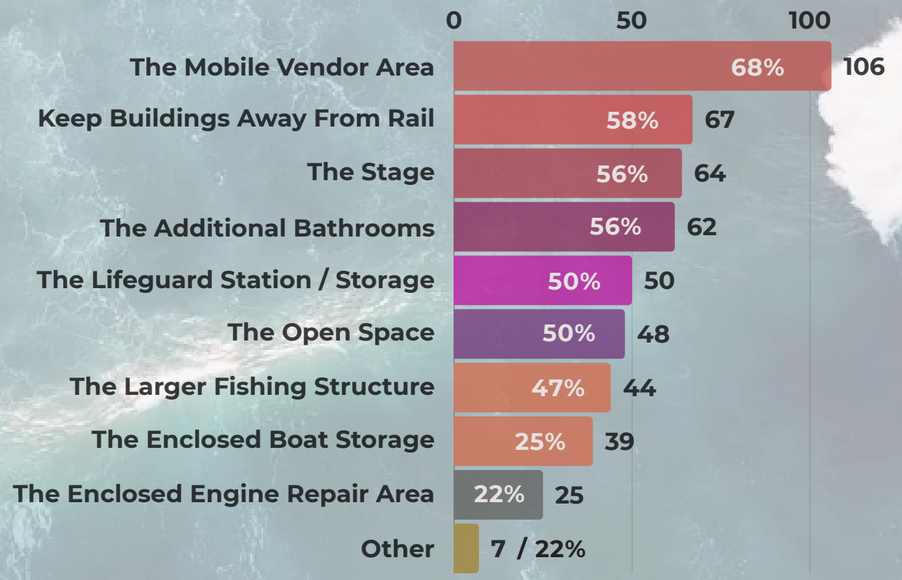
Why is this your favorite?



Desired Vendor Services:



Favorite Features:



Suggested Additions:

- Picnic Tables & Benches / Shade
- Exercise Equipment
- Evening Cruises on the Water

42%

...Of respondents would support keeping the hoist and adding a Marine Rescue Watercraft Storage area

Most Disliked Feature:

- The Stage
- The Larger Structure
- The Enclosed Engine Area

OPTION 06 | FISHING CONCESSION & FLEXIBLE MARKETSPACE

A. Fishing Concession & Enclosed Rental Boat Storage & Boat Repair

B. Flexible Open Air Market (Ie: Fish Market, Food & Beverage)

C. New Stage (1) & New Wide Benches (2) & Planters (2)

D. Lifeguard Station With Marine Rescue Water Craft Storage (Jetski)

E. Additional Public Restroom

F. Keep Existing Benches (40), Picnic Tables (4), Viewing Stations (4), Fish Cleaning Station (1), Bathrooms Near Entrance (3 Stall), Bike rack (10), Boat Hoist & Bouys

TOTAL ESTIMATE: 2.5M - 3.2M

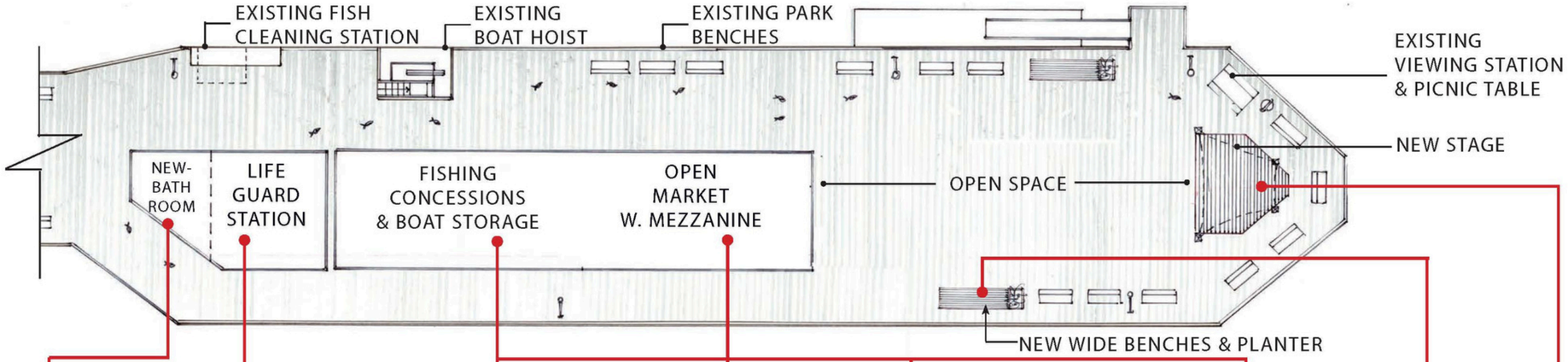
Enhanced Public Space / Park: (+/-) $150k

Public Restroom: (+/-) $600k

Marine Rescue Watercraft Storage (Jetski): (+/-) $200k

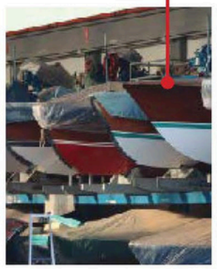
Indoor Market Space / Food + Fish Consession: (+/-) 1.2m

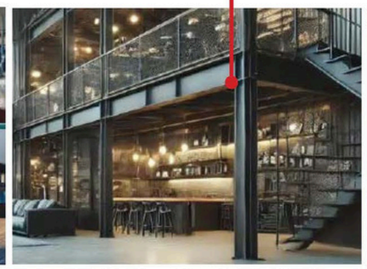
Any Necessary Engineering: T.b.d.



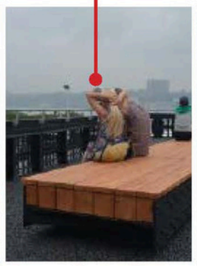
PUBLIC BATHROOM

LIFEGUARD STATION





FLEXIBLE MARKET SPACE: FISHING CONCESSION / FOOD & BEVERAGE SERVICES



WIDE BENCHES

STAGE

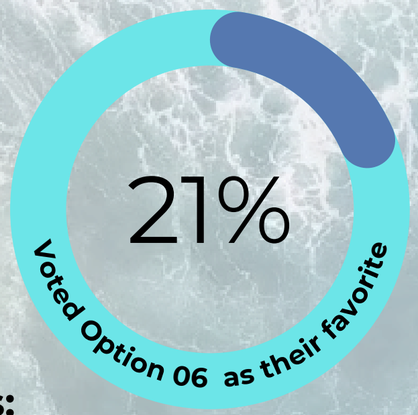
06.

Option 06 Survey Results

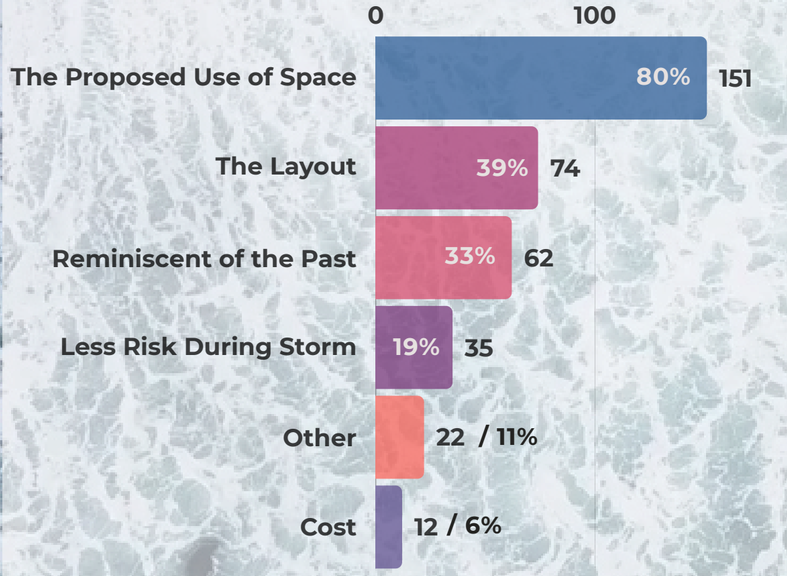
Option 06 - Fishing Concession & Flexible Market Space / Overall Tally:

206 TOTAL VOTES / 20.66%

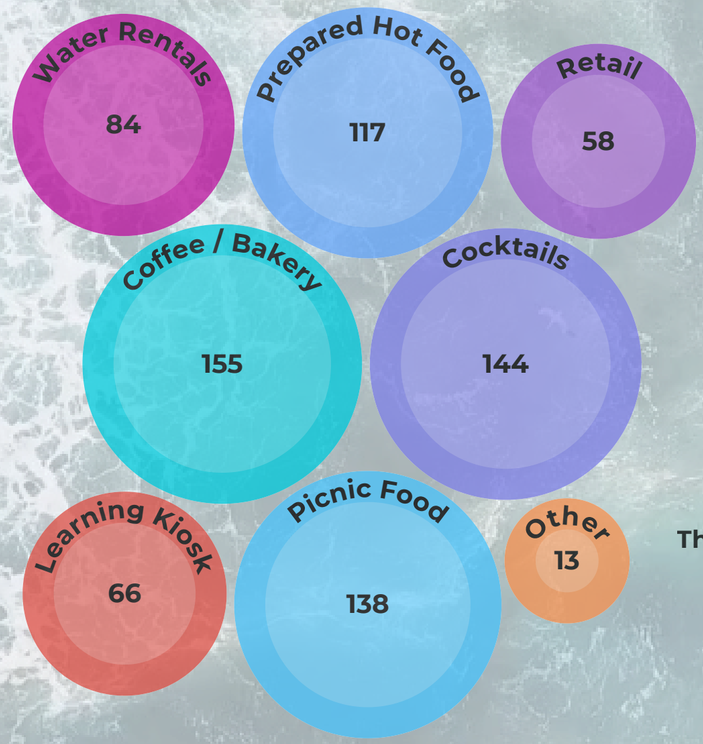
...Out of 1067 total votes, 206 people chose Option 06 as their favorite option.



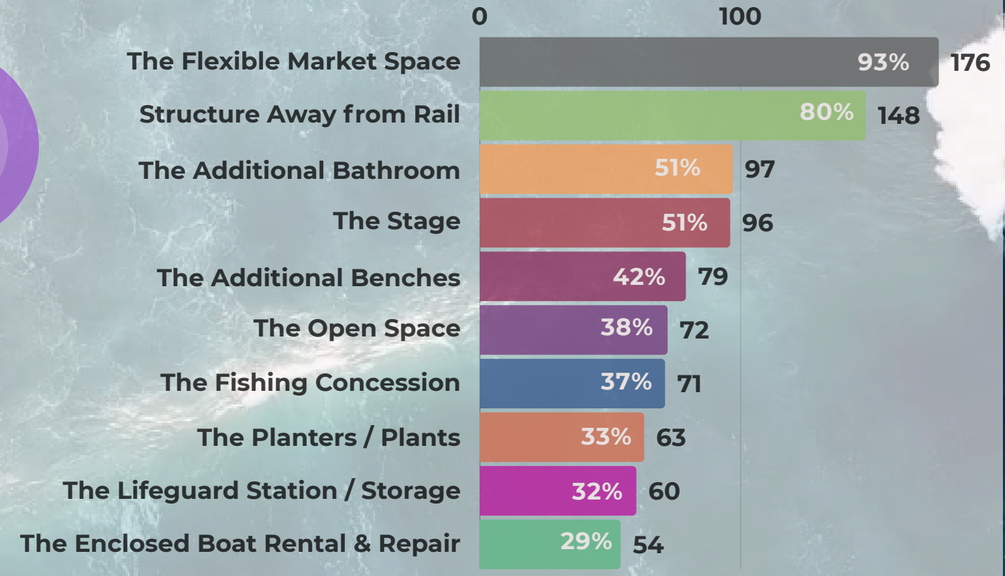
Why is this your favorite?



Favorite Features:



Favorite Features:



Suggested Additions:

- Stage on Roof Only
- More Benches / Tables / Shade
- Area to Cut Bait / Messy

58%

...Of respondents would support a two story structure on the wharf. 35% would only support this if it was a rooftop deck

Most Disliked Feature:

- Cost
- Bait Shop too big
- The Stage

OPTION 07 | PERMANENT STRUCTURE

A. Fishing Concession & Enlosed Rental Boat Storage & Boat Repair, Mooring Buoys, Dingy Service & Boat Hoist

B. Full Restaurant

C. Lifeguard Station With Marine Rescue Water Craft Storage (Jetski)

D. New Stage (1)

E. Additional Public Restroom

F. Keep Existing Benches (40), Picnic Tables (4), Viewing Stations (4) , Fish Cleaning Station (1), Bathrooms Near Entrance (3 Stall) & Bike rack (10), Boat Hoist (1) & Bouys

TOTAL ESTIMATE: 5.5M - 6.2M

Enhanced Public Space / Park: (+/-) $250k

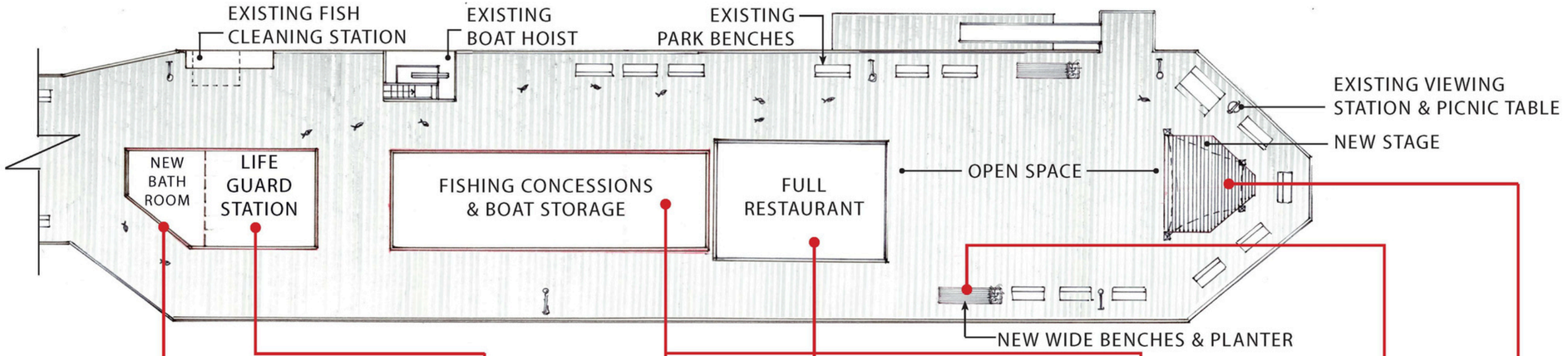
Public Restroom: (+/-) $600k

Marine Rescue Watercraft Storage (Jetski): (+/-) $200k

Permanent Boat Storage & Fishing Concession: (+/-) $1.2k

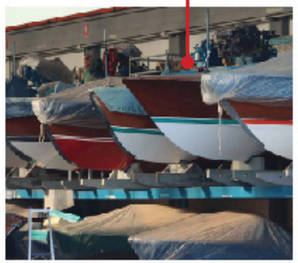
Permanent Restaurant: (+/-) $3.3m

Any Necessary Engineering: T.b.d.



PUBLIC BATHROOM

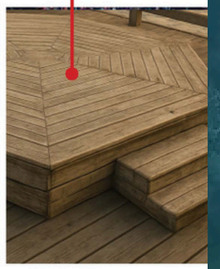
LIFEGUARD STATION



ENCLOSED RENTAL BOAT STORAGE

FULL RESTRAURANT

PLANTERS & BENCHES



STAGE

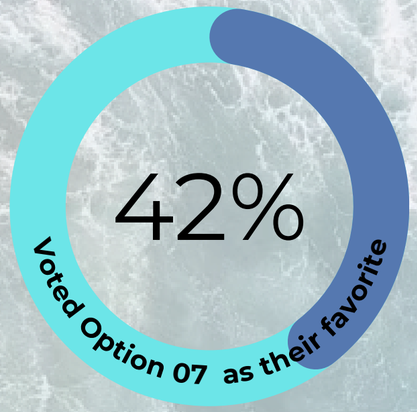
07.

Option 07 Survey Results

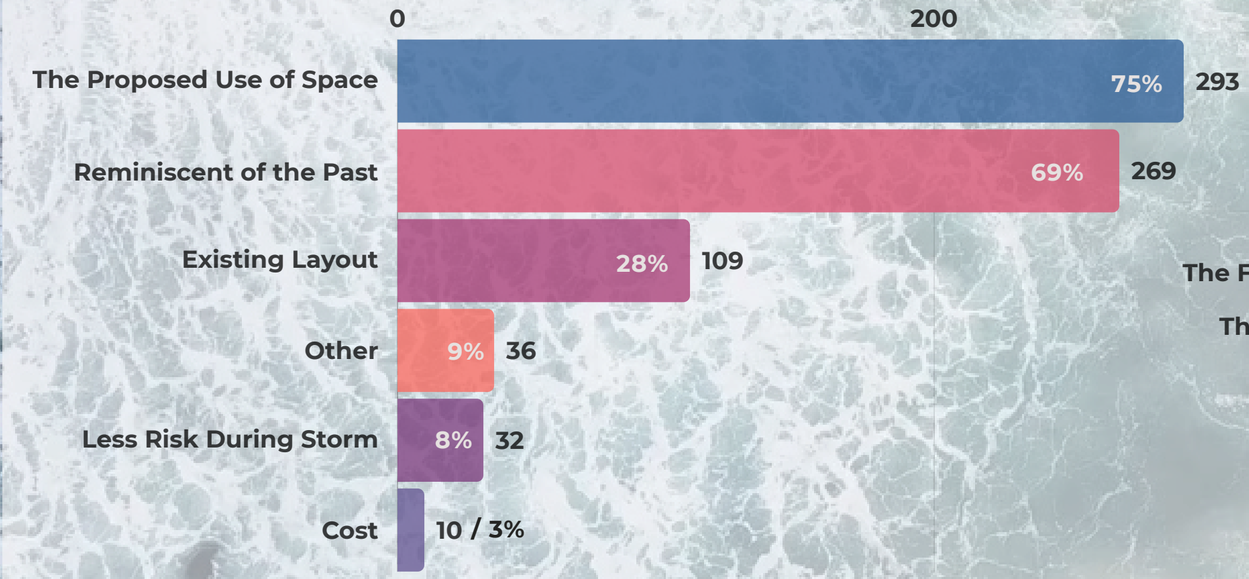
Option 07 - Permanent Structures / Overall Tally:

421 TOTAL VOTES / 42.23%

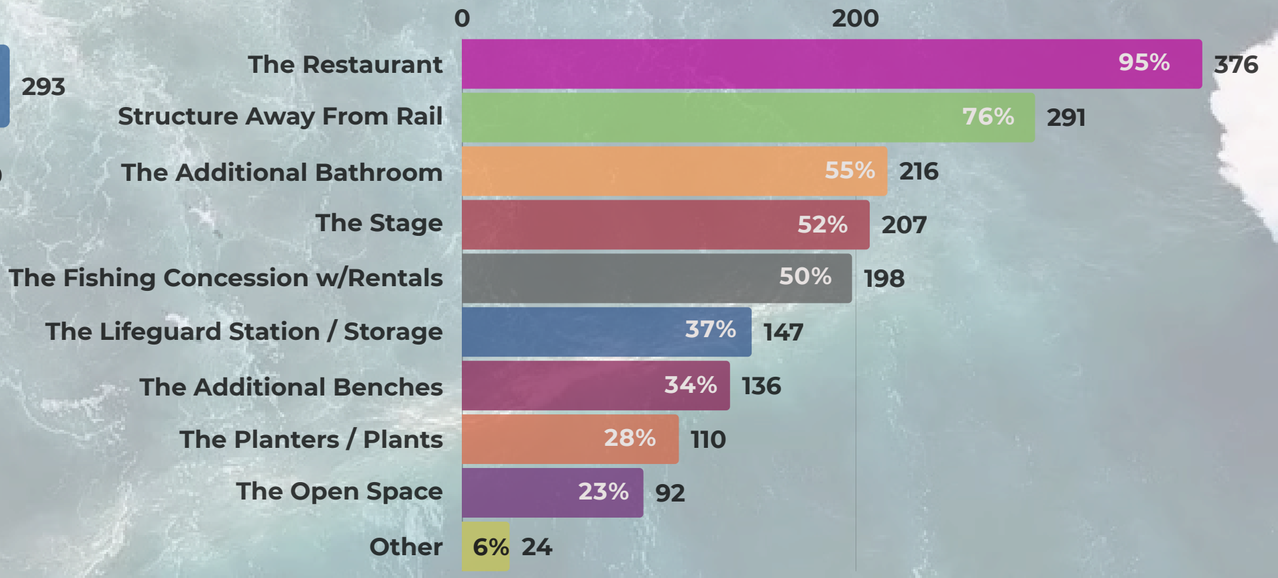
...Out of 1067 total votes, 421 people chose Option 07 as their favorite option.



Why is this your favorite?



Favorite Features:



Suggested Additions:

- Shade structures / Seating
- Roof Top Stage / Dancing
- Living Roof on Structure

62% ...Of respondents would support a two story structure on the wharf. 37% would only support this if it was a rooftop deck

Most Disliked Feature:

- The Stage
- The Planters
- Electric Bathrooms

KEY TAKE - AWAYS FROM PUBLIC OUTREACH

- **Survey was taken by over 1,000 people** which included a great representation of all age groups except under 18 (2.9%). The majority of participants either lived in Capitola (499) or Santa Cruz County (419).
- **There is significant support for permanent structures (options 6 / 21% + option 7 / 42% = 627 votes / 63% overall):** The main design intention was to create permanent year round structures for either a marketspace (Option 6) or restaurant (Option 7); both with fishing concession. The difference between the costs associated with Options 6 & Option 7, is due to structure type and a restaurant with full kitchen being included in Option 7.
- **There is support for Mobile Vending (Options 2 / 13% + Option 05 / 13% = 260 votes / 26% overall):** Mobile vendors could be incorporated into the overall master plan. If mobile vending options are pursued, the consultant recommends light weight mobile vendors (not food trucks) due to weight limitations and concerns related to competition with existing businesses in Village.
- **The least popular option was Option 4 (29 votes / 3% overall):** This option simply replaces the existing fishing concession with a new enclosed fishing station.
- **There is support in all options to keep the hoist and add a lifeguard station for personal rescue watercraft vehicles and shade structures.**
- **There was a mix of opinions related to the stage, planters, and enclosed boat area.** The stage location was frequently commented on related to the location (interferes with fishing, decreases open space, and being either on the roof or deck).
- **Biggest concerns were cost and more frequent, destructive storms.**
  - **Related to costs;** The survey informed the public that Options 1 – 5 may be paid for through grant money or general fund money. Options 6 and 7 will likely require a public/private partnership. For example, new commercial structures on the Santa Cruz Wharf require a private investor to pay for commercial structure and lease the space from the City.
  - **Regarding the structure & storms:** Moffat and Nicholl, the wharf engineer team, will assist with final conceptual design to ensure storm mitigation to greatest extent possible.

CAPITOLA WHARF MASTER PLAN

RECOMMENDATION BASED ON SURVEY RESULTS

Given the strong support for Option Seven and significant interest in Option Six;

Fuse Architecture recommends a hybrid approach incorporating elements from both proposed options. The hybrid would be based on the public input received, understanding of the local community, architectural expertise, and the structural integrity of the wharf to create the most economically feasible conceptual design. The hybrid option will be developed to provide future flexibility for potential public/private partnerships, aligning the determined design program with stated public intentions and investors' business interests. The Wharf Master Plan would be utilized for a future Request For Proposals (RFPs) to generate private investor interest.

THANK YOU

FOR YOU ATTENTION!

+ fuse

CAPITOLA WHARF

SURVEY RESULTS

CITY COUNCIL

JUNE 26 2025

Planning Commission – May 1, 2025

1. Prime real estate that we really need to program. Important to find the balance which creates a great outdoor space and the commercial uses.
2. Historically a fishing Wharf. There is concern about the removal of fishing in Options 1 and 2. Fishing should remain. Keep the hoist for fishing and safety in the final option.
3. If the City Council were to go with mobile vendors, one of the mobile vendors could be a fishing concession that also manages the hoist and sells bate.
4. The City's Local Coastal Program Land Use Plan identifies the Wharf as a public fishing Wharf. Removing the fishing concession and hoist would conflict with the LCP LUP and require an update certified by the Coastal Commission.
5. Support the additional bathroom at the end of the Wharf in all options.
6. The City should further study the economic viability of the options with new commercial uses. Need to take into consider the cost of the construction, the economic viability of the commercial use, and the seasonality of doing business on the wharf. The economic analysis should help drive the choice made by the City Council. We should look at the data from the previous restaurant and fishing concession, to assist with the analysis.
7. The seasonal nature of the Wharf will be a challenge for business owners. During the winter months, it will be very challenging for the business owner(s) on the wharf.
8. With mobile vendors, the City could just have them there April through October, and close for the winter.
9. The marketspace within Option 6, would provide a warm space during the off-season.
10. Future uses on the Wharf should be an attraction with something special that brings more people to the Village and have a positive economic impact. The attraction could differentiate the Capitola Wharf from other wharfs in the area.
11. Mobile vendors are intriguing. The City should consider starting small (1 or 2) and adding more if successful. Four vendors, as shown, may not be necessary.
12. Lot of great options, but ultimately a hybrid option should be considered. Many good ideas may be best combined.
13. Options 1 and 2 should have more space for vendors to access the Wharf and remain flexible.
14. For the more expensive option, there was concern with the recent storms and the need for the city to consider the impacts of climate change and the fiscal burden on future taxpayers. Ongoing maintenance and replacement costs are expensive and should also be considered. Option 2 is a sustainable option with less risk as it has the ability to move the vendors off the wharf if a storm is expected.
15. Further analysis should be conducted on the proposed land uses and the functional impacts on the Wharf in relation to vehicles, deliveries, and trash.
16. Concern with the height and massing of Options 6 and 7 due to their impact on views.
17. Public comment was received supporting a taller building at the end of the Wharf and advocating for local labor in construction.

Museum Committee – May 1, 2025

1. Support for lifeguard station. Add a lifeguard station to Options 1 and 2.
2. Consider installing plexiglass at the end of the Wharf to reduce wind.
3. Concern about the location of the stage at the end of the Wharf next to fishing. Consider the impacts of fishing and bait on the stage. May want to relocate the stage and leave the end of the Wharf for fishing.
4. Consider wind exposure in the placement of the stage.
5. Music and entertainment would be great to have back on the Wharf. Music on the Wharf can be enjoyed by all nearby residents.
6. Appreciate that the stage is open for public enjoyment and not restricted to a restaurant.
7. Offer leases to Village vendors for mobile vending.
8. The City should consider a setup similar to the Ferry Building with a farmers market.
9. The Wharf is a great location to share Capitola's history through wall space on conditioned walls. Future buildings should include exhibit space for museum photographs and stories.
10. The exteriors of the buildings could display historic quotes.
11. The Wharf is a special part of Capitola’s Begonia Festival and now Beach Festival, including the fishing contest.
12. Fishing is a big part of the Wharf's history.
13. The Wharf is the only fishing spot in Capitola where no permit is required.
14. The options with enclosed storage for boats are an improvement over what exists today.
15. The full restaurant concept is classy but high-risk. With increasingly destructive storms and a $6.2 million price tag, this is a gamble. Mobile vendors are a smarter and less risky alternative.

Art and Culture Committee – May 13, 2025

1. Appreciates the open space.
2. Not in favor of too many benches. Need to maintain access to the stage and mobile vendors.
3. Likes open space.
4. A lifeguard station is a good idea.
5. Don't allow concessions to get too big.
6. Keep the hoist and fishing operations. Fishing should remain on the Wharf.
7. Would like a restaurant as an attraction on the Wharf and in Capitola Village. Concern that vendors could detract from Village businesses.
8. The new bathroom at the end of the Wharf should be more typical and less high-tech than those near the entrance.
9. Support a stage on the restaurant as it aids in licensing.
10. Mobile food vendors could be limited by weather. There is support for a marketplace option.
11. Maximize open space. The Wharf felt very crowded during last year's events. Need room for people.
12. The restaurant idea is not inclusive—it is limited to paying patrons.
13. Suggestion for Option 3 with a new restaurant and stage. This would preserve fishing in its current form.
14. Suggestion for a hybrid approach with open space and either a mobile vendor or restaurant.
15. A two-level experience is appealing.
16. Decrease the size of fishing concessions.
17. Support for yoga.
18. The former restaurant was often crowded and lacked enough seating.
19. Support for the bathroom.
20. Opportunity for public art. Ideas include climbable art for kids (similar to the seals in Esplanade Park), a kiosk, art that complements the view, room for future art, and pedestals for sculptures.

New Brighton Middle School – Student Council

1. Lifeguard storage should be included in all options.
2. Stage is good, but concerns about its size—it may need to be bigger.
3. Make sure there are electrical outlets for future uses.
4. Don't place too many seats in front of stage. People will bring their own chairs to events.
5. Option 5 should include tables between the food vendors.
6. The market space in Option 6 takes up too much space. Vendors offer more flexibility. Consider adding mobile vendors to Option 6.
7. The Village already has food.
8. Like how peaceful the Wharf is. The Village is busy and active. The Wharf offers a quiet retreat. Options 6 and 7 could be too busy and crowded.
9. Support for Options 3, 5, 6, and 7. The group leaned toward Option 5 for its inclusion of fishing concession, mobile vendors, lifeguard storage, bathroom, open space, and quiet atmosphere.

CVWBIA: Capitola Village and Wharf Business Improvement Area

Capitola City Council & Staff,

Thank you for requesting BIA input. We urged our membership to complete the Wharf Survey, which many have done.

The Board of Directors has discussed the Wharf Plan at several board meetings. We offer the following representation of support and partnership.

Preserving the wharf's legacy as a FISHING pier is essential. The options presented all have merits. The BIA appreciates the opportunity to be involved now and on an ongoing basis in the development of the chosen solution to optimize economic development and limit disruption to the Village and Wharf area business community.

Thank you,
Anthony Guajardo
Chair, Capitola Village and Wharf Business Improvement Area

Coastal Commission

1. Like the additional seating, tables, and planters, which increase public access.
2. Like the open space along the Wharf edge for fishing and enjoying the view.
3. In options that remove the hoist, the City should consider the impacts, as this hoist uniquely provides small boat access to the water.
4. Like the stage but are concerned about its location at the end of the Wharf and possible conflicts with fishing.
5. Support integrated art in the project.
6. Mobile vendors should be moved away from the edge to preserve fishing access and views.
7. Consider adding a stage, benches, picnic tables, and planters to Option 3.
8. Support for lifeguard station. The need for a Marine Rescue Water Craft has been raised in the past.
9. Concern about the size of fishing concessions that store boats—they take up too much space and block views.
10. In options with larger structures, ensure final design considers scale and views, using varied materials and breaking up massing.
11. Option 6 includes many LUP-supported elements: fishing, lifeguard, bathrooms, and a local market. It resembles the Embarcadero, with a marketplace and eclectic uses, and allows public access to enclosed seating without requiring restaurant patronage.
12. Option 7 may oversaturate the Wharf with a single restaurant that only patrons can access.
13. A stage on the Wharf provides access for all to public events.
14. Overall support for thoughtful designs among the seven options.

Commission on the Environment

1. It is important for City Council to consider the very likely risk of additional Wharf damage from extreme storms alongside public preferences.
2. Analyze the likelihood of coastal impacts using data from the Wharf project's engineers or architects.
3. New Wharf structures would be vulnerable to future extreme storm events.
4. It does not make sense to remove the boat hoist. It serves an important purpose, and removal would generate unnecessary construction waste. It also prevents the community from engaging with the Sanctuary and environment.
5. The City should explore other locations for boat storage and repair. It should determine whether boat repair over the Sanctuary is still a permitted activity.
6. The City should ask Fuse how to make Wharf energy use more sustainable (e.g., solar panels) and assess the related costs.
7. City Council should weigh sustainability and resiliency data alongside public opinion.
8. No strong preference for specific options; open to considering a hybrid approach.
9. City Council should review Wharf vulnerability data and projected storm frequency and intensity to assess risk and costs.
10. City Council should consider new waste streams from vendors, restaurants, or markets and the City's capacity to manage this waste.
11. How will the City insure new structures?
12. Mobile vendors could be removed seasonally when coastal hazard risks increase.
13. The public survey lacked information on Wharf resiliency and how options may be affected physically and financially by extreme storms. With better information, public responses might have differed.
14. It's important for City Council to balance public feedback with the Wharf's climate vulnerability.
15. The Wharf is a vital way for people to connect with the ocean. For many, walking out onto the pier is their only opportunity.
16. The Wharf is mostly used during spring and summer; this should factor into the evaluation of options.
17. Permanent structures should not be placed on the Wharf. Open space and movable structures (e.g., portable stage) allow flexibility. We could design the Wharf for the next 2–3 years rather than for 20 years.
18. The current bait shop location makes sense because it's close to the boat launch.
19. Motion to recommend that City Council consider the Wharf's longevity, structural capacity, vulnerability to future climate events, waste impacts, and new structural burdens. The motion was amended to include a recommendation that City Council review vulnerability and storm modeling data in combination with public survey results.

Capitola Wharf Enhancement Project Recommendations

Thank you for giving us the opportunity to give our input on the new wharf options. After having gathered 1,041 surveys and having talked to hundreds of people and many donors we feel confident that the following are what most of our community would like to see.

1. Fishing is an historical use of this wharf. Please support fishing in all its aspects; keep the boats on the wharf, allow a larger, permanent bait shop, reinstate the fish tank, and if the fish cleaning station is not finished it is important to finish that.
2. Keep the whole wharf open 24 hours a day, as it was before.
3. Keep as much open space on the wharf as possible. People said they appreciate the open space. Maintain flexibility and see how people use the new wharf. Place nothing down the middle. Do not install a stage at wharf level. No planter boxes, they are not needed and will cause the city hours of maintenance. Consider installing fewer benches, there are already 40 benches on the wharf.
4. Install a second bathroom at the end of the wharf. It could be low tec. It really helps the fishermen.
5. We agree that a restaurant with an upstairs music/dancing patio is something most people want to see. CWEP prefers the city not have a large investment in this feature.
6. Require the bait shop to offer seasonal moorings.
7. We encourage the city to install as many of the donated bronze fish as possible now and install the rest when the final wharf plan is solidified. We encourage all educational aspects and hope NOAA's interpretive kiosks will still be installed.
8. Please find a way to level the wharf planks, they are impossible to walk on. The wharf at Pismo Beach is level so it must be possible.

WHARF PUBLIC OUTREACH

City Council

June 26, 2025

WHARF PUBLIC OUTREACH

Background

February 2024	Initiate short- and long-term plans for Wharf
Summer 2024	Implemented short-term plan, funded long-term plan
Fall 2024	Contract with Fuse for long-term plan
March 13, 2025	City Council review concepts for long-term plan Direction to proceed with 7 concepts.
May 2025	Month of Public Outreach

- Stakeholder Groups
- Survey
- Community Meeting

WHARF PUBLIC OUTREACH

The Concepts

Option 1	Open Space
Option 2	Open Space with Mobile Vendors
Option 3	Existing Fishing Concession
Option 4	New Fishing Concession
Option 5	Fishing Concession and Mobile Vendors
Option 6	Fishing Concession and Flexible Market Space
Option 7	Permanent Structure (Fishing Concession and Restaurant)

WHARF PUBLIC OUTREACH

Stakeholder Groups

Planning Commission

Commission on Environment

Art & Cultural Commission

Historical Museum Board

New Brighton Middle School Student Council

Capitola Wharf Enhancement Project (CWEP)

Capitola Village and Wharf Business Improvement Area (BIA)

Coastal Commission Staff

STAKEHOLDER GROUPS
Common Themes

1. Strong Support for Preserving and Enhancing Fishing Use

- Fishing universally valued as a historic, cultural, and recreational use.

2. Broad Support for a Second Bathroom and Lifeguard Station

3. Conditional Support for Mobile Vendors

- Caution over-saturating or detracting from Village businesses.
- Support for small-scale pilot approaches (start with 1–2 vendors).

STAKEHOLDER GROUPS
Common Themes

4. Concerns Related to Large, Permanent Structures (6 & 7)

- Storm vulnerability, climate change, and fiscal responsibility are recurring concerns.
- Concerns about height, massing, and view obstruction. Stakeholders call for modest, visually compatible design.

5. Call for Additional Economic and Climate Analysis

Planning Commission and Commission on the Environment call for:

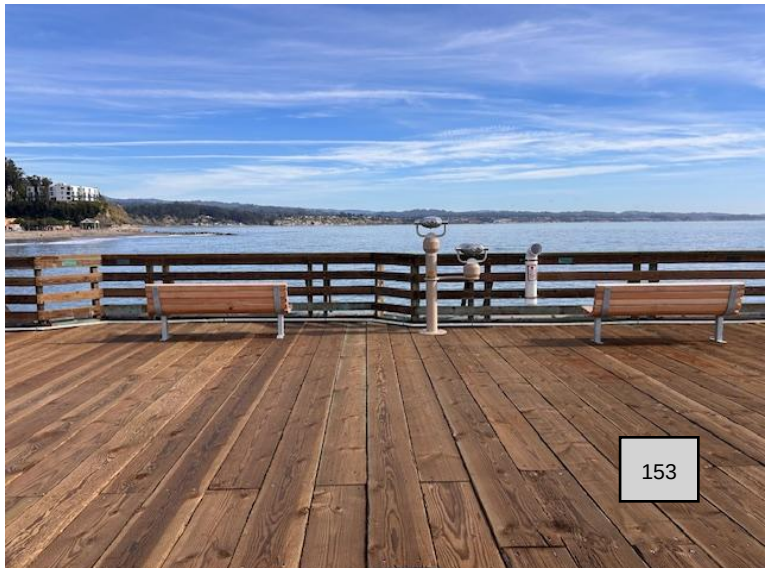
- Weighing resiliency and long-term maintenance before committing to large buildings.
- Economic viability assessments of proposed business/
- Climate risk modeling for long-term Wharf integrity and cost.

STAKEHOLDER GROUPS
Common Themes

6. Value in Open Space and Public Access

Art & Culture Committee, Coastal Commission, CWEP, and NB Student Council all voiced importance/preference to integrate plenty of open space into site planning.

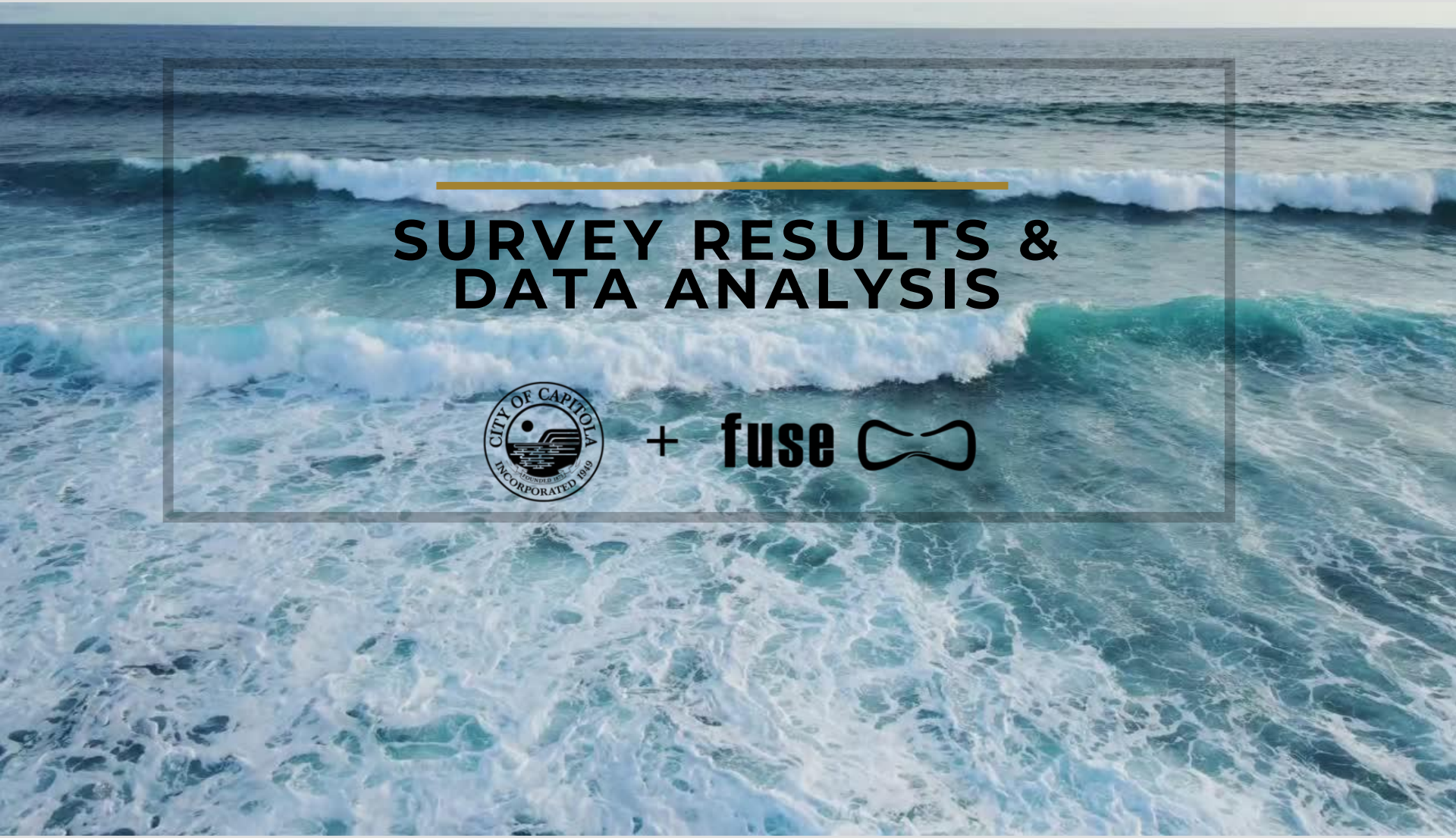
- Avoid crowding, over-benching, over-programming.
- Maintain peacefulness, views, and walkability.
- Some recommended keeping the middle open and minimizing fixed elements (planters, seating, stage, concessions)



STAKEHOLDER GROUPS
Common Themes

7. Miscellaneous Practical & Design Considerations

- Address electrical infrastructure and trash/waste management.
- Ensure access for deliveries and maintenance.
- Level the Wharf decking for safety and accessibility.
- Historic character, public art, and interpretive elements are appreciated (e.g., bronze fish, museum content).



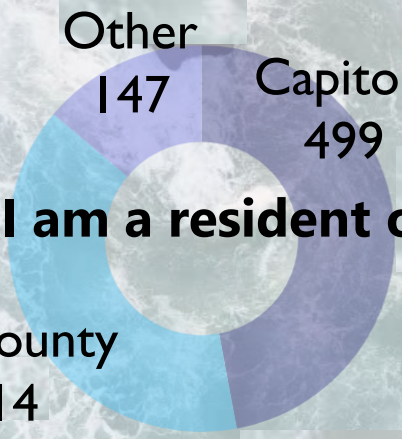
SURVEY RESULTS & DATA ANALYSIS

+ fuse

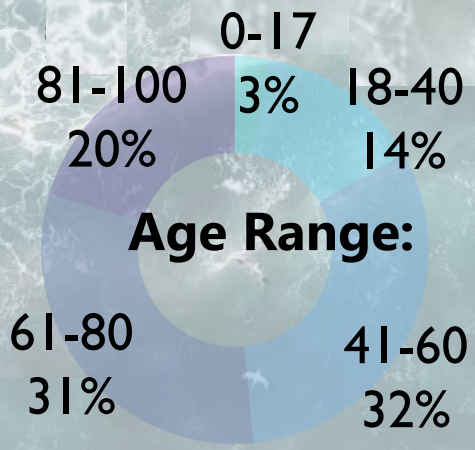
SURVEY GENERAL DEMOGRAPHIC INFORMATION:

1067 Survey Responses

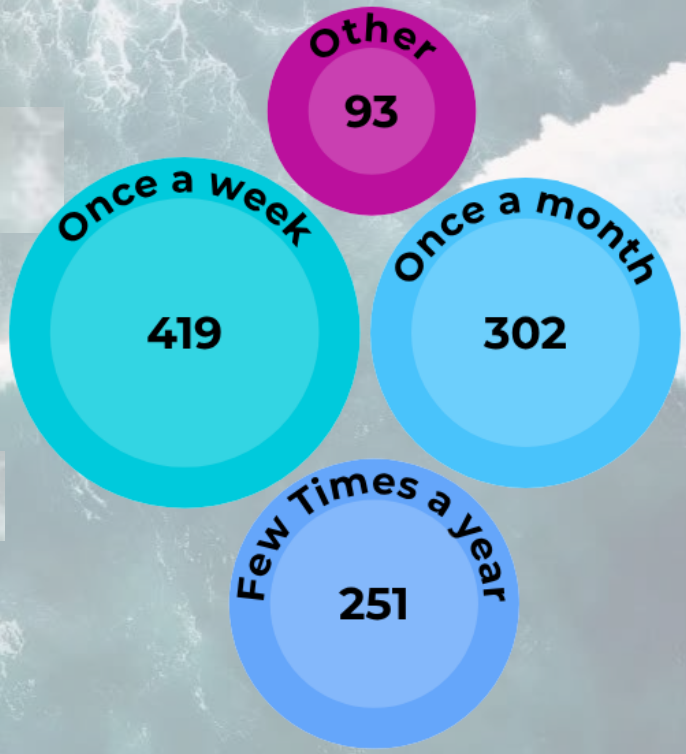
"...I am a resident of..."



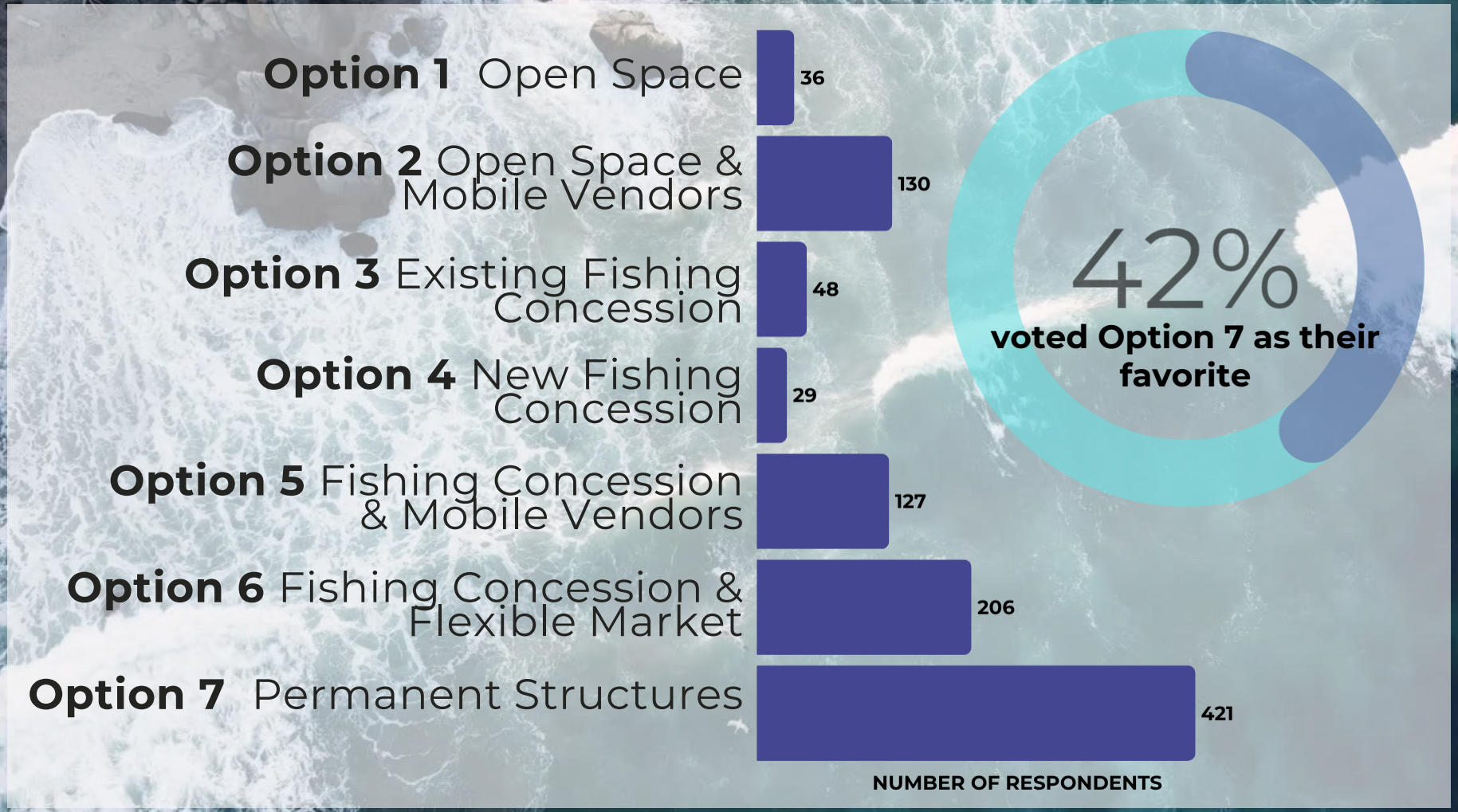
Age Range:



FREQUENCY OF VISITS



84.81%
Respondents visited Wharf since it reopened in 2024.

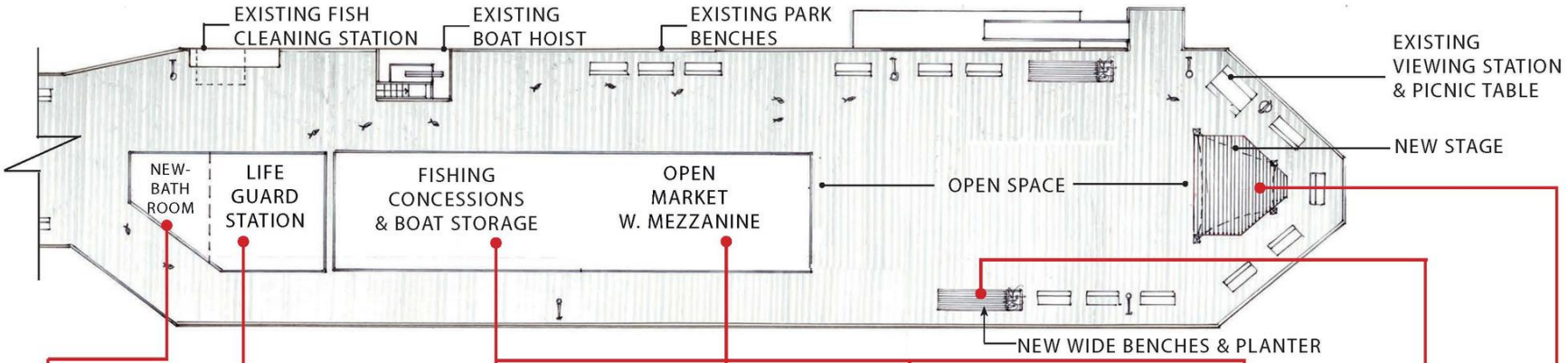

Option 1 Open Space
36
Option 2 Open Space & Mobile Vendors
130
Option 3 Existing Fishing Concession
48
Option 4 New Fishing Concession
29
Option 5 Fishing Concession & Mobile Vendors
127
Option 6 Fishing Concession & Flexible Market
206
Option 7 Permanent Structures
421
NUMBER OF RESPONDENTS
42%
voted Option 7 as their favorite

OPTION 06 | FISHING CONCESSION & FLEXIBLE MARKETSPACE

A. Fishing Concession & Enclosed Rental Boat Storage & Boat Repair
B. Flexible Open Air Market (Ie: Fish Market, Food & Beverage)
C. New Stage (1) & New Wide Benches (2) & Planters (2)
D. Lifeguard Station With Marine Rescue Water Craft Storage (Jetski)
E. Additional Public Restroom
F. Keep Existing Benches (40), Picnic Tables (4), Viewing Stations (4), Fish Cleaning Station (1), Bathrooms Near Entrance (3 Stall), Bike rack (10), Boat Hoist & Bouys

TOTAL ESTIMATE: 2.5M - 3.2M

Enhanced Public Space / Park: (+/-) $150k
Public Restroom: (+/-) $600k
Marine Rescue Watercraft Storage (Jetski): (+/-) $200k
Indoor Market Space / Food + Fish Consession: (+/-) 1.2m
Any Necessary Engineering: T.b.d.



PUBLIC BATHROOM

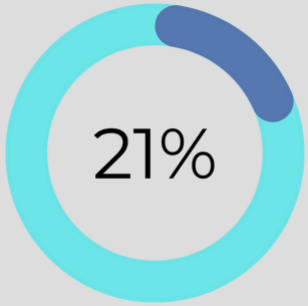
LIFEGUARD STATION

FLEXIBLE MARKET SPACE: FISHING CONCESSION / FOOD & BEVERAGE SERVICES

WIDE BENCHES

STAGE

Option 6 Fishing Concession & Flexible Market Space



Favorite

Why favorite?

1. Use of Space
2. The Layout
3. Reminiscent of Past

Favorite Features:

1. Flexible Market Space
2. Structure Away from Railing
3. Additional Bathroom

Disliked Features:

1. Cost
2. Bait Shop too big
3. Stage

Suggest Additions:

1. Stage on Roof Only
2. More Benches / Tables / Shade
3. Area to Cut Bait / Messy

Desired Market Vendors:

1. Coffee Bakery
2. Cocktails / Beer / Wine
3. Picnic Foods

OPTION 07 | PERMANENT STRUCTURE

A. Fishing Concession & Enlosed Rental Boat Storage & Boat Repair, Mooring Buoys, Dingy Service & Boat Hoist

B. Full Restaurant

C. Lifeguard Station With Marine Rescue Water Craft Storage (Jetski)

D. New Stage (1)

E. Additional Public Restroom

F. Keep Existing Benches (40), Picnic Tables (4), Viewing Stations (4) , Fish Cleaning Station (1), Bathrooms Near Entrance (3 Stall) & Bike rack (10), Boat Hoist (1) & Bouys

TOTAL ESTIMATE: 5.5M - 6.2M

Enhanced Public Space / Park: (+/-) $250k

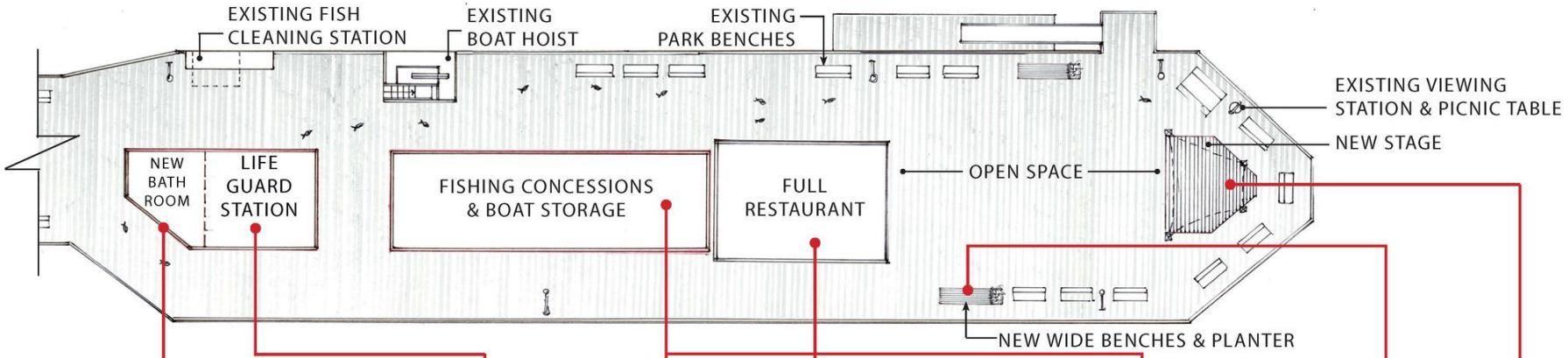
Public Restroom: (+/-) $600k

Marine Rescue Watercraft Storage (Jetski): (+/-) $200k

Permanent Boat Storage & Fishing Concession: (+/-) $1.2k

Permanent Restaurant: (+/-) $3.3m

Any Necessary Engineering: T.b.d.



PUBLIC BATHROOM

LIFEGUARD STATION

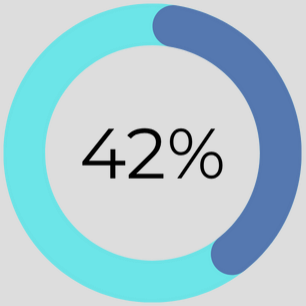
ENCLOSED RENTAL BOAT STORAGE

FULL RESTRAURANT

PLANTERS & BENCHES

STAGE

Option 7 - Permanent Structures:



Favorite

Why favorite?

1. Use of Space
2. Reminiscent of Past
3. The Layout

Favorite Features

1. Restaurant
2. Structure Away from Railing
3. Additional Bathroom

Disliked Features:

1. The Stage
2. The Planters
3. Electric Bathrooms

Suggested Additions:

- Shade structures / Seating
- Roof Top Stage / Dancing
- Living Roof on Structure

62% ...Of respondents would support a two-story structure on wharf.

- 37% would only support if it was a rooftop deck

SURVEY
Key Takeaways

1. **Survey was taken by over 1,000 people**

   Representation of all age groups, except under 18 (2.9%).

   Majority from Capitola (499) or Santa Cruz County (419).

2. **Significant support for permanent structures**

   (Option 6 / 21% + Option 7 / 42% = 627 votes / 63% overall):

   Permanent year-round structures for Flexible Market Space (Option 6) or Restaurant (Option 7); both with fishing.

   Costs difference due to structure type and a restaurant with full kitchen being included in Option 7.

SURVEY
Key Takeaways

3. Some support for Mobile Vending

(Options 2 / 13% + Option 05 / 13% = 260 votes / 26% overall):

If incorporated, recommend light weight mobile vendors associated with main marketplace / restaurant.

Do not recommend food trucks due to weight limitations and impacts to brick-and-mortar businesses in Village.

4. Least popular option was Option 4 (29 votes / 3% overall):

Option 4: Replace the existing fishing concession with a new enclosed fishing concession

SURVEY
Key Takeaways

4. Feedback on specific features

Overall Support for bathroom, fishing concession, lifeguard station for personal rescue watercraft vehicles, and shade structures.

Mix of opinions related to the stage, planters, and enclosed boat area.

SURVEY
Key Takeaways

5. Biggest concerns : Cost & more frequent, destructive storms.

Costs:

Options 1 – 5 may potentially be paid for through grant money, donations, or general fund money.

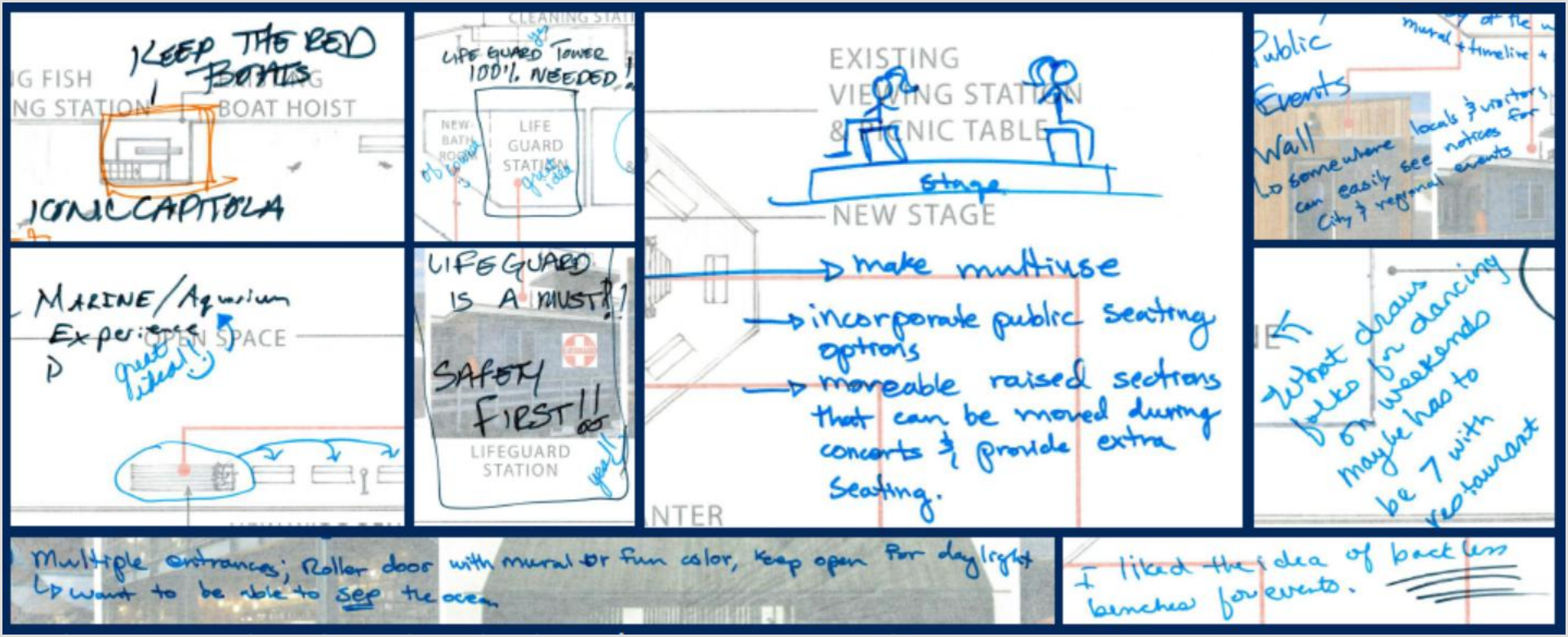
Options 6 and 7 will likely require a public/private partnership.

Structures & Storms:

Moffat and Nicholl, wharf engineer team, will design for storm mitigation to greatest extent possible.

COMMUNITY MEETING
May 20, 2025

Open Discussions followed by hands-on sketch activity to suggest enhancements and highlight key features.



COMMUNITY MEETING
Key Takeaways

1. Community Meeting and Survey findings in alignment
2. Options 6 and Option 7 – Greatest support
3. Attendees Emphasized:
    - Balance function, character, and public benefit
    - Improve public access
    - Resilient infrastructure
    - Support local vendors
    - Preservation of Wharf's historic identity and fishing.
4. More in-depth design suggestions regarding tables, benches, murals, public art, history, architecture, etc.
5. Support for bathroom, fishing, and lifeguard station.

CAPITOLA WHARF MASTER PLAN

RECOMMENDATION

Fuse Architecture recommends hybrid of Option 6 and 7

Wharf Master Plan:

- Economically feasible and flexible conceptual design.
- Flexible for potential public/private partnerships
- Program to align design with stated public intentions and investors' business interests.
- Structural integrity of the wharf - design & engineering
- Utilize for a future Request For Proposals (RFPs) to gauge private investor interest.

CAPITOLA WHARF MASTER PLAN

Next Steps:

Development of Final Wharf Master Plan

Includes: flexible site layout plan, description of uses and programmed area, conceptual massing and renderings, updated cost estimates, and overview of applicable permits and CEQA.

Presented to City Council in fall for adoption.

Wharf Master Plan is for future Request for Proposals

CAPITOLA WHARF MASTER PLAN

Recommendation: Direct staff to proceed with development of final Wharf Master Plan and return to Council in the fall for adoption and consideration of issuance of a Request for Proposals

Capitola City Council

Agenda Report

Meeting: June 26, 2025

From: City Manager Department

Subject: FY 2025 – 2026 Salary Schedule

Recommended Action: Adopt a resolution approving the Fiscal Year 2025-26 annual salary adjustments, consistent with the following employment agreements: Association of Capitola Employees, Police Officers Association, Confidential Employees, Mid-Management Employees, Police Captains, the Department Head Compensation Plan, and City Manager Employment Agreement.

Background: City Council adoption of a salary resolution establishes the legal current salary schedule for each permanent regular employee position. The City Council should adopt a salary resolution annually, upon review and recommendation of the City Manager. California Public Employee's Retirement Law and Section 570.5 of the California Code of Regulations Title 2 requires the "City Pay Rates and Ranges" to be approved by the City Council in an open meeting and be publicly posted, which is done annually on the City's website.

Additionally, as required by California Government Code Section 54953(c)(3), an oral report must be made before the City Council takes final action on the salaries, salary schedules, and fringe benefit compensation for the City's management employees, which includes department heads and the City Manager. The City of Capitola and its bargaining units have existing labor agreements that run through June 30, 2027. Cost-of-living adjustments (COLAs) are included in the agreements.

Discussion: The attached salary schedule will go into effect the first full pay period after July 1, 2025. This year, the salary changes will be effective July 6, 2025, through June 30, 2026.

The following table shows increases for groups and positions:

Group	COLA % increase	Healthcare contribution increase *Employee only*	Healthcare contribution increase *Employee +1*	Healthcare contribution increase *Employee +2*
ACE	3%	$50/month	$75/month	$100/month
Police Captains				
Confidential				
Mid-Management				
Management & CM				
POA:				
Sworn (Sergeants & Officers), Records Manager	3%			
CSOs	1%			

Fiscal Impact: The fiscal impact of the previously agreed-upon FY 2025-26 cost of living salary increases is $355,654, which is included as part of the budget set for adoption on June 26, 2025.

Attachments:

1. Resolution
2. Exhibit A: City Salary Schedule

Report Prepared By: Chloé Woodmansee, Assistant to the City Manager

Reviewed By: Julia Gautho, City Clerk; Jim Malberg, Finance Director

Approved By: Jamie Goldstein, City Manager

RESOLUTION NO. ____
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA AUTHORIZING AND APPROVING THE FISCAL YEAR 2025/2026 PAY RATES AND RANGES (SALARY SCHEDULE)

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

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

WHEREAS, the City and its employee groups have existing agreements that include Cost of Living Adjustments beginning the first full pay period of July 2025; and

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

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

Authorize and approve City of Capitola pay rates and ranges (Salary Schedule, Exhibit A) for permanent employees from July 6, 2025, through June 30, 2026.

I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola on the 26th day of June, 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Joe Clarke, Mayor

ATTEST:

_____
Julia Gautho, City Clerk

CITY OF CAPITOLA - SALARY SCHEDULE PROPOSED JUNE 26, 2025 - EFFECTIVE JULY 1, 2025 THRU JUNE 30, 2026

		Hourly						Monthly						Annual					
Position	Bargaining Unit	Step A	Step B	Step C	Step D	Step E	Step F	Step A	Step B	Step C	Step D	Step E	Step F	Step A	Step B	Step C	Step D	Step E	Step F
ACCOUNT TECHNICIAN	ACE	$ 31.37	$ 32.93	$ 34.58	$ 36.31	$ 38.14	N/A	$ 5,437.47	$ 5,707.87	$ 5,993.87	$ 6,293.73	$ 6,610.93	N/A	$ 65,249.60	$ 68,494.40	$ 71,926.40	$ 75,524.80	$ 79,331.20	N/A
ACCOUNTANT I	ACE	$ 37.89	$ 39.81	$ 41.79	$ 43.87	$ 46.06	N/A	$ 6,567.60	$ 6,900.40	$ 7,243.60	$ 7,604.13	$ 7,983.73	N/A	$ 78,811.20	$ 82,804.80	$ 86,923.20	$ 91,249.60	$ 95,804.80	N/A
ACCOUNTANT II	ACE	$ 41.80	$ 43.88	$ 46.09	$ 48.39	$ 50.79	N/A	$ 7,245.33	$ 7,605.87	$ 7,988.93	$ 8,387.60	$ 8,803.60	N/A	$ 86,944.00	$ 91,270.40	$ 95,867.20	$ 100,651.20	$ 105,643.20	N/A
ACCOUNTS CLERK	ACE	$ 28.45	$ 29.90	$ 31.37	$ 32.94	$ 34.59	N/A	$ 4,931.33	$ 5,182.67	$ 5,437.47	$ 5,709.60	$ 5,995.60	N/A	$ 59,176.00	$ 62,192.00	$ 65,249.60	$ 68,515.20	$ 71,947.20	N/A
ADMINISTRATIVE RECORDS ANALYST	ACE	$ 33.49	$ 35.15	$ 36.90	$ 38.75	$ 40.70	N/A	$ 5,804.93	$ 6,092.67	$ 6,396.00	$ 6,716.67	$ 7,054.67	N/A	$ 69,659.20	$ 73,112.00	$ 76,752.00	$ 80,600.00	$ 84,656.00	N/A
ASSIST TO CITY MGR	CONFIDENTIAL	$ 57.92	$ 60.81	$ 63.85	$ 67.05	$ 70.40	N/A	$ 10,039.19	$ 10,540.68	$ 11,067.17	$ 11,621.78	$ 12,202.95	N/A	$ 120,470.26	$ 126,488.18	$ 132,806.01	$ 139,461.32	$ 146,435.34	N/A
ASSISTANT PLANNER	ACE	$ 36.62	$ 38.41	$ 40.36	$ 42.36	$ 44.48	N/A	$ 6,347.47	$ 6,657.73	$ 6,995.73	$ 7,342.40	$ 7,709.87	N/A	$ 76,169.60	$ 79,892.80	$ 83,948.80	$ 88,108.80	$ 92,518.40	N/A
ASSOCIATE PLANNER	MID-MANAGEMENT	$ 43.47	$ 45.65	$ 47.93	$ 50.33	$ 52.85	N/A	$ 7,535.33	$ 7,912.51	$ 8,307.72	$ 8,723.73	$ 9,160.54	N/A	$ 90,423.93	$ 94,950.10	$ 99,692.62	$ 104,684.76	$ 109,926.44	N/A
BUILDING INSPECTOR I	ACE	$ 32.77	$ 34.43	$ 36.13	$ 37.93	$ 39.85	N/A	$ 5,680.13	$ 5,967.87	$ 6,262.53	$ 6,574.53	$ 6,907.33	N/A	$ 68,161.60	$ 71,614.40	$ 75,150.40	$ 78,894.40	$ 82,888.00	N/A
BUILDING INSPECTOR II	ACE	$ 38.24	$ 40.15	$ 42.16	$ 44.27	$ 46.48	N/A	$ 6,628.27	$ 6,959.33	$ 7,307.73	$ 7,673.47	$ 8,056.53	N/A	$ 79,539.20	$ 83,512.00	$ 87,692.80	$ 92,081.60	$ 96,678.40	N/A
BUILDING OFFICIAL	MID-MANAGEMENT	$ 60.02	$ 63.03	$ 66.18	$ 69.48	$ 72.96	N/A	$ 10,403.35	$ 10,924.52	$ 11,470.66	$ 12,043.44	$ 12,646.20	N/A	$ 124,840.16	$ 131,094.19	$ 137,647.97	$ 144,521.29	$ 151,754.43	N/A
CITY CLERK	CONFIDENTIAL	$ 54.44	$ 57.16	$ 60.02	$ 63.02	$ 66.17	N/A	$ 9,436.11	$ 9,908.39	$ 10,402.94	$ 10,922.93	$ 11,469.95	N/A	$ 113,233.32	$ 118,900.72	$ 124,835.25	$ 131,075.12	$ 137,639.36	N/A
CIVIL ENGINEER/PROJECT MANAGER	MID-MANAGEMENT	$ 51.42	$ 54.00	$ 56.70	$ 59.53	$ 62.51	N/A	$ 8,912.96	$ 9,359.47	$ 9,827.37	$ 10,318.09	$ 10,834.50	N/A	$ 106,955.55	$ 112,313.60	$ 117,928.41	$ 123,817.12	$ 130,013.99	N/A
COMMUNITY SERVICE OFFICER	POA	$ 31.93	$ 33.53	$ 35.20	$ 36.96	$ 38.81	$ 40.77	$ 5,534.53	$ 5,811.87	$ 6,101.33	$ 6,406.40	$ 6,727.07	$ 7,066.80	$ 66,414.40	$ 69,742.40	$ 73,216.00	$ 76,876.80	$ 80,724.80	$ 84,801.60
CUSTOMER SERVICE - OFFICE COORDINATOR	ACE	$ 24.87	$ 26.13	$ 27.44	$ 28.80	$ 30.27	N/A	$ 4,310.80	$ 4,529.20	$ 4,756.27	$ 4,992.00	$ 5,246.80	N/A	$ 51,729.60	$ 54,350.40	$ 57,075.20	$ 59,904.00	$ 62,961.60	N/A
DEPUTY CITY CLERK	ACE	$ 36.05	$ 37.87	$ 39.75	$ 41.74	$ 43.84	N/A	$ 6,248.67	$ 6,564.13	$ 6,890.00	$ 7,234.93	$ 7,598.93	N/A	$ 74,984.00	$ 78,769.60	$ 82,680.00	$ 86,819.20	$ 91,187.20	N/A
DEVELOPMENT SERVICES TECHNICIAN	ACE	$ 32.31	$ 33.94	$ 35.62	$ 37.40	$ 39.28	N/A	$ 5,600.40	$ 5,882.93	$ 6,174.13	$ 6,482.67	$ 6,808.53	N/A	$ 67,204.80	$ 70,595.20	$ 74,089.60	$ 77,792.00	$ 81,702.40	N/A
ENVIRONMENTAL PROJECTS MANAGER	MID-MANAGEMENT	$ 47.41	$ 49.78	$ 52.26	$ 54.88	$ 57.63	N/A	$ 8,216.87	$ 8,628.17	$ 9,059.13	$ 9,512.76	$ 9,989.08	N/A	$ 98,602.47	$ 103,538.03	$ 108,709.51	$ 114,153.16	$ 119,868.94	N/A
EQUIPMENT OPERATOR	ACE	$ 29.66	$ 31.16	$ 32.70	$ 34.36	$ 36.07	N/A	$ 5,141.07	$ 5,401.07	$ 5,668.00	$ 5,955.73	$ 6,252.13	N/A	$ 61,692.80	$ 64,812.80	$ 68,016.00	$ 71,468.80	$ 75,025.60	N/A
HUMAN RESOURCES ANALYST	CONFIDENTIAL	$ 42.58	$ 44.69	$ 46.94	$ 49.30	$ 51.78	N/A	$ 7,380.53	$ 7,746.27	$ 8,136.27	$ 8,545.33	$ 8,975.20	N/A	$ 88,566.40	$ 92,955.20	$ 97,635.20	$ 102,544.00	$ 107,702.40	N/A
INFORMATION SYSTEMS SPECIALIST	CONFIDENTIAL	$ 37.20	$ 39.06	$ 41.01	$ 43.06	$ 45.22	N/A	$ 6,448.83	$ 6,770.99	$ 7,108.62	$ 7,464.55	$ 7,837.35	N/A	$ 77,385.92	$ 81,251.87	$ 85,303.47	$ 89,574.59	$ 94,048.23	N/A
MAINTENANCE WORKER I	ACE	$ 22.05	$ 23.18	$ 24.32	$ 25.54	$ 26.82	N/A	$ 3,822.00	$ 4,017.87	$ 4,215.47	$ 4,426.93	$ 4,648.80	N/A	$ 45,864.00	$ 48,214.40	$ 50,585.60	$ 53,123.20	$ 55,785.60	N/A
MAINTENANCE WORKER II	ACE	$ 29.55	$ 31.00	$ 32.57	$ 34.22	$ 35.94	N/A	$ 5,122.00	$ 5,373.33	$ 5,645.47	$ 5,931.47	$ 6,229.60	N/A	$ 61,464.00	$ 64,480.00	$ 67,745.60	$ 71,177.60	$ 74,755.20	N/A
MAINTENANCE WORKER III	ACE	$ 32.57	$ 34.22	$ 35.94	$ 37.75	$ 39.62	N/A	$ 5,645.47	$ 5,931.47	$ 6,229.60	$ 6,543.33	$ 6,867.47	N/A	$ 67,745.60	$ 71,177.60	$ 74,755.20	$ 78,520.00	$ 82,409.60	N/A
MECHANIC	ACE	$ 33.22	$ 34.88	$ 36.63	$ 38.44	$ 40.39	N/A	$ 5,758.13	$ 6,045.87	$ 6,349.20	$ 6,662.93	$ 7,000.93	N/A	$ 69,097.60	$ 72,550.40	$ 76,190.40	$ 79,955.20	$ 84,011.20	N/A
MUSEUM CURATOR	ACE	$ 29.44	$ 30.93	$ 32.50	$ 34.10	$ 35.80	N/A	$ 5,102.93	$ 5,361.20	$ 5,633.33	$ 5,910.67	$ 6,205.33	N/A	$ 61,235.20	$ 64,334.40	$ 67,600.00	$ 70,928.00	$ 74,464.00	N/A
OPERATIONS MAINTENANCE SUPERVISOR	MID-MANAGEMENT	$ 43.31	$ 45.50	$ 47.76	$ 50.13	$ 52.65	N/A	$ 7,507.07	$ 7,886.67	$ 8,278.40	$ 8,689.20	$ 9,126.00	N/A	$ 90,084.80	$ 94,640.00	$ 99,340.80	$ 104,270.40	$ 109,512.00	N/A
PARKING ENFORCEMENT OFFICER	ACE	$ 26.51	$ 27.79	$ 29.20	$ 30.67	$ 32.20	N/A	$ 4,595.07	$ 4,816.93	$ 5,061.33	$ 5,316.13	$ 5,581.33	N/A	$ 55,140.80	$ 57,803.20	$ 60,736.00	$ 63,793.60	$ 66,976.00	N/A
POLICE CAPTAIN	POLICE CAPTAINS	$ 69.32	$ 72.78	$ 76.42	$ 80.25	$ 84.27	$ 88.49	$ 12,014.86	$ 12,616.05	$ 13,246.54	$ 13,910.57	$ 14,606.85	$ 15,338.22	$ 144,178.33	$ 151,392.55	$ 158,958.47	$ 166,926.81	$ 175,282.24	$ 184,058.63
POLICE OFFICER TRAINEE	POA	$ 42.89	$ -	$ -	$ -	$ -	$ -	$ 7,434.27	$ -	$ -	$ -	$ -	$ -	$ 89,211.20	$ -	$ -	$ -	$ -	$ -
POLICE OFFICER	POA	$ 47.74	$ 50.14	$ 52.59	$ 55.25	$ 58.02	$ 60.93	$ 8,274.93	$ 8,690.93	$ 9,115.60	$ 9,576.67	$ 10,056.80	$ 10,561.20	$ 99,299.20	$ 104,291.20	$ 109,387.20	$ 114,920.00	$ 120,681.60	$ 126,734.40
POLICE RECORDS TECHNICIAN	ACE	$ 28.99	$ 30.44	$ 31.96	$ 33.57	$ 35.25	N/A	$ 5,024.93	$ 5,276.27	$ 5,539.73	$ 5,818.80	$ 6,110.00	N/A	$ 60,299.20	$ 63,315.20	$ 66,476.80	$ 69,825.60	$ 73,320.00	N/A
POLICE SERGEANT	POA	$ 56.80	$ 59.67	$ 62.64	$ 65.77	$ 69.07	$ 72.51	$ 9,845.33	$ 10,342.80	$ 10,857.60	$ 11,400.13	$ 11,972.13	$ 12,568.40	$ 118,144.00	$ 124,113.60	$ 130,291.20	$ 136,801.60	$ 143,665.60	$ 150,820.80
RECORDS MANAGEMENT CLERK	ACE	$ 27.72	$ 29.12	$ 30.60	$ 32.12	$ 33.72	N/A	$ 4,804.80	$ 5,047.47	$ 5,304.00	$ 5,567.47	$ 5,844.80	N/A	$ 57,657.60	$ 60,569.60	$ 63,648.00	$ 66,809.60	$ 70,137.60	N/A
RECORDS MANAGER	POA	$ 39.58	$ 41.58	$ 43.65	$ 45.82	$ 48.15	$ 50.54	$ 6,860.53	$ 7,207.20	$ 7,566.00	$ 7,942.13	$ 8,346.00	$ 8,760.27	$ 82,326.40	$ 86,486.40	$ 90,792.00	$ 95,305.60	$ 100,152.00	$ 105,123.20
RECREATION & COMMUNITY SERVICES ASSISTANT	ACE	$ 21.50	$ 22.57	$ 23.72	$ 24.87	$ 26.13	N/A	$ 3,726.67	$ 3,912.13	$ 4,111.47	$ 4,310.80	$ 4,529.20	N/A	$ 44,720.00	$ 46,945.60	$ 49,337.60	$ 51,729.60	$ 54,350.40	N/A
MMUNITY SERVICES & RECREATION COORDINATOR	ACE	$ 31.95	$ 33.57	$ 35.26	$ 37.03	$ 38.84	N/A	$ 5,538.00	$ 5,818.80	$ 6,111.73	$ 6,418.53	$ 6,732.27	N/A	$ 66,456.00	$ 69,825.60	$ 73,340.80	$ 77,022.40	$ 80,787.20	N/A
RECREATION FACILITY CUSTODIAN	ACE	$ 20.76	$ 21.81	$ 22.90	$ 24.05	$ 25.24	N/A	$ 3,598.40	$ 3,780.40	$ 3,969.33	$ 4,168.67	$ 4,374.93	N/A	$ 43,180.80	$ 45,364.80	$ 47,632.00	$ 50,024.00	$ 52,499.20	N/A
SENIOR ACCOUNTANT	MID-MANAGEMENT	$ 48.34	$ 50.76	$ 53.30	$ 55.96	$ 58.76	N/A	$ 8,379.21	$ 8,798.97	$ 9,238.85	$ 9,700.19	$ 10,185.67	N/A	$ 100,550.48	$ 105,587.67	$ 110,866.23	$ 116,402.30	$ 122,228.06	N/A
SENIOR MECHANIC	MID-MANAGEMENT	$ 39.11	$ 41.08	$ 43.14	$ 45.29	$ 47.54	N/A	$ 6,779.07	$ 7,120.53	$ 7,477.60	$ 7,850.27	$ 8,240.27	N/A	$ 81,348.80	$ 85,446.40	$ 89,731.20	$ 94,203.20	$ 98,883.20	N/A
SENIOR PLANNER	MID-MANAGEMENT	$ 49.99	$ 52.49	$ 55.11	$ 57.87	$ 60.76	N/A	$ 8,664.10	$ 9,098.14	$ 9,552.97	$ 10,030.00	$ 10,531.98	N/A	$ 103,969.19	$ 109,177.65	$ 114,635.68	$ 120,359.98	$ 126,383.81	N/A
CITY MANAGER	MANAGEMENT		RANGE:	$ 124.24	TO	$ 124.24			RANGE:	$ 21,535.56	TO	$ 21,535.56			RANGE:	$ 258,426.76	TO	$ 258,426.76	
CHIEF OF POLICE	MANAGEMENT		RANGE:	$ 83.55	TO	$ 106.54			RANGE:	$ 14,481.18	TO	$ 18,467.13			RANGE:	$ 173,774.17	TO	$ 221,605.53	
DEPARTMENT HEADS	MANAGEMENT		RANGE:	$ 78.54	TO	$ 95.78			RANGE:	$ 13,614.22	TO	$ 16,602.11			RANGE:	$ 163,370.59	TO	$ 199,225.29	

Salary & Benefit Adjustments

June 26, 2025

COLAs & Health Care Contributions

- Each year, Council adopts a resolution, establishing the current salary schedule for each position class of permanent employees
- City has existing agreements with employee groups, which require COLAs & healthcare contribution increases starting in July

Group	COLA % increase	Healthcare Contribution increase *Employee only*	Healthcare Contribution increase *Employee +1*	Healthcare Contribution increase *Employee +2*
ACE	3%	$50/month	$75/month	$100/month
Police Captains				
Confidential				
Management & CM				
POA: *Sergeants, Officers, Records Manager*				
POA: *CSOs*	1%			

Recommended Action

Approve the Resolution authorizing the Fiscal Year 2025-26 annual salary adjustment, consistent with existing employee labor agreements.

Will go into effect the first full pay period of July, beginning on July 6, 2025

Capitola City Council

Agenda Report

Meeting: June 26, 2025

From: City Manager Department

Subject: Compliance with Assembly Bill 2561/Government Code Section 3502.3 regarding Vacancies, Recruitment, and Retention Efforts

Recommended Action: Conduct the duly noticed public hearing and receive a report on the City of Capitola's recruitment and retention efforts.

Background: On September 22, 2024, Governor Gavin Newsom signed Assembly Bill 2561 (AB 2561) into law. This bill, effective January 1, 2025, amends the Meyers-Milias-Brown Act (MMBA) by adding Government Code section 3502.3, which creates new transparency and accountability measures for local public agencies related to staffing vacancies and recruitment practices.

The Legislature adopted AB 2561 in response to statewide concerns about job vacancies in local government. Legislative findings noted these vacancies have created serious challenges in public service delivery, increased workloads for remaining staff, and contributed to burnout and turnover. The legislation emphasizes the public interest in ensuring that local agencies are adequately staffed and labor relations are not undermined by persistent understaffing.

Under Government Code section 3502.3, the City is required to:

1. Public Hearing – Report on Vacancies: For the calendar year 2024, the City's annual average percentage of vacancies (i.e., regular, full-time equivalent) was 3.28% The highest vacancy count in 2024 was three full-time equivalent positions (in June and July, and in November and December). The average vacancy rate for the POA was 6.5% and for the ACE was 1.9%. Average vacancy rates are calculated by dividing the number of vacant positions by the total number of budgeted positions, and multiplying by 100 to get a percentage.
2. Employee Organization Participation: Allow the recognized employee organizations for each bargaining unit at the City to make presentations during the public hearing concerning vacancies and recruitment and retention efforts.
3. Additional Reporting for High Vacancy Rates: If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the City must provide additional information during the public hearing, including the following: (1) the total number of vacancies within the bargaining unit; (2) the number of applicants; (3) the average number of days to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit. (Gov. Code 3502.3(c))

Labor Organizations

The City of Capitola has two recognized labor organizations (represented bargaining units): the Association of Capitola Employees (ACE) and the Capitola Police Officers Association (POA). Attachment 1 shows the specific city positions that make up both bargaining units.

In accordance with AB 2561, the City provided advance notice of this public hearing to all recognized labor organizations representing City employees. Both organizations were offered the opportunity to make a presentation regarding job vacancies, hiring practices, or related labor matters. Both recognized labor organizations indicated they would not make presentations at the hearing.

For the calendar year 2024, there were no vacancy rates that met or exceeded the 20% threshold within the City's bargaining units with recognized employee organizations. The 2024 vacancies, by month, were as follows:

Fiscal Year	Month	# Separations	# Hires	# ACE Vacancies	# POA Vacancies
2023/24	January	1 ACE		1	1
2023/24	February			1	1
2023/24	March	1 POA	1 ACE		2
2023/24	April				2
2023/24	May				2
2023/24	June	1 ACE		1	2
2024/25	***July***			1	2
2024/25	August	1 ACE	2 ACE; 1 POA	1	1
2024/25	September	2 ACE	2 ACE	1	1
2024/25	October			1	1
2024/25	November	1 Exec		1	2
2024/25	December			1	2
TOTALS:		**7**	**6**	**AVERAGE: .75**	**AVERAGE: 1.5**

Discussion: During the 2024 calendar year, the average number of vacancies, citywide, was 2.3. The City maintained a consistent number of 68.5 budgeted full-time equivalent (FTE) positions. This FTE count represents 70 regular employees, three of whom are half-time. The City began 2024 with one FTE vacancy (a Police Officer position, associated with the POA), which remained throughout the year; additional vacancies fluctuated, with Capitola maintaining no more than three at any time. In 2024, Capitola experienced seven separations (including one retirement), and hired six new employees, with non-sworn new hires generally starting work within a month of corresponding separations.

Nearing the close of 2024, the City successfully promoted four employees, resulting in vacancies in the Police and City Manager Departments. Thus, as of December 31, 2024, the City had three vacancies, the City Hall Office Coordinator (ACE) and two Police Officer (POA) positions, respectively. At no time did either of the two city bargaining units exceed a 20% vacancy rate, and therefore the enhanced reporting provisions under AB 2561 do not apply.

In compliance with AB 2561, this report only covers calendar-year 2024; however, it is useful to note that in February 2025, the city filled the City Hall Office Coordinator vacancy with a full-time regular employee.

Recruitment Practices

During the COVID-19 Pandemic, Capitola experienced multiple resignations and retirements across all departments. Following the pandemic, the City then hired more frontline, mid-management, and director level employees than had been necessary in 10 years or more, filling vacancies left from the pandemic. To meet this need Human Resource (HR) staff has focused on taking a proactive approach to the City's recruitment process to allow for quicker hiring upon employee resignations and retirements. In the past, the earliest stages of recruitment (the posting of an available job) often was not done until after an outgoing employee's last day. Now, as soon as HR and/or management staff is aware of a pending retirement or resignation notice, HR begins a recruitment strategy specific to the soon-to-be vacant position and corresponding department needs. Additionally, staff implemented an online application process (rather than a fillable PDF) to modernize and speed up an applicant's experience and to increase the City's professional reputation as an employer.

Currently, the recruitment and hiring process can take up to a month (for most non-sworn employees); as the process includes opening job postings, garnering applications, reviewing resumes, conducting a panel interview, and an additional one-on-one interview with the hiring manager. Pre-employment

practices, like reference and background checks and drug testing, are position dependent and can take more time to complete.

In 2024, the City received 1,122 applications to fill approximately seven regular city roles (including internal candidates) and eight temporary positions. The City hires temporary employees primarily as Community Services and Recreation Department seasonal programming staff, such as Junior Guards and Camp Capitola, and to provide lifeguard services from May through October. Temporary employee hiring accounts for roughly 26% of all recruitment each year.

Current Employee Retention Efforts (2024)

- Administrative Policy I-39: Down Payment Assistance Program
- Administrative Policy II-20: Flexible Remote Work
- Training opportunities and conference attendance, maintained by department budgets
- Employee parking permits
- Citywide 457 Account matching program
- One-time equity adjustments (negotiated and approved by City Council in June 2024)
- Seasonal events, including the City's 75th Anniversary Celebration, Halloween Party, Wharf Opening Party, and End-of-Year/Holiday party
- Monthly birthday recognition
- Bi-weekly newsletter highlighting City business, emailed to all employees

Currently, no additional policies, procedures, and/or recruitment activities have been identified that are leading to obstacles in the recruitment process. However, the City remains committed to considering any needed changes in the future.

Fiscal Impact: None.

Attachments:

1. Bargaining Units Makeup

Report Prepared By: Chloé Woodmansee, Assistant to the City Manager

Reviewed By: Julia Gautho, City Clerk; Jim Malberg, Finance Director; Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager

City of Capitola: Bargaining Units Make-up

Association of Capitola Employees:

Account Clerk

Accountant I, II

Administrative Records Analyst

Community Services & Recreation Coordinator

Customer Service Office Coordinator

Deputy City Clerk

Development Services Technician

Maintenance Worker I, II, III

Mechanic

Parking Enforcement Officer

Police Records Technician

Capitola Police Officers Association:

Police Officer

Police Officer Trainee

Records Manager

Community Service Officer

Vacancy & Recruitment Report

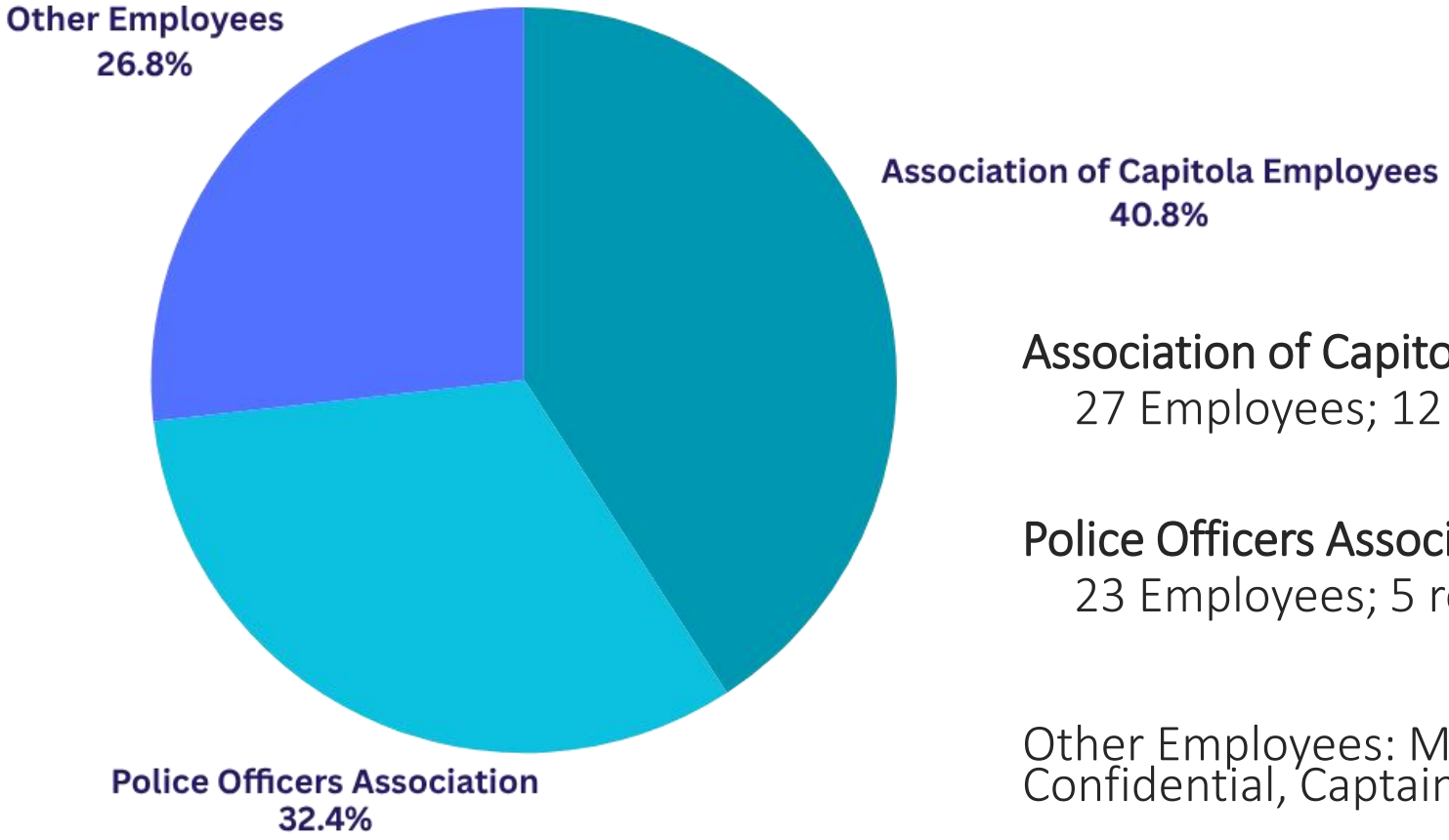
Compliance with AB 2561– Calendar Year 2024

Background

AB 2561: New State law requiring annual (calendar year) report

1. Report on Vacancies (average vacancy rate)
   A. ACE: 2.7%
   B. POA: 6.5%
2. Employee Organization Participation (Bargaining Unit participation allowed) ***offered***
3. Additional Reporting for High Vacancy Rate (if 20% or higher vacancy rate) ***n/a***

Capitola: Employee Makeup



Association of Capitola Employees:
27 Employees; 12 roles

Police Officers Association:
23 Employees; 5 roles

Other Employees: Mid-Management, Confidential, Captains, Management

City budget includes 69.5 Full Time Equivalent (FTE) positions

2024 By The Numbers

- One POA vacancy remained all year
- Three vacancies or fewer, Citywide
- Seven separations
- Six new hires
- Four internal promotions

Average Vacancies:

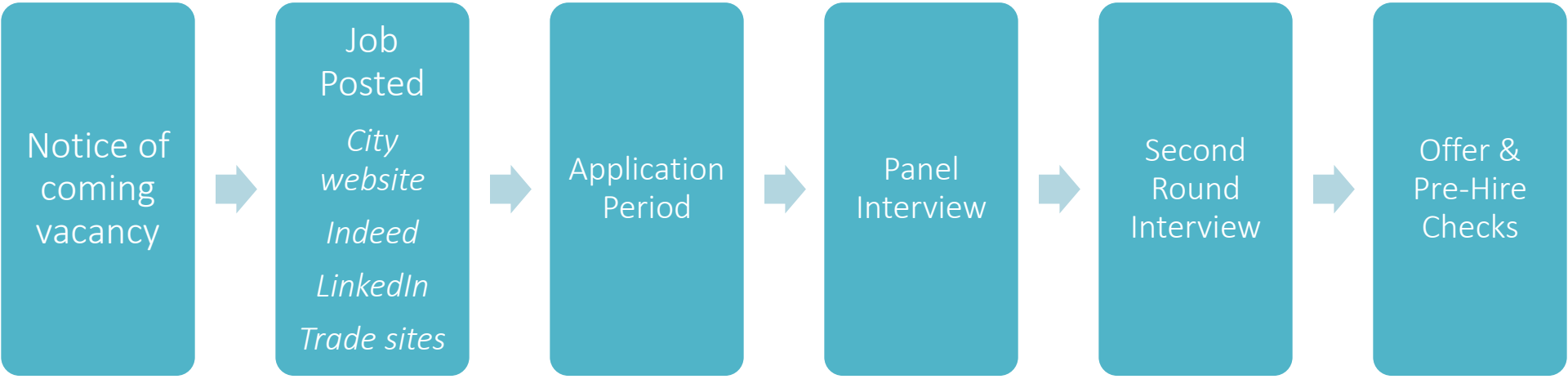
- *ACE: 0.75*
- *POA: 1.5*
- *Positions vacant*

Average Vacancy Rates:

- *ACE: 2.7%*
- *POA: 6.5%*
- *Vacancy to budgeted FTE*

- 1,122 applications received
- Filled seven regular roles
- 26% of recruitment = temporary employees (eight roles)

Recruitment Process



- ~ One month to hire non-Sworn employees
  - Sworn background investigations can take up to three months
- Entry-level positions garner 100s of applications
- All unsuccessful candidates receive a “no thank-you”
- Several great hires are working in jobs they did not initially apply for

Retention Efforts

- Flexible Remote Work Policy
- Down Payment Assistance Program
- Training & conference attendance
- Employee parking permits
- 457 Account matching program
- Community support: Measure Y
- Seasonal events
- Monthly Birthday celebration

Recommendation

Receive report and hold public hearing.

No Council action required

Capitola City Council

Agenda Report

Meeting: June 26, 2025

From: City Manager Department

Subject: City-Owned Property Leasing Policy

Recommended Action: Establish a standard frequency to put leases of City-owned property out for proposals and adopt an administrative policy outlining the process for the lease of City-owned property.

Background: The City of Capitola currently holds three leases with business owners for the commercial use of City-owned property:

Lease Holder/Business	Summary of Service Provided	City-Owned Property
Capitola Boat and Bait	Bait and tackle shop, seasonal moorings, water taxi	Temporary structures on Capitola Wharf
Capitola Beach Company	Seasonal surf lessons, beach equipment rentals	256 square feet of Esplanade Park
Café Lido (Brittannia Arms)	Patio dining	Area adjacent to restaurant and Esplanade Park

The City has also entered a 99-year lease with the County of Santa Cruz and sublessee Santa Cruz Public Libraries for the City library building. As the building was purpose-built for library services, provided by the Santa Cruz Public Library system JPA, the City negotiated directly with the County rather than use an RFP process to solicit interest or award a lease.

The general reason to lease City-owned property is to allow purpose-driven and expert business owners to provide public services that the City is unable or unsuited to; for example, a restaurant housed in a City-owned building or recreation activity provider stationed in a public park. All leases of City property much be approved by City Council in open session.

No formal policy currently exists to regulate the process and procedure for leasing City-owned property. As requested by Council, the proposed policy (Attachment 1) outlines a standard for the advertisement of leasing opportunities and the selection of lessees to ensure transparency, alignment with community interests, and responsible management of public assets.

Staff reviewed existing policies from the cities of Oceanside and Monterey and the City and County of San Francisco, as well as current and best practices.

The proposed policy includes language to allow Council to approve leases with nonprofits and public agencies without going through an RFP process.

Discussion: The recommended City-Owned Property Leasing Policy establishes a comprehensive framework to guide the leasing of City-owned properties in a transparent, consistent, and community-aligned manner.

- **Lease Approval and Selection**: All leases must be approved by the City Council. Competitive processes, such as Requests for Proposals (RFPs), are recommended unless otherwise deemed appropriate and in the best interest of the City by the City Council. Situations where the Council may negotiate directly are included in the proposed policy, such as if an investment of $1 million

or more is being made in the facility, or when considering a lease with a non-profit or partner agency.

- **Fair Market Value**: Lease terms must reflect fair market value and include provisions for rent escalation, maintenance, and insurance, except as authorized by Council.
- **Lease Duration**: Staff is seeking Council direction to determine the regularity of the RFP process for the use of City-owned property. In general staff suggests the Council consider establishing a standard period of between 5-10 years, with exceptions for structures that require an investment of at least $1 million dollars and developed for a specific use, or if a property is physically connected to a commercial use, and any non-affiliated or unrelated use of the property is inconsistent with its intended purpose.
- **Auditing and Compliance**: Leases will be audited annually by the City Manager's Office. An inspection schedule and annual reporting to the Council are recommended to monitor lease compliance.

Staff requests that Council provide feedback on the highlighted areas within the proposed policy and align the requirements with Administrative Policy I-36, the Outdoor Dining Program.

Administrative Policy I-36: Village Outdoor Dining Program:

Although the Outdoor Dining Program is separate from the City's formal leasing structure, the City Council requested that the program be considered with a City leasing policy, to ensure consistency with the goal of managing public land use equitably and transparently. The Outdoor Dining Program, authorized by the Coastal Commission, allows private businesses to temporarily use public right-of-way or public property (such as parking spaces) for outdoor dining purposes so long as they have a City-issued permit.

Staff recommends that Administrative Policy I-36 be revised (proposed revisions included in Attachment 2) to utilize the same standard number of years as identified in the leasing policy to reallocate spaces if the program reaches the maximum number of permits, with the goal of allowing others the opportunity to participate in the program if all the spaces are eventually filled.

Fiscal Impact: There is no fiscal impact associated with the recommended action. In 2024, the City of Capitola received approximately $7,500 in rent due to leased property. This amount helps offset the cost of managing the leases.

Attachments:

1. Administrative Policy: City-Owned Property Leasing- Proposed Draft
2. Administrative Policy I-36: Village Outdoor Dining Program- revised December 9, 2021

Report Prepared By: Chloé Woodmansee, Assistant to the City Manager

Reviewed By: Julia Gautho, City Clerk; Jim Malberg, Finance Director; Katie Herlihy, Community Development Director; Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager

ADMINISTRATIVE POLICY

Number:
Issued:
Jurisdiction: City Council

CITY-OWNED PROPERTY LEASING

I. PURPOSE

The purpose of this policy is to establish clear guidelines for the leasing of City-owned properties to balance the City's financial interests with community benefits, ensuring the responsible and equitable management of publicly owned assets.

II. LEASING OBJECTIVES

The City's objectives in leasing property include:

a. Generating fair market revenue to support City services.
b. Supporting economic opportunity and public benefits.
c. Ensuring responsible stewardship of public assets.

III. CRITERIA FOR LEASE

City-owned property may be leased when any of the following criteria are met:

a. The property is in a high-demand public location where public services can be provided by a lessee other than the City more efficiently.
b. Lease of the property would enhance the growth of long-term revenue sources.
c. The City has a future use, but no immediate need, for the property.
d. The property is adjacent to commercial use.
e. The property has been explicitly developed or renovated for non-City use.
f. The City requires substantial control over development, use, and reuse of the property to enhance the planned development of that particular area.
g. The property has the immediate potential of a high return to the City because of its high demand and type of use, such as commercial building.
h. The City Council determines it is in the City's best interest to lease the property.

I. LEASE APPROVAL PROCESS

All leases of City property shall be subject to approval by the City Council. Unless the Council determines otherwise, competitive processes, such as Requests for Proposals (RFPs), shall be used to solicit interest. The City may negotiate leases to non-profits and public agencies directly. The City Council may consider the below factors in selecting a lessee:

a. Rent or improvements that will produce the highest return to the City.
b. Whether the lessee possesses the financial ability to develop and maintain the property over the term of the lease at the property's highest level.
c. Whether the lessee possesses a high level of expertise regarding the proposed development and operation.

d. Proposals for a development whose appearance and design meets the City's land use and development criteria.
e. Public benefits to be derived, including:
    i. Services available to the public;
    ii. Public open space;
    iii. Public infrastructure;
    iv. Pedestrian and bicycle facilities;
    v. Low-cost visitor-serving amenities; and
    vi. Increased transportation options.
f. Other considerations identified by the Council as in the best interest of the City.

II. LEASE TERMS AND CONDITIONS

a. Commercial lease terms shall reflect fair market value, determined through appraisal, comparative market analysis, or RFP process, unless otherwise deemed appropriate and in the best interests of the City by the City Council.
b. Standard lease terms shall include property maintenance, applicable insurance requirements and, where appropriate, rent escalations.
c. Leases will not include provisions that allow for automatic extension or renewal without authorization by the City Council.
d. The longest term lease the City will enter is ___ years. Leases shall be subject to an RFP process at least every ___ years , subject to the following exceptions:
    i. The property includes a structure of at least $1 million dollars developed for a specific use.
    ii. The property is physically connected to a commercial use, and any non-affiliated or unrelated use of the property is inconsistent with its intended purpose.
    iii. Outdoor dining permitted pursuant to the Village Outdoor Dining Program (Policy I-36), which shall be governed by the terms of that policy.
    iv. This provision shall not affect leases in effect as of the adoption of this policy, during their current terms.

III. COMPLIANCE WITH LEASE PROVISIONS & TRANSPARENCY

The City reserves the right to audit leases as warranted by the City Manager.

a. The City Manager or designee, in partnership with the Community Development Department, may establish an inspection schedule to ensure compliance with lease provisions, such as adherence to the lease area.
b. City staff will present an annual report summarizing the status of all City-owned property leases, revenue generated, and audit findings to the City Council.
c. Current lease agreements shall be published on the City website.

IV. CONFLICTS OF INTEREST

City staff involved in lease negotiations must adhere to all applicable State laws regarding conflicts of interest.

Number: I-36
Issued:
Jurisdiction: City Council

DRAFT ADMINISTRATIVE POLICY

VILLAGE OUTDOOR DINING PROGRAM

I. PURPOSE

The purpose of this policy is to define the rules, regulations and conditions of an outdoor dining program on City right of way in the Central Village (MU-V Zoning District). The program allows eligible Village eating and drinking establishments to construct, operate, and maintain outdoor dining areas within on-street parking spaces, designated sidewalk areas, and specific areas on the Capitola Wharf.

This Administrative Policy is authorized under Capitola Municipal Code Section 17.96.170.F

II. POLICY

General Requirements. All outdoor dining areas shall be operated in conformance with the regulatory requirements of the Americans with Disability Act (ADA), California Building Code, California Department of Alcoholic Beverage Control, Santa Cruz County Environmental Health Department and all other applicable City, County, State and Federal laws. Capitola Municipal Code Section 17.96.170 Outdoor Dining in the Public Right of Way establishes the standards and permit requirements for outdoor dining within the public right of way. Section III of this policy is an overview of the municipal code requirements.

Authorized Streets & Sidewalk Areas. In Capitola Village (MU-V Zoning District), outdoor dining in the public right of way is permitted in the following areas:

Public Parking Spaces: Esplanade, Monterey Avenue, Capitola Avenue, San Jose Avenue
Sidewalk Areas: Monterey Avenue
Capitola Wharf: Immediately adjacent to the restaurant (Code section 17.96.170.C)

Maximum Number of On-Street Parking Space. The maximum number of public parking spaces that can be utilized for outdoor dining is 25. (Code section 17.96.170.D)

Public parking spaces utilized for the in-lieu bicycle parking shall count toward the maximum of 25 spaces.

Size Limitation of Individual Outdoor Dining Areas. No outdoor dining area shall occupy more than five public parking spaces or 900 square feet of street, sidewalk, or area on Capitola Wharf.

Good Standing. An applicant must be in good standing to apply for a permit for outdoor dining. For purposes of this section, “good standing” shall mean that within the twenty-four months directly preceding submission of a complete application for an Administrative Permit or Design

Permit, the applicant has not been issued a notice of abatement, violation, or been subject to any code enforcement proceedings related to an ABC license, entertainment permit, or use permit by the City or any other regulatory or permitting agency. Any courtesy code enforcement notices received by the applicant was corrected by the applicant within the date specified on the courtesy notice. (Code section17.96.170.E.4)

Capitola Outdoor Dining – Space Allocation Procedures
The City of Capitola permits a maximum of 25 public parking spaces to be used for outdoor dining. The procedures below outline how these spaces are allocated, prioritizing continuity for existing businesses while ensuring access for new applicants when demand exceeds supply.

1. Renewal for Existing Participants

Restaurants currently using outdoor dining spaces may renew their existing spaces, provided they:

- Remain in good standing with encroachment agreement, maintenance obligations, and applicable zoning within Capitola Municipal Code Title 17.
- Submit renewal applications and required fees on time.

Renewed spaces are counted toward the 25-space cap and may be subject to the lottery as outlined in section 4.

2. New Applications – First Come, First Served
New outdoor dining space requests will be accepted on a first-come, first-served basis until a total of 25 spaces have been allocated.

3. Waitlist. The City will open a waitlist for applicants when an application is received that goes beyond the 25 space maximum.

4. Lottery and Reallocation of Spaces
If there is a waitlist of applications, any existing outdoor dining decks that have been in place for at least __ years will be subject to the lottery when they apply for the next extension. At the time of extension, the space(s) will return to the available pool and be awarded through the lottery. The business owner applying for the extension may participate in the lottery.

Step 1. All eligible applicants will receive one entry per requested space.
Step 2. The lottery will be conducted in rounds:
Step 3. If the total requests are less than the number of available spaces, award the spaces to the applicants.
Step 4. If the total requests exceed the number of available spaces, evenly distribute one space per business. Continue to evenly distribute remaining spaces until they cannot be evenly distributed.
Step 5. Hold a lottery for the remainder of the spaces for those requesting additional spaces. All applicants that are not allocated their requested number of spaces in Step 2 above, will be given one ticket in the lottery.
Step 6. The lottery will be held in rounds. If an applicant's ticket is chosen and they receive their requested number of spaces, their ticket will be removed prior to the next round. If the applicant has not reached their requested number of parking spaces, their ticket will be replaced into the hopper for the next round.
Step 7. Rounds will continue until 25 parking spaces have been allocated. The process continues until all 25 spaces are allocated.

Permits. Applicants must obtain all necessary permits to construct and operate an outdoor dining area. Necessary permits include but are not limited to:

1. A revocable encroachment permit;
2. An administrative permit or design permit pursuant to Capitola Municipal Code Section 17.96.170;
3. A coastal development permit; and
4. A building permit.

Revocable Encroachment Permit. Per Capitola Municipal Code 12.56, applicants must receive a revocable encroachment permit from the City of Capitola prior to construction of an outdoor dining area. The revocable encroachment will include, but not limited to, the following terms and conditions:

- 3-year term
- Inspection - City staff shall have the authority to enter the outdoor dining area for any purposes, including to inspect the condition, safety, and compliance with all City issued permits.
- Deposit - Each applicant shall pay a deposit to ensure the dining area is maintained as follows

  - Sidewalk dining - $500 deposit
  - 1-2 spaces - $1000 deposit
  - 3-5 spaces - $1,500 deposit
- Maintenance Standards - All dining areas shall be maintained, including but not limited to the following:
  - All trash must be picked up and properly disposed.
  - All flower boxes or planter must contain live, healthy vegetation.
  - All tables, chairs, equipment, and structures must be kept clean and operational.
- Applicants shall provide proof of insurance as specified by the City application form.
- Parking space payment – All tenants must pay $3,400 per parking space, which is approximately $18 per square foot, per year. This amount shall be adjusted upward annually by increases of the CPI. All rent must be paid in advance. Initial rents must be paid prior to the beginning of construction. The rent in subsequent years is due by January 10th for the calendar year. Any partial years rent amounts will be prorated.
- No-subletting - Outdoor dining spaces are for the use of the permit holder only and may not be sublet to any other vendor or business.
- Violations - Violations of the revocable encroachment permit shall be enforced as follows:
  - Upon a first violation by a permit holder, the city manager, or designee, shall mail a written warning to the eating and drinking establishment. The warning shall recite the violation, and advise that future violations may result in fines.
  - Upon a second or subsequent violation by the eating or drinking establishment, the following penalties will apply:
    - A fine not exceeding one hundred dollars for the first violation after the first warning.
    - A fine not exceeding two hundred dollars for the second violation.
    - A fine not exceeding five hundred dollars for the third violation.
    - A permit holder with more than three violations during the lease term may have their permit revoked and be required to remove any improvements associated with the outdoor dining area.
    - Permit holders whose permit is revoked may not receive another encroachment permit for outdoor dining for a period of two years, and only if there are available parking spaces under the 25 space cap. The revoked spaces will be placed back in the lottery system and available for allocation.

Revocable Encroachment Permit Term Expiration. All revocable encroachment permits issued for outdoor dining will have a term of three years or less. Six months prior to expiration the City and permit holder shall review past performance and use of the outdoor dining area. Upon review, either extension or termination may be possible. Extension of the program and any lease shall be at the sole discretion of the Capitola City Council.

Authorization to Proceed. Construction of an outdoor dining area may not begin until all required permits have been issued. Starting construction prior to receiving all permits may result in revocation of any applicable permits.

Construction Timing. Applicants with assigned parking spaces through the lottery, are required to acquire City permits and complete construction of their street dining deck within six months of the award. After six month, the spaces will be placed back in the lottery system and available for allocation.

III. ADMINISTRATIVE POLICY RELATIVE TO CAPITOLA MUNICIPAL CODE SECTION 17.96.170 OUTDOOR DINING IN THE PUBLIC RIGHT OF WAY

Capitola Municipal Code Section 17.96.170 establishes the standards and permit requirements for outdoor dining within the public right of way. The following is an overview of the municipal code requirements:

A. Permits and Approvals.

The following table shows permits required for sidewalk dining and street dining decks.

Type of Outdoor Dining	Permit Required	Zoning Code Chapter
Sidewalk Dining	Design Permit	17.120
Street Dining Decks		
Prototype Street Dining Deck	Administrative Permit	17.116
Custom Street Dining Deck	Design Permit	17.120

B. Operating and Development Standards. All Sidewalk Dining and Street Dining Decks shall comply with the following standards:

1. **Must Serve Eating and Drinking Establishment.** Outdoor dining in the public right-of-way is allowed only when incidental to and a part of an "eating and drinking establishment" as defined in Chapter 17.160 (Glossary).

2. **One Facility Only.** An eating establishment may have either sidewalk dining or a street dining deck. An eating establishment may not have both sidewalk dining and a street dining deck.

3. **Limited to Eating Establishment Frontage.**
   a. Sidewalk dining is allowed on the sidewalk directly adjacent to the eating establishment street frontage.
   b. Street dining decks in the public right-of-way are only allowed on parking spaces that are:
      (1) Wholly or partially located in the right-of-way; and
      (2) Directly adjacent to the eating establishment street frontage unless authorized by paragraph (b) below.
   c. The City may allow an outdoor dining area to extend beyond the eating and drinking establishment frontage if:
      (1) Due to the road and parking space layout, the outdoor dining area cannot be designed without extending the area beyond immediately adjacent parking spaces;
      (2) Extending the outdoor dining area will not have significant impact on adjoining businesses as determined by the permit review authority; and
      (3) Extending the outdoor dining area will not adversely impact coastal access.

4. **Sidewalk Width.** Outdoor dining areas in the public right-of-way shall provide a minimum clear width within the sidewalk of at least:
   a. 5 feet in the MU-V zoning district; and

5. **Sidewalk Dining Areas**. Sidewalk dining areas shall be limited to the placement of tables and chairs. In addition, design elements required for ABC permit compliance for separation (fences, ropes, planters, etc.), may be included in the design but shall not exceed 36-inches in height.

6. **Signs.**
   a. Commercial signs, including business identification signs are not permitted in or on any portion of the improvements of a sidewalk dining area or street dining deck.
   b. One informational sign not to exceed two square feet providing information such as "watch your step" or "for paying customers only" is allowed.

7. **Stormwater Drainage.** All street dining decks must allow for adequate stormwater drainage.
   a. Dining decks shall not block the drainage flow along the gutter line.
   b. Dining decks shall not block access into any drain inlet or other drainage/stormwater facility.

8. **Utilities.** All outdoor dining shall not interfere with utility boxes, water hydrants, storm drains, and all other related facilities.

9. **Trash and Maintenance.** An outdoor dining area in the public right-of-way shall be maintained in a clean and safe condition as determined by the City, including as follows:
   a. All trash must be picked up and properly disposed of.
   b. All flower boxes and planters must contain live, healthy vegetation.
   c. All tables, chairs, equipment, and structures must be kept clean and operational.

10. **Sound.** Music and amplified sound are not allowed in an outdoor dining area.

11. **Bicycle Parking for Street Dining Decks.**
   a. A street dining deck that eliminates an on-street parking space must include a bicycle parking rack integrated in the street dining deck design or within the private property of the eating or drinking establishment.
   b. The bicycle parking rack must provide a minimum of two bicycle parking spaces for each eliminated vehicle parking space.
   c. As an alternative to providing the bicycle parking rack, the City may allow an applicant to pay an annual in-lieu fee of $300 per year per bicycle parking space. Fee shall be deposited into the City's in-lieu bike fund to create a central bicycle parking location. Also, a one-time fee of $200 will be charged per bicycle parking space for materials and installation.

12. **Hours of Operation.**
   a. Outdoor dining in the public right-of-way may occur between 7 a.m. and 10 p.m. seven days a week.
   b. The City may allow extended hours for street dining decks for special events and holidays.

13. **Open for Use.** All outdoor dining in the public right-of-way must be open for use a minimum of five days per week, except in cases of inclement weather. “Open for use” means that the eating or drinking establishment must allow customers to use the outdoor dining area when the establishment is open for business.

14. **Materials.** Allowed materials include finished or painted wood, glass, ornamental steel or iron, and decorative masonry. Street dining decks where the primary visible material is plastic, fabric, woven bamboo, or chain link/wire fencing are not allowed.

City Owned Property: Leasing Policy

June 26, 2025

Background

No policy for leasing City-owned property

- City Council approves leases (in open session)

Property may be leased:

- Expert operators to provide public services the City cannot directly provide (recreation, food services)
- Lease enhances long-term revenue growth
- Council determines it is in City's best interest

Current City Leases

Lessee/Business	Summary of Services	City-Owned Property
Capitola Boat and Bait	Bait and tackle shop, seasonal moorings, water taxi	Temporary structures on Wharf
Capitola Beach Company	Seasonal surf lessons, beach equipment rentals	256 square-feet of Esplanade Park
Brittania Arms	Patio dining	Area adjacent to restaurant & Esplanade Park

Other Leases:
Capitola Branch Library (99 years with County of SC)

Policy Development

Developed based on:

- Council request for transparency and standardization
- Best practices in municipal leasing
- Policies from Oceanside, Monterey, San Francisco
- *Not a common policy: Cities more commonly have Leasing & Property Management offices*
- *Includes special provisions for nonprofit/public agency leases*

Key Policy Points

1. Lease Approval & Selection

RFP process recommended

City may negotiate leases with non-profits and public agencies directly

2. Fair Market Value & Terms

Leases must reflect fair market value

Include rent escalation, insurance, and maintenance requirements

Lease Duration Options

Staff requests Council Direction

- Establish standard lease term:

___ years (5, 8, 10?)

- Exceptions allowed for:
  - $1M+ capital investment
  - Purpose-built facilities
  - Structures physically tied to private commercial property

Oversight & Accountability

- Annual report to City Council on:
  - Lease performance
  - Compliance with lease stipulations, area, etc.
  - Status of leased properties

Outdoor Dining Program

Administrative Policy I-36 (Outdoor Dining):

Not a lease, but use of public space with a permit

Coastal Commission-approved

Currently limited to 25 parking spaces

Proposed Update:

Align reallocation timeline with leasing policy or establish different timeline:

- ____-year reallocation cycle via lottery <u>if program is full</u>

Recommended Action

1. Provide Staff direction on:
   - *Lease threshold (5, 8, or 10 years?)*
   - *Establish timing to reallocate Outdoor Dining Program consistent with leases, or establish other timeline*

2. Approve policy draft (with recommendations) and revise Policy I-36: Outdoor Dining Program with Council-established timelines

Capitola City Council

Agenda Report

Meeting: June 26, 2025

From: Finance Department

Subject: Fiscal Year 2025-26 Operating Budget and Capital Improvement Program

Recommended Action: Adopt a resolution adopting the Fiscal Year 2025-26 City of Capitola Budget and Capital Improvement Program.

Background: The Proposed Fiscal Year (FY) 2025-26 Budget and Planned FY 2026-27 Budget was presented to the City Council during a special meeting on May 15, 2025. During the special meeting, the Council received input from the Finance Advisory Committee (FAC). At the meeting, the City Council requested additional information which was presented at a second special meeting on May 29, 2025. During the second special meeting, the Council reviewed updates to the proposed budget and additional recommendations from the FAC and heard public comments.

During the May 29th special meeting, the Council discussed additional funding allocations for traffic safety improvements (crosswalk lighting and the Park Avenue Traffic Improvement Project), improvements to Esplanade Park, a playground at Monterey Park, and economic development. The Council made a motion allocating $10,000 for a flashing crosswalk sign, $50,000 for Esplanade Park, $60,000 for Park Avenue traffic improvements, $10,000 for a playground at Monterey Park, and $20,000 for economic development. The Council directed staff to provide any additional FAC recommendations following their June 17th meeting and prepare a resolution to adopt the budget.

Discussion: The Proposed FY 2025-26 Budget estimates the General Fund ending balance on June 30, 2025, to be $603,000. This balance includes a target fund balance of $500,000, $100,000 designated for the Employee Downpayment Assistance Program, and approximately $3,000 undesignated. Pursuant to City Council direction, staff has allocated $150,000 of existing general fund resources towards FY 2025-26 City Council Goals and Priorities.

The proposed budget includes the reformation of the Finance Department to the Administrative Services Department, to include Finance, Human Resources, and Information Technology within one department. There is no cost associated with this change. A new Administrative Services Director job description, and updated Assistant to the City Manager job description, are included as Attachment 5 for Council approval.

Following City Council direction, the budget includes $64,000 of Restricted TOT revenue programmed to Early Childhood and Youth Programs (ECYP), $35,000 of Restricted TOT allocated to the Capitola – Soquel Chamber of Commerce, and $35,000 allocated to the Capitola Village & Wharf Business Improvement District fund.

Revisions made to the FY 2025-26 Proposed Budget since the May 29th public hearing include:

Item	Original request	Amended request	Net Change	Reason
RRFB flashing crosswalk sign	0	10,000	10,000	City Council priority
Esplanade Park	0	50,000	50,000	City Council priority
Park Avenue	0	60,000	60,000	City Council priority
Monterey Park Playground	0	10,000	10,000	City Council priority
Economic Development	0	20,000	20,000	City Council priority
Net Impact on General Fund Balance			**($150,000)**	**Decrease in Available Funding**

Additional administrative amendments include:

- Increase the Early Childhood & Youth Program restricted funding by $1,400 for the Youth Action Network (YAN) Student Liaison Program.
- Adjust request for equipment from two Police Department vehicles to one Police vehicle & one fleet vehicle – no cost difference.
- Update City Council goals to include reviewing and updating, if necessary, the City Council Code of Conduct.
- Updated City Manager Department goals to include additional educational opportunities for the public to learn about Capitola's government. Staff plans to host an informational tabletop event during a Summer 2025 Twilight Concert and gage public interest for additional educational opportunities. The City Manager Department plans to host a formal Local Government Academy in early 2026.
- Updated Police Department goals to include seeking Department of Justice Tobacco Grant funding.
- Rebranding of Community Development Department to the Building, Planning & Economic Development Department.

The FAC reviewed these changes as well as all contract services during their meeting on June 17th and is recommending adoption of the FY 2025-26 Operating Budget and Capital Improvement Program without any additional changes. The FAC requested that an update on Measure Y revenues be included with quarterly budget updates vs. actual reports throughout FY 2025-26. Additionally, the committee reiterated the importance of developing a 5-year Capital Improvement Project Budget, as identified in the City's Strategic Plan.

The resolution necessary to adopt the Fiscal Year 2025-26 Budget includes the above appropriations and adjustments (Exhibit A), a General Fund overview (Exhibit B), and an estimation of FY 2025-26 fund balances (Exhibit C). In addition, the FY 2025-26 Proposed Budget is available on the City's website.

Fiscal Impact: The fiscal impact is shown in the attached General Fund overview and fund balance summary.

Attachments:

1. Resolution
2. General Fund Summary
3. Fund Balance Summary
4. FY 2025-26 Proposed Budget
5. Proposed Job Descriptions

Report Prepared By: Jim Malberg, Finance Director

Reviewed By: Julia Gautho, City Clerk; Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA ADOPTING THE 2025-26 FISCAL YEAR CITY BUDGET AND CAPITAL IMPROVEMENT PROGRAM BUDGET

WHEREAS, it is necessary to adopt the 2025-26 Fiscal Year Budget for all City funds and Capital Improvement Program; and

WHEREAS, the City Council has conducted budget study sessions, has heard and considered public comments, and has modified the proposed budget accordingly, and wishes to adopt such budget for the Fiscal Year July 1, 2025, through June 30, 2026; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Capitola that the 2025-26 Fiscal Year Budget and Capital Improvement Program is hereby adopted; and

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

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 26th day of June 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Joe Clarke, Mayor

ATTEST:

_____
Julia Gautho, City Clerk

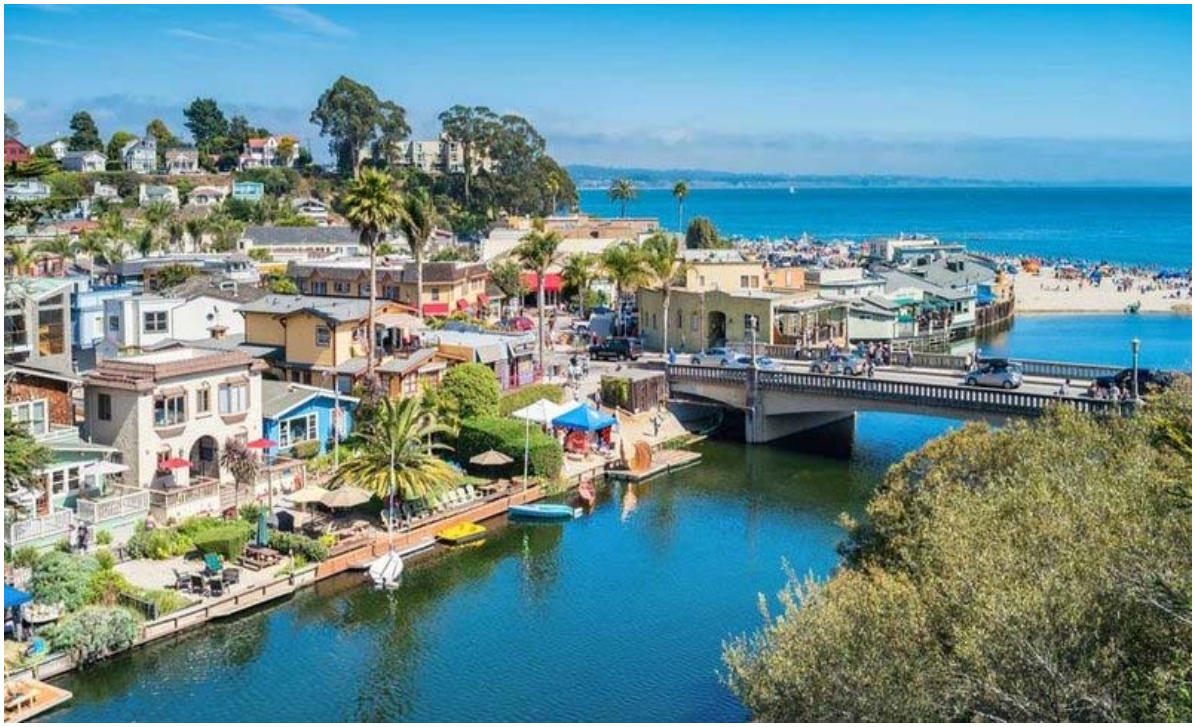
General Fund Summary

Major Categories	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Amended	FY 24/25 Estimated	FY 25/26 Proposed	FY 26/27 Planned
Revenues						
Taxes	$ 14,709,173	$ 14,495,884	$ 15,383,270	$ 15,358,270	$ 16,883,877	$ 17,354,164
Licenses and permits	650,188	767,635	737,309	737,309	734,500	743,740
Intergovernmental revenues	351,671	230,640	106,360	106,360	106,700	108,700
Charges for services	1,817,637	2,126,976	2,389,640	2,389,640	2,495,741	2,495,741
Fines and forfeitures	566,907	425,043	607,500	607,500	690,000	690,000
Use of money & property	70,527	355,181	190,195	190,195	139,000	143,500
Other revenues	240,413	365,348	117,206	117,206	97,000	102,875
Revenues Totals	**$18,406,515**	**$18,766,706**	**$19,531,479**	**$19,506,479**	**$21,146,818**	**$21,638,720**
Expenditures						
Personnel	$11,320,375	$12,099,946	$13,065,766	$13,065,766	$14,419,337	$15,017,010
Contract services	3,336,801	3,714,466	3,515,981	3,515,981	3,635,128	3,475,902
Training & Memberships	113,320	143,324	167,100	141,250	169,480	169,700
Supplies	778,011	960,221	842,939	820,123	801,700	786,800
Grants and Subsidies	125,000	125,000	125,000	125,000	133,425	133,425
Internal service fund charges	1,444,499	1,617,841	1,523,578	1,523,578	1,663,200	1,703,950
Other financing uses	3,271,324	2,288,788	287,568	287,568	407,344	287,116
Expenditures Totals	**$20,389,330**	**$20,949,586**	**$19,527,932**	**$19,479,266**	**$21,229,614**	**$21,573,904**
Impact on Fund Balance	**$ (1,982,815)**	**$ (2,182,880)**	**$ 3,547**	**$ 27,214**	**($82,796)**	**$64,817**
Budgetary Fund Balance	**$ 3,141,552**	**$ 958,672**	**$ 762,219**	**$ 785,885**	**$ 603,090**	**$ 667,906**
Designations						
Employee Downpayment			**$ (100,000)**	**$ (100,000)**	**$ (100,000)**	**$ (100,000)**
Infrastructure	**$ -**	**$ -**	**$ -**	**$ -**		
Revised Budgetary Fund Balance	**$ 3,141,552**	**$ 758,672**	**$ 662,219**	**$ 685,885**	**$ 503,090**	**$ 567,906**

	Estimated Balance 7/1/2025	Revenues	Transfers In	Expenditures	Transfers Out	Estimated Balance 6/30/2026
General Fund	**$ 685,885**	**$21,146,818**	**$ -**	**$ 20,822,270**	**$ 407,344**	**$ 603,090**
Designated Reserves						
Contingency Reserve	$2,495,346	$ -	$ -			$ 2,495,346
PERS Contingency Reserve	1,601,142	50,000	-	-	-	1,651,142
Emergency Reserve	1,631,506		-	-	-	1,631,506
Donations	-	-	-	-	-	-
Facility Reserve	282,714	-	-	-	-	282,714
Total Designated Reserves	**$ 6,010,707**	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ 6,060,707**
Debt Service						
Pac Cove Lease Financing	75,204	-	-		-	75,204
Pac Cove Park	12	-	87,568	87,568	-	12
Total Debt Service	**$ 75,216**	**$ -**	**$ 87,568**	**$ 87,568**	**$ -**	**$ 75,216**
Capital Improvement Fund	**$ 1,351,312**	**$ 1,420,700**	**$ -**	**$ 2,600,000**	**$ -**	**$ 172,012**
Internal Service Funds						
Stores	$ 64,082	$ 27,000		$ 27,000	$ -	$ 64,082
Information Techology	481,250	275,000	-	348,000	-	408,250
Equipment Replacement	141,157	197,000	-	197,000	-	141,157
Self-Insurance Liability	179,920	688,200		688,200	-	179,920
Workers' Compensation	118,749	403,000		403,000	-	118,749
Compensated Absences	30,899	-	200,000	200,000	-	30,899
Total Internal Service Funds	**$ 1,016,058**	**$ 1,590,200**	**$ 200,000**	**$ 1,863,200**	**$ -**	**$ 943,058**
Special Revenue Funds						
SLESF-Suppl Law Enforcmnt Svc	$ 33,427	$ 104,000		$ 133,500		$ 3,927
TOT Restricted Revenue	21,296	97,250		97,250		21,296
SB1 RMRA	300,518	258,668		258,668		300,518
RTC Streets	60,325	397,732		397,732		60,325
Gas Tax	273,397	279,546		279,500		273,443
Wharf	124,018	24,000		58,000		90,018
General Plan Update and Maint	280,571	62,000		75,500		267,071
Green Building Education	260,555	15,000		62,500		213,055
Public Art	155,236	25,000		55,500		124,736
Parking Reserve	737	-		-	-	737
Technology Fee	94,371	17,000		16,000		95,371
PEG-Public Education and Govt.	51,341	11,500		16,000		46,841
Capitola Village/Wharf BIA	33,426	150,000	-	165,500		17,926
CDBG Grants	(1,080)	-		-		(1,080)
CDBG Program Income	39,199	-		-		39,199
Library	51,569	165,000		165,000		51,569
HOME Reuse	780,264	20,000		979,000		(178,736)
Housing Trust	241,690	75,000		75,000		241,690
PLHA	5,255	-		-		5,255
Cap Hsg Succ- Program Income	1,925,511	20,000		32,500		1,913,011
Total Special Revenue Funds	**$ 4,731,626**	**$ 1,721,696**	**$ -**	**$ 2,867,150**	**$ -**	**$ 3,586,172**
Prelim. Fund Balance - All Funds	**$ 13,870,804**	**$ 25,929,414**	**$ 287,568**	**$ 28,240,188**	**$ 407,344**	**$ 11,440,254**
GF Fund Balance Designation	**(100,000)**					**(100,000)**
Total Fund Balance - All Funds	**13,770,804**					**11,340,254**

PROPOSED BUDGET

FISCAL YEAR 2025-26



CITY OF CAPITOLA

Capitola, California

CITY COUNCIL

Joe Clarke, Mayor
Gerry Jensen
Margaux Morgan
Melinda Orbach

Jamie Goldstein, City Manager

Sarah Ryan, Chief of Police
Jessica Kahn, Public Works Director
Jim Malberg, Administrative Services Director / Treasurer
Katie Herlihy, Building, Planning, & Economic Development Director
Nikki Bryant, Community Services & Recreation Director
Chloe Woodmansee, Assistant to the City Manager
Julia Gautho, City Clerk

THIS PAGE LEFT INTENTIONALLY BLANK

California Society of Municipal Finance Officers

Certificate of Award

Operating Budget Excellence Award
Fiscal Year 2024-2025

Presented to the

City of Capitola

For meeting the criteria established to achieve a CSMFO Award in Budgeting.

February 7, 2025

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

Ernie Reyna

Ernie Reyna
2024 CSMFO President

James Russell-Field

James Russell-Field, Chair
Recognition Committee

Dedicated to Excellence in Municipal Financial Reporting

TABLE OF CONTENTS

Mission and Values 1
City Manager's Budget Message 2
Summary Information 8
General Fund Revenues 19
General Fund Expenditures 28

Department Overview 46
City Council 47
City Attorney 48
City Manager 49
Proposed Administrative Services 51
Police 54
Public Works 59
Planning, Building, & Economic Development 66
Community Services and Recreation 68
Capitola Museum 70

Internal Service Funds 72
Stores Fund 74
Information Technology Fund 75
Equipment Replacement Fund 76
Self-Insurance Liability Fund 77
Workers' Compensation Fund 78
Compensated Absences Fund 79

Special Revenue Funds 80
Supplemental Law Enforcement Services 83
Restricted Transient Occupancy Tax (TOT) 84
Road Maintenance & Rehabilitation Act (SB1) 85
RTC Streets 86
Gas Tax 87
Wharf 88
General Plan Update and Maintenance 89
Green Building Education 90
Public Art 91
Parking Reserve 92
Technology Fee 93
Public Education & Government Cable TV Access 94
Capitola Village & Wharf BIA 95
Community Development Block Grants (CDBG) 96
CDBG Program Income 97
Library 98
HOME Program Reuse 99
Housing Trust 100
Permanent Local Housing Allocation (PLHA) 101
Capitola Housing Successor 102

Reserves……. 103
Emergency Reserves 105
Contingency Reserves 106
PERS Contingency Reserves..... 107
Facility Reserves 108

Multi-Year Assets & Obligations..... 109
City and Joint Powers Authority..... 112
Pacific Cove Lease Financing 113
Beach and Village Lot II Lease Financing 115

Capital Improvement Program…….……...117

Mission and Values

Mission - Why we're here

We are a vibrant coastal community committed to delivering dependable, accessible services that foster connection and belonging through participatory governance.

Vision - Where we're going

The City of Capitola is a thriving, family-friendly community that prioritizes resident needs while fostering a healthy balance between sustainable tourism, economic growth, and coastal environment and lifestyle.

Values – The Capitola Way

- Collaborative Engagement
- Dynamic Innovation
- Fiscal Sustainability
- Resilient Community
- Respectful Service
- Responsible Growth

Strategic Priorities:

1. Accountable Government
2. Attainable Housing
3. Community Safety
4. Economic Opportunity
5. Healthy Families, Community, and Environment
6. Sustainable Infrastructure

Approved March 2025

TO: City Council

FROM: City Manager

SUBJECT: FY 2025-26 Proposed and FY 2026-27 Planned Budget.

CITY MANAGER'S MESSAGE - STATE OF THE CITY

On behalf of City staff, I am pleased to submit the proposed budget for Fiscal Year (FY) 2025-26. Staff was tasked with developing a budget that continues to deliver the high-quality of services the community is accustomed to while also allocating available resources to City Council goals and strategic priorities. The result is a balanced budget that maintains the minimum target general fund balance of more than $500,000. The proposed budget projects to end the year with a general fund balance of approximately $753,000.

The fund balance in the General Fund is projected to remain positive for the next fiscal year, however, based on known increases related to CalPERS pension costs and current assumptions regarding inflation, the General Fund will become structurally imbalanced in FY 2027-28. With overwhelming voter approval, Measure Y became a new revenue stream in early 2025. The budget provides resources to maintain a high level of service for Capitola residents this coming fiscal year. Nevertheless, the City must also remain focused on the long-term budget picture, which not only includes a great deal of uncertainty around general fund revenues but must continue to address increasing pension costs. The erratic revenue data, uncertain economic stability at the national level, and projected rising pension costs will likely result in very challenging budgetary decisions for several years. In the coming fiscal year staff will continue to closely monitor general fund revenues, paying extra attention to sales and transient occupancy tax performance, and continue to report to the City Council on a regular basis. Additionally, staff will develop options for Council consideration to balance the near- and longer-term budgets as well as focus on the long-term structural budget issues.

Storm damages from 2023 and 2024 were categorized into fourteen projects of which FEMA and Cal OES have approved eleven for reimbursement totaling $285,855 with the City is responsible for matching funds of $7,600. To date, we have received $272,355 with $13,500 still outstanding.

The remaining projects awaiting approval and estimated damage amounts include:

- The Wharf - $831,500 – deductible and additional costs currently under review by FEMA/Cal OES
- Noble Gulch/Soquel Park - $269,000
- Hoopers Ramp - $14,000 – seeking mitigation to make ramp more resilient, under review by Cal OES
- Grand Avenue Pathway – staff is currently assessing the costs of potential repairs.

Staff recommends the City hold off on allocating any additional FEMA/Cal OES reimbursement until those funds are received. One potential use for these funds is to replenish reserve funding used to respond to the recent series of emergency events.

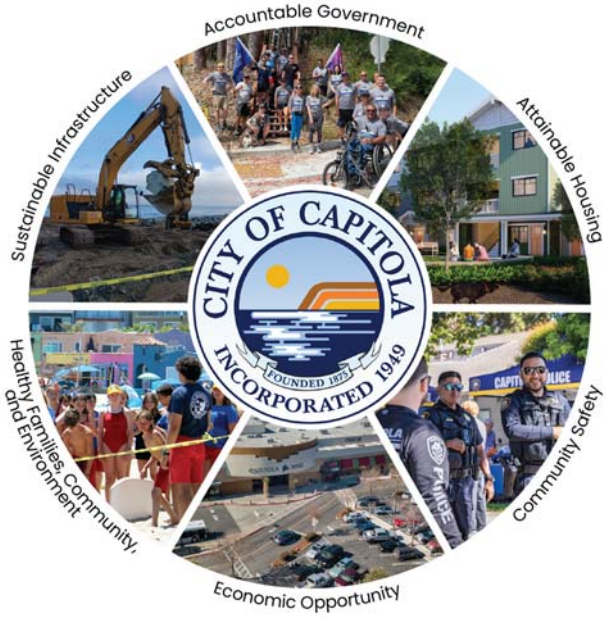
The Capitola Mall remains a major funding source for the City, however long-term national and local trends have put significant pressure on existing brick-and-mortar retailers to remain competitive with internet options. The Mall was purchased in 2016 by Merlone Geier Partners, which also acquired the old Sears building in 2018. In FY 2019-20 the new owners initiated a public process, including a public meeting and regional survey of residents to begin evaluating options to redevelop the Mall.

City staff remains actively engaged with Mall ownership to help them navigate the development review processes, however, the pandemic put the project on pause. Obviously, the long-term fiscal health of the City is closely related to a successful Mall that meets the community's needs. As the outcome of any potential Mall redevelopment is unknown at this time, the site remains a major opportunity, and challenge, as the City evaluates its long-term fiscal position.

In 2016 voters passed Measure F to extend a temporary quarter percent local sales tax for an additional 10 years. The primary purpose of Measure F was to utilize the funding to protect City infrastructure from storms and rising sea levels. The City completed the key resiliency projects identified in Measure F, including rebuilding the wharf, flume and jetty earlier than anticipated. In response to early project completion, the City put Measure Y on the ballot in 2024 to repeal Measure F and replace it with a new half percent local sales tax for 10 years. Voters passed Measure Y with 67% approval. The City implemented salary adjustments for most of city staff in January as a result of this tax measure passing to maintain competitive salary ranges.

BUDGETARY GOALS AND PRINCIPLES

The FY 2025-26 General Fund budget was developed with an emphasis on financial stability and maintaining core programs and services for Capitola residents and visitors. As a first step in developing the Budget, the City Council adopted the 2025-2029 Strategic Plan. Budget highlights and proposed changes are presented in consideration of the six priorities included in the plan:



OTHER BUGETARY HIGHLIGHTS AND PROPOSED CHANGES

While the budget was largely prepared to maintain core services and keep expenditures at the lowest level possible, there are several changes identified in this budget, which include one no-cost one organizational change.

Measure Q: Santa Cruz County Water and Wildlife Protection Initiative

In FY 2025-26, the City will begin to receive funds from Measure Q, voter-approved in 2024 at the County level. This parcel tax was placed on the ballot to raise money for land management, cleanup and conservation projects in forests, streams, beaches, and other open spaces. The money is split between various groups, a countywide grant program, and 20% of funding goes directly to the cities in Santa Cruz County. The City of Capitola will receive $200,000 of Measure Q funds in FY 2025-26.

Staff proposes programming $150,000 of Measure Q funds for two new Public Works crew members to maintain city parks and open space. The City's Public Works crew has remained at the same staffing level since before 2015, while the City has increased needs for park and city property maintenance year over year. Most significantly in FY 2025-26 the City will have an additional park, with the Park at Rispin Mansion opening to the public, plus an expected increase in use at the Jade Street Park complex due to the Community Center renovation and upcoming Treasure Cove Playground project, there is a need for additional staffing support.

Parking Pay Station Strategy and Transition to Digital Payments

In this budget cycle, staff proposes gradually reducing funding for the maintenance and repair of parking pay stations over the next several years, while increasing promotion and support for digital payment options.

Following internal analysis and consultation with the Business Improvement Area (BIA) leadership board, the Police Department recommends a shift away from heavy reliance on physical pay stations—particularly in high-risk, weather-prone areas such as along the Esplanade, where machines are frequently damaged by coastal conditions. As part of the FY 2025–26 work plan, the Department aims to continue upgrading payment interfaces to enhance customer service.

Staff has received positive feedback on the mobile parking payment application, which enables users to pay by phone regardless of a pay station's status or location.

The long-term goal is to retain a limited number of strategically placed pay stations, while expanding public education and outreach around digital options. Initial steps will include improved signage and instructions, as well as implementation of a new web-based payment platform.

The overall intent is to enhance the user experience, support parking revenue, and maintain visitor access to the Village—ensuring that technical issues with pay stations do not discourage visitation or payment compliance.

Countywide Radio Project

FY 2025-26 Budget proposes using general fund and restricted SLEF funding to fund the City's portion of the major countywide public safety radio upgrade project known as RING. The project will facilitate high-quality radio frequency across Santa Cruz County and increase interagency law enforcement collaboration. The project includes significant new radio infrastructure in the City, compliant with new DOJ standards. The County, which is leading this effort, plans to enter into a contract with all the public safety organizations in the County and a vendor this fall. While final

costs to the City have not yet been established, staff anticipates the cost will be roughly $45,000 a year for the next 10-years.

Measure S

Measure S is a special tax on all developed property within the Santa Cruz Public Libraries District boundary (all of Santa Cruz County except the City of Watsonville); it was approved by voters in 2016 for a 30-year period. Tax funds are restricted to repair, upgrade, and modernize the local library facilities. The Santa Cruz Libraries Financing Authority Community Facilities District was formed for the purpose of levying the special tax to each of the four members: Cities of Capitola, Santa Cruz, and Scotts Valley and the County of Santa Cruz.

The City of Capitola completed the $16.5 million Capitola Branch library in 2022 using $10,476,529 in Measure S funding, funds from the County Library Fund, former Redevelopment Agency Funds, and $856,000 in City general fund.

Recent projections indicate that Measure S will generate more revenue than initially anticipated, with the City expected to receive approximately $165,000 annually for eligible library expenditures. The FY 2025–26 Budget proposes allocating this amount to the General Fund to begin repaying the $856,000 previously advanced for the construction of the Capitola Library.

Administrative Services Department

Staff proposes to reorganize the Finance Department into the Administrative Services Department, consolidating the Human Resources (HR) and Information Technology (IT) Divisions, currently within the City Manager Department, with Finance. Finance and HR are currently automating and digitizing internal processes; this reorganization will improve the communication and operational efficiency as these changes are implemented.

The City is anticipating the retirement of the current IT Specialist during FY2025-26. The IT Specialist, Assistant to the City Manager, and Finance Director have begun transition planning, which may include shifting IT to a contracted service, rather than a regular staff position. The reorganization will allow the IT Specialist and Finance to work closely to ensure a smooth transition.

With this new structure, the City Manager remains the Personnel Officer, with the ability to designate these duties to other staff as needed. The City Manager Department maintains the Assistant to the City Manager position, now allocated to the department at 100% FTE, rather than 50%, to meet the city's expanding public outreach and community engagement needs while also managing special projects and contracts, such as the Annexation Feasibility Study, and supporting the City Manager and all Departments.

No salary adjustments or additional costs are proposed as part of this reorganization.

Youth Funding and Business Group Funding

With the passage of Measure J in 2018, Capitola became one of the first cities in the state to establish a children's fund that is supported by a dedicated tax measure. Transient Occupancy Tax (TOT) revenues continue to perform well, and the proposed budget includes an allocation of $65,000 from the children's fund to support early childhood and youth programming. The budget also includes approximately $74,000 of funding for the Chamber of Commerce and the Village Business Improvement District, also using the restricted Measure J funding.

General Fund Balance

The general fund balance is estimated to end FY 2024-25 above the minimum target of $500,000. However, both the Contingency and Emergency reserves are projected to be below their target balance amounts. The FY 2025-26 Proposed Budget returns the general fund to the $500,000 target balance while maintaining $100,000 for the employee downpayment assistance program.

Current revenue and expenditure projections show revenues not keeping pace with expenditures, requiring usage of Measure Y revenues to structurally balance the budget in the 5-year forecast. Staff will continue to closely monitor revenues, expenditures, and fund balance throughout FY 2025-26 and will report to the Council during the mid-year budget report.

PRIOR YEAR ACCOMPLISHMENTS

In FY 2024-25 the City completed several significant projects, which provided residents and visitors with increased recreational and public art opportunities, while continuing to strengthen public safety and community development activities. Some of the City's accomplishments include:

- Opened Capitola Wharf to the public.
- Awarded CDBG Grant of $3.3 million for renovation of the Jade Street Community Center and began construction on Community Center Renovation.
- Completed pump track renovation.
- Increase public outreach efforts with social media platforms and bi-monthly digital newsletter, plus in-person tabling event during the last Twilight Concert of the 2024 summer season.
- Bid and awarded the FY 2024–25 Pavement Management Program contract during the dry season; construction begins June 2025 and continues through summer.
- Internally promoted Chief of Police, Sarah Ryan.
- Negotiated new leases with Capitola Boat and Bait and Capitola Beach Company for continued service for the community.
- Established temporary Wharf facilities for fishing.
- Entered a no-cost lease with School District to temporarily house the Community Services and Recreation Department during Community Center renovation.
- Completed the Strategic Plan 2025-2029; adopted new Mission, Vision, and Values.
- Implemented online applications & payments for business licenses.
- Completed banking service provider change.
- Updated the PD locker room and bathrooms to improve safety and employee retention.
- Implemented Electronic Citations for patrol personnel.
- Researched upgrade options for infrastructure, to include possible new antenna site and develop short-term plan pending larger County-wide radio project.
- Shifted department forms and internal processes to a digital platform for increased efficiency.
- Completed Upper Parking Lot Sidewalk Project.
- Installed Wharf signage.
- Finalized the design of Treasure Cove Playground and partnered with Friends of Santa Cruz County Parks to successfully raise over $1,000,000 in funding for the project.
- Substantially completed the Park at Rispin Mansion.
- Certification of the 6th Cycle Housing Element by State of California Department of Housing and Community Development.

- Issued $1.6 million loan to MidPen Housing for the future development of a 52-unit, 100% affordable housing development at 1098 38th Avenue.
- Established a housing rehabilitation program with Habitat for Humanity for 16 households.
- Hosted two food truck events on Capitola Wharf to celebrate the Wharf reopening and assess future programming opportunities.
- Implemented a Park Space Reservation Permit system, enabling small groups to reserve space for events like birthday parties in City Parks.
- Integrated Art & Cultural events into the Community Services and Recreation Department to streamline event implementation.
- Continuation of 2024 annual exhibition “Little City Under Canvas” – The 150th Anniversary of Camp Capitola and permanent Capitola Timeline, Martina Castro Lodge and First People of Capitola exhibits until December 2024.

CONCLUSION

The development of the annual budget takes a great amount of staff time and effort and must be completed in a compressed timeline. I sincerely appreciate all the department directors and departmental budget liaisons for their contributions. Special recognition is extended to the Finance Department for its efforts in coordinating the budget process and preparing the annual budget document.

As the new fiscal year approaches, I wish to express my thanks and appreciation to the Mayor, and members of the City Council for their leadership and support in planning and conducting the financial operations of the City in a responsible and progressive manner. I know that with continued citizen participation, City Council leadership, and ongoing efforts of dedicated employees, Capitola will continue to be a great place to live, work, and enjoy.

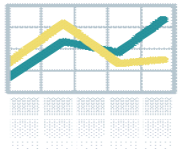
SUMMARY INFORMATION

Budget Process Overview

Each year the City of Capitola prepares an Operating Budget, a Successor Agency Budget, and a five-year Capital Improvement Program (CIP) budget. The Operating Budget contains the summary and detail information for revenue and expenditure appropriations for the fiscal year (beginning July 1st and ending June 30th) for several funds as well as a projection for the second fiscal year. The information from the CIP is incorporated, in summary form, in the City's annual budget. The Successor Agency budget is included in its entirety in the City's annual budget.

Capitola municipal code (3.200.010 E.) defines a balanced budget as one in which "financing uses including expenditures, inter-fund transfers out, reserves and contingencies should equal financing sources including beginning available fund balance, revenues and inter-fund transfers in." A key concept in the developmental process for the General Fund Budget revolves around City fiscal policy that current year expenditures are balanced with current year revenue.

The City's budget process continues throughout the year, with quarterly financial updates published on the Finance Department website and at weekly department head meetings with the City Manager. An outline of the on-going budget process is listed below:



Month	Responsibility	Budget Function
December	Finance	Budget Cycle Begins
January	Finance	Finance prepares mid-year calculations
	City Manager / Departments	Review accomplishments related to prior year Budget Principles
	Finance / Departments	Provides year-end estimates
	Finance	Publishes quarterly reports for October - December
February	Finance / City Manager	Presents mid-year report to Council and FAC
	City Council	Establishes Budget Principles
	Finance	Projects non-departmental revenues and position costs
	Departments	Prepares budget and CIP
March	Finance / Departments	Continue budget projections
	Finance Advisory Committee	FAC discusses elements of the budget
April	City Manager	Reviews departments budget requests
	Finance	Adjusts proposed budget based on City Manager review
	Planning Commission	Reviews CIP
	Finance	Publishes quarterly reports for January - March
May	Finance Advisory Committee	Distributes proposed budget
	Finance / City Manager	Presents proposed budget and CIP to City Council
	Finance Advisory Committee	Provides recommendations to Council
	Community Organizations	Provides funding request information to Council
June	City Council	Deliberates
	City Council	Adopts Budget
July	Finance	Publishes quarterly reports for April - June
October	Finance	Publishes quarterly reports for July - September

Basis of Accounting

The City's operating budget consists of governmental funds that include the General Fund, Special Revenue Funds, Internal Service Funds, Debt Service Funds and Capital Project Funds for both the City and the Successor Agency. Governmental fund types and agency fund budgets are developed using the modified accrual basis of accounting. This method is consistent with the presentation of the City's Annual Financial Statements. Under this basis, revenues are estimated for the fiscal year under the condition that they are identifiable and will be collected within sixty (60) days, and sales tax within ninety (90) days, of the close of the fiscal year. Principal and interest on general long-term debt are budgeted as expenditures when due, whereas other expenditures are budgeted for liabilities expected to be incurred during the current period or shortly thereafter.

Level of Budget Control

Both the City and the Successor Agency appropriate (control) the budget at the Budget Unit level. The Budget Unit level is defined as "department, fund, or other organizational unit whose financial activities are accounted for separately."

Expenditures for the General Fund are considered a Budget Unit at the Department level, with Community Grants controlled at the grantee level. The Successor Agency are considered Budget Units to be at the category level as defined in the budget document.

Budget Adjustments

After the budget is adopted, any supplemental appropriations of fund balance, or budget transfers over $25,000 within a Budget Unit will require Council approval. Budget adjustments that are less than $25,000 and within the same Budget Unit may be approved by the City Manager.

All requests for budget adjustments will include an explanation for the change along with a discussion of fiscal impact. This information will also be documented on a Budget Adjustment Form, which will be reviewed by the Finance Department for fiscal impact, correct account coding, and policy consistency prior to receiving City Council or City Manager approval.

Financial Committees and Boards

The following committees and boards assist the City in the budget review and development process:

Finance Advisory Committee

The Finance Advisory Committee (FAC) works closely with the Finance Director/Treasurer to make recommendations on financial projections or policies identified by the City Council or City Manager. The Committee consists of four Council-appointed members, the Mayor, and a Council Member. The FAC meets several times throughout the year and operates in an advisory capacity with the overall fiscal well-being of the City serving as its guiding principle.

General Fund Summary

The General Fund balance remained steady during FY 2024-25. The projected General Fund FY 2024-25 ending budgetary fund balance totals $688,590. The FY 2025-26 Proposed Budget maintains the General Fund balance at the minimum target of $500,000 while maintaining $100,000 for the employee downpayment assistance program.

The chart below summarizes projected and historical General Fund revenues, expenditures, and fund balances. The table illustrates the effects the improving local economy has had on general fund revenue. Revenue variances primarily include an increase in sales and property tax revenues.

An overview of district taxes (Measure O and F), reserves, and internal service funds are provided within this summary section.

General Fund Summary

Major Categories	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Amended	FY 24/25 Estimated	FY 25/26 Proposed	FY 26/27 Planned
Revenues						
Taxes	$ 14,709,173	$ 14,495,884	$ 15,383,270	$ 15,358,270	$ 16,883,877	$ 17,354,164
Licenses and permits	650,188	767,635	737,309	737,309	734,500	743,740
Intergovernmental revenues	351,671	230,640	106,360	106,360	106,700	108,700
Charges for services	1,817,637	2,126,976	2,389,640	2,389,640	2,495,741	2,495,741
Fines and forfeitures	566,907	425,043	607,500	607,500	690,000	690,000
Use of money & property	70,527	355,181	190,195	190,195	139,000	143,500
Other revenues	240,413	365,348	117,206	117,206	97,000	102,875
Revenues Totals	**$18,406,515**	**$18,766,706**	**$19,531,479**	**$19,506,479**	**$21,146,818**	**$21,638,720**
Expenditures						
Personnel	$11,320,375	$12,099,946	$13,065,766	$13,065,766	$14,419,337	$15,017,010
Contract services	3,336,801	3,714,466	3,515,981	3,515,981	3,635,128	3,475,902
Training & Memberships	113,320	143,324	167,100	141,250	169,480	169,700
Supplies	778,011	960,221	842,939	820,123	801,700	786,800
Grants and Subsidies	125,000	125,000	125,000	125,000	133,425	133,425
Internal service fund charges	1,444,499	1,617,841	1,523,578	1,523,578	1,663,200	1,703,950
Other financing uses	3,271,324	2,288,788	287,568	287,568	407,344	287,116
Expenditures Totals	**$20,389,330**	**$20,949,586**	**$19,527,932**	**$19,479,266**	**$21,229,614**	**$21,573,904**
Impact on Fund Balance	**$ (1,982,815)**	**$ (2,182,880)**	**$ 3,547**	**$ 27,214**	**($82,796)**	**$64,817**
Budgetary Fund Balance	**$ 3,141,552**	**$ 958,672**	**$ 762,219**	**$ 785,885**	**$ 603,090**	**$ 667,906**
Designations						
Employee Downpayment			$ (100,000)	$ (100,000)	$ (100,000)	$ (100,000)
Infrastructure	$ -	$ -	$ -	$ -		
Revised Budgetary Fund Balance	**$ 3,141,552**	**$ 758,672**	**$ 662,219**	**$ 685,885**	**$ 503,090**	**$ 567,906**

Revenue Summary

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Amended	FY 24/25 Estimated	FY 25/26 Proposed	FY 26/27 Planned
General Fund	**$ 18,406,515**	**$18,766,706**	**$19,531,479**	**$19,506,479**	**$21,146,818**	**$21,638,720**
Designated Reserves						
Contingency Reserve	131,000	172,000	-	-	-	-
PERS Contigency Reserve	283,497	343,370	10,000	70,000	50,000	50,000
Emergency Reserve	250,000	250,000	-	-	-	-
Facility Reserve	-	100,000	-	-	-	-
Total Designated Reserves	**$ 664,497**	**$ 865,370**	**$ 10,000**	**$ 70,000**	**$ 50,000**	**$ 50,000**
Debt Service						
Pac Cove Lease Financing	165,139	670,000	-	-	-	-
Pacific Cove Park	127,000	87,788	87,568	87,568	87,344	87,116
Total Debt Service	**$ 292,139**	**$ 757,788**	**$ 87,568**	**$ 87,568**	**$ 87,344**	**$ 87,116**
Capital Improvement Fund	**$ 342,864**	**$ 3,766,006**	**$ 6,453,203**	**$ 4,789,000**	**$ 7,177,000**	**$ 972,341**
Internal Service Funds						
Stores Fund	$ 27,000	$ 27,001	$ 27,000	$ 27,000	$ 27,000	$ 27,000
Information Techology	261,570	510,068	272,000	272,000	352,000	342,000
Equipment Replacement	185,000	709,271	65,000	65,000	197,000	200,000
Self-Insurance Liability	955,290	622,136	760,036	760,036	688,200	715,800
Workers Compensation	431,999	447,705	403,542	403,542	403,000	423,150
Compensated Absences	220,000	225,000	200,000	200,000	200,000	200,000
Total Internal Service Funds	**$ 2,080,859**	**$ 2,541,180**	**$ 1,727,578**	**$ 1,727,578**	**$ 1,867,200**	**$ 1,907,950**
Special Revenue Funds						
SLESF-Suppl Law Enforcmnt Svc	$ 107,082	$ 107,524	$ 104,000	$ 104,000	$ 104,000	$ 104,000
TOT Restricted Revenue	105,682	102,884	101,841	96,250	97,250	97,250
Gas Tax	255,825	280,848	274,160	280,160	279,546	290,462
RTC Streets	381,953	379,314	374,000	384,000	397,732	397,971
SB1 RMRA	227,379	265,779	252,161	267,161	258,668	262,770
Wharf	72,310	5,373	95,500	97,500	24,000	24,000
General Plan Update and Maint	127,062	137,542	114,375	146,875	62,000	62,000
Green Building Education	13,459	46,307	15,000	20,000	15,000	15,000
Public Arts Fee	-	-	-	54,460	25,000	-
Parking Reserve	100,000	469,000	-	-	-	-
Technology Fee	14,659	18,726	14,500	16,500	17,000	17,000
PEG-Public Education and Gov.	13,437	12,450	16,000	11,500	11,500	11,500
BIA-Capitola Village-Wharf BIA	145,789	134,254	146,970	149,915	150,000	152,000
CDBG Grants	168,768	160,560	3,592,576	3,432,335	-	-
CDBG Program Income	1,151	1,906	-	165,241	-	-
Library	51,693	2,103	-	-	165,000	165,000
HOME Reuse	99,530	86,985	-	104,529	20,000	500
Housing Trust	50,377	95,220	14,000	76,802	75,000	70,000
PLHA	-	105,092	171,825	376,400	-	-
Cap Hsg Succ- Program Income	150,872	153,801	27,400	91,846	20,000	20,000
Total Special Revenue Funds	**$ 2,087,026**	**$ 2,565,668**	**$ 5,314,308**	**$ 5,875,474**	**$ 1,721,696**	**$ 1,689,453**
Total Revenues - All Funds	**$ 23,873,900**	**$29,262,718**	**$33,124,136**	**$32,056,099**	**$32,050,058**	**$26,345,580**

Expenditure Summary

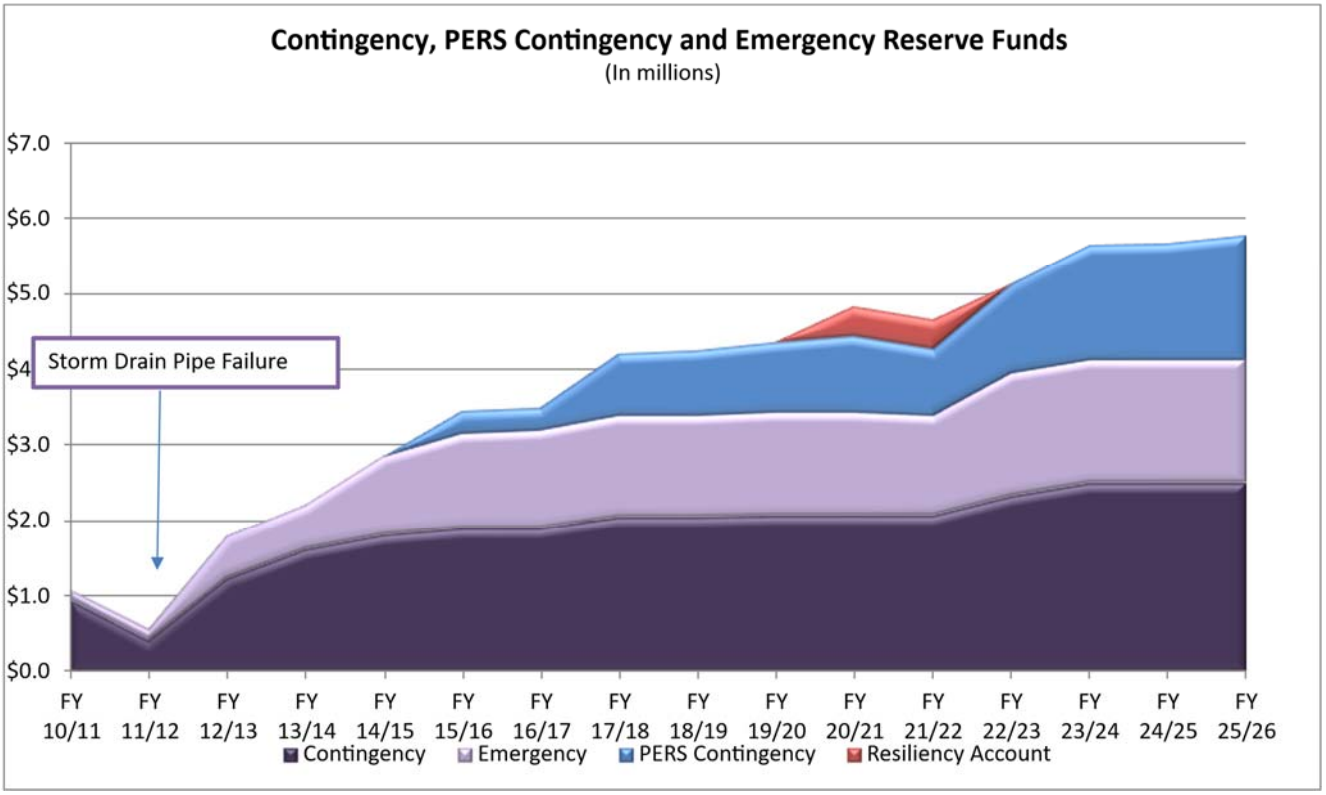
	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Amended	FY 24/25 Estimated	FY 25/26 Proposed	FY 26/27 Planned
General Fund	**$ 20,389,330**	**$ 20,949,586**	**$ 19,527,932**	**$ 19,479,266**	**$ 21,229,614**	**$ 21,573,904**
Designated Reserves						
Contingency Reserve	-	-	-	-	-	-
PERS Contingency Reserve	-	-	-	-	-	-
Emergency Reserve	80,000	250,000	-	-	-	-
Facilities Reserve	-	250,000	-	-	-	-
Total Designated Reserves	**$ 80,000**	**$ 500,000**	**$ -**	**$ -**	**$ -**	**$ -**
Debt Service						
Pac Cove Lease Financing	165,066	649,940	-	-	-	-
Pac Cove Park	88,002	87,788	87,568	87,568	87,344	87,116
Total Debt Service Funds	**$ 253,068**	**$ 737,727**	**$ 87,568**	**$ 87,568**	**$ 87,344**	**$ 87,116**
Capital Improvement Fund	**$ 1,057,024**	**$ 1,476,467**	**$ 6,863,140**	**$ 1,386,500**	**$ 12,686,300**	**$ 1,190,000**
Internal Service Funds						
Stores	$ 29,759	$ 25,595	$ 27,000	$ 27,000	$ 27,000	$ 27,000
Information Techology	299,723	301,063	317,406	317,406	348,000	338,000
Equipment Replacement	275,161	1,035,582	417,661	473,500	197,000	200,000
Self-Insurance Liability	656,222	720,403	760,036	760,036	688,200	715,800
Workers' Compensation	681,777	446,257	403,542	403,542	403,000	423,150
Compensated Absences	276,821	248,166	200,000	200,000	200,000	200,000
Total Internal Service Funds	**$ 2,219,462**	**$ 2,777,067**	**$ 2,125,645**	**$ 2,181,484**	**$ 1,863,200**	**$ 1,903,950**
Special Revenue Funds						
SLESF-Suppl Law Enforcmnt Svc	$ 109,954	$ 84,360	$ 133,500	$ 133,500	$ 133,500	$ 133,500
TOT Restricted Revenue	109,968	98,141	131,833	128,333	97,250	97,250
Gas Tax	149,949	275,741	296,741	296,741	279,500	290,000
RTC Streets	1,129,884	33,061	369,000	369,000	397,732	397,971
SB1 RMRA	253,428	21,801	252,161	252,161	258,668	262,770
Wharf	61,003	46,778	141,250	152,000	58,000	58,300
General Plan Update and Maint.	125,760	119,265	333,846	333,846	75,500	45,500
Green Building Education	-	7,710	57,000	12,500	62,500	7,500
Public Arts Fee	-	579	75,500	101,020	55,500	-
Parking Reserve	100,000	469,000	-	-	-	-
Technology Fee	18,250	-	13,250	15,750	16,000	16,000
PEG-Public Education and Gov.	32,159	-	12,000	16,000	16,000	16,000
BIA-Capitola Village-Wharf BIA	140,940	146,011	155,900	153,200	165,500	165,500
CDBG Grants	220,884	239,612	3,595,770	3,610,240	-	-
CDBG Program Income	-	-	170,241	214,443	-	-
Library	1,085	-	-	-	165,000	165,000
HOME Reuse	3,700	3,700	4,100	4,850	979,000	-
Housing Trust	25,000	201,000	150,000	150,000	75,000	75,000
PLHA	-	5,256	449,376	449,376	-	-
Cap Hsg Succ- Program Income	92,316	324,528	2,224,649	999,649	32,500	32,500
Total Special Revenue Funds	**$ 2,574,279**	**$ 2,076,543**	**$ 8,566,117**	**$ 7,392,610**	**$ 2,867,150**	**$ 1,762,791**
Total Expenditures - All Funds	**$ 26,573,163**	**$ 28,517,390**	**$ 37,170,403**	**$ 30,527,427**	**$ 38,733,608**	**$ 26,517,761**

Emergency, PERS Contingency and Contingency Reserves

In 2000 the City adopted Financial Management policies, establishing a fifteen percent Contingency and a ten percent Emergency Reserve Fund. The Contingency Reserve provides a prudent level of financial resources to protect against temporary revenue shortfalls or unanticipated operating costs, and/or to meet short-term cash flow requirements. The Emergency Reserve protects against significant one-time costs, which might arise from major unpredictable emergency events.

As the 2011 pipe failure demonstrated, a sufficient Emergency Reserve Fund is needed to respond quickly to local disasters, as well as sustain low debt ratios. Due to the City's location in an active geologic region, adjacency to the ocean, and proximity to a major creek and highway, the City chose to also increase the Emergency Reserve funding level to ten percent of operating expenditures. In FY 15/16 the City implemented a PERS Contingency Reserve Fund to ensure future funding availability for potential CalPERS contribution increases.

The City was able to navigate the fiscal impacts associated with the COVID-19 Pandemic without utilizing reserve funds, however, the atmospheric river storms on Jan. 5, 2023, caused the City to utilize funds from the Emergency Reserve to make emergency repairs. Additionally, as the City continues to make storm damage repairs the general fund balance has been drawn down and therefore the FY 2025-26 Adopted Budget does not include any general fund transfers into the reserves. As storm damage repair costs are reimbursed through FEMA and Cal OES the City anticipates returning reserves to minimum target balances.



OPEB and PERS Trust Funds

The City has been proactive in planning for future liabilities. The City has established two trust funds for future retirement costs. The two trust funds are the OPEB (Other Post-Employment Benefits) Trust Fund, which is used for retiree health premiums, and the PERS Trust Fund, which is used for future PERS retirement costs.

OPEB Trust Fund:

Balance 6/30/2024	$781,709
FY 2024/25 Contributions	67,050
Estimated Interest Earned	5,000
Estimated Balance 6/30/2025	$853,759
FY 2025/26 Contributions	67,050
Estimated Interest Earned	5,000
Estimated Balance 6/30/2026	$925,809

PERS Trust Fund:

Balance 6/30/2024	$1,531,142
Estimated Interest Earned	30,000
FY 2024/25 Contributions	0
Estimated Balance 6/30/2025	$1,561,142
Estimated Interest Earned	30,000
Estimated Balance 6/30/2026	$1,591,142

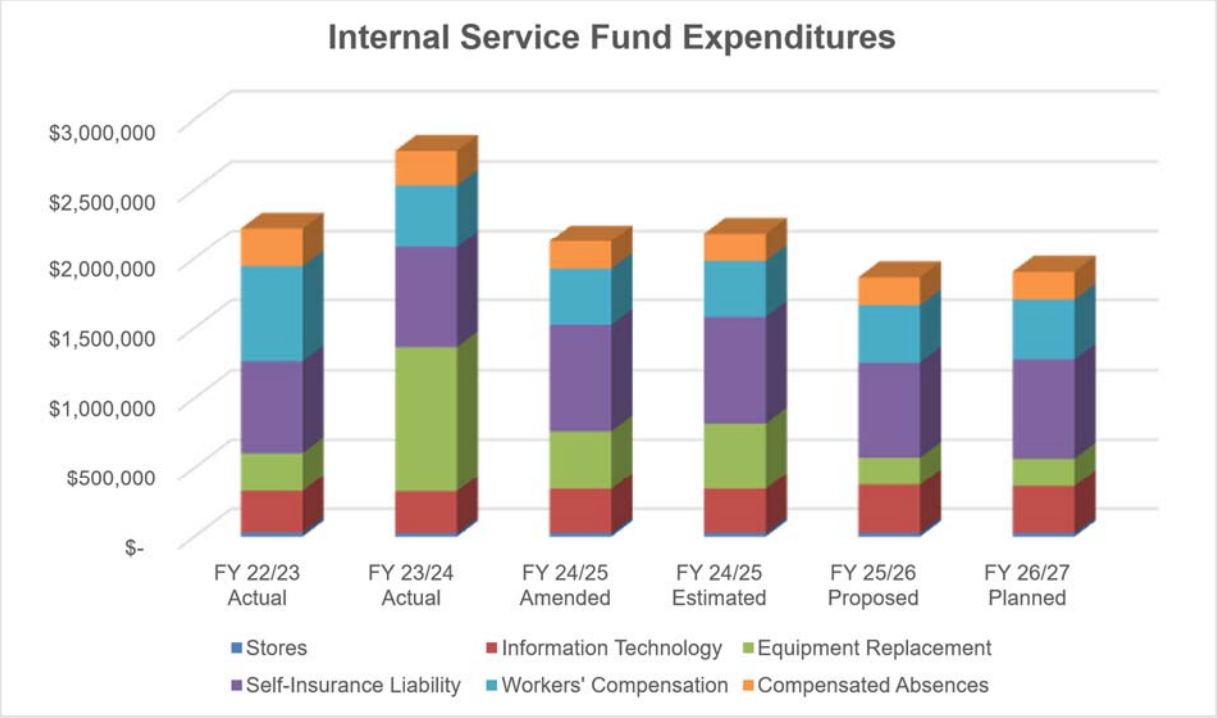
General Fund Resources

General Fund resources include reserve funds (Emergency, Contingency, PERS Contingency, Facilities) and Internal Service Funds designated for funding equipment purchases, risk management, workers' compensation, and compensated absences. The reserve funds have specific purposes and require a vote of the Council to expend.

The following table shows the estimated General Fund available resources:

Estimated Year End Fund Balance	FY 24/25 Estimated	FY 25/26 Proposed	FY 26/27 Planned
General Fund	$ 785,885	$ 603,090	$ 667,906
Designated Reserves			
Emergency	1,631,506	1,631,506	1,631,506
Contingency	2,495,346	2,495,346	2,495,346
PERS Contingency	1,601,142	1,651,142	1,701,142
Facilities Reserve	282,714	282,714	282,714
Internal Service Funds			
Stores	64,082	64,082	64,082
Information Technology	481,250	485,250	489,250
Equipment Replacement	141,157	141,157	141,157
Self-Insurance Liability	179,920	179,920	179,920
Workers' Compensation	118,749	118,749	118,749
Compensated Absences	30,899	30,899	30,899
Total General Fund Resources	**$ 7,812,650**	**$ 7,683,855**	**$ 7,802,671**

The corresponding chart and graph illustrate internal service fund expenditures and the impact of transfers on the affected funds.



Fund Balance Summary

	Estimated Balance 7/1/2025	Revenues	Transfers In	Expenditures	Transfers Out	Estimated Balance 6/30/2026
General Fund	**$ 685,885**	**$21,146,818**	**$ -**	**$ 20,822,270**	**$ 407,344**	**$ 603,090**
Designated Reserves						
Contingency Reserve	$2,495,346	$ -	$ -			$ 2,495,346
PERS Contingency Reserve	1,601,142	50,000	-	-	-	1,651,142
Emergency Reserve	1,631,506		-	-	-	1,631,506
Donations	-	-	-	-	-	-
Facility Reserve	282,714	-	-	-	-	282,714
Total Designated Reserves	**$ 6,010,707**	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ 6,060,707**
Debt Service						
Pac Cove Lease Financing	75,204	-	-		-	75,204
Pac Cove Park	12	-	87,568	87,568	-	12
Total Debt Service	**$ 75,216**	**$ -**	**$ 87,568**	**$ 87,568**	**$ -**	**$ 75,216**
Capital Improvement Fund	**$ 1,351,312**	**$ 1,420,700**	**$ -**	**$ 2,600,000**	**$ -**	**$ 172,012**
Internal Service Funds						
Stores	$ 64,082	$ 27,000		$ 27,000	$ -	$ 64,082
Information Techology	481,250	275,000	-	348,000	-	408,250
Equipment Replacement	141,157	197,000	-	197,000	-	141,157
Self-Insurance Liability	179,920	688,200		688,200	-	179,920
Workers' Compensation	118,749	403,000		403,000	-	118,749
Compensated Absences	30,899	-	200,000	200,000	-	30,899
Total Internal Service Funds	**$ 1,016,058**	**$ 1,590,200**	**$ 200,000**	**$ 1,863,200**	**$ -**	**$ 943,058**
Special Revenue Funds						
SLESF-Suppl Law Enforcmnt Svc	$ 33,427	$ 104,000		$ 133,500		$ 3,927
TOT Restricted Revenue	21,296	97,250		97,250		21,296
SB1 RMRA	300,518	258,668		258,668		300,518
RTC Streets	60,325	397,732		397,732		60,325
Gas Tax	273,397	279,546		279,500		273,443
Wharf	124,018	24,000		58,000		90,018
General Plan Update and Maint	280,571	62,000		75,500		267,071
Green Building Education	260,555	15,000		62,500		213,055
Public Art	155,236	25,000		55,500		124,736
Parking Reserve	737	-		-	-	737
Technology Fee	94,371	17,000		16,000		95,371
PEG-Public Education and Govt.	51,341	11,500		16,000		46,841
Capitola Village/Wharf BIA	33,426	150,000	-	165,500		17,926
CDBG Grants	(1,080)	-		-		(1,080)
CDBG Program Income	39,199	-		-		39,199
Library	51,569	165,000		165,000		51,569
HOME Reuse	780,264	20,000		979,000		(178,736)
Housing Trust	241,690	75,000		75,000		241,690
PLHA	5,255	-		-		5,255
Cap Hsg Succ- Program Income	1,925,511	20,000		32,500		1,913,011
Total Special Revenue Funds	**$ 4,731,626**	**$ 1,721,696**	**$ -**	**$ 2,867,150**	**$ -**	**$ 3,586,172**
Prelim. Fund Balance - All Funds	**$ 13,870,804**	**$ 25,929,414**	**$ 287,568**	**$ 28,240,188**	**$ 407,344**	**$ 11,440,254**
GF Fund Balance Designation	**(100,000)**					**(100,000)**
Total Fund Balance - All Funds	**13,770,804**					**11,340,254**

Fund Balance Summary

	Estimated Balance 7/1/2026	Revenues	Transfers In	Expenditures	Transfers Out	Estimated Balance 6/30/2027
General Fund	**$ 603,090**	**$ 21,638,720**	**$ -**	**$ 21,286,788**	**$ 287,116**	**$ 667,906**
Designated Reserves						
Contingency Reserve	$ 2,495,346	$ -	$ -		$ -	$ 2,495,346
PERS Contingency Reserve	1,651,142	50,000	-	-	-	1,701,142
Emergency Reserve	1,631,506	-	-	-	-	1,631,506
Donations	-	-	-	-	-	-
Facility Reserve	282,714	-	-	-	-	282,714
Total Designated Reserves	**$ 6,060,707**	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ 6,110,707**
Debt Service						
Pac Cove Lease Financing	75,204	-	-	-	-	75,204
Pac Cove Park	12	-	87,344	87,344	-	12
Total Debt Service	**$ 75,216**	**$ -**	**$ 87,344**	**$ 87,344**	**$ -**	**$ 75,216**
Capital Improvement Fund	**$ 172,012**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 172,012**
Internal Service Funds						
Stores	$ 64,082	$ 27,000	$ -	$ 27,000	$ -	$ 64,082
Information Techology	408,250	342,000	-	338,000	-	412,250
Equipment Replacement	141,157	200,000	-	200,000	-	141,157
Self-Insurance Liability	179,920	715,800	-	715,800	-	179,920
Workers' Compensation	118,749	423,150	-	423,150	-	118,749
Compensated Absences	30,899	-	200,000	200,000	-	30,899
Total Internal Service Funds	**$ 943,058**	**$ 1,707,950**	**$ 200,000**	**$ 1,903,950**	**$ -**	**$ 947,058**
Special Revenue Funds						
SLESF-Suppl Law Enforcmnt Svc	$ 3,927	$ 104,000		$ 133,500		$ (25,573)
TOT Restricted Revenue	21,296	97,250		97,250		21,296
SB1 RMRA	300,518	262,770		262,770		300,518
RTC Streets	60,325	397,971		397,971		60,325
Gas Tax	273,443	290,462		290,000		273,905
Wharf	90,018	24,000		58,300		55,718
General Plan Update and Maint	267,071	62,000		45,500		283,571
Green Building Education	213,055	15,000		7,500		220,555
Public Art	124,736	-		-		124,736
Parking Reserve	737	-	-	-	-	737
Technology Fee	95,371	17,000		16,000		96,371
PEG-Public Education and Govt.	46,841	11,500		16,000		42,341
BIA-Capitola Village-Wharf BIA	17,926	152,000		165,500		4,426
CDBG Grants	(1,080)	-		-		(1,080)
CDBG Program Income	39,199	-		-		39,199
Library	51,569	165,000		165,000		51,569
HOME Reuse	(178,736)	500		-		(178,236)
Housing Trust	241,690	70,000			75,000	236,690
PLHA	5,255	-		-		5,255
Cap Hsg Succ- Program Income	1,913,011	20,000		32,500		1,900,511
Total Special Revenue Funds	**$ 3,586,172**	**$ 1,689,453**	**$ -**	**$ 1,687,791**	**$ 75,000**	**$ 3,512,834**
Prelim. Fund Balance - All Funds	**$ 11,440,254**	**$ 25,086,123**	**$ 287,344**	**$ 24,965,873**	**$ 362,116**	**$ 11,485,733**
GF Fund Balance Designation	**(100,000)**					**(100,000)**
Total Fund Balance - All Funds	**11,340,254**					**11,385,733**

GENERAL FUND REVENUES

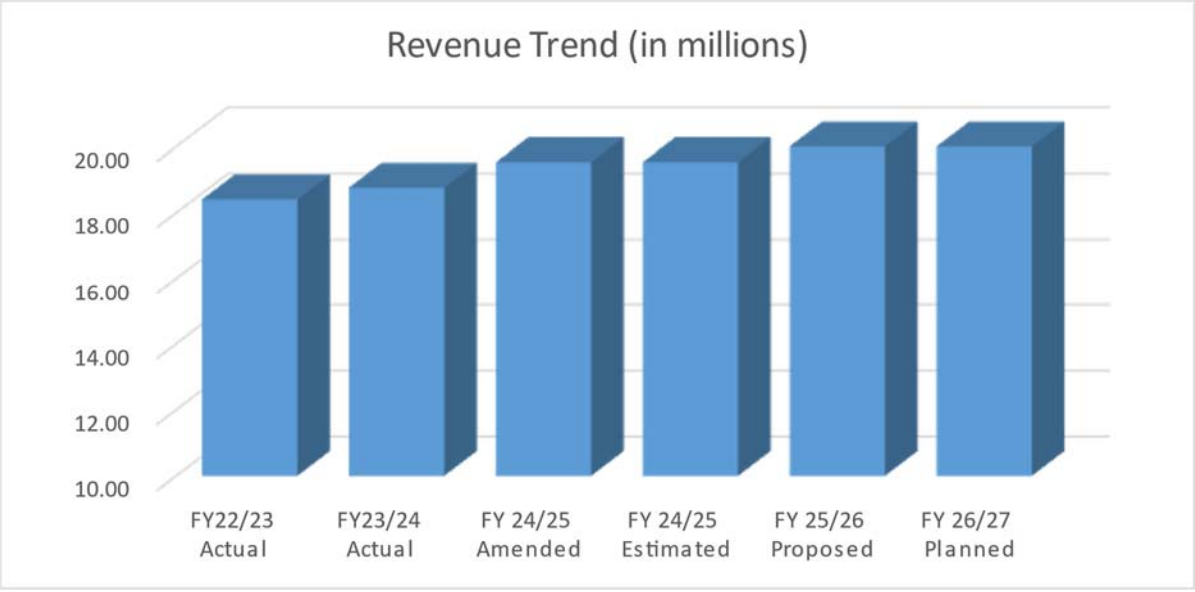
General Fund Revenues

Revenues for the FY 2025-26 General Fund operating budget total $21.1 million, an increase of approximately $1.6 million or 8.1 percent above FY 2024-25 estimated revenue. Property tax revenues remain strong as assessed values (basis for property tax levies) continue to increase with changes in ownership and an additional 2% CPI increase per Prop 13 provisions. Staff anticipates sales tax revenue to increase around 10.5% over FY 2024-25 with 9.5% of that growth attributed to Measure Y and 1% market increase as the economy shows signs of slowing. Transient occupancy tax is expected to remain flat.

A summary of major revenue changes between the FY 2024-25 proposed and FY 2025-26 proposed budgets is listed below:

General Fund Revenues

	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY 24/25 Estimated	FY 25/26 Proposed	FY 26/27 Planned
Taxes	$ 14,709,173	$14,495,884	$15,383,270	$15,383,270	$16,883,877	$17,354,164
Licenses and permits	650,188	767,635	737,309	737,309	734,500	743,740
Intergovernmental revenues	351,671	230,640	106,360	106,360	106,700	108,700
Charges for services	1,817,637	2,126,976	2,389,640	2,389,640	2,495,741	2,495,741
Fines and forfeitures	566,907	425,043	607,500	607,500	690,000	690,000
Use of money & property	70,527	355,181	190,195	190,195	139,000	143,500
Other revenues	240,413	365,348	117,206	117,206	97,000	102,875
General Fund Revenues	**$ 18,406,515**	**$18,766,706**	**$19,531,479**	**$19,531,479**	**$21,146,818**	**$21,638,720**



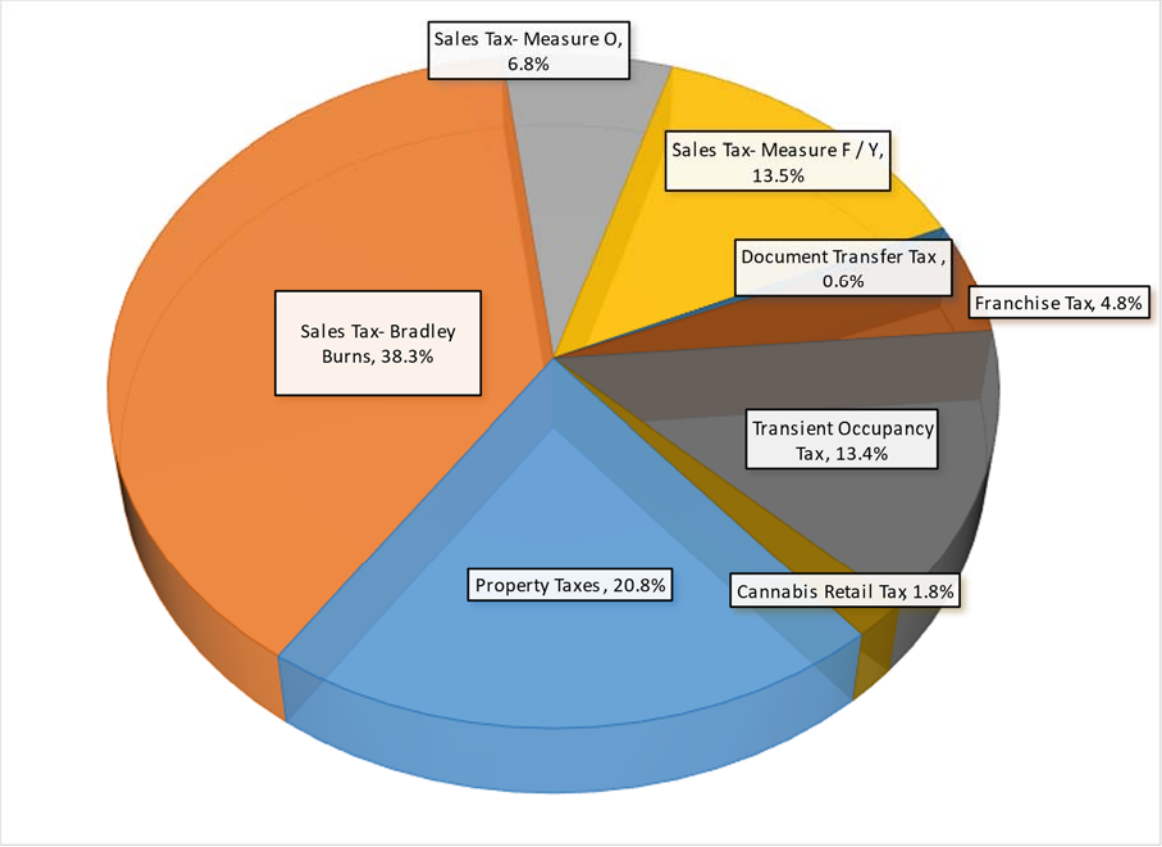
General Revenue Information

The City does not receive General Fund revenues in equal monthly increments. While the City receives some revenue regularly throughout the fiscal year, some is received quarterly or annually. The variable nature of these revenues results in an uneven cash flow. For example, the City of Capitola's lowest cash balances occur in April and again in mid-December prior to property tax revenue being received. The City developed a cash flow model to assist with on-going cash flow variability and to identify reserve requirements. While monitoring the City's cash flow has always been a priority, the need to identify patterns became more critical during the disaster recovery period when reserves were nearly depleted. In FY 2012-13 the City approved increasing the Contingency Reserve balance from 10 percent to 15 percent to assist in covering potential cash flow deficits.

Projections for each source of revenue include a review of historical trends, the local economy, new business development, and pending legislation. Due to significant changes, the City is closely monitoring the following five core revenues, which represent over 80 percent of the General Fund:

• Sales Tax	$9,715,877
• Transient Occupancy Tax	2,222,000
• Parking Meters	1,166,000
• Parking Fines	600,000
• Property Taxes	3,441,000
	$17,144,877

Additional information related to the five core revenues is detailed within this section. In addition, five-year trends for each revenue source are provided in the Revenue Summary.



Sales Tax

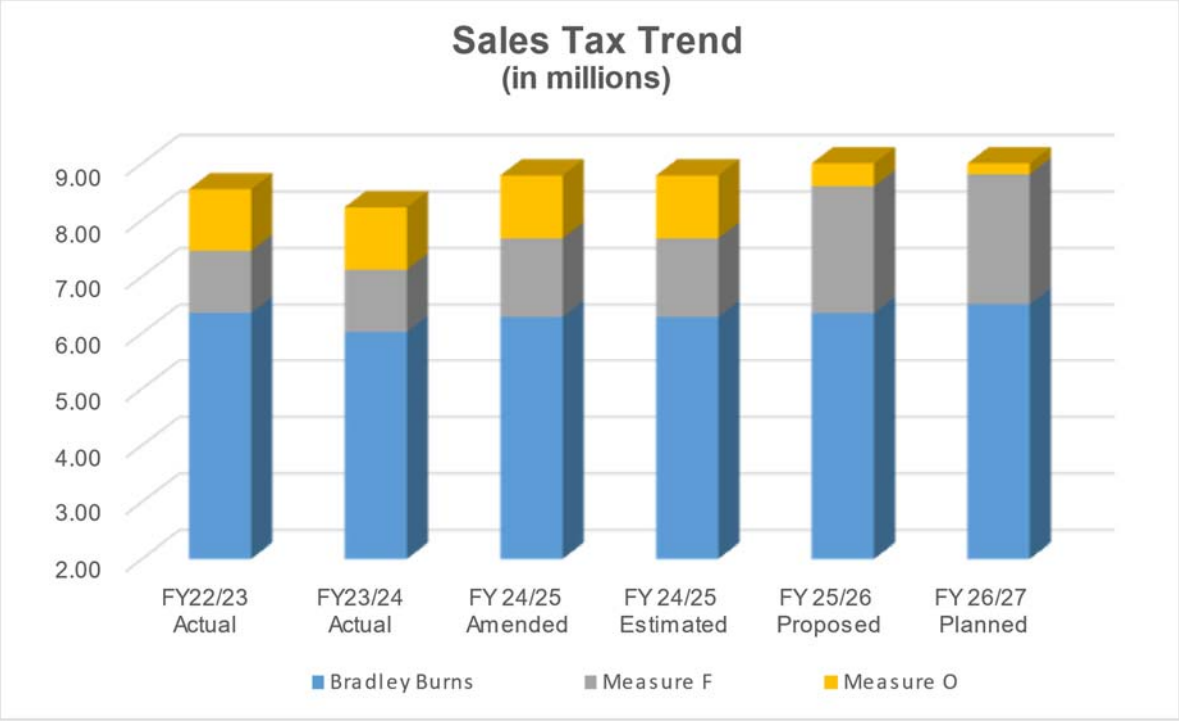
The City of Capitola sales tax consists of one percent Bradley Burns, a half percent Capitola District Tax (Measure Y), and a permanent quarter percent Capitola District Tax (Measure O). In FY 2025-26 annual sales tax revenue is estimated to be $9.7 million, with approximately $3.4 million in revenues contributed by Measure O, and Measure Y.

Sales tax by Geographic Area

Area	% of Total
41st Ave. Corridor	82.6%
Capitola Village	7.4%
Upper Village	7.5%
Light Industrial Distr.	2.5%
	100.0%

The Finance Department works closely with HdL, the City's sales tax consultant, on tax recovery, statistics, and projections. Sales tax projections are based on a combination of "most likely" estimates provided by HdL, internal quarter over quarter analyses, and the impact of one-time events. In FY 2025-26, Bradley Burns sales tax revenue is anticipated to increase by approximately 10.5 percent, or $930,200 above the FY 2024-25 estimated sales tax receipts. The City's sales tax collections are heavily dependent on the top five generators.

The chart below illustrates sales tax performance including the sunset of Measure D and start of Measure F.



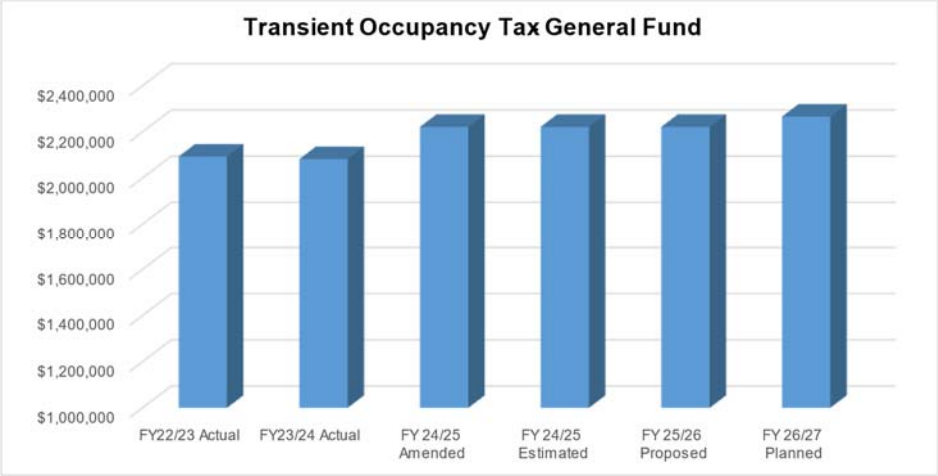
Transient Occupancy Taxes (TOT)

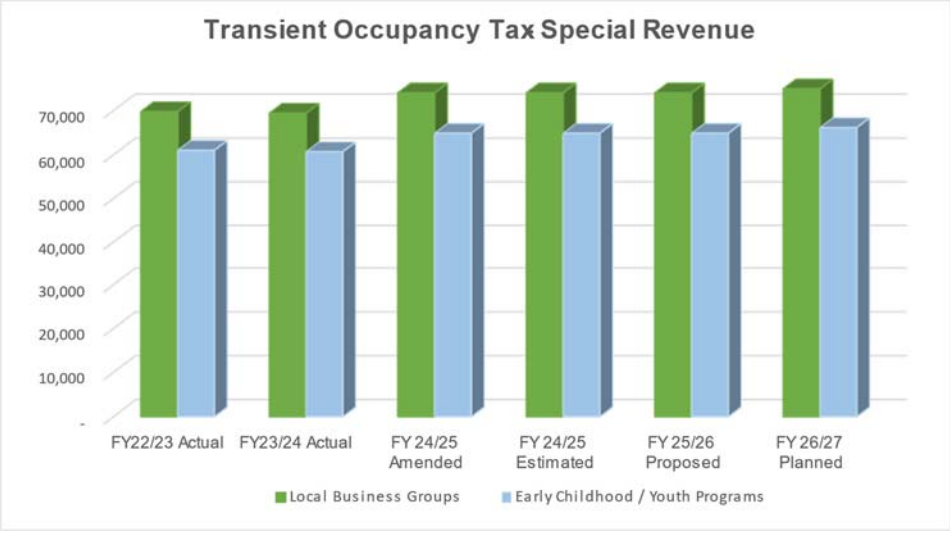
Hotel tax, also known as the Transient Occupancy Tax (TOT), charges rental accommodation of less than 30 days a 12 percent tax of which 0.75% is restricted for local business groups and early childhood and youth programs. In FY 2024-25 TOT tax generally accounts for approximately 13% of General Fund operating revenues. The City's TOT revenues come from the following sources:

- Hotels, Motels and Inns
- Other Rentals
    - Bed and Breakfasts
    - Vacation Rentals

TOT revenues are anticipated to remain flat during FY 2025-26. For the last several years, hotels have experienced high occupancy rates leaving little room for increased TOT revenues. As the industry slows down little revenues are expected to continue to grow slightly as has been the case for the last couple of years.

The following chart illustrates TOT revenues within the City. Due to Capitola's seaside location, proximity to regional attractions, and continued signs of economic recovery, the City is continuing efforts to attract another hotel to the area.



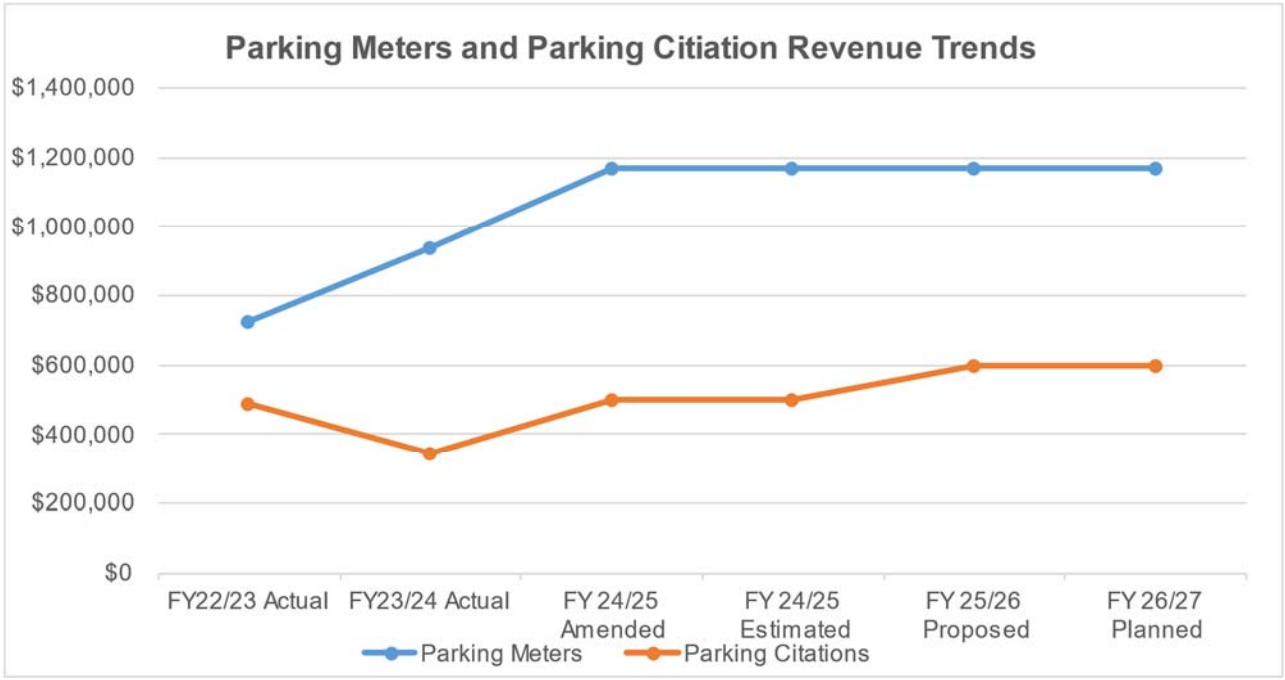


Parking Meters and Parking Fines

In FY 2025-26 parking meter and parking fine revenues are estimated to contribute approximately $1.8 million to the General Fund. Revenue sources include fees collected from the meters and fines resulting from expired meters and improper parking. Factors affecting these revenues include tourism and seasonal trends. During the summer, the City offers shuttle bus service from the parking lots to the Village, beach, and Capitola Wharf. Projected revenues for each location are estimated below:

Location	Spaces	FY 25/26 Proposed	Avg. Meter Rev. per Space
Village	191	$ 766,000	$ 4,010
Cliff Drive	65	$ 162,500	$ 2,500
Pacific Cove - Upper Lot	232	$ 175,000	$ 754
Pacific Cove - Lower Lot	226	$ 62,500	$ 277

The following chart illustrates parking meter revenue and parking citation revenue trends within the City. Overall, the revenue trend reflects the previously mentioned parking meter rate increase while showing citation revenue remaining flat. In FY 2015/16 the City implemented 3-hour parking in the Village. The change has had a positive impact on meter revenue while decreasing citations.



Property Taxes

Property Taxes, an Ad Valorem Tax imposed on real property and tangible personal property, are levied at one percent of the assessed value of the property. The City receives 7.47 percent of each one percent, or 75 cents per $1,000 of assessed property value.

In FY 2025-26 property tax revenue is estimated to be $3.4 million, representing a five percent increase over the estimated collection amount from FY 2024-25. The City's collections are slightly higher than the information from the County Auditor-Controller's Office due to the increased cost of housing and a robust housing market.

In the FY 2025-26 proposed budget, base property tax revenues are projected to increase approximately five percent. The City based the projection on information from the Auditor-Controller's Office, historical trends, and a review of the current housing market. A growth factor of six percent of the assessed property valuation was used to estimate FY 2025-26 property tax revenue.

Property taxes are received based on the following distribution schedule:

- December: 50%
- April: 45%
- June: 5%

Property Taxes in-lieu-of Vehicle License Fees

Property Tax in-lieu-of Vehicle License Fee revenue has increased an average of six percent per year over the last several years. This increase continues to be consistent with the rising property values outlined by the Auditor-Controller's Office. Due to the relatively flat history associated with these revenues, conservative estimates of four percent have been applied to the upcoming fiscal years.

Revenue Summary

		FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY 24/25 Estimated	FY 25/26 Proposed	FY 26/27 Planned
Taxes							
Property Taxes		$ 2,959,208	$ 3,105,788	$ 3,277,120	$ 3,277,120	$ 3,441,000	$ 3,613,050
Sales Tax- Bradley Burns		6,359,143	6,023,319	6,286,590	6,286,590	6,349,456	6,508,192
Sales Tax- Measure O		1,087,700	1,098,473	1,111,030	1,111,030	1,122,140	1,150,194
Sales Tax- Measure F / Y		1,095,576	1,099,849	1,388,030	1,388,030	2,244,281	2,300,388
Measure Q		-	-	-	-	150,000	150,000
Measure S (GF repayment)		-	-	-	-	165,000	165,000
Document Transfer Tax		98,938	95,108	100,000	100,000	100,000	100,000
Franchise Tax		708,276	729,485	698,500	698,500	790,000	797,900
Transient Occupancy Tax		2,093,243	2,082,097	2,222,000	2,222,000	2,222,000	2,266,440
Cannabis Retail Tax		307,089	261,764	300,000	300,000	300,000	303,000
	Total	**$ 14,709,173**	**$14,495,884**	**$ 15,383,270**	**$15,383,270**	**$16,883,877**	**$17,354,164**
Licenses and permits							
Business License		$ 309,349	$ 323,755	$ 318,750	$ 318,750	$ 324,000	$ 327,240
Building Permits		179,754	276,019	250,000	250,000	250,000	255,000
Cannabis Annual License Fee		5,354	10,324	5,400	5,400	6,500	6,500
Encroachment Permits		37,311	30,247	30,000	30,000	35,000	36,000
Special events permit		9,382	2,592	10,000	10,000	5,000	5,000
Entertainment permit		4,659	4,072	4,659	4,659	4,500	4,500
Parking Permits		42,098	46,506	45,500	45,500	45,500	45,500
Planning Permits		61,705	73,892	70,000	70,000	63,000	63,000
Other Permits		575	230	3,000	3,000	1,000	1,000
	Total	**$ 650,188**	**$ 767,635**	**$ 737,309**	**$ 737,309**	**$ 734,500**	**$ 743,740**
Intergovernmental revenues							
Federal and State Grants		$ 345,037	$ 223,791	$ 99,660	$ 99,660	$ 100,000	$ 102,000
Gen gov't BIA - Fin. support svcs.		4,200	4,200	4,200	4,200	4,200	4,200
Gen gov't CVC - Fin. support svcs.		2,434	2,649	2,500	2,500	2,500	2,500
	Total	**$ 351,671**	**$ 230,640**	**$ 106,360**	**$ 106,360**	**$ 106,700**	**$ 108,700**
Charges for Svcs.							
Gen gov't Pay stations-Village		$ 452,741	$ 656,816	$ 765,940	$ 765,940	$ 766,000	$ 766,000
Gen gov't Pay stations-Cliff Dr.		119,577	80,384	162,500	162,500	162,500	162,500
Gen gov't Pay station-upper Pac Cove		112,445	141,841	175,000	175,000	175,000	175,000
Gen gov't Pay stations-lower Pac Cove		38,089	56,274	62,500	62,500	62,500	62,500
Public safety Vehicle release fee		8,014	9,675	7,000	7,000	9,000	9,000
Public safety Police reports		667	1,103	500	500	1,000	1,000
Public safety Booking fees		-	-	250	250	-	-
Public safety DUI collections		2,133	7,186	6,000	6,000	5,000	5,000
Public safety Spec. events - Police Svcs.		41,141	32,261	60,000	60,000	60,000	60,000
Public works BIA - public works Svcs.		3,000	3,000	3,000	3,000	3,000	3,000
Public Works - Special Events		4,427	3,318	-	-	5,000	5,000
Public works Stormwater dev. Review		1,524	4,328	2,000	2,000	4,000	4,000
Building fees Building plan check fees		129,767	145,772	100,000	100,000	110,000	110,000
Bldg. Official Reimbursement		103,761	-	-	-	-	-
Comm dev Planning fee - Sr./Assoc plnr cost		46,479	45,700	50,000	50,000	50,000	50,000
Comm Planning fee - assist plnr cost		-	2,080	-	-	-	-
Comm dev Planning fee - director cost		18,575	19,017	10,000	10,000	15,000	15,000
Comm dev Subdivisions		-	-	-	-	-	-
Comm dev Planning plan check fee		19,708	34,118	30,000	30,000	30,000	30,000
Comm dev Planning application fee		-	-	-	-	-	-
Comm dev Planning - Gen Plan		-	-	25,000	25,000	30,000	30,000

	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY 24/25 Estimated	FY 25/26 Proposed	FY 26/27 Planned
Comm dev Planning - other fees	5,159	5,288	2,000	2,000	4,000	4,000
Comm dev Planning - Code Enforcement	-	-	-	-	-	-
Recr. fees Class fees	224,903	265,704	200,000	200,000	200,000	200,000
Recr. fees Jr. Guard fees	263,302	294,508	354,800	354,800	364,308	364,308
Recr. School Support Program	-	32,500	-	-	-	-
Recr. fees Sports fees	22,465	15,933	26,900	26,900	19,350	19,350
Recr. fees Camp Capitola fees	150,173	192,966	216,867	216,867	216,867	216,867
Recr. Afterschool Program	48,338	74,857	121,483	121,483	131,316	131,316
Recr. Events	1,249	2,347	7,900	7,900	71,900	71,900
Total	**$ 1,817,637**	**$ 2,126,976**	**$ 2,389,640**	**$ 2,389,640**	**$ 2,495,741**	**$ 2,495,741**
Fines and forfeitures						
Redlight camera enforcement	$ 37,924	$ 35,551	$ 40,000	$ 40,000	$ 20,000	$ 20,000
Parking Cititation	486,207	345,452	497,500	$ 497,500	$ 600,000	$ 600,000
General Fines	42,776	44,040	70,000	$ 70,000	$ 70,000	$ 70,000
Total	**$ 566,907**	**$ 425,043**	**$ 607,500**	**$ 607,500**	**$ 690,000**	**$ 690,000**
Use of money & property						
Investment earnings	$ 7,596	$ 304,172	$ 125,000	$ 125,000	$ 100,000	$ 100,000
Rents Jade Street facility	11,081	16,103	2,000	2,000	2,000	7,000
Rents Esplanade restaurants	4,708	5,827	5,500	5,500	5,500	5,500
Rents Esplanade - surf trailer	2,281	1,964	2,000	2,000	2,000	2,000
Rents Esplanade bandstand	5,789	4,428	4,000	4,000	4,500	4,000
Rents Outdoor Dining	39,072	22,687	51,695	51,695	25,000	25,000
Total	**$ 70,527**	**$ 355,181**	**$ 190,195**	**$ 190,195**	**$ 139,000**	**$ 143,500**
Other revenues						
Donations - Recreation	$ 29,250	$ 2,000	$ -	$ -	$ -	$ -
Grants, donations, contrib	2,600	-	2,000	2,000	-	2,000
Arts-Twilight Concert Sponsors	13,300	25,000	25,000	25,000	-	-
Arts-Movies at the Beach Sponsor	2,500	-	2,000	2,000	-	2,000
Arts-Art at the Beach Booth Fee	2,680	4,120	2,000	2,000	-	-
Arts-Sunday Art & Music Sponsors	-	23,918	-	-	-	-
Museum donations-Box Revenue	2,062	2,405	1,300	1,300	2,000	2,000
Museum Donations-Fundraising	8,028	8,270	3,000	3,000	10,000	10,000
Memorial plaques and benches	10,751	10,380	8,000	8,000	10,000	10,000
Miscellaneous revenues	169,242	209,255	73,906	73,906	75,000	76,875
Interfund Transfer In - Library	-	80,000	-	-	-	-
Total	**$ 240,413**	**$ 365,348**	**$ 117,206**	**$ 117,206**	**$ 97,000**	**$ 102,875**
Grand Totals	**$ 18,406,515**	**$18,766,706**	**$ 19,531,479**	**$19,531,479**	**$21,146,818**	**$21,638,720**

GENERAL FUND EXPENDITURES

General Fund Expenditures

The total FY 2025-26 General Fund expenditure budget proposes an increase of approximately $1.6 million from the FY 2024-25 Amended Budget as existing resources are programmed towards City Council Goals. Increases have been programed in most major categories as inflation continues to impact City expenditures. Key differences between the two fiscal years include:

- Total personnel costs (salary and benefits) are estimated to increase $1.3 million from the FY 2024-25 Amended Budget due to significant increases in the annual Cal PERS Unfunded Actuarial Liability payment, cost of living adjustments, increased employee health care contributions, scheduled step increases, and salary market adjustments negotiated in 2024.
    - Salary costs are estimated to be $361,000 higher as a result of labor negotiations.
    - Salary – Seasonal/Temp increased $29,800 as summer recreations programs remain at full capacity.
    - Overtime is anticipated to decrease $97,000 primarily in the Police. This past year was higher than normal due to several felony crime investigations and winter storms.
    - Specialty Pay – increased $120,000 in part due to more bilingual employees serving the public as well as a result of labor negotiations in the prior year.
    - Benefits – increased $746,000 as a result of labor negotiations between the City and labor bargaining units.

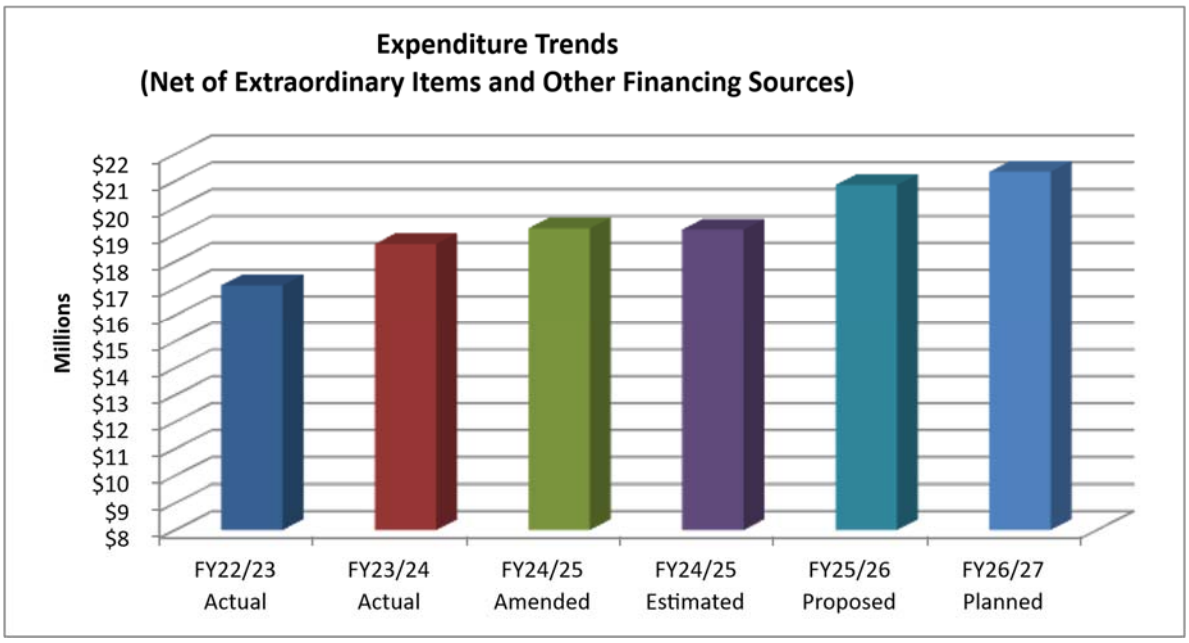
- Contract services are slightly above the prior year.

The following chart provides an overview of expenditures for FY 2022-23 to FY 2026-27. A complete description of major changes will follow in the related expenditure detail pages.

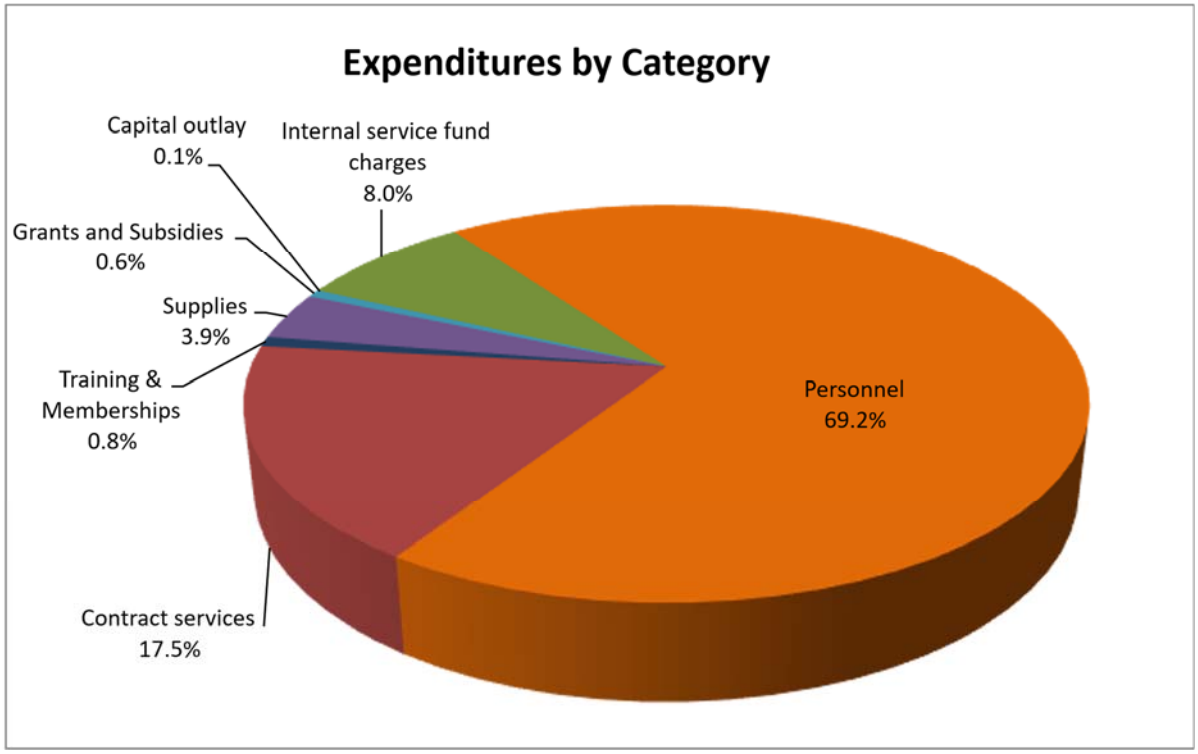
General Fund Expenditures Summary

Major Categories	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Personnel	$11,320,375	$12,099,946	$13,065,766	$13,065,766	$14,419,337	$15,017,010
Contract services	3,336,801	3,714,466	3,515,981	3,515,981	3,635,128	3,475,902
Training & Memberships	113,320	143,324	167,100	141,250	169,480	169,700
Supplies	778,011	960,221	842,939	820,123	801,700	786,800
Grants and Subsidies	125,000	125,000	125,000	125,000	133,425	133,425
Internal service fund	1,444,499	1,617,841	1,523,578	1,523,578	1,663,200	1,703,950
Subtotal	**$17,118,006**	**$18,660,798**	**$19,240,364**	**$19,191,698**	**$20,822,270**	**$21,286,788**
Other financing uses	3,271,324	2,288,788	287,568	287,568	407,344	287,116
Expenditure Total	**$20,389,330**	**$20,949,586**	**$19,527,932**	**$19,479,266**	**$21,229,614**	**$21,573,905**

The following chart provides an overview of expenditure trends, excluding transfers. Expenditures trending down as we complete several City Council goals utilizing one-time funding.

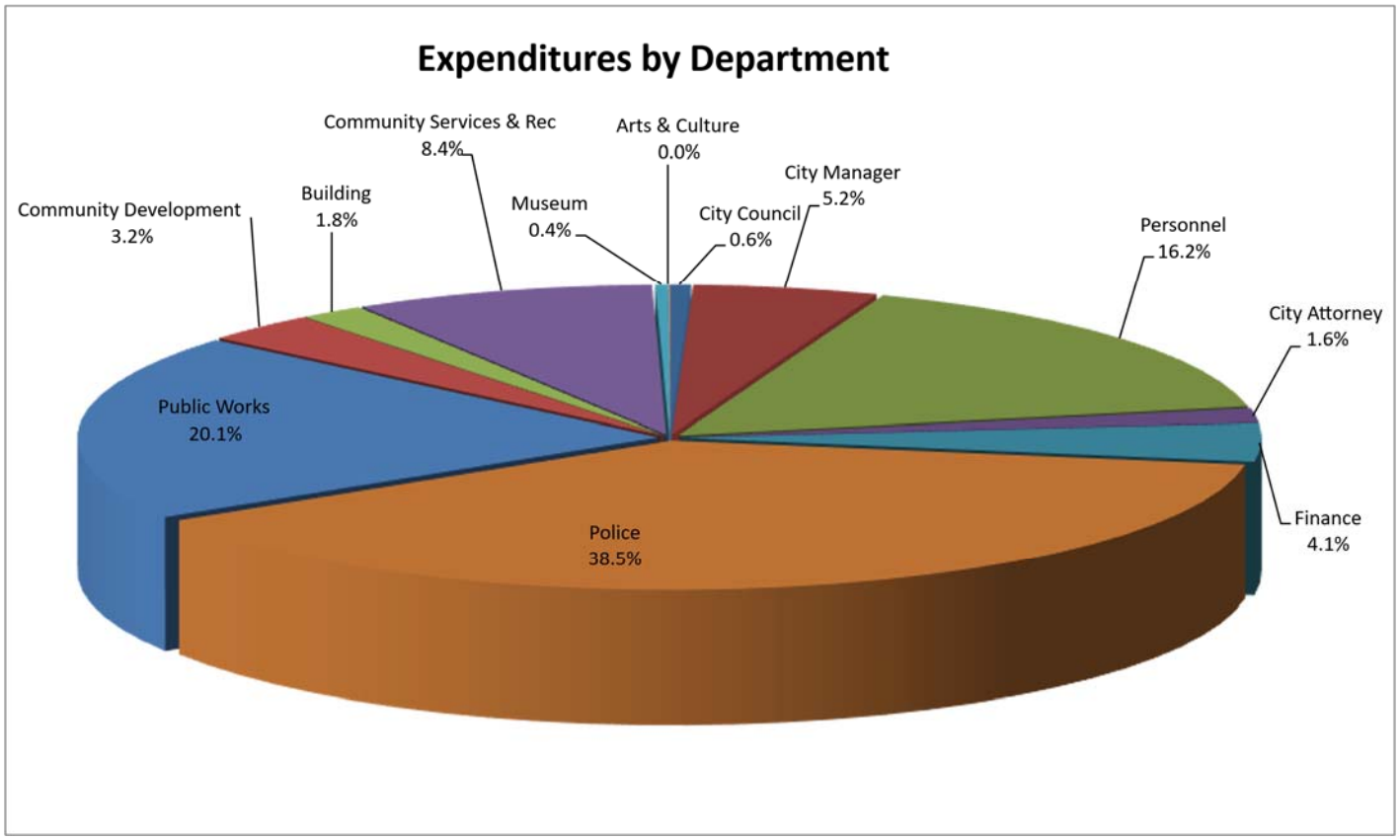


A chart displaying the percentage of expenditures by category is also provided for reference. Personnel costs are estimated to increase $1.3 million from the prior fiscal year causing the ratio of personnel services to total expenditures to increase from 67.5 percent to 69.2 percent. Other notable changes were in contract services, which decreased from 18.6 percent to 17.5 percent.



General Fund Department Expenditures

Department	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
City Council	$107,274	$99,496	$136,007	$111,007	$121,499	$171,763
City Manager	1,089,679	1,214,203	1,264,655	1,264,805	1,067,640	1,123,179
Personnel	362,138	397,852	504,122	513,522	3,343,009	3,647,415
City Attorney	371,305	506,544	270,000	388,000	325,000	325,000
Admin Services	824,038	920,606	1,005,474	1,008,134	843,952	864,549
Community Grants	133,425	133,425	133,425	133,425	133,425	133,425
Police - Law Enforcement	7,417,328	7,932,934	8,272,688	8,285,613	7,264,488	7,391,935
Police - Pkg. Enforcement	637,952	592,774	594,734	577,259	569,981	537,591
Police - Animal Services	81,667	99,478	140,939	140,939	140,803	147,830
Public Works - Streets	1,990,454	2,268,122	2,338,771	2,318,671	2,183,140	2,246,271
Public Works-Storm Water	116,560	98,529	216,262	248,762	209,298	211,474
Public Works - Facilities	322,275	363,733	416,197	448,397	439,684	382,275
Public Works - Fleet	367,213	433,981	459,327	469,152	504,357	516,818
Public Works - Parks	673,019	808,975	778,858	738,332	820,352	802,904
Community Development	507,717	595,467	596,425	590,650	663,096	660,849
Building	511,540	405,337	326,058	307,555	374,328	271,740
Community Services & Rec	1,504,085	1,632,964	1,713,707	1,718,521	1,737,104	1,764,028
Museum	71,824	88,393	87,650	90,200	75,316	81,837
Art & Cultural	62,472	99,075	104,236	109,957	5,798	5,905
Subtotal	**$17,151,965**	**$18,691,888**	**$19,359,535**	**$19,462,901**	**$20,822,270**	**$21,286,788**
Transfers & Other	$3,271,324	$2,288,788	$287,568	$287,568	$407,344	$287,116
Expenditure Total	**$20,423,289**	**$20,980,676**	**$19,647,103**	**$19,750,469**	**$21,229,614**	**$21,573,904**



General Fund Expenditures

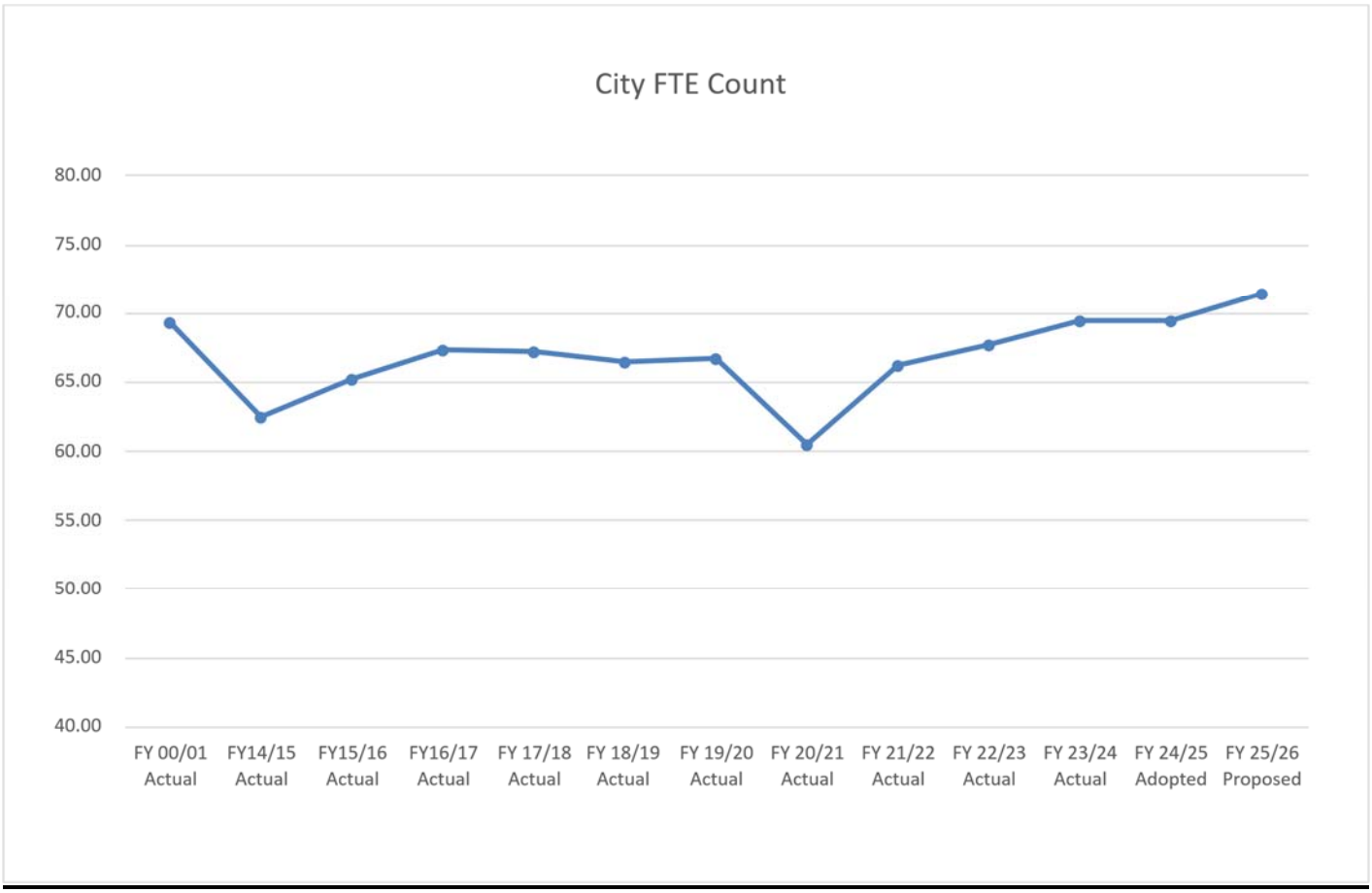
SALARIES & BENEFITS

All positions listed in the General Fund are fully funded with full benefit costing. Fully benefited positions are budgeted at their current step plus an assumption that they will move to the next step unless they are already at the top step of their classification. Specialty pays are budgeted as a separate line item.

Positions budgeted for in FY 2025-26 include the addition of two maintenance workers in the public works department and the reorganization of the City Manager and Finance Departments.

The table below summarizes the total FTE count by department, and the following page provides a detailed summary of the staffing budget changes.

General Fund	FY 00/01 Actual	FY14/15 Actual	FY15/16 Actual	FY16/17 Actual	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Adopted	FY 25/26 Proposed
Elected													
City Council	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Treasurer	1.00	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Elected - Total FTE's	**6.00**	**6.00**	**6.00**	**6.00**	**6.00**	**6.00**	**5.00**	**5.00**	**5.00**	**5.00**	**5.00**	**5.00**	**5.00**
Fully Benefited by Dept													
City Attorney	1	-	-	-	-	-	-	-	-	-	-	-	
Finance	5.25	3.91	4.50	4.50	4.50	3.75	2.75	2.75	2.75	3.00	4.00	4.00	6.70
City Manager	5.50	6.90	6.00	7.00	6.00	6.00	7.00	5.00	5.50	6.50	7.50	7.50	4.80
Museum	0.75	0.75	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Police	31.30	30.65	31.50	31.65	31.50	30.50	30.50	29.50	30.50	30.50	31.00	31.00	31.00
CDD	6.67	4.50	5.00	5.00	5.00	6.00	6.00	5.00	5.50	5.75	5.00	5.00	5.00
Public Works	14.33	13.00	14.00	15.00	16.00	16.00	15.50	14.00	16.00	16.00	16.00	16.00	18.00
Community Services & Rec	4.50	2.75	3.75	3.75	3.75	3.75	4.50	3.75	5.50	5.50	5.50	5.50	5.50
Dept - Total FTEs	**69.30**	**62.46**	**65.25**	**67.40**	**67.25**	**66.50**	**66.75**	**60.50**	**66.25**	**67.75**	**69.50**	**69.50**	**71.50**



General Fund Expenditures

SALARIES & BENEFITS

City services are primarily staff delivered; therefore, staffing is the most significant expenditure. The FY 2025-26 proposed budget estimated staffing costs total $14.4 million. This represents an 11% increase from the prior year's amended budget. This is primarily due to significant increases in the Cal PERS Unfunded Actuarial Liability annual payment, estimated cost of living adjustments, scheduled step increases, and a reorganization of the recreation division.

Staffing by Category	FY22/23 Actual	FY23/24 Actual	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Salary	$6,326,564	$6,714,211	$7,347,859	$7,708,925	$7,940,193
Salary Elected / Temp	506,263	643,391	702,134	731,963	738,887
Overtime	324,595	366,707	269,000	366,000	366,000
Specialty Pay	287,413	297,038	353,654	473,341	487,541
Benefits	3,875,540	4,078,600	4,393,120	5,139,108	5,484,391
Total	**$11,320,375**	**$12,099,946**	**$13,065,766**	**$14,419,337**	**$15,017,012**

Staffing by Department	FY22/23 Actual	FY23/24 Actual	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
City Council	$44,053	$40,752	$40,689	$40,689	$40,689
City Manager	808,164	962,045	985,022	808,847	833,082
Personnel	291,887	287,608	430,896	3,268,866	3,572,684
Finance	540,947	629,425	709,406	559,475	576,259
Law Enforcement	5,676,262	6,004,382	6,383,044	5,267,720	5,416,177
Pkg. Enforcement	249,618	198,325	208,819	224,159	215,350
Streets	1,443,455	1,555,228	1,636,908	1,494,753	1,538,396
Storm Water	76,831	23,116	65,822	72,798	74,974
Fleet	112,333	129,170	204,569	226,206	232,842
Parks	262,731	323,859	348,583	369,521	380,457
Planning	442,210	475,536	520,603	570,333	587,145
Building	435,723	308,162	181,673	230,109	237,012
Community Services & Rec	877,308	1,081,435	1,288,538	1,238,291	1,262,945
Museum	43,210	52,053	43,917	47,570	48,997
Art & Cultural	16,152	28,850	37,500	-	-
Total	**$11,320,375**	**$12,099,946**	**$13,065,766**	**$14,419,337**	**$15,017,010**

General Fund Expenditures

Salaries & Benefits - Salary Assumptions

There are five bargaining groups in the City. Management employees are hired by the City Manager pursuant to a City Council approved compensation plan. Hourly employees are not included in any of these groups and are not represented by a union. The following table lists the different groups and the start and end dates of their current agreements.

Group	Current Agreement	Expiration Date
Assoc. of Capitola Employees/Gen. Govt.	6/23/2024	6/30/2027
Confidential	6/23/2024	6/30/2027
Mid-Management	7/7/2024	6/30/2027
Police Captains	7/7/2024	6/30/2027
Police Officers Association (POA)	6/7/2021	6/30/2027

Overtime

The following table provides the details for the overtime budget. The overtime budget for the Police Department increases this year in anticipation of additional special events.

Overtime	FY22/23 Actual	FY23/24 Actual	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
City Manager	$1,399	$196	$1,000	$1,000	$1,000
Finance	0	0	0	0	0
Police*	247,176	292,588	256,781	298,000	298,000
Public Works	46,625	36,378	51,000	50,000	50,000
Community Development	422	0	3,000	0	0
Community Services & Rec	28,610	36,055	23,000	22,000	22,000
Total	**$324,231**	**$365,218**	**$334,781**	**$371,000**	**$371,000**
**Funding Sources for Police Overtime*					
General Fund	$206,744	$229,227	$185,000	$228,000	$228,000
Grant Funded	40,432	63,362	71,781	70,000	70,000
	$247,176	**$292,588**	**$256,781**	**$298,000**	**$298,000**

Specialty Pay

The FY 2025-26 proposed budget includes the following specialty pays in the calculation of staffing costs, which are also included in overtime calculations: education, longevity, bilingual, motorcycle, detective pay, senior officer, canine, and shift differential pay.

Specialty Pay	FY22/23 Actual	FY23/24 Actual	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
City Manager	$1,230	$0	$15,266	$16,849	$17,354
Finance	2,369	3,928	4,158	4,158	4,490
Police	259,115	267,054	315,241	374,776	386,019
Public Works	19,619	22,564	17,152	53,615	55,223
Community Dev.	3,744	3,492	2,838	14,047	14,468
Community Services & Rec	1,336	-	-	4,039	4,160
Total	**$287,413**	**$297,038**	**$354,655**	**$467,484**	**$481,716**

General Fund Expenditures

Benefits – Post Retirement Medical Benefit

The City of Capitola contributes the minimum amount toward retired employees' health insurance premiums in accordance with Government Code Section 22892 of the Public Employees' Medical and Hospital Care Act (PEMHCA). This expenditure is accounted for in the City Manager's personnel department budget. Below is a table showing the PEMHCA minimum over the last 10 years.

- January 1, 2016 $125
- January 1, 2017 $128
- January 1, 2018 $133
- January 1, 2019 $136
- January 1, 2020 $139
- January 1, 2021 $143
- January 1, 2022 $149
- January 1, 2023 $151
- January 1, 2024 $157
- January 1, 2025 $158

Benefits – Public Employee Retirement System (PERS)

The City offers various defined benefit retirement plans to safety and miscellaneous employees. These retirement plans are administered by the California Public Employee Retirement System ("CalPERS" or "PERS"). The safety plan benefit formula is 3% @ 50, and the miscellaneous plan is 2.5% @ 55 for "classic" PERS members. For employees hired after January 1, 2013, who are subject to the Public Employees' Pension Reform Act (PEPRA), the safety benefit formula is 2.7% @ 57, and the miscellaneous plan is 2% @ 62. A CalPERS member becomes eligible for retirement benefits upon reaching the age of 50 with at least 5 years of service credit (total service across all CalPERS employers).

The City's retirement costs are defined as a percentage of payroll, along with a fixed dollar amount to address the City's Unfunded Actuarial Liability (UAL), which is actuarially determined annually by CalPERS. The UAL in FY 2024-25 was $2,552,124 and is increasing to $2,895,386 (13.5%) in FY 2026-27. The most recent CalPERS actuarial reports estimate the UAL through FY 2030-31 at an amount of $3,789,000 which equates to an increase of approximately 176% over ten years from FY 2020-21.

PERS Rates. The FY 2025-26 PERS total rate for classic safety members is 36.3%, with employees paying 15% and the city 21.3%. Safety PEPRA members are responsible for 13.75% and the city pays 13.76%. For classic miscellaneous members, the total contribution rate is 22.1%, with employees paying 13.4% and the city 8.7%. Miscellaneous PEPRA employees pay 7.75% and the city pays 7.87%.

The FY 2024-25 PERS total rate for classic safety members was 36.1%, with employees paying 15% and the city 21.1%. Safety PEPRA members are responsible for 13.0% and the city pays 14.25%. For classic miscellaneous members, the total contribution rate was 20.0%, with employees paying 13.4% and the city 8.6%. Miscellaneous PEPRA employees pay 6.75% and the city pays 8.7%.

Public Employees' Pension Reform Act (PEPRA). On September 12, 2012, Governor Brown signed the California Public Employees' Pension Reform Act of 2013 (PEPRA) into law. PEPRA became effective on January 1, 2013, and requires all employees who are not previously members of the PERS reciprocal system to be placed in an alternate retirement plan. The City's PEPRA plan for Safety employees is 2.7% at 57 and 2% at 62 for Miscellaneous employees. This new plan requires that the

City and plan members contribute an equivalent share of retirement costs. The rates for public safe and miscellaneous employees are 13.75% and 7.75%, respectively.

Retirement Costs Summary

Retirement Costs	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY25/26 Proposed	FY26/27 Planned
Ret. cost - PERS Safety	$ 436,575	$ 435,788	$ 386,338	$ 439,677	$ 458,364
Ret. cost - PERS Safety UAL	1,002,849	1,121,718	1,107,637	1,324,947	1,469,000
Ret. cost - PERS Miscellaneous	281,723	291,538	279,615	292,860	305,306
Ret. cost - PERS Misc UAL	966,725	1,059,922	1,031,554	1,227,177	1,358,000
Ret. cost - Retirement PARS	3,890	5,651	6,169	8,332	8,332
Ret. health OPEB - Retiree health	39,482	44,684	38,750	38,750	38,750
OPEB Trust Fund	60,250	67,048	67,050	67,050	67,050
Total Retirement Costs	**$ 2,791,494**	**$3,026,349**	**$2,917,113**	**$3,398,793**	**$3,704,802**
Total Employee Paid Costs	$ 1,004,938	$1,089,486	$1,050,161	$1,223,565	$1,333,729
Total City Paid Costs	$ 2,791,494	$3,026,349	$2,917,113	$3,398,793	$3,704,802
Total Costs Employee and City	$ 3,796,432	$4,115,835	$3,967,274	$4,622,358	$5,038,530
Unfunded Actuarial Liability-Safety	13,594,061	14,685,285	11,169,617	17,213,533	18,074,210
Unfunded Actuarial Liability-Misc	12,422,127	13,354,880	9,924,040	15,324,728	16,090,964
Unfunded OPEB Liability	1,572,208	1,572,208	1,642,315	1,642,315	1,642,315
Funding Ratio PERS Safety	71.3%	72.40%	77.10%	66.60%	66.60%
Funding Ratio PERS Misc	69.7%	69.70%	77.40%	67.20%	67.20%

General Fund Expenditures - Contract Services (5 pages)

Department	Contract Description		FY24/25 Amended	FY25/26 Proposed	FY26/27 Planned
City Council	Other contract services Legal notices		$ -	$ -	$ -
City Council	Gen/Admin - Community TV		10,000	19,000	19,000
City Council	Gen/Admin Contracts - General		83,000	-	50,000
City Council	CS-Gen/Admin Beach Festival		5,000	5,000	5,000
		Total	**$ 98,000**	**$ 24,000**	**$ 74,000**
City Manager	Gen/Admin Muni code - Codification Svcs.		$ 4,000	$ 8,000	$ 8,000
City Manager	Gen/Admin Rcrd Mgmt-Doc. Imaging		1,000	8,500	2,000
City Manager	Gen/Admin Records Mgmt-Storage		6,500	5,000	5,000
City Manager	Gen/Admin Newsletter		10,000	10,000	10,000
City Manager	Gen/Admin Public Outreach		-	10,000	10,000
City Manager	Gen/Admin Council Election		29,700	-	40,000
City Manager	Gen/Admin Contracts - General		30,000	40,000	41,200
City Manager	Environ. Svcs Garage Sale Day		800	-	-
City Manager	Environ. Svcs Recycling Svcs.		7,820	-	-
City Manager	Other Contract services - Legal Notices		1,500	8,000	5,000
City Manager	Contract Svcs. Unanticipated Events		10,000	10,000	10,000
		Total	**$ 101,320**	**$ 99,500**	**$ 131,200**
Personnel	Legal svcs Labor/Personnel		$ -	$ -	$ -
Personnel	Personnel Svcs Recruitment Svcs.		-	5,000	5,000
Personnel	Personnel Svcs Bkgrnd Invest.		7,000	10,000	10,000
Personnel	Personnel Svcs Medical Exams		3,500	5,000	5,000
Personnel	Personnel Svcs Ed. Reimbrsmnt		10,000	10,000	10,000
Personnel	Contract Svcs. Flex-Hlth-Dntl-Vsn Admin		4,000	4,000	4,000
Personnel	Contract Svcs. Employee Training/Risk Mgmt		-	-	-
Personnel	Contract Svcs. Employee Engagement		-	12,000	12,000
Personnel	CS-Gen/Admin Contracts - general		31,000	1,000	1,000
		Total	**$ 55,500**	**$ 47,000**	**$ 47,000**
City Attorney	Gen/Admin Contracts - General		$ 10,000	$ 10,000	$ 10,000
City Attorney	Legal Svcs Legal Svcs. - General		210,000	300,000	300,000
City Attorney	Legal Svcs Special Svcs.		50,000	-	-
City Attorney	Legal Svcs Rent Control		-	-	-
City Attorney	Legal svcs Labor/Personnel		18,000	15,000	15,000
		Total	**$ 288,000**	**$ 325,000**	**$ 325,000**

Department	Contract Description	FY24/25 Amended	FY25/26 Proposed	FY26/2 Planned
Finance	Gen/Admin Contracts - General	$ 50,000	$ -	$ -
Finance	Fin Svcs OPEB Valuation	4,000	1,000	4,000
Finance	Fin Svcs Audit-Annual Financial Audits	54,000	51,000	51,000
Finance	Fin Svcs Audit-Sales Tax	12,000	12,000	12,000
Finance	Fin Svcs State Mandated Claims Svcs	1,750	-	-
Finance	Fin Svcs HdL TOT Fees	20,000	19,000	19,000
Finance	Fin Svcs Credit Card Merchant Fees	4,000	3,000	3,000
Finance	Fin Svcs SCC-Property tax admin fee	12,000	-	-
Finance	Fin Svcs State Admin Fee - Bradley Burns	50,000	45,000	45,000
Finance	Fin Svcs State Admin Fee - Measure D/F	15,000	18,000	18,000
Finance	Fin Svcs State Admin Fee - SB 1186	500	500	500
Finance	Fin Svcs State Admin Fee - Measure O	15,000	18,000	18,000
Finance	Fin Svcs Bank fees	12,000	-	-
Finance	Fin Svcs St Admin fee	3,000	4,000	4,000
	Total	**$ 253,250**	**$ 171,500**	**$ 174,500**
Law Enforcement	Police Svcs SCC-Booking fees	$ -	2,500	$ 2,500
Law Enforcement	Police Svcs SCC-Blood alcohol trust fund	500	500	500
Law Enforcement	Police Svcs SCC-Anti-Crime Team	18,000	25,000	25,000
Law Enforcement	Police Svcs SCC-Sexual assault response prog	24,000	22,000	22,000
Law Enforcement	Other contract services Uniform cleaning services	12,000	12,000	0
Law Enforcement	Police Svcs Red light enforcement	20,000	0	0
Law Enforcement	Police Svcs SCC-Info svcs for SCAN chgs	5,500	8,000	8,000
Law Enforcement	Fin Svcs Collections-booking fees	75	0	0
Law Enforcement	Fin Svcs Collections-DUI cost recovery	1,000	2,000	2,000
Law Enforcement	Prop & equip Comm - local & long distance	8,000	8,000	8,000
Law Enforcement	Prop & equip Comm - T-1 line	39,000	20,000	20,000
Law Enforcement	Prop & equip Comm - mobile phone	30,000	25,000	25,000
Law Enforcement	Police Svcs Hazardous material response - SV	8,900	-	8,900
Law Enforcement	Police Svcs Towing service	3,000	4,000	4,000
Law Enforcement	Police Svcs SCCECC JPA-SCRMS	48,924	47,987	49,427
Law Enforcement	Police Svcs SCCECC-911 JPA	615,898	696,994	717,904
Law Enforcement	Prop & equip Property alarm service	1,200	-	-
Law Enforcement	Prop & equip Property repairs & maintenance	1,000	-	-
Law Enforcement	Prop & equip Equipment repairs & maintenance	10,000	27,500	-
Law Enforcement	Rental contracts Equipment and vehicles	3,000	2,500	-
Law Enforcement	Other contract services Outside security service	17,000	20,000	-
Law Enforcement	CS-Gen/Admin Contracts - general	4,000	4,000	4,000
	Total	**$ 870,997**	**$ 927,981**	**$ 897,230**

Department	Contract Description	FY24/25 Amended	FY25/26 Proposed	FY26/2 Planned
Pkg. Enforcement	Police Svcs State of CA-DMV processing fee	$ 6,000	$ 6,000	$ 6,000
Pkg. Enforcement	Police Svcs State of CA-Reg assess	58,000	58,000	58,000
Pkg. Enforcement	Police Svcs State of CA-Immed & Critical nd	20,000	20,000	20,000
Pkg. Enforcement	Police Svcs State of CA-St Court Facilities	10,000	10,000	10,000
Pkg. Enforcement	Police Svcs State of CA-Trial Court Trust Fd	20,000	20,000	20,000
Pkg. Enforcement	Police Svcs SCC-Citation processing	65,000	65,000	65,000
Pkg. Enforcement	Police Svcs SCC-Criminal Justice Fac surchg	11,000	11,000	11,000
Pkg. Enforcement	Police Svcs SCC-Courthouse surcharge	11,000	11,000	11,000
Pkg. Enforcement	Fin Svcs Courier-Cash & Coin	3,500	3,500	3,500
Pkg. Enforcement	Fin Svcs Credit card merchant fees	60,000	60,000	60,000
Pkg. Enforcement	Prop & equip Pay Station Repair & Maintenance	70,000	25,000	25,000
	Total	**$ 334,500**	**$ 289,500**	**$ 289,500**
Animal Svcs.	Police Svcs Animal Svcs.	$ 87,793	$ 139,497	$ 146,472
	Total	**$ 87,793**	**$ 139,497**	**$ 146,472**
Streets	PW & Trans. Transportation-Beach shuttle svc	$ 98,107	$ 90,000	$ 92,000
Streets	PW & Trans. Soquel Crk monitoring-fish	68,870	50,000	50,000
Streets	Other contract services Legal notices	-	1,500	1,500
Streets	Prop & equip Comm - mobile phone	15,000	13,000	13,000
Streets	Gen/Admin Contracts - general	21,500	30,000	30,000
Streets	PW & Trans. Lagoon grading	15,000	15,000	15,000
Streets	PW & Trans. PW Engineering services	-	15,000	15,000
Streets	Prop & equip Eucalyptus maintenance -Park Ave	111,400	15,000	15,000
Streets	Prop & equip Riparian Restoration	19,481	15,000	15,000
Streets	Rental contracts Union Pacific RR yearly	1,000	1,000	1,000
Streets	Temp. Staff & Instr. Temporary staff	85,000	80,000	80,000
Streets	Temp. Staff & Instr. Hope Services	16,000	24,000	24,000
Streets	Prop & equip Esplanade sidewalk cleaning	30,000	31,000	32,000
Streets	Other contract services Unanticipated events	10,000	10,000	10,000
Storm Water	Environmental Svcs Central coast recycling media	5,000	5,000	5,000
Storm Water	Environmental Svcs SCC-Hazardous waste disp	75,000	75,000	75,000
Storm Water	Environmental Svcs Mosquito & vector control	150	-	$ -
Storm Water	CS-Environmental Svcs Recycling services	7,500	5,000	5,000
Storm Water	CS-Environmental Svcs JPA-Pollution control	5,000	-	$ -
Storm Water	PW & Trans. Soquel Crk monitoring-water qual	10,000	5,000	5,000
Storm Water	PW & Trans. CA NPDES-storm water mgmt prog	40,000	40,000	40,000
Storm Water	PW & Trans. Regional Water Mgmt Foundation	500	5,000	5,000
Storm Water	Water Quality Testing and Equipment	-	-	$ -
	Total	**$ 634,508**	**$ 525,500**	**$ 528,500**

Department	Contract Description		FY24/25 Amended	FY25/26 Proposed	FY26 Planned
Facilities	PW & Trans. ADA compliance		$ 15,000	$ 15,000	$ 15,000
Facilities	Gen/Admin Contracts - inspections		-	-	-
Facilities	Prop & equip Comm - local & long distance		1,500	1,200	1,200
Facilities	Prop & equip Comm - T-1 line		7,500	7,500	7,500
Facilities	Prop & equip Utility serv - gas & electric		86,000	117,500	97,000
Facilities	Prop & equip Utility serv - sanitation distr		5,500	4,000	4,000
Facilities	Prop & equip Utility serv - water		18,500	15,000	15,000
Facilities	Prop & equip Janitorial services		34,500	35,000	35,000
Facilities	Prop & equip Property alarm service		2,800	3,400	3,400
Facilities	Prop & equip Property repairs & maintenance		25,000	95,500	95,500
Facilities	Prop & equip Equipment repairs & maintenance		19,500	16,000	16,000
Facilities	Tree Services			2,000	2,000
Facilities	Rental contracts Equipment and vehicles		5,000	7,000	7,000
		Total	**$ 220,800**	**$ 319,100**	**$ 298,600**
Fleet	Prop & Equip Equipment Repair and Maint.		$ 5,000	$ 10,000	$ 10,000
		Total	**$ 5,000**	**$ 10,000**	**$ 10,000**
Parks	PW & Trans. Tree Svcs.		$ 20,000	$ 15,000	$ 15,000
Parks	Prop & Equip Utility serv - gas and elec.		5,000	6,300	6,300
Parks	CS-PW & Trans Electrical Services		-	2,000	2,000
Parks	Prop & Equip Utility serv - sanitation distr		21,000	25,000	25,000
Parks	Prop & Equip Utility serv - water		125,000	177,400	177,400
Parks	Prop & Equip Janitorial Svcs.		32,500	37,500	37,500
Parks	Prop & Equip Property Repair and Maint.		8,000	26,000	26,000
Parks	Prop & Equip Equip. Repair and Maint.		8,500	6,000	6,000
Parks	Rental contracts Equipment and vehicles		10,000	10,500	10,500
Parks	General			8,000	-
Parks	Bike Track Maintenance		6,000	-	-
		Total	**$ 236,000**	**$ 313,700**	**$ 305,700**
Planning	Plng & Hsg Hsg grant admin & CDD tech		$ -	$ 5,000	$ 5,000
Planning	Contract Svcs. Legal notices		8,000	-	$ -
Planning	Gen/Admin Contracts - General		-	20,000	$ -
Planning	CS-Plan Svc Admin Services		25,000	-	$ -
		Total	**$ 33,000**	**$ 25,000**	**$ 5,000**
Building	Bldg Svcs Engineering & Inspections		$ 5,000	$ -	$ -
Building	CS-Gen/Admin Contracts - general		-	$ -	$ -
Building	Bldg Svcs Bldg plan checks - Consultant Svc		-	$ 110,000	$ -
Building	Bldg Svcs Bldg plan checks - outsourced		60,000	$ -	$ -
		Total	**$ 65,000**	**$ 110,000**	**$ -**

Department	Contract Description		FY24/25 Amended	FY25/26 Proposed	FY Planned
Comm Srvs & Rec	Gen/Admin Contracts - General		$ 26,000	$ 29,000	$ 29,000
Comm Srvs & Rec	CS-IT Contracts Recreation technology system		$ 17,750	$ 19,000	$ 19,000
Comm Srvs & Rec	Fin Svcs Credit card merchant fees		15,000	10,000	10,000
Comm Srvs & Rec	PW & Trans. Transportation-Rec program		1,600	2,200	2,200
Comm Srvs & Rec	Temp. Staff/Instr. Rec contract inst/sports off		133,200	112,500	112,500
Comm Srvs & Rec	Prop & Equip Comm - local & long distance		-	-	-
Comm Srvs & Rec	Prop & Equip Comm - T-1 line		-	-	-
Comm Srvs & Rec	Prop & Equip Property Repair and Maint.				
Comm Srvs & Rec	Rental contracts Equipment and vehicles		-	-	-
Comm Srvs & Rec	Contract Svcs. Events liability insurance		500	8,000	8,000
Comm Srvs & Rec	Contract Svcs. Advertising		3,000	-	-
Comm Srvs & Rec	Contract Svcs. Mailing Service		-	18,000	18,000
Comm Srvs & Rec	Contract Svcs. Copying, printing and binding		15,000	15,000	15,000
Comm Srvs & Rec	Contract Svcs. Photography		8,000	8,000	8,000
Comm Srvs & Rec	Food Truck Fridays		-	5,500	5,500
Comm Srvs & Rec	Wharf Music		-	6,750	6,750
Comm Srvs & Rec	Rapid Weddings		-	3,700	3,700
Comm Srvs & Rec	Weekend Music		-	6,000	6,000
Comm Srvs & Rec	Events & Tourism Twilight Concert-Sound Engr			14,000	14,000
Comm Srvs & Rec	Events & Tourism Twilight Concert-Band Costs			15,000	15,000
Comm Srvs & Rec	Movies at the Beach			2,100	2,100
Comm Srvs & Rec	Plein Air - Vendors			5,000	5,000
Comm Srvs & Rec	Plein Air - Other			10,000	10,000
Comm Srvs & Rec	July IS			1,600	1,600
		Total	**$ 220,050**	**$ 291,350**	**$ 221,700**
Museum	Prop & Equip Comm - Local & Long Distance		$ -	$ -	$ -
Museum	Rental contracts Land and Buildings		12,000	15,000	20,000
Museum	Other contract services Museum oral history		1,000	1,500	1,500
		Total	**$ 13,000**	**$ 16,500**	**$ 21,500**
Arts & Cultural	Events & Tourism Art at the Beach Coordinator		$ 3,000	$ -	$ -
Arts & Cultural	Events & Tourism Twilight Concert-Sound Engr		10,000	-	-
Arts & Cultural	Events & Tourism Twilight Concert-Band Costs		15,000	-	-
Arts & Cultural	Contract Svcs. liability insurance		-	-	-
Arts & Cultural	Events & Tourism Art in Public Places		3,000	-	-
Arts & Cultural	Events & Tourism Sunday Art & Music		10,000	-	-
		Total	**$ 41,000**	**$ -**	**$ -**
		Grand Total	**$3,557,718**	**$3,635,128**	**$3,475,902**

Community Based Social Service Providers

Community Based Social Service Providers are funded by the General Fund and restricted Transient Occupancy Tax (TOT) revenue. Each year a determination is made regarding funds available and allocation. Due to COVID-19 the Community Grant program continues to be funded in FY 2025-26 with a combination of general fund, restricted TOT, and federal grants. The table below shows the general fund and restricted TOT funding while the federal grant funding is highlighted in the Community Development Block Grant Special Revenue funds.

AGENCY	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY25/26 Proposed	FY26/27 Planned
Community Services				$ 8,425	$ 8,425
Advocacy, Inc.	0		10,000		
Blue Circle	0		5,000		
Cabrillo College Stroke and Disability Center	7,779		10,000		
Central Coast Center for Independent Living	0				
Community Action Board, Inc.	0		10,000		
Community Bridges	5,522				
Community Bridges - Lift Line					
Community Bridges - Live Oak Community Resources					
Community Bridges - Meals on Wheels					
Companion for Life / Lifeline					
Conflict Resolution Program	3,489				
Arts Council of Santa Cruz County	0		2,500		
Dientes Community Dental Care	1,524				
Diversity Center	0				
Encompass Santa Cruz AIDS Project					
Family Service Agency of Santa Cruz	12,762		7,500		
Grey Bears, Inc.	0				
Homeless Svcs. Center	0				
Hospice Caring Project	0		3,000		
MidCounty Senior Center			7,500		
Monarch Services Servidios Monarca			7,500		
Monterey Bay National Marine Sancuturary	0		5,000		
NAMI Santa Cruz County	0		12,000		
Native Animal Rescue	1,303				
Second Harvest Food Bank	0				
Senior Citizens Legal Services	0				
Senior Network Services	2,782		7,500		
Srs Council - SCC/San Benito Co.	0		10,000		
Survivors' Healing Center					
United Way	5,000		7,500		
United Way - 2-1-1 Help Line					
Vista Center for the Blind	0		5,000		
Volunteer Center of Santa Cruz County	3,489		7,500		
Women Care				0	0
Cabrillo College Foundation	0			0	0
Community Grants-Unassigned		101,650		0	0
	$ 43,650	**$ 101,650**	**$ 117,500**	**$ 117,500**	**$ 117,500**

AGENCY	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY25/26 Proposed	FY26/ Plann
Children/Youth Services (General Fund)					
Big Brothers/Big sisters		$0	$0	-	-
Campus Kids Connection - After School				-	-
Community Bridges - Child Development Division			-	-	-
Court-Appointed Special Advocates		-	-	-	-
Encompass Youth Services Counseling			-	-	-
Families in Transition - Santa Cruz Co.			-	-	-
O'Neill Sea Odyssey		-	-	-	-
Parents Center, Inc.	-	-	7,500	-	-
Toddler Care Center		-	-	-	-
United Way - Community Assessment Project			-	-	-
Childcare Center Fee Grant			-	-	-
	$0	**$0**	**$7,500**	**$7,500**	**$7,500**
General Fund Total	**$ 43,650**	**$ 101,650**	**$ 125,000**	**$ 133,425**	**$ 125,000**
Early Childhood / Youth Services (TOT Children's Fund)					
Early Childhood & Youth Services			$ -	$ -	$ -
Big Brothers/Big sisters	0	6,000	7,500	7,500	7,500
Community Bridges - Child Development Division	1,004			0	0
Diversity Center SC County	0	0	7,500	7,500	7,500
Court-Appointed Special Advocates			7,500	7,500	7,500
Encompass Youth Services Counseling	0			0	0
O'Neill Sea Odyssey	0		10,000	10,000	10,000
Monterey Bay National Marine Sancuturary	0	0	7,500	7,500	7,500
Parents Center, Inc.	0	7,400		0	0
Toddler Care Center	0			0	0
United Way - Community Assessment Project	0	5,000		0	0
Santa Cruz Museum of Discovery	0	10,000	12,500	12,500	12,500
Casa of Santa Cruz	0	10,000		0	0
Boys and Girls Club of Santa Cruz County	0	10,000	7,500	7,500	7,500
Childcare Center Fee Grant				0	0
Recreation Programming	0	19,332		0	0
TOT Youth Funding Total	**$1,004**	**$67,732**	**$60,000**	**$60,000**	**$60,000**
Estimated Children's Fund Revenue	**$45,401**	**$62,049**	**$60,000**	**$64,000**	**$60,000**
Remaining Funds	**$44,397**	**-$5,683**	**$0**	**$4,000**	**$0**
Total Social Service Program Funding	**$44,654**	**$169,382**	**$185,000**	**$193,425**	**$185,000**

SUPPLIES

The following table provides a history of the supply budgets by department. Additional information is available in the General Fund Department section.

Supplies	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
City Council	$5,354	$2,082	$7,500	$7,500	$5,500	$5,500
City Manager	13,857	22,683	13,874	13,874	4,000	4,000
Finance	4,105	4,182	4,600	4,600	10,600	10,600
Police Department	96,600	160,401	101,800	120,600	109,400	109,400
Public Works	539,117	625,328	552,766	523,000	572,700	557,800
Community Development	1,586	978	5,100	7,500	2,500	2,500
Community Services & Rec	93,695	88,943	93,800	83,500	94,650	94,650
Museum	13,718	20,324	21,500	21,250	2,350	2,350
Arts & Culture	9,978	35,300	42,000	38,299	0	0
Total	**$778,011**	**$960,221**	**$842,939**	**$820,123**	**$801,700**	**$786,800**

TRAINING AND MEMBERSHIPS

The following table provides a history of the training and memberships budgets by department. Refer to the General Fund Department section for additional information.

	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
City Council	$21,502	$20,531	$31,650	$20,650	$31,380	$31,600
City Manager	5,035	17,171	15,000	8,700	8,200	8,200
Finance	1,441	4,872	7,500	7,500	10,500	10,500
Police	56,831	77,379	73,650	73,650	79,500	79,500
Public Works	2,661	4,684	6,000	4,000	6,000	6,000
Community Development	10,435	3,928	17,700	9,600	16,250	16,250
Community Services & Rec	15,264	13,592	13,900	16,150	16,650	16,650
Museum	151	1,167	1,700	1,000	1,000	1,000
Total	**$113,320**	**$143,324**	**$167,100**	**$141,250**	**$169,480**	**$169,700**

INTERNAL SERVICES

Internal Service Funds finance special activities and services performed by one City department for another on a cost and reimbursement basis. These funds share costs, designate targeted reserves levels, and allocate costs to all departments benefiting from the activities and services. The methodology for cost allocation for each Internal Service Fund is described in the Internal Service Fund section.

The FY 2025-26 proposed budget provides funding for increased insurance premiums as well as equipment purchases for equipment funded in prior years.

Internal Services	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Stores	$ 27,000	$ 27,000	$ 27,000	$ 27,000	$ 27,000	$ 27,000
Information Technology	257,502	271,000	268,000	268,000	348,000	338,000
Equipment Replacement	105,000	250,000	65,000	65,000	197,000	200,000
Self-Insurance Liability	622,998	622,136	760,036	760,036	688,200	715,800
Workers' Compensation	431,999	447,705	403,542	403,542	403,000	423,150
Total	**$1,444,499**	**$1,617,841**	**$1,523,578**	**$1,523,578**	**$1,663,200**	**$1,703,950**

GENERAL FUND TRANSFERS

General Fund Transfers move funds from the General Fund to a specific fund for a designated purpose. The CIP is detailed in a separate section and debt issuances are detailed in the Multi-Year Assets and Obligations section. Below is a summary of the transfers from the General Fund to other funds/reserves.

General Fund Transfers	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Contingency Reserves	$ 131,000	$ 172,000	$ -	$ -	$ -	$ -
Emergency Reserves	147,300	250,000	-	-	-	-
Facilities Fund	-	100,000	-	-	-	-
PERS Contingency Reserve	250,000	-	-	-	-	-
CIP Capital Projects	2,205,000	550,000	-	-	120,000	-
Stores ISF	-	-	-	-	-	-
Information Technology	-	235,000	-	-	-	-
Equipment Replacement	-	200,000	-	-	-	-
Interfund transfer Library fund	50,958	-	-	-	-	-
Compensated Absences	220,000	225,000	200,000	200,000	200,000	200,000
RTC Streets	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-
Wharf Fund	-	-	-	-	-	-
Parking Reserve	100,000	469,000	-	-	-	-
OPEB Trust Fund	-	-	-	-	-	-
Pacific Cove Lease	40,066	-	-	-	-	-
Pacific Cove Park	127,000	87,788	87,568	87,568	87,344	87,116
			-	-	-	-
Total	**$ 3,271,324**	**$ 2,288,788**	**$ 287,568**	**$ 287,568**	**$ 407,344**	**$ 287,116**

DEPARTMENTAL BUDGETS

CITY COUNCIL

GENERAL GOVERNMENT

DEPARTMENT PURPOSE

The City Council is composed of five generally elected Council Members, serving four-year staggered terms. Council members select a Mayor and Vice Mayor annually. In 2002, the voters approved a consecutive term limit of two terms for Council Members. The City's Municipal elections are held the first Tuesday of November in even-numbered years. The Council meets regularly twice monthly, on the second and fourth Thursday.

The City Council establishes local law, sets policy, approves programs, allocates funds, and provides direction to the City Manager and staff to implement its policy. Council also appoints members to local and regional committees, commissions, and boards. Capitola is a General Law City, organized under the general laws of the state. Local laws are established by ordinance, compiled in the Municipal Code, and enforceable by the City. Other directives and policies of the City Council are implemented through Council Resolutions and recorded in Council Minutes.

ESTABLISHED PRINCIPLES OF THE CITY

- **Fiscal Policy** – practice sound financial management
- **Public Service** – uphold the public trust.
- **Public Improvement** – maintain a safe and healthy environment.

FISCAL YEAR ACCOMPLISHMENTS – 2024/25

- Balanced budget while using resources for public improvements
- Provided services, staff, and equipment to ensure public safety and trust
- Approved projects and programs to maintain and enhance the quality of life in Capitola

FISCAL YEAR GOALS - 2025/26

- Provide services, staff, and equipment to ensure public safety and trust
- Develop projects and programs to maintain and enhance the quality of life in Capitola
- Finalize plans and begin construction for Treasure Cove at Jade Street Park
- Collect public input and determine path forward for Capitola Wharf Master Plan
- Review and update, if necessary, the City Council Code of Conduct

CITY COUNCIL

1000-10-10-000	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Revenues						
General Fund	$ 107,274	$ 99,496	$ 136,007	$ 111,007	$ 121,499	$ 171,763
Revenue Total	**$ 107,274**	**$ 99,496**	**$ 136,007**	**$ 111,007**	**$ 121,499**	**$ 171,763**
Expenditures						
Personnel	$ 44,053	$ 40,752	$ 40,689	$ 40,689	$ 40,689	$ 40,689
Contract services	19,953	19,150	38,000	24,000	24,000	74,000
Training & Memberships	21,502	20,531	31,650	20,650	31,380	31,600
Supplies	5,354	2,082	7,500	7,500	5,500	5,500
Internal service fund charges	16,412	16,981	18,168	18,168	19,930	19,974
Expenditure Totals	**$ 107,274**	**$ 99,496**	**$ 136,007**	**$ 111,007**	**$ 121,499**	**$ 171,763**

Authorized Positions	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Mayor	1.00	1.00	1.00	1.00	1.00	1.00
Vice Mayor	1.00	1.00	1.00	1.00	1.00	1.00
Council Members	3.00	3.00	3.00	3.00	3.00	3.00
FTE Total	5.00	5.00	5.00	5.00	5.00	5.00

CITY ATTORNEY

GENERAL GOVERNMENT

DEPARTMENT PURPOSE

The City Attorney represents the City as primary Counsel in all legal matters. The City Attorney is appointed by the City Council. The City Attorney provides legal analysis and advice on interpretation and application of municipal code, State law, and Federal law, drafting legal documents, and labor-related issues. The City Attorney is currently a contract position with the firm Burke, Williams & Sorensen

FISCAL YEAR ACCOMPLISHMENTS – 2024/25

- Advise Council on potential and pending litigation.
- Assist and advise staff on contracts, labor relations, and other legal assessments.
- Resolve existing litigation.
- Assist City in labor negotiations with all employee groups.

FISCAL YEAR GOALS – 2025/26

- Advise Council on potential and pending litigation.
- Assist and advise staff on contracts, labor relations, and other legal assessments.
- Resolve existing litigation.

CITY ATTORNEY

1000-10-16-000	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Revenue						
General Fund	$371,305	$506,544	$270,000	$ 388,000	$325,000	$325,000
Revenue Totals	**$371,305**	**$506,544**	**$270,000**	**$ 388,000**	**$325,000**	**$325,000**
Expenditures						
Outside Legal Services	$ 4,295	$ 3,862	$ -	$ 10,000	$ 10,000	$ 10,000
City Attorney Contract	265,077	381,687	210,000	266,000	300,000	300,000
City Attorney Special Services	31,084	69,988	50,000	92,000	-	-
City Attorney Rent Control	39,409	10,076	-	-	-	-
City Attorney - Labor & Personnel	31,441	40,931	10,000	20,000	15,000	15,000
Expenditure Totals	**$371,305**	**$506,544**	**$270,000**	**$ 388,000**	**$325,000**	**$325,000**

CITY MANAGER

GENERAL GOVERNMENT

MISSION STATEMENT
The mission of the City Manager's Office is to ensure that all City programs and services are provided effectively and efficiently.

DEPARTMENT PURPOSE
The City of Capitola is a Council-Manager form of government, under which the City Council appoints a City Manager who serves as the City's chief administrative officer and is responsible for implementing Council policies. The purpose of this department is to implement the policies of the City Council and provide leadership and direction to the city departments. Core services of the City Manager's Office are administrative direction and leadership for City departments, programs, and services to ensure the community receives a high level of service.

KEY CHANGES
The City Manager Department internally promoted the former Office Coordinator to the Deputy City Clerk position and hired a new Office Coordinator.

The FY2025/26 Budget includes a proposed organizational change, shifting Human Resources and Information Systems from the City Manager Department into the newly titled Administrative Services Department, along with Finance services (formerly the Finance Department). With this new structure, the City Manager remains the Personnel Officer, with the ability to designate these duties to other staff as needed. The City Manager Department will keep the Assistant to the City Manager position, now allocated to the department 100% rather than 50% with 50% Personnel, to support expanding public outreach and community engagement efforts, managing special projects and contracts, such as the Annexation Feasibility Study, and providing support to the City Manager and all City departments.

FISCAL YEAR 2024/25 ACCOMPLISHMENTS
- Capitola Wharf opened to the public
- Shifted department forms and internal processes to a digital platform for increased efficiency
- Increase public outreach efforts with social media platforms and bi-monthly digital newsletter, plus in-person tabling event during the last Twilight Concert of the 2024 summer season
- Internally promoted Chief of Police, Sarah Ryan
- Negotiated new leases with Capitola Boat and Bait and Capitola Beach Company for continued service for the community.
- Completed the Strategic Plan 2025-2029; adopted new Mission, Vision, and Values

FISCAL YEAR GOALS – 2025/26 Based on the Adopted Strategic Plan's Six Priorities

Accountable Government:
- Encourage and improve citizen participation and communication by increasing the availability of Spanish language city resources; update and improve the City website.
- Continue efforts to increase transparency, with the website, public records, and outreach.
- Continue to improve public meeting access.
- Conduct additional educational opportunities for the public to learn about Capitola's government. Staff plans to host an informational tabletop event during a Summer 2025 Twilight Concert and gage public interest for additional educational opportunities. The City Manager Department plans to host a formal Local Government Academy in early 2026.

Attainable Housing:
- Support the Community Development Department in implementing the Housing Element

Community Safety

- Continue to support Capitola Police Department's collaboration with partner agencies, residents, business owners, and community members.

Economic Opportunity

- Pursue city wide economic development opportunities and work with Capitola Mall to improve the mall facility and develop economic opportunities for Capitola and the greater community.
- Support economic development.
- Ensure programs are in place to respond to public and private development projects.

Healthy Families, Community, and Environment

- Use restricted Early Childhood and Youth Programming (ECYP) funding for youth
- Administer Community Grant program for the next three-year budget cycle

Sustainable Infrastructure

- Open Rispin Park to the public.
- Continue increased street and facility maintenance through use of Measure D resources.

CITY MANAGER ADMINISTRATION

1000-10-11-000	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Revenues						
General Fund	$1,085,020	$1,210,131	$1,260,655	$1,260,305	$1,063,640	$1,119,179
Licenses and permits	4,659	4,072	4,000	4,500	4,000	4,000
Revenue Totals	**$1,089,679**	**$1,214,203**	**$1,264,655**	**$1,264,805**	**$1,067,640**	**$1,123,179**
Expenditures						
Personnel	$ 808,164	$ 962,045	$ 985,022	$ 985,022	$ 808,847	$ 833,082
Contract services	150,719	109,836	132,710	136,660	99,500	131,200
Training & Memberships	3,457	12,551	13,000	8,200	8,200	8,200
Supplies	7,874	5,811	3,000	4,000	4,000	4,000
Internal service fund charges	119,466	123,959	130,923	130,923	147,093	146,696
Expenditure Totals	**$1,089,679**	**$1,214,203**	**$1,264,655**	**$1,264,805**	**$1,067,640**	**$1,123,179**

Authorized Positions	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
City Manager	0.80	0.80	0.80	0.80	0.80	0.80
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	0.50	1.00	1.00	1.00	1.00	1.00
Assistant to the City Manager	0.50	0.50	0.50	0.50	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00	0.00	0.00
Information System Specialist	0.50	0.50	0.50	0.50	0.00	0.00
Receptionist	1.00	1.00	1.00	1.00	1.00	1.00
FTE Total	5.30	5.80	5.80	5.80	4.80	4.80

ADMINISTRATIVE SERVICES - PERSONNEL

GENERAL GOVERNMENT

MISSION STATEMENT

To provide excellent internal and external customer service and assist departments in recruiting and retaining exceptional employees.

DEPARTMENT PURPOSE

Personnel functions are the responsibility of the City Manager. Functions include employee recruitment and selection, benefits coordination, insurance and retirement programs, labor negotiations, compensation plan maintenance, regulatory training, and risk management.

PERSONNEL

1000-10-12-000	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Revenues						
General Fund	$362,138	$397,852	$504,122	$ 513,522	$3,343,009	$3,647,415
Revenue Totals	**$362,138**	**$397,852**	**$504,122**	**$ 513,522**	**$3,343,009**	**$3,647,415**
Expenditures						
Personnel	$291,887	$287,608	$438,496	$ 430,896	$3,268,866	$3,572,684
Contract services	46,297	74,211	38,500	57,000	47,000	47,000
Training & Memberships	1,579	4,620	2,000	500	3,000	3,000
Supplies	5,984	14,809	6,000	6,000	6,000	6,000
Internal service fund charges	16,392	16,604	19,126	19,126	18,143	18,731
Expenditure Totals	**$362,138**	**$397,852**	**$504,122**	**$ 513,522**	**$3,343,009**	**$3,647,415**

Authorized Positions	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
City Manager	0.20	0.20	0.20	0.20	0.20	0.20
Finance Director	-	-	-	-	0.25	0.25
Human Resources Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to the City Manager	0.50	0.50	0.50	0.50	-	0.00
FTE Total	1.70	1.70	1.70	1.70	1.45	1.45

ADMINISTRATIVE SERVICES – FINANCE AND INFORMATION TECHNOLOGY

GENERAL GOVERNMENT

MISSION STATEMENT

The Finance Department's mission is to present timely, accurate and transparent financial information to the public while providing City Management with financial data to facilitate informed decision-making on the allocation of City resources. The department strives to provide excellent customer service to the public, elected officials, and all departments within the City.

DEPARTMENT PURPOSE

The Finance Department oversees all financial transactions of the City to ensure legal and accounting policies are adhered to. The Department maintains all City funds and oversees budget development, the Comprehensive Annual Financial Report, accounts payable, payroll, accounts receivable, cash receipts, banking, business licenses, and transient occupancy tax. The Department provides quarterly and annual financial reports to the City Council and the public.

The FY2025/26 Budget includes a proposed organizational change, shifting Human Resources and Information Systems from the City Manager Department into the newly titled Administrative Services Department, along with Finance services (formerly the Finance Department). With this new structure, the City Manager remains the Personnel Officer, with the ability to designate these duties to other staff as needed. The new structure will allow for the personnel, finance, and information technology divisions to improve communications and efficiencies as the City continues to implement more and more technology solutions personnel and finance.

FISCAL YEAR ACCOMPLISHMENTS – 2024-25

- Continued TOT vacation rental audit and enforcement program.
- Implemented online applications & payments for business licenses
- Completed banking service provider change.
- Provided analytical support to operations departments.

FISCAL YEAR GOALS – 2025-26 and 2026-27

- Prepare and maintain a balanced budget.
- Plan for and meet future PERS increases.
- Implement new Bail Schedule.
- Work with the Finance Advisory Committee to identify future revenue opportunities and address increasing costs.
- Plan for and implement transition of IT to a contracted service
- Meet regulatory financial reporting requirements and provide reports on the City website.
- Develop long term financial plan for Measure Y
- Continue partnerships with departments to maintain financial accountability and transparency.
- Continue to improve City financial transparency to the public.

ADMIN SERVICES - FINANCE & IT

1000-10-17-000	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Revenue						
General Fund	$ 492,344	$ 574,082	$ 665,524	$ 668,184	$ 498,252	$ 515,609
Licenses & Permits	309,349	323,755	318,750	318,750	324,000	327,240
Intergovernmental	6,634	6,849	6,700	6,700	6,700	6,700
Use of money & property	12,777	12,220	11,500	11,500	12,000	12,000
Other revenue	2,934	3,700	3,000	3,000	3,000	3,000
Revenue Totals	**$ 824,038**	**$ 920,606**	**$1,005,474**	**$1,008,134**	**$ 843,952**	**$ 864,549**
Expenditures						
Personnel	$ 540,947	$ 629,425	$ 706,246	$ 709,406	$ 559,475	$ 576,259
Contract services	192,920	195,003	192,431	191,931	171,500	174,500
Training & Memberships	1,441	4,872	7,500	7,500	7,500	7,500
Supplies	4,105	4,182	4,600	4,600	4,600	4,600
Internal service fund charges	84,624	87,124	94,697	94,697	100,877	101,690
Expenditure Totals	**$ 824,038**	**$ 920,606**	**$1,005,474**	**$1,008,134**	**$ 843,952**	**$ 864,549**

Authorized Positions	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Finance Director	1.00	1.00	1.00	1.00	0.75	0.75
Senior Accountant	1.00	1.00	-	-	-	0.00
Accountant II	-	-	1.00	1.00	2.00	2.00
Accountant I	-	-	1.00	1.00	-	0.00
Account Clerk	0.75	-	1.00	1.00	1.00	1.00
Account Technician	-	1.00	-	-	-	-
Information System Specialist	-	-	-	-	0.50	0.50
FTE Total	2.75	3.00	4.00	4.00	4.25	4.25

POLICE SUMMARY

POLICE

MISSION STATEMENT
The Capitola Police Department prides itself in providing the highest level of safety and service to enhance the quality of life of our community through professional, engaged, and empowered employees.

VISION STATEMENT
The Capitola Police Department is comprised of professional and dedicated members who strive to demonstrate high character, fairness, compassion, and the non-biased delivery of policing services.

CORE VALUES
We pride ourselves on representing the City of Capitola and providing policing services based upon these *values:*

- Human Life - Nothing is more valuable than the preservation of life
- Loyalty - Simple loyalty to our best convictions
- Honesty - The essence of moral character
- Respect - Our success is measured by how we treat others
- Integrity - Values, and morals that represent our sincerity and commitment
- Diversity - We value differences
- Ethics - Our commitment to principles that govern behavior

FISCAL YEAR ACCOMPLISHMENTS – 2024-25

- Purchase two patrol vehicles.
- PD locker room bathroom update/upgrade. ($75,000 provided by Council)
- Electronic Citations for patrol personnel.
- Examine alternative site for PD backup yellow channel.
- Research upgrades options for infrastructure, to include possible new antenna site and develop short-term plan pending larger County-wide radio project.
- Bicycle and pedestrian safety will remain our traffic goals for 2024/25. Seek grant opportunities to support our traffic goals, including speed and DUI grant opportunities.

FISCAL YEAR GOALS –2025-26

- Upgrade Interview Room recording system- Axon.
- Continue PD faciality update/upgrade. ($65,000 provided by Council)
- Bicycle and pedestrian safety will remain our traffic goals for 2025/26. Seek grant opportunities to support our traffic goals, including speed and DUI grant opportunities.
- Purchase one patrol vehicle
- Officer staffing
    - Evaluate the Community Service Officer position
- Seek Department of Justice (DOJ) tobacco grant funding
- Update Emergency Operations Plan

POLICE SUMMARY

Police Department Summary	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Revenue						
General Fund	$ 7,282,777	$ 7,986,740	$ 8,150,380	$ 8,348,080	$ 7,078,272	$ 7,185,356
Licenses and permits	52,055	49,327	55,500	41,000	45,500	45,500
Intergovernmental revenues	137,649	82,760	110,231	99,231	75,000	75,000
Charges for services	57,309	60,548	58,750	78,500	81,500	81,500
Fines and forfeitures	566,907	425,043	599,500	434,500	690,000	690,000
Other revenues	292	1,433	-	2,500	5,000	-
Revenue Totals	**$ 8,096,988**	**$ 8,605,851**	**$ 8,974,361**	**$ 9,003,811**	**$ 7,975,272**	**$ 8,077,356**
Expenditures						
Personnel	$5,925,880	$6,202,707	$6,591,538	$6,591,863	$5,491,879	$5,631,527
Contract services	1,229,344	1,299,851	1,356,496	1,332,821	1,365,878	1,370,202
Training & Memberships	56,831	77,379	73,650	73,650	79,500	79,500
Supplies	96,600	160,401	101,800	120,600	109,400	109,400
Internal service fund charges	828,291	884,847	884,877	884,877	943,942	940,592
Expenditure Totals	**$ 8,136,947**	**$ 8,625,185**	**$ 9,008,361**	**$ 9,003,811**	**$ 7,990,599**	**$ 8,131,221**

Authorized Positions	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Chief of Police	1.00	1.00	1.00	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00	1.00	2.00	2.00
Police Sergeant	5.00	5.00	5.00	5.00	4.00	4.00
Police Officer	15.00	15.00	15.00	15.00	15.00	15.00
Community Service Officer	2.00	2.00	2.00	2.00	2.00	2.00
Parking Enforcement Officer	2.00	2.00	3.00	3.00	3.00	3.00
Records Manager	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Records Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Records Technician	1.75	1.75	2.00	2.00	2.00	2.00
Administrative Assistant	0.75	0.75	-	-	-	-
FTE Total	30.50	30.50	31.00	31.00	31.00	31.00

LAW ENFORCEMENT

POLICE

LAW ENFORCEMENT

1000-20-20-000	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Revenue						
General Fund	$ 7,089,325	$ 7,659,276	$ 7,948,207	$ 7,929,382	$ 6,967,488	$ 7,099,935
Licenses and permits	52,055	49,327	55,500	41,000	45,500	45,500
Intergovernmental revenues	137,649	82,760	110,231	99,231	75,000	75,000
Charges for services	57,309	60,548	58,750	78,500	81,500	81,500
Fines and forfeitures	80,699	79,590	100,000	135,000	90,000	90,000
Other revenues	292	1,433	-	2,500	5,000	-
Revenue Totals	**$ 7,417,328**	**$ 7,932,934**	**$ 8,272,688**	**$ 8,285,613**	**$ 7,264,488**	**$ 7,391,935**
Personnel	$ 5,676,262	$ 6,004,382	$ 6,383,044	$ 6,383,044	$ 5,267,720	$ 5,416,177
Contract services	802,152	860,848	882,499	878,824	936,881	959,230
Training & Memberships	56,831	77,379	73,650	73,650	79,500	79,500
Supplies	91,790	143,922	93,000	109,600	93,400	93,400
Internal service fund charges	790,292	846,403	840,495	840,495	902,315	897,493
Expenditure Totals	**$ 7,417,328**	**$ 7,932,934**	**$ 8,272,688**	**$ 8,285,613**	**$ 7,264,488**	**$ 7,391,935**

Authorized Positions	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Chief of Police	1.00	1.00	1.00	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00	1.00	2.00	2.00
Police Sergeant	5.00	5.00	5.00	5.00	4.00	4.00
Police Officer	15.00	15.00	15.00	15.00	15.00	15.00
Community Service Officer	2.00	2.00	2.00	2.00	2.00	2.00
Records Manager	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Records Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Records Technician	1.75	1.75	2.00	2.00	2.00	2.00
Administrative Assistant	0.75	0.75	-	-	-	-
FTE Total	28.50	28.50	28.00	28.00	28.00	28.00

PARKING ENFORCEMENT

POLICE

DEPARTMENT PURPOSE

The Parking Enforcement Unit enforces California Vehicle Code regulations and Municipal Parking Ordinances to minimize parking problems, reduce traffic congestion, and maximize access to parking by visitors and residents alike.

FISCAL YEAR ACCOMPLISHMENTS – 2024/25

- Maintain existing pay stations.
- Begin upgrading pay stations with a new payment interface.
- Explore hybrid vehicle options for parking enforcement vehicles.

FISCAL YEAR GOALS –2025/26

- Continue upgrading the pay stations with a new payment interface.
- Evaluate the cost of hourly parking and the bail schedule for parking citation violations.

PARKING ENFORCEMENT

1000-20-21-000	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Revenue						
General Fund	$ 111,785	$ 227,986	$ 61,234	$ 277,759	$ (30,019)	$ (62,409)
Fines and forfeitures	486,207	345,452	499,500	299,500	600,000	600,000
Use of money & property	39,959	19,335	34,000	-	-	-
Revenue Totals	**$ 637,952**	**$ 592,774**	**$ 594,734**	**$ 577,259**	**$ 569,981**	**$ 537,591**
Expenditures						
Personnel	$ 249,618	$ 198,325	$ 208,494	$ 208,819	$ 224,159	$ 215,350
Contract services	346,699	340,705	334,500	314,500	289,500	264,500
Supplies	4,811	16,480	8,800	11,000	16,000	16,000
Internal service fund charges	36,824	37,264	42,940	42,940	40,322	41,741
Expenditure Totals	**$ 637,952**	**$ 592,774**	**$ 594,734**	**$ 577,259**	**$ 569,981**	**$ 537,591**

Authorized Positions	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Parking Enforcement Officer	2.00	2.00	3.00	3.00	3.00	3.00
FTE Total	2.00	2.00	3.00	3.00	3.00	3.00

ANIMAL SERVICES

POLICE

DEPARTMENT PURPOSE

The Animal Services Unit (ASU) promotes and protects public safety and animal care through sheltering, pet placement programs, education, and animal law enforcement. Our purpose is to provide responsive, efficient, and quality animal control services that preserve and protect the public and promote animal safety.

ANIMAL SERVICES

1000-20-23-000	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Revenue						
General Fund	$ 81,667	$ 99,478	$140,939	$ 140,939	$ 140,803	$147,830
Charges for services	-	-	-	-	-	-
Revenue Totals	**$ 81,667**	**$ 99,478**	**$140,939**	**$ 140,939**	**$ 140,803**	**$147,830**
Expenditures						
Contract services	$ 80,492	$ 98,298	$139,497	$ 139,497	$ 139,497	$146,472
Internal service fund charges	1,175	1,180	1,442	1,442	1,306	1,358
Expenditure Totals	**$ 81,667**	**$ 99,478**	**$140,939**	**$ 140,939**	**$ 140,803**	**$147,830**

PUBLIC WORKS SUMMARY

MISSION STATEMENT
The Capitola Department of Public Works, through our valued employees, develops, maintains, and operates the City's infrastructure and natural resources and provides environmental stewardship for the benefit of our residents, businesses, and visitors.

DEPARTMENT PURPOSE
Public Works stewards Capitola's public infrastructure. We are dedicated to providing safe, functional and sustainable systems improving the quality of life for the residents, businesses and visitors of the City of Capitola in a responsive and cost-effective manner and in accordance with local, state and federal regulations.

To provide this stewardship, the department has three divisions.

The *Maintenance* Division is responsible for the day-to-day operations, maintenance, and repair of the public infrastructure and facilities including streets and medians, streetlights and traffic signals, street trees, sidewalks and pathways, parks, public buildings, and maintains the City's fleet of vehicles and equipment.

The *Engineering* Division designs and oversees the construction of all capital improvement projects for the City's public infrastructure systems and public buildings/facilities; prepares technical studies/reports; regulates construction activities within the public right-of-way by private entities and utility companies; and maintains infrastructure records. The Engineering Division also works closely with the Community Development Department and Building Division to perform plan review and inspection services of tract/parcel maps for subdivisions and grading and drainage improvements on private property; provides technical support to the Public Works Maintenance Division.

The *Environmental* Division provides environmental support services to Public Works and other City Departments to ensure compliance with federal, state, and local environmental laws, regulations, and policies. The Environmental Division also manages the City's Storm Water Management Program and Solid Waste Franchise Agreement which includes industrial, construction, and municipal activities and operations within the City; staffs the Commission on the Environment.

FISCAL YEAR ACCOMPLISHMENTS – 2024-25

- Completed Upper Parking Lot Sidewalk Project
- Installed Wharf signage
- Established temporary Wharf facilities
- Completed pump track renovation
- Began construction on Community Center Renovation
- Finalized Treasure Cove Playground design
- Substantially completed Park at Rispin Mansion

FISCAL YEAR GOALS – 2025-26 and 2026-27

- Complete Bay Avenue Corridor Project design
- Complete construction of Community Center Renovation
- Complete construction of Treasure Cove Playground
- Complete 41st Avenue multimodal improvements
- Complete design of Cliff Drive Resiliency Project
- Update the City's Climate Action Plan

PUBLIC WORKS SUMMARY

Public Works Summary	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Revenue						
General Fund	$ 3,412,508	$ 3,876,663	$ 4,165,415	$ 4,164,314	$ 4,094,831	$ 4,096,742
Licenses and permits	37,311	30,247	30,000	32,000	35,000	36,000
Charges for services	8,951	10,646	6,000	12,000	12,000	12,000
Other revenues	10,751	15,138	8,000	12,000	10,000	10,000
Revenue Totals	**$ 3,469,521**	**$ 3,973,340**	**$ 4,209,415**	**$ 4,223,314**	**$ 4,156,831**	**$ 4,159,742**
Expenditures						
Personnel	$ 1,895,349	$ 2,031,373	$ 2,219,257	$ 2,255,882	$ 2,163,278	$ 2,226,668
Contract services	869,834	1,019,783	1,242,000	1,251,040	1,169,300	1,084,500
Training & Memberships	2,661	4,684	5,500	4,000	6,000	6,000
Supplies	539,117	625,328	552,766	523,000	572,700	557,800
Internal service fund charges	162,560	292,172	189,392	189,392	245,553	284,773
Expenditure Totals	**$ 3,469,520**	**$ 3,973,339**	**$ 4,208,915**	**$ 4,223,314**	**$ 4,156,831**	**$ 4,159,741**

Authorized Positions	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00
Engineer / Project Manager	1.00	1.00	1.00	1.00	1.00	1.00
Operations Maint. Supervisor	-	1.00	1.00	1.00	1.00	1.00
Field Supervisor	1.00	-	-	-	-	-
Maintenance Worker I & II	9.00	9.00	7.50	7.50	9.00	9.00
Maintenance Worker III	2.00	1.00	2.00	2.00	2.00	2.00
SR. Mechanic/Mechanic	1.00	1.00	1.50	1.50	2.00	2.00
Development Services Tech	-	1.00	1.00	1.00	1.00	1.00
Environmental Projects Manager	1.00	1.00	1.00	1.00	1.00	1.00
FTE Total	16.00	16.00	16.00	16.00	18.00	18.00

STREETS

PUBLIC WORKS

STREETS

1000-30-30-000	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Revenues						
General Fund	$ 1,934,965	$ 2,180,505	$ 2,297,771	$ 2,263,671	$ 2,125,140	$ 2,187,271
Licenses and permits	37,311	30,247	30,000	32,000	35,000	36,000
Intergovernmental revenues	-	40,647	-	3,000	5,000	5,000
Charges for services	7,427	6,318	3,000	8,000	8,000	8,000
Other revenues	10,751	10,405	8,000	12,000	10,000	10,000
Revenue Totals	**$ 1,990,454**	**$ 2,268,122**	**$ 2,338,771**	**$ 2,318,671**	**$ 2,183,140**	**$ 2,246,271**
Expenditures						
Personnel	$ 1,443,455	$ 1,555,228	$ 1,609,608	$ 1,636,908	$ 1,494,753	$ 1,538,396
Contract services	328,463	365,784	513,210	479,210	390,500	393,500
Training & Memberships	2,661	4,174	3,000	1,500	3,000	3,000
Supplies	121,921	120,183	104,400	92,500	125,000	105,000
Internal service fund charges	93,955	222,753	108,553	108,553	169,887	206,375
Expenditure Totals	**$ 1,990,454**	**$ 2,268,122**	**$ 2,338,771**	**$ 2,318,671**	**$ 2,183,140**	**$ 2,246,271**

Authorized Positions	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00
Engineer / Project Manager	1.00	1.00	1.00	1.00	1.00	1.00
Operations Maint. Supervisor	-	1.00	1.00	1.00	1.00	1.00
Field Supervisor	1.00					
Maintenance Worker I & II	7.00	7.00	6.50	7.00	7.00	7.00
Maintenance Worker III	1.00					
Development Services Tech	-	1.00	1.00	1.00	1.00	1.00
Environmental Projects Manager	1.00	1.00	1.00	1.00	1.00	1.00
FTE Total	12.00	12.00	11.50	12.00	12.00	12.00

STORMWATER

PUBLIC WORKS

STORM WATER

1000-30-30-301	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Revenues						
General Fund	$ 115,036	$ 94,201	$ 213,262	$ 244,762	$ 205,298	$ 207,474
Charges for services	1,524	4,328	3,000	4,000	4,000	4,000
Revenue Totals	**$ 116,560**	**$ 98,529**	**$ 216,262**	**$ 248,762**	**$ 209,298**	**$ 211,474**
Expenditures						
Personnel	$ 76,831	$ 23,116	$ 65,822	$ 65,822	$ 72,798	$ 74,974
Contract services	38,025	75,413	148,940	181,440	135,000	135,000
Training & Memberships	-	-	-	-	-	-
Supplies	1,704	-	1,500	1,500	1,500	1,500
Expenditure Totals	**$ 116,560**	**$ 98,529**	**$ 216,262**	**$ 248,762**	**$ 209,298**	**$ 211,474**

FACILITIES

FACILITIES

1000-30-31-xxx	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Revenues						
General Fund	$322,275	$363,733	$416,197	$ 448,397	$439,684	$382,275
Other revenues	-	-	-	-	-	-
Revenue Totals	**$322,275**	**$363,733**	**$416,197**	**$ 448,397**	**$439,684**	**$382,275**
Expenditures						
Contract services	$181,425	$208,951	$288,140	$ 320,090	$319,100	$261,200
Supplies	127,146	140,938	111,500	111,750	105,000	105,000
Internal service fund charges	13,704	13,843	16,557	16,557	15,584	16,075
Expenditure Totals	**$322,275**	**$363,733**	**$416,197**	**$ 448,397**	**$439,684**	**$382,275**

FLEET

FLEET

1000-30-32-000	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Revenues						
General Fund	$367,213	$429,248	$459,327	$469,152	$504,357	$516,818
Other revenues	-	4,733	-	-	-	-
Revenue Totals	**$367,213**	**$433,981**	**$459,327**	**$469,152**	**$504,357**	**$516,818**
Expenditures						
Personnel	$112,333	$129,170	$199,244	$204,569	$226,206	$232,842
Contract services	1,068	18,360	5,000	15,000	10,000	10,000
Training & Memberships	-	-	500	-	500	500
Supplies	235,393	267,891	232,500	227,500	247,500	252,500
Internal service fund	18,420	18,560	22,083	22,083	20,151	20,975
Expenditure Totals	**$367,213**	**$433,981**	**$459,327**	**$469,152**	**$504,357**	**$516,818**

Authorized Positions	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Mechanic/Sr. Mechanic	1.00	1.00	1.50	1.50	2.00	2.00
FTE Total	1.00	1.00	1.50	1.50	2.00	2.00

PARKS

PUBLIC WORKS

MISSION STATEMENT

The Public Works Parks Department is committed to developing and maintaining the City parks and other landscaped areas in such a manner as to allow all members of our community to enjoy these jewels. Using professional staff and technologies to maintain top-rated playing surfaces, beautiful landscaping and safe facilities are top priorities for this department.

DEPARTMENT PURPOSE

To maintain City parks and landscaped areas throughout the City in a safe manner while conserving water and other resources.

KEY CHANGES

Maintaining the status quo.

PARKS

1000-30-33-xxx	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Revenues						
General Fund	$ 673,019	$ 808,975	$ 778,858	$ 738,332	$ 820,352	$ 802,904
Revenue Totals	**$ 673,019**	**$ 808,975**	**$ 778,858**	**$ 738,332**	**$ 820,352**	**$ 802,904**
Expenditures						
Personnel	$ 262,731	$ 323,859	$ 344,583	$ 348,583	$ 369,521	$ 380,457
Contract services	320,853	351,274	286,711	255,300	314,700	284,800
Training & Memberships	-	510	2,500	2,500	2,500	2,500
Supplies	52,954	96,316	102,866	89,750	93,700	93,800
Internal service fund charges	36,481	37,016	42,199	42,199	39,931	41,347
Expenditure Totals	**$ 673,019**	**$ 808,975**	**$ 778,858**	**$ 738,332**	**$ 820,352**	**$ 802,904**

Authorized Positions	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Maintenance Worker I & II	2.00	2.00	1.00	0.50	2.00	2.00
Maintenance Worker III	1.00	1.00	2.00	2.00	2.00	2.00
FTE Total	3.00	3.00	3.00	2.50	4.00	4.00

BUILDING, PLANNING, AND ECONOMIC DEVELOPMENT

MISSION STATEMENT

The Building, Planning, and Economic Development Department (BPED) promotes development which supports attainable housing, economic opportunities, community wellbeing, and the environment. The Department provides responsive, high-quality services and programs which enhance the quality of life for the City's residents, businesses, and visitors within the built and natural environment.

DEPARTMENT PURPOSE

The BPED administers the City's land use policies and standards adopted by the City Council including Zoning Code (Title 17), Housing and Development Administration (Title 18), General Plan, Housing Element, Local Coastal Program, and other regulations. The Department's key functions include review of development applications, application of CEQA, maintenance of regulatory and long-range planning documents, implement economic development strategy, building plan check and inspection services, code compliance, administration of the affordable housing programs, and grant administration related to planning, housing, economic development, public facilities, and public services. The Department provides staff support to the Planning Commission and City Council.

KEY CHANGES

During the past fiscal year, building focused on interim staff changes and certifications and planning on the implementation of the Housing Element. Priorities for FY2025-26, include economic development, the Wharf Master Plan, and housing element implementation, including mall redevelopment incentives.

FISCAL YEAR ACCOMPLISHMENTS – 24/25

- Certification of the 6th Cycle Housing Element by State of California HCD.
- Issued building permit for a 36-unit 100% affordable development at 4401 Capitola Road.
- Administered CDBG Grant of $500,000 to nonprofit for low-income food and transit services.
- Awarded CDBG Grant of $3.3 million for renovation of the Jade Street Community Center.
- Issued $1.6 million loan to MidPen Housing for 52-unit, 100% affordable at 1098 38th Avenue.
- Initiated Capitola Wharf Master Plan with focus on public engagement and climate resiliency.
- Initiated 41st Avenue Corridor Plan with focus on economic development and circulation.
- Established a housing rehabilitation program with Habitat for Humanity for 16 households.
- 100 planning and 331 building permit application submitted July 1, 2024, through May 1, 2025.

FISCAL YEAR GOALS – 25/26

- Rebrand the department as the Building, Planning, and Economic Development Department and realign priorities toward housing and economic development initiatives.
- Promote economic growth through coordinated retail strategies, vacancy reduction, place making, and branding initiatives; and propose zoning incentives to catalyze redevelopment of the Capitola Mall and potential hotel sites.
- Engage property owners of economic development opportunity sites including Capitola Mall, Redtree's 1 Bay Avenue, and Swenson's 120 Monterey.
- Implement Housing Element policies through convening local employers, educational institutions, faith-based organizations, and affordable housing developers to facilitate the development of workforce and affordable housing.
- Issue building permits for new hotel at 720 Hill Street and affordable housing at 1098 38th Ave.
- Issue occupancy of 36-unit, 100% affordable housing at 4401 Capitola Road.
- Complete Capitola Wharf Master Plan and research funding opportunities for implementation.
- Complete 41st Avenue corridor study.
- Administer grants to support Capitola residents with food services and housing production.
- Provide training opportunities for all staff to encourage growth, job satisfaction, and longevity.

BUILDING, PLANNING, AND ECONOMIC DEVELOPMENT

Community Development	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Revenue						
General Fund	$ 454,348	$ 398,918	$ 391,983	$ 367,705	$ 485,424	$ 385,589
Licenses and permits	241,459	349,910	313,500	313,500	313,000	313,000
Charges for services	323,450	251,975	217,000	217,000	239,000	234,000
Fines and forfeitures	-	-	-	-	-	-
Revenue Totals	**$1,019,257**	**$1,000,804**	**$ 922,483**	**$ 898,205**	**$ 1,037,424**	**$ 932,589**
Expenditures						
Personnel	$ 877,933	$ 783,697	$ 713,854	$ 702,276	$ 800,442	$ 824,157
Contract services	55,157	136,706	103,000	96,000	135,000	5,000
Training & Memberships	10,435	3,928	17,700	9,600	16,250	16,250
Supplies	1,586	978	5,100	7,500	2,500	2,500
Internal service charges	74,146	75,495	82,829	82,829	83,232	84,682
Expenditure Totals	**$1,019,257**	**$1,000,804**	**$ 922,483**	**$ 898,205**	**$ 1,037,424**	**$ 932,589**

Authorized Positions	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Community Dev. Director	1.00	1.00	1.00	1.00	1.00	1.00
Senior Planner	-	-	1.00	1.00	1.00	1.00
Associate Planner	-	1.00	1.00	1.00	1.00	1.00
Assistant Planner	2.00	1.00	-	-	-	-
Building Official	1.00	1.00	1.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	-	-	-	-
Development Services Tech	0.50	0.75	1.00	1.00	1.00	1.00
FTE Total	5.50	5.75	5.00	5.00	5.00	5.00
Officials Positions						
Planning Commissioners	5.00	5.00	5.00	5.00	5.00	5.00
Arch & Site Committee	2.00	2.00	-	-	-	-
Total	7.00	7.00	5.00	5.00	5.00	5.00
Officials Annual Pay						
Planning Commissioners	$ 9,250	$ 9,250	$ 7,500	$ 7,500	$ 8,750	$ 8,750
Arch & Site Committee	6,000	6,000	-	-	-	-
Total	$ 15,250	$ 15,250	$ 7,500	$ 7,500	$ 8,750	$ 8,750

COMMUNITY SERVICES AND RECREATION

CULTURE & LEISURE

MISSION

The City of Capitola Community Services and Recreation Department is dedicated to providing safe, affordable, and enjoyable recreational opportunities that enrich the quality of life for residents and visitors of all backgrounds and abilities. Committed to excellence and public safety, the Department continuously strives to enhance its programs, services, and operations to best serve the evolving needs and interests of the community.

DEPARTMENT PURPOSE

The Community Services and Recreation Department enhances the quality of life for Capitola residents and the broader community by offering a wide range of recreation and leisure services. These include City-run programs such as Junior Lifeguards, Camp Capitola, and community events, as well as over 500 classes provided by contracted instructors. Youth programs serve more than 2,000 children annually. The Department also manages key community assets, including the Capitola Community Center, Jade Street Park, and Monterey Park. From Memorial Day weekend through the end of October, the Department operates a USLA-certified Lifeguard Division to ensure the safety of beachgoers at Capitola Beach. The Department represents the City through its staff, instructors, seasonal hires, and the condition of its facilities. It also fosters youth development through job training programs like the Junior Lifeguard Captains Corps and Camp Capitola Junior Leader Program and promotes access through scholarships for under-resourced youth.

KEY CHANGES

With the Community Center remodel project underway, the Community Services and Recreation Department has temporarily relocated to the back classrooms in the Opal Cliff School at Jade St Park.

FISCAL YEAR ACCOMPLISHMENTS – 2024/25

- Provided Lifeguard services to event organizers and maintained tower services at Capitola Beach through the end of October.
- Sustained a robust schedule of Classes for Adults and Youth with minimal disruption during Community Center remodel.
- Hosted two Wharf Food Truck events to celebrate the Wharf reopening and assess future programming opportunities.
- Implemented a Park Space Reservation Permit system enabling small groups to reserve space for events like birthday parties in City Parks
- Integrated Art & Cultural events into the Department to streamline event implementation.
- Coordinated a County wide public advertising for July IS Park & Rec Month Campaign

FISCAL YEAR GOALS –2025/26

- Continue programming the Wharf with fun, family friendly activities by hosting a new “Boogie on the Wharf” dance event series.
- Modify Camp Capitola in response to the Community Center remodel while maintaining the program’s high quality at the temporary location.
- Provide a new vision of the former “Art at the Beach” event series, now “Makers Market”, to draw visitors and residents.
- Introduce two new music events: “New Music Sundays” featuring local youth bands, and “Dueling Pianos” offering a fresh and interactive community opportunity.
- Enhance Junior Guard youth development by redistributing age division throughout the session providing smaller group sizes for effective instruction.
- Strengthen partnerships with county recreation agencies to expand regional initiatives such as Park Rx, Family Fun Day, and other collaborative programs.

COMMUNITY SERVICES AND RECREATION

Recreation Summary 1000-50-50-xxx	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Revenue						
General Fund	$ 745,004	$ 729,513	$ 789,657	$ 817,894	$ 715,813	$ 742,737
Recreation Classes	$ 224,903	$ 265,704	$ 200,000	$ 200,000	$ 200,000	$ 200,000
Capitola Junior Guards	272,552	297,008	354,800	354,800	364,308	364,308
Sports	26,185	22,465	19,000	14,435	26,900	26,900
Camp Capitola	150,173	194,966	216,867	216,867	216,867	216,867
Afterschool Program	68,338	104,857	121,483	98,000	131,316	131,316
Events	5,849	2,347	9,900	5,900	71,900	71,900
Total Charges for Svcs.	$ 748,000	$ 887,348	$ 922,050	$ 890,002	$1,011,291	$1,011,291
Jade St. Rentals	$ 11,081	$ 16,103	$ 2,000	$ 10,625	$ 10,000	$ 10,000
Revenue Totals	**$1,504,085**	**$1,632,964**	**$1,713,707**	**$1,718,521**	**$1,737,104**	**$1,764,028**
Expenditures						
Personnel	$877,308	$1,081,435	$1,262,924	$1,288,538	$1,238,291	$1,262,945
Contract services	381,937	335,258	247,050	234,300	291,350	291,350
Training & Memberships	15,264	13,592	13,900	16,150	16,650	16,650
Supplies	93,695	88,943	93,800	83,500	94,650	94,650
Internal service fund charges	135,880	113,737	96,033	96,033	96,163	98,433
Expenditure Totals	**$1,504,085**	**$1,632,964**	**$1,713,707**	**$1,718,521**	**$1,737,104**	**$1,764,028**

Authorized Positions	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Community Srvs. & Recreation Director					1.00	1.00
Recreation Division Manager	1.00	1.00	1.00	1.00	-	-
Recreation Coordinator	3.00	3.00	3.00	3.00	3.00	3.00
Customer Srvc./Off. Coord.	1.00	1.00	1.00	1.00	1.00	1.00
Rec. Facilities Custodian	0.50	0.50	0.50	0.50	0.50	0.50
FTE Total	5.50	5.50	5.50	5.50	5.50	5.50
Hourly Allocation						
Beach Lifeguard Captain				-	-	-
Beach Lifegurad/JG Instructor	7,200	7,200	12,648	12,648	12,091	12,091
Jr. Lifeguard Coordinator	1,200	1,200	-	-	-	-
Lifegurad Lieutenant/ JG Asst. Cord.	-	-	1,296	1,296	2,801	2,801
Recreation Leader I			3,503	3,503	4,492	4,492
Recreation Leader II	4,800	4,800	2,952	2,952	3,142	3,142
Recreation Coordinator	1,200	1,200	-	-	-	-
Recreation Asst. Coordinator	500	500	857	857	960	960
Youth Program Coordinator	720	720	687	687		-
Youth Program Leader	2,880	2,880	-	-	-	-
Recreation Admin Temps	1,560	1,560	-	-	-	-
Sports Scorekeepers	900	900	-	-	-	-
Recreation Facilities Assistant	-	-	-	-	-	-
Recreation Specialist I	-	-	100	300	570	570
Recreation Specialist II	-	-	-	-	460	460
Hours Total	20,960	20,960	22,043	22,243	24,516	24,516

MUSEUM

CULTURE & LEISURE

MISSION
The Capitola Historical Museum preserves and promotes the history of Capitola through creating exhibitions, maintaining a collection of historic photographs and artifacts, conducting oral histories, and participating in special events.

DEPARTMENT PURPOSE
To promote, through the establishment and maintenance of a museum and allied projects, a program that will bring a better understanding and appreciation by the Capitola community of its history, architecture, culture, technology, and its creative and natural environments.

FISCAL YEAR ACCOMPLISHMENTS – 2024-2025 *(only through April 25, 2025)*

- Curatorial Management
  - Wrote Draft Scope of Collections Statement (SOCS)
  - Subject of free "Ready-Or Not" Emergency Preparedness Consultation by the Northeast Document Conservation Center – received emergency evaluation.
- Exhibitions
  - Continuation of 2024 annual exhibition "Little City Under Canvas" – The 150th Anniversary of Camp Capitola and permanent Capitola Timeline, Martina Castro Lodge and First People of Capitola exhibit until December 2024.
  - Installed two rotating exhibits at the Capitola Library.
  - Provided content/images for the Capitola Wharf Timeline sign and Introduction panel.
  - Installed content/images and new acrylic panels in historic Capitola Bathhouse.
  - Installed Capitola Mall kiosk exhibits for the Camp Capitola & Venetian Court anniversaries and installed Railroad Trestle model in Capitola Police Annex.
  - Volunteers planted soaproot and yarrows and installed temporary interpretive signage.
- Community Involvement:
  - Coordinated participation in 2024 Art & Wine Festival (9/14-15), 2024 Beach Festival (9/28-29), Plein Air Finale (10/27), and Laura Hecox Day at the Santa Cruz Natural History Museum (1/25). Historic Landmark Committee Blue Plaque Awards (5/11) and 2024 Santa Cruz County History Fair (5/18), and the 2024 Capitola Car Show (6/8).
  - Co-sponsored the 2024 Santa Cruz County History Fair.
  - Coordinated building of float for the 2024 Beach Festival Lighted Nautical Parade, awarded 1st place with trophy and check for $1,000.
  - Assisted the Venetian Court in obtaining a Santa Cruz Co. Blue Plaque.
- Public Outreach:
  - *Good Times* article -Rispin Mansion & Santa Cruz Sentinel article -2025 exhibition.
  - 70 posts on the museum Facebook page
  - Interviewed for Discovery Channel's *Ghost Adventures* show on Rispin Mansion (7/11)
  - Capitola's 75th Anniversary Celebration display (7/31) & presentation to City Council
  - Capitola Wharf Re-opening Ceremony display (9/25)

FISCAL YEAR GOALS – 2025-2026

- Continue 2024 exhibition through December 2025.
- Develop and install 2026 annual exhibition (proposed title: Multiple Personalities – The Stories Behind Capitola's Historic Buildings) by mid-March 2026.
- Prepare a draft Museum Emergency Plan.
- Complete full inventory of Artifact Storage Room.
- Conduct interpretive programs at Rispin Mansion Park (potential school programs)
- Develop new items for museum bookstore.
- Increase volunteer numbers and begin delegating program responsibilities to volunteers.
- Begin a museum artifact deaccessioning program.

MUSEUM

Capitola Museum 1000-50-51-000	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Revenue						
General Fund	$ 61,735	$ 77,718	$ 77,650	$ 78,200	$ 63,316	$ 69,837
Other revenues	10,089	10,675	10,000	12,000	12,000	12,000
Revenue Totals	**$ 71,824**	**$ 88,393**	**$ 87,650**	**$ 90,200**	**$ 75,316**	**$ 81,837**
Expenditures						
Personnel	$43,210	$52,053	$43,917	$43,917	$47,570	$48,997
Contract services	8,017	7,926	13,000	16,500	16,500	21,500
Training & Memberships	151	1,167	1,700	1,000	1,000	1,000
Supplies	13,718	20,324	21,500	21,250	2,350	2,350
Internal service fund charges	6,728	6,922	7,533	7,533	7,896	7,990
Expenditure Totals	**$ 71,824**	**$ 88,393**	**$ 87,650**	**$ 90,200**	**$ 75,316**	**$ 81,837**

Authorized Positions	FY22/23 Actual	FY23/24 Actual	FY 24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Museum Curator	0.50	0.50	0.50	0.50	0.50	0.50
FTE Total	0.50	0.50	0.50	0.50	0.50	0.50

INTERNAL SERVICE FUNDS

INTERNAL SERVICE FUNDS

Stores (City Manager): The Stores Fund accounts for general supplies, postage, and rental of office equipment.

Information Technology (City Manager): The Information Technology Fund provides funding for the replacement and upgrade of the existing computer network. The number of personal computers, laptops, printers, and servers each department uses forms the basis for department allocations.

Equipment Replacement (Public Works): The Equipment Replacement Fund provides funding for the replacement of city vehicles, including passenger cars, parks maintenance vehicles, police vehicles and other specialty vehicles. Departments contribute to this replacement fund based on the depreciation expense of existing vehicles. This fund also receives the revenue received from the sale, or trade-in, of surplus vehicles.

Self-Insurance Liability (City Manager): The Self-Insurance Liability Fund collects funding from departments to pay for self-insured liability and property protection insurance premiums provided through the Monterey Bay Area Self Insurance Authority (MBASIA) joint powers authority.

Workers' Compensation (City Manager): The Workers' Compensation Fund collects funding from departments to pay for Workers' Compensation coverage through the MBASIA.

Compensated Absences (Finance): The Compensated Absences Fund accumulates money to pay future employee benefit costs, such as vacation and sick leave payouts, at termination or retirement. The City Council sets the policy to ensure the City can fulfill future obligations.

STORES FUND

The Stores Fund accounts for general supplies and postage. This also includes the rental of the postage machine and the repair and maintenance of shared office equipment.

SOURCES AND USES

Fund - 2210	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	$ 65,436	$ 62,677	$ 64,082	$ 64,082	$ 64,082	$ 64,082
Revenue						
Other Revenues	$ -	$ 1	$ -	$ -	$ -	$ -
Internal Service Charges	27,000	27,000	27,000	27,000	27,000	27,000
General Fund Transfers	-	-	-	-	-	-
Revenue Totals	$27,000	$27,001	$ 27,000	$ 27,000	$ 27,000	$ 27,000
Expenditures						
Contract Services	$ 6,842	$ 6,732	$ 7,000	$ 7,000	$ 7,000	$ 7,000
Supplies	22,917	18,863	20,000	20,000	20,000	20,000
Expenditure Totals	$29,759	$25,595	$ 27,000	$ 27,000	$ 27,000	$ 27,000
Fund Balance at 06/30	**$62,677**	**$64,082**	**$ 64,082**	**$ 64,082**	**$ 64,082**	**$ 64,082**

INFORMATION TECHNOLOGY FUND

The Information Technology Fund collects and designates funds for the future replacement of citywide hardware and software. Annual on-going information technology costs are allocated based on the distribution of resources.

SOURCES AND USES

Fund - 2211	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	$ 355,804	$ 317,651	$ 526,656	$ 526,656	$ 481,250	$ 485,250
Revenue						
Other Revenues	$ 4,068	$ 4,068	$ 4,000	$ 4,000	$ 4,000	$ 4,000
Internal Service Charges	257,502	271,000	268,000	268,000	348,000	338,000
Other Financing Sources	-	235,000	-	-	-	-
Revenue Totals	$261,570	$510,068	$ 272,000	$ 272,000	$ 352,000	$ 342,000
Expenditures						
Contract Services	$194,690	$206,441	$ 196,000	$ 196,000	$ 205,000	$ 205,000
Training & Memberships	-	-	-	-	-	-
Supplies	83,298	91,171	121,406	121,406	128,000	128,000
Capital Outlay	21,735	3,451	-	-	15,000	5,000
Expenditure Totals	$299,723	$301,063	$ 317,406	$ 317,406	$ 348,000	$ 338,000
Fund Balance at 06/30	**$317,651**	**$526,656**	**$ 481,250**	**$ 481,250**	**$ 485,250**	**$ 489,250**

Contract services: on-going technology licenses

Supplies: replacement technology equipment

EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund is designed to provide funding for replacement of City vehicles, including passenger cars, maintenance vehicles, police vehicles and other specialty vehicles. Departments contribute to this replacement fund based on the depreciation costs of existing vehicles. This fund receives revenue from trade-ins and surplus equipment sales. The General Fund charges for services based on the prior year fleet depreciation costs adjusted by the CPI index.

During the annual budget process, the Public Works and the Police Department review the current vehicle inventory listing and make recommendations for vehicle acquisitions and replacements, considering on-going maintenance costs.

FY 2025-26 CAPITAL OUTLAY

PD Patrol vehicles	$ 75,000
Fleet Vehicle – City Hall	55,000
EV Truck – Public Works	67,000

FY 2026-27 CAPITAL OUTLAY

Depreciation	$ 200,000

SOURCES AND USES

Fund - 2212	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	$ 966,130	$ 875,969	$ 549,657	$ 549,657	$ 141,157	$ 141,157
Revenue						
Other revenues	$ 6,000	$ 259,271	$ -	$ -	$ -	$ -
Internal Service Charges	105,000	250,000	65,000	65,000	197,000	200,000
Other Financing Sources	74,000	200,000	-	-	-	-
Revenue Totals	185,000	709,271	65,000	65,000	197,000	200,000
Expenditures						
Capital Outlay	$275,161	$1,035,582	$417,661	$473,500	$197,000	$200,000
Expenditure Totals	$ 275,161	$1,035,582	$ 417,661	$ 473,500	$ 197,000	$ 200,000
Fund Balance at 06/30	**$ 875,969**	**$ 549,657**	**$ 196,996**	**$ 141,157**	**$ 141,157**	**$ 141,157**

SELF-INSURANCE LIABILITY FUND

The Self-Insurance Liability Fund accumulates funds for deductible expenditures and excess incidents above the City's liability coverage. The fund pays for the following expenses:

- Excess Insurance Premiums - The City belongs to the Monterey Bay Area Self Insurance Authority (MBASIA) joint powers authority. MBASIA covers all liability expenses, fire, property protection, and general liability claims up to $10,000 per occurrence.

- Property Insurance – The City receives property insurance through the Public Entity Property Insurance Program and is insured by Lexington. The City's premium is $100,000.

- Vehicle and Equipment Insurance Coverage - Coverage for vehicles and equipment with a purchase value of $25,000 or more. The annual premium is $7,500 with a $2,000 deductible.

- Unemployment Insurance - The California Employment Development Department (EDD) defines the City as a "State Unemployment Insurance Reimbursement Client." The City does not pay unemployment insurance premiums to the State. When an employee files for and receives unemployment benefits from the State, the City is responsible for that benefit.

Charges for services are allocated to each General Fund department based on their percentage of the total operating budget from the prior fiscal year less the budget for unanticipated events.

SOURCES AND USES

Fund - 2213	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	$ (20,881)	$ 278,187	$ 179,920	$ 179,920	$ 179,920	$ 179,920
Revenue						
Other Revenue	$ 82,292	$ -	$ -	$ -	$ -	$ -
Internal Service Charges	622,998	622,136	760,036	760,036	688,200	715,800
Other Financing Sources	250,000	-	-	-	-	-
Revenue Totals	$ 955,290	$ 622,136	$ 760,036	$ 760,036	$ 688,200	$ 715,800
Expenditures						
Contract Services	$ 651,920	$ 720,403	$ 760,036	$ 760,036	$ 688,200	$ 715,800
Supplies	4,302	-	-	-	-	-
Expenditure Totals	$ 656,222	$ 720,403	$ 760,036	$ 760,036	$ 688,200	$ 715,800
Fund Balance at 06/30	**$ 278,187**	**$ 179,920**	**$ 179,920**	**$ 179,920**	**$ 179,920**	**$ 179,920**

WORKERS' COMPENSATION FUND

The Workers' Compensation Fund satisfies the requirements of Capitola municipal code section 3.24.030, which states, "The City Manager and City Treasurer shall establish a reserve fund for purposes of paying future workers' compensation claims and shall, hereafter, make such annual deposits into that fund as the city is advised are actually necessary to provide a suitable reserve." This program also covers City volunteers.

The City belongs to a Joint Powers Authority (JPA), Monterey Bay Area Self Insurance Authority, composed of several local agencies: Del Rey Oaks, Gonzales, Greenfield, Hollister, King City, Marina, Sand City, Scotts Valley, and Soledad. The City retains exposure to temporary disability payments as long as the injured worker remains an employee of the City. MBASIA purchases excess coverage beyond $500,000 per occurrence up to statutory requirements.

The annual premium that is assessed to each of the participating cities in the JPA is based on three primary factors: the number of employees in each of the two major categories (Safety & Miscellaneous), the experience rate (cost incurred) of each participating agency, and debt service allocation.

When an employee files a claim, the City pays the employee's salary portion directly from the general fund based upon the standard workers' compensation formula, for the "temporary" claim. The formulas for employees receiving workers' compensation are as follows:

1. Public Safety: Compensation is 100% of salary, non-taxable.
2. Miscellaneous: Compensation is 2/3 of salary with a cap of $840 per week, non-taxable.

For non-safety staff, City policy allows that accruals (i.e., sick, vacation, etc.) may be used to supplement workers' compensation payments. If the person becomes "permanently disabled" then the JPA picks up the salary portion. The JPA pays all other costs including legal and medical. While on workers' compensation status, the safety and non-safety staff continue to accrue sick and vacation leave balances.

Distribution to General Fund Departments:

The allocation methodology for workers' compensation charges to the General Fund Departments corresponds closely to the cost allocation method used by the JPA. The City divides employees into three classifications: Sworn, Non-Sworn and Volunteers, with cost per FTE calculated. A fund balance accommodates future premium fluctuations, deductibles, and excess liability.

SOURCES AND USES

Fund - 2214	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	$ 367,079	$ 117,301	$ 118,749	$ 118,749	$ 118,749	$ 118,749
Revenue						
Other Revenue	-	-	-	-	-	-
Internal Service Charges	$ 431,999	$ 447,705	$ 403,542	$ 403,542	$ 403,000	$ 423,150
Revenue Totals	$ 431,999	$ 447,705	$ 403,542	$ 403,542	$ 403,000	$ 423,150
Expenditures						
Contract Services	$ 431,777	$ 446,257	$ 403,542	$ 403,542	$ 403,000	$ 423,150
Other Financing Uses	250,000	-	-	-	-	-
Expenditure Totals	$ 681,777	$ 446,257	$ 403,542	$ 403,542	$ 403,000	$ 423,150
Fund Balance at 06/30	**$ 117,301**	**$ 118,749**	**$ 118,749**	**$ 118,749**	**$ 118,749**	**$ 118,749**

COMPENSATED ABSENCES LIABILITY FUND

The Compensated Absences Liability Fund accumulates reserves to pay for employee cash-outs, such as accumulated sick leave and vacation, due to employees upon termination or retirement. The following is an itemized description of the various liabilities of this fund.

Vacation > 360 hours: An employee who has accumulated more than 360 hours (504 hours for POA) as of the last pay period in April of any year shall be paid in cash at a rate equal to 100% of his/her current hourly rate for hours exceeding 360 (504 for POA). The hourly rate includes specialty pays.

Vacation - Voluntary Cash Out: In accordance with various memoranda of understanding between the employee bargaining groups and the City of Capitola, employees may elect voluntary cash outs up to 80 hours of vacation.

Police Captain Cashable Sick Leave: Refer to contract.

Final Pay: Upon resignation, employees are eligible for vacation cash outs.

Severance Pay: The City provides the following severance payout packages:

City Manager	12 months
Police Chief	6 months
Public Works Director	4 months
Community Development Director	4 months
Finance Director	4 months

SOURCES AND USES

Fund - 2216	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	$ 110,886	$ 54,065	$ 30,899	$ 30,899	$ 30,899	$ 30,899
Revenue						
Other financing sources	$220,000	$225,000	$ 200,000	$ 200,000	$ 200,000	$200,000
Revenue Totals	$220,000	$225,000	$ 200,000	$ 200,000	$ 200,000	$200,000
Expenditures						
Personnel	$276,821	$248,166	$ 200,000	$ 200,000	$ 200,000	$200,000
Expenditure Totals	$276,821	$248,166	$ 200,000	$ 200,000	$ 200,000	$200,000
Fund Balance at 06/30	**$ 54,065**	**$ 30,899**	**$ 30,899**	**$ 30,899**	**$ 30,899**	**$ 30,899**

SPECIAL REVENUE FUNDS

SPECIAL REVENUE FUNDS

Supplemental Law Enforcement Services (Police): Funds provided by a State of California COPS grant to provide funding for Community Oriented Policing & Problem Solving (COPPS) programs.

Restricted Transient Occupancy Tax (TOT) (City Council): Capitola voters passed Measure J in 2018 increasing the TOT from 10% to 12% and restricting 0.4% for local business groups and 0.35% for early childhood and youth programming.

Road Maintenance and Rehabilitation Act (SB1) (Public Works): Funds received from the state and used for road maintenance, rehabilitation, and critical safety projects on local streets and roads.

Regional Transportation Commission (RTC) Streets (Public Works): Santa Cruz County voters passed a 0.5 percent user sales tax to fund local roads. The RTC Streets fund will be utilized to increase the City's Street program.

Gas Tax (Public Works): Funds received from gasoline tax revenue from the state and used for new construction, maintenance, and the reconstruction of City streets.

Wharf (Public Works): Accounts for rental income generated from wharf operations and expended on operations and major repairs and improvements.

General Plan Update and Maintenance (Community Development): Funds received as General Plan Maintenance Fee to support future updates to the City's General Plan, implementing ordinances and plans.

Green Building (Community Development): Green Building funds are solely for program management, training, publications, public educational purposes, incentive programs, materials, and supplies to promote sustainable development, water conservation, storm water pollution prevention, and climate action planning.

Public Art (City Manager): This fund accumulates money received as public art fees to acquire works of art to be displayed in or about public places within the city.

Parking Reserve (Public Works): In 2009 the Council authorized a special reserve fund from the Village parking meters for parking-related projects.

Technology Fee (Community Development): 5% of building permit fee funds permit processing technology.

Public Education & Government Cable TV Access (City Manager): This special revenue fund accounts for PEG cable television fees. The expenditures are restricted to PEG access-related activities.

Capitola Village & Wharf Business Improvement Area (Finance): Established to generate revenue for the exclusive purpose of promoting business in the Capitola Village and Wharf Business Improvement Area.

Community Development Block Grants (Community Development): This fund accounts for active CDBG reimbursement grants that are awarded to the City on a project-by-project basis.

Community Development Block Grant Program Income (Community Development): This fund accounts for income from housing loans that are funded with Community Development Block Grant funds. Loans and interest repaid to the fund are restricted to CDBG approved uses.

Library (City Manager): The new Capitola Branch Library opened in June 2021. The Friends off the Capitola Branch Library raised over $600,000 of donations for project enhancements with approximately $50,000 remining in the Library fund.

HOME Program Reuse (Community Development): This fund accounts for housing loans due to the City from the recipients of previous HOME Program grants. Receipts in the Home Program Reuse Fund are restricted to affordable housing activities in accordance with the federal HOME program re-use guidelines.

Housing Trust (Community Development): The City Council adopted an Inclusionary Housing Ordinance in November 2004, which created an Affordable Housing Trust Fund. It is funded from in-lieu fees, which can be used for new affordable housing and rehabilitation of existing affordable housing.

Permanent Local Housing Allocation (PLHA): In 2017, Senate Bill 2 (SB 2) established a $75 recording fee on real estate documents and created the Permanent Local Housing Allocation Fund (PLHA). PLHA funds are allocated to local governments for eligible housing and homelessness activities and provide a permanent, on-going source of funding for housing-related projects and programs that address the unmet housing needs of communities.

Capitola Housing Successor (Community Development): When the Capitola Redevelopment Agency dissolved, the City elected to become the Housing Successor to the former Low- and Moderate-Income Housing Fund of the RDA.

SUPPLEMENTAL LAW ENFORCEMENT SERVICES

POLICE

In 1996, California's state legislature (AB 3229) established the Citizens Options for Public Safety (COPS) program, allocating $100,000,000 annually to local governments for front-line law enforcement. These funds are administered through the Supplemental Law Enforcement Services Fund (SLESF) program. The COPS program received its initial funding in the 1996-1997 California state budget and has been consistently funded since then. Section 30061 (c) (1) of the Government Code outlines the future funding details for the COPS program through SLESF.

SLESF funds are grants, and the legislation requires that each municipality receive annual funds to be used for "front-line law enforcement services." These funds cannot be used to replace existing resources but must be used to enhance them. Eligible expenses include salaries, services, supplies, equipment, and administrative costs.

Furthermore, SLESF funds cannot be redirected to a municipality's general fund but must be exclusively used for front-line law enforcement services. The total award to each recipient entity is based on population size, with a minimum annual award of $100,000 for all entities. For example, the Capitola Police Department receives an annual award of $100,000. Fund distributions are made regularly throughout the year.

SOURCES AND USES

Fund - 1300 SLESF	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$154,484**	**$ 151,613**	**$174,777**	**$ 174,777**	**$145,277**	**$115,777**
Revenue						
Intergovernmental revenues	$103,114	$ 100,000	$100,000	$ 100,000	$100,000	$100,000
Use of money & property	3,968	7,524	4,000	4,000	4,000	4,000
Revenue Totals	**$107,082**	**$ 107,524**	**$104,000**	**$ 104,000**	**$104,000**	**$104,000**
Expenditures						
Contract services	$ 1,344	$ 1,473	$ 1,500	$ 1,500	$ 1,500	$ 1,500
Supplies	86,797	40,545	33,000	33,000	33,000	33,000
Capital outlay	21,813	42,343	99,000	99,000	99,000	99,000
Expenditure Totals	**$109,954**	**$ 84,360**	**$133,500**	**$ 133,500**	**$133,500**	**$133,500**
Fund Balance at 06/30	**$151,613**	**$ 174,777**	**$145,277**	**$ 145,277**	**$115,777**	**$ 86,277**

Contract Services – Utility services – Gas & Electric

Supplies – Front line law enforcement

Capital Outlay – Flock cameras, online report writing, electronic ticket writing.

RESTRICTED TRANSIENT OCCUPANCY TAX (TOT)

CITY COUNCIL

This fund accounts for the 0.75% of restricted Transient Occupancy Tax (TOT) as approved by Capitola voters in 2018. The Restricted TOT Fund is used to receive and distribute half of the 0.40% of restricted TOT revenues for local business groups with the other half going directly to the Capitola Village & Wharf Business Improvement Area fund and the 0.35% of restricted TOT revenue dedicated to early childhood and youth programming.

SOURCES AND USES

Fund - 1305 TOT Restricted Revenue	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$ 62,758**	**$ 58,473**	**$ 63,216**	**$ 63,216**	**$ 31,133**	**$ 28,383**
Revenue						
Transient Occupancy Tax	105,126	102,643	101,841	96,250	96,250	96,250
Other revenue	557	241	-	-	1,000	1,000
Revenue Totals	**$105,682**	**$102,884**	**$101,841**	**$ 96,250**	**$ 97,250**	**$ 97,250**
Expenditures						
ECYP Supplies	$ 29,779	$ -	$ 16,300	$ 16,300	$ -	$ -
ECYP Enrichment	11,740	1,380	5,000	1,500	1,000	1,000
ECYP Scholarships	10,000	-	12,500	12,500	-	-
Chamber of Commerce	-	36,761	37,033	37,033	35,000	35,000
ECYP Community Grants	58,449	60,000	61,000	61,000	64,000	64,000
Expenditure Totals	**$109,968**	**$ 98,141**	**$131,833**	**$128,333**	**$ 100,000**	**$ 100,000**
Fund Balance at 06/30	**$ 58,473**	**$ 63,216**	**$ 33,224**	**$ 31,133**	**$ 28,383**	**$ 25,633**
Local Business Groups [1]	$ -	$ 36,761	$ 37,033	$ 37,033	$ 35,000	$ 35,000
Early Childhood/Youth Programs	$105,126	$ 65,882	$ 64,808	$ 59,217	$ 61,250	$ 61,250
	$105,126	$102,643	$101,841	$ 96,250	$ 96,250	$ 96,250

(1) Does NOT include protion paid directly to the BIA (50% of Local Business Groups amount)

ECYP Enrichment

- Field Trips and similar activities

Community Grants – Early Childhood & Youth Community Grants - $60,000

Other financing uses – payment to Capitola-Soquel Chamber of Commerce - $37,033

- Equal amount distributed directly to Capitola BIA fund.

ROAD MAINTENANCE & REHABILITATION ACT (SB1)

PUBLIC WORKS

This fund accounts for receipt and expenditure of revenue as provided by state law. The Road Maintenance & Rehabilitation Act Fund is primarily used to cover the expenses related to street maintenance and rehabilitation projects on City roads and streets.

SOURCES AND USES

Fund - 1308 RMRA SB 1	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$ 315,199**	**$ 289,149**	**$ 533,127**	**$ 533,127**	**$ 548,127**	**$ 548,127**
Revenue						
Intergovernmental revenues	$ 218,001	$ 249,261	$ 252,161	$ 252,161	$ 258,668	$ 262,770
Other financing sources	9,378	16,517	-	15,000	-	-
Revenue Totals	**$ 227,379**	**$ 265,779**	**$ 252,161**	**$ 267,161**	**$ 258,668**	**$ 262,770**
Expenditures						
Contract services						
Capital outlay	$ 253,428	$ 21,801	$ 252,161	$ 252,161	$ 258,668	$ 262,770
Expenditure Totals	**$ 253,428**	**$ 21,801**	**$ 252,161**	**$ 252,161**	**$ 258,668**	**$ 262,770**
Fund Balance at 06/30	**$ 289,149**	**$ 533,127**	**$ 533,127**	**$ 548,127**	**$ 548,127**	**$ 548,127**

Capital Outlay – Annual pavement management plan.

REGIONAL TRANSPORTATION COMMISSION (RTC) STREETS

PUBLIC WORKS

This fund accounts for receipts and expenditures of money received from the Santa Cruz County Regional Transportation Commission. A description of proposed projects is listed in the summary section of this budget.

SOURCES AND USES

Fund - 1309 RTC Streets	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$ 933,823**	**$ 185,891**	**$ 532,144**	**$ 532,144**	**$ 547,144**	**$ 547,144**
Revenue						
Intergovernmental revenues	$ 368,521	$ 359,670	$ 369,000	$ 369,000	$ 397,732	$ 397,971
Other financing sources	13,432	19,644	5,000	15,000	-	-
Revenue Totals	**$ 381,953**	**$ 379,314**	**$ 374,000**	**$ 384,000**	**$ 397,732**	**$ 397,971**
Expenditures						
Contract services	$1,129,884	$ 33,061	$ 369,000	$ 369,000	$ 397,732	$ 397,971
Capital outlay	-	-		-	-	-
Expenditure Totals	**$1,129,884**	**$ 33,061**	**$ 369,000**	**$ 369,000**	**$ 397,732**	**$ 397,971**
Fund Balance at 06/30	**$ 185,891**	**$ 532,144**	**$ 537,144**	**$ 547,144**	**$ 547,144**	**$ 547,144**

Capital Outlay – Annual pavement management plan.

GAS TAX

PUBLIC WORKS

This fund accounts for receipt and expenditure of gasoline tax revenue as provided by state law. The Gas Tax Fund is primarily used to cover the expenses related to maintenance and operation of the City's traffic signals and streetlights. Other Gas Tax Fund programs include street maintenance patching and striping project, street sweeper lease payments, and engineering.

The Gas Tax funds must be spent within 5 years of receipt. Future Gas Tax funds cannot be pledged for current projects with future repayment; therefore, the funds can only be spent once they have been received.

SOURCES AND USES

Fund - 1310 Gas Tax	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$150,590**	**$256,466**	**$261,573**	**$ 261,573**	**$244,992**	**$245,038**
Revenue						
Intergovernmental revenues	$250,805	$270,231	$272,660	$ 272,660	$279,546	$290,462
Use of money & property	5,020	10,618	1,500	7,500	-	-
Other revenues	-	-	-	-	-	-
Revenue Totals	**$255,825**	**$280,848**	**$274,160**	**$ 280,160**	**$279,546**	**$290,462**
Expenditures						
Contract Services	$149,949	$275,741	$296,741	$ 296,741	$279,500	$290,000
Debt service	-	-	-	-	-	-
Interfund Transfer	-	-	-	-		
Expenditure Totals	**$149,949**	**$275,741**	**$296,741**	**$ 296,741**	**$279,500**	**$290,000**
Fund Balance at 06/30	**$256,466**	**$261,573**	**$238,992**	**$ 244,992**	**$245,038**	**$245,500**

Contract Services:

- Admin & Engineering - $50,000
- Streetlights & traffic signals - $134,500
- Street & sidewalks - $35,000
- Street painting - $30,000
- Street sweeper maintenance - $30,000

WHARF

PUBLIC WORKS

The Wharf Fund accounts for rental income generated from Capitola Wharf operations and is used to cover ongoing maintenance, operating costs, and periodic repairs. Revenues accumulate in the fund to help meet expenditure needs; however, major repairs—typically required on a 3–5-year cycle—have occasionally required General Fund support to keep the facility safe and accessible.

Following the passage of Measure F, the City reconstructed and reopened the Wharf in September 2024. Measure F revenues are managed through the Capital Improvement Fund (CIP) and supported the design and construction of the improved Wharf. The Wharf Fund continues to be used for maintenance and repair of the now-rebuilt facility.

SOURCES AND USES

Fund - 1311 Wharf	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$ 154,886**	**$166,194**	**$124,789**	**$124,789**	**$ 70,289**	**$ 36,289**
Revenue						
Use of money & property	$72,310	$5,373	$20,500	$22,500	$24,000	$24,000
Other financing sources	-	-	75,000	75,000	-	-
Revenue Totals	**$ 72,310**	**$ 5,373**	**$ 95,500**	**$ 97,500**	**$ 24,000**	**$ 24,000**
Expenditures						
Contract services	$ 53,189	$ 46,690	$101,250	$112,000	$ 48,000	$ 48,300
Supplies	7,814	88	0	0	10,000	10,000
Capital Outlay	0	0	40,000	40,000	0	0
Expenditure Totals	**$ 61,003**	**$ 46,778**	**$141,250**	**$152,000**	**$ 58,000**	**$ 58,300**
Fund Balance at 06/30	**$ 166,194**	**$124,789**	**$ 79,039**	**$ 70,289**	**$ 36,289**	**$ 1,989**

Contract Services:

- Utilities - $36,500
- Janitorial services - $7,000
- Property & Equipment repairs & maintenance - $4,500
- Rentals (portable toilets) - $10,000

GENERAL PLAN UPDATE & MAINTENANCE

COMMUNITY DEVELOPMENT

In 2002, the State Legislature passed AB 2936 to enable cities to collect fees "reasonably necessary to prepare and revise the plans and policies that a local agency is required to adopt before it can make any necessary findings and determinations". The General Plan Maintenance Fee is currently 0.5% of the total building valuation with a cap of $100,000 to cover the cost of a future comprehensive update of the City's General Plan.

Valuation is calculated on a cost per square foot basis. The City of Capitola uses $200/square foot valuation for the average house, and $300/square foot for houses with increased values.

The City adopted a comprehensive update to the Zoning Code which was certified by the California Coastal Commission in 2021. The 6th Cycle Housing Element Update was certified by the state in 2024. The adopted budget provides adequate resources to fund consultant contracts and staff time to finalize the Housing Element implementation efforts in FY 25/26.

SOURCES AND USES

Fund - 1313 General Plan	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$247,105**	**$248,407**	**$ 266,684**	**$ 266,684**	**$ 79,713**	**$ 61,213**
Revenue						
Intergovernmental revenues	$ 65,000	$ -	$ 64,375	$ 64,375	$ -	$ -
Charges for services	55,838	127,005	50,000	75,000	55,000	55,000
Use of money & property	6,224	10,538	-	7,500	7,000	7,000
Revenue Totals	**$127,062**	**$137,542**	**$ 114,375**	**$ 146,875**	**$ 62,000**	**$ 62,000**
Expenditures						
Contract services	$125,614	$119,265	$ 333,846	$ 333,846	$ 80,000	$ 50,000
Supplies	146	-	-	-	500	500
Expenditure Totals	**$125,760**	**$119,265**	**$ 333,846**	**$ 333,846**	**$ 80,500**	**$ 50,500**
Fund Balance at 06/30	**$248,407**	**$266,684**	**$ 47,213**	**$ 79,713**	**$ 61,213**	**$ 72,713**

Contract services:

- RRM - $20,000 – Housing Element
- Update Housing Impact Fee – Rental - $30000
- City Staff time – Housing Element - $30,000

GREEN BUILDING

COMMUNITY DEVELOPMENT

The Green Building Ordinance (Chapter 17.10 to the Capitola Municipal Code) was adopted in May 2008 and later amended in November 2014. The Green Building Ordinance establishes the Green Building Fund, which provides funding for the administration and implementation of the Green Building program and related sustainability initiatives. The intent of the Green Building fund is to provide resources for programs and initiatives which promote environmental sustainability, resource conservation, greenhouse gas emission reductions, and solid waste reduction. The fund is utilized for the City's participation in regional climate action planning as a member of the Resilient Central Coast, fund a consultant contract to update the Climate Action Plan, and implement the Green Halo construction waste tracking system.

Application and Use of Funds (per City municipal code): The Capitola Green Building Regulation applies to non-residential additions and/or exterior remodels totaling 1,000 or more square feet and residential additions and/or remodels totaling 350 square feet or more. Building permits which are required to comply with the Green Building Regulations shall be assessed a fee of 0.0025 times the overall valuation of the project. Revenues collected shall be maintained by the Finance Department as a revolving Green Building Fund and shall be used only for program management, training, publications, public educational purposes, incentive programs, materials and supplies necessary to promote sustainable development, water conservation, storm water pollution prevention, and climate action planning activities.

SOURCES AND USES

Fund - 1314 Green Building	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$211,349**	**$224,808**	**$263,404**	**$263,404**	**$270,904**	**$215,404**
Revenue						
Charges for services	$ 13,459	$ 46,307	$ 15,000	$ 20,000	$ 15,000	$ 15,000
Revenue Totals	**$ 13,459**	**$ 46,307**	**$ 15,000**	**$ 20,000**	**$ 15,000**	**$ 15,000**
Expenditures						
Contract services	$ -	$ 2,710	$ 55,000	$ 5,000	$ 68,000	$ 7,400
Supplies	-	5,000	2,000	7,500	2,500	2,500
Expenditure Totals	**$ -**	**$ 7,710**	**$ 57,000**	**$ 12,500**	**$ 70,500**	**$ 9,900**
Fund Balance at 06/30	**$224,808**	**$263,404**	**$221,404**	**$270,904**	**$215,404**	**$220,504**

Contract services:

Resilient Coast California Working Group - $5,000
Climate Action Plan - $55,000
ADD Green Halo - $8,000

PUBLIC ART

CITY MANAGER

The City established a Public Arts fee in 2004. The purpose is to ensure that 2% of the cost of eligible municipal capital improvement, renovation, or restoration projects are funded in whole or in part by the City of Capitola or any private, non-residential development project with a total building permit valuation of $250,000 or more is set aside for the acquisition of works of art to be displayed in or about public places within the City. For a private development, there is an in-lieu option to contribute 1% of the total budget to the Public Art Program. As part of the program expenses, up to 20% of the art allocations may be expended on program administration, project management and community outreach activities.

Projects completed in 2024/25

- Begonia Festival Commemorative Public Art Project

Projects for 2025/26

- Monterey Ave Railing Public Art Project-in contract

SOURCES AND USES

Fund - 1315 Public Art	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$159,084**	**$ 159,084**	**$158,505**	**$158,505**	**$111,945**	**$ 81,445**
Revenue						
Charges for services	$ -	$ -	$ -	$ 54,460	$ 25,000	$ -
Revenue Totals	**$ -**	**$ -**	**$ -**	**$ 54,460**	**$ 25,000**	**$ -**
Expenditures						
Personnel	$ -	$ -	$ -			
Contract services	-	-	75,500	101,020	55,000	-
Supplies	-	579	-	-	500	-
Expenditure Totals	**$ -**	**$ 579**	**$ 75,500**	**$101,020**	**$ 55,500**	**$ -**
Fund Balance at 06/30	**$159,084**	**$ 158,505**	**$ 83,005**	**$111,945**	**$ 81,445**	**$ 81,445**

Contract services: Contracts with artists on various projects - $55,500

PARKING RESERVE

PUBLIC WORKS

In 2009, as part of a parking meter rate increase, the City Council established the Parking Reserve Fund. Revenues deposited into this fund represent 16% of parking meter revenues from the Village area (Parking Meter Zone A1). The fund was established to fund parking improvement projects throughout the Village. As part of the FY 2023-24 City Council Goals this debt was paid off.

SOURCES AND USES

Fund - 1316 Parking Reserve	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$ 737**	**$ 737**	**$ 737**	**$ 737**	**$ 737**	**$ 737**
Revenue						
Other financing sources	$100,000	$469,000	$ -	$ -	$ -	$ -
Revenue Totals	**$100,000**	**$469,000**	**$ -**	**$ -**	**$ -**	**$ -**
Expenditures						
Capital outlay	$ -	$ -	$ -	$ -	$ -	$ -
Other financing uses	100,000	469,000	-	-	-	-
Expenditure Totals	**$100,000**	**$469,000**	**$ -**	**$ -**	**$ -**	**$ -**
Fund Balance at 06/30	**$ 737**	**$ 737**	**$ 737**	**$ 737**	**$ 737**	**$ 737**

TECHNOLOGY FEE

COMMUNITY DEVELOPMENT

On November 12, 2009, the City of Capitola adopted a resolution establishing the Technology Fee. The fee is 5% of the Community Development and Public Works permit fees. The City has updated building, planning, and public works permitting software. The system better coordinates plan review activities among departments and will allow the public to inquire and search records and monitor progress of applications through the internet. The City will continue to make changes to the system in order to provide better service to the public and to improve internal processes. The zoning update process and its implementation will also benefit from the system's data resources and enhanced reporting capabilities.

SOURCES AND USES

Fund - 1317 Technology Fee	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$ 96,903**	**$ 93,312**	**$112,038**	**$112,038**	**$112,788**	**$113,788**
Revenue						
Charges for services	$ 14,659	$ 18,726	$ 14,500	$ 16,500	$ 17,000	$ 17,000
Revenue Totals	**$ 14,659**	**$ 18,726**	**$ 14,500**	**$ 16,500**	**$ 17,000**	**$ 17,000**
Expenditures						
Contract services	$ 18,250	$ -	$ 13,250	$ 15,750	$ 16,000	$ 16,000
Supplies	-	-	-	-	-	-
Expenditure Totals	**$ 18,250**	**$ -**	**$ 13,250**	**$ 15,750**	**$ 16,000**	**$ 16,000**
Fund Balance at 06/30	**$ 93,312**	**$112,038**	**$113,288**	**$112,788**	**$113,788**	**$114,788**

Contract Services:

- iWorQ annual fee – Public Works - $3,500
- iWorQ annual fee – Community Development - $12,500

PUBLIC EDUCATION/GOVERNMENT CABLE TV ACCESS (PEG)

CITY MANAGER

This Special Revenue Fund accounts for Public, Education & Government (PEG) cable television fees. The PEG Access fee from all cable service providers is 64 cents per subscriber and is due to the City concurrent with the Franchise Fee Payments. The City is required to segregate PEG access fees and related purchases.

The funds received through PEG fees are retained by the City and utilized for capital equipment purchases in support of PEG access only. PEG channels are set aside for the following purposes:

- Public - available for use by the public
- Education - available for use by educational institutions for educational programming
- Government – available for programming by local governments

SOURCES AND USES

Fund - 1320 Public Education & Gov't.	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$ 63,802**	**$ 45,080**	**$ 57,531**	**$ 57,531**	**$ 53,031**	**$ 48,531**
Revenue						
Licenses and permits	$ 11,903	$ 10,453	$ 15,000	$ 10,000	$ 10,000	$ 10,000
Use of money & property	1,534	1,997	1,000	1,500	1,500	1,500
Revenue Totals	**$ 13,437**	**$ 12,450**	**$ 16,000**	**$ 11,500**	**$ 11,500**	**$ 11,500**
Expenditures						
Contract services	$ 14,777	$ -	$ 12,000	$ 6,000	$ 6,000	$ 6,000
Supplies	-	-	-	-	-	-
Capital Outlay	17,382	-	-	10,000	10,000	10,000
Expenditure Totals	**$ 32,159**	**$ -**	**$ 12,000**	**$ 16,000**	**$ 16,000**	**$ 16,000**
Fund Balance at 06/30	**$ 45,080**	**$ 57,531**	**$ 61,531**	**$ 53,031**	**$ 48,531**	**$ 44,031**

Capitola Outlay – Technology upgrades – City Council Chambers

CAPITOLA VILLAGE/WHARF BUSINESS IMPROVEMENT AREA (BIA)

FINANCE

In June 2005, the City of Capitola adopted Ordinance No. 889, which added Chapter 5.10 to the Capitola Municipal Code establishing the Capitola Village and Wharf Business Improvement Area (BIA). It was established to generate revenue for the sole purpose of promoting business in Capitola village and on the wharf. State law requires certain annual actions and public hearing to continue this assessment district. The program is run with the assistance of a BIA Board of Directors, which provides city council with an annual budget proposal.

SOURCES AND USES

Fund - 1321 CVWBIA	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$ 39,394**	**$ 44,242**	**$ 32,485**	**$ 32,485**	**$ 29,200**	**$ 13,700**
Revenue						
Charges for services	$ 53,384	$ 53,854	$ 53,370	$ 55,215	$ 55,000	$ 55,000
Use of money & property	54,177	43,640	56,600	57,700	60,000	60,000
Restricted TOT	38,227	36,761	37,000	37,000	35,000	37,000
Revenue Totals	**$145,789**	**$134,254**	**$146,970**	**$149,915**	**$150,000**	**$ 152,000**
Expenditures						
Contract services	$49,631	$46,642	$110,400	$28,200	$125,500	$125,500
Supplies	91,310	99,369	45,500	125,000	40,000	40,000
Expenditure Totals	**$140,940**	**$146,011**	**$155,900**	**$153,200**	**$165,500**	**$ 165,500**
Fund Balance at 06/30	**$ 44,242**	**$ 32,485**	**$ 23,555**	**$ 29,200**	**$ 13,700**	**$ 200**

Contract services and supplies: Capitola Village & Wharf Business Improvement Area annual report to be submitted to the Capitola City Council in late May or early June.

COMMUNITY DEVELOPMENT BLOCK GRANTS (CDBG)

The Community Development Block Grant (CDBG) program is a flexible program that provides communities with resources to address a wide range of unique community development needs. The program is funded though the Federal Department of Housing and Urban Development (HUD) and Capitola participate in the competitive Small Cities Grant Program administered by the California Department of Housing and Community Development.

In recent years, the City has been awarded CDBG grants to fund the City's Local Hazard Mitigation Plan (LHMP), Safety Element of the General Plan Update, and CARES Act funding in response to the pandemic. In 2021, the City was awarded with a $497,000 CDBG grant for public food assistance and transit including funds for Second Harvest Food Bank ($119,840), Meals on Wheels/Lift Line ($299,720), Grey Bears ($52,950), and administration of the grant. In 2024, the City was awarded $3.3 million to assist in the rehabilitation of the Jade Street Community Center.

SOURCES AND USES

Fund - 1350 CDBG Grants	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$ (18,773)**	**$ (70,889)**	**$ (149,941)**	**$ (149,941)**	**$ 9,419**	**$ 9,419**
Revenue						
Intergovernmental revenues	$ 168,768	$ 160,560	$3,592,576	$3,710,693	$ 129,992	$ -
Revenue Totals	**$ 168,768**	**$ 160,560**	**$3,592,576**	**$3,710,693**	**$ 129,992**	**$ -**
Expenditures						
Contract services	$ 192,873	$ 83,548	$ 35,530	$ 55,590	$ 49,480	$ -
Grants and subsidies	28,012	156,064	200,000	135,503	80,512	-
Other financing uses	-	-	3,360,240	3,360,240	-	-
Expenditure Totals	**$ 220,884**	**$ 239,612**	**$3,595,770**	**$3,551,333**	**$ 129,992**	**$ -**
Fund Balance at 06/30	**$ (70,889)**	**$(149,941)**	**$ (153,136)**	**$ 9,419**	**$ 9,419**	**$ 9,419**

Contract Services – CDBG Preliminary Award

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM INCOME

COMMUNITY DEVELOPMENT

This special revenue fund accounts for issuance and repayment of CDBG-funded housing loans made by the City to income-qualifying households. These funds are referred to as CDBG Program Income. CDBG Program Income must be used for CDBG-approved purposes. The three primary sources of CDBG Program Income are the payoff of Loma Vista Mobile Home Park resident loans, CDBG-funded First Time Homebuyer Program loans, and CDBG-funded Rehabilitation Program loans.

If the total amount of Program Income received in any fiscal year is less than $25,000, the funds received are not subject to Federal CDBG regulations. If the amount exceeds $25,000, all Program Income received during that fiscal year is restricted to CDBG-approved Federal spending guidelines.

SOURCES AND USES

Fund - 1351 CDBG Program Income	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$ 44,548**	**$ 45,699**	**$ 47,605**	**$ 47,605**	**$ 403**	**$ 403**
Revenue						
Loan pymt Principle	-	-	-	160,241	-	-
Use of money & property	1,151	1,906	0	5,000	0	0
Revenue Totals	**$ 1,151**	**$ 1,906**	**$ -**	**$ 165,241**	**$ -**	**$ -**
Expenditures						
Contract services	$0	$0	$10,000	$3,000	$0	$0
other financing uses	0	0	160,241	209,443	0	0
Expenditure Totals	**$ -**	**$ -**	**$ 170,241**	**$ 212,443**	**$ -**	**$ -**
Available Fund Balance at 06/30	**$ 45,699**	**$ 47,605**	**$ (122,635)**	**$ 403**	**$ 403**	**$ 403**

LIBRARY

CITY MANAGER

This special revenue fund accounts for revenue and expenses related to the design and construction of the new Capitola Branch Library. The former Redevelopment Agency contributed $2.6 million to the County of Santa Cruz which was held in a trust fund for the future construction of a new branch library.

The Voters of Santa Cruz County authorized the Santa Cruz Libraries Facilities Financing Authority to issue general obligation bonds in an aggregate principal amount not exceeding $67 million. The City of Capitola will receive $10.0 million from the bonds to be used towards the construction of the new branch library, bringing the City's total available funds to $12.6 million.

The City started utilizing the County Trust Fund money in FY 2016/17 to hire a project manager to oversee the development of plans and ultimately the construction of the Library. Under the trust fund agreement, the City can utilize 15 percent of the funds for pre-construction activities.

In addition to the funding sources mentioned above, the Friends of the Capitola Branch Library (Friends) conducted a fundraising campaign raising over $600,000. The funds donated to the Friends were utilized for enhancement projects throughout the Library. The City completed construction of the new Library in June 2021, however, there remains approximately $50,000 of donated funds that the Friends are evaluating for the best use of those remaining funds.

Additionally, Capitola is scheduled to receive approximately $165,000 annually for the next 20 years as a result of additional Measure S revenues. The first $855,000 will be used to repay the general fund for contributions to the Library project.

SOURCES AND USES

Fund - 1360 Library	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$ -**	**$ 50,608**	**$ 52,711**	**$ 52,711**	**$ 52,711**	**$ 52,711**
Revenue						
Intergovernmental	$ 50,958	$ -	$ -	$ -	$ 165,000	$ 165,000
Othe financing sources	734	2,103	0	0	0	0
Revenue Totals	**$ 51,693**	**$ 2,103**	**$ -**	**$ -**	**$ 165,000**	**$ 165,000**
Expenditures						
Construction Services	1,085	-	-	-	-	-
Supplies		-	-	-	-	-
Other financing uses	-	-	-	-	165,000	165,000
Expenditure Totals	**$ 1,085**	**$ -**	**$ -**	**$ -**	**$ 165,000**	**$ 165,000**
Fund Balance at 06/30	**$ 50,608**	**$ 52,711**	**$ 52,711**	**$ 52,711**	**$ 52,711**	**$ 52,711**

HOME PROGRAM REUSE

COMMUNITY DEVELOPMENT

This special revenue fund accounts for revenue from the repayment of Federal Home Investments Partnership Program (HOME) loans. Expenditures in this fund must be used for affordable housing activities in accordance with the Federal HOME Program Reuse Guidelines, including first-time homebuyer loans, owner-occupied rehabilitation projects, and affordable housing assistance projects. As loans are paid off, those funds are returned to the Home Program Reuse Fund and become available for affordable housing activities.

Annual revenue represents principal and interest payments on the 30-year $238,000 Wharf Road Manor Mobile Homeowners Association Acquisition and Rehabilitation Project loan from 2004 as well as other HOME loan payoffs.

In January 2009, the City of Capitola entered a Standard Agreement with the California Department of Housing and Community Development for a HOME grant in the amount of $2,000,000 for rehabilitation expenses related to the 109-unit Bay Avenue Senior Apartments Project. Construction of the project was completed in May 2011. The grant was provided to First Community Housing, the Bay Avenue Senior Apartments project developer, as a residual receipts loan at 3% interest. In May 2011, the HOME program increased the grant award by $1.2 million dollars to cover additional costs related to required rent level revisions, which are lower than estimated in the original pro-forma. The grant funds have been received and dispersed. In recent years, multiple loans have been paid off creating a healthy fund balance for future HOME projects.

The adopted budget provides adequate resources to apply for a larger rehabilitation project for the Dakota Apartments in FY25/26. The 25-unit, 100% affordable housing development is approaching 30 years in age and in need of upgrades for the roof, heating system, and main lobby area. The budget also covers long-term monitoring of the Bay Avenue Senior Apartments.

SOURCES AND USES

Fund - 1370 HOME Reuse	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$ 683,920**	**$ 779,750**	**$ 863,034**	**$ 863,034**	**$ 962,713**	**$ 3,713**
Revenue						
Use of money & property	$ 99,530	$ 86,985	$ -	$ 104,529	$ 20,000	$ 500
Revenue Totals	**$ 99,530**	**$ 86,985**	**$ -**	**$ 104,529**	**$ 20,000**	**$ 500**
Expenditures						
Contract services	$ 3,700	$ 3,700	$ 4,100	$ 4,850	$ 979,000	$ -
Other financing uses	-	-	-	-	-	-
Expenditure Totals	**$ 3,700**	**$ 3,700**	**$ 4,100**	**$ 4,850**	**$ 979,000**	**$ -**
Available Fund Balance at 06/30	**$ 779,750**	**$ 863,034**	**$ 858,934**	**$ 962,713**	**$ 3,713**	**$ 4,213**

Contract Services: Affordable housing project

HOUSING TRUST

COMMUNITY DEVELOPMENT

In November 2004, the City Council adopted an inclusionary housing ordinance as part of the City's ongoing efforts to provide affordable housing. This ordinance created the Affordable Housing Trust Fund to use as a flexible local source of funding for the creation of new affordable housing, rehabilitation of existing affordable housing, funding of local programs to assist lower and moderate-income buyers purchase affordable housing, or as leverage of local funds for larger State and Federal grants. This housing activity is funded through in-lieu fees collected from development projects and does not impact on the General Fund.

The Affordable Inclusionary Housing Ordinance refers to a City Municipal Code Section that requires that fifteen percent (15%) of the units in a new for-sale residential construction project be made available to low or moderate-income buyers. Condominium conversion projects are also covered under this ordinance. As outlined in the ordinance, project developers provide affordable set-aside units or under certain conditions can pay an in-lieu fee.

The City's Housing Trust Fund allows for up to $75,000 per year to be spent on affordable housing program administration. This includes working with developers on fee collection, administration of the Housing Trust Fund, and implementation of the Inclusionary Ordinance.

The adopted budget provides adequate resources to initiate a housing rehabilitation grant program, a down payment assistance program, and administration.

SOURCES AND USES

Fund - 1372 Housing Trust	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$356,165**	**$381,542**	**$275,761**	**$275,761**	**$ 202,563**	**$ 202,563**
Revenue						
Charges for services	$ 41,240	$ 78,188	$ 10,000	$ 67,547	$ 65,000	$ 65,000
Other revenue	9,137	17,032	4,000	9,255	10,000	5,000
Revenue Totals	**$ 50,377**	**$ 95,220**	**$ 14,000**	**$ 76,802**	**$ 75,000**	**$ 70,000**
Expenditures						
Contract services	$ -	$ -	$150,000	$150,000	$ 75,000	$ 75,000
Other Financing Uses	25,000	201,000	-	-	-	-
Expenditure Totals	**$ 25,000**	**$201,000**	**$150,000**	**$150,000**	**$ 75,000**	**$ 75,000**
Available Fund Balance at 06/30	**$381,542**	**$275,761**	**$139,761**	**$202,563**	**$ 202,563**	**$ 197,563**

Contract Services: Down Payment Assistance

PERMANENT LOCAL HOUSING ALLOCATION

COMMUNITY DEVELOPMENT

In 2017, Senate Bill 2 (SB 2) established a $75 recording fee on real estate documents and created the Permanent Local Housing Allocation Fund (PLHA). PLHA funds are allocated to local governments for eligible housing and homelessness activities and provide a permanent, on-going source of funding for housing-related projects and programs that address the unmet housing needs of communities.

On May 10, 2023, the City of Capitola was awarded $481,732 in PLHA funds for the first three years of the allocation (2019-2021) and a total five-year estimate of $630,557. The City anticipates additional funding on an annual basis. The first PLHA activity approved is for predevelopment costs related to affordable housing developments. The second activity is to fund the very low income homeless through an annual contribution of $35,000 to the Housing for Health Partnership to support year-round emergency shelter operations in Santa Cruz County. A portion of the funding will cover administrative expenses.

The Adopted budget proved adequate resources to support the development of the 52-unit 100% affordable housing development project at 1098 38th Avenue.

SOURCES AND USES

Permanent Local Housing Allocation (PLHA)	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$ -**	**$ -**	**$ 99,836**	**$ 99,836**	**$ 26,860**	**$ 26,860**
Revenue						
Intergovernmental revenues	$ -	$105,092	$ 171,825	$ 376,400	$ -	$ -
Other revenue	-	-	-	-	-	-
Revenue Totals	**$ -**	**$105,092**	**$ 171,825**	**$ 376,400**	**$ -**	**$ -**
Expenditures						
Contract services	$ -	$ 5,256	$ -	$ -	$ -	$ -
Other Financing Uses	-	-	449,376	449,376	-	-
Expenditure Totals	**$ -**	**$ 5,256**	**$ 449,376**	**$ 449,376**	**$ -**	**$ -**
Available Fund Balance at 06/30	**$ -**	**$ 99,836**	**$(177,715)**	**$ 26,860**	**$ 26,860**	**$ 26,860**

Contract services: Affordable housing and homelessness program development and activities.

CAPITOLA HOUSING SUCCESSOR

COMMUNITY DEVELOPMENT

In 2011, the California State Legislature passed ABX1 26 to dissolve redevelopment agencies. The legislation was contested and upheld by the California Supreme Court. It requires a number of actions to be taken by the city in the winding down of the RDA. Among other things, it allows cities to elect to retain the former RDA Low- and Moderate-Income Housing Fund. The Capitola City Council elected to retain the former RDA Housing with the following new city special revenue fund, the Capitola Housing Successor.

A further requirement of the legislation is the establishment of a program income fund to segregate loan payoffs received by the Housing Successor after the dissolution of the Redevelopment Agency. These funds were initially restricted in their use, repayment, and reuse and the Housing Successor continues this restriction. As payments are received on loans associated with the original RDA Low- and Moderate-Income Housing Fund or the Capitola Housing Successor will be applied to the Capitola Housing Successor.

Newly implemented SB341 requires annual reporting on the Housing Successor Assets to be included with the Annual Financial Statements and the Housing and Community Development (HCD) Annual Progress Report on the Housing Element of the General Plan.

The Adopted budget provides adequate resources to continue supporting security deposit assistance, emergency rental assistance, administration of the City's affordable housing program, and the MidPen loan to help fund the preconstruction and construction for the 52-unit 100% affordable development at 1098 38th Avenue.

SOURCES AND USES

Fund - 5552 Capitola Housing	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$ 2,015,673**	**$ 2,074,229**	**$1,903,502**	**$1,903,502**	**$ 995,699**	**$ 983,199**
Revenue						
Use of money & property	$127,642	$153,801	$27,400	$91,846	$20,000	$20,000
Other revenues	23,230	0	0	0	0	0
Revenue Totals	**$ 150,872**	**$ 153,801**	**$ 27,400**	**$ 91,846**	**$ 20,000**	**$ 20,000**
Expenditures						
Personnel	$ -	$ 16,382	$ -	$ -	$ -	$ -
Contract Services	50,955	36,020	66,525	66,525	0	0
Supplies						
Grants and Subsidies	41,361	272,126	2,158,124	933,124	32,500	32,500
Expenditure Totals	**$ 92,316**	**$ 324,528**	**$2,224,649**	**$ 999,649**	**$ 32,500**	**$ 32,500**
Available Fund Balance at 06/30	**$ 2,074,229**	**$ 1,903,502**	**$ (293,747)**	**$ 995,699**	**$ 983,199**	**$ 970,699**

Contract Services: Homeless Action Plan

RESERVES

RESERVES

Emergency Reserves (Finance Department): The City Council established the Emergency Reserve Fund to accumulate funds to meet future unanticipated needs. The City of Capitola Administrative Policy III-3, Financial Management Policy, amended on February 28, 2013, to increase the required level of emergency reserves from five to ten percent of operating expenditures.

Contingency Reserve (Finance Department): The City Council established the Contingency Reserve Fund to accumulate a prudent level of financial resources to protect the City against temporary revenue shortfalls or unanticipated operating costs, and/or to meet short-term cash flow requirements. The City of Capitola Administrative Policy III-3, Financial Management Policy, amended on February 28, 2013, to increase the level of contingency reserves from 10 to 15 percent of operating expenditures.

PERS Contingency Reserve (Finance Department): The City Council established the PERS Contingency Reserve Fund in FY 2015/16. The Council discussed possible uses of a General Fund positive ending balance and wanted to set aside funds for future PERS increases. In FY 2022-13 an additional $500,000 was deposited into the Trust to add to the previously deposited $800,000.

Facilities Reserve (Finance Department): The City Council established the Facilities Reserve Fund to serve as a resource to fund capital improvements and major repairs on City facilities. Based on the National Research Council Stewardship of Federal Facility guidelines, the City's goal is to provide annual contributions equal to two percent of the facility replacement values. This annual contribution will be determined each budget year.

EMERGENCY RESERVES

The City of Capitola adopted an Emergency Reserve Policy as part of the City's Financial Management Policies. This reserve protects against significant one-time costs that arise from major unpredictable emergency events. In FY 2012/13, the City amended the Financial Management Policies to increase the funding level of Emergency Reserves from five to ten percent of the General Fund budgeted expenditures, or approximately $1.6 million in FY 2024-25.

The Emergency Reserve fund was nearly depleted in March of 2011 due to an underground storm drain failure that flooded Capitola Village and the surrounding area. The City was required to recognize a $1.4 million extraordinary loss on the FY 2010/11 and FY 2011/12 financial statements. An additional $200,000 was needed to fund a related retaining wall project. In FY 2012/13, a settlement was reached with the City's insurance carrier to pay $1.35 million in damages to the City.

The March 2011 pipe failure repairs were paid from the City's Emergency Reserve Fund. As funding in the Emergency Reserve Fund fell short of the flood-related costs, additional funding to respond to the flood event was provided through interfund loans from the Contingency Reserve Fund and Capital Improvement Fund. In FY 2011/12, the Emergency Reserve Fund balance was $410,000 lower than the targeted balance. In FY 2012/13, funds were transferred from the internal service funds, Measure O revenue receipts, and the General Fund operating balance to assist in replenishing the reserves.

In FY 2014/15 and FY 2015/16, $465,100 and $213,000, respectively, were budgeted for transfer to the fund to prepare for any unforeseeable emergencies and to meet the new Emergency Reserve targeted levels. As the chart below shows, the reserve balance is currently below the target level for FY 2024-25 in part due to the transfer of $80,000 for damages from the Jan. 2023 storms. The City anticipates receiving reimbursements from FEMA and Cal OES and plans to fund reserves to target balances once received.

SOURCES AND USES

Fund - 1020	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	$ 1,461,506	$ 1,631,506	$ 1,631,506	$ 1,631,506	$ 1,631,506	$ 1,631,506
Revenue						
Other Financing Sources	$ 250,000	$ 250,000	$ -	$ -		
Revenue Totals	$ 250,000	$ 250,000	$ -	$ -	$ -	$ -
Expenditures						
Other Financing Uses	$ 80,000	$ 250,000	$ -	$ -		$ -
Expenditure Totals	$ 80,000	$ 250,000	$ -	$ -	$ -	$ -
Fund Balance at 06/30	**$ 1,631,506**	**$ 1,631,506**	**$ 1,631,506**	**$ 1,631,506**	**$ 1,631,506**	**$ 1,631,506**

Reserve Target equals 10% of General Fund expenditures excluding transfers and internal service charges						
Personnel	$11,320,375	$12,099,946	$13,065,766	$13,065,766	$14,419,337	$15,017,010
Contract Services	3,336,801	3,714,466	3,515,981	3,515,981	3,679,928	3,540,702
Training & Memberships	113,320	143,324	167,100	141,250	169,480	169,700
Supplies	778,011	960,221	842,939	820,123	791,700	786,800
Grants	125,000	125,000	125,000	125,000	133,425	133,425
Total GF Expenditures	$15,673,507	$17,042,957	$17,716,786	$17,668,120	$19,193,870	$19,647,638
Target Balance (10%)	$ 1,567,351	$ 1,704,296	$ 1,771,679	$ 1,766,812	$ 1,919,387	$ 1,964,764
Over / (Short) of Target	$ 64,155	$ (72,790)	$ (140,173)	$ (135,306)	$ (287,881)	$ (333,258)

CONTINGENCY RESERVES

The City of Capitola adopted a Contingency Reserve Policy as part of the City's Financial Management Policies. This reserve was established to provide a prudent level of financial resources to protect against temporary revenue shortfalls, unanticipated operating costs, and/or to meet short-term cash flow requirements. In FY 2012/13, the City amended the Financial Management Policies to increase the Contingency Reserve target from 10 to 15 percent of General Fund budgeted expenditures, or approximately $2.6 million in FY 2024-25.

Due to the expenses associated with the March 2011 pipe failure, a loan was made from the Contingency Reserves Fund to the Emergency Reserves Fund. As a result, Contingency Reserves were $727,000 below their Financial Management Policy funding goal in FY 2011/12. In FY 2012/13, funds were transferred from the Internal Service Funds, Measure O revenue receipts, and the General Fund operating balance to assist in replenishing and building the reserves.

In FY 2014/15 and FY 2015/16, a total of $182,600 and $89,400 were transferred to the fund to meet the new Contingency Reserve targeted levels. As the chart below shows, the reserve balance is currently estimated to be below the target level for FY 2024-25. The City anticipates receiving reimbursements from FEMA and Cal OES and plans to fund reserves to target balances once received.

SOURCES AND USES

Fund - 1010	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	$ 2,192,346	$ 2,323,346	$2,495,346	$2,495,346	$2,495,346	$2,495,346
Revenue						
Other Financing Sources	$ 131,000	$ 172,000	$ -	$ -		
Revenue Totals	$ 131,000	$ 172,000	$ -	$ -	$ -	$ -
Expenditures						
Other Financing Uses	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Totals	$ -	$ -	$ -	$ -	$ -	$ -
Fund Balance at 06/30	**$ 2,323,346**	**$2,495,346**	**$2,495,346**	**$2,495,346**	**$2,495,346**	**$2,495,346**
Reserve Target equals 15% of General Fund expenditures excluding transfers and internal service charges						
Personnel	$11,320,375	$12,099,946	$13,065,766	$13,065,766	$14,419,337	$15,017,010
Contract Services	3,336,801	3,714,466	3,515,981	3,515,981	3,679,928	3,540,702
Training & Memberships	113,320	143,324	167,100	141,250	169,480	169,700
Supplies	778,011	960,221	842,939	820,123	791,700	786,800
Grants	125,000	125,000	125,000	125,000	133,425	133,425
Total GF Expenditures	$15,673,507	$17,042,957	$17,716,786	$17,668,120	$19,193,870	$19,647,638
Target Balance (15%)	$ 2,351,026	$ 2,556,444	$ 2,657,518	$ 2,650,218	$ 2,879,081	$ 2,947,146
Over / (Short) of Target	$ (27,680)	$ (61,098)	$ (162,172)	$ (154,872)	$ (383,735)	$ (451,800)

PERS CONTINGENCY RESERVES

The City of Capitola established a PERS Contingency Reserve as part of the FY 2015/16 Budget process. The fund was set up to help stabilize the City's finances and help manage future increases in PERS contributions.

The PERS Contingency Fund was initially funded with a $300,000 transfer from the General Fund. The $300,000 allows for two years of PERS projected increases and time to evaluate options to address the larger unfunded liability and yearly obligations.

In December 2016, $300,000 was invested in a moderately conservative trust fund with Public Agency Retirement Services (PARS). The FY 17/18 budget transferred an additional $500,000 into the PERS trust fund to offset rising pension costs. During the FY 2022-23 goal setting session the City Council allocated $500,000 of existing fund balance to the PERS Trust reserve.

SOURCES AND USES

Fund - 1015	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	$ 904,275	$ 1,187,772	$ 1,531,142	$ 1,531,142	$ 1,601,142	$ 1,651,142
Revenue						
Use of money & property	33,497	93,370	10,000	70,000	50,000	50,000
Other Financing Sources	250,000	$ 250,000	-	-	-	-
Revenue Totals	$ 283,497	$ 343,370	$ 10,000	$ 70,000	$ 50,000	$ 50,000
Expenditures						
Other Financing Uses	$ -	$ -	$ -	$ -	$ -	$ -
Expenditure Totals	$ -	$ -	$ -	$ -	$ -	$ -
Fund Balance at 06/30	**$ 1,187,772**	**$ 1,531,142**	**$ 1,541,142**	**$ 1,601,142**	**$ 1,651,142**	**$ 1,701,142**

FACILITIES RESERVES

The Facilities Reserve Fund was established in FY 2014-15 to serve as a resource to fund capital improvements and major repairs on City facilities. The National Research Council Stewardship of Federal Facilities recommends setting aside two to four percent of building replacement costs to preserve or extend the life of facilities. The estimated replacement value of the City's facilities is $17.5 million.

The Facilities Reserve is used to fund future facility needs of the City. The Proposed FY 2024-25 Budget does not include nay funding for the Facilities Reserve.

SOURCES AND USES

Fund - 1025	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	$ 432,714	$ 432,714	$ 282,714	$ 282,714	$ 282,714	$ 282,714
Revenue						
Other Financing Sources	0	100,000	-	-	-	-
Revenue Totals	$ -	$ 100,000	$ -	$ -	$ -	$ -
Expenditures						
Contract Services	$ -				$ -	$ -
Other Financing Uses	-	250,000			-	-
Expenditure Totals	$ -	$ 250,000	$ -	$ -	$ -	$ -
Fund Balance at 06/30	$ 432,714	$ 282,714	$ 282,714	$ 282,714	$ 282,714	$ 282,714

MULTI-YEAR ASSETS & OBLIGATIONS

THIS PAGE INTENTIONALLY LEFT BLANK

MULTI-YEAR ASSETS & OBLIGATIONS

City & Joint Powers Authority (JPA) Multi-Year Obligations: The City of Capitola has six multi-year obligations, two of which are part of a Joint Powers Authority. The obligations are paid from various funding sources.

Pacific Cove Lease Financing: In March 2011, a pipe failure flooded the City-owned Pacific Cove Mobile Home Park. The City of Capitola entered into a $2,390,000 lease/sublease agreement to finance the relocation of mobile home residents and close the park.

Beach and Village Parking Lot II: The City of Capitola initiated a $1,372,500 California Infrastructure and Economic Development Bank (I-Bank) loan to fund the development of a parking lot and related improvements at the site of the former Pacific Cove Mobile Home Park.

CITY/JOINT POWERS AUTHORITY MULTI-YEAR ASSETS & OBLIGATIONS

GENERAL GOVERNMENT

The City of Capitola has seven multi-year obligations, three of which are part of a Joint Powers Authority. The obligations are paid from various funding sources. All obligations are shown in the budgets of the applicable funds and all payments are current.

City Multi-Year Obligations	Principal balance June 30, 2025	Form of payment	Original Obligation	Other Terms
Current employee compensated absences (a)	$ 1,026,750	Accrual	Ongoing	On-going. No interest due. (Refer to Compensated Absence Fund)
Net Pension Liability	$ 34,506,435	Actuarial	N/A	Pension Liability to CalPERS.
Beach & Village Parking Lot II Lease Financing	$ 762,615	Tax Exempt Lease	20 years	$1,372,500 I-Bank loan - 20 year term beginning FY 2013/14, 2.26% interest.
Total City Multi-Year Obligation	**$ 36,295,800**			

(a) Compensated absenses and Net Pension Liability are as of June 30, 2023.

JPA Bond Obligations	Original Principal	Form of payment	Original Obligation	Other Terms
Santa Cruz Consolidated Emergency Communications Center (SCCECC) JPA Bond	$ 3,965,000	JPA membership and paid via premiums	22 years	In 2002, SCCECC issued $5.76 milion in lease revenue refunding bonds, which were refinanced in April 2012, at $3,965,000. Payments are made to Santa Cruz Regional 911 from the Police Department's contracts services budget. The Use Agreement between Capitola and SCCECC is effective through June 15, 2034.

PACIFIC COVE LEASE FINANCING

DEBT SERVICE

The City of Capitola owns 426 Capitola Avenue, which formerly housed the 41 mobile home Pacific Cove Mobile Home Park. On March 24, 2011, a 72" storm drain that carries Noble Gulch Creek water from Bay Avenue to Soquel Creek catastrophically failed following a heavy rain storm. This resulted in flooding of the Pacific Cove Mobile Home Park, City Hall and village residences and businesses. The initial estimate to bring the park up to code was $1.33 million. Due to the high cost and potential for future liability, Capitola City Council approved a Relocation Impact Report (RIR) for the closure of Pacific Cove Mobile Home Park in January 2012. The RIR provided a cost estimate for relocating residents and professional relocation consultants to help displaced residents find suitable replacement housing. The City executed a $2.39 million lease/sublease agreement using the existing City Hall site and adjacent upper parking lot as the pledged property. The City verified income status as part of the relocation process and determined that a percentage of Housing Trust Fund monies could be used to repay the debt service at a proportion no greater than the number of low income mobile home occupants that were relocated. The funding sources for debt service payments will be determined annually. Any General Fund monies for the share of allowable costs from other funding sources may be reimbursed in subsequent years as funds become available.

At the time the loan was issued, there was some uncertainty as to whether the property would be developed for public or private use. This resulted in the City entering into a 20–year taxable lease/sublease agreement at an interest rate of 5.14%. In FY 12/13, the City determined that the site would be converted to a public parking lot, now named Beach & Village Parking Lot II (BVPL II). This public use allows the City to refinance the existing debt at a 3.25% tax-exempt interest rate with a 10-year Treasury Bill reset + 1.5% in year 10. As a result of the refinancing, annual loan payments were reduced by approximately $28,000, with an estimated nine-year interest savings of approximately $350,000. In FY 12/13 the City reached a $1.35 million insurance settlement related to the pipe failure. This resulted in a principal reduction of $476,200, with a prepayment penalty of $23,800. During the FY 2023-24 City Council Goal setting the Council allocated $725,000 to pay off the outstanding balance saving approximately $150,000 of interest costs over the next several years.

SOURCES AND USES

Fund - 1420	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Adopted	FY26/27 Planned
Beginning Fund Balance	**$ 55,143**	**$ 55,217**	**$ 75,277**	**$ 75,277**	**$ 75,277**	**$ 75,277**
Revenue						
Use of money & property	$ 73		$ -	$ -	$ -	$ -
Other Financing Sources	165,066	670,000	-	-	-	-
Revenue Totals	**$ 165,139**	**$ 670,000**	**$ -**	**$ -**	**$ -**	**$ -**
Expenditures						
Contract Services	$ -	$ -	$ -	$ -	$ -	$ -
Debt Service	165,066	649,940	-	-	-	-
Other financing uses	-	-	-	-	-	-
Expenditure Totals	**$ 165,066**	**$ 649,940**	**$ -**	**$ -**	**$ -**	**$ -**
Fund Balance at 06/30	**$ 55,217**	**$ 75,277**	**$ 75,277**	**$ 75,277**	**$ 75,277**	**$ 75,277**

Pacific Cove Financing Lease Debt Service

Payment Date	Principal	Interest /Prepmt penalty	Total	Fiscal Year
9/1/2012	$ 30,815	$ 53,893	$ 84,708	
3/1/2013	35,871	60,632	96,503	
6/28/2013	476,200	23,810	500,010	$ 681,221
9/1/2013	42,440	22,843	65,283	
3/1/2014	53,207	29,326	82,533	147,816
9/1/2014	46,196	36,337	82,533	
3/1/2015	46,947	35,586	82,533	165,066
9/1/2015	47,710	34,823	82,533	
3/1/2016	48,485	34,048	82,533	165,066
9/1/2016	49,273	33,260	82,533	
3/1/2017	50,074	32,459	82,533	165,066
9/1/2017	50,887	31,645	82,533	
3/1/2018	51,714	30,819	82,533	165,066
9/1/2018	52,555	29,978	82,533	
3/1/2019	53,409	29,124	82,533	165,066
9/1/2019	54,277	28,256	82,533	
3/1/2020	55,159	27,374	82,533	165,066
9/1/2020	56,055	26,478	82,533	
3/1/2021	56,966	25,567	82,533	165,066
9/1/2021	57,891	24,641	82,533	
3/1/2022	58,832	23,701	82,533	165,066
9/1/2022	59,788	22,745	82,533	
3/1/2023	60,760	21,773	82,533	165,066
9/1/2023	61,747	20,786	82,533	
3/1/2024	62,751	19,782	82,533	165,066
9/1/2024	63,770	18,763	82,533	
3/1/2025	64,807	17,726	82,533	165,066
9/1/2025	65,860	16,673	82,533	
3/1/2026	66,930	15,603	82,533	165,066
9/1/2026	68,017	14,515	82,533	
3/1/2027	69,123	13,410	82,533	165,066
9/1/2027	70,246	12,287	82,533	
3/1/2028	71,387	11,145	82,533	165,066
9/1/2028	72,548	9,985	82,533	
3/1/2029	57,304	7,887	65,191	147,724
9/1/2029	-	-	-	
3/1/2030	-	-	-	-
9/1/2030	-	-	-	
3/1/2031	-	-	-	-
9/1/2031	-	-	-	
3/1/2032	-	-	-	-
TOTAL	**$2,390,000**	**$897,681**	**$3,287,681**	**$ 3,287,681**

BEACH & VILLAGE PARKING II – LEASE FINANCING

DEBT SERVICE

In April 2013, the City of Capitola received $1,372,000 in funding from the California Infrastructure and Economic Development Bank (I-Bank) for development of a parking lot on the former Pacific Cove Mobile Home Park site. The funding was used to create the 226 space Beach & Village Parking Lot II. The project included grading, pay station installation, shuttle bus stops, landscaping, pedestrian walkways, and pay stations for the upper parking lot. The I-Bank loan is 2.26% tax exempt reimbursement financing.

This project improved parking capacity for Capitola Village, Capitola Beach, and Capitola Wharf, and is especially helpful during peak seasons. The additional parking spaces are also anticipated to facilitate the development of a hotel. The parking lot contributes about $44,000 annual revenue to the General Fund and the I-Bank annual debt service of $87,568 is paid with funds transferred from the General Fund.

SOURCES AND USES

Fund - 1421	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Adopted	FY26/27 Planned
Beginning Fund Balance	**$ (38,986)**	**$ 12**	**$ 12**	**$ 12**	**$ 12**	**$ 12**
Revenue						
Interfund Transfers	$ 127,000	$ 87,788	$ 87,568	$ 87,568	$ 87,344	$ 87,116
Other Financing Sources	-	-	-	-	-	-
Revenue Totals	**$ 127,000**	**$ 87,788**	**$ 87,568**	**$ 87,568**	**$ 87,344**	**$ 87,116**
Expenditures						
Construction Svcs. & Supplies	$ -	$ -	$ -	$ -	$ -	$ -
Debt Service	88,002	87,788	87,568	87,568	87,344	87,116
Expenditure Totals	**$ 88,002**	**$ 87,788**	**$ 87,568**	**$ 87,568**	**$ 87,344**	**$ 87,116**
Fund Balance at 06/30	**$ 12**	**$ 12**	**$ 12**	**$ 12**	**$ 12**	**$ 12**

Beach & Village Parking Lot II Lease Financing
Debt Service

Payment Dates	Principal	Interest	Total	Fiscal Year
8/1/2014	$ 55,040	15,922	70,962	
2/1/2015		14,887	14,887	$ 85,849
8/1/2015	56,284	18,840	75,124	
2/1/2016		14,251	14,251	89,375
8/1/2016	57,556	18,035	75,591	
2/1/2017		13,601	13,601	89,192
8/1/2017	58,857	17,212	76,069	
2/1/2018		12,936	12,936	89,004
8/1/2018	60,187	16,370	76,557	
2/1/2019		12,256	12,256	88,812
8/1/2019	61,547	15,509	77,056	
2/1/2020		11,560	11,560	88,616
8/1/2020	62,938	14,629	77,567	
2/1/2021		10,849	10,849	88,416
8/1/2021	64,360	13,729	78,089	
2/1/2022		10,122	10,122	88,211
8/1/2022	65,815	12,809	78,624	
2/1/2023		9,378	9,378	88,002
8/1/2023	67,302	11,868	79,170	
2/1/2024		8,618	8,618	87,788
8/1/2024	68,823	10,905	79,728	
2/1/2025		7,840	7,840	87,568
8/1/2025	70,379	9,921	80,300	
2/1/2026		7,045	7,045	87,344
8/1/2026	71,969	8,915	80,884	
2/1/2027		6,231	6,231	87,116
8/1/2027	73,596	7,886	81,482	
2/1/2028		5,400	5,400	86,881
8/1/2028	75,259	6,833	82,092	
2/1/2029		4,549	4,549	86,641
8/1/2029	76,960	5,757	82,717	
2/1/2030		3,680	3,680	86,396
8/1/2030	78,699	4,657	83,356	
2/1/2031		2,790	2,790	86,146
8/1/2031	80,478	3,531	84,009	
2/1/2032		1,881	1,881	85,890
8/1/2032	82,297	2,380	84,677	
2/1/2033		951	951	85,627
8/1/2033	84,156	1,204	85,360	85,360
Total	**$ 1,372,500**	**$ 375,736**	**$ 1,748,236**	**$ 1,748,236**

CAPITAL IMPROVEMENT PROGRAM

THIS PAGE INTENTIONALLY LEFT BLANK

CAPITAL IMPROVEMENT PROGRAM

PUBLIC WORKS

The City of Capitola's Capital Improvement Program oversees planning, design, and construction of the City's improvement projects. The CIP program is broken into facilities, parks, streets, creek enhancement, and neighborhood traffic projects. The projects are prioritized through the collaborative effort of City staff, City Council, and the community. Maintaining the City infrastructure requires long range planning and prioritizing to plan for necessary improvements, funding needs, and funding availability.

The City's facilities include City Hall, Police Station, Corporation Yard, Jade Street Park Community Center, Upper and Lower Pacific Cove Park Parking Lots, Capitola Municipal Wharf, and the Library. Parks include McGregor Park complex (dog, skate, pump track), Monterey Park, Rispin/Peery Park, Cortez Park, Esplanade Park, Nobel Gulch Park, Soquel Creek Park, Library Tot-lot, Hihn Park, and multiple City medians, streetscapes, and public art displays.

The Street system includes 9.3 miles of arterial roads, 3.4 miles of collector roads, and 13.5 miles of local roads. The City utilizes a Pavement Management Program to track pavement conditions and plan maintenance efforts on 112 individual roads.

The City currently has seven active projects totaling approximately $9 million and anticipates an additional $3.2 million of CIP grant funding to be approved during the fiscal year.

SOURCES AND USES

Fund - 1200 Capital Improvement Program	FY22/23 Actual	FY23/24 Actual	FY24/25 Amended	FY24/25 Estimated	FY25/26 Proposed	FY26/27 Planned
Beginning Fund Balance	**$ 3,762,201**	**$ 5,401,313**	**$ (773,058)**	**$ (773,058)**	**$ (397,756)**	**$ 10,244**
Revenue						
Intergovernmental revenue	$ 27,616	$ 5,112,589	$ 1,000,000	$ 2,123,519	$ 8,100,000	$ 1,000,000
Other revenues	890,264	225,695	90,000	1,110,699	1,043,000	650,000
Other financing sources	2,205,000	2,700,000	-	-	965,000	-
Revenue Totals	**$ 3,122,880**	**$ 8,038,284**	**$ 1,090,000**	**$ 3,234,219**	**$ 10,108,000**	**$ 1,650,000**
Expenditures						
Contract services	$ 186,348	$ 778,298	$ 571,112	$ 945,629	$ 700,000	$ -
Construction services	$ 1,223,420	$13,408,175	$ 6,683,451	$ 1,886,975	$ 9,000,000	$ 1,650,000
Other financing uses	$ 74,000	$ 26,182	$ 6,774	$ 26,312	$ -	$ -
Expenditure Totals	**$ 1,483,768**	**$14,212,655**	**$ 7,261,337**	**$ 2,858,916**	**$ 9,700,000**	**$ 1,650,000**
Fund Balance at 6/30	**$ 5,401,313**	**$ (773,058)**	**$ (6,944,396)**	**$ (397,756)**	**$ 10,244**	**$ 10,244**

2025-26 Capital Improvement Budget Report

Prior Project Appropriations and Status

Project	General Fund	Measure F	Grants & Other	Transportation Grant	RTC Measure D	State SB 1	Total Other Funding Sources	Total Prior Year Appropriations	Expenses to Date	Existing Fund Balance	Estimated Total Project Cost	Status
On-going Projects												
Rispin Park	$ 480,000		$ 911,952				$ 911,952	$ 1,391,952	$ 1,396,444	$ (4,492)	$ 1,396,444	In construction
Bay Ave. Corridor	$ 221,580							$ 221,580	$ 146,298	$ 75,282	$ 220,000	In conceptual design
Utility Undergrounding	$ 102,440						$ -	$ 102,440	$ 34,750	$ 67,690	$ 100,000	Contingent on PG&E funding
Jade Street Park Universal Design Project	$ 475,000		$ 965,000				$ 1,440,000	$ 1,440,000	$ 223,185	$ 1,216,815	$ 1,400,000	Bid plan for Fall
Community Center	$ 1,650,000		$ 4,360,000				$ 6,010,000	$ 6,010,000	$ 930,155	$ 5,079,845	$ 5,250,000	In construction
Stockton Bridge Protection Project	$ 350,000		$ 500,000				$ 850,000	$ 850,000	$ 65,560	$ 784,440	$ 785,000	Structural evaluation scheduled for summer
Cliff Drive Resiliency	$ -		$ 1,183,000				$ 1,183,000	$ 1,183,000	$ 376,818	$ 806,182	$ 1,230,000	In design and permitting
24-25 PMP	$ -				$ 369,000	$ 252,000	$ 621,000	$ 621,000	$ 32,427	$ 588,573	$ 621,000	Construction summer 2025
Park Avenue Traffic Calming	$ 100,000						$ 100,000	$ 100,000	$ 43,846	$ 56,154	$ 100,000	On hold
41st. Ave. Multimodal Corridor Improvements	$ -			$ 1,000,000	$ 529,000	$ 514,000	$ 2,043,000	$ 2,043,000	$ 297,767	$ 1,745,233	$ 2,040,000	In design and permitting
Wharf Master Plan - Wharf special revenue fund	$ -		$ 75,000				$ 75,000	$ 75,000		$ 75,000	TBD	approx. 50% complete
41st Ave. Corridor Plan - General Plan Update special revenue fund	$ -		$ 100,000				$ 100,000	$ 100,000	$ -	$ 100,000	TBD	approx. 25% complete

2025-26 Recommended Appropriations

Project	General Fund	Measure F	Facility Fund	Transportation Grant	RTC Measure D	State SB 1	Total 2025/26 Funding	Total Prior Year(s) Project Funding	Total Project Appropriation	Funding Balance	Estimated Construction Cost	
Park Avenue Traffic Calming	$ 60,000						$ 60,000	$ 100,000	$ 40,000	$ 120,000	$ 120,000	
Esplanade Park	$ 50,000						$ 50,000			$ 50,000		
Monterey Park Playground	$ 10,000						$ 10,000			$ 10,000		

Completed Projects

Project	General Fund	Measure F	Grants & Other	Transportation Grants	RTC Measure D	SB 1	Total Funding	Project Costs	Project Fund Balance
Capitola Wharf Improvements	$ 849,000	$ 2,500,000	6,900,000				$ 10,249,000	$ 10,249,000	$ -
Upper Pac Cove Sidewalk	$ 100,000		$ 350,000				$ 450,000	$ 450,000	$ -
McGregor Pump Track	$ 30,000		$ 90,000				$ 120,000	$ 120,000	$ -
Perry Park Bridge Emergency Repair	$ 125,000						$ 125,000	$ 125,000	$ -

ADMINISTRATIVE SERVICES DIRECTOR

DEFINITION

Under general direction of the City Manager; provide high level managerial, administrative, and analytical support for City operations; function as a director, managing several departments and/or divisions ; participate as a member of the City's Executive Management Team in the consideration of general City policies, programs and concerns; manage complex projects, programs, initiatives, or services that have community-wide impacts and involve plans and/or decisions of a policy nature and of key importance to the City having a long-term impact; coordinate the City's financial activities, including accounting, information services, payroll, purchasing, budget preparation, and financial reporting; serve as City Treasurer; oversee Human Resources; and administer benefit programs; and perform related work as assigned. This is an at-will classification.

SUPERVISION RECEIVED AND EXERCISED

Receives executive direction from the City Manager. This job functions at a Senior Management level and is responsible for the effective administration of the Administrative Services Department which includes Finance, Purchasing, Information Services, Human Resources, and other departments or divisions as assigned by the City Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES (*May include, but are not limited to, the following):*

- Plans, supervises, and coordinates the City's fiscal and accounting activities including financial accounting and reporting; internal controls; internal auditing; management of financial software systems; payroll processing; administration of the City's business license function; billing and collection of locally administered taxes and fees.
- Manages and coordinates Human Resources, Information Services, and other departments, divisions, and programs as assigned.
- Serves as City Treasurer, invests City funds and manages investment activities; analyzes cash flow; analyzes, researches and studies investment opportunities, maintains related records.
- Oversee the preparation of the annual budget; assist departments in preparing budget requests; attend budget hearings and prepare supporting worksheets and graphs.
- Directs the preparation of City, State, and Federal financial reports.
- Develops and administers the City's current and future Administrative Services needs, develops recommendations, and submits policy change proposals for areas of responsibility.
- Assist the Personnel Officer with the interpretation of labor agreements, and formulation of policies and strategies.
- May serve as the Personnel Officer's designee to liaise between Bargaining Units and to lead labor negotiations.
- Directs the formulation and implementation of long-range plans for Administrative Services and establishes standards, policies, and procedures for city-wide human resources initiatives; establishes policies and programs for city-wide training.
- Direct or perform analytical studies; develop and review reports of findings, alternatives and recommendations; direct the preparation of a variety of periodic and special reports regarding departmental activities;
- Makes presentation before the City Council and participate on various city management

committees; represent the City in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public.

- Monitor developments and legislation related to employee relations matters, evaluate their impact upon City operations and recommend and implement policy and procedural improvements.
- Prepares and evaluates bid proposals, specifications, and contracts; monitors vendors to ensure compliance with contractual obligations.
- Provides technical assistance, guidance and consultation to the City Manager, City Council, City Executives, boards, commissions.
- May oversee the City's risk management claims review process and supervise the proper payment of claims against the City
- Other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Management principles and practices, including budgeting, supervision, personnel administration and performance management.
- Principles and practices of risk management.
- Principles and practices of human resources Services and processes including, but not limited to, recruitment, compensation, classification, benefit administration, disciplinary rules and procedures, labor relations and training.
- State and federal legislation affecting municipal administration.

Ability to:

- Work independently and make sound judgments; establish and maintain effective working relationships.
- Administration of the City's Risk Management program; identifies, researches and measures all exposure to loss, performing related duties as required.
- Coordinate and oversee City's Injury and Illness Prevention Program. Direct and coordinate and conduct training for the City's Safety Program.
- Prepare written procedures and policies; analyze requirements and needs; provide advice and consultation to ensure efficient outcomes.
- Analyze data and information to develop logical solutions to problems; monitor outcomes and recommend appropriate improvements to processes and procedures.
- Plan, budget, and manage complex projects.
- Negotiate, implement, and manage contracts.
- Strategize, collaborate, and build consensus.
- Excellent communication skills, orally and in writing, including communicating technical information in non-technical terms and presenting information to committees, staff, City Council, and others in both formats.
- Respond to difficult or sensitive complaints and requests for information from labor organizations, public, news media, and City staff.
- Direct, evaluate and supervise the work of assigned staff

DESIRED EDUCATION AND EXPERIENCE

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, business administration, or a closely related field. A Master's degree in business administration or public administration is highly desirable.

Experience: Five (5) years of increasingly responsible professional and managerial experience in a municipal government environment, including experience in municipal finance, human resources, policy development, program administration, and staff supervision.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal Services. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

LICENSES

Possession and continued maintenance of a valid California driver's license and a safe driving record or the ability to provide suitable transportation, subject to approval by the appointing authority.

Effective Date: July 1, 2025

CITY OF CAPITOLA

ASSISTANT TO THE CITY MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

Under general direction from the City Manager, performs a wide variety of complex administrative and analytical duties; administers the department budget, manages and oversees assigned administrative processes, procedures, projects and programs; and provides information and assistance to the public regarding assigned programs and services; and performs other related tasks as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant to the City Manager is a management level classification with responsibility for assisting the City Manager with the overall management and administration of City operations and services; distinguished by its breadth of responsibility across City departments and the performance of highly sensitive, complex assignments. There is no class series for this classification.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager. May exercise direct and indirect supervision to assigned staff and contractors.

ESSENTIAL FUNCTIONS *--Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Assist the City Manager in the overall administration of City operations and the development of City-wide goals, policies, and procedures.
- Develop and implement operational, administrative, program, and other policies and procedures; assist in contract negotiations and administration.
- Plan, organize, direct, and coordinate public outreach initiatives and the communication of public information.
- Direct the preparation and administration of assigned budget(s); maintain and monitor appropriate budgeting controls; prepare various financial reports as required.
- Collect, compile, and analyze complex information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.
- Serve as City liaison/facilitator with public and private organizations, community groups and other related organizations.
- Receive and respond to complaints and questions from the general public relating to assigned programs; review problems and recommend corrective actions; prepare summary reports as required.

- Participate in special projects including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports; participate in a variety of Department operations.
- May serve as the City Manager's designee in regards to Risk Management, liability claims, and self-insurance development.
- Assist in the preparation of ordinances and other supporting program documents; prepare and monitor program contracts and related proposals; monitor compliance with applicable contracts and agreements.
- May serve as the Personnel Officer's designee to liaise between Bargaining Units and lead labor negotiations.
- Manage specific programs/projects as assigned by the City Manager.
- Represent the City at public meetings, on boards and committees, and in interagency coordination efforts.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration and local government operations.
- Organizational development and strategic planning.
- Methods of research, program analysis, and report preparation.
- Applicable federal, state, and local laws, rules, and regulations.
- Principles and practices of Human Resources.???
- Principles and practices of budget administration.
- Public relations, facilitation, and communication strategies. Principles and procedures of accounting and procurement practices.
- English usage, spelling, grammar and punctuation.
- Modern office procedures, methods including computers.
- Perform complex administrative and analytical activities for assigned programs.

Ability to:

- Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and departmental policies and procedures.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Research, analyze, and evaluate programs, policies, and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with elected officials, City staff, and the public.
- Facilitate public meetings.
- Represent the City in a variety of forums with professionalism and integrity.
- Use initiative and judgement within established guidelines.
- Manage complex projects and programs.

Education and Experience

Any combination of education, experience, and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible administrative and analytical experience, preferably within a local government environment.

Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. A Master's degree is highly desirable.

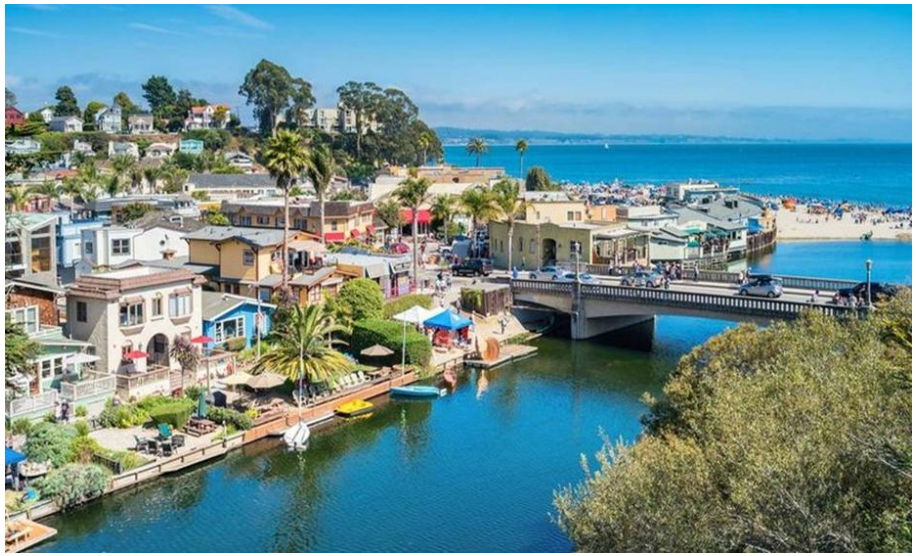
WORKING CONDITIONS

Environmental Conditions: Office environment utilizing computers.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting for up to three hours at a time. Ability to operate computer, telephone and copying machine.

Revised: Date: 11/13/14
Effective Date: 9/13/01
Effective Date: 07/01/25

PROPOSED BUDGET
FISCAL YEAR 2025-26



CITY OF CAPITOLA
Capitola, California

Budget Process

Proposed Budget distributed: May 2nd

FAC Meetings:
May 13th, May 20th, and June 17th

City Council Meetings:
May 15th and May 29th

City Council provided direction for budget adoption tonight

General Fund & City Council Goals

- Maintaining estimated balance of $603,000
  - $500,000 target fund balance
  - $100,000 employee downpayment assistance
  - $3,000 undesignated
- Utilizing $150,000 of general fund resources for City Council Goals
  - RRFB Crosswalk- $10,000
  - Esplanade Park - $50,000
  - Park Avenue - $60,000
  - Monterey Park Playground - $10,000
  - Economic Development - $20,000

General Fund & City Council Goals

- Administrative amendments
  - Update City Council goals to include reviewing and updating, if necessary, the City Council Code of Conduct.
  - Update City Attorney goals to include review and recommendation, if any, regarding the PRA process
  - Updated City Manager Department goals to include additional educational opportunities for the public to learn about Capitola's government.
  - Update City Manager economic development goals to include red tree and village theater properties.
  - Updated Police Department goals to include seeking Department of Justice Tobacco Grant funding.
  - Rebranding of Community Development Department to the Building, Planning & Economic Development Department.

Proposed FY 2025-26 Capital Improvement Program

Prior Year Appropriations

- 7 Active Projects
- $11M

Recommended Appropriations

- Measure D (RTC) & SB1 RMRA
  - $656k
  - Programmed to 41st Ave. Pavement & Multimodal
- Council Goals
  - 5 Projects - $150k

Not Inclusive of

- Storm Damage Repairs
  - 1 Individual Project $400k

Mid-Year Budget Review

- Revenues:
  - Potential sales tax volatility related to national economy
  - Review performance of other key revenue sources
    - TOT, Cannabis tax, building permits, etc.
    - Measure Y
- Expenditures:
  - Potential amendments related to actual revenue receipts
  - Review expenditures
    - Tracking on budget
    - Possible cost savings

Job Descriptions

Administrative Services Director

- Manage Finance, Human Resources, and Information Technology
  - Deleted Art & Cultural, Museum, and Risk Management

Assistant to the City Manager

- Increased level of support in the overall administration of City operations and the development of city-wide goals, polices, and procedures
- Plan, organize, direct, and coordinate public outreach initiatives and the communication of public information
- Maintains oversite of Museum, Risk Management, and labor negotiations

Summary

General Fund

- Next three years: general fund structurally balanced utilizing Measure Y funding
- FY 2028-29 and beyond: current forecasts show general fund imbalanced
- Reserves below target levels awaiting reimbursements

General Fund Revenues

- Revenue could be impacted by national economy
  - Staff will continue to closely monitor sales tax, TOT, parking, and cannabis & business tax revenues

General Fund Expenditures

- Maintaining high service levels
- Continued evaluation of contract service costs

Recommended Action

1. Approve Resolution adopting Fiscal Year 2025-26 Operating Budget and Capital Improvement Program
2. Approve new job descriptions

Capitola City Council

Agenda Report

Meeting: June 26, 2025

From: Finance Department

Subject: FY 2025-26 Bail Schedule

Recommended Action: Conduct the duly noticed public hearing and adopt a resolution repealing Resolution No. 4233.1 and approving the Fiscal Year 2025-26 Bail Schedule.

Background: A regular update of the City's Bail Schedule, the official list of fines for local violations, is necessary to maintain a schedule that is consistent with the Capitola Municipal Code. New ordinances must be reviewed and incorporated to ensure the Bail Schedule reflects the City's current code. This schedule must also be kept up to date for the Capitola Police Department to accurately process citations of code violations and for the use of the Santa Cruz County Court database.

State law requires the City to conduct a public hearing where testimony can be taken before any fees are added or existing fees are altered.

Discussion: Staff is proposing streamlining the City's Bail Schedule, creating a tiered penalty structure for most Municipal Code violations. The purpose of streamlining the schedule is to make an easier-to-read version for the public that will be available for public review on our website. The proposed changes to the schedule result in similar penalty amounts for similar violations, while remaining consistent with fines assessed by other local jurisdictions.

It is important to remember that once infractions are sent to the Santa Cruz County Superior Court, fines are added so that violators ultimately pay a higher price than the City's base bail. Generally, the base bail listed is what the City of Capitola receives as the citing agency.

The full Bail Schedule, redlined to show changes, is attached to this report as an exhibit to the resolution (Attachment 1). While most fees that are not specifically identified in the Capitola Municipal Code have been placed into one of four tiers, it should be noted that parking violations have been increased from $36 to $65, as allowed by State law. All fees in the bail schedule are based on the cost of delivering services while fines are consistent with the Eighth Amendment as well as other agencies within the region.

The streamlined version of the Bail Schedule, which will be available on the City's website upon adoption, is included as Attachment 2. Once adopted, the full list will be provided to the Police Department and Santa Cruz County Courts for reference.

Fiscal Impact: None at this time, staff will be evaluating fee revenue during the mid-year budget review and recommend budget amendments, if any, at that time.

Attachments:

1. Resolution (with Proposed FY 2025-26 Bail Schedule attached as Exhibit A)

2. Website version of Bail Schedule
3. Bail Schedule comparison

Report Prepared By: Report Prepared By: Leda Laidlaw-Hunter, Accountant II

Reviewed By: Jim Malberg, Finance Director; Julia Gautho, City Clerk; Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager

RESOLUTION NO. ___

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA REPEALING RESOLUTION NO. 4233.1 AND ADOPTING THE FISCAL YEAR 2025-26 BAIL SCHEDULE

WHEREAS, the Government Code of the State of California, Section 66018 requires local agencies to notice and hold at least one open and public meeting prior to levying a new fee or increasing an existing fee; and

WHEREAS, the City Council of the City of Capitola has held a duly noticed public hearing on June 26, 2025, to consider amending existing fines charged for various infractions of the Capitola Municipal Code; and

WHEREAS, the City Council of the City of Capitola adopted Resolution No. 4233.1 amending the City's Bail Schedule on July 21, 2021; and

WHEREAS, the City of Capitola determines the fines for violating the Capitola Municipal Code; and

WHEREAS, since 2021, the City Council has adopted various Ordinances that impose fines and revise existing fines for various infractions, and the City Council wishes to incorporate those fines into the City's Bail Schedule; and

WHEREAS, as noted in Exhibit A, some provisions of the City's Municipal Code describe certain infractions, but do not prescribe a specific fine. Those fines are listed in the Bail Schedule, attached as Exhibit A, and adopted with this Resolution; and

WHEREAS, the fees comply with Article XIII-C of the California Constitution because they are either (1) charges imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged; or (2) charges imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which do not exceed the City's reasonable costs of providing the service or product; or (3) charges imposed for the reasonable regulatory costs to the City for issuing licenses and permits, performing investigations, inspections, and audits, and administrative enforcement and adjudication thereof; and

WHEREAS, the fees are set in amounts that are no more than necessary to cover the reasonable costs of the City's activities that are funded by the fees, and the amounts bear a fair and reasonable relationship to the payor's burdens on, or benefits received from, the City; and

WHEREAS, staff has conducted a thorough review of the City's Bail Schedule and has determined and recommends City Council approval of the proposed additions, deletions, and corrections presented to the City Council at its meeting on July 26, 2025.

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

1. Hereby finds, with respect to the fees listed in the Bail Schedule, that there is a reasonable relationship between the amount of the fee and the estimated reasonable cost of providing the type of service for which the fee is imposed; the allocation of the cost to each fee payor bears a fair and reasonable relationship to the fee payor's burdens on, and the benefits

received from, the City; and the fees do not exceed the reasonable cost of providing the service for which the fee is charged;

2. Hereby adopts and authorizes such Bail Schedule. Any fees and charges previously adopted by resolution and not being modified in Exhibit A are incorporated for ease of reference only and without modifying or amending such fees or the underlying approvals in any manner;

3. Hereby finds, with respect to each fine listed in the Bail Schedule, that the amount is consistent with the Eighth Amendment and similar to other agencies in the region.

4. Hereby approves the updated Bail Schedule, which will become effective July 1, 2025, except for fees imposed on a development project that apply to the filing, accepting, reviewing, approving, or issuing of an application, permit, or entitlement to use, which will become effective August 26, 2025, 60 days after the adoption of this resolution.

5. Hereby authorizes and directs the City Manager or their designee to take all actions necessary and proper to implement this resolution.

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 26th day of June, 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Joe Clarke, Mayor

ATTEST:

_____
Julia Gautho, City Clerk

EXHIBIT A
CITY OF CAPITOLA
BAIL SCHEDULE FY 2025-26

Code Section	Violation Description	Proposed Base Bail
1.40.020	Campaign contribution limitations violation	$250
4.04.010	Violation or failure to comply with code provisions: (misdemeanors & infractions)	
	1st Offense	$100
	2nd Offense	$200
	3rd Offense	$500
5.06.030	Peddling or soliciting without a business license is prohibited	$100
5.06.040	Peddling, soliciting, or canvassing upon premises where "no solicitors" are indicated is prohibited	$100
5.06.050	Peddling, soliciting, or canvassing outside of designated hours are prohibited	$100
5.08.230A	Valid taxicab owner's permit required	$50
5.08.230B	Valid taxicab owner's driver's permit required	$50
5.12.020	Valid cardroom owner/dealer permit required	$50
5.12.040	Use of house players prohibited	$50
5.12.050	Alcoholic beverages prohibited	$50
5.12.060	Loitering prohibited	$50
5.12.080	Valid cardroom license required	$50
5.12.140	Minors in cardrooms prohibited	$50
5.14.040	Failure to register security alarm system	$100
5.14.090	False alarm fines:	
	Three (3) or four (4) false alarms in any calendar year	$100
	Five (5) false alarms in any calendar year	$150
	Six (6) or more false alarms in any calendar year	$200
5.16.040	Allowing minor at bingo game	$50
5.16.150	Serving alcohol at bingo game	$50
5.16.180	Conducting bingo game without permit	$50
5.16.280	Bingo permit posting required	$50
5.20.020	Operating kennel or pet shop without permit	$500
5.24.020	Entertainment permit required	$100
5.24.090	Entertainment permits - violation of permit conditions	$100
5.32.030	Firearms license required	$500

5.36.030	Retail cannabis license required for all commercial cannabis activity – medicinal and adult use	$1,000
5.38.090	Tobacco Retailer License Violations	
	First offense	$100
	Second offense	$200
	Third offense	$400
	Fourth offense and subsequent	$800
~~5.38.030~~	~~SELLING OF FLAVORED TOBACCO PROHIBITED~~	~~$100~~
5.40.020	Vending machine sales of tobacco products are prohibited	$100
5.40.030	Vending machine sales of tobacco products are allowed only if machines are token operated	$250
5.40.040	Vendor-assisted sale of tobacco products is required	$250
6.08.020	Interference with Poundmaster	$100
6.08.120	Failure or refusal to state true name/evidence of rabies vaccination/license	$50
6.12.030	Vicious/dangerous animals	$50
6.14.010	Dog license required	$30
6.14.020	Display dog license required	$25
6.14.040	Vaccination required	$50
6.14.130	Number of female dogs kept in one place	$50
6.14.200	Dogs in public places - prohibited locations	$50
6.14.215	Failure of owner to pick up after dog defecating	$50
6.14.380	Animals dogs defecating in public prohibited	$50
6.14.310	Dogs at large prohibited	$50
6.14.320	Leash required for dogs off premises	$50
6.14.330	Safety of animals in motor vehicles required	$100
6.14.340	Safety of animals in parked vehicles required	$100
6.14.380	Animals defecating on public/private property prohibited	$50
6.14.390	Animal noise nuisance	$50
6.14.400	Dogs threatening or injuring persons prohibited	$100
6.14.410	Domesticated animal killing or injuring other domesticated animals	$100
6.14.420	Prohibition of livestock or wild animals to be at large	$50
6.14.430	Prohibition against dogs threatening or injuring wild game or livestock	$100
6.14.440	Dogs threatening or injuring persons prohibited	$100
6.14.445	Possession of wild animal species prohibited	$100
6.14.455	Use of steel-jawed leg-hold traps prohibited	$100

6.14.590	Duty to report animal bites required	$50
6.16.030	Mandatory spaying/neutering	$100
6.16.040	Care of feral cats prohibited without signed statement	$50
6.18.060	Permit for wild animals required	$100
6.18.070	Keeping diseased animals prohibited	$50
6.18.100	Placement of dead animals in public places prohibited	$50
6.18.120	Willful injury to wildlife prohibited	$50
6.20.020	Feeding waterfowl/pigeons in restricted area prohibited	$100
6.20.030	Selling waterfowl/pigeons prohibited	$100
6.20.040	Releasing waterfowl/pigeons in restricted area prohibited	$50
6.24.010	Feeding wild rodents and vermin prohibited	$50
8.04.020	Accumulation of refuse - public/private property	$50
8.04.040	Accumulation of commercial garbage	$100
8.04.050	Place, deposit, keep, bury any garbage on, in, or under any premises	$100
8.04.060	Accumulation of garbage in public	$50
8.04.068	Mandatory garbage service	$50
8.04.070	Garbage containers out of public view on non-collection days	$50
8.04.080	Hauling of trash by any person, firm, or corporation besides those designated by the city to be exceptions is prohibited.	$250
8.04.100	Collection- interference prohibited	$250
8.04.110	Burning prohibited	$100
8.04.120	Unauthorized use of dumpster	$100
8.04.140	Solid Waste & Edible Food Recovery requirements	
	First offense	$100
	Second offense	$200
	Third offense	$500
8.06.035	Recycling required	$100
8.06.050	Recyclable waste material - unauthorized collection	$100
8.07.070	Reduction of single-use plastic and paper carryout bags	
	1st Offense (30 days or more after first warning)	$100
	2nd Offense (60 days or more after first warning)	$200
	3rd Offense (90 days or more after first warning)	$500
8.08.100A	Willfully obstructing, hindering or delaying emergency response during declared emergency	$500

8.08.100B	Violating any rule or regulation during declared emergency or disaster	$500
8.08.100C	Unauthorized wearing or displaying of emergency identification during declared emergency or disaster	$500
8.12.010	Food establishments- permit required	$100
8.12.070	Food handler – permit required	$100
8.14.010	Unit pricing of commodities required	$100
8.20.010	Power boats prohibited on Soquel Creek	$100
8.24.030	Water well permit required	$100
8.36.030	Prohibited food service ware:	
	1st Offense	$100
	2nd Offense	$200
	3rd/Future Offense	$300
8.36.035	Prohibited retail sales of polystyrene foam products:	
	1st Offense	$100
	2nd Offense	$200
	3rd/Future Offense	$300
8.36.040	Required biodegradable and compostable disposable food service ware:	
	1st Offense	$100
	2nd Offense	$200
	3rd/Future Offense	$300
8.38.050	Prohibition of smoking in indoor public places	$50
8.38.060	Prohibition of smoking in outdoor public places	$50
8.38.070	Prohibition of smoking in certain places	$50
8.38.090	Smoking policy in places of employment requirement	$50
8.38.120	Postings of signs	$50
8.38.130A	Requesting and examining identification to establish purchaser's age required	$50
8.38.130B	Selling tobacco products near schools or public libraries prohibited	$50
8.38.150	Failure to comply with smoking regulations/smoking in prohibited areas	$50
8.40.130A	Failure to comply with safe drug and sharps disposal program requirements	$50
8.40.140H	Knowing and willful failure to comply with safe drug and sharps disposal program requirements	$500
8.46.030	Boat mooring	$100
8.60.020	Graffiti Prohibited	$500

8.60.050	Displaying aerosol spray paint containers and marker pens in any area accessible to the public without employee assistance is prohibited	$250
8.64.060	Any violation of orders or directives for water sports and equipment is prohibited	$100
8.68.010	Any transferring of ownership of a firearm without an effective trigger lock and printed material advising safe storage practices is prohibited	$250
9.04.030	Public nudity	$100
9.08.010	Unlawful operation of tattoo business	$500
9.10.010	Remaining on business property after requested to leave	
	1st Offense	$100
	2nd Offense	$250
	3rd Offense	$500
9.12.010	Noise prohibited, 10pm to 8am	$100
9.12.015A	Mechanical sweepers, parking lot vacuum machines, and leaf blowers on non-residential private property prohibited between 11pm to 7am	$100
9.12.015B	Mechanical sweepers, parking lot vacuum machines, and leaf blowers on residential private property prohibited weekdays between 5 pm and 8 am and weekends between 4pm and 10am	$100
9.12.015C	Leaf blowers in excess of 65 DBA prohibited	$100
9.12.015D	Unlawful to cause leaves or debris from leaf blower operations to be blown or deposited on other property	$100
9.12.030	Noise violations	$100
9.12.040	Amplified sound without a permit	$100
9.12.070	Sound amplification permits - violation of permit conditions	$100
9.20.010	Discharging firearms	$250
9.20.015	Possession of firearms on city property or public property in the vicinity of a school prohibited	$500
9.20.020	Unlawful possession or discharge of a firearm	$300
9.22.050	Any display or transfer of ownership of a firearm on the Saturday night specials list is prohibited	$250
9.24.010	Unlawful sale of fireworks	$500
9.24.020	Unlawful discharge of fireworks	$500
9.28.010	No vehicles on beach	$100
9.28.020	Illegal camping on beach	$100
9.28.030	No open fires on beaches	$100
9.28.040	Unlawful sales on beaches	$100
9.30.020	Violation of surf school regulations	$100

9.30.030	Operation of surf school without a permit:	
	1st Offense	$50
	2nd Offense	$100
	3rd Offense	$250
9.32.020	Consuming intoxicating liquors in public place, way or school grounds	$50
9.32.030	Containers prohibited on street, park, school grounds, beach	$50
9.34.010	Public urination / defecation prohibited	$50
9.40.010	Unauthorized display of signs on public streets, paths or rights of way prohibited	$50
9.44.060	Unlawful distribution of drug paraphernalia	$50
9.48.020	Camping prohibited	$50
9.52.010	Unenclosed storage in residential zones prohibited	$50
9.61.040	Cannabis processing and cultivation prohibited	$1,000
10.04.030	Persons other than officials not to direct traffic	$50
10.04.040	Obedience to police or other authorized officers	$100
10.04.070	Obstruction or interference/erased chalk marks	$100
10.04.080	Public employees to obey traffic regulations	$50
10.28.010	Driving through funeral procession	$50
10.28.020	Clinging to moving vehicles	$50
10.28.030	Commercial vehicles using private driveways	$50
10.28.040	Riding or driving on sidewalk	$50
10.28.050	New pavement markings	$50
10.28.060	Limited access	$50
10.28.070	Restrictions on use of freeways	$50
10.28.080	Obedience to barriers and signs	$50
10.28.090	Obstructing intersection or crosswalk	$50
10.28.100	Traffic barriers	$50
10.28.110	Funeral zone violation	$50
10.32.020	Pedestrians must use crosswalks business district	$50
10.32.030C	Remaining on medians prohibited	$50
10.32.030D	Entering a roundabout is prohibited	$50
10.32.030E	Subsequent offense within 6 months	$50
10.36.010	Parking permit required	$65
10.36.020	Stopping or standing in parkways	$50
10.36.040	No parking areas as posted	$65
10.36.045	Expired meter zone	$65
10.36.060	City hall parking lot use: one-hour and permit parking	$65

10.36.065	Parking meter tampering prohibited	$100
10.36.070	Storage of vehicle on street +72 hours:	
	1st Offense	$75
	2nd Offense	$100
	3rd Offense	$150
10.36.070A	Parking a vehicle on a street or alley for more than 72 consecutive hours is prohibited	$65
10.36.070B	Storage of commercial vehicle on public street:	
	1st Offense	$50
	2nd Offense	$100
10.36.090	Repairing vehicle on public street	$50
10.36.100	Charging for car wash on public street	$50
10.36.110	Parking adjacent to schools	$50
10.36.120	Parking on narrow street: on or between white lines	$50
10.36.130	Parking on grades: wheels not curbed	$50
10.36.140	Peddler and vendor parking	$50
10.36.140B	Vendor license required	$50
10.36.150	Emergency parking signs	$50
10.36.160	Disabled commercial vehicles: warning signals	$50
10.36.170A	Red zone	$50
10.36.170B	Yellow zone	$50
10.36.170C	Passenger zone white curb	$50
10.36.170D	Green curb - 24 minutes	$50
10.36.180	Parking of tall vehicles within 100 ft of an intersection:	
	1st Offense	$50
	2nd Offense	$100
10.36.195	No parking weekends and holidays without permit	$65
10.36.210	Parallel parking 18 inches from curb: one-way streets	$50
10.36.220	Diagonal parking	$50
10.36.230	Parked out of space	$50
10.36.240	No stopping zones	$50
10.36.250	Taxicab stands	$50
10.36.270	Heavy vehicles - use of streets	$50
10.36.280	Heavy vehicles - parking	$50
10.36.290	Parking restrictions authorized: two-hour parking	$65
10.36.360	Stopping or standing or parking in alleys	$50
10.36.380	Parking restrictions city-controlled off-street parking	$50

10.44.030	Personal transportation device (PTD) prohibited on sidewalks	$30
10.44.040	Operating on Riverview path from Macdonald to Stockton prohibited	$100
10.44.060	Parking in public right of way prohibited	$100
10.44.070	Unlawful parking	$50
10.44.080	Unauthorized racing and/or trick riding	$100
10.44.090	PTD / bike rack permit required	$48
10.44.100	Valid pedicab owner's permit required	$40
10.44.120	Bicycle license plate or serial number destruction	$100
10.48.010	Truck routes	$50
10.48.020	Advertising vehicles with sound amplifying loudspeaker	$50
10.48.040	Commercial vehicles prohibited from streets	$50
10.56.010	Maximum vehicle length	$50
12.04.020	Permits are required to construct curbs, gutters and sidewalks	$100
12.08.010	Permit to open, excavate or trench in public street required	$100
12.12.110	Permits are required for any work done to a heritage tree, disregarding maintenance trimming	$250 / $1,000
12.12.120	Any destruction visited upon any public tree, or destruction to a private tree that could subsequently harm a public tree without first obtaining a permit is prohibited	$250 / $1,000
12.12.130	Failure to protect or maintain trees on construction/demolition sites is a violation	$250 / $1,000
12.12.160	Cutting or removal of trees in the city without a tree removal permit is prohibited	$250 / $1,000
12.12.270	Violation of community tree / forest management ordinance	Tree replacement value
12.32.050	Unlawful driveway construction	$250
12.40.170	Unlawful use of public parks	$100
12.42.010	Depot hill bluff - prohibition against grading, disturbing, erecting any structure, mining or extracting materials:	
	1st offense in a 12-month period	$100
	2nd offense in a 12-month period	$200
	3rd offense in a 12-month period	$500
12.44.010	Prohibition limiting boats on Capitola beach during working hours	$50
12.48.010	Dogs prohibited on wharf	$50
12.48.020	Diving and jumping from wharf prohibited	$50

12.48.030	Tying boats to wharf prohibited	$50
12.48.040	Overhead casting from wharf prohibited	$50
12.48.050	Unauthorized vehicles prohibited on wharf	$100
12.48.060	Burning on wharf prohibited	$50
12.48.070	Trespassing on wharf while closed prohibited	$50
12.48.090	Water skiing/jet skiing, Capitola beach	$50
12.48.110	Power boat, Capitola beach	$50
12.48.120	30-minute floating dock limit	$50
12.48.130	Private volleyball nets on beach prohibited during the summer period	$50
12.48.140	Glass containers and alcoholic beverage containers larger than one gallon prohibited on public beach	$50
12.52.010	Skateboarding is prohibited in (nearly all) Esplanade / Capitola Village area	$50
12.52.010A	Skateboarding prohibited on sidewalks or curbs	$50
12.52.010B	Skateboarding prohibited - Esplanade Park / restrooms	$50
12.52.010C	Skateboarding prohibited - Pacific Cove Mobilehome park and Pacific Cove parking lot	$50
12.52.010D	Skateboarding prohibited - sidewalks of certain streets located in Capitola Village	$50
12.52.010E	Skateboarding prohibited - sidewalks of certain streets located in Capitola Village	$50
12.52.020	Skateboarding prohibited in any areas not included in section 12.52.010 if one or more signs is posted prohibiting skateboarding	$50
12.52.030A	Skateboarding - stop at all stop signs / red lights	$50
12.52.030B	Skateboarding - yield to vehicles at yield signs	$50
12.52.030C	Skateboarding - yield to pedestrians at crosswalks	$50
12.52.030D	Skateboarding - do not impede traffic or interfere with the flow of vehicular traffic	$50
12.52.030E	Skateboarding - yield to approaching vehicles when entering any roadway	$50
12.52.030F	Skateboarding - do not be towed by a motor vehicle of any speed or a bicycle at any unsafe speed	$50
12.52.030G	Skateboarding - yield bicycle lanes to bicycles	$50
12.52.030H	Skateboarding - do not travel into path of a close vehicle constituting an immediate hazard	$50
12.52.030I	Skateboarding with due care at a safe speed violation	$50
12.52.040	When skateboarding on sidewalks that are not prohibited, skateboarders must yield to all pedestrians and proceed with care when near pedestrians	$50

12.54.040	Unlawful use of skateboard park	
	1st Offense in a 12-month period	$30
	2nd Offense in a 12-month period	$50
	3rd Offense in a 12-month period	$75
12.56.090	Encroachment without permit	$100
12.56.090	Installing private improvements or obstructions in any public right-of-way is prohibited, barring the specified exceptions	$100
12.58.030	Entering or remaining on posted property without written permission of city manager	
	1st Offense in a 12-month period	$100
	2nd Offense in a 12-month period	$200
	3rd Offense in a 12-month period	$500
12.60.010	Trespass on public transit facilities	$100 / $500
12.64.070	Display or sale of merchandise prohibited	$50
~~12.64.030~~	~~SIDEWALK VENDING PERMIT REQUIRED~~	-
-	~~1ST OFFENSE~~	-
-	~~2ND OFFENSE~~	-
12.64.080	Violations of the Sidewalk Vending Program	
	1st Offense in a 12-month period	$100
	2nd Offense in a 12-month period	$200
	3rd Offense in a 12-month period	$500
13.02.090	Failure to comply with plumbing fixture retrofit requirements is prohibited	$100
13.04.050	Public sewage connection required for buildings intended for human habitation	$500
13.06.080	State Video Service Franchisee breaches of customer service or consumer protection standards not remedied within 30 days of notice	
	1st offense in a 12-mont period (not to exceed $1,500 per violation)	$500 / day
	2nd offense in a 12-month period (not to exceed $3,000 per violation)	$1000 / day
	3rd or further offense in a 12-month period (not to exceed $7,500 for each violation)	$2500 / day
13.16.070	Unlawful discharge to storm drain system	$500
13.16.180	VIOLATION OR FAILURE TO COMPLY WITH STORM WATER POLLUTION PREVENTION AND PROTECTION ORDINANCE MAY BE SUBJECT TO ENFORCEMENT ACTIONS OUTLINED IN TITLE 4	
	1st Offense	$100
	2nd Offense	$200

	3rd Offense	$500
15.04.020	Building code violations	$100
15.12.010	Illegal use of mobile home	$50
15.14.010	Transporting a mobile home across public streets/alleys without a permit is prohibited	$250
15.14.020	Application to transport a mobile home, filed 3 days prior to anticipated transportation is required	$250
15.14.030	Mobile home: a fifty-dollar permit fee is required	$250
15.14.040	Allowing a mobile home to stand on a public street/alley for more than 12 hours is prohibited	$250
17.60.010	Erecting fence without a permit	$100
17.74.040	Accessory structure without a permit	$100
17.80.030	Permit required for sign	$100
17.80.060	Sign prohibited violation	$100
17.80.060	Central village sign violation	$100
17.80.110	Temporary sign violation	$100
17.80.150	Permanent sign violation	$100
17.96.020	Animal offensive or endanger to neighbors	$100
17.96.020B	Number of animals allowed in single-family dwelling	$100
17.96.020B	Number of animals allowed in apartment or mobile home	$100
17.96.020C	Chickens kept in non-permitted space	$100
17.96.020D	Honeybees kept in non-permitted space	$100
17.96.020E	Prohibited animal(s)	$100
17.96.170	Outdoor dining in public right-of-way	
	First offense	$100
	Second offense	$200
	Third offense	$500
17.98.080	WIRELESS COMMUNICATION FACILITIES ARE PROHIBITED WITHIN 500 FEET OF SPECIFIED ZONING DISTRICTS (FAMILY RESIDENCE, SCHOOLS, PARKS AND OPEN SPACE, PUBLIC FACILITIES, ETC.) AND WITHIN 3,000 FEET OF COASTLINE	$250
17.104.040	Dish antennae prohibited	$100
17.104.040	Wireless communication facilities are prohibited within 500 feet of specified zoning districts (family residence, schools, parks and open space, public facilities, etc.) And within 3,000 feet of coastline	$250
17.124.080	Failure to obtain conditional use permit	$100

Fines and Penalties - Municipal Code Violations

Administrative penalties for most violations of the Municipal Code fall under one of four tiers:

- Tier one violations - fifty dollars ($50);
- Tier two violations - one hundred dollars ($100);
- Tier three violations - two hundred fifty dollars ($250);
- Tier four violations - five hundred dollars ($500);

A list of Municipal Code violations and their assigned tier can be found on the following pages.

Additional Municipal Code violations and assigned penalties that are not part of the tiered structure can be found on the pages following the tier four violations list.

Administrative penalties for violation of the City of Capitola Municipal Code shall be set forth as the below schedule except:

The administrative penalties for all violations of the Municipal Code not specifically set forth in the below schedule shall be as follows in accordance with Municipal Code Section 4.04.010:

- one hundred dollars ($100) for first violation;
- two hundred dollars ($200) for second violation within a period of one year;
- five hundred dollars ($500) for each additional violation of the same ordinance within a period of one year.

The administrative penalty for all violations classified as misdemeanors in the Municipal Code shall be as follows in accordance with Municipal Code Section 1.01.090:

- five hundred dollars ($500) for each misdemeanor

Tier One Infractions - $50.00 Fine	
Code Section	**Violation Description**
5.08.230A	Valid taxicab owner's permit required
5.08.230B	Valid taxicab owner's driver's permit required
5.12.020	Valid cardroom owner/dealer permit required
5.12.040	Use of house players prohibited
5.12.050	Alcoholic beverages prohibited
5.12.060	Loitering prohibited
5.12.080	Valid cardroom license required
5.12.140	Minors in cardrooms prohibited
5.16.040	Allowing minor at bingo game
5.16.150	Serving alcohol at bingo game
5.16.180	Conducting bingo game without permit
5.16.280	Bingo permit posting required
6.08.120	Failure or refusal to state true name/evidence of rabies vaccination/license
6.12.030	Vicious/dangerous animals
6.14.040	Vaccination required
6.14.130	Number of female dogs kept in one place
6.14.200	Dogs in public places - prohibited locations
6.14.215	Failure of owner to pick up after dog defecating
6.14.380	Animals dogs defecating in public prohibited
6.14.310	Dogs at large prohibited
6.14.320	Leash required for dogs off premises
6.14.380	Animals defecating on public/private property prohibited
6.14.390	Animal noise nuisance
6.14.420	Prohibition of livestock or wild animals to be at large
6.14.590	Duty to report animal bites required
6.16.040	Care of feral cats prohibited without signed statement
6.18.070	Keeping diseased animals prohibited
6.18.100	Placement of dead animals in public places prohibited
6.18.120	Willful injury to wildlife prohibited
6.20.040	Releasing waterfowl/pigeons in restricted area prohibited
6.24.010	Feeding wild rodents and vermin prohibited
8.04.020	Accumulation of refuse - public/private property
8.04.060	Accumulation of garbage in public
8.04.068	Mandatory garbage service
8.04.070	Garbage containers out of public view on non-collection days
8.38.050	Prohibition of smoking in indoor public places
8.38.060	Prohibition of smoking in outdoor public places
8.38.070	Prohibition of smoking in certain places
8.38.090	Smoking policy in places of employment requirement
8.38.120	Postings of signs
8.38.130A	Requesting and examining identification to establish purchaser’s age required
8.38.130B	Selling tobacco products near schools or public libraries prohibited

Code Section	Violation Description
8.38.150	Failure to comply with smoking regulations/smoking in prohibited areas
8.40.130A	Failure to comply with safe drug and sharps disposal program requirements
9.32.020	Consuming intoxicating liquors in public place, way or school grounds
9.32.030	Containers prohibited on street, park, school grounds, beach
9.40.010	Unauthorized display of signs on public streets, paths or rights of way prohibited
9.44.060	Unlawful distribution of drug paraphernalia
9.48.020	Camping prohibited
9.52.010	Unenclosed storage in residential zones prohibited
10.04.030	Persons other than officials not to direct traffic
10.04.080	Public employees to obey traffic regulations
10.28.010	Driving through funeral procession
10.28.020	Clinging to moving vehicles
10.28.030	Commercial vehicles using private driveways
10.28.040	Riding or driving on sidewalk
10.28.050	New pavement markings
10.28.060	Limited access
10.28.070	Restrictions on use of freeways
10.28.080	Obedience to barriers and signs
10.28.090	Obstructing intersection or crosswalk
10.28.100	Traffic barriers
10.28.110	Funeral zone violation
10.32.020	Pedestrians must use crosswalks business district
10.32.030C	Remaining on medians prohibited
10.32.030D	Entering a roundabout is prohibited
10.32.030E	Subsequent offense within 6 months
10.36.020	Stopping or standing in parkways
10.36.090	Repairing vehicle on public street
10.36.100	Charging for car wash on public street
10.36.110	Parking adjacent to schools
10.36.120	Parking on narrow street: on or between white lines
10.36.130	Parking on grades: wheels not curbed
10.36.140	Peddler and vendor parking
10.36.140B	Vendor license required
10.36.150	Emergency parking signs
10.36.160	Disabled commercial vehicles: warning signals
10.36.170A	Red zone
10.36.170B	Yellow zone
10.36.170C	Passenger zone white curb
10.36.170D	Green curb - 24 minutes
10.36.210	Parallel parking 18 inches from curb: one-way streets
10.36.220	Diagonal parking
10.36.230	Parked out of space
10.36.240	No stopping zones
10.36.250	Taxicab stands

Code Section	Violation Description
10.36.270	Heavy vehicles - use of streets
10.36.280	Heavy vehicles - parking
10.36.360	Stopping or standing or parking in alleys
10.36.380	Parking restrictions city-controlled off-street parking
10.48.010	Truck routes
10.48.020	Advertising vehicles with sound amplifying loudspeaker
10.48.040	Commercial vehicles prohibited from streets
10.56.010	Maximum vehicle length
12.44.010	Prohibition limiting boats on Capitola beach during working hours
12.48.010	Dogs prohibited on wharf
12.48.020	Diving and jumping from wharf prohibited
12.48.030	Tying boats to wharf prohibited
12.48.040	Overhead casting from wharf prohibited
12.48.060	Burning on wharf prohibited
12.48.070	Trespassing on wharf while closed prohibited
12.48.090	Water skiing/jet skiing, Capitola beach
12.48.110	Power boat, Capitola beach
12.48.120	30-minute floating dock limit
12.48.130	Private volleyball nets on beach prohibited during the summer period
12.48.140	Glass containers and alcoholic beverage containers larger than one gallon prohibited on public beach
12.52.010	Skateboarding is prohibited in (nearly all) Esplanade / Capitola Village area
12.52.010A	Skateboarding prohibited on sidewalks or curbs
12.52.010B	Skateboarding prohibited - Esplanade Park / restrooms
12.52.010C	Skateboarding prohibited - Pacific Cove Mobilehome park and Pacific Cove parking lot
12.52.010D	Skateboarding prohibited - sidewalks of certain streets located in Capitola Village
12.52.010E	Skateboarding prohibited - sidewalks of certain streets located in Capitola Village
12.52.020	Skateboarding prohibited in any areas not included in section 12.52.010 if one or more signs is posted prohibiting skateboarding
12.52.030A	Skateboarding - stop at all stop signs / red lights
12.52.030B	Skateboarding - yield to vehicles at yield signs
12.52.030C	Skateboarding - yield to pedestrians at crosswalks
12.52.030D	Skateboarding - do not impede traffic or interfere with the flow of vehicular traffic
12.52.030E	Skateboarding - yield to approaching vehicles when entering any roadway
12.52.030F	Skateboarding - do not be towed by a motor vehicle of any speed or a bicycle at any unsafe speed
12.52.030G	Skateboarding - yield bicycle lanes to bicycles
12.52.030H	Skateboarding - do not travel into path of a close vehicle constituting an immediate hazard
12.52.030I	Skateboarding with due care at a safe speed violation
12.52.040	When skateboarding on sidewalks that are not prohibited, skateboarders must yield to all pedestrians and proceed with care when near pedestrians
15.12.010	Illegal use of mobile home

Tier Two Infractions - $100.00 Fine	
Code Section	**Violation Description**
5.06.030	Peddling or soliciting without a business license is prohibited
5.06.040	Peddling, soliciting, or canvassing upon premises where "no solicitors" are indicated is prohibited
5.06.050	Peddling, soliciting, or canvassing outside of designated hours are prohibited
5.14.040	Failure to register security alarm system
5.24.020	Entertainment permit required
5.24.090	Entertainment permits - violation of permit conditions
5.40.020	Vending machine sales of tobacco products are prohibited
6.08.020	Interference with Poundmaster
6.14.330	Safety of animals in motor vehicles required
6.14.340	Safety of animals in parked vehicles required
6.14.400	Dogs threatening or injuring persons prohibited
6.14.410	Domesticated animal killing or injuring other domesticated animals
6.14.430	Prohibition against dogs threatening or injuring wild game or livestock
6.14.440	Dogs threatening or injuring persons prohibited
6.14.445	Possession of wild animal species prohibited
6.14.455	Use of steel-jawed leg-hold traps prohibited
6.16.030	Mandatory spaying/neutering
6.18.060	Permit for wild animals required
6.20.020	Feeding waterfowl/pigeons in restricted area prohibited
6.20.030	Selling waterfowl/pigeons prohibited
8.04.040	Accumulation of commercial garbage
8.04.050	Place, deposit, keep, bury any garbage on, in, or under any premises
8.04.110	Burning prohibited
8.04.120	Unauthorized use of dumpster
8.06.035	Recycling required
8.06.050	Recyclable waste material - unauthorized collection
8.12.010	Food establishments- permit required
8.12.070	Food handler – permit required
8.14.010	Unit pricing of commodities required
8.20.010	Power boats prohibited on Soquel Creek
8.24.030	Water well permit required
8.46.030	Boat mooring
8.64.060	Any violation of orders or directives for water sports and equipment is prohibited
9.04.030	Public nudity
9.12.010	Noise prohibited, 10pm to 8am
9.12.015A	Mechanical sweepers, parking lot vacuum machines, and leaf blowers on non-residential private property prohibited between 11pm to 7am
9.12.015B	Mechanical sweepers, parking lot vacuum machines, and leaf blowers on residential private property prohibited weekdays between 5 pm and 8 am and weekends between 4pm and 10am

Code Section	Violation Description
9.12.015C	Leaf blowers in excess of 65 DBA prohibited
9.12.015D	Unlawful to cause leaves or debris from leaf blower operations to be blown or deposited on other property
9.12.040	Amplified sound without a permit
9.12.070	Sound amplification permits - violation of permit conditions
9.28.010	No vehicles on beach
9.28.020	Illegal camping on beach
9.28.030	No open fires on beaches
9.28.040	Unlawful sales on beaches
9.30.020	Violation of surf school regulations
10.04.040	Obedience to police or other authorized officers
10.04.070	Obstruction or interference/erased chalk marks
10.36.065	Parking meter tampering prohibited
12.04.020	Permits are required to construct curbs, gutters and sidewalks
12.08.010	Permit to open, excavate or trench in public street required
12.40.170	Unlawful use of public parks
12.48.050	Unauthorized vehicles prohibited on wharf
12.56.090	Encroachment without permit
12.56.090	Installing private improvements or obstructions in any public right-of-way is prohibited, barring the specified exceptions
13.02.090	Failure to comply with plumbing fixture retrofit requirements is prohibited
15.04.020	Building code violations
17.60.010	Erecting fence without a permit
17.74.040	Accessory structure without a permit
17.80.030	Permit required for sign
17.80.060	Sign prohibited violation
17.80.060	Central village sign violation
17.80.110	Temporary sign violation
17.80.150	Permanent sign violation
17.96.020	Animal offensive or endanger to neighbors
17.96.020	Number of animals allowed in single-family dwelling
17.96.020	Number of animals allowed in apartment or mobile home
17.96.020C	Chickens kept in non-permitted space
17.96.020D	Honeybees kept in non-permitted space
17.96.020E	Prohibited animal(s)
17.104.040	Dish antennae prohibited
17.124.080	Failure to obtain conditional use permit

Tier Three Infractions - $250.00 Fine	
Code Section	**Violation Description**
1.40.020	Campaign contribution limitations violation
5.40.030	Vending machine sales of tobacco products are allowed only if machines are token operated
5.40.040	Vendor-assisted sale of tobacco products is required
8.04.080	Hauling of trash by any person, firm, or corporation besides those designated by the city to be exceptions is prohibited.
8.04.100	Collection- interference prohibited
8.60.050	Displaying aerosol spray paint containers and marker pens in any area accessible to the public without employee assistance is prohibited.
8.68.010	Any transferring of ownership of a firearm without an effective trigger lock and printed material advising safe storage practices is prohibited
9.20.010	Discharging firearms
9.22.050	Any display or transfer of ownership of a firearm on the Saturday night specials list is prohibited
15.14.010	Transporting a mobile home across public streets/alleys without a permit is prohibited
15.14.020	Application to transport a mobile home, filed 3 days prior to anticipated transportation is required
15.14.030	Mobile home: a fifty-dollar permit fee is required
15.14.040	Allowing a mobile home to stand on a public street/alley for more than 12 hours is prohibited
17.104.040	Wireless communication facilities are prohibited within 500 feet of specified zoning districts (family residence, schools, parks and open space, public facilities, etc.) And within 3,000 feet of coastline

Tier Four Infractions - $500.00 Fine	
Code Section	**Violation Description**
5.20.020	Operating kennel or pet shop without permit
5.32.030	Firearms license required
8.08.100A	Willfully obstructing, hindering or delaying emergency response during declared emergency
8.08.100B	Violating any rule or regulation during declared emergency or disaster
8.08.100C	Unauthorized wearing or displaying of emergency identification during declared emergency or disaster
8.40.140H	Knowing and willful failure to comply with safe drug and sharps disposal program requirements
8.60.020	Graffiti Prohibited
9.20.015	Possession of firearms on city property or public property in the vicinity of a school prohibited
9.24.010	Unlawful sale of fireworks
9.24.020	Unlawful discharge of fireworks
13.04.050	Public sewage connection required for buildings intended for human habitation
13.16.070	Unlawful discharge to storm drain system

Misc Infraction Penalties

Code Section	Violation Description	Base Bail
4.04.010	Violation or failure to comply with code provisions: (misdemeanors & infractions)	
	1st Offense	$100
	2nd Offense	$200
	3rd Offense	$500
5.14.090	False alarm fines:	
	Three (3) or four (4) false alarms in any calendar year	$100
	Five (5) false alarms in any calendar year	$150
	Six (6) or more false alarms in any calendar year	$200
5.36.030	Retail cannabis license required for all commercial cannabis activity – medicinal and adult use	$1,000
5.38.090	Tobacco Retailer License Violations	
	First offense	$100
	Second offense	$200
	Third offense	$400
	Fourth offense and subsequent	$800
5.38.020	Tobacco Retailer License Violations	
	First offense	$100
	Second offense	$200
	Third offense	$400
	Fourth offense and subsequent	$800
6.14.010	Dog license required	$30
6.14.020	Display dog license required	$25
8.04.140	Solid Waste & Edible Food Recovery requirements	
	First offense	$100
	Second offense	$200
	Third offense	$500
8.07.070	Reduction of single-use plastic and paper carryout bags	
	1st Offense (30 days or more after first warning)	$100
	2nd Offense (60 days or more after first warning)	$200
	3rd Offense (90 days or more after first warning)	$500
8.36.030	Prohibited food service ware:	
	1st Offense	$100
	2nd Offense	$200
	3rd/Future Offense	$300
8.36.035	Prohibited retail sales of polystyrene foam products:	
	1st Offense	$100
	2nd Offense	$200
	3rd/Future Offense	$300
8.36.040	Required biodegradable and compostable disposable food service ware:	

	1st Offense	$100
	2nd Offense	$200
	3rd/Future Offense	$300
9.08.010	Unlawful operation of tattoo business	$500
9.10.010	Remaining on business property after requested to leave	
	1st Offense	$100
	2nd Offense	$250
	3rd Offense	$500
9.12.030	Noise violations	$100
9.20.020	Unlawful possession or discharge of a firearm	$300
9.30.030	Operation of surf school without a permit:	
	1st Offense	$50
	2nd Offense	$100
	3rd Offense	$250
9.34.010	Public urination / defecation prohibited	$50
9.61.040	Cannabis processing and cultivation prohibited	$1,000
10.36.010	Parking permit required	$65
10.36.040	No parking areas as posted	$65
10.36.045	Expired meter zone	$65
10.36.060	City hall parking lot use: one-hour and permit parking	$65
10.36.070	Storage of vehicle on street +72 hours:	
	1st Offense	$75
	2nd Offense	$100
	3rd Offense	$150
10.36.070A	Parking a vehicle on a street or alley for more than 72 consecutive hours is prohibited	$65
10.36.070B	Storage of commercial vehicle on public street:	
	1st Offense	$50
	2nd Offense	$100
10.36.180	Parking of tall vehicles within 100 ft of an intersection:	
	1st Offense	$50
	2nd Offense	$100
10.36.195	No parking weekends and holidays without permit	$65
10.36.290	Parking restrictions authorized: two-hour parking	$65
10.44.030	Personal transportation device (PTD) prohibited on sidewalks	$30
10.44.040	Operating on Riverview path from Macdonald to Stockton prohibited	$100
10.44.060	Parking in public right of way prohibited	$100
10.44.070	Unlawful parking	$50
10.44.080	Unauthorized racing and/or trick riding	$100
10.44.090	PTD / bike rack permit required	$48
10.44.100	Valid pedicab owner’s permit required	$40
10.44.120	Bicycle license plate or serial number destruction	$100

12.12.110	Permits are required for any work done to a heritage tree, disregarding maintenance trimming	$250 / $1,000
12.12.120	Any destruction visited upon any public tree, or destruction to a private tree that could subsequently harm a public tree without first obtaining a permit is prohibited	$250 / $1,000
12.12.130	Failure to protect or maintain trees on construction/demolition sites is a violation	$250 / $1,000
12.12.160	Cutting or removal of trees in the city without a tree removal permit is prohibited	$250 / $1,000
12.12.270	Violation of community tree / forest management ordinance	Tree replacement value
12.32.050	Unlawful driveway construction	$250
12.42.010	Depot hill bluff - prohibition against grading, disturbing, erecting any structure, mining or extracting materials:	
	1st offense in a 12-month period	$100
	2nd offense in a 12-month period	$200
	3rd offense in a 12-month period	$500
12.54.040	Unlawful use of skateboard park	
	1st Offense in a 12-month period	$30
	2nd Offense in a 12-month period	$50
	3rd Offense in a 12-month period	$75
12.58.030	Entering or remaining on posted property without written permission of city manager	
	1st Offense in a 12-month period	$100
	2nd Offense in a 12-month period	$200
	3rd Offense in a 12-month period	$500
12.60.010	Trespass on public transit facilities	$100 / $500
12.64.070	Display or sale of merchandise prohibited	$50
12.64.080	Violations of the Sidewalk Vending Program	
	1st Offense in a 12-month period	$100
	2nd Offense in a 12-month period	$200
	3rd Offense in a 12-month period	$500
13.06.080	State Video Service Franchisee breaches of customer service or consumer protection standards not remedied within 30 days of notice	
	1st offense in a 12-mont period (not to exceed $1,500 per violation)	$500 / day
	2nd offense in a 12-month period (not to exceed $3,000 per violation)	$1000 / day
	3rd or further offense in a 12-month period (not to exceed $7,500 for each violation)	$2500 / day
13.16.180	Violation or failure to comply with storm water pollution prevention and protection ordinance may be subject to enforcement actions outlined in Title 4	
	1st Offense	$100
	2nd Offense	$200
	3rd Offense	$500

17.96.170	Outdoor dining in public right-of-way	
	First offense	$100
	Second offense	$200
	Third offense	$500

Code Section	Violation Description	FY 2024-25 Base Bail	Proposed FY 2025-26 Base Bail
1.40.020	CAMPAIGN CONTRIBUTION LIMITATIONS VIOLATION	$250.00	$250
4.04.010	VIOLATION OR FAILURE TO COMPLY WITH CODE PROVISIONS: (MISDEMEANORS & INFRACTIONS)		
	1ST OFFENSE	$100.00	$100
	2ND OFFENSE	$200.00	$200
	3RD OFFENSE	$500.00	$500
5.06.030	PEDDLING OR SOLICITING WITHOUT A BUSINESS LICENSE IS PROHIBITED	$75.00	$100
5.06.040	PEDDLING, SOLICITING, OR CANVASSING UPON PREMISES WHERE "NO SOLICITORS" ARE INDICATED IS PROHIBITED	$75.00	$100
5.06.050	PEDDLING, SOLICITING, OR CANVASSING OUTSIDE OF DESIGNATED HOURS ARE PROHIBITED	$75.00	$100
5.08.230A	VALID TAXICAB OWNER'S PERMIT REQUIRED	$40.00	$50
5.08.230B	VALID TAXICAB OWNER'S DRIVER'S PERMIT REQUIRED	$40.00	$50
5.12.020	VALID CARDROOM OWNER/DEALER PERMIT REQUIRED	$40.00	$50
5.12.040	USE OF HOUSE PLAYERS PROHIBITED	$40.00	$50
5.12.050	ALCOHOLIC BEVERAGES PROHIBITED	$40.00	$50
5.12.060	LOITERING PROHIBITED	$40.00	$50
5.12.080	VALID CARDROOM LICENSE REQUIRED	$40.00	$50
5.12.140	MINORS IN CARDROOMS PROHIBTED	$40.00	$50
5.14.040	FAILURE TO REGISTER SECURITY ALARM SYSTEM	$100.00	$100
5.14.090	FALSE ALARM FINES:		
	THREE (3) OR FOUR (4) FALSE ALARMS IN ANY CALENDAR YR	$100.00	$100
	FIVE (5) FALSE ALARMS IN ANY CALENDAR YEAR	$150.00	$150
	SIX (6) OR MORE FALSE ALARMS IN ANY CALENDAR YEAR	$200.00	$200
5.16.040	ALLOWING MINOR AT BINGO GAME	$40.00	$50
5.16.150	SERVING ALCOHOL AT BINGO GAME	$40.00	$50
5.16.180	CONDUCTING BINGO GAME WITHOUT PERMIT	$40.00	$50
5.16.280	BINGO PERMIT POSTING REQUIRED	$40.00	$50
5.20.020	OPERATING KENNEL OR PET SHOP WITHOUT PERMIT	$500.00	$500
5.24.020	ENTERTAINMENT PERMIT REQUIRED	$110.00	$100
5.24.090	ENTERTAINMENT PERMITS - VIOLATION OF PERMIT CONDITIONS	$110.00	$100
5.32.030	FIREARMS LICENSE REQUIRED	$500.00	$500
5.36.030	RETAIL CANNABIS LICENSE REQUIRED FOR ALL COMMERCIAL CANNABIS ACTIVITY – MEDICINAL AND ADULT USE	$1,000.00	$1,000
5.38.020	TOBACCO RETAILER LICENSE REQUIRED	$1,500.00	
	First Offense		$100
	Second Offense		$200
	Third Offense		$400
	Fourth & Subsequesnt Offenses		$800
5.38.030	SELLING OF FLAVORED TOBACCO PROHIBITED	$100.00	~~$100~~
	First Offense		$100
	Second Offense		$200
	Third Offense		$400
	Fourth & Subsequesnt Offenses		$800
5.40.020	VENDING MACHINE SALES OF TOBACCO PRODUCTS ARE PROHIBITED	$75.00	$100
5.40.030	VENDING MACHINE SALES OF TOBACCO PRODUCTS ARE ALLOWED ONLY IF MACHINES ARE TOKEN OPERATED	$250.00	$250
5.40.040	VENDOR-ASSISTED SALE OF TOBACCO PRODUCTS IS REQUIRED	$250.00	$250
6.08.020	INTERFERENCE WITH POUNDMASTER	$100.00	$100

Code Section	Violation Description	FY 2024-25 Base Bail	Proposed FY 2025-26 Base Bail
6.08.120	FAILURE OR REFUSAL TO STATE TRUE NAME/EVIDENCE OF RABIES VACCINATION/LICENSE	$50.00	$50
6.12.030	VICIOUS/DANGEROUS ANIMALS	$50.00	$50
6.14.010	DOG LICENSE REQUIRED	$30.00	$30
6.14.020	DISPLAY DOG LICENSE REQUIRED	$25.00	$25
6.14.040	VACCINATION REQUIRED	$40.00	$50
6.14.130	NUMBER OF FEMALE DOG KEPT IN ONE PLACE	$20.00	$50
6.14.200	DOGS IN PUBLIC PLACES - PROHIBITED LOCATIONS	$40.00	$50
6.14.215	FAILURE OF OWNER TO PICK UP AFTER DOG DEFECATING	$25.00	$50
6.14.380	ANIMALS DOGS DEFECATING IN PUBLIC PROHIBITED	$30.00	$50
6.14.310	DOGS AT LARGE PROHIBITED	$35.00	$50
6.14.320	LEASH REQUIRED FOR DOGS OFF PREMISES	$30.00	$50
6.14.330	SAFETY OF ANIMALS IN MOTOR VEHICLES REQUIRED	$60.00	$100
6.14.340	SAFETY OF ANIMALS IN PARKED VEHICLES REQUIRED	$60.00	$100
6.14.380	ANIMALS DEFECATING ON PUBLIC/PRIVATE PROPERTY PROHIBITED	$30.00	$50
6.14.390	ANIMAL NOISE NUISANCE	$30.00	$50
6.14.400	DOGS THREATENING OR INJURING PERSONS PROHIBITED	$100.00	$100
6.14.410	DOMESTICATED ANIMAL KILLING OR INJURING OTHER DOMESTICATED ANIMALS	$100.00	$100
6.14.420	PROHIBITION OF LIVESTOCK OR WILD ANIMALS TO BE AT LARGE	$30.00	$50
6.14.430	PROHIBITION AGAINST DOGS THREATENING OR INJURING WILD GAME OR LIVESTOCK	$100.00	$100
6.14.440	DOGS THREATENING OR INJURING PERSONS PROHIBITED	$100.00	$100
6.14.445	POSSESSION OF WILD ANIMAL SPECIES PROHIBITED	$110.00	$100
6.14.455	USE OF STEEL-JAWED LEG-HOLD TRAPS PROHIBITED	$110.00	$100
6.14.590	DUTY TO REPORT ANIMAL BITES REQUIRED	$50.00	$50
6.16.030	MANDATORY SPAYING/NEUTERING	$110.00	$100
6.16.040	CARE OF FERAL CATS PROHIBITED WITHOUT SIGNED STATEMENT	$50.00	$50
6.18.060	PERMIT FOR WILD ANIMALS REQUIRED	$110.00	$100
6.18.070	KEEPING DISEASED ANIMALS PROHIBITED	$50.00	$50
6.18.100	PLACEMENT OF DEAD ANIMALS IN PUBLIC PLACES PROHIBITED	$20.00	$50
6.18.120	WILLFUL INJURY TO WILDLIFE PROHIBITED	$30.00	$50
6.20.020	FEEDING WATERFOWL/PIGEONS IN RESTRICTED AREA PROHIBITED	$60.00	$100
6.20.030	SELLING WATERFOWL/PIGEONS PROHIBITED	$60.00	$100
6.20.040	RELEASING WATERFOWL/PIGEONS IN RESTRICTED AREA PROHIBITED	$30.00	$50
6.24.010	FEEDING WILD RODENTS AND VERMIN PROHIBITED	$30.00	$50
8.04.020	ACCUMULATION OF REFUSE - PUBLIC/PRIVATE PROPERTY	$30.00	$50
8.04.040	ACCUMULATION OF COMMERCIAL GARBAGE	$100.00	$100
8.04.050	PLACE, DEPOSIT, KEEP, BURY ANY GARBAGE ON, IN, OR UNDER ANY PREMISES	$100.00	$100
8.04.060	ACCUMULATION OF GARBAGE IN PUBLIC	$50.00	$50
8.04.068	MANDATORY GARBAGE SERVICE	$50.00	$50
8.04.070	GARBAGE CONTAINERS OUT OF PUBLIC VIEW ON NON-COLLECTION DAYS	$50.00	$50
8.04.080	HAULING OF TRASH BY ANY PERSON, FIRM, OR CORPORATION BESIDES THOSE DESIGNATED BY THE CITY TO BE EXCEPTIONS PROHIBITED	$250.00	$250
8.04.100	COLLECTION- INTERFERENCE PROHIBITED	$250.00	$250
8.04.110	BURNING PROHIBITED	$100.00	$100
8.04.120	UNAUTHORIZED USE OF DUMPSTER	$100.00	$100
			$100
			$200
			$500

Code Section	Violation Description	FY 2024-25 Base Bail	Proposed FY 2025-26 Base Bail
8.06.035	RECYCLING REQUIRED	$50.00	$100
8.06.050	RECYCLABLE WASTE MATERIAL - UNAUTHORIZED COLLECTION	$50.00	$100
8.07.070	REDUCTION OF SINGLE-USE PLASTIC AND PAPER CARRYOUT BAGS		
	1ST OFFENSE (30 days or more after first warning)	$100.00	$100
	2ND OFFENSE (60 days or more after first warning)	$200.00	$200
	3RD OFFENSE (90 days or more after first warning)	$500.00	$500
8.08.100A	WILLFULLY OBSTRUCTING, HINDERING OR DELAYING EMERGENCY RESPONSE DURING DECLARED EMERGENCY	$500.00	$500
8.08.100B	VIOLATING ANY RULE OR REGULATION DURING DECLARED EMERGENCY OR DISASTER	$500.00	$500
8.08.100C	UNATHROIZED WEARING OR DISPLAYING OF EMERGENCY IDENTIFICATION DURING DELCARED EMERGENCY OR DISASTER	$500.00	$500
8.12.010	FOOD ESTABLISHMENTS- PERMIT REQUIRED	$100.00	$100
8.12.070	FOOD HANDLER – PERMIT REQUIRED	$100.00	$100
8.14.010	UNIT PRICING OF COMMODOTIES REQUIRED	$100.00	$100
8.20.010	POWER BOATS PROHIBITED ON SOQUEL CREEK	$100.00	$100
8.24.030	WATER WELL PERMIT REQUIRED	$100.00	$100
8.36.030	PROHIBITED FOOD SERVICE WARE:		
	1ST OFFENSE	$100.00	$100
	2ND OFFENSE	$200.00	$200
	3RD/FUTURE OFFENSE	$300.00	$300
8.36.035	PROHIBITED RETAIL SALES OF POLYSTYRENE FOAM PRODUCTS:		
	1ST OFFENSE	$100.00	$100
	2ND OFFENSE	$200.00	$200
	3RD/FUTURE OFFENSE	$300.00	$300
8.36.040	REQUIRED BIODEGRADABLE AND COMPOSTABLE DISPOSABLE FOOD SERVICE WARE:		
	1ST OFFENSE	$100.00	$100
	2ND OFFENSE	$200.00	$200
	3RD/FUTURE OFFENSE	$300.00	$300
8.38.050	PROHIBITION OF SMOKING IN INDOOR PUBLIC PLACES	$30.00	$50
8.38.060	PROHIBITION OF SMOKING IN OUTDOOR PUBLIC PLACES	$30.00	$50
8.38.070	PROHIBITION OF SMOKING IN CERTAIN PLACES	$30.00	$50
8.38.090	SMOKING POLICY IN PLACES OF EMPLOYMENT REQUIREMENT	$30.00	$50
8.38.120	POSTINGS OF SIGNS	$50.00	$50
8.38.130A	REQUESTING AND EXAMINING IDENTIFICATION TO ESTABLISH PURCHASER'S AGE REQUIRED	$50.00	$50
8.38.130B	SELLING TOBACCO PRODUCTS NEAR SCHOOLS OR PUBLIC LIBRARIES PROHIBITED	$50.00	$50
8.38.150	FAILURE TO COMPLY WITH SMOKING REGULATIONS/SMOKING IN PROHIBTED AREAS	$50.00	$50
8.40.130A	FAILURE TO COMPLY WITH SAFE DRUG AND SHARPS DISPOSAL PROGRAM REQUIREMENTS	$50.00	$50
8.40.140H	KNOWING AND WILLFUL FAILURE TO COMPLY WITH SAFE DRUG AND SHARPS DISPOSAL PROGRAM REQUIREMENTS	$500.00	$500
8.46.030	BOAT MOORING	$60.00	$100
8.60.020	GRAFFITI PROHIBITED	$500.00	$500
8.60.050	DISPLAYING AEROSOL SPRAY PAINT CONTAINERS AND MARKER PENS IN ANY AREA ACCESSIBLE TO THE PUBLIC WITHOUT EMPLOYEE ASSISTANCE IS PROHIBITED.	$250.00	$250
8.64.060	ANY VIOLATION OF ORDERS OR DIRECTIVES FOR WATER SPORTS AND EQUIPMENT IS PROHIBITED.	$100.00	$100
8.68.010	ANY TRANSFERRING OF OWNERSHIP OF A FIREARM WITHOUT AN EFFECTIVE TRIGGER LOCK AND PRINTED MATERIAL ADVISING SAFE STORAGE PRACTICES IS PROHIBITED	$250.00	$250

Code Section	Violation Description	FY 2024-25 Base Bail	Proposed FY 2025-26 Base Bail
9.04.030	PUBLIC NUDITY	$75.00	$100
9.08.010	UNLAWFUL OPERATION OF TATTOO BUSINESS	$100.00	$500
9.10.010	REMAINING ON BUSINESS PROPERTY AFTER REQUESTED TO LEAVE		
	1ST OFFENSE	$100.00	$100
	2ND OFFENSE	$250.00	$250
			$500
9.12.010	NOISE PROHIBITED, 10PM TO 8AM	$110.00	$100
9.12.015A	MECHANICAL SWEEPERS, PARKING LOT VACUUM MACHINES, AND LEAF BLOWERS ON NON-RESIDENTIAL PRIVATE PROPERTY PROHIBITED BETWEEN 11 PM TO 7 AM	$50.00	$100
9.12.015B	MECHANICAL SWEEPERS, PARKING LOT VACUUM MACHINES, AND LEAF BLOWERS ON RESIDENTIAL PRIVATE PROPERTY PROHIBITED WEEKDAYS BETWEEN 5 PM AND 8 AM AND WEEKENDS BETWEEN 4 PM AND 10 AM	$50.00	$100
9.12.015C	LEAF BLOWERS IN EXCESS OF 65 dBA PROHIBITED	$50.00	$100
9.12.015D	UNLAWFUL TO CAUSE LEAVES OR DEBRIS FROM LEAF BLOWER OPERATIONS TO BE BLOWN OR DEPOSITED ON OTHER PROPERTY	$50.00	$100
			$100
9.12.040	AMPLIFIED SOUND WITHOUT A PERMIT	$100.00	$100
9.12.070	SOUND AMPLIFICATION PERMITS - VIOLATION OF PERMIT CONDITIONS	$100.00	$100
9.20.010	DISCHARGING FIREARMS	$250.00	$250
9.20.015	POSSESSION OF FIREARMS ON CITY PROPERTY OR PUBLIC PROPERTY IN THE VICINITY OF A SCHOOL PROHIBITED	$500.00	$500
			$300
9.22.050	ANY DISPLAY OR TRANSFER OF OWNERSHIP OF A FIREARM ON THE SATURDAY NIGHT SPECIALS LIST IS PROHIBITED	$250.00	$250
9.24.010	UNLAWFUL SALE OF FIREWORKS	$500.00	$500
9.24.020	UNLAWFUL DISCHARGE OF FIREWORKS	$500.00	$500
9.28.010	NO VEHICLES ON BEACH	$100.00	$100
9.28.020	ILLEGAL CAMPING ON BEACH	$50.00	$100
9.28.030	NO OPEN FIRES ON BEACHES	$50.00	$100
9.28.040	UNLAWFUL SALES ON BEACHES	$50.00	$100
9.30.020	VIOLATION OF SURF SCHOOL REGULATIONS	$50.00	$100
9.30.030	OPERATION OF SURF SCHOOL WITHOUT A PERMIT:		
	1ST OFFENSE	$50.00	$50
	2ND OFFENSE	$100.00	$100
	3RD OFFENSE	$250.00	$250
9.32.020	CONSUMING INTOXICATING LIQUORS IN PUBLIC PLACE, WAY OR SCHOOL GROUNDS	$50.00	$50
9.32.030	CONTAINERS PROHIBITED ON STREET, PARK, SCHOOL GROUNDS, BEACH	$50.00	$50
9.34.010	PUBLIC URINATION / DEFECATION PROHIBITED	$50.00	$50
9.40.010	UNAUTHORIZED DISPLAY OF SIGNS ON PUBLIC STREETS, PATHS OR RIGHTS OF WAY PROHIBITED	$50.00	$50
9.44.060	UNLAWFUL DISTRIBUTION OF DRUG PARAPHENALIA	$50.00	$50
9.48.020	CAMPING PROHIBITED	$50.00	$50
9.52.010	UNENCLOSED STORAGE IN RESIDENTIAL ZONES PROHIBTED	$50.00	$50
9.61.040	CANNABIS PROCESSING AND CULTIVATION PROHIBITED	$1,000.00	$1,000
10.04.030	PERSONS OTHER THAN OFFICIALS NOT TO DIRECT TRAFFIC	$50.00	$50
10.04.040	OBEDIENCE TO POLICE OR OTHER AUTHORIZED OFFICERS	$100.00	$100
10.04.070	OBSTRUCTION OR INTERFERENCE/ERASED CHALK MARKS	$70.00	$100
10.04.080	PUBLIC EMPLOYEES TO OBEY TRAFFIC REGULATIONS	$30.00	$50
10.28.010	DRIVING THROUGH FUNERAL PROCESSION	$50.00	$50

Code Section	Violation Description	FY 2024-25 Base Bail	Proposed FY 2025-26 Base Bail
10.28.020	CLINGING TO MOVING VEHICLES	$50.00	$50
10.28.030	COMMERCIAL VEHICLES USING PRIVATE DRIVEWAYS	$50.00	$50
10.28.040	RIDING OR DRIVING ON SIDEWALK	$50.00	$50
10.28.050	NEW PAVEMENT MARKINGS	$30.00	$50
10.28.060	LIMITED ACCESS	$30.00	$50
10.28.070	RESTRICTIONS ON USE OF FREEWAYS	$30.00	$50
10.28.080	OBEDIENCE TO BARRIERS AND SIGNS	$50.00	$50
10.28.090	OBSTRUCTING INTERSECTION OR CROSSWALK	$50.00	$50
10.28.100	TRAFFIC BARRIERS	$50.00	$50
10.28.110	FUNERAL ZONE VIOLATION	$50.00	$50
10.32.020	PEDESTRIANS MUST USE CROSSWALKS BUSINESS DISTRICT	$30.00	$50
10.32.030C	REMAINING ON MEDIANS PROHIBITED	$20.00	$50
10.32.030D	ENTERING A ROUNDABOUT IS PROHIBITED	$20.00	$50
10.32.030E	SUBSEQUENT OFFENSE WITHIN 6 MONTHS	$100.00	$50
10.36.010	PARKING PERMIT REQUIRED	$48.00	$65
10.36.020	STOPPING OR STANDING IN PARKWAYS	$23.00	$50
10.36.040	NO PARKING AREAS AS POSTED	$41.00	$65
10.36.045	EXPIRED METER ZONE	$36.00	$65
10.36.060	CITY HALL PARKING LOT USE: ONE-HOUR AND PERMIT PARKING	$23.00	$65
10.36.065	PARKING METER TAMPERING PROHIBITED	$100.00	$100
10.36.070	STORAGE OF VEHICLE ON STREET +72 HOURS:		
	1ST OFFENSE	$73.00	$75
	2ND OFFENSE	$98.00	$100
	3RD OFFENSE	$128.00	$150
10.36.070A	PARKING A VEHICLE ON A STREET OR ALLEY FOR MORE THAN 72 CONSECUTIVE HOURS IS PROHIBITED	$65.00	$65
10.36.070B	STORAGE OF COMMERCIAL VEHICLE ON PUBLIC STREET		
10.36.070B	1ST OFFENSE	$50.00	$50
10.36.070B	2ND OFFENSE	$100.00	$100
10.36.090	REPAIRING VEHICLE ON PUBLIC STREET	$50.00	$50
10.36.100	CHARGING FOR CAR WASH ON PUBLIC STREET	$50.00	$50
10.36.110	PARKING ADJACENT TO SCHOOLS	$23.00	$50
10.36.120	PARKING ON NARROW STREET: ON OR BETWEEN WHITE LINES	$38.00	$50
10.36.130	PARKING ON GRADES: WHEELS NOT CURBED	$38.00	$50
10.36.140	PEDDLER AND VENDOR PARKING	$23.00	$50
10.36.140B	VENDOR LICENSE REQUIRED	$50.00	$50
10.36.150	EMERGENCY PARKING SIGNS	$30.00	$50
10.36.160	DISABLED COMMERCIAL VEHICLES: WARNING SIGNALS	$20.00	$50
10.36.170A	RED ZONE	$43.00	$50
10.36.170B	YELLOW ZONE	$41.00	$50
10.36.170C	PASSENGER ZONE WHITE CURB	$41.00	$50
10.36.170D	GREEN CURB - 24 MINUTES	$41.00	$50
10.36.180	PARKING OF TALL VEHICLES WITHIN 100 FT OF AN INTERSECTION:		
10.36.180	1ST OFFENSE	$50.00	$50
10.36.180	2ND OFFENSE	$100.00	$100
10.36.195	NO PARKING WEEKENDS AND HOLIDAYS WITHOUT PERMIT	$48.00	$65
10.36.210	PARALLEL PARKING 18 INCHES FROM CURB: ONE-WAY STREETS	$38.00	$50
10.36.220	DIAGONAL PARKING	$31.00	$50
10.36.230	PARKED OUT OF SPACE	$31.00	$50
10.36.240	NO STOPPING ZONES	$23.00	$50
10.36.250	TAXICAB STANDS	$23.00	$50

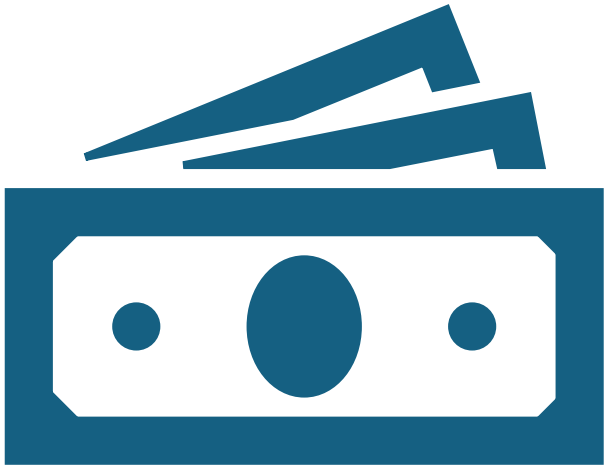
Code Section	Violation Description	FY 2024-25 Base Bail	Proposed FY 2025-26 Base Bail
10.36.270	HEAVY VEHICLES - USE OF STREETS	$30.00	$50
10.36.280	HEAVY VEHICLES - PARKING	$53.00	$50
10.36.290	PARKING RESTRICTIONS AUTHORIZED: TWO-HOUR PARKING	$39.00	$65
10.36.360	STOPPING OR STANDING OR PARKING IN ALLEYS	$38.00	$50
10.36.380	PARKING RESTRICTIONS CITY-CONTROLLED OFF-STREET PARKING	$30.00	$50
10.44.030	PERSONAL TRANSPORTATION DEVICE (PTD) PROHIBITED ON SIDEWALKS	$30.00	$30
10.44.040	OPERATING ON RIVERVIEW PATH FROM MACDONALD TO STOCKTON PROHIBITED	$100.00	$100
10.44.060	PARKING IN PUBLIC RIGHT OF WAY PROHIBITED	$100.00	$100
10.44.070	UNLAWFUL PARKING	$31.00	$50
10.44.080	UNAUTHORIZED RACING AND/OR TRICK RIDING	$100.00	$100
10.44.090	PTD/BIKE RACK PERMIT REQUIRED	$48.00	$48
10.44.100	VALID PEDICAB OWNER'S PERMIT REQUIRED	$40.00	$40
10.44.120	BICYCLE SERIAL NUMBER DESTRUCTION	$100.00	$100
10.48.010	TRUCK ROUTES	$50.00	$50
10.48.020	ADVERTISING VEHICLES WITH SOUND AMPLIFYING LOUDSPEAKER	$50.00	$50
10.48.040	COMMERCIAL VEHICLES PROHIBITED FROM STREETS	$50.00	$50
10.56.010	MAXIMUM VEHICLE LENGTH	$73.00	$50
12.04.020	PERMITS ARE REQUIRED TO CONSTRUCT CURBS, GUTTERS AND SIDEWALKS	$100.00	$100
12.08.010	PERMIT TO OPEN, EXCAVATE OR TRENCH IN PUBLIC STREET REQUIRED	$100.00	$100
12.12.110	PERMITS ARE REQUIRED FOR ANY WORK DONE TO A HERITAGE TREE, DISREGARDING MAINTENANCE TRIMMING	$250 / $1,000	$250 / $1,000
12.12.120	ANY DESTRUCTION VISITED UPON ANY PUBLIC TREE, OR DESTRUCTION TO A PRIVATE TREE THAT COULD SUBSEQUENTLY HARM A PUBLIC TREE WITHOUT FIRST OBTAINING A PERMIT IS PROHIBITED	$250 / $1,000	$250 / $1,000
12.12.130	FAILURE TO PROTECT OR MAINTAIN TREES ON CONSTRUCTION/DEMOLITION SITES IS A VIOLATION	$250 / $1,000	$250 / $1,000
12.12.160	CUTTING OR REMOVAL OF TREES IN THE CITY WITHOUT A TREE REMOVAL PERMIT IS PROHIBITED	$250 / $1,000	$250 / $1,000
12.12.270	VIOLATION OF COMMUNITY TREE / FOREST MANAGEMENT ORDINANCE	TREE REPLACE-MENT VALUE	Tree replacement value
			$250
12.40.015	UNLAWFUL USE OF PUBLIC PARKS	$100.00	$100
12.42.010	DEPOT HILL BLUFF - PROHIBITION AGAINST GRADING, DISTURBING, ERECTING ANY STRUCTURE, MINING OR EXTRACTING MATERIALS:		
	1ST OFFENSE IN A 12-MONTH PERIOD	$100.00	$100
	2ND OFFENSE IN A 12-MONTH PERIOD	$250.00	$200
	3RD OFFENSE IN A 12-MONTH PERIOD	$500.00	$500
12.44.010	PROHIBITION LIMITING BOATS ON CAPITOLA BEACH DURING WORKING HOURS	$50.00	$50
12.48.010	DOGS PROHIBITED ON WHARF	$50.00	$50
12.48.020	DIVING AND JUMPING FROM WHARF PROHIBITED	$50.00	$50
12.48.030	TYING BOATS TO WHARF PROHIBITED	$50.00	$50
12.48.040	OVERHEAD CASTING FROM WHARF PROHIBITED	$30.00	$50
12.48.050	UNAUTHORIZED VEHICLES PROHIBITED ON WHARF	$108.00	$100
12.48.060	BURNING ON WHARF PROHIBITED	$50.00	$50
12.48.070	TRESPASSING ON WHARF WHILE CLOSED PROHIBITED	$50.00	$50
12.48.090	WATER SKIING/JET SKIING, CAPITOLA BEACH	$50.00	$50
12.48.110	POWER BOAT, CAPITOLA BEACH	$50.00	$50

Code Section	Violation Description	FY 2024-25 Base Bail	Proposed FY 2025-26 Base Bail
12.48.120	30 MINUTE FLOATING DOCK LIMIT	$30.00	$50
12.48.130	PRIVATE VOLLEYBALL NETS ON BEACH PROHIBITED DURING THE SUMMER PERIOD	$30.00	$50
12.48.140	GLASS CONTAINERS AND ALCOHOLIC BEVERAGE CONTAINERS LARGER THAN ONE GALLON PROHIBITED ON PUBLIC BEACH	$30.00	$50
12.52.010	SKATEBOARDING IS PROHIBITED IN (NEARLY ALL OF) ESPLANADE /CAPITOLA VILLAGE AREA	$30.00	$50
12.52.010A	SKATEBOARDING PROHIBITED ON SIDEWALKS OR CURBS	$30.00	$50
12.52.010B	SKATEBOARDING PROHIBITED - ESPLANADE PARK/RESTROOMS	$30.00	$50
12.52.010C	SKATEBOARDING PROHIBITED - PACIFIC COVE MOBILEHOME PARK AND PACIFIC COVE PARKING LOT	$30.00	$50
12.52.010D	SKATEBOARDING PROHIBITED - SIDEWALKS OF CERTAIN STREETS LOCATED IN CAPITOLA VILLAGE	$30.00	$50
12.52.010E	SKATEBOARDING PROHIBITED - SIDEWALKS OF CERTAIN STREETS LOCATED IN CAPITOLA VILLAGE	$30.00	$50
12.52.020	SKATEBOARDING PROHIBITED IN ANY AREAS NOT INCLUDED IN SECTION 12.52.010 IF ONE OR MORE SIGNS IS POSTED PROHIBITING SKATEBOARDING	$30.00	$50
12.52.030A	SKATEBOARDING - STOP AT ALL STOP SIGNS/RED LIGHTS	$30.00	$50
12.52.030B	SKATEBOARDING - YIELD TO VEHICLES AT YIELD SIGNS	$30.00	$50
12.52.030C	SKATEBOARDING - YIELD TO PEDESTRIANS AT CROSSWALKS	$30.00	$50
12.52.030D	SKATEBOARDING - DO NOT IMPEDE TRAFFIC OR INTERFERE WITH THE FLOW OF VEHICULAR TRAFFIC	$30.00	$50
12.52.030E	SKATEBOARDING - YIELD TO APPROACHING VEHICLES WHEN ENTERING ANY ROADWAY	$30.00	$50
12.52.030F	SKATEBOARDING - DO NOT BE TOWED BY A MOTOR VEHICLE OF ANY SPEED OR A BICYCLE AT ANY UNSAFE SPEED	$50.00	$50
12.52.030G	SKATEBOARDING - YIELD BICYCLE LANES TO BICYCLES	$30.00	$50
12.52.030H	SKATEBOARDING - DO NOT TRAVEL INTO PATH OF A CLOSE VEHICLE CONSTITUTING AN IMMEDIATE HAZARD	$30.00	$50
12.52.030I	SKATEBOARDING WITH DUE CARE AT A SAFE SPEED VIOLATION	$50.00	$50
12.52.040	WHEN SKATEBOARDING ON SIDEWALKS THAT ARE NOT PROHIBITED, SKATEBOARDERS MUST YIELD TO ALL PEDESTRIANS AND PROCEED WITH CARE WHEN NEAR PEDESTRIANS	$30.00	$50
12.54.020	UNLAWFUL USE OF SKATEBOARD PARK	$30.00	
			$30
			$50
			$75
12.56.010	ENCROACHMENT WITHOUT PERMIT	$100.00	$100
12.56.090	INSTALLING PRIVATE IMPROVEMENTS OR OBSTRUCTIONS IN ANY PUBLIC RIGHT-OF-WAY IS PROHIBITED, BARRING THE SPECIFIED EXCEPTIONS	$100.00	$100
12.58.030	ENTERING OR REMAINING ON POSTED PROPERTY WITHOUT WRITTEN PERMISSION OF CITY MANAGER		
	1ST OFFENSE IN A 12-MONTH PERIOD	$100.00	$100
	2ND OFFENSE IN A 12-MONTH PERIOD	$200.00	$200
	3RD OFFENSE IN A 12-MONTH PERIOD	$500.00	$500
12.60.010	TRESPASS ON PUBLIC TRANSIT FACILITIES	$100 / $500	$100 / $500
12.64.020	DISPLAY OR SALE OF MERCHANDISE PROHIBITED	$50.00	$50
12.64.030	SIDEWALK VENDING PERMIT REQUIRED		
	1ST OFFENSE	$50.00	
	2ND OFFENSE	$100.00	
			$100

Code Section	Violation Description	FY 2024-25 Base Bail	Proposed FY 2025-26 Base Bail
			$200
			$500
13.02.090	FAILURE TO COMPLY WITH PLUMBING FIXTURE RETROFIT REQUIREMENTS IS PROHIBITED	$100.00	$100
13.04.050	PUBLIC SEWAGE CONNECTION REQUIRED FOR BUILDINGS INTENDED FOR HUMAN HABITATION	$500.00	$500
			$500 / day
			$1000 / day
			$2500 / day
13.16.070	UNLAWFUL DISCHARGE TO STORM DRAIN SYSTEM	$500.00	$500
13.16.180	VIOLATION OR FAILURE TO COMPLY WITH STORM WATER POLLUTION PREVENTION AND PROTECTION ORDINANCE MAY BE SUBJECT TO ENFORCEMENT ACTIONS OUTLINED IN TITLE 4		
	1ST OFFENSE	$100.00	$100
	2ND OFFENSE	$200.00	$200
	3RD OFFENSE	$500.00	$500
15.04.020	BUILDING CODE VIOLATIONS	$100.00	$100
15.12.010	ILLEGAL USE OF MOBILEHOME	$50.00	$50
15.14.010	TRANSPORTING A MOBILEHOME ACROSS PUBLIC STREETS/ALLEYS WITHOUT A PERMIT IS PROHIBITED	$250.00	$250
15.14.020	APPLICATION TO TRANSPORT A MOBILEHOME, FILED 3 DAYS PRIOR TO ANTICIPATED TRANSPORTATION IS REQUIRED	$250.00	$250
15.14.030	MOBILEHOME: A FIFTY DOLLAR PERMIT FEE IS REQUIRED	$250.00	$250
15.14.040	ALLOWING A MOBILEHOME TO STAND ON A PUBLIC STREET/ALLEY FOR MORE THAN 12 HOURS IS PROHIBITED	$250.00	$250
17.60.010	ERECTING FENCE WITHOUT A PERMIT	$100.00	$100
17.74.030	ACCESSORY STRUCTURE WITHOUT A PERMIT	$100.00	$100
17.80.030	PERMIT REQUIRED FOR SIGN	$100.00	$100
17.80.060	SIGN PROHIBITED VIOLATION	$100.00	$100
17.80.110	TEMPORARY SIGN VIOLATION	$100.00	$100
17.57.060	CENTRAL VILLAGE SIGN VIOLATION	$100.00	$100
17.80.150	PERMANENT SIGN VIOLATION	$100.00	$100
17.96.020	ANIMAL OFFENSIVE OR ENDANGER TO NEIGHBORS	$100.00	$100
17.96.020B	NUMBER OF ANIMALS ALLOWED IN SINGLE-FAMILY DWELLING	$100.00	$100
17.96.020B	NUMBER OF ANIMALS ALLOWED IN APARTMENT OR MOBILE HOME	$100.00	$100
17.96.020C	CHICKENS KEPT IN NON-PERMITTED SPACE	$100.00	$100
17.96.020D	HONEYBEES KEPT IN NON-PERMITTED SPACE	$100.00	$100
17.96.020E	PROHIBITED ANIMAL(S)	$100.00	$100
			$100
			$200
			$500
17.98.080	WIRELESS COMMUNICATION FACILITIES ARE PROHIBITED WITHIN 500 FEET OF SPECIFIED ZONING DISTRICTS (FAMILY RESIDENCE, SCHOOLS, PARKS AND OPEN SPACE, PUBLIC FACILITIES, ETC.) AND WITHIN 3,000 FEET OF COASTLINE	$250.00	$250
17.104.040	DISH ANTENNAE PROHIBITED	$80.00	$100
			$250
17.124.020	FAILURE TO OBTAIN CONDITIONAL USE PERMIT	$100.00	$100

FY 2025-26 Bail Schedule

June 26, 2025



Background

Update ensures alignment with **Capitola Municipal Code**

Ensures accuracy for:

- **Capitola Police Department**
- **Santa Cruz County Court database**

State law requires **public hearing** for fee changes

Purpose of Update

Streamline	Streamline Bail Schedule
Introduce	Introduce four-tier penalty system
Improve	Improve clarity and accessibility
Maintain	Maintain consistency with regional agencies

Key Changes

Most violations grouped into **four penalty tiers**

Fines specified in **Capitola Municipal Code** listed individually

Parking fines increased from $36 to $65 (State law compliant)

Base bail = amount collected by City (Court adds additional fees)

Legal & Fiscal Compliance

Fines based on:

- **Cost of service delivery**
- **Eighth Amendment compliance**
- Alignment with **regional standards**

No immediate fiscal impact

Fee revenue review at **mid-year budget**

Recommended Action

Conduct	Conduct duly noticed public hearing
Adopt	Adopt resolution to: • Repeal Resolution No. 4233.1 • Approve FY 2025–26 Bail Schedule

Capitola City Council

Agenda Report

Meeting: June 26, 2025

From: Finance Department

Subject: FY 2025-26 City Fee Schedule

Recommended Action: Conduct the duly noticed public hearing on the proposed changes to the City's Fee Schedule and adopt a resolution approving the Fiscal Year 2025-26 Fee Schedule.

Background: The annual budget process includes a review of the City's Fee Schedule. Capitola's current fee schedule is based on the comprehensive fee study adopted on November 14, 2024. The consultant recommended the City review the fee schedule annually based on the actual cost of delivering certain services, adjusting rates to match inflation and salary increases. In prior years, the City has only accounted for inflation using the annual Consumer Price Index (CPI) to determine fee increases.

State law requires the City to conduct a public hearing where testimony can be taken before any fees are added or existing fees are altered.

Discussion: Staff recommends increasing fees using a combination of the 2024 annual CPI (2.67%) and salary adjustments resulting from voter approval of Measure Y. The salary adjustments include the employee market rate adjustments adopted on December 22, 2024, and the upcoming cost-of-living adjustments (COLAs) effective July 1, 2025.

Attachment 2 (Fee Schedule Comparison) shows current fees adjusted by CPI only, fees adjusted using the 'full cost' less any subsidy percentage established in the 2024 User Fee Study report, and the variance between current fees and proposed fees.

Fiscal Impact: None at this time, staff will be evaluating fee revenue during the mid-year budget review and will recommend budget amendments, if any, at that time.

Attachments:

1. Resolution (with Recommended FY 2025-26 Fee Schedule attached as Exhibit A)
2. Fee Schedule Comparison

Report Prepared By: Leda Laidlaw-Hunter, Accountant II

Reviewed By: Julia Gautho, City Clerk; Jim Malberg, Finance Director; Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA AMENDING THE CITY'S FEE SCHEDULE AND APPROVING THE FISCAL YEAR 2025-26 FEE SCHEDULE

WHEREAS, Government Code Sections 65104, 65909.5, and 66014 allow the City of Capitola to establish fees to offset the City's costs in processing permits, licenses, subdivision maps and entitlements, and other services; **and**

WHEREAS, the City provides certain services to its residents and those doing business in the City; and

WHEREAS, the City Council adopted Resolution 4402 on November 14, 2024, amending the City Fee Schedule in accordance with the comprehensive fee study also presented to City Council on November 14, 2024; and

WHEREAS, such fees must be adjusted from time to time to reflect the true costs of such services; and

WHEREAS, the City will analyze the fee schedule on a yearly basis to ensure hour estimates and staff costs are reasonable; and

WHEREAS, City staff has researched and analyzed the cost of services provided by the City and determined the appropriateness of these adjusted rates relative to the cost of providing services; and

WHEREAS, all flat fees, with the exception of those established by law, may be adjusted annually by the Consumer Price Index (CPI) for the San Francisco, Oakland, San Jose area; and

WHEREAS, the fees comply with Article XIII-C of the California Constitution because they are either (1) charges imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged; or (2) charges imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which do not exceed the City's reasonable costs of providing the service or product; or (3) charges imposed for the reasonable regulatory costs to the City for issuing licenses and permits, performing investigations, inspections, and audits, and administrative enforcement and adjudication thereof; and

WHEREAS, the fees are set in amounts that are no more than necessary to cover the reasonable costs of the City's activities that are funded by the fees, and the amounts bear a fair and reasonable relationship to the payor's burdens on, or benefits received from, the City; and

WHEREAS, to better achieve the City's cost recovery goals, the City Council deems it advisable and in the best interests of the City to adopt and update certain fees, included in the City's Master Fee Schedule; and

WHEREAS, pursuant to Government Code section 66018 the enactment or increase in any fees to be charged for services must be adopted by the City Council by ordinance or resolution, after providing notice and holding a public hearing; and

WHEREAS, pursuant to Government Code section 66019, the data required to be made available to the public prior to increasing the amount of the fees by this resolution was made available for public review at least ten (10) days prior to the date of this meeting; and

WHEREAS, notice of a public hearing on the new and increased user fees was published in accordance with Government Code sections 66018 and 6062a; and

WHEREAS, the City Council of the City of Capitola has held a duly noticed public hearing on June 26, 2025, to consider amending existing fees charged for various City services; and

WHEREAS, pursuant to Government Code sections 66016, 66017 and 66019, fees imposed on a development project that apply to the filing, accepting, reviewing, approving, or issuing of an application, permit, or entitlement to use shall not take effect until at least sixty (60) days have passed since the final action on the adoption or increase of the fee.

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

1. Hereby finds, with respect to the fees listed in Exhibit A, that there is a reasonable relationship between the amount of the fee and the estimated reasonable cost of providing the type of service for which the fee is imposed; the allocation of the cost to each fee payor bears a fair and reasonable relationship to the fee payor's burdens on, and the benefits received from, the City; and the fees do not exceed the reasonable cost of providing the service for which the fee is charged;

2. Hereby adopts and authorizes such fees as listed in Exhibit A. Any fees and charges previously adopted by resolution and not being modified in Exhibit A are incorporated for ease of reference only and without modifying or amending such fees or the underlying approvals in any manner;

3. Hereby approves the updated Master Fee Schedule, which will become effective July 1, 2025, except for fees imposed on a development project that apply to the filing, accepting, reviewing, approving, or issuing of an application, permit, or entitlement to use, which will become effective August 26, 2025, 60 days after the adoption of this resolution.

4. Hereby authorizes and directs the City Manager or their designee to take all actions necessary and proper to implement this resolution.

I HEREBY CERTIFY that the above and foregoing Resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 26th day of June, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

Joe Clarke, Mayor

ATTEST:

Julia Gautho, City Clerk

MISCELLANEOUS FEES

#	Description	RECOMMENDED FEE SCHEDULE 2025-26
1	Appeal Fee Appeals to City Council (CMC 2.52)	$609
2	Capitola Municipal Code	$0.15 / page
3	Capitola Municipal Code Supplement Service (Per year)	$0
4	Copies:	
5	1-5 copies	$0
6	6 or more copies (per copy)	$0.25 / page
7	Gov't Code § 81008 (Political Reform Act) statements/reports (Per copy)	$0.10 / page
8	Simple film permit	$70
9	Major film permit	$775
10	Returned Check Fee	$35
11	Business License Overpayment Refund Fee (resolution 3532, ord 871)	$0
12	Business License Late Payment Penalty Admin. Fee	$25
13	Business License Application Fee (Reso. 3532)	$25
14	Business License - Disability Access and Education Fee (State)	$4
15	Temporary, Publicly Attended Activities, Application Fee (Municipal Code § 9.36.040)	$34
16	Public Art (Total Building Valuation $250,000 or more) (Municipal Code Chapter 2.58)	2% of TBV or 1% in lieu to City
17	Notice of Intent to Circulate Initiative Petition (Elections Code § 9103(b))	$200
18	Outdoor Dining Rental Fees	
19	Parking Spaces (annually for each space or partial space)	$3,622
20	Sidewalks and non-parking spaces (annually per square foot)	$19
21	Outdoor Dining Maintenance Deposit	
22	Sidwalks and non-parking spaces	$500.00
23	1-2 parking spaces	$1,000.00
24	3-5 parking spaces	$1,500.00
25	Notary Service Fees (State Code)	
26	Acknowledgment or proof of a deed, or other instrument, to include the seal and writing of the certificate	$15.00 / per signature
27	Administering an oath or affirmation to one person and executing the jurat, including the seal	$15.00 / per signature
28	Credit Card Transaction Fee	$0
29	Passport Acceptance Fee	$35
30	Marriage License	$36
31	Marriage Ceremony	$120
32	Marriage Ceremony - Witness Fee	$30

PUBLIC WORKS DEPARTMENT FEES

#	Description	RECOMMENDED FEE SCHEDULE 2025-26
1	Encroachment Permits	
2	Application Fee	$146
3	Traffic Control Plan Review - Local Street	$72
4	Traffic Control Plan Review - Collector Street	$349
5	Traffic Control Plan Review - Arterial Street	$524
6	Inspection - Local Street	$72
7	Inspection - Collector Street	$194
8	Inspection - Arterial Street	$292
9	Revocable Encroachment Permit Application- Outdoor Dining	$1,405
10	Temporary (includes materials storage within right-of-way road and sidewalk closures	$24
11	Village Sidewalk Sign Encroachment Permit	$238
12	Construction Parking Permit - Village	$28
13	Construction Parking Permit - City Lot	$14
14	Construction Parking Permit - Neighborhood	$29
15	Blanket Permits (repair and maintenance of existing facilitiesm encompassing up to 20 utility instances per year)	$3,305
16	Revocable Encroachment for Private Improvements	
17	Applications for Minor Revocable Encroachment	$493
18	Applications for Major Revocable Encroachment	$1,584
19	SPECIAL TRANSPORTATION PERMIT – OVERSIZE LOAD - Single	$16
20	SPECIAL TRANSPORTATION PERMIT – OVERSIZE LOAD - Single	$92
21	New Memorial Bench	$2,711
22	Replacement Memorial Bench	$2,646
23	Memorial Plaque	$660
24	Replacement Plaque	$463
25	Overhead Banner (ourtisde of special event)	$166
26	Stormwater Development Review Fee	
27	Application Fee	$143
28	Large Project Plan Review Deposit	
29	Tier 1	$357
30	Tier 2	$713
31	Tier 3 & 4	$713
32	Research Fee - 1/2 hour minimum charge	Cost
33	Information Technology Fee (Resolution No. 3786 adopted 11/12/09)	5% of Permit Fee
34	Final Parcel Map	$4,458
35	Final Tract Map	$6,354
36	Certificate of Compliance & Lot Merger	$2,605
37	Boundary Line Adjustment	$2,605
38	Separate Instrument Dedication Fee	$3,021
39	Abandon Excess Public Right-of-Way & Public Easement	$3,021
40	Improvement Plan Review	
41	Design Permits - Residential Single Family	$232
42	Design Permits - Residential Multi-Family/Commercial	$1,005
43	Building Permits - Residential Single Family	$394
44	Building Permits - Residential Multi-Family/Commercial	$1,024

POLICE DEPARTMENT FEES

#	Description	SCHEDULE 2025-26
1	Special Event Permit	$420
2	Recurring Special Event Permit - Major	$705
3	New Major Special Event Permit	$2,089
4	Neighborhood Special Event/Block Party	$208
5	Special Event Pacific Cove Parking Lot Space Use Rates (upper lot max 232 parking spaces, lower lot max 226 parking spaces)	
6	Parking space rate per day	$12 / space
7	Parking space rate per day (nonprofit)	$7.20 / space
8	Special Event Village Closure Rates (max of 191 parking spaces at $24 per space per day)	
9	Closure of Village for Special Event -full day	$4,584
10	Closure of Village for Special Event -half day	$2,292
11	Closure of Village for Special Event -full day (nonprofit)	$2,750
12	Closure of Village for Special Event -half day (nonprofit)	$1,375
13	Amplified Sound Permit (Municipal Code 9.12.040)	$87
14	Bandstand Rental Fee	$253 / 4 hrs or $506 / all day deposit $1,500
15	Single Entertainment Permit	$208
16	Minor Entertainment Permit	$208
17	Regular Entertainment Permit	$743
18	Bingo Permit	$87
19	DUI Cost Recovery Fee (Res. 3533)	Not to exceed $12,000
20	Copies of reports: Crime Reports, Special Reports, etc. (Regardless of number of pages)	$0.25 / page
21	Copies of: Citations, Code sections, Ordinances, etc.	$0.25 / page
22	Postage (for copies of reports, citations, code sections, etc, if over 15 pages)	Current Postal Rate
23	Photographs	$27
24	Video Tapes, Flash Drive, CD/DVD Production	$68
25	Firearm Dealer License - City Application	$86
26	Local Firearm dealers (set by state)	
27	New application	set by state
28	Renewal	set by state
29	Second Dealers License (set by state)	
30	Application	set by state
31	Renewal	set by state
32	Taxi Fee per application	set by state
33	Tobacco retail license	$348
34	Cannabis Annual License Fee	$2,846
35	Retail Cannabis Application Fee	$1,971
36	Civil Subpoena (per case) (set by state)	set by state
37	Parking Permits (separate action by the Council)	
38	Neighborhoods per year	$25
39	Village Preferential Permit	$50
40	Village Preferential Permit - Hotels/Motels	$365
41	Village Employer/Employee Permit	$50
42	Morning Village Parking Permit	$55
43	Electric Vehicle Charging Fee	$2
44	Carrying a Concealed Weapon (CCW) Permit - City Application	$157
45	Concealed Weapon Permits (set by state)	
46	*Application*	
47	Standard	$0
48	Judicial	$0
49	Employment	$0
50	*Renewal*	
51	Standard	$0
52	Judicial	$0
53	Employment	$0
54	*Firearm Surrender Fees (set by state law)*	
55	1-5 guns	$0
56	6+guns	$0
57	Administrative fee to release Impounded / Stored Vehicle	$146
58	Surf School Permit Fee	$610
59	Parking Permit Replacement (Lost/Stolen)	$16
60	Boot Removal	$118
61	Tow Hearing	$151

PLANNING FEES

Description	RECOMMENDED FEE SCHEDULE 2025-26
Administration/Documents	
Continuance Request - Applicant (2+)	$167
Staff Billing Rate	Cost
Appeals-by Applicant	Cost
Appeals- by City Officials	$0
Appeals- by Other	$1,157
Coastal Development Permit Appeal	$0
Appeals -Building/Zoning Code Violations	$1,157
Records Search/Research/Special Report	Cost
Administrative Permits	
Tree Remova l- Staff Review	$167
Tree Removal -- 3 or more trees on a property	$334
Tree Installation Deposit (Refundable)	$514
Tree replacement in-lieu fee (if available)	$617
Tree removal w/ PC approval	$1,320
Commercial Sidewalk/Parking Lot Sale Permit	$174
Tenant Use Permit (MCUP)--Staff approval	$174
Transient Rental Occupancy Use Permit	$348
Home Occupation Use Permit	$174
Fence Permit- Staff approval	$87
Fence Permit- PC approval	$1,465
Sidewalk vendor permit	$174
Temporary Use Administrative Permit	$174
Sign Permits	
Temporary Signs and Banner Permits	$44
Signs permit - Staff Review	$174
Signs permit - PC Review	$713
Master Sign Program	Cost; $3,000 min deposit
Village Sidewalk Sign Permit	$84
Design Permits	
Residential Single Family/Minor Design Permit - Staff Review	$994
Residential Single Family - PC Review	$3,303
Residential Multi-Family - PC Review	$5,138
Commercial - PC Review	$4,110
Accessory Dwelling Unit- Staff Review	$482
Accessory Dwelling Unit- PC Review	$1,621
Residential Multi-Family/Minor Design Permit - Staff Review	$2,055
Commercial Minor Design Permit	$2,055
Historic In-Kind Replacement Design Permit	$346
Sidewalk & Street Dining Design Permit	$1,164
Use Permits	
Master Conditional Use Permit	Cost; $3,500 min. deposit
Conditional Use Permit/Minor Use Permit - Staff Review (No fee for childcare facilities)	$994
Conditional Use Permit - PC approval	Cost; $3,500 min. deposit
Temporary Use Permit	$119
Subdivisions	
Tentative Parcel Map (Minor Subdivision)	Cost; $3,500 min. deposit
Tentative Map (Major Subdivision)	Cost; $5,000 min. deposit
Revised Map	$2,055
Time Extension	$2,055
Subdivision Modification	$2,055
Plan Amendments	
General Plan Amendment	Cost; $5,000 min. deposit
Local Coastal Plan Amendment	Cost; $5,000 min. deposit
Rezone	Cost; $5,000 min. deposit
Planned Development Rezone	Cost; $3,500 min. deposit

Other Discretionary Permits	
Variance	$1,400
PC review of minor modifications	$975
Coastal Development Permit	$737
Coastal Permit Exclusion	$737
Mobile home Park Change of Use or Closure	$5,138
Development Agreement	$10,276
Developer agreement annual review	$2,569
Specific Plan	$5,138
Permit Time Extension -Staff Review	$425
Permit Time Extension - PC Review	$1,213
Permit Amendment (any permit)	50% of original cost
Annexation	Costs+ overhead / $5,000 min. de
Environmental Review	
Negative Declaration (and Mitigated ND)	Cost; $5,000 min deposit
EIR Processing	Cost; + 21% of consultant; $10,0
Mitigation/Condition Monitoring Program	Cost + 21%
NEPA Compliance	Cost + 21%
Other Permits/Fees	
Conceptual Review Fee- PC	$3,014
Conceptual Review Fee- PC and CC	$4,126
Technical Study Preparation and Review	Cost + 21%
NOTE: Third party review costs to be required as necessary	Cost + 21%
Code Compliance	Double Application Fees
Code Compliance confiscated property recovery fee	$238
Research Fee - 1/2 hour minimum charge	Cost
Pre-Application Review	$174
Building Plan Check & Final Inspection	20% of Building Permit Fee
Major Development Project Fee	Cost; $5,000 min. deposit
Historical significance determination	Cost + 21%
Inclusionary Housing	
Inclusionary Housing - Unit Sale	$765
Inclusionary Housing - Unit Refinance	$765
Other Fees and Assessments	
General Plan Maintenance Fee	0.75%
Information Technology Fee (Resolution No. 3786 adopted 11/12/09)	5.0%
Green Building Educational Resource Fund Fee (Municipal Code 17.10.080)	Fee equals .0025 times the overall building permit valuation of the project.
Affordable Housing In-Lieu Fees	
For Sale Housing Developments of two to six units (Municipal Code Chapter 18.02) :	
All Units	$25 per sq. ft.
For Sale Housing Developments of Seven or more units	
#Units: 7 #Units Built 1	$0.00
#Units: 8-13 #Units Built 1	Total # units minus 7 @ $25 per a
#Units: 14 #Units Built 2	$0.00
#Units: 15-20 #Units Built 2	Total # units minus 14 @ $25 per
#Units: 21 #Units Built 3	$0.00
#Units: 22-27 #Units Built 3	Total # units minus 21 @ $25 per
#Units: 28 #Units Built 4	$0.00
Rental Multi-Family	$6 per sq. ft.
Affordable Housing Impact Fees	
For Sale Housing Developments of Six or Less Units: New housing units that are constructed to replace housing units that were demolished less than two years before the project developer applied for a permit to construct the housing development project are exempt	$25 per square foot
Rental Multi-Family	$6 per square foot

Additional to Housing Units of 50% or more (charged to additional square footage only)	$2.50 per square foot

NOTES:

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

#	BUILDING FEES	
1		
2		RECOMMENDED FEE SCHEDULE
3	Description	2025-26
4		
5	The cost of a “building permit”shall be the amounts shown in Table 1-A. A “building permit” is defined as a permit for a scope of construction work regulated solely by a single model code. The model codes are the building code, the plumbing code, the mechanical code and the electrical code.	
6		
7	Total Valuation	
8	$1.00 to $500.00	$30.37
9	$501.00 to $2,000.00	$30.37 for the first $500.00 plus $3.94 for each additional $100.00 or fraction thereof.
10	$2,001.00 to $25,000.00	$89.40 for the first $500.00 plus $18.08 for each additional $100.00 or fraction thereof.
11	$25,001.00 to $50,000.00	$505.14 for the first $500.00 plus $13.04 for each additional $100.00 or fraction thereof.
12	$50,001.00 to $100,000.00	$831.14 for the first $500.00 plus $9.05 for each additional $100.00 or fraction thereof.
13	$100,001.00 to $500,000.00	$1,283.80 for the first $500.00 plus $7.24 for each additional $100.00 or fraction thereof.
14	$500,001.00 to $1,000,000.00	$4,181.63 for the first $500.00 plus $6.13 for each additional $100.00 or fraction thereof.
15	$1,000,001.00 and up	$7,249.02 for the first $500.00 plus $3.32 for each additional $100.00 or fraction thereof.
16	Building Permit Reinstatement Fee	50% of the original, singular building permit fee or combo building permit fee, whichever is applicable to the permit being reinstated
17	Stop Work Order Fee	2x the singular building permit fee
18	Greywater System Permit	$0.00
19	Home battery permit (usually with solar)	$0.00
20		
21	a. Level I (120 volts)	$0.00
22	b. Level II (208-240 volts)	$0.00
23	c. Level III (480 volts)	$0.00
24	Solar P.V. System	$439
25	Solar P.V. System (Commercial Sale/Distribution)	$439
26	Solar Hot Water Heater	$0.00
27	Research Fee - 1/2 hour minimum charge	Cost
28	Information Technology Fee (Resolution No. 3786 adopted 11/12/09)	5.0%
29	Temporary Trailer/Mobile Home Occupancy Permit	$324
30	Structural Review of Engineered Plans	Cost +21%
31	Outside Consultant Plan Review	Cost +21%
32	**Grading Plan Review Fees**	
33	50 cubic yard or less	$362
34	51 to 100 cubic yard	$362
35	101 to 1,000 cubic yards	Cost +21%
36	1,001 to 10,000 cubic yards	Cost +21%
37	10,001 to 100,000 cubic yards	$446.72 for first 10,000 plus $253.33 for each additional 10,000 cubic yards
38	100,001 to 200,000 cubic yards	$2,726.77 for first 10,000 plus $133.33 for each additional 10,000 cubic yards
39	200,001 cubic yards or more	$5,260.15 for first 10,000 plus $73.03 for each additional 10,000 cubic yards
40	**Grading Permit Fees**	
41	50 cubic yard or less	$0.00
42	51 to 100 cubic yard	$0.00
43	101 to 1,000 cubic yards	$194.23 for first 100 plus $28.05 for each additional 100 cubic yards
44	1,001 to 10,000 cubic yards	$446.72 for first 100 plus $7.50 for each additional 100 cubic yards
45	10,001 to 100,000 cubic yards	$514.27 for first 100 plus $253.33 for each additional 100 cubic yards
46	100,001 to 200,000 cubic yards	$2,794.32 for first 100 plus $140.09 for each additional 100 cubic yards

PARKS AND RECREATION FEES

Description	2025-26 Proposed Fee Schedule
All fees are evaluated annually to determine if they are competitive with other recreation programs in Santa Cruz County	
Classes	
Activity Fee (Instructor receives 65% of this fee, Department retains 35%)	
Registration Fee - Resident - Department retains this fee	$20
Drop-in and Workshop Registration Fee - Department retains this fee	$10
Online Class Registration fee-Department retains this fee	5.5% of Activity Fee
Non-Resident Fee: in addition to Registration Fee - Department retains this fee	$20
Drop-in Activity Fee	Prorated cost of Session Activity Fee
Senior Discount	10% of Activity Fee
Change is registration/reservation	$25
Negotiated Instructor of Private Tennis Lessons Activity Fee (Instructor receives 75% of this fee, Department retains 25%)	
Sports	
League Fees	$645/team
League fees will change depending upon number and type of leagues offered, number of games per league, number of officials, amount of equipment needed, field/site prep and maintenance, and whether or not playoffs & awards are offered. Fees are calculated based on direct costs + 30% admin fee.	
After School	
Resident/non resident	$5.75 / $6.50
Registration/Change Fee - Resident - Department retains this fee	$30
Late Pick-Up Fee	$1
Parent's Night Out	$25 / $31
Junior Guards	
Resident/non resident	$311 / $389
U-19 resident/non resident	$195
Registration/Change Fee - Resident - Department retains this fee	$30
Late Pick-Up Fee	$1
Regionals	$115
Camp Capitola	
*Daily rate used only to calculate program fee	$34 / $42
All day 2 week session, resident/non resident	$336 / $420
1/2 day 2-week session, resident/non resident	$170 / $210
All day 1 week session, resident/non resident	$170 / $210
All day 1 week teen session, resident/non resident	$303 / $378
Junior Leader program	$72
Registration/Change Fee - Resident - Department retains this fee	$30
Late Pick-Up Fee	$1
Extended Care--daily add on, resident/non resident	$12
AM Extended Care--per 2 week session resident/non resident or AM & PM for 1 week long session	$58
PM Extended Care--per 2 week session resident/non resident	$58
Transportation/Lunch Break fee	$63
Family Camp	
3 night family camp Adult (13+) / Child (3-12)	$358 / $244
Rapid Weddings	
Event Fee per registration	$400
plus civil ceremony fees found in Admin Fee section	Cost
Facility Rentals	
Field and Courts hourly rental; non profit youth groups/other non profit & Cap residents/all others	$15/ $29 / $38
Jade Street Community Center	
Rooms A&B hourly rent	$48
Room C hourly rent	$66
Patio hourly rent	$10
Kitchen hourly rent	$24
Entire Center hourly rent	$173
Non profit discount of Jade Street Facility rents	25%
Community Center Deposit	
1 to 50 people	$110
51 to 150 people	$276
151 to 250 people	$554
Lost key fee	$27

	Event Fees
Event vendor fee	$111
Merchandise Fee	Cost + 50% administration fee
Plein Air Art Exhibition service fee	30% retained by City, 70% paid to Artist
Plein Air Artist Application Fee	$50
Staffing required to prepare for or supervise recreation activities	Cost
Park Rental Fees	
Park Space Reservation (hourly)	$10
Barbeque permit	$10
Bounce House / Powered Equipment permit	$60
Temporary Structures (more than 100 sq ft) permit	$60
Notes: Resident include Soquel Union Elementary School District	
Costs mean staff costs adjusted for benefits, department overhead, and City overhead as calculated by the City Manager. Costs can also mean direct cost of a consultant. When consultant costs are included 21% of such costs will be charged to cover staff time for contract management. Staff costs do not accrue during an appeal unless appeal is made by applicant.	
Deposits are stated as minimums. Actual deposits depend on the evaluation by staff of an individual project or application. The City Manager may lower minimum deposits if the application or project justifies a lower deposit. When an application involves multiple minimum fees the highest minimum fee applies.	
~~**Art & Cultural**~~	
~~Art at the Beach Artist Booth Fee~~	

HISTORICAL MUSEUM FEES

		CPI increase 2.76%
#	Description	2025-26 Proposed Fee Schedule
1	Research Fee - 1/2 hour minimum charge	Cost
2	Print of an electronically available Photograph in Collection	$8
3	Digital Copies of Collection Items	$23
4	Scan High Resolution Tiff File of any collection item for a customer	$27

MISCELLANEOUS FEES

#	Description	2024-25 Approved Fee Schedule	CPI increase 2.76%	Market Adj Cost	SCHEDULE 2025-26	COMP TO CURRENT
1	Appeal Fee Appeals to City Council (CMC 2.52)	$593.00	$609	N/A	$609	$16
2	Capitola Municipal Code	$0.15	$0.15 / page	N/A	$0.15 / page	$0
3	Capitola Municipal Code Supplement Service (Per year)	$0.00	$0	N/A	$0	$0
4	Copies:					
5	1-5 copies	$0.00	$0	N/A	$0	$0
6	6 or more copies (per copy)	$0.25	$0.25 / page	N/A	$0.25 / page	$0
7	Gov't Code § 81008 (Political Reform Act) statements/reports (Per copy)	$0.10	$0.10 / page	N/A	$0.10 / page	$0
8	Simple film permit	$58.00	$60	$70	$70	$12
9	Major film permit	$682.00	$701	$775	$775	$93
10	Returned Check Fee	$25 first check, $35 after	$35	N/A	$35	$10
11	Business License Overpayment Refund Fee (resolution 3532, ord 871)	$0.00	$0	N/A	$0	$0
12	Business License Late Payment Penalty Admin. Fee	$25.00	$25	N/A	$25	$0
13	Business License Application Fee (Reso. 3532)	$25.00	$25	N/A	$25	$0
14	Business License - Disability Access and Education Fee (State)	$4.00	$4	N/A	$4	$0
15	Temporary, Publicly Attended Activities, Application Fee (Municipal Code § 9.36.040)	$34.00	$34	N/A	$34	$0
16	Public Art (Total Building Valuation $250,000 or more) (Municipal Code Chapter 2.58)	2% of TBV or 1% in lieu to City	2% of TBV or 1% in lieu to City	N/A	2% of TBV or 1% in lieu to City	$0
17	Notice of Intent to Circulate Initiative Petition (Elections Code § 9103(b))	$200.00	$200	N/A	$200	$0
18	Outdoor Dining Rental Fees					
19	Parking Spaces (annually for each space or partial space)	$3,524.78	$3,622	N/A	$3,622	$97
20	Sidewalks and non-parking spaces (annually per square foot)	$18.66	$19	N/A	$19	$0
21	Outdoor Dining Maintenance Deposit					
22	Sidwalks and non-parking spaces	$500.00	$500.00	N/A	$500.00	$0
23	1-2 parking spaces	$1,000.00	$1,000.00	N/A	$1,000.00	$0
24	3-5 parking spaces	$1,500.00	$1,500.00	N/A	$1,500.00	$0
25	Notary Service Fees (State Code)					
26	Acknowledgment or proof of a deed, or other instrument, to include the seal and writing of the certificate	$15.00	$15.00 / per signature	N/A	$15.00 / per signature	$0
27	Administering an oath or affirmation to one person and executing the jurat, including the seal	$15.00	$15.00 / per signature	N/A	$15.00 / per signature	$0
28	Credit Card Transaction Fee	3%	$0	N/A	$0	$0
29	Passport Acceptance Fee	$35.00	$35	N/A	$35	$0
30	Marriage License	$35.00	$36	$36	$36	$1
31	Marriage Ceremony	$100.00	$103	$120	$120	$20
32	Marriage Ceremony - Witness Fee	$25.00	$26	$30	$30	$5

PUBLIC WORKS DEPARTMENT FEES

#	Description	2024-25 Approved Fee Schedule	CPI increase 2.76% 2025-26 Proposed Fee Schedule	Market Adjustm Adj Cost	RECOMMENDED FEE SCHEDULE 2025-26	COMP TO CURRENT
1	Encroachment Permits					
2	Application Fee	$127.00	$131	$146	$146	$19
3	Traffic Control Plan Review - Local Street	$63.00	$65	$72	$72	$9
4	Traffic Control Plan Review - Collector Street	$302.00	$310	$349	$349	$47
5	Traffic Control Plan Review - Arterial Street	$453.00	$466	$524	$524	$71
6	Inspection - Local Street	$63.00	$65	$72	$72	$9
7	Inspection - Collector Street	$169.00	$174	$194	$194	$25
8	Inspection - Arterial Street	$254.00	$261	$292	$292	$38
9	Revocable Encroachment Permit Application- Outdoor Dining	$1,203.00	$1,236	$1,405	$1,405	$202
10	Temporary (includes materials storage within right-of-way road and sidewalk closures	$21.00	$22	$24	$24	$3
11	Village Sidewalk Sign Encroachment Permit	$206.00	$212	$238	$238	$32
12	Construction Parking Permit - Village	$24.00	$25	$28	$28	$4
13	Construction Parking Permit - City Lot	$12.00	$12	$14	$14	$2
14	Construction Parking Permit - Neighborhood	$25.00	$26	$29	$29	$4
15	Blanket Permits (repair and maintenance of existing facilitiesm encompassing up to 20 utility instances per year)	$2,880.00	$2,959	$3,305	$3,305	$425
16	Revocable Encroachment for Private Improvements					
17	Applications for Minor Revocable Encroachment	$422.00	$434	$493	$493	$71
18	Applications for Major Revocable Encroachment	$1,348.00	$1,385	$1,584	$1,584	$236
19	SPECIAL TRANSPORTATION PERMIT – OVERSIZE LOAD - Single	$16.00	$16	N/A	$16	$0
20	SPECIAL TRANSPORTATION PERMIT – OVERSIZE LOAD - Single	$90.00	$92	N/A	$92	$2
21	New Memorial Bench	$2,560.00	$2,631	$2,711	$2,711	$151
22	Replacement Memorial Bench	$2,509.00	$2,578	$2,646	$2,646	$137
23	Memorial Plaque	$598.00	$615	$660	$660	$62
24	Replacement Plaque	$429.00	$441	$463	$463	$34
25	Overhead Banner (ourtisde of special event)	$144.00	$148	$166	$166	$22
26	Stormwater Development Review Fee					
27	Application Fee	$122.00	$125	$143	$143	$21
28	Large Project Plan Review Deposit					
29	Tier 1	$306.00	$314	$357	$357	$51
30	Tier 2	$612.00	$629	$713	$713	$101
31	Tier 3 & 4	$612.00	$629	$713	$713	$101
32	Research Fee - 1/2 hour minimum charge	Cost	Cost	N/A	Cost	$0
33	Information Technology Fee (Resolution No. 3786 adopted 11/12/09)	5% of Permit Fee	5% of Permit Fee	N/A	5% of Permit Fee	$0
34	Final Parcel Map	$4,143.00	$4,257	$4,458	$4,458	$315
35	Final Tract Map	$5,735.00	$5,893	$6,354	$6,354	$619
36	Certificate of Compliance & Lot Merger	$2,362.00	$2,427	$2,605	$2,605	$243
37	Boundary Line Adjustment	$2,362.00	$2,427	$2,605	$2,605	$243
38	Separate Instrument Dedication Fee	$2,710.00	$2,785	$3,021	$3,021	$311
39	Abandon Excess Public Right-of-Way & Public Easement	$2,710.00	$2,785	$3,021	$3,021	$311
40	Improvement Plan Review					
41	Design Permits - Residential Single Family	$208.00	$214	$232	$232	$24
42	Design Permits - Residential Multi-Family/Commercial	$873.00	$897	$1,005	$1,005	$132
43	Building Permits - Residential Single Family	$347.00	$357	$394	$394	$47
44	Building Permits - Residential Multi-Family/Commercial	$894.00	$919	$1,024	$1,024	$130

POLICE DEPARTMENT FEES

#	Description	2024-25 Approved Fee Schedule	CIP increase 2.76% 2025-26 Proposed Fee Schedule	Market Adj Cost	SCHEDULE 2025-26	COMP TO CURRENT
1	Special Event Permit	$371.00	$381	$420	$420	$49
2	Recurring Special Event Permit - Major	$632.00	$649	$705	$705	$73
3	New Major Special Event Permit	$1,911.00	$1,964	$2,089	$2,089	$178
4	Neighborhood Special Event/Block Party	$195.00	$200	$208	$208	$13
5	Special Event Pacific Cove Parking Lot Space Use Rates (upper lot max 232 parking spaces, lower lot max 226 parking spaces)					
6	Parking space rate per day		$12 / space	N/A	$12 / space	$0
7	Parking space rate per day (nonprofit)		$7.20 / space	N/A	$7.20 / space	$0
8	Special Event Village Closure Rates (max of 191 parking spaces at $24 per space per day)					
9	Closure of Village for Special Event -full day	$4,584.00	$4,584	N/A	$4,584	$0
10	Closure of Village for Special Event -half day	$2,292.00	$2,292	N/A	$2,292	$0
11	Closure of Village for Special Event -full day (nonprofit)	$2,750.40	$2,750	N/A	$2,750	$0
12	Closure of Village for Special Event -half day (nonprofit)	$1,375.20	$1,375	N/A	$1,375	$0
13	Amplified Sound Permit (Municipal Code 9.12.040)	$83.00	$85	$87	$87	$4
14	Bandstand Rental Fee	$246 / 4 hrs or $492 / all day deposit $1,500	$253 / 4 hrs or $506 / all day deposit $1,500	$277	$253 / 4 hrs or $506 / all day deposit $1,500	$7/hr or $14/all day
15	Single Entertainment Permit	$195.00	$200	$208	$208	$13
16	Minor Entertainment Permit	$195.00	$200	$208	$208	$13
17	Regular Entertainment Permit	$688.00	$707	$743	$743	$55
18	Bingo Permit	$83.00	$85	$87	$87	$4
19	DUI Cost Recovery Fee (Res. 3533)	Not to exceed $12,000	Not to exceed $12,000	N/A	Not to exceed $12,000	$0
20	Copies of reports: Crime Reports, Special Reports, etc. (Regardless of number of pages)	$0.25	$0.25 / page	N/A	$0.25 / page	$0
21	Copies of: Citations, Code sections, Ordinances, etc.	$0.25	$0.25 / page	N/A	$0.25 / page	$0
22	Postage (for copies of reports, citations, code sections, etc, if over 15 pages)	Current Postal Rate	Current Postal Rate	N/A	Current Postal Rate	$0
23	Photographs	$25.00	$26	$27	$27	$2
24	Video Tapes, Flash Drive, CD/DVD Production	$67.00	$69	$68	$68	$1
25	Firearm Dealer License - City Application	$82.00	$84	$86	$86	$4
26	Local Firearm dealers (set by state)					
27	New application	set by state	set by state	N/A	set by state	$0
28	Renewal	set by state	set by state	N/A	set by state	$0
29	Second Dealers License (set by state)					
30	Application	set by state	set by state	N/A	set by state	$0
31	Renewal	set by state	set by state	N/A	set by state	$0
32	Taxi Fee per application	set by state	set by state	N/A	set by state	$0
33	Tobacco retail license	$316.00	$325	$348	$348	$32
34	Cannabis Annual License Fee	$2,738.00	$2,814	$2,846	$2,846	$108
35	Retail Cannabis Application Fee	$1,843.00	$1,894	$1,971	$1,971	$128
36	Civil Subpoena (per case) (set by state)	set by state	set by state	N/A	set by state	$0
37	Parking Permits (separate action by the Council)					
38	Neighborhoods per year	$25.00	$25	N/A	$25	$0
39	Village Preferential Permit	$50.00	$50	N/A	$50	$0
40	Village Preferential Permit - Hotels/Motels	$365.00	$365	N/A	$365	$0
41	Village Employer/Employee Permit	$50.00	$50	N/A	$50	$0
42	Morning Village Parking Permit	$55.00	$55	N/A	$55	$0
43	Electric Vehicle Charging Fee	$2.00	$2	N/A	$2	$0
44	Carrying a Concealed Weapon (CCW) Permit - City Application	$143.00	$147	$157	$157	$14
45	Concealed Weapon Permits (set by state)					
46	*Application*					
47	Standard	set by state	$0	N/A	$0	$0
48	Judicial	set by state	$0	N/A	$0	$0
49	Employment	set by state	$0	N/A	$0	v
50	*Renewal*					
51	Standard	set by state	$0	N/A	$0	$0
52	Judicial	set by state	$0	N/A	$0	$0
53	Employment	set by state	$0	N/A	$0	$0
54	*Firearm Surrender Fees (set by state law)*					
55	1-5 guns	set by state	$0	N/A	$0	$0
56	6+guns	set by state	$0	N/A	$0	$0
57	Administrative fee to release Impounded / Stored Vehicle	$135.00	$139	$146	$146	$11
58	Surf School Permit Fee	$594.00	$610	N/A	$610	$16
59	Parking Permit Replacement (Lost/Stolen)	$15.00	$15	$16	$16	$1
60	Boot Removal	$109.00	$112	$118	$118	$9
61	Tow Hearing	$143.00	$147	$151	$151	$8

PLANNING FEES

Description	2024-25 Approved Fee Schedule	CIP increase 2.76% 2025-26 Proposed Fee Schedule	Market Adjust Adj Cost	RECOMMENDED FEE SCHEDULE 2025-26	COMP TO CURRENT
Administration/Documents					
Continuance Request - Applicant (2+)	$150.00	$154	$167	$167	$17
Staff Billing Rate	Cost	Cost	N/A	Cost	$0
Appeals-by Applicant	Cost	Cost	N/A	Cost	$0
Appeals- by City Officials	$0.00	$0.00	$0	$0	$0
Appeals- by Other	$1,000.00	$1,028	$1,157	$1,157	$157
Coastal Development Permit Appeal	$0.00	$0.00	$0	$0	$0
Appeals -Building/Zoning Code Violations	$1,000.00	$1,028	$1,157	$1,157	$157
Records Search/Research/Special Report	Cost	Cost	N/A	Cost	$0
Administrative Permits					
Tree Remova l- Staff Review	$150.00	$154	$167	$167	$17
Tree Removal -- 3 or more trees on a property	$300.00	$308	$334	$334	$34
Tree Installation Deposit (Refundable)	$500.00	$514	N/A	$514	$14
Tree replacement in-lieu fee (if available)	$600.00	$617	N/A	$617	$17
Tree removal w/ PC approval	$1,150.00	$1,182	$1,320	$1,320	$170
Commercial Sidewalk/Parking Lot Sale Permit	$156.00	$160	$174	$174	$18
Tenant Use Permit (MCUP)--Staff approval	$156.00	$160	$174	$174	$18
Transient Rental Occupancy Use Permit	$312.00	$321	$348	$348	$36
Home Occupation Use Permit	$156.00	$160	$174	$174	$18
Fence Permit- Staff approval	$78.00	$80	$87	$87	$9
Fence Permit- PC approval	$1,300.00	$1,336	$1,465	$1,465	$165
Sidewalk vendor permit	$156.00	$160	$174	$174	$18
Temporary Use Administrative Permit	$156.00	$160	$174	$174	$18
Sign Permits					
Temporary Signs and Banner Permits	$39.00	$40	$44	$44	$5
Signs permit - Staff Review	$156.00	$160	$174	$174	$18
Signs permit - PC Review	$630.00	$647	$713	$713	$83
Master Sign Program	Cost; $3,000 min deposit	Cost; $3,000 min deposit	N/A	Cost; $3,000 min deposit	$0
Village Sidewalk Sign Permit	$75.00	$77	$84	$84	$9
Design Permits					
Residential Single Family/Minor Design Permit - Staff Review	$865.00	$889	$994	$994	$129
Residential Single Family - PC Review	$2,849.00	$2,928	$3,303	$3,303	$454
Residential Multi-Family - PC Review	$5,000.00	$5,138	N/A	$5,138	$138
Commercial - PC Review	$4,000.00	$4,110	N/A	$4,110	$110
Accessory Dwelling Unit- Staff Review	$420.00	$432	$482	$482	$62
Accessory Dwelling Unit- PC Review	$1,400.00	$1,439	$1,621	$1,621	$221
Residential Multi-Family/Minor Design Permit - Staff Review	$2,000.00	$2,055	N/A	$2,055	$55
Commercial Minor Design Permit	$2,000.00	$2,055	N/A	$2,055	$55
Historic In-Kind Replacement Design Permit	$300.00	$308	$346	$346	$46
Sidewalk & Street Dining Design Permit	$1,000.00	$1,028	$1,164	$1,164	$164
Use Permits					
Master Conditional Use Permit	Cost; $3,500 min. deposit	Cost; $3,500 min. deposit	N/A	Cost; $3,500 min. deposit	$0
Conditional Use Permit/Minor Use Permit - Staff Review (No fee for childcare facilities)	$865.00	$889	$994	$994	$129
Conditional Use Permit - PC approval	Cost; $3,500 min. deposit	Cost; $3,500 min. deposit	N/A	Cost; $3,500 min. deposit	$0
Temporary Use Permit	$103.00	$106	$119	$119	$16
Subdivisions					
Tentative Parcel Map (Minor Subdivision)	Cost; $3,500 min. deposit	Cost; $3,500 min. deposit	N/A	Cost; $3,500 min. deposit	$0
Tentative Map (Major Subdivision)	Cost; $5,000 min. deposit	Cost; $5,000 min. deposit	N/A	Cost; $5,000 min. deposit	$0
Revised Map	$2,000.00	$2,055	N/A	$2,055	$55
Time Extension	$2,000.00	$2,055	N/A	$2,055	$55
Subdivision Modification	$2,000.00	$2,055	N/A	$2,055	$55
Plan Amendments					
General Plan Amendment	Cost; $5,000 min. deposit	Cost; $5,000 min. deposit	N/A	Cost; $5,000 min. deposit	$0
Local Coastal Plan Amendment	Cost; $5,000 min. deposit	Cost; $5,000 min. deposit	N/A	Cost; $5,000 min. deposit	$0
Rezone	Cost; $5,000 min. deposit	Cost; $5,000 min. deposit	N/A	Cost; $5,000 min. deposit	$0
Planned Development Rezone	Cost; $3,500 min. deposit	Cost; $3,500 min. deposit	N/A	Cost; $3,500 min. deposit	$0
Other Discretionary Permits					
Variance	$1,199.00	$1,232	$1,400	$1,400	$201
PC review of minor modifications	$839.00	$862	$975	$975	$136
Coastal Development Permit	$633.00	$650	$737	$737	$104
Coastal Permit Exclusion	$633.00	$650	$737	$737	$104
Mobile home Park Change of Use or Closure	$5,000.00	$5,138	N/A	$5,138	$138
Development Agreement	$10,000.00	$10,276	N/A	$10,276	$276
Developer agreement annual review	$2,500.00	$2,569	N/A	$2,569	$69
Specific Plan	$5,000.00	$5,138	N/A	$5,138	$138
Permit Time Extension -Staff Review	$360.00	$370	$425	$425	$65
Permit Time Extension - PC Review	$1,045.00	$1,074	$1,213	$1,213	$168
Permit Amendment (any permit)	50% of original cost	50% of original cost	N/A	50% of original cost	$0
Annexation	Costs+ overhead / $5,000 min. deposit	Costs+ overhead / $5,000 m	N/A	Costs+ overhead / $5,000 min. de	$0
Environmental Review					
Negative Declaration (and Mitigated ND)	Cost; $5,000 min deposit	Cost; $5,000 min deposit	N/A	Cost; $5,000 min deposit	$0
EIR Processing	Cost; + 21% of consultant; $10,000 min deposit	Cost; + 21% of consultant; $	N/A	Cost; + 21% of consultant; $10,00	$0
Mitigation/Condition Monitoring Program	Cost + 21%	Cost + 21%	N/A	Cost + 21%	$0
NEPA Compliance	Cost + 21%	Cost + 21%	N/A	Cost + 21%	$0
Other Permits/Fees					
Conceptual Review Fee- PC	$2,591.00	$2,663	$3,014	$3,014	$423
Conceptual Review Fee- PC and CC	$3,533.00	$3,631	$4,126	$4,126	$593
Technical Study Preparation and Review	Cost + 21%	Cost + 21%	N/A	Cost + 21%	$0
NOTE: Third party review costs to be required as necessary	Cost + 21%	Cost + 21%	N/A	Cost + 21%	$0
Code Compliance	Double Application Fees	Double Application Fees	N/A	Double Application Fees	$0
Code Compliance confiscated property recovery fee	$206.13	$212	$238	$238	$32
Research Fee - 1/2 hour minimum charge	Cost	Cost	N/A	Cost	$0
Pre-Application Review	$156.01	$160	$174	$174	$18
Building Plan Check & Final Inspection	20% of Building Permit Fee	20% of Building Permit Fee	N/A	20% of Building Permit Fee	$0
Major Development Project Fee	Cost; $5,000 min. deposit	Cost; $5,000 min. deposit	N/A	Cost; $5,000 min. deposit	$0
Historical significance determination	Cost + 21%	Cost + 21%	N/A	Cost + 21%	$0
Inclusionary Housing					
Inclusionary Housing - Unit Sale	$675.00	$694	$765	$765	$90
Inclusionary Housing - Unit Refinance	$675.00	$694	$765	$765	$90
Other Fees and Assessments					
General Plan Maintenance Fee	0.75%	0.75%	$0	0.75%	$0
Information Technology Fee (Resolution No. 3786 adopted 11/12/09)	5.0%	5.0%	N/A	5.0%	$0
Green Building Educational Resource Fund Fee (Municipal Code 17.10.080)	Fee equals .0025 times the overall building permit valuation of the project.	Fee equals .0025 times the overall building permit valuation of the project.	N/A	Fee equals .0025 times the overall building permit valuation of the project.	$0
Affordable Housing In-Lieu Fees					
For Sale Housing Developments of two to six units (Municipal Code Chapter 18.02) :					
All Units	$25 per sq. ft.	$25 per sq. ft.	N/A	$25 per sq. ft.	$0
For Sale Housing Developments of Seven or more units					
#Units: 7 #Units Built 1	$0.00	$0.00	N/A	$0.00	$0

#Units: 8-13 #Units Built 1	Total # units minus 7 @ $25 per avg. sq. ft. per unit	Total # units minus 7 @ $25	N/A	Total # units minus 7 @ $25 per a	$0
#Units: 14 #Units Built 2	$0.00	$0.00	N/A	$0.00	$0
#Units: 15-20 #Units Built 2	Total # units minus 14 @ $25 per avg. sq. ft. per unit	Total # units minus 14 @ $2	N/A	Total # units minus 14 @ $25 per	$0
#Units: 21 #Units Built 3	$0.00	$0.00	N/A	$0.00	$0
#Units: 22-27 #Units Built 3	Total # units minus 21 @ $25 per avg. sq. ft. per unit	Total # units minus 21 @ $2	N/A	Total # units minus 21 @ $25 per	$0
#Units: 28 #Units Built 4	$0.00	$0.00	N/A	$0.00	$0
Rental Multi-Family	$6 per sq. ft.	$6 per sq. ft.	N/A	$6 per sq. ft.	$0
Affordable Housing Impact Fees					
For Sale Housing Developments of Six or Less Units: New housing units that are constructed to replace housing units that were demolished less than two years before the project developer applied for a permit to construct the housing development project are exempt	$25 per square foot	$25 per square foot	N/A	$25 per square foot	$0
Rental Multi-Family	$6 per square foot	$6 per square foot	N/A	$6 per square foot	$0
Additional to Housing Units of 50% or more (charged to additional square footage only)	$2.50 per square foot	$2.50 per square foot	N/A	$2.50 per square foot	$0

NOTES:

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

#	BUILDING FEES		RECOMMENDED FEE SCHEDULE	COMP TO CURRENT
1				
2				
3	**Description**	**2024-25 Adopted Fee Schedule**	**2025-26**	
4				
5	The cost of a "building permit"shall be the amounts shown in Table 1-A. A "building permit" is defined as a permit for a scope of construction work regulated solely by a single model code. The model codes are the building code, the plumbing code, the mechanical code and the electrical code.			$0
6				$0
7	Total Valuation			$0
8	$1.00 to $500.00	$29.55	$30.37	$0.82
9	$501.00 to $2,000.00	$29.55 for the first $500.00 plus $3.83 for each additional $100.00 or fraction thereof.	$30.37 for the first $500.00 plus $3.94 for each additional $100.00 or fraction thereof.	$0.82 (1st $500) & $0.11 additional
10	$2,001.00 to $25,000.00	$87.00 for the first $2,000.00 plus $17.59 for each additional $1000.00 or fraction thereof.	$89.40 for the first $500.00 plus $18.08 for each additional $100.00 or fraction thereof.	$2.40 (1st $500) & $0.49 additional
11	$25,001.00 to $50,000.00	$491.57 for the first $25,000.00 plus $12.69 for each additional $1,000.00 or fraction thereof.	$505.14 for the first $500.00 plus $13.04 for each additional $100.00 or fraction thereof.	$13.57 (1st $500) & $0.35 additional
12	$50,001.00 to $100,000.00	$808.82 for the first $50,000.00 plus $8.81 for each additional $1,000.00 or fraction thereof.	$831.14 for the first $500.00 plus $9.05 for each additional $100.00 or fraction thereof.	$22.32 (1st $500) & $0.24 additional
13	$100,001.00 to $500,000.00	$1,249.32 for the first $100,000.00 plus $7.05 for each additional $1,000.00 or fraction thereof.	$1,283.80 for the first $500.00 plus $7.24 for each additional $100.00 or fraction thereof.	$34.48 (1st $500) & $0.19 additional
14	$500,001.00 to $1,000,000.00	$4,069.32 for the first $500,000.00 plus $5.97 for each additional $1,000.00 or fraction thereof.	$4,181.63 for the first $500.00 plus $6.13 for each additional $100.00 or fraction thereof.	$112.31 (1st $500) & $0.16 additional
15	$1,000,001.00 and up	$7,054.32 for the first $1,000,000.00 plus $3.23 for each additional $1,000.00 or fraction thereof.	$7,249.02 for the first $500.00 plus $3.32 for each additional $100.00 or fraction thereof.	$194.70 (1st $500) & $0.09 additional
16	Building Permit Reinstatement Fee	50% of the original, singular building permit fee or combo building permit fee, whichever is applicable to the permit being reinstated	50% of the original, singular building permit fee or combo building permit fee, whichever is applicable to the permit being reinstated	$0
17	Stop Work Order Fee	2x the singular building permit fee	2x the singular building permit fee	$0
18	Greywater System Permit	$0.00	$0.00	$0
19	Home battery permit (usually with solar)	$0.00	$0.00	$0
20				
21	a. Level I (120 volts)	$0.00	$0.00	$0
22	b. Level II (208-240 volts)	$0.00	$0.00	$0
23	c. Level III (480 volts)	$0.00	$0.00	$0
24	Solar P.V. System	$378.00	$439	$61.00
25	Solar P.V. System (Commercial Sale/Distribution)	$378.00	$439	$61.00
26	Solar Hot Water Heater	$0.00	$0.00	$0
27	Research Fee - 1/2 hour minimum charge	Cost	Cost	$0
28	Information Technology Fee (Resolution No. 3786 adopted 11/12/09)	5.0%	5.0%	$0
29	Temporary Trailer/Mobile Home Occupancy Permit	$279.00	$324	$45.00
30	Structural Review of Engineered Plans	cost + 21%	Cost +21%	$0
31	Outside Consultant Plan Review	cost + 21%	Cost +21%	$0
32	**Grading Plan Review Fees**			
33	50 cubic yard or less	$312.00	$362	$50.00
34	51 to 100 cubic yard	$312.00	$362	$50.00
35	101 to 1,000 cubic yards	Cost +21%	Cost +21%	$0
36	1,001 to 10,000 cubic yards	Cost +21%	Cost +21%	$0
37	10,001 to 100,000 cubic yards	$434.72 for first 10,000 plus $246.53 for each additional 10,000 cubic yards	$446.72 for first 10,000 plus $253.33 for each additional 10,000 cubic yards	$12 (1st 10,000) & $6.80 additional
38	100,001 to 200,000 cubic yards	$2,653.53 for first 100,000 plus $129.75 for each additional 10,000 cubic yards	$2,726.77 for first 10,000 plus $133.33 for each additional 10,000 cubic yards	$73.24 (1st 10,000) & $3.58 additional
39	200,001 cubic yards or more	$5,118.87 for first 200,000 plus $71.07 for each additional 10,000 cubic yards	$5,260.15 for first 10,000 plus $73.03 for each additional 10,000 cubic yards	$141.28 (1st 10,000) & $1.96 additional
40	**Grading Permit Fees**			
41	50 cubic yard or less	$0.00	$0.00	$0
42	51 to 100 cubic yard	$0.00	$0.00	$0
43	101 to 1,000 cubic yards	$189.01 for first 100 plus $27.30 for each additional 100 cubic yards	$194.23 for first 100 plus $28.05 for each additional 100 cubic yards	$5.22 (1st 100) & $0.75 additional
44	1,001 to 10,000 cubic yards	$434.72 for first 1,000 plus $7.30 for each additional 1,000 cubic yards	$446.72 for first 100 plus $7.50 for each additional 100 cubic yards	$12.00 (1st 100) & $0.20 additional
45	10,001 to 100,000 cubic yards	$500.46 for first 10,000 plus $246.53 for each additional 10,000 cubic yards	$514.27 for first 100 plus $253.33 for each additional 100 cubic yards	$13.81 (1st 100) & $6.80 additional
46	100,001 to 200,000 cubic yards	$2,719.27 for first 100,000 plus $136.33 for each additional 10,000 cubic yards	$2,794.32 for first 100 plus $140.09 for each additional 100 cubic yards	$75.05 (1st 100) & $3.76 additional

PARKS AND RECREATION FEES

Description	2024-25 Adopted Fee Schedule	2025-26 Proposed Fee Schedule
All fees are evaluated annually to determine if they are competitive with other recreation programs in Santa Cruz County		
Classes		
Activity Fee (Instructor receives 65% of this fee, Department retains 35%)		
Registration Fee - Resident - Department retains this fee	$20.00	$20
Drop-in and Workshop Registration Fee - Department retains this fee	$10.00	$10
Online Class Registration fee-Department retains this fee	5.5% of Activity Fee	5.5% of Activity Fee
Non-Resident Fee: in addition to Registration Fee - Department retains this fee	$20.00	$20
Drop-in Activity Fee	Prorated cost of Session Activity Fee	Prorated cost of Session Activity Fee
Senior Discount	10% of Activity Fee	10% of Activity Fee
Change is registration/reservation	$25.00	$25
Negotiated Instructor of Private Tennis Lessons Activity Fee (Instructor receives 75% of this fee, Department retains 25%)		
Sports		
League Fees	$645/team	$645/team
League fees will change depending upon number and type of leagues offered, number of games per league, number of officials, amount of equipment needed, field/site prep and maintenance, and whether or not playoffs & awards are offered. Fees are calculated based on direct costs + 30% admin fee.		
After School		
Resident/non resident	$5.45/$6.18	$5.75 / $6.50
Registration/Change Fee - Resident - Department retains this fee	$30.00	$30
Late Pick-Up Fee	$1.00	$1
Parent's Night Out	$25 / $31	$25 / $31
Junior Guards		
Resident/non resident	$303 / $378	$311 / $389
U-19 resident/non resident	$190.00	$195
Registration/Change Fee - Resident - Department retains this fee	$30.00	$30
Late Pick-Up Fee	$1.00	$1
Regionals	$103.00	$115
Camp Capitola		
*Daily rate used only to calculate program fee	$34 / $42	$34 / $42
All day 2 week session, resident/non resident	$336 / $420	$336 / $420
1/2 day 2-week session, resident/non resident	$170 / $210	$170 / $210
All day 1 week session, resident/non resident	$170 / $210	$170 / $210
All day 1 week teen session, resident/non resident	$303 / $378	$303 / $378
Junior Leader program	$72.00	$72
Registration/Change Fee - Resident - Department retains this fee	$30.00	$30
Late Pick-Up Fee	$1.00	$1
Extended Care--daily add on, resident/non resident	$12.00	$12
AM Extended Care--per 2 week session resident/non resident or AM & PM for 1 week long session	$58.00	$58
PM Extended Care--per 2 week session resident/non resident	$58.00	$58
Transportation/Lunch Break fee	$63.00	$63
Family Camp		
3 night family camp Adult (13+) / Child (3-12)	$358 / $244	$358 / $244
Rapid Weddings		
Event Fee per registration	$400.00	$400
plus civil ceremony fees found in Admin Fee section	Cost	Cost
Facility Rentals		
Field and Courts hourly rental; non profit youth groups/other non profit & Cap residents/all others	$15/ $29 / $38	$15/ $29 / $38
Jade Street Community Center		
Rooms A&B hourly rent	$48.00	$48
Room C hourly rent	$66.00	$66
Patio hourly rent	$9.50	$10
Kitchen hourly rent	$24.00	$24
Entire Center hourly rent	$173.00	$173
Non profit discount of Jade Street Facility rents	25%	25%
Community Center Deposit		
1 to 50 people	$110.00	$110
51 to 150 people	$276.00	$276
151 to 250 people	$554.00	$554
Lost key fee	$27.00	$27
		Event Fees
Event vendor fee	$110.00	$111
Merchandise Fee	Cost + 50% administration fee	Cost + 50% administration fee
Plein Air Art Exhibition service fee	30% retained by City, 70% paid to Artist	30% retained by City, 70% paid to Artist
Plein Air Artist Application Fee	$50.00	$50
Staffing required to prepare for or supervise recreation activities	Cost	Cost
Park Rental Fees		
Park Space Reservation (hourly)	$10.00	$10
Barbeque permit	$10.00	$10
Bounce House / Powered Equipment permit	$60.00	$60
Temporary Structures (more than 100 sq ft) permit	$60.00	$60
Notes: Resident include Soquel Union Elementary School District		
Costs mean staff costs adjusted for benefits, department overhead, and City overhead as calculated by the City Manager. Costs can also mean direct cost of a consultant. When consultant costs are included 21% of such costs will be charged to cover staff time for contract management. Staff costs do not accrue during an appeal unless appeal is made by applicant.		

Deposits are stated as minimums. Actual deposits depend on the evaluation by staff of an individual project or application. The City Manager may lower minimum deposits if the application or project justifies a lower deposit. When an application involves multiple minimum fees the highest minimum fee applies.		
~~**Art & Cultural**~~		
~~Art at the Beach Artist Booth Fee~~	~~$60.00~~	

HISTORICAL MUSEUM FEES

			CPI increase 2.76%	COMP TO CURRENT
#	Description	2024-25 Adopted Fee Schedule	2025-26 Proposed Fee Schedule	
1	Research Fee - 1/2 hour minimum charge	Cost	Cost	$0
2	Print of an electronically available Photograph in Collection	$8.00	$8	$0
3	Digital Copies of Collection Items	$22.00	$23	$1
4	Scan High Resolution Tiff File of any collection item for a customer	$26.00	$27	$1

Fiscal Year 2025-26 Fee Schedule

June 26, 2025

Background

- Annual review of the Fee Schedule as part of the budget process
  - November 14, 2024 - City Council adopted current Fee Schedule
    - Best Management Practices (BMP's) recommend conducting a comprehensive fee study every 5 years
  - Consultant recommended annual review and Consumer Price Index (CPI) increase
    - San Francisco Bay Area CPI
  - Many fees impacted with passage of Measure Y

Discussion

- Staff recommends increasing fees using combination of CPI and salary adjustments resulting from Measure Y
  - FY 2025-26 CPI rate is 2.67% (calendar year 2024)
  - Most fees increasing 5% – 10%
    - Fees requiring significant staff time have higher increases
  - No new fees recommended for FY 2025-26
  - Outdoor dining rates based on previous village parking rate

Fee Comparison Summary

- **Attachment 2** includes:
  - Fees adjusted by **CPI only**
  - Fees adjusted using **full cost** (minus subsidies)
  - Variance between **current and proposed fees**

Recommendation

Conduct noticed public hearing

- State law requires:
  - Public hearing before adopting or altering any fee
  - Opportunity for public testimony & input

Adopt resolution

- Adopt the Fee Schedule for FY 2025-26 using full cost approach

Capitola City Council

Agenda Report

Meeting: June 25, 2025

From: Public Works Department

Subject: Treasure Cove Playground, Restroom Renovation, and Community Center Patio Improvements

Recommended Action: Staff recommends the City Council: 1) Approve the construction plans for the Treasure Cove Playground, public restroom renovation, and Community Center patio improvements; 2) authorize the Public Works Department to advertise the project for competitive construction bids; 3) authorize staff to execute Amendment 2 to the Professional Services Agreement with Boone Low Ratliff Architects for construction support services related to the patio and restroom renovation, in the amount of $35,000, for a revised total contract amount of $70,258; 4) authorize staff to execute Amendment No. 2 to the Professional Services Agreement with Verde Design, Inc. for construction-phase services related to the playground, in the amount of $99,000, for a revised total contract amount of $293,083; and 5) direct staff to return to Council with construction contract award recommendations and budget amendments once bids are received and funding is secured (anticipated August 2025).

Background: In November 2022, the City of Capitola entered into a Long-Term Use Agreement (LTUA) with the Soquel Union Elementary School District for continued public use of the Jade Street Park property, which includes the Capitola Community Center. The agreement outlines a commitment by the City to complete substantial improvements to the Community Center within four years.

In Summer 2023, the City secured a $1 million grant through the California Natural Resources Agency (CNRA) for improvements at the site. The City was awarded $3.2 million in Community Development Block Grant (CDBG) funding in 2024 to renovate the Community Center interior and perform exterior upgrades. A construction contract for this work was awarded to SSB Contracting, Inc. in January 2025, and the project is currently under construction.

As the Community Center project advanced, plans to update the playground were being developed in parallel. The existing playground at Jade Street Park, originally installed in 1999 and partially updated in 2007, no longer meets current accessibility standards and lacks inclusive play features. In response, the City launched the Treasure Cove Playground Project, allocating $475,000 in City funds and partnering with Friends of Santa Cruz County Parks on a community fundraising campaign. That campaign exceeded its goal, raising over $1 million to support an ambitious new play space.

During design of the playground, it became clear the adjacent public restroom facility—constructed in the 1980s and not currently ADA-compliant—would also require full renovation to adequately serve park users, including children with mobility needs. In late 2024, City staff submitted a second CDBG grant application that bundled the restroom renovation, the construction of the playground, and the completion of the Community Center's exterior patio, which had been designed but not funded in the earlier construction phase.

To date, the City has not yet received confirmation of the grant award though staff is optimistic that funding will be secured. In order to maintain the overall project schedule and align with the ongoing Community Center construction, staff is preparing to bid the full scope of improvements and return to Council with award for the construction contracts, along with the acceptance of grant funds.

Discussion: To comply with federal procurement requirements and to efficiently manage overlapping scopes of work and contractor coordination, the remaining elements are being bid as three separate packages.

- *Treasure Cove Playground Construction:* The new universally accessible playground was designed by Verde Design, Inc. with input from City staff, the public, and Friends of County Parks. The design includes ocean-themed play equipment, inclusive elements for users of all abilities, upgraded surfacing, and new site furnishings. Construction is anticipated to begin in late summer or early fall 2025, ahead of the rainy season, and be completed by spring 2026. Verde Design, Inc. will provide construction-phase services under the proposed contract amendment.
- *Public Restroom Renovation:* The restroom building adjacent to the new playground will be fully modernized to meet accessibility standards and respond to the expected increase in use from the new inclusive play space and park programming. The scope includes demolition, new plumbing and fixtures, improved layout, accessibility upgrades, and updated finishes. The design was developed by Boone Low Ratliff Architects (BLRA). BLRA will provide bid and construction-phase support under the proposed contract amendment.
- *Community Center Patio Improvements:* The patio improvements, originally included as Add Alternate A in the Community Center Renovation project, were fully designed in 2024 by BLRA but deferred due to budget limitations. The scope includes demolition of failing hardscape, installation of decorative concrete paving, construction of retaining structures, lighting, outdoor furnishings, and landscaping with irrigation. This work enhances ADA circulation, increases programming space, and completes the City's vision for the full renovation of the facility.

Given the overlapping work areas and the existing contractor onsite (SSB Contracting), close coordination will be required to avoid conflicts and minimize delays. Staff plans to retain Cumming Group under a separate forthcoming professional services agreement to assist with construction management of the playground, restroom, and patio scopes. Cumming Group will coordinate closely with City staff and the existing contractor to ensure efficient sequencing and delivery. Execution of that agreement will be brought to Council for approval separately.

Once external funding is confirmed, staff will proceed with advertising the three project components—playground, restroom, and patio—for competitive construction bids. Staff anticipates returning to City Council in August 2025 to recommend contract awards and approve associated budget amendments. Target completion for all scopes (including interior renovations, patio, playground, and restroom) is summer 2026. Weather and contractor availability may impact the construction schedule.

Fiscal Impact: The full project scope is supported by a combination of grant funds, fundraising contributions, and previously authorized general fund allocations.

Total Project Budget Summary

Funding Source	Revenue	Expenditure
General Fund – Community Center	$1,800,000	$1,797,000
CNRA Grant – Community Center	$1,000,000	$1,000,000
General Fund – Playground	$475,000	$421,000
Friends Fundraising – Playground	$965,000	$965,000
CDBG 2024 (Community Center)	$3,365,000	$3,365,000
Total	**$10,805,000**	**$10,665,000**
TBD (Playground, Restroom, Patio)	TBD	$3,117,000
Total	**TBD**	**$10,665,000**

Category	Amount	Funding Source(s)
Community Center		
Pre-project Modifications	$34,000	General Fund
BLRA Design	$580,000	General Fund
Cummings Construction Management (Pre-CDBG)	$300,000	General Fund
PG&E Service Upgrade	$45,000	General Fund
SSB Construction Contract	$4,726,000	CNRA ($1,000,000), CDBG 2024 ($3,365,000), General Fund ($361,000)
Construction Contingency	$477,000	General Fund
Playground		
Verde Design	$194,000	General Fund
Verde Construction Support	$99,000	General Fund
Construction (with Contingencies)	$2,340,000	Fundraising ($965,000), TBD ($1,375,000)
Restroom		
BLRA Design and Construction Support	$58,000	General Fund
Construction (with Contingencies)	$500,000	TBD
Patio		
BLRA Design and Construction Support	$70,000	General Fund
Construction	$1,000,000	TBD
Construction Management		
Cummings Construction Management (New Phase)	$242,000	TBD
Total	**$10,665,000**	

Under the City's public art ordinance, projects requiring a building permit over $250,000 in value and using unrestricted dollars for construction must allocate 2% toward public art. Both the Community Center and restroom scopes qualify as requiring public art funding. Based on estimated General Fund contributions ($400K–$840K), the required public art contribution ranges from $8,000 to $17,000. There is adequate funding in the budget to support this. Staff recommends setting aside a preliminary allocation now and finalizing the amount at project closeout.

Environmental Determination: The proposed projects are categorically excluded under the National Environmental Policy Act (NEPA) according to 24 CFR 58.35(a). They are also exempt from the California Environmental Quality Act (CEQA) under Section 15301 of the CEQA guidelines, which pertains to existing facilities. The facilities and improvements will be retained in the same use without expansion and will have no significant environmental impact.

Attachments:
1. Status Update – Community Center Renovation
2. Project Plans – Playground, Restroom, and Patio Improvements (full plan set are available at City Hall)
3. Draft Amendment – Boone Low Ratliff Architects (BLRA)
4. Draft Amendment – Verde Design, Inc.

Report Prepared By: Jessica Kahn, Public Works Director

Reviewed By: Jim Malberg, Finance Director; Julia Gautho, City Clerk; Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager

Capitola Community Center Renovation
Status: Construction
May 29th 2025

Project Scope
Proposed remodel of an existing 5,792 sq.ft. single-story community center building (built in 1985). The scope of proposed work is divided into Scope A, Scope B and includes One Deduct Alternate.

SCOPE A: Includes replacement & repair of building's exterior envelope including roof, siding and repairs and/or replacement of exterior rafters, concrete piers and stucco walls, addition of 3 new windows. Replacement of all exterior doors and windows and a shed roof at the entrance.
SCOPE A work is noted in the drawings.

SCOPE B: Including all remaining work to the building and accessibility improvements at the exterior.
Interior improvements include an addition of a single user nongender accessible restroom, addition of a new office, permanent separation between two meeting areas, upgrades to offices, reception, restrooms and kitchen and new finishes throughout. There is an HVAC system, water heater, and electrical, lighting & outlets including a proposed electrical service upgrade to the building. Accessibility upgrades are proposed throughout the building and at the exterior, including accessible parking and path of travel improvements to meet current code.

Deduct Alternate:
Includes civil and landscaping improvement at the three patios, entry and surrounding landscaped area. Deduct alternate work is indicated by a "D" at the end of the sheet number.

Project Budget:
Contract Amount: $4,726,000.00

Total completed and stored: $255,935.00
Retainage:
5% of completed work: $12,796.75

Total completed and restored less retainage: $243,138.25

Balance to finish: $4,482,861.75

Invoices:

5/12/2025: Applied Real Estate Inspections: $1,480.00

Cumming-Group
Project Manager: Roslyn Wheeler-Springer
Email: Roslyn.wheeler-sprin@cumming-group.com
Phone: 669-322-9381

SSB Construction
Project Manager: Joseph Darpli
Phone: 831-737-0638
Superintendent: Wally Sanchez
Phone: 831-783-9045

Architect: Boone Low Ratliff

Master Schedule Milestones
Construction start: 3/31/2025
Mobilization
Roof removal
Wood rafter tail assessment/removal
Completion of interior demo
Site demo

Planning	Design	Construction	Closeout
		★	

Safety
SSB to hold daily AM Toolbox meetings to review site safety protocols.

Completed Tasks

- Interior framing
- Mechanical, Electrical, Plumbing Safe-Off
- Wall coverings/Soffits/Ceilings
- Selective deck demo
- Selective concrete removal
- Siding demo
- Roof tear-off & partial waterproofing (SOV#3)
- Framing (SOV#4)
- Roof beams/Buckets
- Rough mechanical inspection
- Standing seam mock-up
- Standing seam roofing (SOV #7)

In Progress/Next Steps

- Slab rebar inspection
- Staking
- Switchgear
- Exterior wall insulation
- Mold remediation
- Mold testing
- Rough electrical
- Rough plumbing
- Shear inspection
- Interior slab pour back@ conference rooms
- Roof deck repairs/waterproofing
- SSB to submit RFI for sky tubes or windows in restrooms.

SSB

SUNBELT
GS-1930

Genie Runs

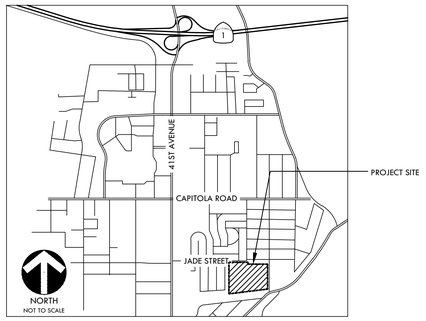
CONSTRUCTION DRAWINGS FOR

TREASURE COVE PLAYGROUND AT JADE ST. PARK

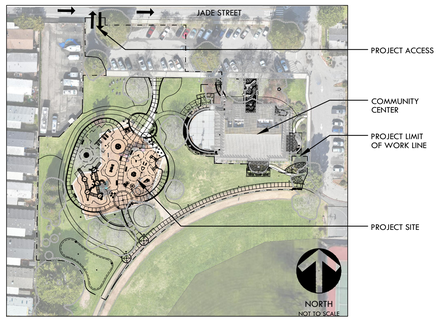
4400 JADE STREET
CAPITOLA, CALIFORNIA 95010

VERDE DESIGN, INC. PROJECT NO. 2300300

PROJECT MAP



VICINITY MAP



SITE MAP

PREPARED BY

VERDE DESIGN
LANDSCAPE ARCHITECTURE
CIVIL ENGINEERING
SPORT PLANNING & DESIGN
2455 The Alameda
Santa Clara, CA 95050
tel: 408.985.7200
fax: 408.985.7260
www.VerdeDesigninc.com

REGISTERED LANDSCAPE ARCHITECT
DEREK MCKEE
4198
Signature
EXPIRATION DATE: DEC. 2025
STATE OF CALIFORNIA

CONTACT INFORMATION

ORGANIZATION	NAME	PHONE
OWNER		
CITY OF CAPITOLA	JESSICA KAHN	(831) 475-7300
LANDSCAPE ARCHITECT		
VERDE DESIGN INC.	DEREK MCKEE	(408) 850-3410
	ANDRES RAYGADA	(408) 850-3422

SCOPE OF WORK

SCOPE OF WORK TO INCLUDE, BUT NOT LIMITED TO, NEW DESIGN AND INSTALLATION OF JADE PARK PLAYGROUND, INCLUDING PLANTING, IRRIGATION, HARDSCAPE, SITE FURNISHINGS AND NEW DRAINAGE SYSTEM. SCOPE OF WORK TO ALSO INCLUDE, BUT NOT LIMITED TO, IMPROVEMENTS TO ACCESSIBLE PATH OF TRAVEL FROM EXISTING PARKING LOT TO PLAYGROUND AND OUT TOWARD EXISTING SPORTS FIELD/COURTS.

SHEET INDEX

SHEET NO.	SHEET DESCRIPTION
C1.1	COVER SHEET
C1.2	OVERALL SITE PLAN
L0.1-L0.2	ACCESSIBILITY PLAN
L1.1-L1.2	EXISTING CONDITIONS SURVEY PLAN
L1.3-L1.4	AS BUILT & SITE INVENTORY PLAN
L2.1-L2.2	EROSION AND SEDIMENT CONTROL PLAN
L3.1-L3.2	DEMOLITION PLAN
L3.3-L3.4	IRRIGATION DEMOLITION PLAN
L4.1-L4.2	GRADING PLAN
L5.1-L5.2	DRAINAGE AND UTILITY PLAN
L6.1-L6.2	STORMWATER QUALITY CONTROL PLAN
L7.1-L7.2	LAYOUT PLAN - SITE
L7.3-L7.4	LAYOUT PLAN - PLAY FEATURES
L8.1-L8.2	MATERIAL AND DETAIL REFERENCE PLAN
L8.3	MATERIAL PIP AND DETAIL REFERENCE PLAN
L9.1-L9.2	IRRIGATION PLAN
L10.1-L10.2	PLANTING PLAN
D1.1	DRAINAGE DETAILS
D2.1	CONSTRUCTION DETAILS
D3.1	SITE FURNISHING DETAILS
D4.1-D4.7	PLAY STRUCTURE DETAILS
D5.1-5.2	IRRIGATION DETAILS
D6.1	PLANTING DETAILS

APPLICABLE CODES

1. 2022 CBC CHAPTER 35; PROVIDE ALL THE APPLICABLE/ADOPTED STANDARDS. WHERE A PARTICULAR STANDARD IS REFERENCED IN THE CODE BUT DOES NOT APPEAR AS AN ADOPTED STANDARD IT MAY STILL BE USED. APPLY ONLY THE PORTION OF THE STANDARD THAT IS APPLICABLE TO THE CODE SECTION WHERE THE STANDARD IS REFERENCED, NOT THE ENTIRE STANDARD.

   2022 CALIFORNIA BUILDING STANDARDS ADMINISTRATIVE CODE, PART 1, TITLE 24 C.C.R.
   2022 CALIFORNIA BUILDING CODE (CBC), PART 2, TITLE 24 C.C.R.
   (2021 INTERNATIONAL BUILDING CODE VOLUMES 1-2)
   2022 CALIFORNIA ELECTRICAL CODE (CEC), PART 3, TITLE 24 C.C.R.
   (2020 NATIONAL ELECTRICAL CODE)
   2022 CALIFORNIA MECHANICAL CODE (CMC) PART 4, TITLE 24 C.C.R.
   (2021 UNIFORM MECHANICAL CODE)
   2022 CALIFORNIA PLUMBING CODE (CDC), PART 5, TITLE 24 C.C.R.
   (2021 UNIFORM PLUMBING CODE)
   2022 CALIFORNIA ENERGY CODE, PART 6, TITLE 24 C.C.R.
   2022 CALIFORNIA FIRE CODE, PART 9, TITLE 24 C.C.R.
   (2021 INTERNATIONAL FIRE CODE AND 2022 CALIFORNIA AMENDMENTS)
   2022 CALIFORNIA EXISTING BUILDING CODE, PART 10, TITLE 24 C.C.R.
   (2021 INTERNATIONAL EXISTING BUILDING CODE)
   2021 CALIFORNIA "GREEN" BUILDING REQUIREMENTS OR CAL GREEN, PART 11, TITLE 24 C.C.R.
   2022 CALIFORNIA REFERENCED STANDARDS, PART 12, TITLE 24 C.C.R.
   2022 TITLE 19 C.C.R., PUBLIC SAFETY, STATE FIRE MARSHAL REGULATIONS.

   LIST OF FEDERAL CODES AND STANDARDS (IF APPLICABLE)
   AMERICANS WITH DISABILITIES ACT (ADA), TITLE II OR TITLE III
   FOR TITLE II: UNIFORM FEDERAL ACCESSIBILITY STANDARDS (UFAS) — 28 CFR 35.151(C)
   OR ADA STANDARDS FOR ACCESSIBLE DESIGN (APPENDIX A OF 28 CFR PART 35)
   FOR TITLE III: ADA STANDARDS FOR ACCESSIBLE DESIGN (APPENDIX A OF 28 CFR PART 36) — 28 CFR 36.406
   2010 AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS FOR ACCESSIBLE DESIGN

   NOTE: TITLE II APPLIES TO PROJECTS FUNDED AND/OR USED BY STATE AND LOCAL GOVERNMENT SERVICES. TITLE III COVERS PUBLIC ACCOMMODATIONS AND COMMERCIAL FACILITIES. DEPENDING ON THE USE AND FUNDING, BOTH TITLE MAY APPLY TO THE PROJECT.

NFPA 13	AUTOMATIC SPRINKLER SYSTEMS	2022 EDITION
NFPA 14	STANDPIPE SYSTEMS	2019 EDITION
NFPA 17	DRY CHEMICAL EXTINGUISHING SYSTEMS	2021 EDITION
NFPA 17A	WET CHEMICAL EXTINGUISHING SYSTEMS	2021 EDITION
NFPA 20	STATIONARY FIRE PUMPS	2019 EDITION
NFPA 24	PRIVATE FIRE SERVICE MAINS	2019 EDITION
NFPA 72	NATIONAL FIRE ALARM AND SIGNALING CODE (CALIFORNIA AMENDED) (NOTE SEE UL STANDARD 1971 FOR "VISUAL DEVICES")	2022 EDITION
NFPA 253	CRITICAL RADIANT FLUX OF FLOOR COVERING SYSTEMS	2023 EDITION
NFPA 2001	CLEAN AGENT FIRE EXTINGUISHING SYSTEMS	2022 EDITION
ASME 17.1	ELEVATOR STANDARD	2019 EDITION

   REFERENCE CODE SECTIONS FOR APPLICABLE STANDARDS - 2022 CALIFORNIA BUILDING CODE (FOR SFM) REFERENCED STANDARDS CHAPTER 35

   ADA STANDARD FOR ACCESSIBLE DESIGN (APPENDIX A OF 28 CFR PART 36)

2. THE INTENT OF THESE DRAWINGS AND SPECIFICATIONS IS THAT WORK OF THE ALTERATION, REHABILITATION OR RECONSTRUCTION IS TO BE IN ACCORDANCE WITH TITLE 24, CALIFORNIA CODE OF REGULATIONS. SHOULD ANY EXISTING CONDITIONS SUCH AS DETERIORATION OR NON-COMPLYING CONSTRUCTION BE DISCOVERED WHICH IS NOT COVERED BY THE CONTRACT DOCUMENTS WHEREIN THE FINISHED WORK WILL NOT COMPLY WITH TITLE 24, CALIFORNIA CODE OF REGULATIONS, A CHANGE ORDER, OR A SEPARATE SET OF PLANS AND SPECIFICATIONS, DETAILING AND SPECIFYING THE REQUIRED WORK SHALL BE SUBMITTED TO AND APPROVED BY THE CITY REPRESENTATIVE BEFORE PROCEEDING WITH THE WORK.

3. ALL EXISTING FIRE EXTINGUISHING SYSTEMS ARE IN COMPLIANCE WITH UL 300, CBC 904.11, CFC 904.11.

GENERAL NOTES

1. PRIOR TO BIDDING, THE GENERAL CONTRACTOR SHALL VISIT & INSPECT THE SITE & FAMILIARIZE THEMSELVES WITH EXISTING CONDITIONS AFFECTING THE NEW WORK. THE GENERAL CONTRACTOR SHALL NOT DISPUTE, COMPLAIN OR ASSERT THAT THERE IS ANY MISUNDERSTANDING IN REGARDS TO LOCATION, EXTENT, NATURE OR AMOUNT OF WORK TO BE PERFORMED UNDER THIS CONTRACT DUE TO THE CONTRACTOR'S FAILURE TO INSPECT THE SITE. CONTRACTOR SHALL NOTIFY CITY'S REPRESENTATIVE OF ANY CONDITIONS, REQUIRING WORK, WHICH ARE NOT COVERED IN THE CONTRACT DOCUMENTS.
2. NO CONSTRUCTION SHALL COMMENCE WITHOUT THE OFFICIAL NOTICE TO PROCEED FROM THE CITY.
3. THE GENERAL CONTRACTOR & SUBCONTRACTORS ARE RESPONSIBLE FOR LOCATING & VERIFYING ALL EXISTING UNDERGROUND UTILITIES IN ALL AREAS OF NEW WORK PRIOR TO COMMENCEMENT OF EXCAVATION. EXISTING UTILITIES SHOWN ON THE DRAWINGS ARE APPROXIMATE ROUTING LOCATIONS AS BEST DETERMINED FROM EXISTING DRAWINGS AND THE CITY, BUT SHOULD NOT BE CONSTRUED TO REPRESENT ALL OF THE EXISTING UNDERGROUND UTILITIES. THE CONTRACTOR SHALL POTHOLE ALL EXISTING UTILITIES THAT MAY BE AFFECTED BY NEW FACILITIES IN THIS CONTRACT. VERIFY ACTUAL LOCATION AND DEPTH OF UTILITIES, AND REPORT POTENTIAL CONFLICTS TO THE CITY'S REPRESENTATIVE PRIOR TO EXCAVATING FOR NEW FACILITIES.
4. CONTRACTOR SHALL TAKE ALL NECESSARY STEPS TO PROTECT ALL EXISTING UTILITIES, WHETHER SHOWN OR NOT, IN THE CONTRACT DOCUMENTS. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DAMAGES TO EXISTING UTILITIES CAUSED BY ITS OPERATIONS.
5. THE CONTRACTOR SHALL PROTECT ALL EXISTING ITEMS WITHIN SITE IMPROVEMENTS. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO REPAIR ALL DAMAGED AREAS TO THEIR ORIGINAL CONDITION OR BETTER AT CONTRACTOR'S EXPENSE TO THE SATISFACTION OF THE CITY'S REPRESENTATIVE.
6. DIMENSIONS AND LOCATIONS OF EXISTING FACILITIES ARE APPROXIMATE AND SHALL BE FIELD VERIFIED BY CONTRACTOR. ANY DISCREPANCIES SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE CITY'S REPRESENTATIVE.
7. ALL WORK SHALL CONFORM TO THE LATEST EDITION OF THE CALIFORNIA BUILDING CODE, CALIFORNIA PLUMBING CODE, CALIFORNIA FIRE CODE AND ALL APPLICABLE STATE AND LOCAL CODES AND ORDINANCES, AS WELL AS ADAPTED STANDARDS.
8. ALL NOTES ARE FOR GENERAL REFERENCE IN CONJUNCTION WITH, AND AS A SUPPLEMENT TO, THE WRITTEN SPECIFICATIONS AND DETAILS ASSOCIATED WITH THE CONTRACT DOCUMENTS.
9. THIS DRAWING SET SHALL BE USED IN CONJUNCTION WITH THE CSI FORMAT SPECIFICATIONS PUBLISHED IN BOOK FORM. COMBINED, THEY ARE HEREIN REFERRED TO AS THE "CONTRACT DOCUMENTS".
10. DIMENSIONS ON WORKING DRAWINGS TAKE PRECEDENCE OVER MEASURED ELEMENTS. CONTRACTOR SHALL NOT SCALE DRAWINGS.
11. ALL TYPICAL DETAILS SHALL APPLY UNLESS NOTED OTHERWISE.
12. CONTRACTOR SHALL PROVIDE ADEQUATE DUST CONTROL AND KEEP MUD AND DEBRIS OFF THE PUBLIC RIGHT-OF-WAY AT ALL TIMES.
13. ALL TRENCHES AND EXCAVATIONS SHALL BE CONSTRUCTED IN STRICT COMPLIANCE WITH THE APPLICABLE SECTIONS OF CALIFORNIA AND FEDERAL O.S.H.A. REQUIREMENTS AND OTHER APPLICABLE SAFETY ORDINANCES. CONTRACTOR SHALL BEAR FULL RESPONSIBILITY FOR TRENCH SHORING DESIGN AND INSTALLATION.
14. ANY ALTERATIONS OF EXISTING FACILITIES TO ACCOMMODATE THE INSTALLATION OF NEW WORK SHALL BE REVIEWED BY THE CITY'S REPRESENTATIVE PRIOR TO COMMENCING WORK.
15. CONTRACTOR SHALL COORDINATE ALL WORK TO AVOID DISTURBING OTHER PARK USERS. ANY DISRUPTION OF THE UTILITIES MUST BE COORDINATED AND APPROVED BY THE CITY'S REPRESENTATIVE AND INSPECTOR OF RECORD PRIOR TO COMMENCING WORK.
16. ALL TEMPORARY WORK SHALL BE CONSIDERED A PART OF THIS CONTRACT AND NO EXTRA CHARGES WILL BE ALLOWED. THIS SHALL INCLUDE MINOR ITEMS OF MATERIAL OR EQUIPMENT NECESSARY TO MEET THE REQUIREMENTS AND INTENT OF THE PROJECT.
17. THE PLANS AND SPECIFICATIONS DO NOT UNDERTAKE TO SHOW OR LIST EVERY ITEM TO BE PROVIDED, BUT RATHER TO DEFINE THE REQUIREMENTS FOR A FULL AND WORKING SYSTEM FROM THE STANDPOINT OF THE END USER. FOR THIS REASON, WHEN AN ITEM NOT SHOWN OR LISTED IS CLEARLY NECESSARY FOR PROPER CONTROL/OPERATION OF EQUIPMENT WHICH IS SHOWN OR LISTED, THE CONTRACTOR SHALL PROVIDE AN ITEM WHICH WILL ALLOW THE SYSTEM TO FUNCTION PROPERLY AT NO INCREASE IN PRICE.
18. ALL CONTRACTORS SHALL REMOVE TRASH AND DEBRIS STEMMING FROM THEIR WORK ON A DAILY BASIS. PROJECT SITE SHALL BE MAINTAINED IN A CLEAN AND ORDERLY CONDITION.
19. THE DETAILS REFLECT THE DESIGN INTENT FOR TYPICAL CONDITIONS. THE CONTRACTOR SHALL VERIFY ALL FIELD CONDITIONS AND SHALL INCLUDE, IN HIS SCOPE, THE COST FOR COMPLETE FINISHED INSTALLATIONS, INCLUDING ANOMALIES, OF ALL TRADES.
20. NO WORK SHALL COMMENCE WITH UNAPPROVED MATERIALS. ANY WORK DONE WITH UNAPPROVED MATERIALS AND EQUIPMENT IS AT THE CONTRACTOR'S RISK AND IS SUBJECT TO REJECTION AND REPLACEMENT. SEE SPECIFICATIONS FOR SUBMITTAL AND SUBSTITUTION REQUIREMENTS.
21. CONSTRUCTION MATERIALS STORED ON THE SITE SHALL BE PROPERLY STACKED AND PROTECTED SO AS TO PREVENT DAMAGE OR DETERIORATION UNTIL USED. FAILURE IN THIS REGARD MAY BE CAUSE FOR REJECTION OF MATERIAL AND/OR WORK.
22. ALL EQUIPMENT SHALL BE FABRICATED FROM FIELD VERIFIED DIMENSIONS AND APPROVED SHOP DRAWINGS. COORDINATE MECHANICAL, PLUMBING AND ELECTRICAL EQUIPMENT.
23. CONTRACTOR SHALL PERFORM THEIR CONSTRUCTION AND OPERATIONS IN A MANNER WHICH WILL NOT ALLOW HARMFUL POLLUTANTS TO ENTER THE STORM DRAIN SYSTEM. TO ENSURE COMPLIANCE, THE CONTRACTOR SHALL IMPLEMENT THE APPROPRIATE BEST MANAGEMENT PRACTICE (BMP) AS OUTLINED IN THE BROCHURES ENTITLED "BEST MANAGEMENT PRACTICE FOR THE CONSTRUCTION INDUSTRY" ISSUED BY THE CALIFORNIA STORM WATER QUALITY ASSOCIATION, NONPOINT SOURCE POLLUTION CONTROL PROGRAM, TO SUIT THE CONSTRUCTION SITE AND JOB CONDITION. THE CONTRACTOR SHALL PRESENT THEIR PROPOSED BMP AT THE PRECONSTRUCTION MEETING FOR DISCUSSION AND APPROVAL.
24. CONTRACTOR SHALL PROVIDE TEMPORARY CONSTRUCTION FENCING PER CONTRACT DOCUMENTS TO SERVE LIMIT OF WORK AREAS. FENCING MAY BE ADJUSTED DURING CONSTRUCTION BASED ON CONSTRUCTION SEQUENCE OR CITY REPRESENTATIVE'S DIRECTION.
25. OVERNIGHT PARKING OF CONSTRUCTION EQUIPMENT IN THE STREET RIGHT-OF-WAY SHALL NOT BE PERMITTED.

DEFERRED SUBMITTAL #1: BANNER POLE FOUNDATION DETAILS

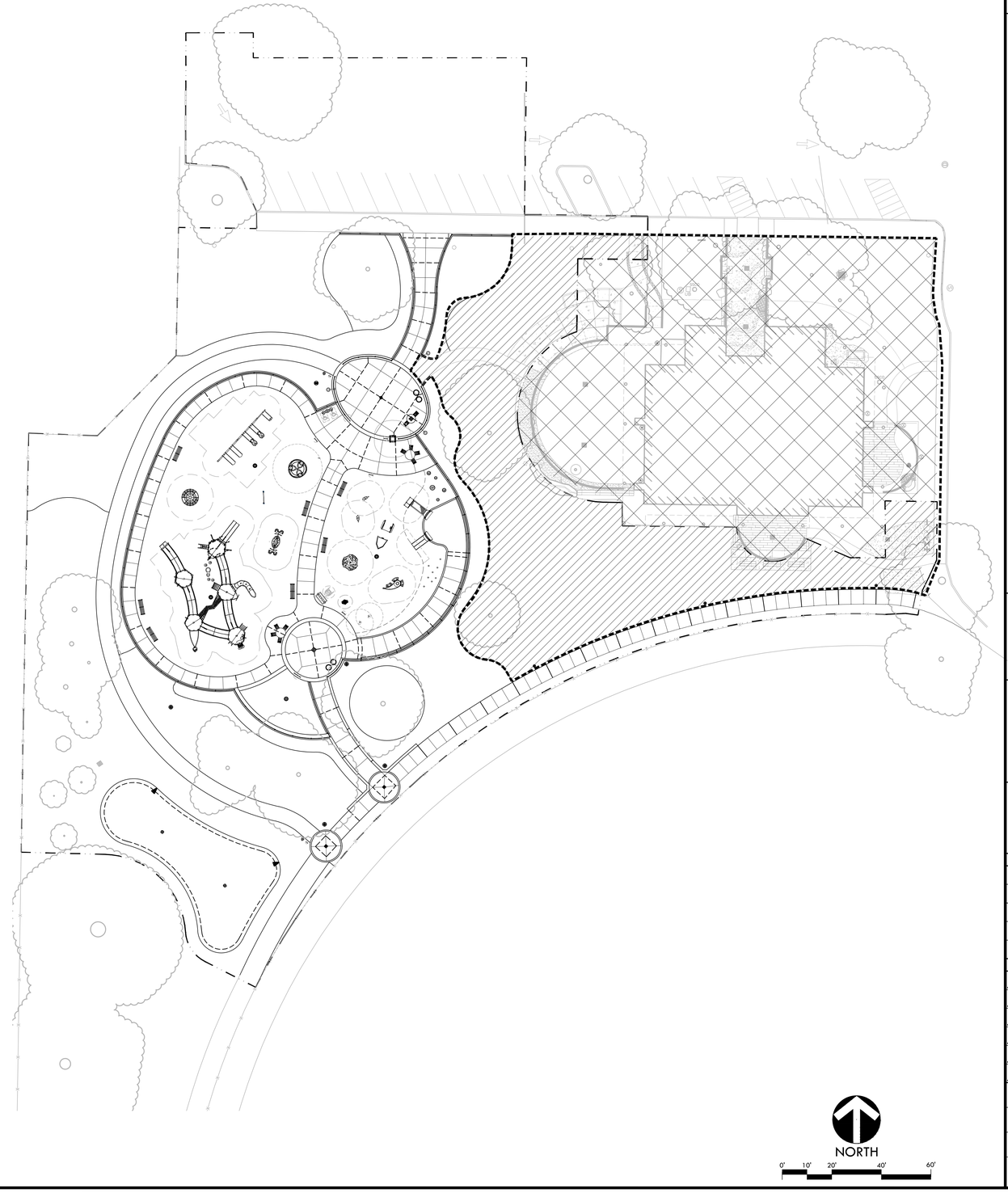
PROVIDE APPROVED ENGINEERED CONSTRUCTION DETAIL DRAWINGS FOR THE FOUNDATION FOOTINGS OF THE FLAG POLE. PLANS SHALL BE STAMPED AND SIGNED BY REGISTERED PROFESSIONAL ENGINEER.

ALL IDEAS, DESIGNS, ARRANGEMENTS, AND PLANS INDICATED OR REPRESENTED BY THIS DRAWING ARE OWNED BY AND THE PROPERTY OF VERDE DESIGN, INC. AND WERE CREATED, EVOLVED, AND DEVELOPED FOR USE ON AND IN CONNECTION WITH THE SPECIFIED PROJECT. NONE OF SUCH IDEAS, DESIGNS, ARRANGEMENTS OR PLANS SHALL BE USED BY OR DISCLOSED TO ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE WRITTEN PERMISSION OF VERDE DESIGN, INC.

DRAWING NAME: Y:\Projects-SC\2023\2300300 - Capitola-Jade St Playground\CAD_CVR.dwg
PLOT DATE: 05-19-25 PLOTTED BY: station78

LEGEND

SYM.	ITEM
	LIMIT OF WORK EXTENTS OF IMPROVEMENTS FOR TREASURE COVE PLAYGROUND AT JADE STREET PARK PROJECT, REFER TO PLANS
	THIS SCOPE OF WORK IS FOR THE CAPITOLA COMMUNITY CENTER IMPROVEMENTS PROJECT, CONTRACTOR SHALL COORDINATE WITH CITY REPRESENTATIVE AS REQUIRED
	PROJECT SCOPE OVERLAP, REFER TO PLANS



NORTH

0' 10' 20' 40' 60'

VERDE DESIGN
LANDSCAPE ARCHITECTURE
CIVIL ENGINEERING
SPORT PLANNING & DESIGN
2455 The Alameda
Santa Clara, CA 95050
tel: 408.985.7200
fax: 408.985.7260
www.VerdeDesignInc.com

STAMP

REGISTERED LANDSCAPE ARCHITECT
DEREK MCREE
No. 4148
Signature
EXPIRATION DATE: DEC. 2025
STATE OF CALIFORNIA

CONSULTANT

SHEET TITLE
OVERALL SITE PLAN

PROJECT NAME
TREASURE COVE PLAYGROUND AT JADE STREET PARK

PROJECT ADDRESS
4400 JADE STREET
CAPITOLA, CA. 95010

SUBMITTAL	DATE
65% SUBMITTAL	8/16/24
95% SUBMITTAL	12/13/24
100% BID SUBMITTAL	05/23/25

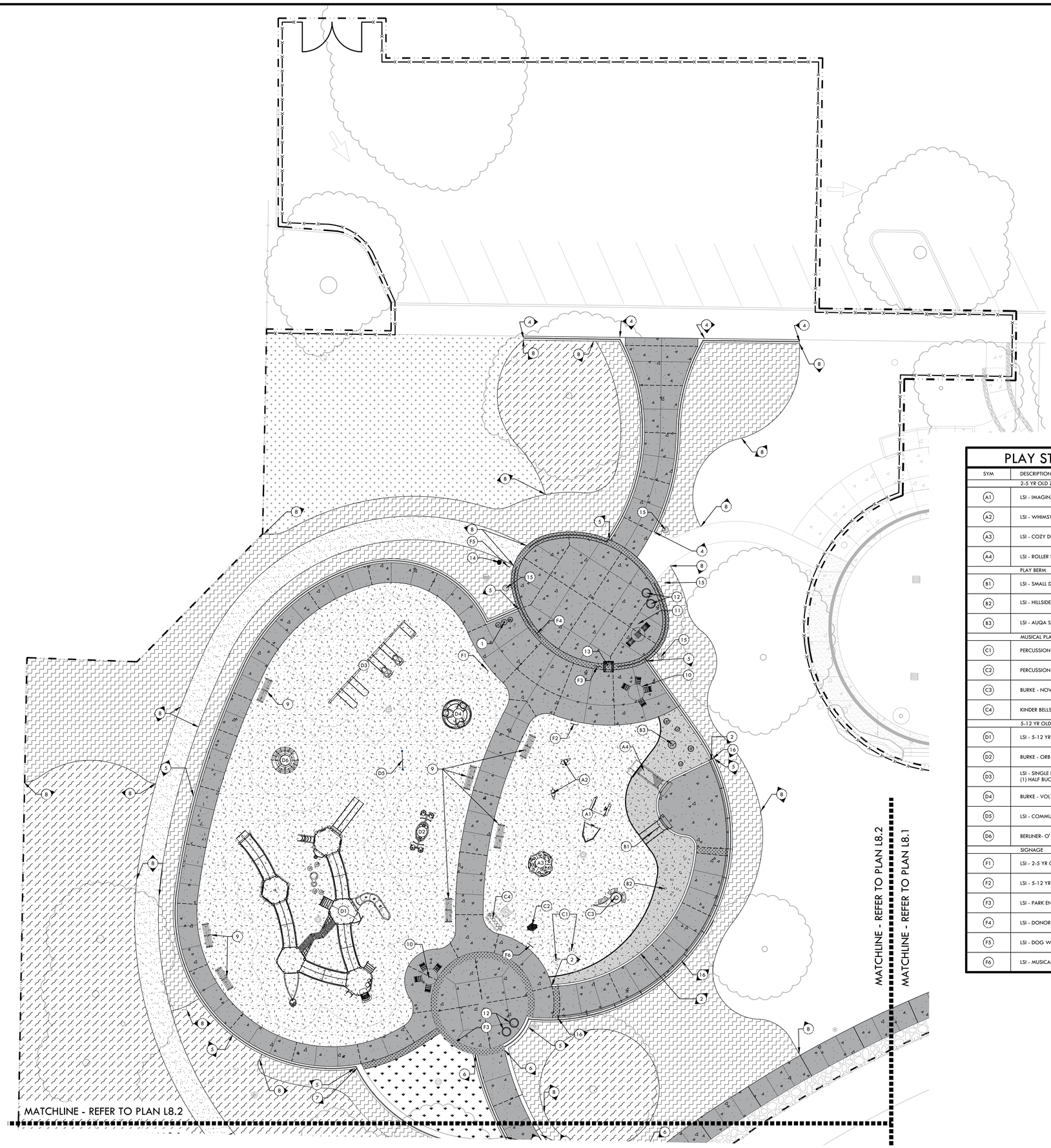
NO.	REVISIONS	DATE
1		
2		
3		
4		
5		
6		

DRAWN BY	CHECKED BY
AR	BD/ DM
DATE ISSUED	SCALE
05/23/25	1"=20'-0"
PROJ. NO.	
#2300302	
SHEET NO.	
C1.2	

100% BID SUBMITTAL - 05/23/2025 - NOT FOR CONSTRUCTION - (CITY REVIEW - 05/19/25)

ALL IDEAS, DESIGNS, ARRANGEMENTS, AND PLANS INDICATED OR REPRESENTED BY THIS DRAWING ARE OWNED BY AND THE PROPERTY OF VERDE DESIGN, INC AND WERE CREATED, EVOLVED AND DEVELOPED FOR USE ON AND IN CONNECTION WITH THE SPECIFIED PROJECT. NONE OF SUCH IDEAS, DESIGNS, ARRANGEMENTS, AND PLANS SHALL BE USED BY OR DISCLOSED TO ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE PRIOR WRITTEN PERMISSION OF VERDE DESIGN, INC. EXCEPT TO THE EXTENT THAT THEY ARE INCORPORATED IN BUILDINGS OR OTHER WORKS OR STRUCTURES CONSTRUCTED ON THE PROJECT.

DRAWING NAME: Y:\Projects-SC\2023\2300300 - Capitola-Jade St Playground\CAD_SITE PLAN.dwg
PLOT DATE: 05-19-25 PLOTTED BY: station78



MATERIAL NOTES

1. THE CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION ELEMENTS INCLUDING UTILITY LOCATIONS AND REQUIRED SLEEVING PRIOR TO INSTALLATION. VERIFY CRITICAL DIMENSIONS, REFERENCE POINT LOCATIONS AND CONSTRUCTION CONDITIONS PRIOR TO INITIATING CONSTRUCTION. TEMPORARY BENCHMARKS OR REFERENCE POINTS SHALL BE SET BY THE CONTRACTOR AS NECESSARY. NOTIFY THE OWNER'S REPRESENTATIVE IMMEDIATELY SHOULD DISCREPANCY ARISE AND REDIRECT WORK TO AVOID DELAYS.
2. THE INTERFACE OF ALL PROPOSED IMPROVEMENTS TO EXISTING SITE SHALL CONFORM AND BE SMOOTH AND UNIFORM.
3. ALL REINFORCING AND FORMS SHALL BE SECURED IN PLACE AND ACCEPTED BY OWNER'S REPRESENTATIVE PRIOR TO PLACING ANY CONCRETE.
4. CONCRETE FINISHES SHALL BE AS NOTED. CONTRACTOR SHALL PROVIDE 4'X4' SAMPLES OF ALL SPECIFIED FINISHES OF CONCRETE USING THE SAME MATERIALS THAT WILL BE USED IN THE ACTUAL CONSTRUCTION FOR EACH TYPE SPECIFIED. SAMPLES SHALL BE PREPARED WELL ENOUGH IN ADVANCE OF SCHEDULED CONCRETE POUR TO ALLOW FOR REVIEW AND POSSIBLE RE-POURING OF UNACCEPTABLE SAMPLES. UNACCEPTABLE SAMPLES SHALL BE RE-PREPARED UNTIL ACCEPTED BY THE OWNER'S REPRESENTATIVE. ACCEPTED SAMPLES SHALL BE PROTECTED AND REMAIN ON SITE FOR REFERENCE UNTIL FINAL ACCEPTANCE.
5. CONTRACTOR SHALL COORDINATE WITH THE OWNER, THE ADJUSTMENT OF THEIR TEMPORARY FENCING, LAYDOWN AREA, AND ALL OTHER SITE CONSTRUCTION OBSTRUCTIONS, AS NECESSARY TO MAINTAIN CLEAR VEHICULAR AND PEDESTRIAN ACCESS AS REQUIRED BY THE OWNER FOR USE OF ADJACENT PARK AREAS, AT NO ADDITIONAL COST TO THE OWNER. THE CONTRACTOR SHALL WORK WITH THE OWNER TO DETERMINE THE LOCATION OF ADJUSTED FENCING AND THE DURATION OF THE ACCESS NEEDS.

MATERIAL LEGEND

SYM	DESCRIPTION	DTL REF
	CONCRETE - PEDESTRIAN	A,B,C D2.1
	18" WIDE CONCRETE EDGE BAND WITH TOP CAST #25 EXPOSED AGGREGATE FINISH, INTEGRAL COLOR JET BLACK, OR EQUAL	G D4.1
	RESILIENT SURFACING WITH AGGREGATE BASE	I D2.1
	RESILIENT SURFACING OVER SLOPED CONCRETE BASE	M/L D2.1
	DECOMPOSED GRANITE	N D2.1
	BIO-RETENTION AREA - REFER TO PLANTING PLAN AND SPECIFICATIONS	F D1.1
	LANDSCAPE AREA - REFER TO PLANTING PLAN AND SPECIFICATIONS	
	FLEXGRASS SYNTHETICS TURF, REFER TO SPECIFICATIONS	J D2.1
	BARK MULCH, REFER TO SPECIFICATIONS	
	3/4" SUBDRAIN TRENCH DRAIN ROCK, REFER TO SPECIFICATIONS	O D2.1
	NATURAL TURF	
	SCORE JOINT EXPANSION JOINT	A D2.1
	42" TALL ORNAMENTAL FENCE/GUARDRAIL	H-K D3.1
	EXISTING FENCE	
	LIMIT OF WORK CONSTRUCTION FENCE	
1	DRINKING FOUNTAIN, REFER TO SPECIFICATIONS	E D3.1
2	6" WIDE CONCRETE CURB	H D2.1
3	6" WIDE CONCRETE EDGEBAND	D D2.1
4	12" WIDE CONCRETE EDGEBAND	F D2.1
5	12" WIDE CONCRETE CURB	E D2.1
6	12" WIDE CONCRETE TALL CURB	E D2.1
7	24" WIDE CONCRETE SEATWALL	G D2.1
8	METAL LANDSCAPE EDGING, REFER TO SPECIFICATIONS	P D2.1
9	DUMOR BENCH WITHOUT BACK, REFER TO SPECIFICATIONS	A D3.1
10	PICNIC TABLE, 4 STANDARD SEATS + 1 ADA SPACE, W/ EMBEDDED CONCRETE FOOTING, REFER TO SPECIFICATIONS	J D3.1
11	GAME TABLE, 2 SEATS, W/ EMBEDDED CONCRETE FOOTING, REFER TO SPECIFICATIONS	E D4.1
12	TRASH & RECYCLING CONTAINER, REFER TO SPECIFICATIONS	B,D D3.1
13	UPC PARKS TREASURE CHEST ENTRY SCULPTURE, REFER TO SPECIFICATIONS	C D4.1
14	PET WASTE STATION, REFER TO SPECIFICATIONS	F D3.1
15	BANNER POLE, REFER TO SPECIFICATIONS (F D4.1)	C D3.1
16	GUARDRAIL WITH HANDRAIL	I, G\ D3.1

PLAY STRUCTURE LEGEND

SYM	DESCRIPTION	DTL REF
	2-5 YR OLD ZONE	
A1	LSI - IMAGINATION PLAY SHIP	A D4.1
A2	LSI - WHIMSY RIDER DOLPHIN	B D4.1
A3	LSI - COZY DOME	D D4.1
A4	LSI - ROLLER SLIDE	A D4.6
	PLAY BERM	
B1	LSI - SMALL DOUBLE EMBANKMENT SLIDE	A D4.2
B2	LSI - HILLSIDE ROCK CLIMBER HAND GRIPS (SET OF 15)	C D4.2
B3	LSI - AUQA SHPERES	B D4.2
	MUSICAL PLAY ZONE	
C1	PERCUSSION PLAY - PERCUSSION CAJON BOX	E D4.2
C2	PERCUSSION PLAY - SANSA RIMBA	F D4.2
C3	BURKE - NOVO TEARDROP COUNTER CLIMBER	D D4.2
C4	KINDER BELLS	B D4.6
	5-12 YR OLD ZONE	
D1	LSI - 5-12 YR OLD COMPOSITE PLAY STRUCTURE	A-D D4.5
D2	BURKE - ORB ROCKER	B D4.4
D3	LSI - SINGLE POST SWING SET W/ (2) BELT, (1) HALF BUCKET & (2) MOLDED BUCKET SEATS (A/D D4.4)	A-D D4.5
D4	BURKE - VOLTA INCLUSIVE SPINNER	E D4.4
D5	LSI - COMMUNICATION BOARD	C D4.4
D6	BERLINER- O' TANNEBAUM	C D4.6
	SIGNAGE	
F1	LSI - 2-5 YR OLD WELCOME SIGN	A/D D4.7
F2	LSI - 5-12 YR OLD WELCOME SIGN	A/D D4.7
F3	LSI - PARK ENTRY SIGN	B/E D4.7
F4	LSI - DONOR PANEL	B/E D4.7
F5	LSI - DOG WALK SIGN	C/F D4.7
F6	LSI - MUSICAL/SENSORY AREA SIGN	A/D D4.7

NORTH
0' 5' 10' 20' 30'

VERDE DESIGN
LANDSCAPE ARCHITECTURE
CIVIL ENGINEERING
SPORT PLANNING & DESIGN
2455 The Alameda
Santa Clara, CA 95050
tel: 408.985.7200
fax: 408.985.7260
www.VerdeDesignInc.com

STAMP

REGISTERED LANDSCAPE ARCHITECT
DEREK MORSE
No. 4148
Signature
EXPIRATION DATE: DEC. 2025
STATE OF CALIFORNIA

CONSULTANT

SHEET TITLE
MATERIAL AND DETAIL REFERENCE PLAN

PROJECT NAME
TREASURE COVE PLAYGROUND AT JADE STREET PARK

PROJECT ADDRESS
4400 JADE STREET
CAPITOLA, CA. 95010

SUBMITTAL	DATE
65% SUBMITTAL	8/16/24
95% SUBMITTAL	12/13/24
100% BID SUBMITTAL	05/23/25

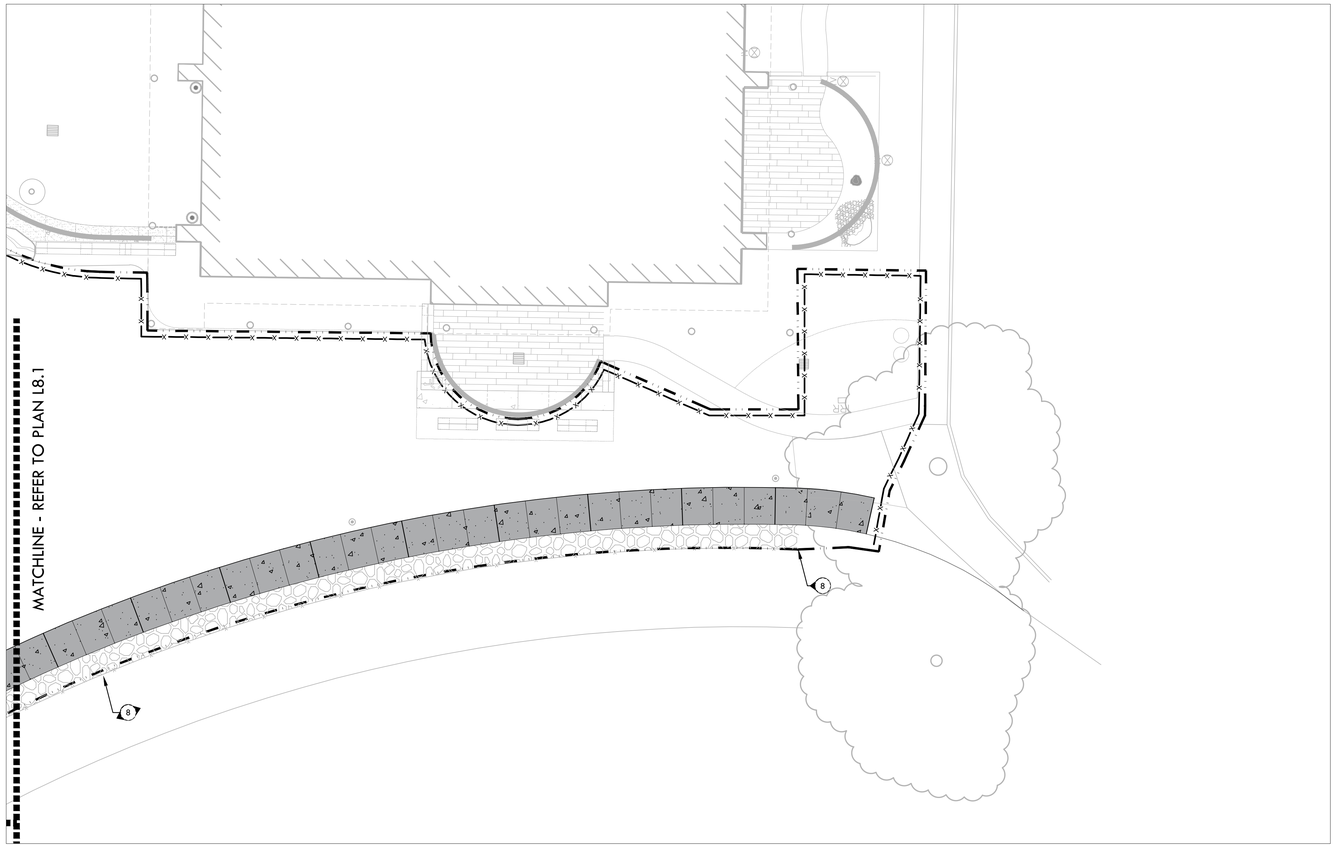
NO.	REVISIONS	DATE

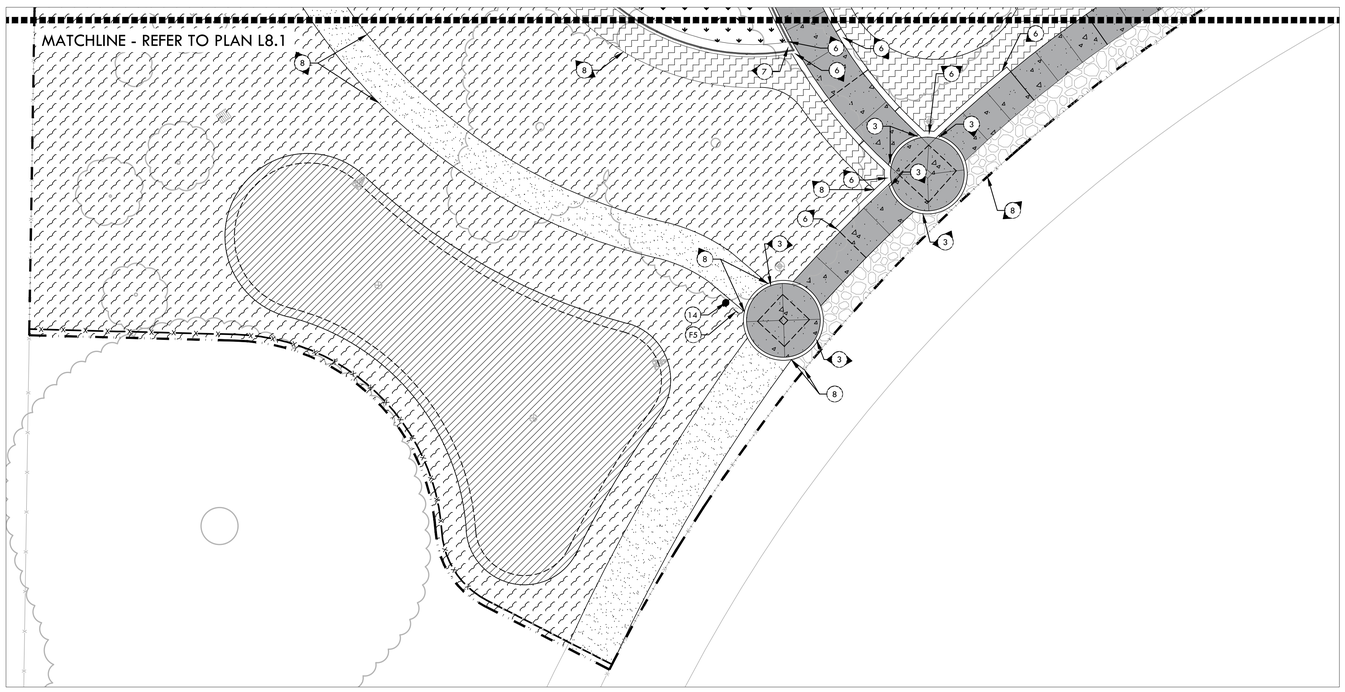
DRAWN BY	CHECKED BY
AZ, AR	BD/ DM
DATE ISSUED	SCALE
05/23/25	1"=10'-0"
PROJ. NO.	
#2300302	
SHEET NO.	
L8.1	

100% BID SUBMITTAL - 05/23/2025 - NOT FOR CONSTRUCTION - (CITY REVIEW - 05/19/25)

ALL IDEAS, DESIGNS, ARRANGEMENTS, AND PLANS INDICATED OR REPRESENTED BY THIS DRAWING ARE OWNED BY, AND THE PROPERTY OF, VERDE DESIGN, INC. AND WERE CREATED, EVOLVED, AND DEVELOPED FOR USE ON AND IN CONNECTION WITH THE SPECIFIED PROJECT. NONE OF SUCH IDEAS, DESIGNS, ARRANGEMENTS, OR PLANS SHALL BE USED BY OR DISCLOSED TO ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE WRITTEN PERMISSION OF VERDE DESIGN, INC.

DRAWING NAME: V:\Projects-SC\2023\2300300 - Capitola-Jade St Playground\CAD_MAT.dwg
PLOT DATE: 05-19-25 PLOTTED BY: stotin78





MATERIAL NOTES

1. THE CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION ELEMENTS INCLUDING UTILITY LOCATIONS AND REQUIRED SLEEVING PRIOR TO INSTALLATION. VERIFY CRITICAL DIMENSIONS, REFERENCE POINT LOCATIONS AND CONSTRUCTION CONDITIONS PRIOR TO INITIATING CONSTRUCTION. TEMPORARY BENCHMARKS OR REFERENCE POINTS SHALL BE SET BY THE CONTRACTOR AS NECESSARY. NOTIFY THE OWNER'S REPRESENTATIVE IMMEDIATELY SHOULD DISCREPANCY ARISE AND REDIRECT WORK TO AVOID DELAYS.
2. THE INTERFACE OF ALL PROPOSED IMPROVEMENTS TO EXISTING SITE SHALL CONFORM AND BE SMOOTH AND UNIFORM.
3. ALL REINFORCING AND FORMS SHALL BE SECURED IN PLACE AND ACCEPTED BY OWNER'S REPRESENTATIVE PRIOR TO PLACING ANY CONCRETE.
4. CONCRETE FINISHES SHALL BE AS NOTED. CONTRACTOR SHALL PROVIDE 4'X4' SAMPLES OF ALL SPECIFIED FINISHES OF CONCRETE USING THE SAME MATERIALS THAT WILL BE USED IN THE ACTUAL CONSTRUCTION FOR EACH TYPE SPECIFIED. SAMPLES SHALL BE PREPARED WELL ENOUGH IN ADVANCE OF SCHEDULED CONCRETE POUR TO ALLOW FOR REVIEW AND POSSIBLE RE-POURING OF UNACCEPTABLE SAMPLES. UNACCEPTABLE SAMPLES SHALL BE RE-PREPARED UNTIL ACCEPTED BY THE OWNER'S REPRESENTATIVE. ACCEPTED SAMPLES SHALL BE PROTECTED AND REMAIN ON SITE FOR REFERENCE UNTIL FINAL ACCEPTANCE.
5. CONTRACTOR SHALL COORDINATE WITH THE OWNER, THE ADJUSTMENT OF THEIR TEMPORARY FENCING, LAYDOWN AREA, AND ALL OTHER SITE CONSTRUCTION OBSTRUCTIONS, AS NECESSARY TO MAINTAIN CLEAR VEHICULAR AND PEDESTRIAN ACCESS AS REQUIRED BY THE OWNER FOR USE OF ADJACENT PARK AREAS, AT NO ADDITIONAL COST TO THE OWNER. THE CONTRACTOR SHALL WORK WITH THE OWNER TO DETERMINE THE LOCATION OF ADJUSTED FENCING AND THE DURATION OF THE ACCESS NEEDS.

MATERIAL LEGEND

SYM	DESCRIPTION	DTL REF
	CONCRETE - PEDESTRIAN	A,B,C D2.1
	18" WIDE CONCRETE EDGE BAND WITH TOP CAST #25 EXPOSED AGGREGATE FINISH, INTEGRAL COLOR JET BLACK, OR EQUAL	G D4.1
	RESILIENT SURFACING WITH AGGREGATE BASE	I D2.1
	RESILIENT SURFACING OVER SLOPED CONCRETE BASE	M/L D2.1
	DECOMPOSED GRANITE	N D2.1
	BIO-RETENTION AREA - REFER TO PLANTING PLAN AND SPECIFICATIONS	F D1.1
	LANDSCAPE AREA - REFER TO PLANTING PLAN AND SPECIFICATIONS	
	FLEXGRASS SYNTHETICS TURF, REFER TO SPECIFICATIONS	J D2.1
	BARK MULCH, REFER TO SPECIFICATIONS	
	3/4" SUBDRAIN TRENCH DRAIN ROCK, REFER TO SPECIFICATIONS	O D2.1
	NATURAL TURF	
	SCORE JOINT EXPANSION JOINT	A D2.1
	42" TALL ORNAMENTAL FENCE/GUARDRAIL	H-K D3.1
	EXISTING FENCE	
	LIMIT OF WORK CONSTRUCTION FENCE	
1	DRINKING FOUNTAIN, REFER TO SPECIFICATIONS	E D3.1
2	6" WIDE CONCRETE CURB	H D2.1
3	6" WIDE CONCRETE EDGEBAND	D D2.1
4	12" WIDE CONCRETE EDGEBAND	F D2.1
5	12" WIDE CONCRETE CURB	E D2.1
6	12" WIDE CONCRETE TALL CURB	I D2.1
7	24" WIDE CONCRETE SEATWALL	G D2.1
8	METAL LANDSCAPE EDGING, REFER TO SPECIFICATIONS	P D2.1
9	DUMOR BENCH WITHOUT BACK, REFER TO SPECIFICATIONS	A D3.1
10	PICNIC TABLE, 4 STANDARD SEATS + 1 ADA SPACE, W/ EMBEDDED CONCRETE FOOTING, REFER TO SPECIFICATIONS	J D3.1
11	GAME TABLE, 2 SEATS, W/ EMBEDDED CONCRETE FOOTING, REFER TO SPECIFICATIONS	E D4.1
12	TRASH & RECYCLING CONTAINER, REFER TO SPECIFICATIONS	B,D D3.1
13	UPC PARKS TREASURE CHEST ENTRY SCULPTURE, REFER TO SPECIFICATIONS	C D4.1
14	PET WASTE STATION, REFER TO SPECIFICATIONS	F D3.1
15	BANNER POLE, REFER TO SPECIFICATIONS (F D4.1)	C D3.1
16	GUARDRAIL WITH HANDRAIL	I, G D3.1

PLAY STRUCTURE LEGEND

SYM	DESCRIPTION	DTL REF
	2-5 YR OLD ZONE	
A1	LSI - IMAGINATION PLAY SHIP	A D4.1
A2	LSI - WHIMSY RIDER DOLPHIN	B D4.1
A3	LSI - COZY DOME	D D4.1
A4	LSI - ROLLER SLIDE	A D4.6
	PLAY BERM	
B1	LSI - SMALL DOUBLE EMBANKMENT SLIDE	A D4.2
B2	LSI - HILLSIDE ROCK CLIMBER HAND GRIPS (SET OF 15)	C D4.2
B3	LSI - AUQA SHPERES	B D4.2
	MUSICAL PLAY ZONE	
C1	PERCUSSION PLAY - PERCUSSION CAJON BOX	E D4.2
C2	PERCUSSION PLAY - SANSA RIMBA	F D4.2
C3	BURKE - NOVO TEARDROP COUNTER CLIMBER	D D4.2
C4	KINDER BELLS	B D4.6
	5-12 YR OLD ZONE	
D1	LSI - 5-12 YR OLD COMPOSITE PLAY STRUCTURE	A-D D4.3
D2	BURKE - ORB ROCKER	B D4.4
D3	LSI - SINGLE POST SWING SET W/ (2) BELT, (1) HALF BUCKET & (2) MOLDED BUCKET SEATS (A/D D4.4)	A-D D4.5
D4	BURKE - VOLTA INCLUSIVE SPINNER	E D4.4
D5	LSI - COMMUNICATION BOARD	C D4.4
D6	BERLINER- O' TANNEBAUM	C D4.6
	SIGNAGE	
F1	LSI - 2-5 YR OLD WELCOME SIGN	A/D D4.7
F2	LSI - 5-12 YR OLD WELCOME SIGN	A/D D4.7
F3	LSI - PARK ENTRY SIGN	B/E D4.7
F4	LSI - DONOR PANEL	B/E D4.7
F5	LSI - DOG WALK SIGN	C/F D4.7
F6	LSI - MUSICAL/SENSORY AREA SIGN	A/D D4.7

NORTH
0' 5' 10' 20' 30'

VERDE DESIGN
LANDSCAPE ARCHITECTURE
CIVIL ENGINEERING
SPORT PLANNING & DESIGN
2455 The Alameda
Santa Clara, CA 95050
tel: 408.985.7200
fax: 408.985.7260
www.VerdeDesignInc.com

STAMP
REGISTERED LANDSCAPE ARCHITECT
DEREK MORSE
No. 4148
Signature
EXPIRATION DATE: DEC. 2025
STATE OF CALIFORNIA

CONSULTANT

SHEET TITLE
MATERIAL AND DETAIL REFERENCE PLAN

PROJECT NAME
TREASURE COVE PLAYGROUND AT JADE STREET PARK

PROJECT ADDRESS
4400 JADE STREET
CAPITOLA, CA. 95010

SUBMITTAL	DATE
65% SUBMITTAL	8/16/24
95% SUBMITTAL	12/13/24
100% BID SUBMITTAL	05/23/25

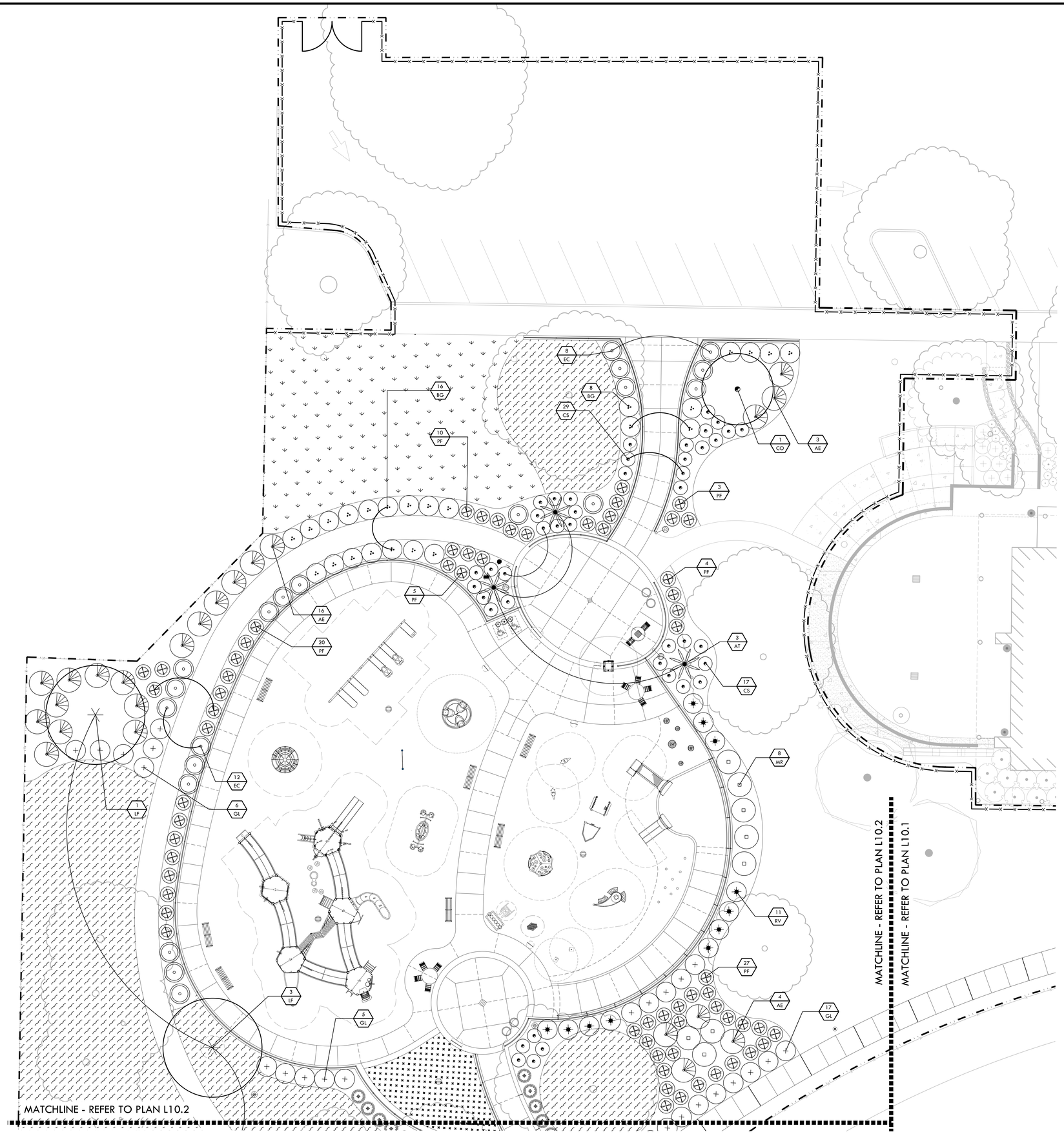
NO.	REVISIONS	DATE

DRAWN BY: AZ, AR
CHECKED BY: BD/ DM
DATE ISSUED: 05/23/25
SCALE: 1"=10'-0"
PROJ. NO.: #2300302
SHEET NO.: L8.2

100% BID SUBMITTAL - 05/23/2025 - NOT FOR CONSTRUCTION - (CITY REVIEW - 05/19/25)

ALL IDEAS, DESIGNS, ARRANGEMENTS, AND PLANS INDICATED OR REPRESENTED BY THIS DRAWING ARE OWNED BY AND THE PROPERTY OF VERDE DESIGN, INC. AND WERE CREATED, EVOLVED, AND DEVELOPED FOR USE ON AND IN CONNECTION WITH THE SPECIFIED PROJECT. NONE OF SUCH IDEAS, DESIGNS, ARRANGEMENTS OR PLANS SHALL BE USED BY OR DISCLOSED TO ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE WRITTEN PERMISSION OF VERDE DESIGN, INC.

DRAWING NAME: Y:\Projects- SC\2023\2300302 - Capitola- Jade St Playground\CAD_MAT.dwg
PLOT DATE: 05-19-25 PLOTTED BY: station78



PLANTING NOTES

1. CONTRACTOR SHALL PROTECT AND MAINTAIN ALL PLANT MATERIAL FROM TIME OF DELIVERY TO TIME OF FINAL ACCEPTANCE. OWNER SHALL NOT BE RESPONSIBLE FOR LOSSES DUE TO VANDALISM, THEFT OR SEVERE WEATHER.
2. CONTRACTOR SHALL PLACE PLANT MATERIALS SO THEY DO NOT INTERFERE WITH IRRIGATION SYSTEM OR INHIBIT REQUIRED COVERAGE. PLANT LOCATIONS MAY BE ADJUSTED AS LONG AS DESIGN INTENT IS NOT COMPROMISED. CONTRACTOR SHALL SET OUT PLANT MATERIAL AS PER PLAN AND RECEIVE ACCEPTANCE FROM OWNER'S REPRESENTATIVE WITH RESPECT TO PLANT HEALTH AND LOCATION PRIOR TO INSTALLATION. CONTRACTOR SHALL GIVE MINIMUM 2 WORKING DAYS NOTICE FOR OBSERVATION AND SHALL HAVE ALL PLANT MATERIAL IN SPECIFIED LOCATIONS FOR REVIEW AT ONE TIME. CONTRACTOR SHALL REPLACE ANY MATERIAL AS REQUESTED BY OWNER'S REPRESENTATIVE.
3. ALL NON-TURF PLANTING AREAS SHALL RECEIVE A 3" LAYER OF MULCH TOP DRESS (UNLESS NOTED OTHERWISE). REFER TO SPECIFICATIONS.
4. WHEN WORK HAS TO OCCUR UNDER THE DRIPLINE OF EXISTING TREES NOT SCHEDULED FOR REMOVAL, THE CONTRACTOR SHALL USE ALL POSSIBLE CARE TO AVOID INJURY TO THE TREES AND TREE ROOTS. GRADE IN LINES RADIAL TO THE EXISTING TREES RATHER THAN TANGENTIAL. ALL PARTIAL CUTS OR TEARS THROUGH ROOTS TWO INCHES IN DIAMETER AND LARGER SHALL BE CUT CLEAN. TRENCHES ADJACENT TO TREES SHALL BE FILLED WITHIN 24 HOURS AFTER EXCAVATION, BUT WHERE THIS IS NOT POSSIBLE, THE SIDE OF THE TRENCH ADJACENT TO THE TREE, AND ANY EXPOSED ROOTS SHALL BE KEPT SHADED AND MOIST WITH DAMPENED BURLAP OR CANVAS.
5. ALL TURF, MULCH AND PLANTERS TO RECEIVE SOIL AMENDMENTS AND SOIL PREPARATION PER SPECIFICATIONS UNLESS OTHERWISE NOTED.
6. CONTRACTOR SHALL PROVIDE JUTE NETTING FOR SOIL STABILIZATION IN AREA WHERE THE GRADIENT IS GREATER THAN 3:1

LEGEND

SYM	DESCRIPTION
-x-x-	LIMIT OF WORK CONSTRUCTION FENCE

PLANTING LEGEND

SYM		QTY	SIZE	BOTANICAL/COMMON NAME	SPACING/ COMMENTS	WU COLS	DTL REF
TREES							
•	CO	3	24" BOX	CERCIS CANADENSIS EASTERN REDBUD	20'-0" O.C.	L	E/C D6.1
*	LF	3	24" BOX	LYONOTHAMNUS FLORIBUNDUS SPP. ASPLENIIFOLIUS FERNLEAF CATALINA IRONWOOD	30'-0" O.C.	L	E/C D6.1
SHRUBS							
	AE	23	5 GAL	ARCTOSTAPHYLOS EDMUNDSII 'BIG SUR' CARMEL SUR MANZANITA	6'-0" O.C.	L	A D6.1
	AT	4	1 GAL	AGAVE ATTENUATA FOX TAIL AGAVE	5'-0" O.C.	L	A D6.1
	BG	24	1 GAL	BOUTELOUA GRACILIS 'BLONDE AMBITION' BLONDE AMBITION BLUE GRAMA	5'-0" O.C.	L	A D6.1
	CS	46	5 GAL	CALANDRINIA SPECTABILIS 'SHINING PINK' SHINING PINK ROCK PURSLANE	3'-0" O.C.	L	A D6.1
	CT	25	1 GAL	CHONDROPETALUM TECTORUM DWARF CAPE RUSH	4'-0" O.C.	L	A D6.1
	EC	20	5 GAL	EPILOBIUM CANUM ' CATALINA' CATALINA CALIFORNIA FUCHSIA	5'-0" O.C.	L	A D6.1
	GL	29	1 GAL	GREVILLEA LANIGERA 'COASTAL GEM' COASTAL GEM WOOLLY GREVILLEA	5'-0" O.C.	L	A D6.1
	JP	10	1 GAL	JUNCUS PATENS CALIFORNIA GREY RUSH	2'-0" O.C.	L	A D6.1
	LC	19	1 GAL	LOMANDRA CONFERTIFOLIA RUBIGINOSA 'SEASCAPE' LOMANDRA 'SEASCAPE'	3'-0" O.C.	L	A D6.1
	MR	8	1 GAL	MUHLENBERGIA RIGENS DEER GRASS	5'-0" O.C.	L	A D6.1
	PF	74	1 GAL	P. FRUTICOSA 'PETITE BUTTERFLY' BUTTERFLY PEA SHRUB	3'-0" O.C.	L	A D6.1
	RV	11	1 GAL	RIBES VIBURNIFOLIUM CATALINA CURRANT	5'-0" O.C.	L	A D6.1
OTHER							
				NATURAL TURF - REFER TO SPECIFICATIONS			
				MULCH - REFER TO SPECIFICATIONS.			

NORTH

0' 5' 10' 20' 30'

VERDE DESIGN
LANDSCAPE ARCHITECTURE
CIVIL ENGINEERING
SPORT PLANNING & DESIGN
2455 The Alameda
Santa Clara, CA 95050
tel: 408.985.7200
fax: 408.985.7260
www.VerdeDesigninc.com

STAMP

REGISTERED LANDSCAPE ARCHITECT
DEREK MORSE
No. 4148
Signature
EXPIRATION DATE: DEC. 2025
STATE OF CALIFORNIA

CONSULTANT

SHEET TITLE
PLANTING PLAN

PROJECT NAME
TREASURE COVE PLAYGROUND AT JADE STREET PARK

PROJECT ADDRESS
4400 JADE STREET
CAPITOLA, CA. 95010

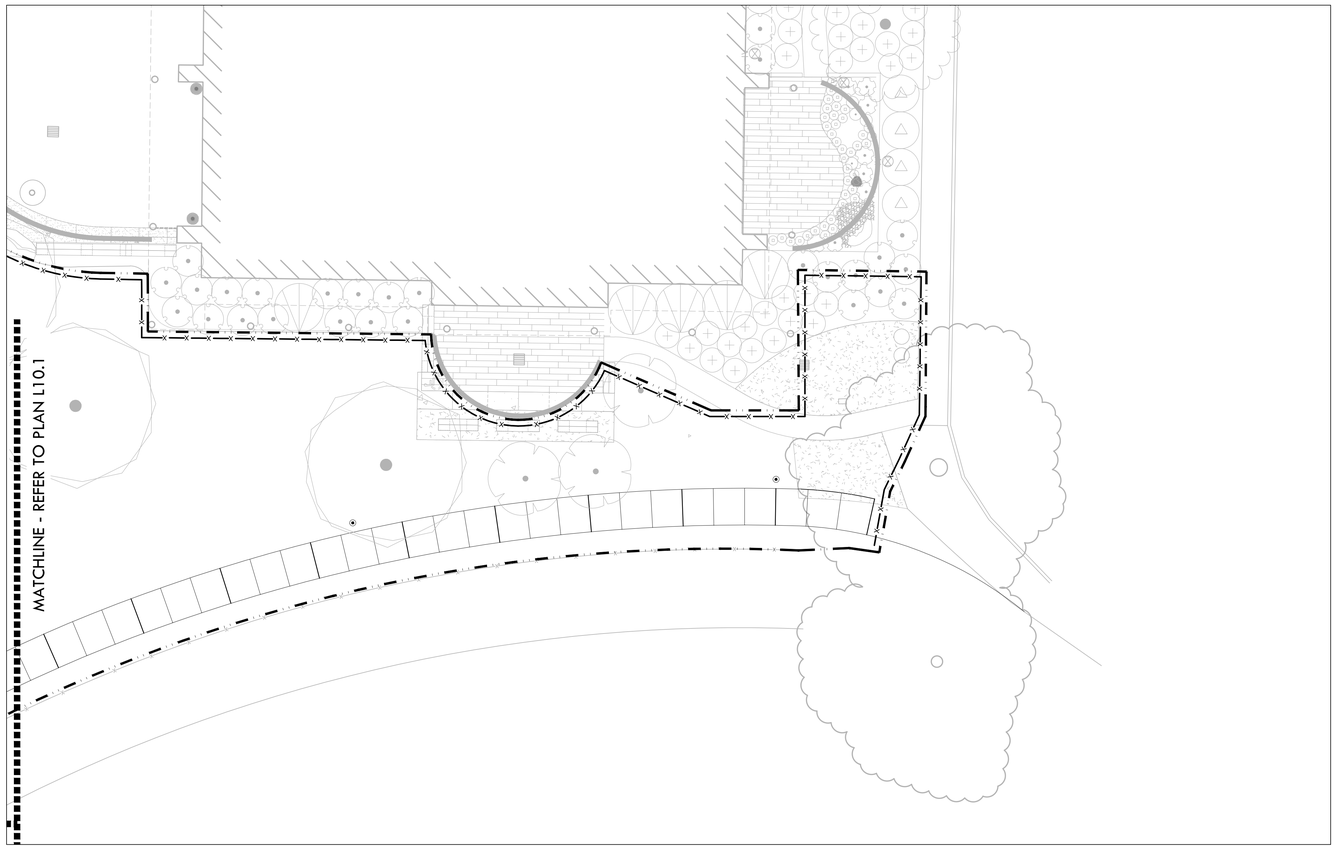
SUBMITTAL	DATE
65% SUBMITTAL	8/16/24
95% SUBMITTAL	12/13/24
100% BID SUBMITTAL	05/23/25

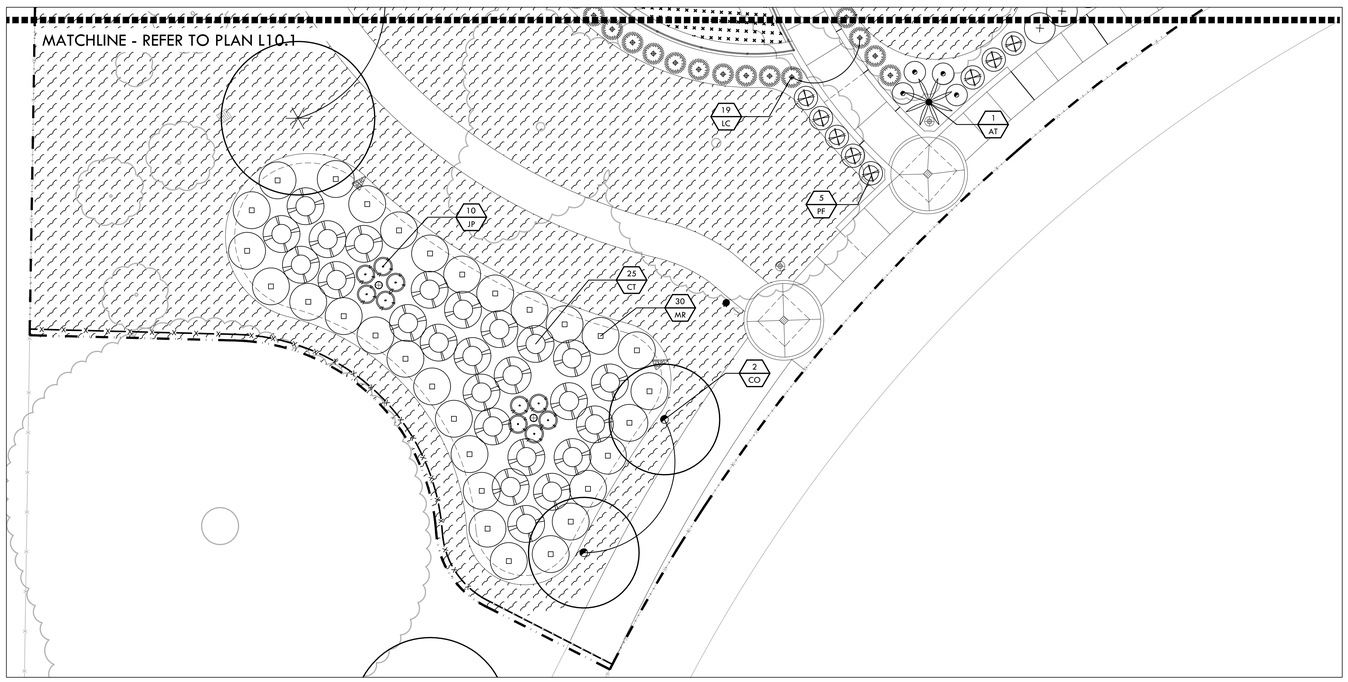
NO.	REVISIONS	DATE

DRAWN BY: AZ,AR	CHECKED BY: BD/ DM
DATE ISSUED: 05/23/25	SCALE: 1"=10'-0"
PROJ. NO.: #2300302	
SHEET NO.: L10.1	

ALL IDEAS, DESIGNS, ARRANGEMENTS, AND PLANS INDICATED OR REPRESENTED BY THIS DRAWING ARE OWNED BY AND THE PROPERTY OF VERDE DESIGN, INC AND WERE CREATED, EVOLVED, AND DEVELOPED FOR USE ON AND IN CONNECTION WITH THE SPECIFIED PROJECT. NONE OF SUCH IDEAS, DESIGNS, ARRANGEMENTS OR PLANS SHALL BE USED BY OR DISCLOSED TO ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE WRITTEN PERMISSION OF VERDE DESIGN, INC.

DRAWING NAME: Y:\Projects-SC\2023\2300300 - Capitola-Jade St Playground\CAD_PLT.dwg
PLOT DATE: 05-19-25 PLOTTED BY: station78





PLANTING NOTES

1. CONTRACTOR SHALL PROTECT AND MAINTAIN ALL PLANT MATERIAL FROM TIME OF DELIVERY TO TIME OF FINAL ACCEPTANCE. OWNER SHALL NOT BE RESPONSIBLE FOR LOSSES DUE TO VANDALISM, THEFT OR SEVERE WEATHER.
2. CONTRACTOR SHALL PLACE PLANT MATERIALS SO THEY DO NOT INTERFERE WITH IRRIGATION SYSTEM OR INHIBIT REQUIRED COVERAGE. PLANT LOCATIONS MAY BE ADJUSTED AS LONG AS DESIGN INTENT IS NOT COMPROMISED. CONTRACTOR SHALL SET OUT PLANT MATERIAL AS PER PLAN AND RECEIVE ACCEPTANCE FROM OWNER'S REPRESENTATIVE WITH RESPECT TO PLANT HEALTH AND LOCATION PRIOR TO INSTALLATION. CONTRACTOR SHALL GIVE MINIMUM 2 WORKING DAYS NOTICE FOR OBSERVATION AND SHALL HAVE ALL PLANT MATERIAL IN SPECIFIED LOCATIONS FOR REVIEW AT ONE TIME. CONTRACTOR SHALL REPLACE ANY MATERIAL AS REQUESTED BY OWNER'S REPRESENTATIVE.
3. ALL NON-TURF PLANTING AREAS SHALL RECEIVE A 3" LAYER OF MULCH TOP DRESS (UNLESS NOTED OTHERWISE). REFER TO SPECIFICATIONS.
4. WHEN WORK HAS TO OCCUR UNDER THE DRIPLINE OF EXISTING TREES NOT SCHEDULED FOR REMOVAL, THE CONTRACTOR SHALL USE ALL POSSIBLE CARE TO AVOID INJURY TO THE TREES AND TREE ROOTS. GRADE IN LINES RADIAL TO THE EXISTING TREES RATHER THAN TANGENTIAL. ALL PARTIAL CUTS OR TEARS THROUGH ROOTS TWO INCHES IN DIAMETER AND LARGER SHALL BE CUT CLEAN. TRENCHES ADJACENT TO TREES SHALL BE FILLED WITHIN 24 HOURS AFTER EXCAVATION, BUT WHERE THIS IS NOT POSSIBLE, THE SIDE OF THE TRENCH ADJACENT TO THE TREE, AND ANY EXPOSED ROOTS SHALL BE KEPT SHADED AND MOIST WITH DAMPENED BURLAP OR CANVAS.
5. ALL TURF, MULCH AND PLANTERS TO RECEIVE SOIL AMENDMENTS AND SOIL PREPARATION PER SPECIFICATIONS UNLESS OTHERWISE NOTED.
6. CONTRACTOR SHALL PROVIDE JUTE NETTING FOR SOIL STABILIZATION IN AREA WHERE THE GRADIENT IS GREATER THAN 3:1

LEGEND

SYM	DESCRIPTION
-X-X-	LIMIT OF WORK CONSTRUCTION FENCE

PLANTING LEGEND

SYM	QTY	SIZE	BOTANICAL/COMMON NAME	SPACING/ COMMENTS	WU COLS	DTL REF
TREES						
CO	3	24" BOX	CERCIS CANADENSIS EASTERN REDBUD	20'-0" O.C.	L	E/C D6.1
LF	3	24" BOX	LYONOTHAMNUS FLORIBUNDUS SPP. ASPLENIIFOLIUS FERNLEAF CATALINA IRONWOOD	30'-0" O.C.	L	E/C D6.1
SHRUBS						
AE	23	5 GAL	ARCTOSTAPHYLOS EDMUNDSII 'BIG SUR' CARMEL SUR MANZANITA	6'-0" O.C.	L	A D6.1
AT	4	1 GAL	AGAVE ATTENUATA FOX TAIL AGAVE	5'-0" O.C.	L	A D6.1
BG	24	1 GAL	BOUTELOUA GRACILIS 'BLONDE AMBITION' BLONDE AMBITION BLUE GRAMA	5'-0" O.C.	L	A D6.1
CS	46	5 GAL	CALANDRINIA SPECTABILIS 'SHINING PINK' SHINING PINK ROCK PURSLANE	3'-0" O.C.	L	A D6.1
CT	25	1 GAL	CHONDROPETALUM TECTORUM DWARF CAPE RUSH	4'-0" O.C.	L	A D6.1
EC	20	5 GAL	EPILOBIUM CANUM ' CATALINA' CATALINA CALIFORNIA FUCHSIA	5'-0" O.C.	L	A D6.1
GL	29	1 GAL	GREVILLEA LANIGERA 'COASTAL GEM' COASTAL GEM WOOLLY GREVILLEA	5'-0" O.C.	L	A D6.1
JP	10	1 GAL	JUNCUS PATENS CALIFORNIA GREY RUSH	2'-0" O.C.	L	A D6.1
LC	19	1 GAL	LOMANDRA CONFERTIFOLIA RUBIGINOSA 'SEASCAPE' LOMANDRA 'SEASCAPE'	3'-0" O.C.	L	A D6.1
MR	8	1 GAL	MUHLENBERGIA RIGENS DEER GRASS	5'-0" O.C.	L	A D6.1
PF	74	1 GAL	P. FRUTICOSA 'PETITE BUTTERFLY' BUTTERFLY PEA SHRUB	3'-0" O.C.	L	A D6.1
RV	11	1 GAL	RIBES VIBURNIFOLIUM CATALINA CURRANT	5'-0" O.C.	L	A D6.1
OTHER						
			NATURAL TURF - REFER TO SPECIFICATIONS			
			MULCH - REFER TO SPECIFICATIONS.			

VERDE DESIGN
LANDSCAPE ARCHITECTURE
CIVIL ENGINEERING
SPORT PLANNING & DESIGN
2455 The Alameda
Santa Clara, CA 95050
tel: 408.985.7200
fax: 408.985.7260
www.VerdeDesignInc.com

STAMP

REGISTERED LANDSCAPE ARCHITECT
DEREK MORSE
No. 4148
Signature
EXPIRATION DATE: DEC. 2025
STATE OF CALIFORNIA

CONSULTANT

SHEET TITLE
PLANTING PLAN

PROJECT NAME
TREASURE COVE PLAYGROUND AT JADE STREET PARK

PROJECT ADDRESS
4400 JADE STREET
CAPITOLA, CA. 95010

SUBMITTAL	DATE
65% SUBMITTAL	8/16/24
95% SUBMITTAL	12/13/24
100% BID SUBMITTAL	05/23/25

NO.	REVISIONS	DATE

DRAWN BY	CHECKED BY
AZ	BD/ DM
DATE ISSUED	SCALE
05/23/25	1"=10'-0"
PROJ. NO.	
#2300302	
SHEET NO.	
L10.2	

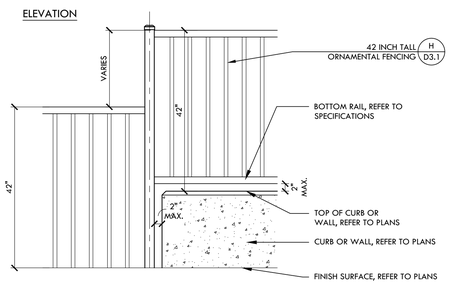
NORTH
0' 5' 10' 20' 30'

PLANTING PLAN

100% BID SUBMITTAL - 05/23/2025 - NOT FOR CONSTRUCTION - (CITY REVIEW - 05/19/25)

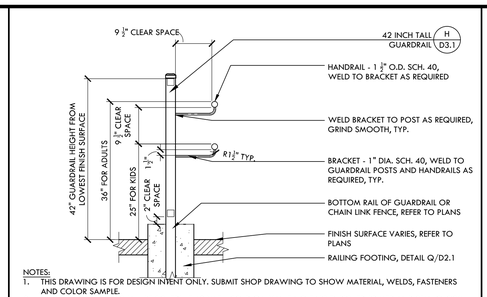
ALL IDEAS, DESIGNS, ARRANGEMENTS, AND PLANS INDICATED OR REPRESENTED BY THIS DRAWING ARE OWNED BY AND THE PROPERTY OF VERDE DESIGN, INC AND WERE CREATED, EVOLVED AND DEVELOPED FOR USE ON AND IN CONNECTION WITH THE SPECIFIED PROJECT. NONE OF SUCH IDEAS, DESIGNS, ARRANGEMENTS OR PLANS MAY BE USED BY OR DISCLOSED TO ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE WRITTEN PERMISSION OF VERDE DESIGN, INC.

DRAWING NAME: Y:\Projects-SC\2023\2300300 - Capitola- Jade St Playground\CAD_PLT.dwg
PLOT DATE: 05-19-25 PLOTTED BY: station78



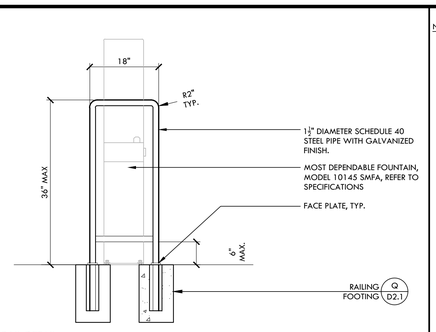
NOTE:
1. ORNAMENTAL FENCING SYSTEM SHALL FOLLOW THE STEPPED CONDITIONS AS REQUIRED.

K ORNAMENTAL FENCE AT STEPPED CONDITION — NTS

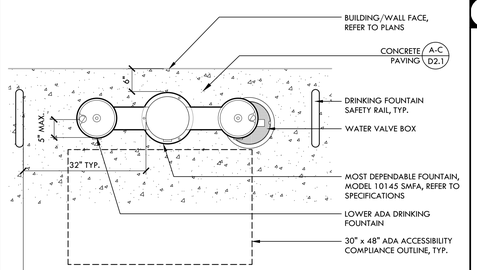


NOTES:
1. THIS DRAWING IS FOR DESIGN INTENT ONLY. SUBMIT SHOP DRAWING TO SHOW MATERIAL, WELDS, FASTENERS AND COLOR SAMPLE.
2. ALL STEEL MATERIALS SHALL BE SCHEDULE 40 WITH COLD GALVANIZING ZINC ENRICHED PRIMER AND SEMI-GLOSS BLACK POWDER COAT FINISH.
3. ALL JOINTS SHALL BE FILLET WELD; GRIND SMOOTH ; TREAT ALL FINISHED WELDS WITH GALVANIZING PRIOR TO POWDER COATING.
4. ALL RAILINGS TO BE SHOP FABRICATED TO THE SPECIFIED RADIUS AS REQUIRED FOR FIELD INSTALLATION.

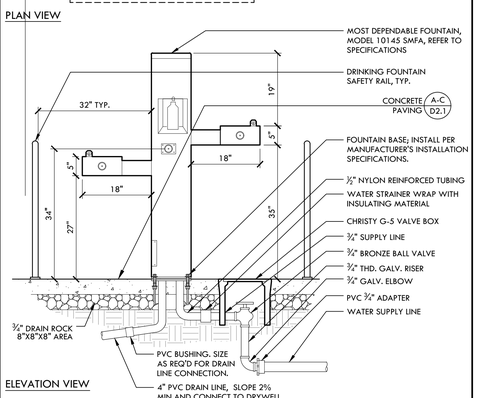
G HANDRAIL SYSTEM AT PLAY AREA — NTS



SAFETY RAIL DETAIL



PLAN VIEW

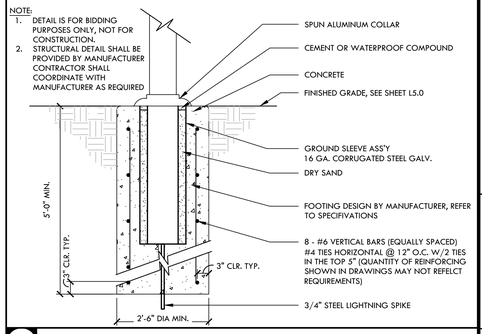


ELEVATION VIEW

NOTES:
1. MEETS ADA REGULATIONS. ALL DRINKING FOUNTAINS TO BE INSTALLED CLEAR OF ACCESSIBLE PATH OF TRAVEL.
2. LOWER BOWL AND BOTTLE FILLER TO BE BUILT AT A FRONT APPROACH. CONTRACTOR TO COORDINATE WITH MANUFACTURER.

E DRINKING FOUNTAIN — NTS

NOTE:
1. DETAIL IS FOR BIDDING PURPOSES ONLY, NOT FOR CONSTRUCTION.
2. STRUCTURAL DETAIL SHALL BE PROVIDED BY MANUFACTURER CONTRACTOR SHALL COORDINATE WITH MANUFACTURER AS REQUIRED



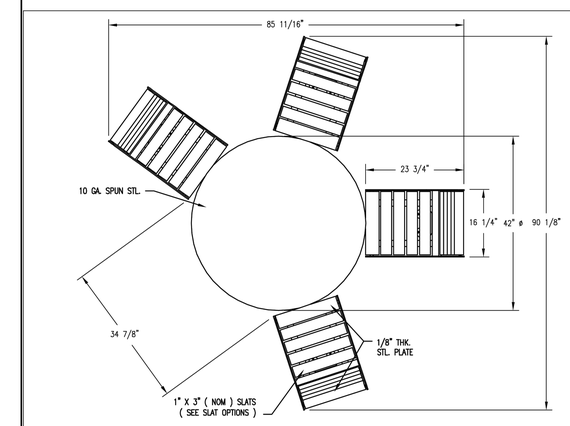
C BANNER POLE AND FOOTING — NTS

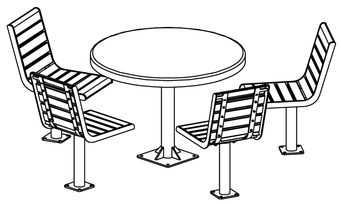
VERDE DESIGN
LANDSCAPE ARCHITECTURE
CIVIL ENGINEERING
SPORT PLANNING & DESIGN
2455 The Alameda
Santa Clara, CA 95050
tel: 408.985.7200
fax: 408.985.7260
www.VerdeDesignInc.com

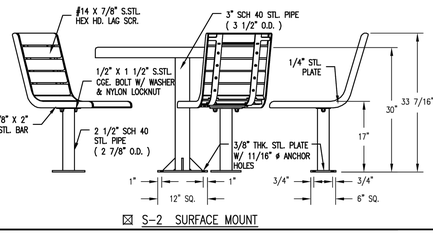
STAMP

REGISTERED LANDSCAPE ARCHITECT — DEREK MORRIS — No. 4148 — Signature — EXPIRATION DATE: DEC. 2025 — STATE OF CALIFORNIA

CONSULTANT





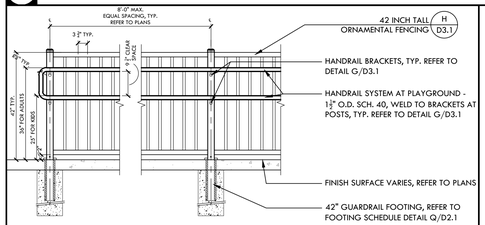


SLAT OPTIONS
- ☐ ANTIQUE MAHOGANY TEXTURED
- ☐ BRAZILIAN WALNUT TEXTURED
- ☐ OTHER _____

NOTES:
1.) ALL STL. MEMBERS COATED W/ ZINC RICH EPOXY THEN FINISHED W/ POLYESTER POWDER COATING.
2.) 1/2" X 3" EXPANSION ANCHOR BOLTS PROVIDED FOR S-2 & S-4 OPTIONS.

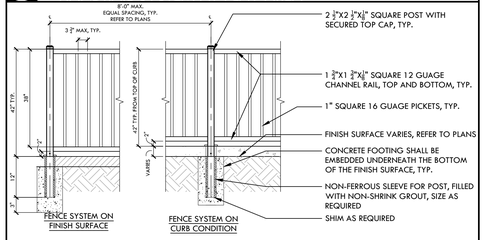
☒ S-2 SURFACE MOUNT

J DUMOR - PICNIC TABLE — NTS



NOTES:
1. THIS DRAWING IS FOR DESIGN INTENT ONLY. SUBMIT SHOP DRAWING TO SHOW MATERIAL, WELDS, FASTENERS, AND COLOR SAMPLE.
2. ALL STEEL MATERIALS SHALL BE SCHEDULE 40 WITH COLD GALVANIZING ZINC ENRICHED PRIMER AND SEMI-GLOSS BLACK POWDER COAT FINISH.
3. ALL JOINTS SHALL BE FILLET WELD, GRIND SMOOTH, TREAT ALL FINISHED WELDS WITH GALVANIZING PRIOR TO POWDER COATING.
4. ALL RAILINGS SHALL BE FABRICATED TO THE SPECIFIED RADIUS AS REQUIRED FOR FIELD INSTALLATION.

I 42 INCH GUARDRAIL W/ HANDRAIL SYSTEM AT PLAY AREA — NTS



NOTES:
1. THIS DRAWING IS FOR DESIGN INTENT ONLY. SUBMIT SHOP DRAWING TO SHOW MATERIAL, WELDS, FASTENERS, AND COLOR SAMPLE.
2. ALL STEEL MATERIALS SHALL BE SCHEDULE 40 WITH COLD GALVANIZING ZINC ENRICHED PRIMER AND SEMI-GLOSS BLACK POWDER COAT FINISH.
2. ALL JOINTS SHALL BE FILLET WELD; GRIND SMOOTH ; TREAT ALL FINISHED WELDS WITH GALVANIZING PRIOR TO POWDER COATING.
3. ALL RAILINGS SHALL BE FABRICATED TO THE SPECIFIED RADIUS AS REQUIRED FOR FIELD INSTALLATION.

H 42 INCH TALL ORNAMENTAL GUARDRAIL FENCE/ GUARDRAIL — NTS

ANOVA.

(800) 231-1327
specify@anovafurnishings.com
anovafurnishings.com

GRV05

Grove 5 Gallon Pet Waste Station

Material
The receptacle outer loop frame is made from 7-gauge steel with the inner waste receptacle and pet dispenser made from 10-gauge steel. The reusable, 5-gallon reusable plastic waste liner is made of high-density polyethylene.

Features
ADA-compliant. The pet waste station has a built-in bonnet top and pet waste bag dispenser for ease-of-access of users. The upper pet waste bag dispenser features a magnetic door latch and includes two cases of pet waste bags (2,000 bags per case). Pet waste bags measure 8" x 13". The lower waste station body features a piano hinge and a tamper-resistant cam lock and key system.
Features adjustable, factory installed stainless steel glides for leveling and to avoid damages to the mounting surface or powder coat finish.
The outer loop features two .44" diameter pre-drilled holes in the base for surface mounting to prevent movement. **Must be surface mounted;** mounting hardware is included.

Finish
Fade-resistant, powder coated steel features a state-of-the-art primer provent to prevent rusting. Treated components exceed the industry standard by 34% in testing by independent sources.

Assembly
This product ships fully assembled and ready-to-use. Assembled using stainless steel hardware. Surface mounting will require some assembly.

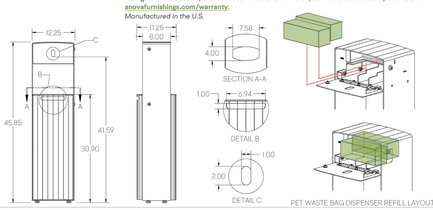
Color
See website or sales representative for color choices.

Maintenance
The product is virtually maintenance-free and requires only periodic cleaning with a sponge and a solution of mild detergent and water to remove surface dirt. Do not clean with solvent or petroleum base products.

Warranty
20-year limited structural warranty with 3-year finish warranty and 7-year warranty against fading from the date of purchase. See full details on multi-year warranties for components at anovafurnishings.com/warranty.
Manufactured in the U.S.

Replacement Parts
5 Gallon Liner — DOM9055

Dog Waste Bag Refills
Case of 4,00 Bags — D001-20
Case of 6,00 Bags — D001-30

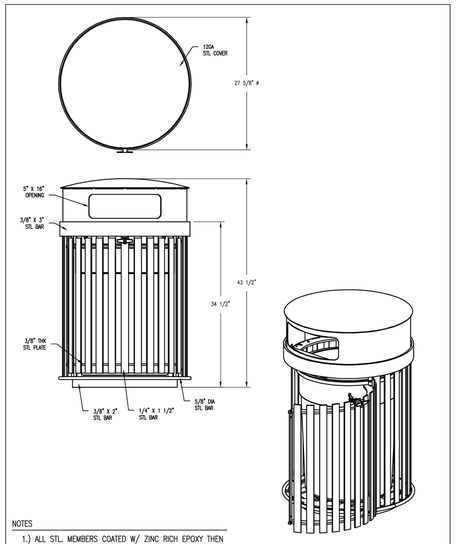


PET WASTE BAG DISPENSER REFILL LAYOUT

© 2024 ANOVA®

May - 2024

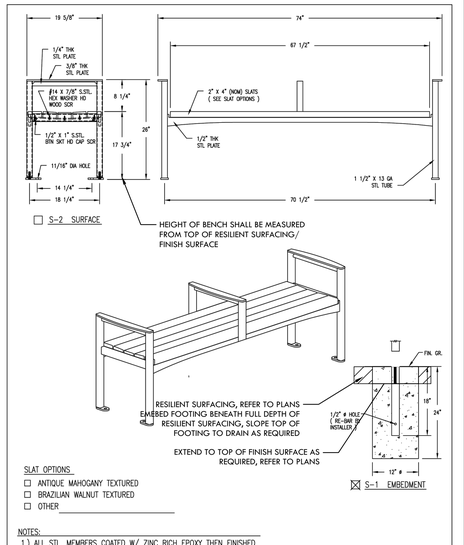
F PET WASTE STATION — NTS



NOTES
1.) ALL STL. MEMBERS COATED W/ ZINC RICH EPOXY THEN FINISHED W/ POLYESTER POWDER COATING.
2.) 1/2" X 3" EXPANSION ANCHOR BOLTS PROVIDED (QTY 3).
3.) RECYCLING UNIT HINGE FOR REMOVAL OF 32 GAL LINER.

DuMor, Inc. | RECEPTACLE | DATE DRAWN : 11/20/18 | DRAWN BY : JSB | DATE REV. : | REV. BY : | REV. A | DRAWING NUMBER 287-32-SO | SHEET 1 OF 2

D TRASH RECEPTACLE — NTS



SLAT OPTIONS
- ☐ ANTIQUE MAHOGANY TEXTURED
- ☐ BRAZILIAN WALNUT TEXTURED
- ☐ OTHER _____

NOTES:
1.) ALL STL. MEMBERS COATED W/ ZINC RICH EPOXY THEN FINISHED W/ POLYESTER POWDER COATING.
2.) 1/2" X 3" EXPANSION ANCHOR BOLTS PROVIDED FOR S-2.

DuMor, Inc. | BENCH | DATE DRAWN : 11/05/18 | DRAWN BY : ESS | DATE REV. : 05/30/00 | REV. BY : XXX | REV. A | DRAWING NUMBER 501-60TX | SHEET 1 OF 2

B RECYCLE RECEPTACLE — NTS

SHEET TITLE
SITE FURNISHING DETAILS

PROJECT NAME
TREASURE COVE PLAYGROUND AT JADE STREET PARK

PROJECT ADDRESS
4400 JADE STREET CAPITOLA, CA. 95010

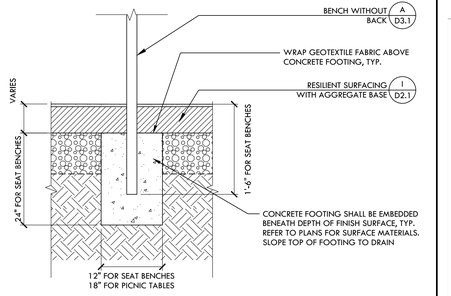
SUBMITTAL	DATE
65% SUBMITTAL	8/16/24
95% SUBMITTAL	12/13/24
100% BID SUBMITTAL	05/23/25

NO.	REVISIONS	DATE

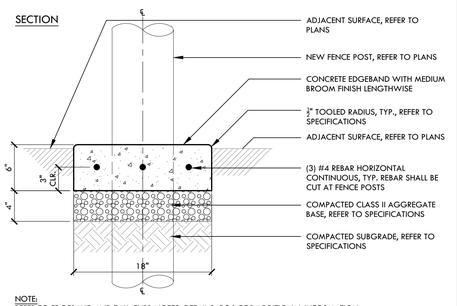
DRAWN BY: AZ/ AR
CHECKED BY: BD/ DM
DATE ISSUED: 05/23/25
SCALE: AS NOTED
PROJ. NO.: #2300302
SHEET NO.: D3.1

ALL IDEAS, DESIGNS, ARRANGEMENTS, AND PLANS INDICATED OR REPRESENTED BY THIS DRAWING ARE OWNED BY, AND THE PROPERTY OF, VERDE DESIGN, INC. AND WERE CREATED, EVOLVED AND DEVELOPED FOR USE ON AND IN CONNECTION WITH THE SPECIFIED PROJECT. NONE OF SUCH IDEAS, DESIGNS, ARRANGEMENTS OR PLANS SHALL BE USED BY OR DISCLOSED TO ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE PRIOR WRITTEN PERMISSION OF VERDE DESIGN, INC.

DRAWING NAME: Y:\Projects-SC\2023\2300300 - Capitola-Jade St Playground\CAD_DTL-D3.0-FURN.dwg
PLOT DATE: 05-19-25 PLOTTED BY: station78

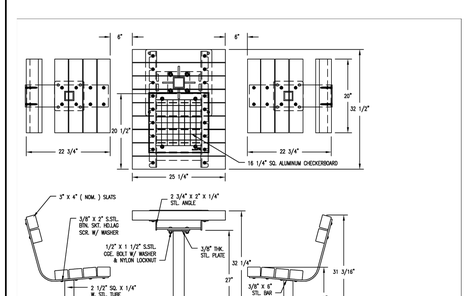


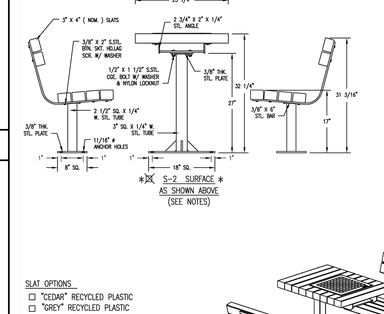
H BENCH FOOTING EMBEDMENT AT RESILIENT SURFACING — NTS



NOTE:
REFER TO EDGEBAND AND TALL CURB NOTES, DETAIL R, D2.1 FOR ADDITIONAL INFORMATION.

G 18" WIDE EDGEBAND WITH FENCE — NTS





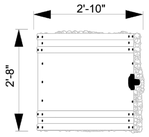
SLAT OPTIONS
- ☐ "CEDAR" RECYCLED PLASTIC
- ☐ "GREY" RECYCLED PLASTIC
- ☐ "REDWOOD" RECYCLED PLASTIC
- ☐ "WALNUT" RECYCLED PLASTIC
- ☐ OTHER _____

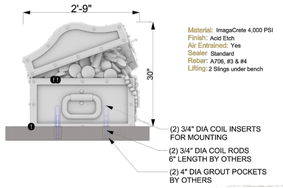
NOTES
1.) ALL STL. MEMBERS COATED W/ ZINC RICH EPOXY THEN FINISHED W/ POLYESTER POWDER COATING.
2.) 1/2" X 3" EXPANSION ANCHOR BOLTS PROVIDED FOR OPTIONS S-2 AND S-4.
* UPCHARGE APPLIES TO SUPPORT OPTION-CONSULT LOCAL REPRESENTATIVE.

DuMor, Inc.	GAME TABLE	DATE DRAWN : 10/28/19	REV.	DRAWING NUMBER	SHEET
		DRAWN BY : ESS	A	78-32ADAPL	1 OF 2
		DATE REV. :			
		REV. BY :			

E GAME TABLE — NTS

Treasure Chest

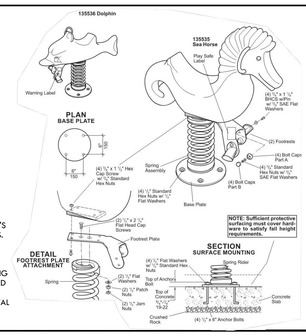




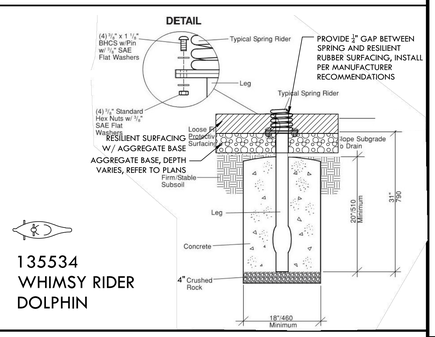
Material: ImagaCrete 4,000 PSI
Finish: Acid Etch
Air Entrained: Yes
Sealer: Standard
Rebar: A706, #3 & #4
Lifting: 2 Slings under bench

NOTE:
1. MANUFACTURER: UPC PARK
2. MODEL: TREASURE CHEST
3. AGES: 2-12
4. DETAILS FOR REFERENCE ONLY. CONTRACTOR SHALL INSTALL EQUIPMENT PER MANUFACTURER'S RECOMMENDATIONS. REFER TO SPECIFICATIONS.
5. COLORWAY SHALL BE REVIEWED AND APPROVED THROUGH SUBMITTAL PROCESS.

C UPC PARK - TREASURE CHEST — NTS

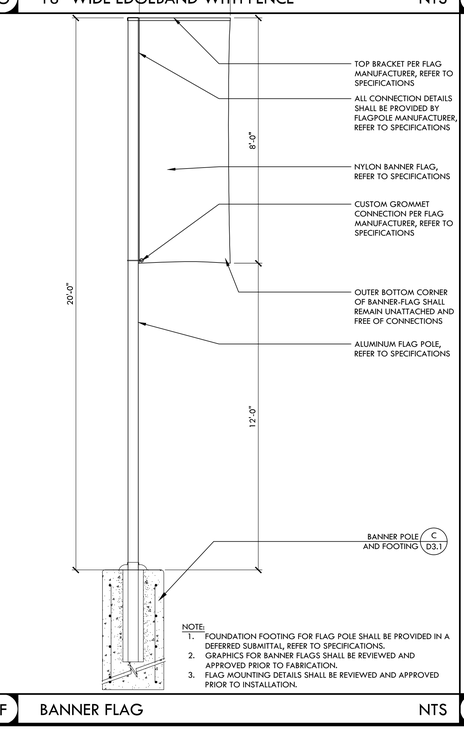


NOTE:
1. MANUFACTURER: LANDSCAPE STRUCTURES
2. MODEL: 135536 DOLPHIN
3. AGES: 2YRS-5YRS
4. DETAILS FOR REFERENCE ONLY. CONTRACTOR SHALL INSTALL EQUIPMENT PER MANUFACTURER'S RECOMMENDATIONS. REFER TO SPECIFICATIONS.
5. CONTRACTOR SHALL COORDINATE WITH MANUFACTURER ON INSTALLATION AND CALCULATIONS AS NECESSARY.
6. FOOTING INFORMATION PROVIDED FOR BIDDING PURPOSES ONLY. STRUCTURE SHALL BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.
7. COLORS SHALL BE SELECTED THROUGH SUBMITTAL PROCESS.



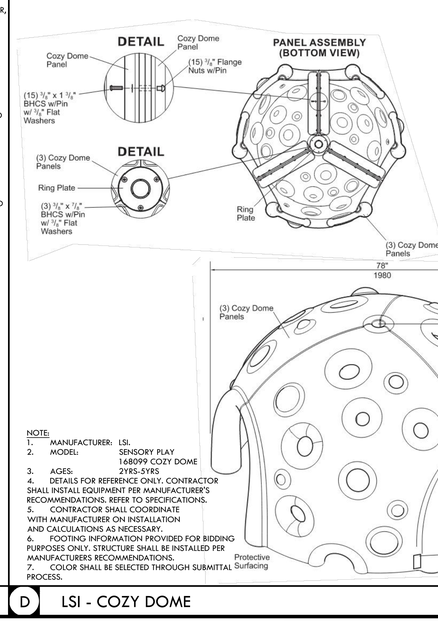
135534
WHIMSY RIDER
DOLPHIN

B LSI - WHIMSY RIDER DOLPHIN — NTS



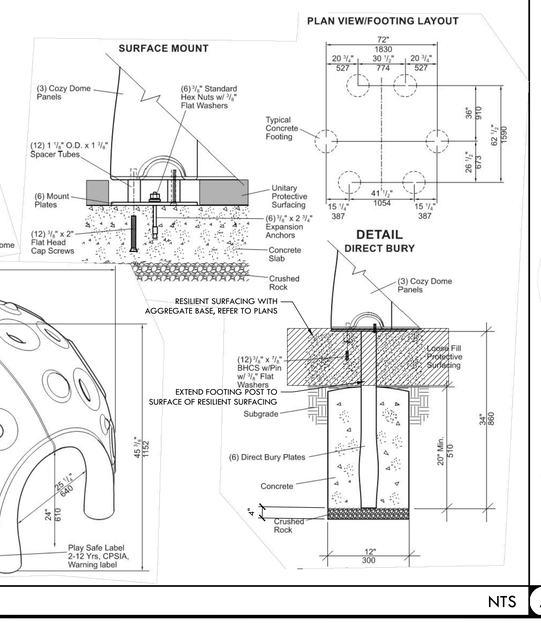
NOTE:
1. FOUNDATION FOOTING FOR FLAG POLE SHALL BE PROVIDED IN A DEFERRED SUBMITTAL, REFER TO SPECIFICATIONS.
2. GRAPHICS FOR BANNER FLAGS SHALL BE REVIEWED AND APPROVED PRIOR TO FABRICATION.
3. FLAG MOUNTING DETAILS SHALL BE REVIEWED AND APPROVED PRIOR TO INSTALLATION.

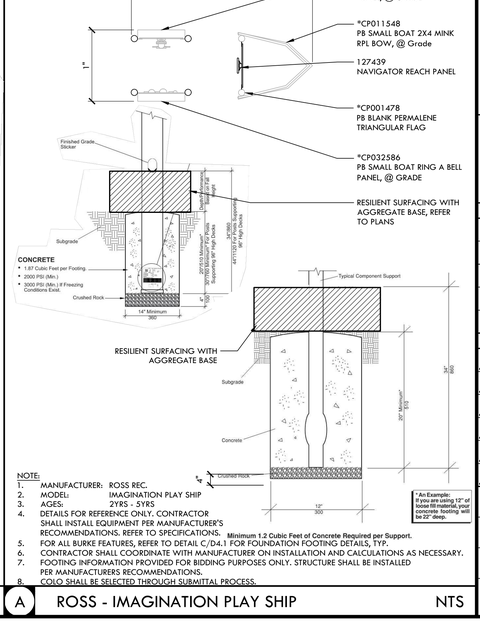
F BANNER FLAG — NTS



NOTE:
1. MANUFACTURER: LSI.
2. MODEL: SENSORY PLAY 168099 COZY DOME
3. AGES: 2YRS-5YRS
4. DETAILS FOR REFERENCE ONLY. CONTRACTOR SHALL INSTALL EQUIPMENT PER MANUFACTURER'S RECOMMENDATIONS. REFER TO SPECIFICATIONS.
5. CONTRACTOR SHALL COORDINATE WITH MANUFACTURER ON INSTALLATION AND CALCULATIONS AS NECESSARY.
6. FOOTING INFORMATION PROVIDED FOR BIDDING PURPOSES ONLY. STRUCTURE SHALL BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.
7. COLOR SHALL BE SELECTED THROUGH SUBMITTAL PROCESS.

D LSI - COZY DOME — NTS





NOTE:
1. MANUFACTURER: ROSS REC.
2. MODEL: IMAGINATION PLAY SHIP
3. AGES: 2YRS - 5YRS
4. DETAILS FOR REFERENCE ONLY. CONTRACTOR SHALL INSTALL EQUIPMENT PER MANUFACTURER'S RECOMMENDATIONS. REFER TO SPECIFICATIONS. **Minimum 1.2 Cubic Feet of Concrete Required per Support.**
5. FOR ALL BURKE FEATURES, REFER TO DETAIL C/D-4.1 FOR FOUNDATION FOOTING DETAILS, TYP.
6. CONTRACTOR SHALL COORDINATE WITH MANUFACTURER ON INSTALLATION AND CALCULATIONS AS NECESSARY.
7. FOOTING INFORMATION PROVIDED FOR BIDDING PURPOSES ONLY. STRUCTURE SHALL BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.
8. COLO SHALL BE SELECTED THROUGH SUBMITTAL PROCESS.

* An Example: If you are using 12" of loose fill material, your concrete footing will be 22" deep.

A ROSS - IMAGINATION PLAY SHIP — NTS

VERDE DESIGN
LANDSCAPE ARCHITECTURE
CIVIL ENGINEERING
SPORT PLANNING & DESIGN
2455 The Alameda
Santa Clara, CA 95050
tel: 408.985.7200
fax: 408.985.7260
www.VerdeDesignInc.com

STAMP

REGISTERED LANDSCAPE ARCHITECT
DEREK MOREE
No. 4148
Signature
EXPIRATION DATE: DEC. 2025
STATE OF CALIFORNIA

CONSULTANT

SHEET TITLE
PLAY EQUIPTMENT DETAILS

PROJECT NAME
TREASURE COVE PLAYGROUND AT JADE STREET PARK

PROJECT ADDRESS
4400 JADE STREET
CAPITOLA, CA. 95010

SUBMITTAL	DATE
65% SUBMITTAL	8/16/24
95% SUBMITTAL	12/13/24
100% BID SUBMITTAL	05/23/25

NO.	REVISIONS	DATE
1		
2		
3		
4		
5		
6		
7		

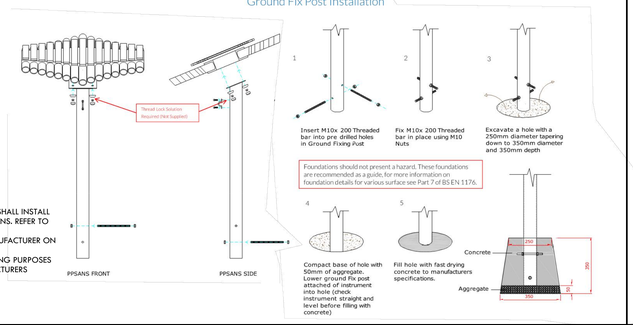
DRAWN BY	CHECKED BY
AZ	BD/ DM
DATE ISSUED	SCALE
05/23/25	AS NOTED
PROJ. NO.	
#2300302	
SHEET NO.	
D4.1	

ALL IDEAS, DESIGNS, ARRANGEMENTS, AND PLANS INDICATED OR REPRESENTED BY THIS DRAWING ARE OWNED BY AND THE PROPERTY OF VERDE DESIGN, INC. AND WERE CREATED, EVOLVED, AND DEVELOPED FOR USE ON AND IN CONNECTION WITH THE SPECIFIED PROJECT. NONE OF SUCH IDEAS, DESIGNS, ARRANGEMENTS OR PLANS SHALL BE USED BY OR DISCLOSED TO ANY PERSON OR ENTITY FOR ANY PURPOSE WHATSOEVER WITHOUT THE PRIOR WRITTEN PERMISSION OF VERDE DESIGN, INC.

DRAWING NAME: Y:\Projects-CC\2025\2505300 - Capitola-Jade St Playground\CAD_DTL-D4\D-PLAY.dwg
PLOT DATE: 05-19-25 PLOTTED BY: stotlan78

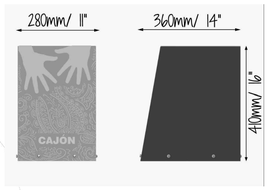
100% BID SUBMITTAL - 05/23/2025 - NOT FOR CONSTRUCTION - (CITY REVIEW - 05/19/25)

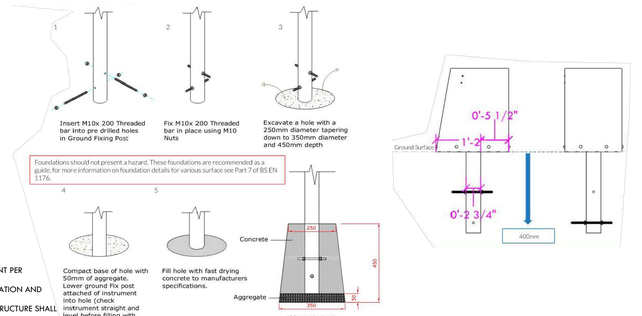
Ground Fix Post Installation



NOTE:
1. MANUFACTURER: PERCUSSION PLAY
2. MODEL: SANSA RIMBA
3. COLOR: XXXXX
4. AGES: ALL
5. DETAILS FOR REFERENCE ONLY. CONTRACTOR SHALL INSTALL EQUIPMENT PER MANUFACTURER'S RECOMMENDATIONS. REFER TO SPECIFICATIONS.
6. CONTRACTOR SHALL COORDINATE WITH MANUFACTURER ON INSTALLATION AND CALCULATIONS AS NECESSARY.
7. FOOTING INFORMATION PROVIDED FOR BIDDING PURPOSES ONLY. STRUCTURE SHALL BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.

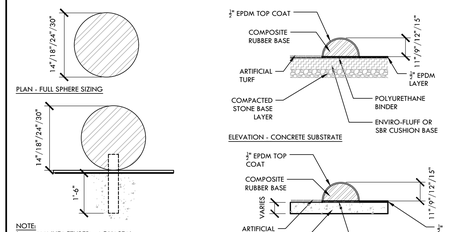
F PERCUSSION PLAY - SANSA RIMBA — NTS





NOTE:
1. MANUFACTURER: PERCUSSION PLAY
2. MODEL: CAJON
3. COLOR: XXXXX
4. AGES: ALL
5. DETAILS FOR REFERENCE ONLY. CONTRACTOR SHALL INSTALL EQUIPMENT PER MANUFACTURER'S RECOMMENDATIONS. REFER TO SPECIFICATIONS.
6. CONTRACTOR SHALL COORDINATE WITH MANUFACTURER ON INSTALLATION AND CALCULATIONS AS NECESSARY.
7. FOOTING INFORMATION PROVIDED FOR BIDDING PURPOSES ONLY. STRUCTURE SHALL BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.

E PERCUSSION PLAY - CAJON — NTS



NOTE:
1. MANUFACTURER: AQUASEAL
2. MODEL: AQUA SPERES
3. COLOR: XXXXX
4. AGES: ALL AGES
5. DETAILS FOR REFERENCE ONLY. CONTRACTOR SHALL INSTALL EQUIPMENT PER MANUFACTURER'S RECOMMENDATIONS. REFER TO SPECIFICATIONS.
6. CONTRACTOR SHALL COORDINATE WITH MANUFACTURER ON INSTALLATION AND CALCULATIONS AS NECESSARY.
7. FOOTING INFORMATION PROVIDED FOR BIDDING PURPOSES ONLY. STRUCTURE SHALL BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.

B AQUA SPHERES — NTS

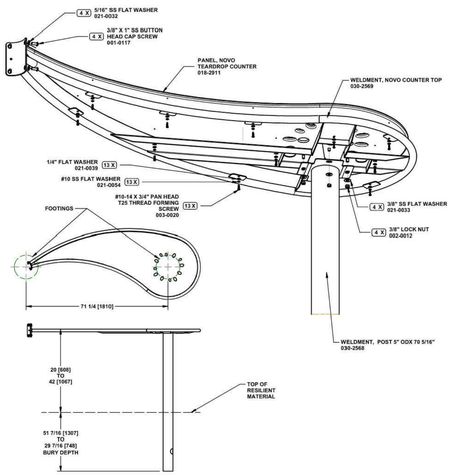
VERDE DESIGN
LANDSCAPE ARCHITECTURE
CIVIL ENGINEERING
SPORT PLANNING & DESIGN
2455 The Alameda
Santa Clara, CA 95050
tel: 408.985.7200
fax: 408.985.7260
www.VerdeDesignInc.com

STAMP

REGISTERED LANDSCAPE ARCHITECT — DEREK MORSE — No. 4148 — Signature — EXPIRATION DATE: DEC. 2025 — STATE OF CALIFORNIA

CONSULTANT

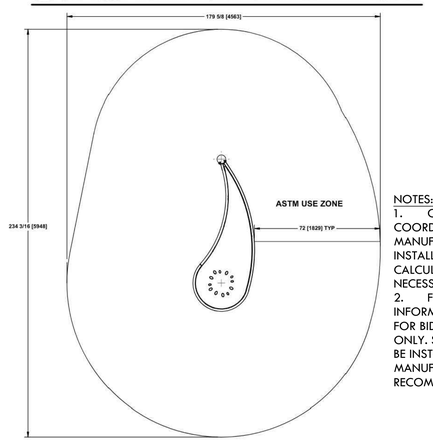
Burke UNLESS OTHERWISE SPECIFIED, ALL DIMENSIONS ARE INCHES WITH MILLIMETER EQUIVALENT INSIDE [ ] BRACKETS.



580-1319
NOVO TEARDROP COUNTER CLIMBER

BCI Burke Company, LLC P.O. Box 549 Fond du Lac, WI 54936-0549 Telephone 920-921-9220

Burke UNLESS OTHERWISE SPECIFIED, ALL DIMENSIONS ARE INCHES WITH MILLIMETER EQUIVALENT INSIDE [ ] BRACKETS.



WHEN USED INSIDE A PLAY AREA IN CLOSE PROXIMITY TO PLAY EQUIPMENT, THIS EQUIPMENT REQUIRES A USE ZONE AND RESILIENT MATERIAL AS SPECIFIED IN THE SAFETY STANDARDS.

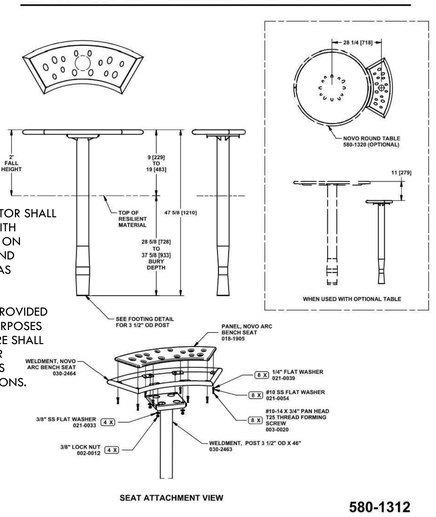
WHEN USED OUTSIDE A PLAY AREA AND NOT IN CLOSE PROXIMITY TO PLAY EQUIPMENT, THIS EQUIPMENT DOES NOT REQUIRES A USE ZONE AND RESILIENT MATERIAL. HOWEVER, IT IS STILL RECOMMENDED.

580-1319
NOVO TEARDROP COUNTER CLIMBER

BCI Burke Company, LLC P.O. Box 549 Fond du Lac, WI 54936-0549 Telephone 920-921-9220

Burke UNLESS OTHERWISE SPECIFIED, ALL DIMENSIONS ARE INCHES WITH MILLIMETER EQUIVALENT INSIDE [ ] BRACKETS.

NOTES:
1. CONTRACTOR SHALL COORDINATE WITH MANUFACTURER ON INSTALLATION AND CALCULATIONS AS NECESSARY.
2. FOOTING INFORMATION PROVIDED FOR BIDDING PURPOSES ONLY. STRUCTURE SHALL BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.

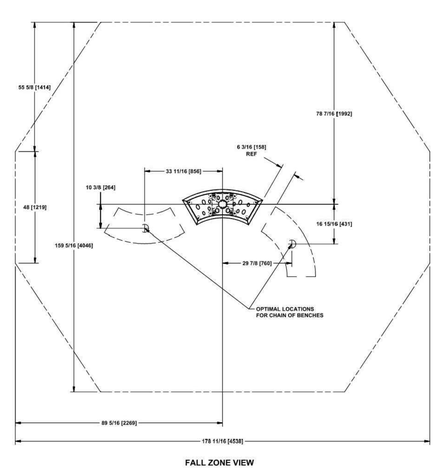


SEAT ATTACHMENT VIEW

580-1312
NOVO ARC BENCH

BCI Burke Company, LLC P.O. Box 549 Fond du Lac, WI 54936-0549 Telephone 920-921-9220

Burke UNLESS OTHERWISE SPECIFIED, ALL DIMENSIONS ARE INCHES WITH MILLIMETER EQUIVALENT INSIDE [ ] BRACKETS.



FALL ZONE VIEW

580-1312
NOVO ARC BENCH

BCI Burke Company, LLC P.O. Box 549 Fond du Lac, WI 54936-0549 Telephone 920-921-9220

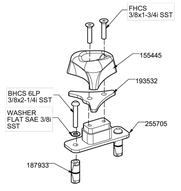
D BURKE - NOVO TEAR DROP TABLE — NTS

---

landscape structures®

ISO 14001 CERTIFIED · ISO 9001 Certified

SAFETY NOTE: Choose a protective surfacing material that has a Critical Height Value of at least the height of the Highest Accessible Part/Fall Height of the adjacent equipment. (Ref. ASTM F1487)



Parts List

PART NUMBER	DESCRIPTION	QTY.
255705	CUST 2.0i SM TRI-HGRIP PLT PNT	1
230810	CUST 2i SM TRI-HGRIP PLT HDW	1
230809	CUST 2i SM TRI-HGRIP PLT INST	1
193532	CUST TRI-GRIP TOP PLT PNT	1
187933	DBL EXP ANCH 3/8X2 ZINC	2

PART NUMBER	DESCRIPTION	QTY.
155445	CUST COLORED TRI-HGRIP	1
100365	WASHER FLAT SAE 3/8i SST	2
100256	3/8 x 1 3/4 SHCS FH W/PATCH	2
100199	BHCS 6LP 3/8x2-1/4i SST	2

Installation Instructions

1) Assemble structure following steps and details shown. Use 2D layout as a reference.
2) Install protective surfacing before users are allowed to play on the structure.

Key Information

Approx. Weight: 2.7 lbs.

Custom 2" SM Tri-HGrip Plate Sheet 1 of 1

601 7TH STREET SOUTH · DELANO, MINNESOTA 55328-8695 · 888-438-6974 LSI (Install Help) · 888-438-6974 LSI Direct · 763-972-5200 Int. · FAX (763) 972-3185

© 2018 by Landscape Structures. All rights reserved.

Document # 23080900

C LSI - HILLSIDE ROCK CLIMBER AND GRIPS — NTS

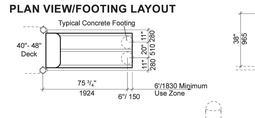
landscape structures®

ISO 14001 CERTIFIED · ISO 9001 Certified

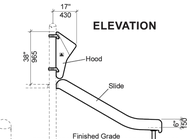
SAFETY NOTE: Choose a protective surfacing material that has a Critical Height Value of at least the height of the Highest Accessible Part/Fall Height of the adjacent equipment. (Ref. ASTM F1487)

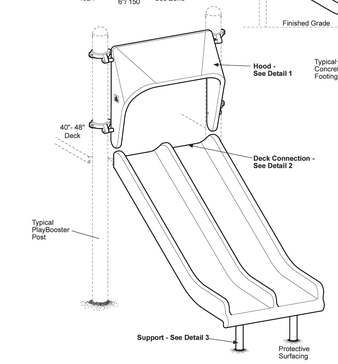
13320800

PLAN VIEW/FOOTING LAYOUT



ELEVATION





Parts List

PART NUMBER	DESCRIPTION	QTY.
100365	WASHER FLAT SAE 3/8i SST	2
100256	3/8 x 1 3/4 SHCS FH W/PATCH	2
100199	BHCS 6LP 3/8x2-1/4i SST	2
100366	WASHER FLAT SAE 3/8i SST	2
100257	3/8 x 2 1/4 SHCS FH W/PATCH	2
100200	BHCS 6LP 3/8x2-3/4i SST	2
100367	WASHER FLAT SAE 3/8i SST	2
100258	3/8 x 3 1/4 SHCS FH W/PATCH	2
100201	BHCS 6LP 3/8x3-1/4i SST	2

Installation Instructions

1) Assemble structure following steps and details shown. Use 2D layout as a reference.
2) Install protective surfacing before users are allowed to play on the structure.

Key Information

Approx. Weight: 5.1 lbs.

Double Slide, 40"-48" Sheet 1 of 2

601 7TH STREET SOUTH · DELANO, MINNESOTA 55328-8695 · 888-438-6974 LSI (Install Help) · 888-438-6974 LSI Direct · 763-972-5200 Int. · FAX (763) 972-3185

© 2007 by Landscape Structures. All rights reserved.

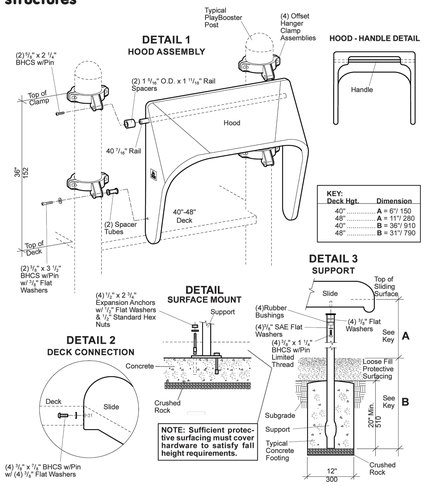
Document #24808000

A LSI - SMALL DOUBLE EMBANKMENT SLIDE — NTS

landscape structures®

SAFETY NOTE: Choose a protective surfacing material that has a Critical Height Value of at least the height of the Highest Accessible Part/Fall Height of the adjacent equipment. (Ref. ASTM F1487)

161080a

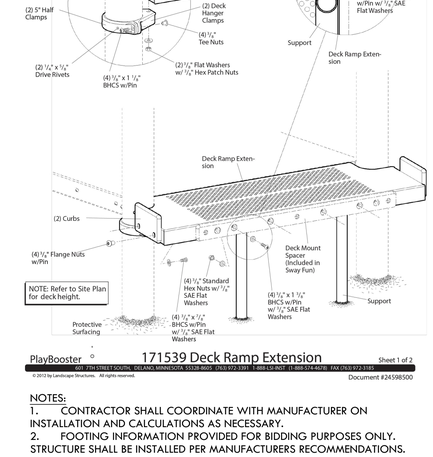


123331 Double Slide, 40"- 48" Sheet 2 of 2

601 7TH STREET SOUTH · DELANO, MINNESOTA 55328-8695 · 888-438-6974 LSI (Install Help) · 888-438-6974 LSI Direct · 763-972-5200 Int. · FAX (763) 972-3185

© 2007 by Landscape Structures. All rights reserved.

Document #24808000



PlayBooster® **171539 Deck Ramp Extension** Sheet 1 of 2

601 7TH STREET SOUTH · DELANO, MINNESOTA 55328-8695 · 888-438-6974 LSI (Install Help) · 888-438-6974 LSI Direct · 763-972-5200 Int. · FAX (763) 972-3185

© 2010 by Landscape Structures. All rights reserved.

Document #24598500

NOTES:
1. CONTRACTOR SHALL COORDINATE WITH MANUFACTURER ON INSTALLATION AND CALCULATIONS AS NECESSARY.
2. FOOTING INFORMATION PROVIDED FOR BIDDING PURPOSES ONLY. STRUCTURE SHALL BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.

B PLAY EQUIPMENT DETAILS — NTS

SHEET TITLE
PLAY EQUIPMENT DETAILS

PROJECT NAME
TREASURE COVE PLAYGROUND AT JADE STREET PARK

PROJECT ADDRESS
4400 JADE STREET CAPITOLA, CA. 95010

SUBMITTAL	DATE
65% SUBMITTAL	8/16/24
95% SUBMITTAL	12/13/24
100% BID SUBMITTAL	05/23/25

NO.	REVISIONS	DATE

DRAWN BY	CHECKED BY
AZ	BD/ DM
DATE ISSUED	SCALE
05/23/25	AS NOTED
PROJ. NO.	
#2300302	

SHEET NO.
D4.2

PLAY EQUIPMENT DETAILS

ALL IDEAS, DESIGNS, ARRANGEMENTS, AND PLANS INDICATED OR REPRESENTED BY THIS DRAWING ARE OWNED BY, AND ARE THE PROPERTY OF, VERDE DESIGN, INC. AND WERE PREPARED FOR USE ON AND IN CONNECTION WITH THE SUPPORTED PROJECT. NONE OF SUCH IDEAS, DESIGNS, ARRANGEMENTS OR PLANS SHALL BE USED BY OR DISCLOSED TO ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE PRIOR WRITTEN PERMISSION OF VERDE DESIGN, INC.

DRAWING NAME: Y:\Projects-SC\2023\2300300 - Capitola- Jade St Playground\CAD_DTL-D4.0-PLAY.dwg
PLOT DATE: 05-19-25 PLOTTED BY: station78

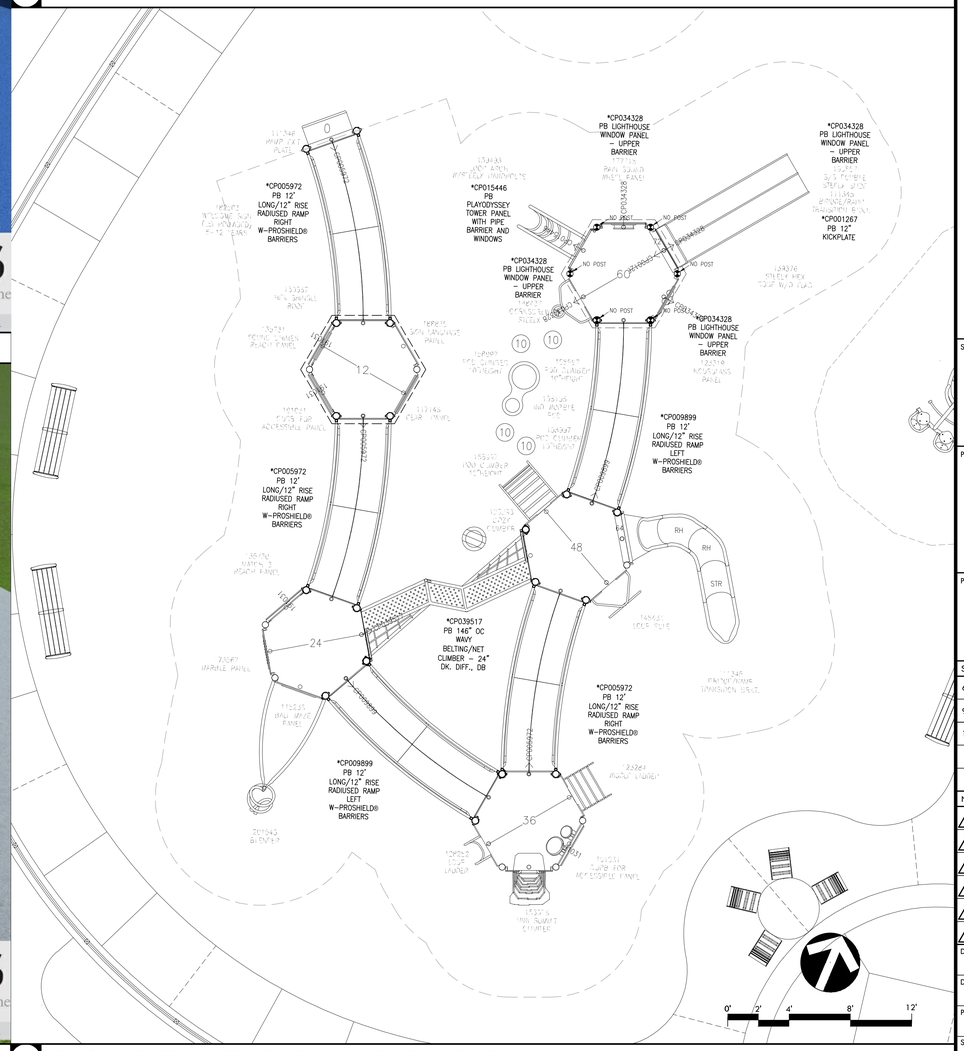
05/19/25 - 100% BID SUBMITTAL - 05/23/2025 - NOT FOR CONSTRUCTION - (CITY REVIEW -

NOTES:
RENDERINGS ARE SHOWN FOR DESIGN INTENT ONLY.
CONTRACTOR SHALL COORDINATE ALL PARTS AND
INSTALLATION DETAILS WITH MANUFACTURER AS REQUIRED.

B LSI - COMPOSITE PLAY STRUCTURE RENDERING

D LSI - COMPOSITE PLAY STRUCTURE RENDERING

C LSI - COMPOSITE PLAY STRUCTURE RENDERING



A LSI - COMPOSITE PLAY STRUCTURE - PLAN VIEW ENLARGEMENT

VERDE DESIGN
LANDSCAPE ARCHITECTURE
CIVIL ENGINEERING
SPORT PLANNING & DESIGN
2455 The Alameda
Santa Clara, CA 95050
tel: 408.985.7200
fax: 408.985.7260
www.VerdeDesignInc.com

STAMP
REGISTERED LANDSCAPE ARCHITECT
DEREK MOREE
No. 4148
Signature
EXPIRATION DATE: DEC. 2025
STATE OF CALIFORNIA

CONSULTANT

SHEET TITLE
PLAY EQUIPTMENT DETAILS

PROJECT NAME
TREASURE COVE PLAYGROUND AT JADE STREET PARK

PROJECT ADDRESS
4400 JADE STREET
CAPITOLA, CA. 95010

SUBMITTAL	DATE
65% SUBMITTAL	8/16/24
95% SUBMITTAL	12/13/24
100% BID SUBMITTAL	05/23/25

NO.	REVISIONS	DATE

DRAWN BY	CHECKED BY
AZ	BD/ DM
DATE ISSUED	SCALE
05/23/25	AS NOTED
PROJ. NO.	
#2300302	
SHEET NO.	
D4.3	

PLAY EQUIPTMENT DETAILS

100% BID SUBMITTAL - 05/23/2025 - NOT FOR CONSTRUCTION - (CITY REVIEW - 05/19/25)

ALL IDEAS, DESIGNS, ARRANGEMENTS, AND PLANS INDICATED OR REPRESENTED BY THIS DRAWING ARE OWNED BY, AND THE PROPERTY OF, VERDE DESIGN, INC. AND WERE CREATED, EVOLVED, AND DEVELOPED FOR USE ON AND IN CONNECTION WITH THE SPECIFIED PROJECT. NONE OF SUCH IDEAS, DESIGNS, ARRANGEMENTS, AND PLANS MAY BE USED BY OR DISCLOSED TO ANY PERSON, FIRM, OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE WRITTEN PERMISSION OF VERDE DESIGN, INC.

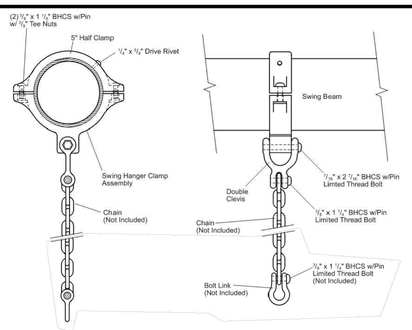
DRAWING NAME: Y:\Projects-SC\2023\2300300 - Capitola-Jade St Playground\CAD_DTL-D4.0-PLAY.dwg
PLOT DATE: 05-19-25 PLOTTED BY: station78

VERDE DESIGN
LANDSCAPE ARCHITECTURE
CIVIL ENGINEERING
SPORT PLANNING & DESIGN
2455 The Alameda
Santa Clara, CA 95050
tel: 408.985.7200
fax: 408.985.7260
www.VerdeDesignInc.com

STAMP

REGISTERED LANDSCAPE ARCHITECT — DEREK MCREE — No. 4148 — Signature — EXPIRATION DATE: DEC. 2025 — STATE OF CALIFORNIA

CONSULTANT



D LSI - SWING HANGER NTS

Swings **111418 Swing Hanger, Belt Swing**

601 7TH STREET SOUTH DELANO, MINNESOTA 55328-8605 888-574-4678 LSI Install Help 888-438-6574 LSI Direct 763-972-5200 Int. FAX (763) 972-3165

©2012 by Landscape Structures. All rights reserved.

Document #18379700

Parts List

Part#	Description	Qty.
105327-01	5" Half Clamp, Specify Color	1
100198-00	1/4" x 1 1/2" BHCS w/Pin, SST	2
100351-00	1/4" Tee Nut, SST	2
100610-00	1/2" x 3/4" Drive Rivet, AL/SST	1
100292-00	7/16" x 1 1/4" BHCS w/Pin Ltd. Thread Bolt, SST	1
121291-00	**Swing Hanger Clamp Assy. Specify Color**	1
121289-00	Swing Hanger Clamp, Specify Color	1
127068-00	7/16" x 2 7/16" BHCS w/Pin Ltd. Thread Bolt, SST	1
138917-00	Swing Hanger Double Clevis SST	1
100667-00	Oilite Bushing	1

Specifications

Hanger Clamp Assembly: Cast aluminum. Finish: ProShield®, color specified.

Double Clevis: Stainless Steel.

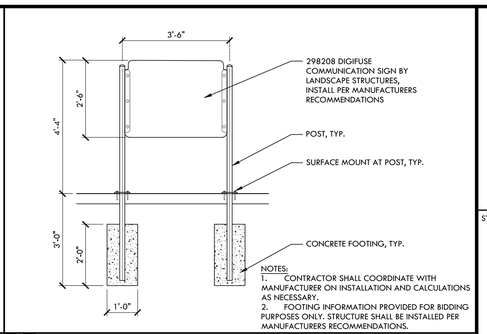
Fasteners: Primary fasteners shall be socketed and pinned tamperproof in design, stainless steel (SST) per ASTM F 879 unless otherwise indicated (see specific product installation/specifications).

Installation Time: Approx. 1/2 man hour
Weight: 6 lbs.

Installation Instructions

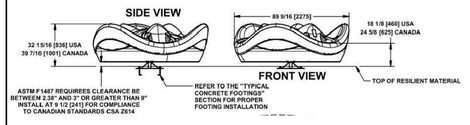
1) Locate and mark location of clamp on beam.
2) Attach 5" half clamp and swing hanger clamp to beam using 7/16" x 1 1/2" BHCS w/pin and 1/4" tee nuts. *Tighten evenly.*
3) ***IMPORTANT:*** *Drill through holes in 5" half clamps and into 5" pipe with a 7/32" or "B" tooth drill bit, tap 1/4"-x-1/4" drive rivets through 5" half clamps and into pipe, to ensure that clamps remain secure.*
4) Attach swing chain to double clevis using 7/16" x 1 1/4" BHCS w/pin limited thread bolts.
5) Attach swing seat to chains using bolt links with 7/16" x 1 1/4" BHCS w/pin limited thread bolts. **NOTE:** *Do not over-tighten limited thread bolt. Threads should not protrude past bolt link. Position bolt head inward facing user.*

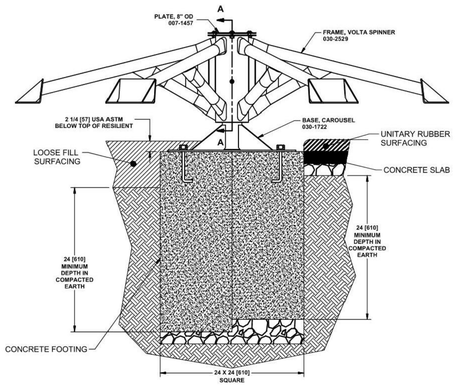
NOTES:
1. CONTRACTOR SHALL COORDINATE WITH MANUFACTURER ON INSTALLATION AND CALCULATIONS AS NECESSARY.
2. FOOTING INFORMATION PROVIDED FOR BIDDING PURPOSES ONLY. STRUCTURE SHALL BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.



NOTES:
1. CONTRACTOR SHALL COORDINATE WITH MANUFACTURER ON INSTALLATION AND CALCULATIONS AS NECESSARY.
2. FOOTING INFORMATION PROVIDED FOR BIDDING PURPOSES ONLY. STRUCTURE SHALL BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.

C COMMUNICATION BOARD NTS





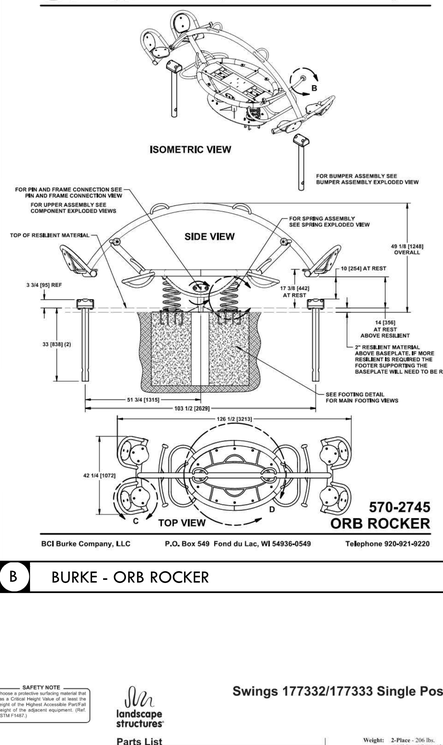
SIDE VIEW: FRAME USA ASTM

560-2579
VOLTA INCLUSIVE SPINNER

NOTE:
1. MANUFACTURER: BURKE
2. MODEL: VOLTA INCLUSIVE SPINNER
3. COLOR: XXXXX
4. AGES: 5YRS - 12YRS
5. DETAILS FOR REFERENCE ONLY. CONTRACTOR SHALL INSTALL EQUIPMENT PER MANUFACTURER'S RECOMMENDATIONS. REFER TO SPECIFICATIONS.
6. CONTRACTOR SHALL COORDINATE WITH MANUFACTURER ON INSTALLATION AND CALCULATIONS AS NECESSARY.
7. FOOTING INFORMATION PROVIDED FOR BIDDING PURPOSES ONLY. STRUCTURE SHALL BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.

E BURKE - VOLTA INCLUSIVE SPINNER NTS

Burke UNLESS OTHERWISE SPECIFIED, ALL DIMENSIONS ARE INCHES WITH MILLIMETER EQUIVALENT INSIDE [ ] BRACKETS.

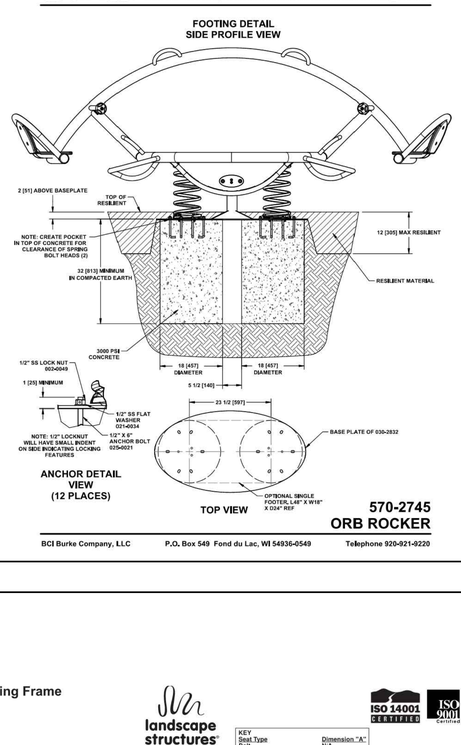


570-2745
ORB ROCKER

BCI Burke Company, LLC P.O. Box 549 Fond du Lac, WI 54936-0549 Telephone 920-921-9220

B BURKE - ORB ROCKER NTS

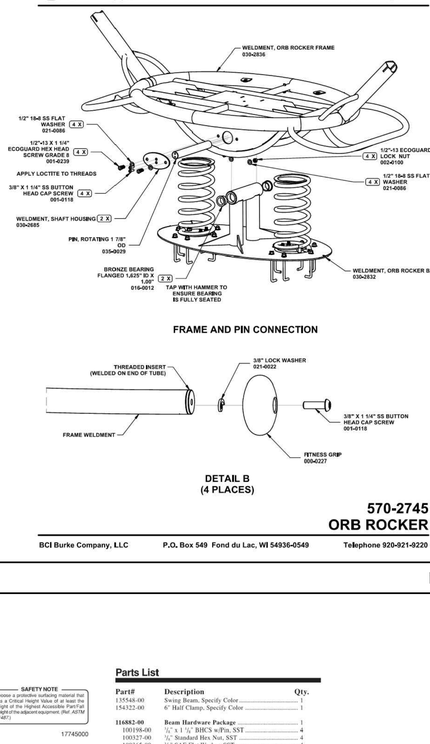
Burke UNLESS OTHERWISE SPECIFIED, ALL DIMENSIONS ARE INCHES WITH MILLIMETER EQUIVALENT INSIDE [ ] BRACKETS.



570-2745
ORB ROCKER

BCI Burke Company, LLC P.O. Box 549 Fond du Lac, WI 54936-0549 Telephone 920-921-9220

Burke UNLESS OTHERWISE SPECIFIED, ALL DIMENSIONS ARE INCHES WITH MILLIMETER EQUIVALENT INSIDE [ ] BRACKETS.



570-2745
ORB ROCKER

BCI Burke Company, LLC P.O. Box 549 Fond du Lac, WI 54936-0549 Telephone 920-921-9220

SHEET TITLE
PLAY EQUIPMENT DETAILS

PROJECT NAME
TREASURE COVE PLAYGROUND AT JADE STREET PARK

PROJECT ADDRESS
4400 JADE STREET
CAPITOLA, CA. 95010

SUBMITTAL	DATE
65% SUBMITTAL	8/16/24
95% SUBMITTAL	12/13/24
100% BID SUBMITTAL	05/23/25

NO.	REVISIONS	DATE

DRAWN BY AZ | CHECKED BY BD/ DM
DATE ISSUED 05/23/25 | SCALE AS NOTED
PROJ. NO. #2300302
SHEET NO. D4.4

ALL IDEAS, DESIGNS, ARRANGEMENTS, AND PLANS INDICATED OR REPRESENTED BY THIS DRAWING ARE OWNED BY, AND THE PROPERTY OF, VERDE DESIGN, AND WERE CREATED, EVOLVED, AND DEVELOPED FOR USE ON AND IS CONNECTION WITH THE SPECIFIED PROJECT. NONE OF SUCH IDEAS, DESIGNS, ARRANGEMENTS OR PLANS SHALL BE USED BY OR DISCLOSED TO ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER

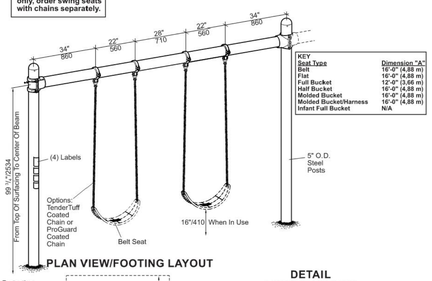
DRAWING NAME: Y:\Projects-SC\2023\2300300 - Capitola- Jade St Playground\CAD_DTL-D4.0-PLAY.dwg
PLOT DATE: 05-19-25 PLOTTED BY: station78

landscape structures®

ISO 14001 CERTIFIED ISO 9001 Certified

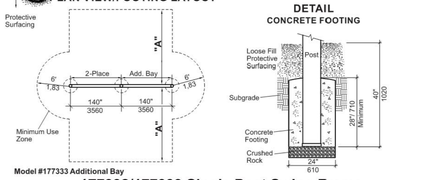
SAFETY NOTE: Choose a protective surfacing material that has a Critical Height Value of at least the height of the Highest Accessible Part/Fall Height of the adjacent equipment. (Ref. ASTM F1487.)

NOTE: Model numbers are for swing frames only, order swing seats with chains separately.



KEY Seat Type	Dimension "A"
Belt	16'-0" (4,88 m)
Flat	16'-0" (4,88 m)
Full Bucket	12'-0" (3,66 m)
Half Bucket	16'-0" (4,88 m)
Molded Bucket	16'-0" (4,88 m)
Molded Bucket/Harness	16'-0" (4,88 m)
Infant Full Bucket	N/A

PLAN VIEW/FOOTING LAYOUT



DETAIL
CONCRETE FOOTING

Model #177333 Additional Bay

Swings 17332/17333 Single Post Swing Frame Sheet 1 of 2

601 7TH STREET SOUTH DELANO, MINNESOTA 55328-8605 888-574-4678 LSI Install Help 888-438-6574 LSI Direct 763-972-5200 Int. FAX (763) 972-3165

©2021 by Landscape Structures Inc. All rights reserved.

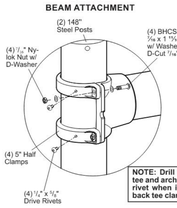
Document #30164000

landscape structures®

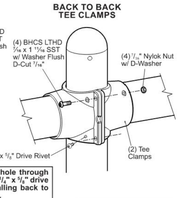
ISO 14001 CERTIFIED ISO 9001 Certified

SAFETY NOTE: Choose a protective surfacing material that has a Critical Height Value of at least the height of the Highest Accessible Part/Fall Height of the adjacent equipment. (Ref. ASTM F1487.)

DETAIL
BEAM ATTACHMENT



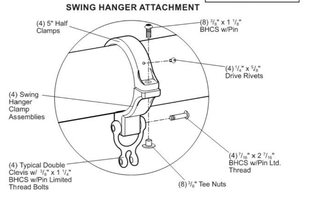
DETAIL
BACK TO BACK TEE CLAMPS



NOTE: Drill 1/2" hole through tee and arch for 1/4" x 1/2" drive rivet when installing back to back tee clamps.

NOTE: Tighten all BHCS w/Pin equally.

DETAIL
SWING HANGER ATTACHMENT



Swings 177332/177333 Single Post Swing Frame Sheet 2 of 2

601 7TH STREET SOUTH DELANO, MINNESOTA 55328-8605 888-574-4678 LSI Install Help 888-438-6574 LSI Direct 763-972-5200 Int. FAX (763) 972-3165

©2021 by Landscape Structures Inc. All rights reserved.

Document #30164000

A LSI - SWING FRAME NTS

landscape structures®

Swings 177332/177333 Single Post Swing Frame

Parts List

Part#	Description	Qty. 2 Pl Add Bay
216492	Swing Beam, Specify Color	1 — 1
220966	148" Steel Post Assy., Specify Color	2 — 1
105327	5" Half Clamp, Specify Color	8 — 4*
100610	1/4X5/8 DRV, Rivet, AS	8 — 8
121291	**Swing Hanger Clamp Assy. Specify Color**	4 — 4
121289	Swing Hanger Clamp, Specify Color	4 — 4
127068	7/16" x 2 7/16" BHCS w/Pin Ltd. Thread, SST	4 — 4
138917	Swing Hanger Double Clevis	4 — 4
100667	Oilite Bushing	4 — 4
243802	**Hdw Pkg SOD Swing Beam.**	1 — 1
100198	1/4" x 1 1/2" BHCS w/Pin, SST	8 — 8
234397	BHCS 6LP.LTHD 7/16 x 1 11/16, SSTST	8 — 8
100292	7/16" x 1 1/4"BHCS w/Pin Ltd. Thread, SST	4 — 4
100351	1/4" Tee Nut, SST	8 — 8
156846	Play Safe Label, 2-1/2 Yrs.	1 — 1
234937	7/16" ID Cut Washer, SST	16 — 16
182213	Hot Surface Warning Label	1 — 1
182212	Entanglement Warning Label	1 — 1
115176	Hand Surface Warning Label	1 — 1
100330	7/16" Nylok Hex Nut	8 — 8

* = 5" Half Clamps From 2 PL. End Of Beam Need To Be Used.

Weight: 2-Piece - 206 lbs.
Additional Bay - 122 lbs.

Installation Instructions

1) Dig footings spaced as shown. Refer to Concrete Footing Detail.
2) Set posts in footing holes and attach swing beam using 5" half clamps with 7/16" BHCS w/Pin, 7/16" D-Cut Washers, and 7/16" Nylok nuts. Refer to the Swing Beam Attachment Detail. Center of beam should be 99 1/2" above finished grade. When installing back to back swing beams refer to the Back To Back Tee Clamps Detail. **NOTE:** *Tighten all BHCS w/ pin equally.*
3) Level beam and plumb posts and temporarily prop in position. Pour concrete footings and let cure for 72 hours before proceeding.
4) Locate, mark and attach swing hanger clamps to beam in locations shown. Refer to the Swing Hanger Clamp Attachment Detail.
5) **NOTE:** *Refer to specific swing seat installation document for attaching chains and seats.*
6) Install 1/4" x 1/2" drive rivets in all 5" half clamps. Refer to the Typical Offset Hanger Clamp Spec Sheet. Refer to the Back To Back Tee Clamps Detail.
7) Apply Play Safe and Warning Labels, as shown.
8) Install protective surfacing before users are allowed to play on the swing.

Specifications

Post: See PlayBooster® (PB) General Specifications.

Swing Beam: Weldment comprised of tee clamps and 5" O.D. extruded 6005-T5 aluminum alloy tube with a .125" wall. Finish: ProShield®, color specified.

Clamp: Cast aluminum. Finish: ProShield, color specified.

Fasteners: Primary fasteners shall be socketed and pinned tamperproof in design, stainless steel (SST) per ASTM F 879 unless otherwise indicated (see specific product installation/specifications).

Installation Time: 2-Piece - Approx. 6 man hours
Additional Bay - Approx. 3 man hours
Concrete Req.: 2-Piece - Approx. 14 cu. ft.
Additional Bay - Approx. 7 cu. ft.
Area Req: 2-Piece - 24'-1" x 24' (7,3 m x 7,31 m) Full bucket seats.
2-Piece - 24'-1" x 32' (7,3 m x 9,75 m) For all other seats.
Additional Bay - 11'-8" x 24' (3,56 m x 7,31 m) Full bucket seats.
Additional Bay - 11'-8" x 32' (3,56 m x 9,75 m) For all other seats.

Specifications are subject to change without notice.

NOTES:
1. CONTRACTOR SHALL COORDINATE WITH MANUFACTURER ON INSTALLATION AND CALCULATIONS AS NECESSARY.
2. FOOTING INFORMATION PROVIDED FOR BIDDING PURPOSES ONLY. STRUCTURE SHALL BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.

ECO# 0102179 Document 30164000 replaces 24382000 Change to molded seat w/harness use zone

B BURKE - ORB ROCKER NTS

landscape structures®

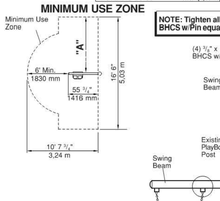
ISO 14001 CERTIFIED ISO 9001 Certified

SAFETY NOTE: Choose a protective surfacing material that has a Critical Height Value of at least the height of the Highest Accessible Part/Fall Height of the adjacent equipment. (Ref. ASTM F1487.)

17745000

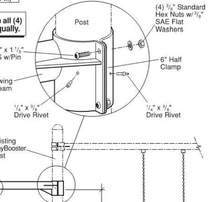
KEY Seat Type	Dimension "A"
Belt	N/A
Flat	N/A
Full Bucket	6'-6" (2,59 m)
Half Bucket	12'-6" (3,81 m)
Molded Bucket	N/A
Molded Bucket/Harness	N/A
Infant Full Bucket	6'-6" (2,59 m)

MINIMUM USE ZONE

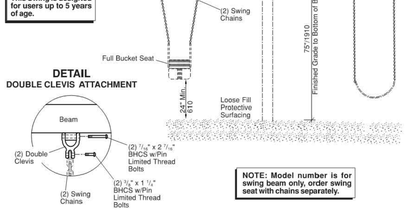


NOTE: Tighten all (4) BHCS w/Pin equally.

DETAIL
SWING BEAM ATTACHMENT



NOTE: This Swing is designed for users up to 5 years of age.



DETAIL
DOUBLE CLEVIS ATTACHMENT

NOTE: Model number is for swing beam only, order swing seat with chains separately.

Parts List

Part#	Description	Qty.
135548-00	Swing Beam, Specify Color	1
154322-00	6" Half Clamp, Specify Color	1
116882-00	**Beam Hardware Package**	1
100198-00	1/4" x 1 1/2" BHCS w/Pin, SST	4
100327-00	1/4" Standard Hex Nut, SST	4
100365-00	1/4" SAE Flat Washer, SST	4
100611-00	1/4" x 3/4" Drive Rivet, AL/SST	2
132634-00	**Double Clevis Hardware Package**	1
127068-00	7/16" x 2 7/16" BHCS w/Pin Ltd. Thread Bolt, SST	2
100292-00	7/16" x 1 1/4" BHCS w/Pin Ltd. Thread Bolt, SST	2
138917-00	Double Clevis	2

Specifications

Swing Beam: Weldment comprised of 3.500" O.D. RS-20 (.120" - .130") galvanized steel tubing, 6" wide zinc plated steel clamp, 3.500" pipe cap, and 1 1/2" housings with bronze bushings. Finish: ProShield, color specified.

Fasteners: Primary fasteners shall be socketed and pinned tamperproof in design, stainless steel (SST) per ASTM F 879 unless otherwise indicated (see specific product installation/specifications).

Installation Time: Approx. 1 man hour
Area Req.: 10' 7 1/2" x 17' (3,24 m x 5,18 m)
Weight: 31 lbs.

Installation Instructions

1) Attach swing beam to post using 6" half clamp, 7/16" x 1 1/4"BHCS w/pin and 7/16" standard hex nuts with 7/16" SAE flat washers. Refer to the Swing Beam Attachment Detail. **NOTE:** *Tighten all (4) BHCS w/pin equally.*
2) Attach double clevises to beam using 7/16" x 2 7/16" BHCS w/pin limited thread bolts, and attach swing chains to double clevises using 1/4" x 1 1/2" BHCS w/pin limited thread bolts. Refer to the Double Clevis Attachment Detail.
3) Install Swing Seat per the installation sheet.
4) Drill through hole in 6" half clamp and into post with a 1/2" or "F" (only) drill bit. Install 1/4" x 1/2" drive rivet. Refer to the Swing Beam Attachment Detail.
5) Drill through hole in swing beam and into post with a 1/2" or "F" (only) drill bit. Install 1/4" x 1/2" drive rivet. Refer to the Swing Beam Attachment Detail.
6) Install protective surfacing before users are allowed to play on the structure.

Swings 177337 Toddler Swing Add-On Beam, No Post

601 7TH STREET SOUTH DELANO, MINNESOTA 55328-8605 888-574-4678 LSI Install Help 888-438-6574 LSI Direct 763-972-5200 Int. FAX (763) 972-3165

©2011 by Landscape Structures. All rights reserved.

Document #17745000

C LSI - SWING FRAME NTS

100% BID SUBMITTAL - 05/23/2025 - NOT FOR CONSTRUCTION - (CITY REVIEW - 05/19/25)

VERDE DESIGN
LANDSCAPE ARCHITECTURE
CIVIL ENGINEERING
SPORT PLANNING & DESIGN
2455 The Alameda
Santa Clara, CA 95050
tel: 408.985.7200
fax: 408.985.7260
www.VerdeDesignInc.com

STAMP

REGISTERED LANDSCAPE ARCHITECT
DEREK MORSE
No. 4148
Signature
EXPIRATION DATE: DEC. 2025
STATE OF CALIFORNIA

CONSULTANT

landscape structures

ISO 14001 CERTIFIED · ISO 9001 Certified

SAFETY NOTE
Choose a protective surfacing material that has a Critical Height Value of at least the height of the Highest Accessible Part/Fall Height of the adjacent equipment. (Ref. ASTM F1487)

2255444

DETAIL

(ProGuard Chain)
(2) 3/8" x 1 1/4" BHCS w/Pin & 3/8" Hex Jam Nuts

(TenderTuff Chain)
(2) 3/8" x 1 1/4" BHCS w/Pin & 3/8" Standard Hex Nuts w/ 3/8" SAE Flat Washers

20" Connector Chain

20" 510

(2) Pivot Chain Brackets

(3) Footman Loops

(6) #10-24 x 1/2" Flat Head Screws

Bucket Seat

(3) Footman Loops

ELEVATION

(2) 57 1/16" Chain (7' Beam)
(2) 67 1/16" Chain (8' Beam)
(2) 90 7/16" Chain (10' Beam)

(2) 40 7/16" Chain (7' Beam)
(2) 50 7/16" Chain (8' Beam)
(2) 73 1/16" Chain (10' Beam)

7'-2" (2.18 m) Pivot Point (7' Beam)
8'-2" (2.49 m) Pivot Point (8' Beam)
10'-2" (3.10 m) Pivot Point (10' Beam)

24 1/2" 610
29 1/2" 749
12" 305
33" 838
Finished Grade

Dimension to Top of Seat

DETAIL HANGER ASSEMBLY

Chain

(2) Typical Hanger Clamps (Not Included)

(2) 5/16" x 1 1/4" BHCS w/Pin Limited Thread (Not Included)

(2) Double Pivot Block Assemblies

DETAIL BRACKET

(4) 3/8" x 7/8" BHCS w/Pin Limited Thread

NOTE: For ProGuard chain, insert (8) nylon spacers between chain links & brackets

(2) Brackets & (2) Pivot Chain Brackets

DETAIL BRACKET

(4) 3/8" x 7/8" BHCS w/Pin Limited Thread

TenderTuff Chain

(2) Brackets & (2) Pivot Chain Brackets

Bucket Seat

Swings **177351 Molded Bucket Seat, w/Harness** Sheet 1 of 2

601 7TH STREET SOUTH, DELANO, MINNESOTA 55328-8605 888-574-4874 LSI Install Help 888-438-4574 LSI Direct 763-972-5200 Int. FAX (763) 972-3185
© 2019 by Landscape Structures. All rights reserved. Document #25974300

SWING HANGER OPTIONS

5/16" x 1 1/4" BHCS w/Pin Limited Thread (Not Included)

(2) 5/16" x 7/8" BHCS w/Pin Limited Thread

Double Clevis (Not Included)

Double Pivot Block

TenderTuff or ProGuard Chains

3/8" x 1 1/4" BHCS w/Pin Limited Thread (Not Included)

(2) 3/8" x 7/8" BHCS w/Pin Limited Thread

Clevis (Not Included)

Double Pivot Block

TenderTuff or ProGuard Chains

5/16" x 1 1/4" BHCS w/Pin Limited Thread (Not Included)

(2) 5/16" x 7/8" BHCS w/Pin Limited Thread

Double Clevis (Not Included)

Double Pivot Block

TenderTuff or ProGuard Chains

3/8" x 1 1/4" BHCS w/Pin Limited Thread (Not Included)

(2) 3/8" x 7/8" BHCS w/Pin Limited Thread

Double Clevis (Not Included)

Double Pivot Block

TenderTuff or ProGuard Chains

NOTES:
1. CONTRACTOR SHALL COORDINATE WITH MANUFACTURER ON INSTALLATION AND CALCULATIONS AS NECESSARY.
2. FOOTING INFORMATION PROVIDED FOR BIDDING PURPOSES ONLY. STRUCTURE SHALL BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.

D LSI - MOLDED BUCKET SEAT NTS

landscape structures

Swings 177351 Molded Bucket Seat, w/Harness

Parts List

Part#	Description	Qty.
259433	Molded Bucket Seat Assembly, Specify Color	1
	7 Ft. High Beam - ProGuard Finished Chains	
175251	57 1/16" Long, (Front)	2
193869	40 7/16" Long, (Back)	2
175653	20 7/16" Long, (Connector)	1
	8 Ft. High Beam - ProGuard Finished Chains	
174404	67 1/16" Long, (Front)	2
175619	50 7/16" Long, (Back)	2
175623	73 1/16" Long, (Back)	2
175653	20 7/16" Long, (Connector)	1
	10 Ft. High Beam - ProGuard Finished Chains	
174884	90 7/16" Long, (Front)	2
175623	73 1/16" Long, (Back)	2
175653	20 7/16" Long, (Connector)	1
	7 Ft. High Beam - TenderTuff Chains	
178679	57 1/16" Long, (Front), Specify Color	2
179286	40 7/16" Long, (Back), Specify Color	2
174571	20 7/16" Long, (Connector), Specify Color	1
	8 Ft. High Beam - TenderTuff Chains	
152050	67 1/16" Long, (Front), Specify Color	2
174572	50 7/16" Long, (Back), Specify Color	2
174571	20 7/16" Long, (Connector), Specify Color	1
	10 Ft. High Beam -TenderTuff Chains	
152052	90 7/16" Long, (Front), Specify Color	2
175621	73 1/16" Long, (Back), Specify Color	2
174571	20 7/16" Long, (Connector), Specify Color	1
225662	**Molded Seat w/Yoke Hardware Package**	1
100196	1/2" x 1 1/2" BHCS w/Pin, SST	2
100198	1/2" x 1 1/2" BHCS w/Pin, SST	2
100290	5/16" x 1 1/4" BHCS w/Pin Limited Thread, SST	8
100327	1/2" Standard Hex Nut, SST	2
100365	5/16" SAE Flat Washer, SST	6
106035	Seat Mounting Bracket	2
112501	Nylon Spacer	8
128296	1/2" Hex Jam Nut, SST	2
207709	Footman Loop, SST	3
160307	Double Pivot Block Assy.	2
162462	#10-24 x 1/2" Flat Head Screw, SST	6

Specifications

Bucket Seat Assy.: **(Bucket Seat & Yoke)** Rotationally molded from U.V. stabilized linear low density polyethylene, color specified. **(Pipebolt)** Made from 1.125" O.D. 6005-T5 threaded annodized aluminum tube. **(Bearings)** UHMW PE fabricated. **(Brackets)** Made from 356-T6 aluminum.

Chain/ProGuard: Steel 3/8" straight link chain, 800 lb. working load limit. Finish: ProGuard.

Chain/Coated: Steel 3/8" straight link chain, 800 lb. working load limit. Finish: TenderTuff, color specified.

Seat Mounting Bracket: Cast from 535 aluminum magnesium.

Bumper: Molded from U.V. stabilized black EPDM rubber encapsulating 11 GA (.120") HRPO steel sheet.

Dbl. Pivot Block: Fabricated from 606 1-T6 Aluminum with bronze oil impregnated bearing.

Fasteners: Primary fasteners shall be socketed and pinned tam-perproof in design, stainless steel (SST) per ASTM F 879 unless otherwise indicated (see specific product installation/specifications).

Installation Time: Approx. 1 man hour
Weight: 50 lbs. (7 Ft. Beam w/ProGuard Chains)
53 lbs. (7 Ft. Beam w/TenderTuff Chains)
48 lbs. (8 Ft. Beam w/ProGuard Chains)
51 lbs. (8 Ft. Beam w/TenderTuff Chains)
51 lbs. (10 Ft. Beam w/ProGuard Chains)
55 lbs. (10 Ft. Beam w/TenderTuff Chains)

Installation Instructions

1) Insert seat mounting brackets into molded-in holes in front of bucket seat and attach ends of chain, using 3/8" x 1 1/4" BHCS w/pin limited thread. See Bracket Detail. **NOTE:** *For ProGuard coated chain, insert (4) nylon spacers between chain links and brackets.*
2) Attach ends of chain to pivot chain brackets, using 1/2" x 1 1/2" BHCS w/ pin limited thread. See Bracket Detail. **NOTE:** *For ProGuard coated chain, insert (4) nylon spacers between chain links and brackets.*
3) Attach chains to double pivot blocks, using 1/2" x 1 1/4" BHCS w/pin limited thread.
4) **(Swing Hangers with Double Clevis)** Attach chains to swing hanger double clevis, using 1/2" x 1 1/2" BHCS w/pin limited thread.
(Anti-wrap Swing Hangers) Attach chains to anti-wrap swing hanger clevis, using 1/2" x 1 1/2" BHCS w/pin limited thread.
5) **(ProGuard Chain)** Attach connector chain to back swing chains at dimension shown, using 1/2" x 1 1/2" BHCS w/pin & 3/8" jam nuts. Refer to Detail.
(TenderTuff Chain) Attach connector chain to back swing chains at dimension shown, using 1/2" x 1 1/2" BHCS w/pin & 3/8" standard hex nuts with 3/8" SAE Flat Washers. Refer to Detail.
6) Attach footman loops, using #10-24 x 1/2" flat head screws, as shown. Footman loops are used for seat belts (not included).
7) Attach bumper to front of swing seat, using 3/8" x 7/8" BHCS w/pin with 3/8" SAE Flat Washers.
8) Install protective surfacing before users are allowed to play on the structure.

ECO 0101646. Document 25974300 replaces 22554400. Added age appropriate message to swing yoke.

Specifications are subject to change without notice.

landscape structures

ISO 14001 CERTIFIED · ISO 9001 Certified

SAFETY NOTE
Choose a protective surfacing material that has a Critical Height Value of at least the height of the Highest Accessible Part/Fall Height of the adjacent equipment. (Ref. ASTM F1487)

17745600

NOTE: Do not use an impact wrench to tighten bolts. Hand tighten only!

NOTE: When using ProGuard chain, use nylon chain spacers #112501 on each side of chain link.

TenderTuff Coated Chain

ProGuard Chain

(2) 3/8" x 7/8" BHCS w/Pin Limited Thread

Half-Bucket Seat

Safety Chain

12" Min. 300

Finish Grade

Swings **177349 Half-Bucket Seat** Sheet 1 of 2

601 7TH STREET SOUTH, DELANO, MINNESOTA 55328-8605 888-574-4874 LSI Install Help 888-438-4574 LSI Direct 763-972-5200 Int. FAX (763) 972-3185
© 2012 by Landscape Structures. All rights reserved. Document #18795400

B LSI - HALF-BUCKET SEAT NTS

landscape structures

Swings 177349 Half-Bucket Seat

Parts List

Part#	Description	Qty.
	8 Ft. High Beam	
186277-00	Half-Bucket Swing Seat, Black	1
141730-00	65" Chain, TenderTuff, Specify Color	2
175252-00	65" Chain, ProGuard	2
138414-00	**Bucket Seat Hardware Package**	1
100290-00	5/16" x 1 1/4" BHCS w/Pin Limited Thread, SST	2
112501-00	Chain Spacer (For ProGuard Chains Only)	4
	10 Ft. High Beam	
186277-00	Half-Bucket Swing Seat, Black	1
141766-00	87 1/16" Chain, TenderTuff, Specify Color	2
175254-00	87 1/16" Chain, ProGuard	2
138414-00	**Bucket Seat Hardware Package**	1
100290-00	5/16" x 1 1/4" BHCS w/Pin Limited Thread, SST	2
112501-00	Chain Spacer (For ProGuard Chains Only)	4
	7 Ft. High Beam (Tot)	
186277-00	Half-Bucket Swing Seat, Black	1
152048-00	49 1/16" Chain, TenderTuff, Specify Color	2
175250-00	49 1/16" Chain, ProGuard	2
138414-00	**Bucket Seat Hardware Package**	1
100290-00	5/16" x 1 1/4" BHCS w/Pin Limited Thread, SST	2
112501-00	Chain Spacer (For ProGuard Chains Only)	4
	75" High Beam (Toddler)	
186277-00	Half-Bucket Swing Seat, Black	1
141739-00	43 1/16" Chain, TenderTuff, Specify Color	2
175248-00	43 1/16" Chain, ProGuard	2
138414-00	**Bucket Seat Hardware Package**	1
100290-00	5/16" x 1 1/4" BHCS w/Pin Limited Thread, SST	2
112501-00	Chain Spacer (For ProGuard Chains Only)	4

Specifications

Half-Bucket Seat: Handle cast from 356-T6 aluminum alloy. Finish: Black polyarmor paint. Seat shall be molded of U.V. stabilized, high quality black rubber, encapsulating a 24 gauge stainless steel reinforcement plate. Handle attaches to seat with (3) 1/2"-9 x 1 7/16" long stainless steel rivets. A 2/0 galvanized steel safety chain with a spring lock latch and a plastic sleeve shall be attached. The finished size of the half bucket shall be 9" deep x 10 1/2" wide.

Chain/Coated: Steel 5/16" straight link chain, 800 lb. working load limit. Finish: TenderTuff", color specified.

Chain/ProGuard: Steel 5/16" straight link chain, 800 lb. working load limit. Finish: ProGuard.

Fasteners: Primary fasteners shall be socketed and pinned tam-perproof in design, stainless steel (SST) per ASTM F 879 unless otherwise indicated (see specific product installation/specifications).

Installation Time: 1/4 man hour per seat

Weight: 13 lbs. (8 FT. Beam w/TenderTuff Chain)
12 lbs. (8 FT. Beam w/ProGuard Chain)
15 lbs. (10 FT. Beam w/TenderTuff Chain)
13 lbs. (10 FT. Beam w/ProGuard Chain)
12 lbs. (7 FT. Beam w/TenderTuff Chain)
11 lbs. (7 FT. Beam w/ProGuard Chain)
11 lbs. (75" Beam w/TenderTuff Chain)
10 lbs. (75" Beam w/ProGuard Chain)

Specifications are subject to change without notice.

Installation Instructions

Swing Hangers with Double Clevis

1) Attach chains to double clevis using 3/8" x 1 1/4" BHCS w/pin limited thread, as shown.
2) Attach chains to half-bucket seat using 5/16" x 7/8" BHCS w/pin limited thread. Be sure bolt heads face user. **NOTE:** *Use chain spacers as shown when installing ProGuard chains.*
3) Install protective surfacing before users are allowed to play on the structure.

Anti-wrap Swing Hangers

1) Attach chains to aluminum clevis using 3/8" x 7/8" BHCS w/pin limited thread, as shown.
2) Attach chains to half-bucket seat using bolt links with 5/16" x 1 1/2" BHCS w/ pin limited thread. Be sure bolt heads face user. **NOTE:** *Use chain spacers as shown when installing ProGuard chains.*
3) Install protective surfacing before users are allowed to play on the structure.

NOTES:
1. CONTRACTOR SHALL COORDINATE WITH MANUFACTURER ON INSTALLATION AND CALCULATIONS AS NECESSARY.
2. FOOTING INFORMATION PROVIDED FOR BIDDING PURPOSES ONLY. STRUCTURE SHALL BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.

Rev 9/04/17 Document #18795400 replaces 17745900. Replaced half-bucket swing seat. 3/10/2016 Added Hand Tighten Only Note.

landscape structures

ISO 14001 CERTIFIED · ISO 9001 Certified

SAFETY NOTE
Choose a protective surfacing material that has a Critical Height Value of at least the height of the Highest Accessible Part/Fall Height of the adjacent equipment. (Ref. ASTM F1487)

17745700

(2) 3/8" x 1 1/4" BHCS w/Pin Limited Thread

TenderTuff Coated Chains Or ProGuard Coated Chains

(2) Bolt Links

Belt Seat

16"/410 Min. When In Use

Finish Grade

DETAIL BOLT LINK

TenderTuff Coated Chain

Bolt Link

Belt Seat

3/8" x 1 1/4" BHCS w/Pin Limited Thread (Head Faces User)

DETAIL BOLT LINK

ProGuard Coated Chain

Bolt Link

Belt Seat

NOTE: ProGuard Chain Only. Insert Spacers #112501-00 Between Chain Link & Bolt Link.

3/8" x 1 1/4" BHCS w/Pin Limited Thread (Head Faces User)

Swings **174018 Belt Seat** Sheet 1 of 2

601 7TH STREET SOUTH, DELANO, MINNESOTA 55328-8605 888-574-4874 LSI Install Help 888-438-4574 LSI Direct 763-972-5200 Int. FAX (763) 972-3185
© 2019 by Landscape Structures. All rights reserved. Document #21059100

C LSI - BELT SEAT NTS

landscape structures

Swings 174018 Belt Seat

Parts List

Part #	Description	Qty.
	7 Ft. High Beam	
128842	Belt Swing Seat, Black	1
178679	57 1/16" Chain, TenderTuff, Specify Color	2
175251	57 1/16" Chain, ProGuard	2
132672	**Bolt Link w/Bolt & Spacers**	1
100292	1/2" x 1 1/2" BHCS w/Pin Ltd. Thread, SST	2
138915	Bolt Link, SST	2
112501	Chain Spacer	4
132635	**Bolt Link w/Bolt Hardware Package**	1
100292-00	1/2" x 1 1/2" BHCS w/Pin Ltd. Thread, SST	2
138915	Bolt Link, SST	2
	8 Ft. High Beam	
128842	Belt Swing Seat, Black	1
152050	67 1/16" Chain, TenderTuff, Specify Color	2
174404	67 1/16" Chain, ProGuard	2
132672	**Bolt Link w/Bolt & Spacers**	1
100292	1/2" x 1 1/2" BHCS w/Pin Ltd. Thread, SST	2
138915	Bolt Link, SST	2
112501	Chain Spacer	4
132635	**Bolt Link w/Bolt Hardware Package**	1
100292	1/2" x 1 1/2" BHCS w/Pin Ltd. Thread, SST	2
138915	Bolt Link, SST	2
	10 Ft. High Beam	
128842	Belt Swing Seat, Black	1
152052	90 7/16" Chain, TenderTuff, Specify Color	2
174884	90 7/16" Chain, ProGuard	2
132672	**Bolt Link w/Bolt & Spacers**	1
100292	1/2" x 1 1/2" BHCS w/Pin Ltd. Thread, SST	2
138915	Bolt Link, SST	2
112501	Chain Spacer	4
132635	**Bolt Link w/Bolt Hardware Package**	1
100292	1/2" x 1 1/2" BHCS w/Pin Ltd. Thread, SST	2
138915	Bolt Link, SST	2

Specifications

Chain Spacer: Made from white nylon measuring .680" x .785" O.D.

Chain/ProGuard: Steel 3/8" straight link chain, 800 lb. working load limit. Finish: ProGuard.

Chain/Coated: Steel 3/8" straight link chain, 800 lb. working load limit. Finish: TenderTuff", color specified.

Belt Seats: Molded from U.V. stabilized black EPDM rubber encapsulating a weldment comprised of a 22 GA (.029") spring stainless steel sheet, and (4) .105" thick stainless steel washers. The belt seat elliptical shape measures 7" wide x 26" long x .700" thick.

Bolt Link: Stainless Steel.

Fasteners: Primary fasteners shall be socketed and pinned tam-perproof in design, stainless steel (SST) per ASTM F 879 unless otherwise indicated (see specific product installation/specifications).

Installation Time: 1/4 man hour per seat
Weight: 8 lbs. (7 Ft. Beam w/ProGuard Chains)
9 lbs. (7 Ft. Beam w/TenderTuff Chains
8 lbs. (8 Ft. Beam w/ProGuard Chains)
9 lbs. (8 Ft. Beam w/TenderTuff Chains)
10 lbs. (10 Ft. Beam w/ProGuard Chains)
11 lbs. (10 Ft. Beam w/TenderTuff Chains)

Specifications are subject to change without notice.

Installation

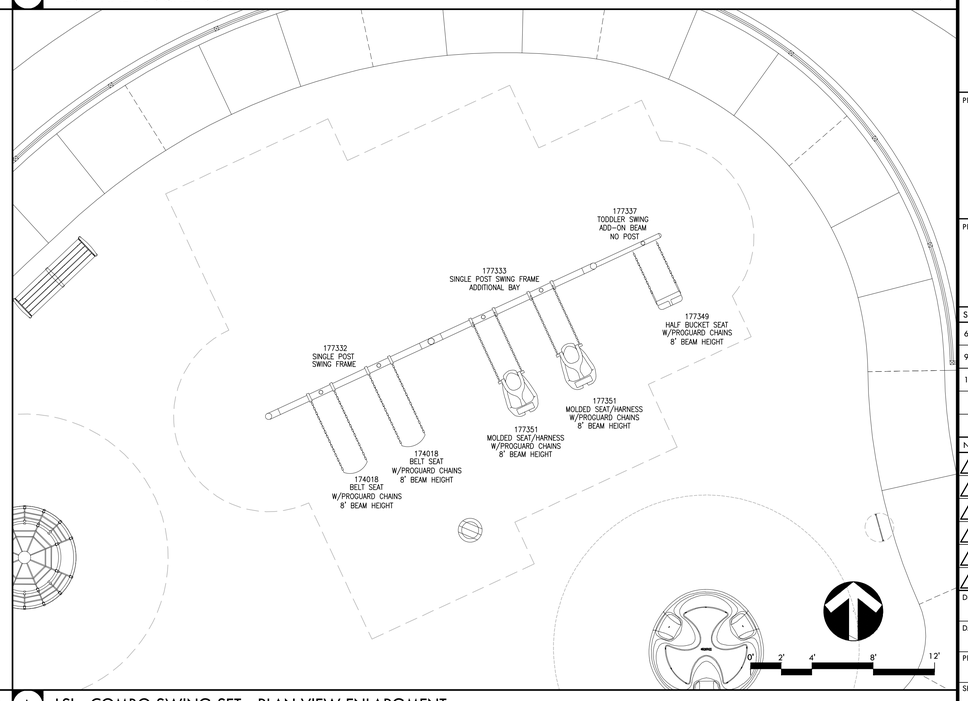
Swing Hangers With Double Clevis

1) Attach chains to double clevis using 3/8" x 1 1/4" BHCS w/pin limited thread, as shown.
2) Attach chains to belt seat using bolt links with 5/16" x 1 1/2" BHCS w/ pin limited thread. Be sure bolt heads face user. **NOTE:** *Use chain spacers as shown when installing ProGuard chains.*
3) Install protective surfacing before users are allowed to play on the structure.

Anti-wrap Swing Hangers

1) Attach chains to aluminum clevis using 3/8" x 7/8" BHCS w/pin limited thread, as shown.
2) Attach chains to belt seat using bolt links with 5/16" x 1 1/2" BHCS w/ pin limited thread. Be sure bolt heads face user. **NOTE:** *Use chain spacers as shown when installing ProGuard chains.*
3) Install protective surfacing before users are allowed to play on the structure.

NOTES:
1. CONTRACTOR SHALL COORDINATE WITH MANUFACTURER ON INSTALLATION AND CALCULATIONS AS NECESSARY.
2. FOOTING INFORMATION PROVIDED FOR BIDDING PURPOSES ONLY. STRUCTURE SHALL BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.



A LSI - COMBO SWING SET - PLAN VIEW ENLARGMENT

SHEET TITLE
PLAY EQUIPMENT DETAILS

PROJECT NAME
TREASURE COVE PLAYGROUND AT JADE STREET PARK

PROJECT ADDRESS
4400 JADE STREET
CAPITOLA, CA. 95010

SUBMITTAL	DATE
65% SUBMITTAL	8/16/24
95% SUBMITTAL	12/13/24
100% BID SUBMITTAL	05/23/25

NO.	REVISIONS	DATE

DRAWN BY: AZ
CHECKED BY: BD/ DM
DATE ISSUED: 05/23/25
SCALE: AS NOTED
PROJ. NO.: #2300302
SHEET NO.: D4.5

ALL IDEAS, DESIGNS, ARRANGEMENTS, AND PLANS INDICATED OR REPRESENTED BY THIS DRAWING ARE OWNED BY AND ARE THE PROPERTY OF VERDE DESIGN INC AND WERE CREATED, EVOLVED AND DEVELOPED FOR USE ON AND IN CONNECTION WITH THE SPECIFIED PROJECT. NONE OF SUCH IDEAS, DESIGNS, ARRANGEMENTS OR PLANS SHALL BE USED BY OR DISCLOSED TO ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE PRIOR WRITTEN PERMISSION OF VERDE DESIGN INC.

DRAWING NAME: Y:\Projects-SC\2023\2300300 - Capitola- Jade St Playground\CAD_DTL-D4.0-PLAY.dwg
PLOT DATE: 05-19-25 PLOTTED BY: station78

05/19/25 - 100% BID SUBMITTAL - 05/23/2025 - NOT FOR CONSTRUCTION - (CITY REVIEW -

VERDE DESIGN
LANDSCAPE ARCHITECTURE
CIVIL ENGINEERING
SPORT PLANNING & DESIGN
2455 The Alameda
Santa Clara, CA 95050
tel: 408.985.7200
fax: 408.985.7260
www.VerdeDesignInc.com

STAMP

REGISTERED LANDSCAPE ARCHITECT
DEREK McREE
No. 4148
Signature
EXPIRATION DATE: DEC. 2025
STATE OF CALIFORNIA

CONSULTANT

Technical Data

Technical changes are reserved. The following text can also be used for tenders.

Central Mast:
The central mast with rotating, conical climbing net and top ball made of aluminum consists of a steel tube with a diameter of Ø 5 ¼" and a wall thickness of ¼". It is thermally galvanized to protect against corrosion and powder-coated with a solvent-free epoxy-polyester-process.

Tubes:
Bent steel tubes with a diameter of Ø 2 ⅜" and a wall thickness of ⅛", sand-blasted, spray-galvanized and powder-coated in a solvent-free epoxy-polyester-process to protect against corrosion.

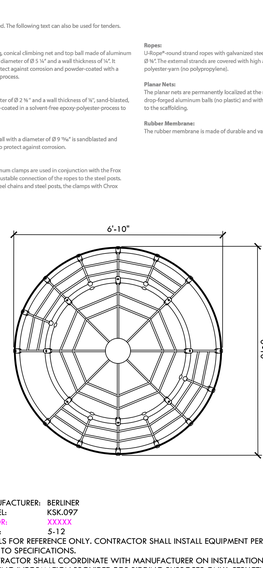
Rods:
The Framework® aluminum ball with a diameter of Ø 9 ⅝" is sandblasted and powder-coated solvent-free to protect against corrosion.

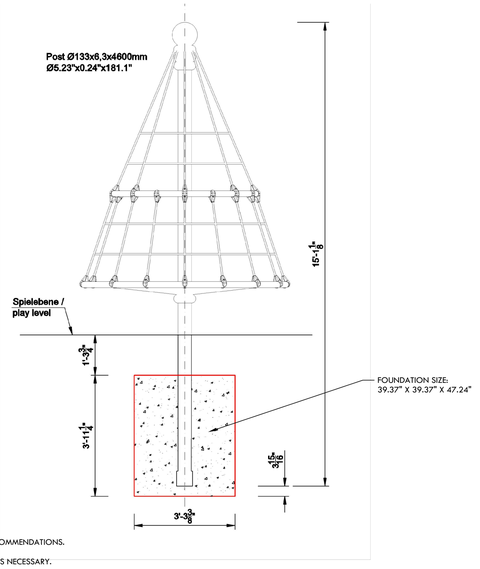
Terrance Clamps:
The two-part Terrance® aluminum clamps are used in conjunction with the Frox connection for the height-adjustable connection of the ropes to the steel posts. When connecting stainless steel chains and steel posts, the clamps with Chrox connection are used.

Ropes:
U-Rope®-round strand ropes with galvanized steel cores and a diameter of Ø ¾". The external strands are covered with high abrasion-resistant and UV-resistant polyester-yarn (no polypropylene).

Planar Nets:
The planar nets are permanently localized at the rope crossing points by durable drop-forged aluminum balls (no plastic) and with aluminum pipe clamps attached to the scaffolding.

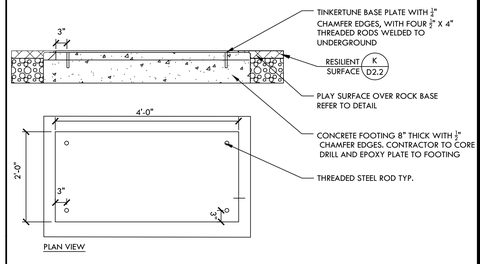
Rubber Membranes:
The rubber membrane is made of durable and vandal-proof conveyor belt.

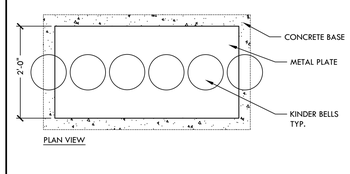




NOTE:
1. MANUFACTURER: BERLINER
2. MODEL: KSK.097
3. COLOR: XXXXX
4. AGES: 5-12
5. DETAILS FOR REFERENCE ONLY. CONTRACTOR SHALL INSTALL EQUIPMENT PER MANUFACTURER'S RECOMMENDATIONS. REFER TO SPECIFICATIONS.
6. CONTRACTOR SHALL COORDINATE WITH MANUFACTURER ON INSTALLATION AND CALCULATIONS AS NECESSARY.
7. FOOTING INFORMATION PROVIDED FOR BIDDING PURPOSES ONLY. STRUCTURE SHALL BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.

C BERLINER - O' TANNEBAUM NTS





NOTE:
1. MANUFACTURER: TINKERTUNES
2. MODEL: KINDER BELLS
3. COLOR: XXXXX
4. AGES: ALL
5. DETAILS FOR REFERENCE ONLY. CONTRACTOR SHALL INSTALL EQUIPMENT PER MANUFACTURER'S RECOMMENDATIONS. REFER TO SPECIFICATIONS.
6. CONTRACTOR SHALL COORDINATE WITH MANUFACTURER ON INSTALLATION AND CALCULATIONS AS NECESSARY.
7. FOOTING INFORMATION PROVIDED FOR BIDDING PURPOSES ONLY. STRUCTURE SHALL BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.

B TINKERTUNES - KINDER BELLS NTS

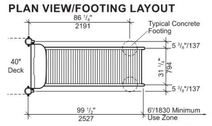
landscape structures®

ISO 14001 CERTIFIED | ISO 9001 Certified

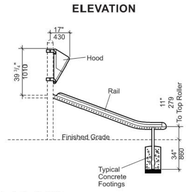
SAFETY NOTE: Choose a protective surfacing material that has a Critical Height Value of at least the height of the Highest Accessible Part/Fall Height of the adjacent equipment. (Ref. ASTM F1487.)

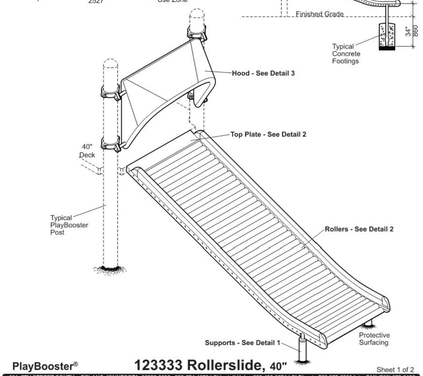
22134100

PLAN VIEW/FOOTING LAYOUT



ELEVATION





PlayBooster® **123333 Rollerslide, 40"** Sheet 1 of 2

601 7TH STREET SOUTH · OELAND, MINNESOTA 55328-8695 · 888-574-4678 LSI Install Help · 888-438-6574 LSI Direct · 763-972-5200 tel · FAX (763) 972-5185

© 2016 by Landscape Structures. All rights reserved.

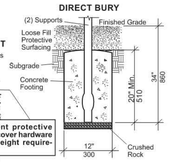
Document #22134100

landscape structures®

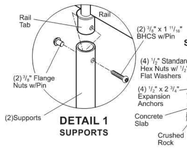
SAFETY NOTE: Choose a protective surfacing material that has a Critical Height Value of at least the height of the Highest Accessible Part/Fall Height of the adjacent equipment. (Ref. ASTM F1487.)

221341a

DETAIL DIRECT BURY

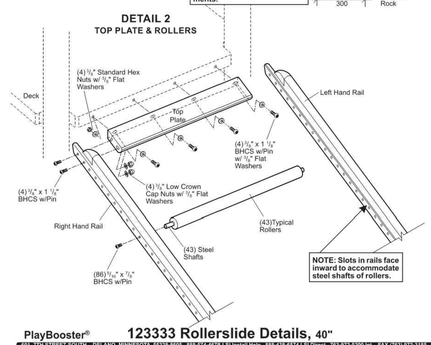


DETAIL SURFACE MOUNT



DETAIL 1 SUPPORTS

DETAIL 2 TOP PLATE & ROLLERS



PlayBooster® **123333 Rollerslide Details, 40"**

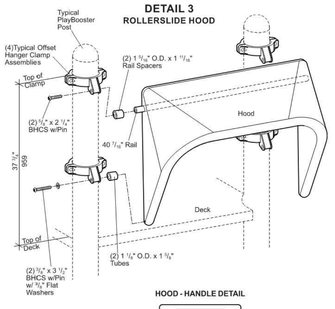
601 7TH STREET SOUTH · OELAND, MINNESOTA 55328-8695 · 888-574-4678 LSI Install Help · 888-438-6574 LSI Direct · 763-972-5200 tel · FAX (763) 972-5185

© 2016 by Landscape Structures. All rights reserved.

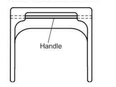
landscape structures®

221341b

DETAIL 3 ROLLERSLIDE HOOD



HOOD - HANDLE DETAIL



PlayBooster® **123333 Rollerslide, 40"** Sheet 2 of 2

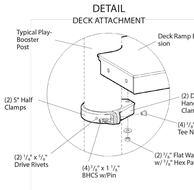
601 7TH STREET SOUTH · OELAND, MINNESOTA 55328-8695 · 888-574-4678 LSI Install Help · 888-438-6574 LSI Direct · 763-972-5200 tel · FAX (763) 972-5185

© 2016 by Landscape Structures. All rights reserved.

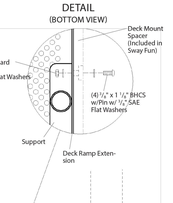
Document #22134100

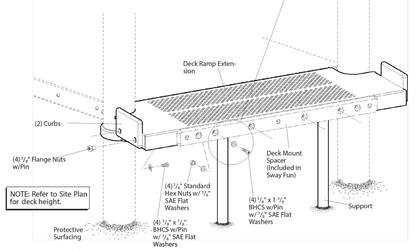
221341b

DETAIL DECK ATTACHMENT



DETAIL (BOTTOM VIEW)





PlayBooster® **171539 Deck Ramp Extension** Sheet 1 of 2

601 7TH STREET SOUTH · OELAND, MINNESOTA 55328-8695 · 888-574-4678 · FAX (763) 972-5185

© 2013 by Landscape Structures. All rights reserved.

Document #24598500

NOTES:
1. CONTRACTOR SHALL COORDINATE WITH MANUFACTURER ON INSTALLATION AND CALCULATIONS AS NECESSARY.
2. FOOTING INFORMATION PROVIDED FOR BIDDING PURPOSES ONLY. STRUCTURE SHALL BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.

A LSI - ROLLER SIDE NTS

SHEET TITLE
PLAY EQUIPTMENT DETAILS

PROJECT NAME
TREASURE COVE PLAYGROUND AT JADE STREET PARK

PROJECT ADDRESS
4400 JADE STREET
CAPITOLA, CA. 95010

SUBMITTAL	DATE
65% SUBMITTAL	8/16/24
95% SUBMITTAL	12/13/24
100% BID SUBMITTAL	05/23/25

NO.	REVISIONS	DATE

DRAWN BY	CHECKED BY
AZ	BD/ DM
DATE ISSUED	SCALE
05/23/25	AS NOTED
PROJ. NO.	
#2300302	

SHEET NO.
D4.6

100% BID SUBMITTAL - 05/23/2025 - NOT FOR CONSTRUCTION - (CITY REVIEW - 05/19/25)

ALL IDEAS, DESIGNS, ARRANGEMENTS, AND PLANS INDICATED OR REPRESENTED BY THIS DRAWING ARE OWNED BY, AND THE PROPERTY OF VERDE DESIGN, INC. AND WERE CREATED, EVOLVED, AND DEVELOPED FOR USE ON AND IN CONNECTION WITH THE SPECIFIED PROJECT. NONE OF SUCH IDEAS, DESIGNS, ARRANGEMENTS OR PLANS SHALL BE USED BY OR DISCLOSED TO ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE PRIOR WRITTEN PERMISSION OF VERDE DESIGN, INC.

DRAWING NAME: N:\Projects-SC\2023\2300300 - Capitola-Jade St Playground\CAD_DTL-D4.0-PLAY.dwg
PLOT DATE: 05-19-25 PLOTTED BY: station78

EXISTING PARKING LOT

PRIMARY ENTRANCE

LAWN AREA

ENTRY PLAZA

5-12 PLAY AREA

2-5 PLAY AREA

SLIDE MOUNDS

SLOPED PATHWAY

SENSORY ZONE

ACCESSIBLE PATHWAY

SECLUDED NOOK

SECONDARY ENTRANCE

DOG WALK PATHWAY

STORM-WATER TREATMENT BASIN

NORTH

Project Number: 2300300
February, 2025

0' 5' 10' 20' 30'

Treasure Cove Playground
Jade Street Park
City of Capitola
4400 Jade Street, Capitola, CA. 95010

VERDE DESIGN
LANDSCAPE ARCHITECTURE
CIVIL ENGINEERING
SPORT PLANNING & DESIGN
2455 The Alameda, Ste. 200
Santa Clara, CA 95050
tel: 408.985.7200
fax: 408.985.7260
www.verdedesigninc.com

Y:\Projects-SC\2023\2300300 – Capitola-Jade St Playground\CAD_SITE-ILLUSTRATIVE-NEW.dwg Feb 04, 2025 12:57pm

ARCHICAD MASTERTEMPLATE [TM] BY BOBROW CONSULTING GROUP | ALL RIGHTS RESERVED | www.bobrow.com | www.archicadtemplate.com

JADE STREET PARK RESTROOM REMODEL

4400 JADE STREET, CAPITOLA CA 95010

GENERAL NOTES

1. ARCHITECT ASSUMES NO RESPONSIBILITY FOR THE COMPLETENESS OF PLANS FOR BID PURPOSES PRIOR TO ISSUANCE OF THE BUILDING PERMIT. THE GENERAL CONTRACTOR AND ALL SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS AND CONDITIONS ON THE JOB SITE PRIOR TO BEGINNING OF CONSTRUCTION.

2. THE INTENT OF THESE DRAWINGS AND SPECIFICATIONS IS TO INCLUDE ALL LABOR, MATERIALS AND SERVICES NECESSARY FOR THE COMPLETION OF ALL WORK SHOWN PRESCRIBED OR REASONABLY IMPLIED, BUT NOT LIMITED TO THAT EXPLICITLY INDICATED IN THE CONTRACT DOCUMENTS.

3. THE ARCHITECT'S APPROVAL OF SUCH SHOP DRAWINGS SHALL NOT RELIEVE THE GENERAL CONTRACTOR OR SUBCONTRACTOR FROM RESPONSIBILITY FOR DEVIATIONS FROM DRAWINGS OR SPECIFICATIONS UNLESS HE OR SHE HAS (IN WRITING) CALLED THE ARCHITECT'S ATTENTION TO SUCH DEVIATIONS AT THE TIME OF SUBMISSIONS, NOR SHALL IT RELIEVE HIM OR HER OF RESPONSIBILITY FOR ERRORS OF ANY SORT IN THE SHOP DRAWINGS.

4. ARCHITECT OR DESIGNER AS USED IN THESE DOCUMENTS REFERS TO BOONE LOW RATLIFF ARCHITECTS, 1511 VAN NESS AVENUE, SANTA CRUZ, CA 95060. (831) 423-1316.

5. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ALL APPLICABLE CODES, REGULATIONS AND ORDINANCES HAVING JURISDICTION.

6. CONTRACTOR IS RESPONSIBLE FOR EXAMINING ALL CONTRACT DOCUMENTS, FIELD CONDITIONS, AND CONFIRMING THAT WORK IS BUILDABLE AS SHOWN BEFORE PROCEEDING WITH CONSTRUCTION. IF THERE ARE ANY QUESTIONS REGARDING THESE OR OTHER COORDINATION ITEMS, THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING A CLARIFICATION FROM THE ARCHITECT OR TENANT CONSTRUCTION COORDINATOR BEFORE PROCEEDING WITH WORK IN QUESTION OR RELATED WORK.

7. PRIOR TO THE ISSUANCE OF A BUILDING PERMIT, THE APPLICANT SHALL HAVE EVIDENCE OF CURRENT WORKMAN'S COMPENSATION INSURANCE COVERAGE ON FILE, IN COMPLIANCE WITH SECTION 3800 OF THE CALIFORNIA LABOR CODE.

8. DIMENSIONS ON DRAWINGS ARE SHOWN TO FACES OF WALLS AND PARTITIONS OR FINISHED FACE OF EXISTING WALLS UNLESS NOTED OTHERWISE.

9. ALL VERTICAL DIMENSIONS SHOWN ARE TO FLOOR SLAB, UNLESS OTHERWISE INDICATED.

10. CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB AND SHALL NOTIFY THE ARCHITECT OF ANY DISCREPANCIES IMMEDIATELY BEFORE COMMENCING ANY WORK.

11. CONTRACTOR SHALL CHECK AND VERIFY SIZE AND LOCATIONS OF DUCT OPENINGS AND PLUMBING RUNS WITH MECHANICAL CONTRACTOR BEFORE FRAMING WALLS, FLOORS, ETC.

12. INSTALL ALL MANUFACTURED ITEMS, MATERIALS AND EQUIPMENT IN STRICT ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS.

13. "ALIGN" AS USED IN THESE DOCUMENTS SHALL MEAN TO ACCURATELY LOCATE FINISH FACES IN THE SAME PLANE.

14. "TYPICAL" OR "TYP" AS USED IN THESE DOCUMENTS SHALL MEAN THAT THE CONDITION IS THE SAME OR REPRESENTATIVE FOR ALL SIMILAR CONDITIONS THROUGHOUT, UNLESS NOTED OTHERWISE.

15. DETAILS ARE USUALLY KEYED AND NOTED "TYPICAL" ONLY ONCE, WHEN THEY FIRST OCCUR AND ARE REPRESENTATIVE OF ALL SIMILAR CONDITIONS THROUGHOUT, UNLESS NOTED OTHERWISE.

16. DO NOT SCALE DRAWINGS. DIMENSIONS GOVERN. LARGE SCALE DETAILS GOVERN OVER SMALL SCALE DETAILS.

17. CONTRACTOR SHALL BE RESPONSIBLE FOR THE GENERAL CLEANING OF A JOB AFTER ITS COMPLETION. UNUSED MATERIALS TO BE DONATED.

18. ALL REQUESTS FOR SUBSTITUTIONS OR ITEMS SPECIFIED SHALL BE APPROVED BY ARCHITECT.

19. GLASS DOORS, ADJACENT PANELS, AND ALL GLAZED OPENINGS, WITHIN 18 INCHES OF THE ADJACENT FLOOR SHALL BE OF GLASS APPROVED FOR IMPACT HAZARD.

20. CENTER OF SWITCHES SHALL BE NO MORE THAN 48" ABOVE FLOOR.

21. CENTERLINE OF 15, 20 AND 30 AMP RECEPTACLES SHALL (EXCEPT PERMANENTLY INSTALLED BASEBOARD HEATERS) NOT TO BE LESS THAN 15" ABOVE FLOOR. FLOOR OUTLETS ACCEPTABLE NEXT TO SLIDING PANELS OR WALLS AND OTHER SPECIAL CONVENIENCE LOCATIONS. BASEBOARD OUTLETS ACCEPTABLE IN RELOCATABLE PARTITIONS, WINDOW WALLS.

22. FOUNDATION CONSTRUCTION SHALL INCORPORATE RECYCLED FLY ASH IN CONCRETE UP TO 15%-20% . RETAIN CONCRETE MIX TAG FOR INSPECTOR.

23. FORM BOARDS SHALL BE REUSED. V.O.C. FREE PLANT BASED RELEASE AGENT TO BE APPLIED (RAPESEED, SOYBEAN OR VEGETABLE OIL) WHEN POSSIBLE METAL FORMS TO BE PROVIDED BY A SPECIALTY CONTRACTOR AND REUSED ON OTHER PROJECTS.

24. JOINTS AND OTHER OPENINGS IN THE BUILDING ENVELOPE THAT ARE POTENTIAL SOURCES OF AIR LEAKAGE SHALL BE CAULKED, GASKETED, WEATHERSTRIPPED, OR OTHERWISE SEALED TO LIMIT INFILTRATION AND EXFILTRATION.

25. INSTALL INSULATION AFTER BUILDING IS WEATHERTIGHT AND OUTSIDE OF RAINY SEASON. INSTALL INSULATION TO COMPLY WITH CALIFORNIA STATE REQUIREMENTS (SEE FORM CF2R-ENV-23-H). CONTRACTOR TO CHECK MOISTURE CONTENT OF MATERIALS FOR WALLS AND FLOORS BEFORE ENCLOSURE, FOR COMPLIANCE WITH CALGREEN 4.505.3

26. USE EXTERIOR GRADE PLYWOOD FOR ALL INTERIOR APPLICATIONS.

27. DOCUMENTS FOR DEFERRED SUBMITTAL SHALL BE SUBMITTED TO THE REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE WHO SHALL REVIEW THEM AND FORWARD THEM TO THE BUILDING DEPARTMENT WITH A NOTATION INDICATING THAT THE DEFERRED SUBMITTAL DOCUMENTS HAVE BEEN REVIEWED AND FOUND TO BE IN GENERAL CONFORMANCE TO THE DESIGN OF THE BUILDING. THE DEFERRED SUBMITTAL ITEMS SHALL NOT BE INSTALLED UNTIL THE DESIGN AND SUBMITTAL DOCUMENTS HAVE BEEN APPROVED BY THE BUILDING DEPARTMENT.

28. AT TIME OF FINAL INSPECTION, CONTRACTOR TO PLACE IN BUILDING AN OPERATION AND MAINTENANCE MANUAL IN THE FORMAT OF A MANUAL, COMPACT DISC, WEB-BASED REFERENCE OR OTHER MEDIA ACCEPTABLE TO THE ENFORCING AGENCY, COVERING 10 SPECIFIC SUBJECT AREAS.

29. DONATE UNUSED MATERIALS TO THE HABITAT FOR HUMANITY RESTORE.

30. MINIMIZE DISRUPTION OF EXISTING PLANTS AND TREES.

31. PROTECT ANNULAR SPACES AROUND OPENINGS IN PLATES AT EXTERIOR WALL WITH CEMENT MORTAR, CONCRETE, OR SIMILAR MATERIAL

32. A MINIMUM OF 70% OF CONSTRUCTION AND DEMOLITION WASTE IS TO BE RECYCLED.

33. WASTE DISPOSAL: RETAIN ALL WASTE HAULING RECEIPTS FOR INSPECTOR. RECEIPTS MUST INDICATE 70% SEPARATED, RECYCLABLE MATERIALS.

ABBREVIATIONS

A.F.F.	ABOVE FINISH FLOOR	F.O.S.	FACE OF STUD	TYP. MTG.	TYPICAL MOUNTING HEIGHT
AFG	ABOVE FINISH GRADE	F.F.E.	FINISH FLOOR ELEVATION	VERT.	VERTICAL
BD.	BOARD	FL	FLOOR	WH	WATER HEATER
BTTM	BOTTOM	GA	GAUGE	WTR	WATER
C.B.C.	CALIFORNIA BLDG. CODE	GC	GENERAL CONTRACTOR		
CL	CENTER LINE	GYP. BD.	GYPSUM BOARD		
CLG	CEILING	HGT.	HEIGHT		
CLR.	CLEARANCE	HM	HYDRONIC MANIFOLD		
CONC.	CONCRETE	HORIZ	HORIZONTAL		
CONT.	CONTINUOUS	KIT	KITCHEN		
DBL	DOUBLE	MFG	MANUFACTURED		
DIM.	DIMENSION	MTD	MOUNTED		
DIM. PT	DIMENSION POINT	NFPA	NATIONAL FIRE PROTECTION ASSOCIATION		
DN	DOWN	PL	PLATE		
DS.	DOWNSPOUT	REF	REFRIGERATOR		
DW	DISHWASHER	SIM	SIMILAR		
ELEV.	ELEVATION	STL	STEEL		
EQ.	EQUAL	T.O.	TOP OF		
F.F.	FINISH FLOOR	TYP.	TYPICAL		
F.G.	FINISH GRADE				

PROJECT DATA

OCCUPANCY: U
CONSTRUCTION TYPE: IIB
ZONING: COMMUNITY FACILITY
TOTAL LOT AREA: 419,483 SQ.FT.

NOTE: BUILDING IS UNHEATED
(E) & PROPOSED BUILDING AREA: 735 SQ.FT.
AREA OF RESTROOM REMODEL: 422 SQ.FT.

TOTAL LOT COVERAGE = 0.2 % OF LOT

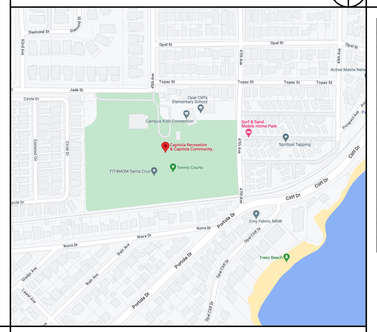
SCOPE OF WORK

ACCESSIBILITY UPGRADES TO AN (E) RESTROOM BUILDING, INCLUDING REMODELING THE (E) MALE & FEMALE RESTROOMS INTO 2-SINGLE USER ACCESSIBLE ALL-GENDER RESTROOMS WITH ADULT CHANGE TABLES. WORK TO INCLUDE REMODELED ENTRIES, (N) FIXTURES AND FITTINGS THROUGHOUT AND A (N) LEVELLED FLOOR. THE (E) OPENINGS ARE TO BE REMOVED AND REPLACED WITH (N) LOUVERED WINDOW FRAMED OPENINGS. ENTRY GATES ARE TO BE REPLACED WITH (N) REMOTE-LOCKABLE DOORS AND THERE IS TO BE A (N) PAINT FINISH THROUGHOUT AT BOTH INTERIOR AND EXTERIOR. (E) RAFTERS ARE TO BE REPAIRED AND CAPPED IN METAL, AND THE ROOF IS TO BE REPLACED WITH (N) LIFETIME ASPHALT SHINGLE INCLUDING (N) GUTTERS AND DOWNSPOUTS. THE (E) LIGHTING AND ELECTRICAL IS TO BE UPGRADED TO MEET CURRENT CODE. THE (E) SIDEWALK AND PATH OF TRAVEL TO THE (E) ACCESSIBLE VAN DROP-OFF, PLAYGROUND AND COMMUNITY CENTER IS TO BE UPGRADED TO MEET CURRENT ACCESSIBILITY CODE.

ADDITIONAL NOTES:
1. THERE IS NO PROPOSED INCREASE IN THE FOOTPRINT OF THE BUILDING
2. THE RESTROOMS ARE UNHEATED AND NATURALLY VENTILATED WITH OPEN LOUVERED WINDOWS
3. THE BUILDING IS UNSPRINKLERED
4. HAZARDOUS MATERIAL ASBESTOS ASSESSMENT WAS CARRIED OUT BY THE OWNER, AND NO ASBESTOS WAS IDENTIFIED AS PRESENT

VICINITY MAP

N



PROJECT TEAM

OWNER:
CITY OF CAPITOLA PUBLIC WORKS DEPARTMENT
PROJECT MANAGER: JESSICA KAHN
JKAHN@CI.CAPITOLA.CA.US
420 CAPITOLA AVENUE, CAPITOLA CA 95010
(831) 475 7300

ARCHITECT:
BOONE LOW RATLIFF ARCHITECTS, INC.
PRINCIPAL ARCHITECT: MONICA RATLIFF
MR@SANTACRUZGREENARCHITECTS.COM
PROJECT ARCHITECT: KATE RHEIN, AIA
KR@SANTACRUZGREENARCHITECTS.COM
2831 MISSION ST, SUITE 251
SANTA CRUZ, CA 95060
(831) 423-1316

PLUMBING ENGINEER:
COLEBREIT ENGINEERING
PROJECT ENGINEER: KATE CONWAY
KATE.CONWAY@COLEBREIT.COM
22 LOWER RAGSDALE DRIVE, SUITE A
MONTEREY, CA 93940
(831) 641 7666

ELECTRICAL ENGINEER:
AURUM CONSULTING ENGINEERS
PROJECT ENGINEER: JOSHUA AUBLE
JOSHUA@ACEMB.COM
404 W. FRANKLIN ST, SUITE 100
MONTEREY, CA 93940
(831) 646 3330

CIVIL ENGINEER:
IFLAND ENGINEERS
PROJECT ENGINEER: JACK SPURLOCK
JSPURLOCK@IFLANDENGINEERS.COM
1509 SEABRIGHT AVENUE, SUITE A2
SANTA CRUZ, CA 95062
(831) 426 5313 X.211

SHEET INDEX

PROJECT SHEET INDEX	
A1	TITLE SHEET / PROJECT DATA
GA1	CALGREEN NONRESIDENTIAL MANDATORY MEASURES 2013 1 1
GA2	CALGREEN NONRESIDENTIAL MANDATORY MEASURES 1 2
GA3	CALGREEN NONRESIDENTIAL MANDATORY MEASURES 1 3
AC1	ACCESSIBILITY DETAILS
AC2	ACCESSIBILITY DETAILS - SIGNAGE
A2	SITE PLAN
A2.1	SWPPP & SITE STANDARD DETAILS
A3	FLOOR PLANS
A4	BUILDING ELEVATIONS & SECTIONS
A5	INTERIOR ELEVATIONS
A6	DOOR, WINDOW & FINISH SCHEDULES
A7	ARCHITECTURAL DETAILS
P0.1	LEGENDS, SCHEDULES & NOTES - PLUMBING
P2.1	FLOOR PLANS - PLUMBING

APPLICABLE CODES

ALL CODES REFERENCED ARE TO BE USED AS AMENDED BY THE STATE OF CALIFORNIA AND LOCAL JURISDICTION.

2022 CALIFORNIA BUILDING CODE
2022 CALIFORNIA RESIDENTIAL CODE
2022 CALIFORNIA GREEN BUILDING CODE
2022 CALIFORNIA MECHANICAL CODE
2022 CALIFORNIA PLUMBING CODE
2022 CALIFORNIA FIRE CODE
2022 CALIFORNIA ELECTRICAL CODE
2022 CALIFORNIA ENERGY CODE, PART 6

THESE PLANS ARE IN COMPLIANCE WITH CALIFORNIA BUILDING AND FIRE CODES (2022 EDITION) AND SANTA CRUZ COUNTY AMENDMENTS

BOONE LOW RATLIFF ARCHITECTS, INC.
2837 MISSION ST | SANTA CRUZ CA 95060

SEAL

THE ARCHITECT MUST BE NOTIFIED OF ANY DISCREPANCY IN DIMENSIONS, FIELD CONDITIONS OR OTHER INFORMATION THAT IS CONTAINED IN AND/OR DIFFERS FROM THESE DOCUMENTS.

THESE DOCUMENTS ARE THE PROPERTY OF THE ARCHITECT AND MAY NOT BE USED OR REPRODUCED WITHOUT WRITTEN CONSENT. THE ARCHITECT DISCLAIMS ANY RESPONSIBILITY RESULTING FROM UNAUTHORIZED USE.

COPYRIGHT STARTS FROM THE DATE OF THE EARLIEST CONTRACT THROUGH CONSTRUCTION DOCUMENTS.

JADE STREET PARK RESTROOM REMODEL PROJECT

4400 JADE STREET
CAPITOLA, CA 95010
APN: 034-551-02

1" ACTUAL

IF THE ABOVE DIMENSION DOES NOT MEASURE ONE INCH (1") EXACTLY, THIS DRAWING WILL HAVE BEEN ENLARGED OR REDUCED, AFFECTING ALL LABELED SCALES.

BY	REVISIONS	DATE
	DRAFT BUILDING PERMIT SET	01/30/25
	BUILDING PERMIT SET	06/20/25

Date:	6/11/25
Scale:	AS NOTED
Drawn:	
Job:	
Sheet	

A1

Plotted On: 6/11/25

TITLE SHEET / PROJECT DATA

J:\Users\katerhein\Dropbox - Jade St Restrooms\Drawings\JADE ST RESTROOMS REMODEL V2 SET 042823.pln

ARCHICAD MASTERTEMPLATE (TM) BY BOBROW CONSULTING GROUP | ALL RIGHTS RESERVED | www.bobrow.com | www.archicadtemplate.com

CONSTRUCTION NOTES:

CONTRACTOR TO COORDINATE DELIVERIES TO SITE, SITE ACCESS AND STORAGE LOCATIONS WITH CLIENT.

A. CONSTRUCTION BEST MANAGEMENT PRACTICES (BMPS)-PROJECT CONSTRUCTION AND DEMOLITION ACTIVITIES SHALL COMPLY WITH THE CITY OR CAPITOLA'S STORM WATER BEST MANAGEMENT PRACTICES FOR CONSTRUCTION.
SEE THE CITY WEBSITE AT:
HTTPS://WWW.CITYOFCAPITOLA.ORG/SITES/DEFAULT/FILES/FILEATTACHMENTS/PUBLIC_WORKS/PAGE/22530/STRM-BMP-1-5.PDF

B. MATERIALS STORAGE: OPEN BAGS OF PARTICULATE, GRANULAR OR POWDER MATERIALS (SUCH AS PLASTER OR CONCRETE) SHOULD BE STORED INSIDE IF POSSIBLE. IF STORED OUTSIDE, THEY MUST BE COVERED OR CLOSED, AND DURING THE RAINY SEASON KEPT WITHIN SECONDARY CONTAINMENT.

C. PAINT & CHEMICAL STORAGE: PAINTS, CHEMICALS, AND SOLVENTS MUST BE PROPERLY STORED INSIDE OR WITHIN A SHED WITH DOUBLE CONTAINMENT.

D. REFUSE: DUMPSTERS LIDS MUST BE KEPT CLOSED AND SECURED WHEN NOT IN USE.

E. CHECK THE SIDEWALK AND STREET DAILY DURING THE DEMOLITION AND CONSTRUCTION PHASES FOR SOIL OR SEDIMENT DRAG-OUT, AND SWEEP IF NEEDED.

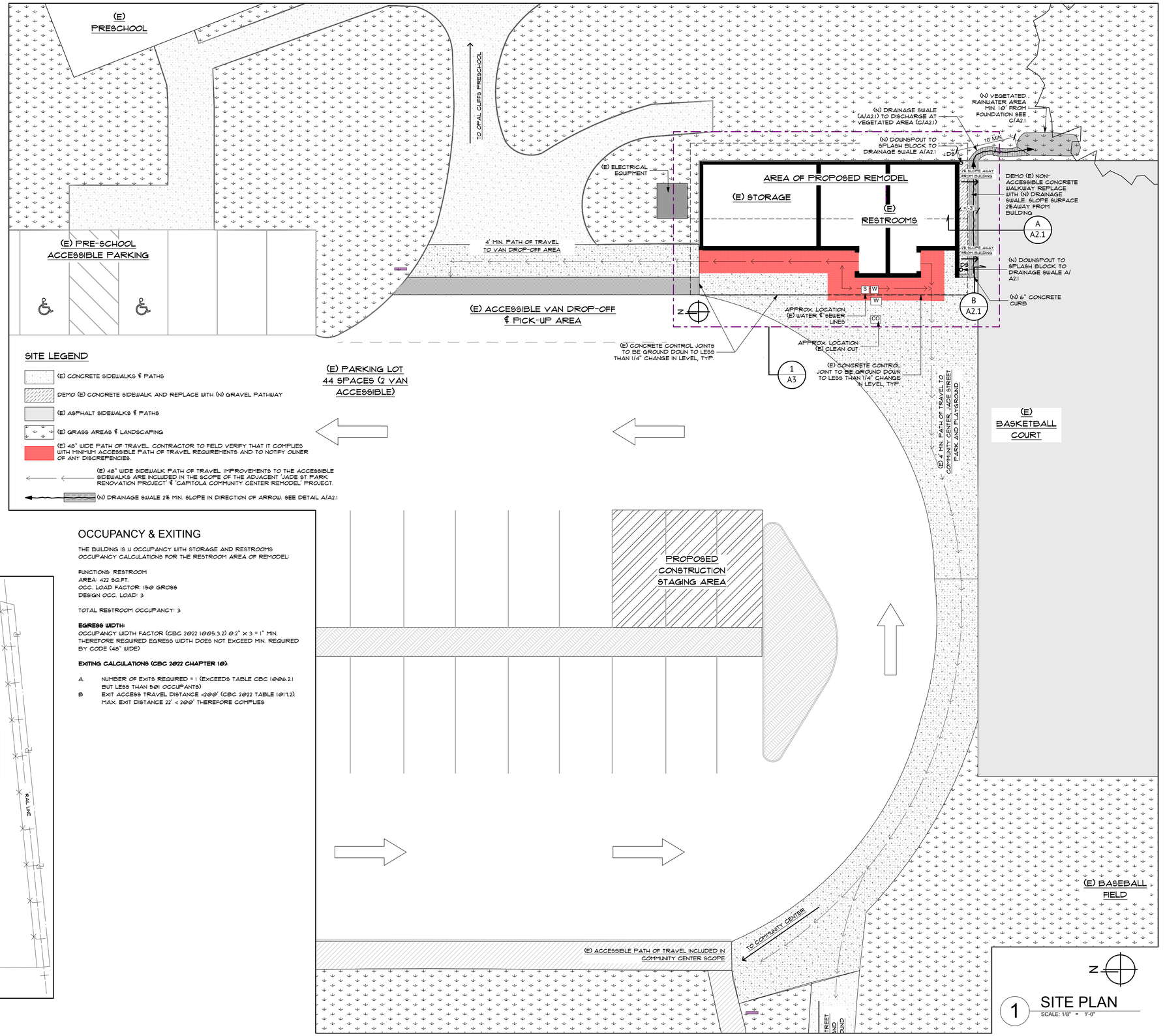
F. REGULARLY MAINTAIN PROJECT EROSION CONTROL MEASURES. CHECK REGULARLY FOR DAMAGE DURING CONSTRUCTION WORK. ALL EROSION CONTROL MEASURES SHALL BE INSPECTED AFTER EACH SIGNIFICANT RAIN EVENT AND NEEDED REPAIRS MADE IMMEDIATELY UPON DETECTION.

G. THE CALGREEN MANDATORY REQUIREMENTS ARE LOCATED ON SHEET CA1, 2 & 3

ACCESSIBLE PATH OF TRAVEL COMPLIANCE NOTES:

(E) ACCESSIBLE PATH OF TRAVEL IS PROVIDED ON SITE. IF THERE IS ANY NON-COMPLIANCE IN (E) P.O.T, IT MUST BE UPGRADED AS NEEDED TO COMPLY:

1. ACCESSIBLE PATH OF TRAVEL AS INDICATED ON THE PLAN IS A BARRIER FREE ACCESS ROUTE, 4' WIDE MINIMUM WITHOUT ANY ABRUPT LEVEL CHANGES EXCEEDING 1/2" IF BEVELED AT 1:2 MAXIMUM SLOPE, OR VERTICAL LEVEL CHANGES NOT EXCEEDING 1/4" MAXIMUM AND AT LEAST 48" IN WIDTH. SURFACE IS STABLE, FIRM, AND SLIP RESISTANT. CROSS SLOPE SHALL NOT BE STEEPER THAN 1:48 AND SLOPE IN THE DIRECTION OF TRAVEL SHALL NOT BE STEEPER THAN 1:20.
2. ACCESSIBLE PATH OF TRAVEL SHALL BE MAINTAINED FREE OF OVERHANGING OBSTRUCTIONS TO 80" MINIMUM AND PROTRUDING OBJECTS GREATER THAN 4" PROJECTION FROM WALL AND ABOVE 27" AND LESS THAN 80".
3. IT IS THE CONTRACTORS RESPONSIBILITY TO FIELD VERIFY ALL ACCESSIBLE ROUTE LEVELS TO SHOW COMPLIANCE. WITH THE REQUIRED MAX. SLOPES AND CONDITIONS.
4. ANY PLANTING/ TREES TO BE CUT-BACK OR REMOVED TO PROVIDE A CLEAR AREA OF 80" MINIMUM ABOVE WALKING SURFACE AND ANY PROTRUDING PLANTING TO BE CUT-BACK/ REMOVED.
5. CONTRACTOR TO FIELD VERIFY THAT THERE ARE NO ABRUPT CHANGES IN LEVEL, AND TO GRIND DOWN/ REMOVE ANY THAT EXCEED THE MAX. CHANGES IN LEVEL STATED IN THE COMPLIANCE NOTES.
6. CONTRACTOR TO NOTIFY THE ARCHITECT IN WRITING IMMEDIATELY OF ANY AREAS OF NON-COMPLIANCE IN THE ACCESSIBLE PATHS.



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

OCCUPANCY & EXITING

THE BUILDING IS U OCCUPANCY WITH STORAGE AND RESTROOMS
OCCUPANCY CALCULATIONS FOR THE RESTROOM AREA OF REMODEL:

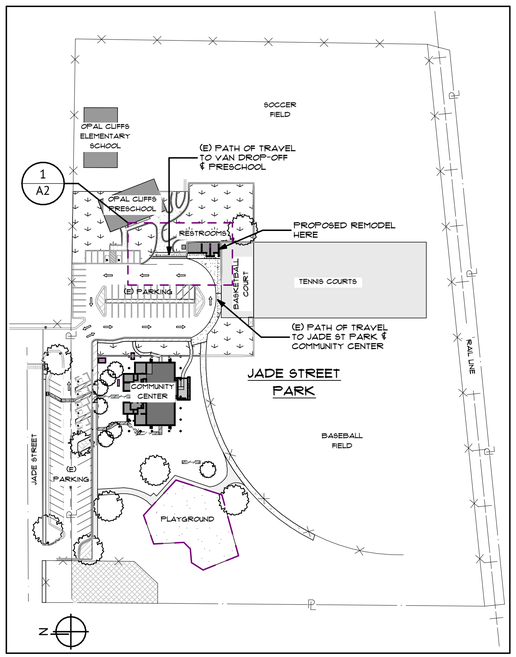
FUNCTIONS: RESTROOM
AREA: 422 SQ.FT.
OCC. LOAD FACTOR: 150 GROSS
DESIGN OCC. LOAD: 3

TOTAL RESTROOM OCCUPANCY: 3

EGRESS WIDTH:
OCCUPANCY WIDTH FACTOR (CBC 2022 1005.3.2) 0.2" X 3 = 1" MIN.
THEREFORE REQUIRED EGRESS WIDTH DOES NOT EXCEED MIN. REQUIRED BY CODE (48" WIDE)

EXITING CALCULATIONS (CBC 2022 CHAPTER 10):

A. NUMBER OF EXITS REQUIRED = 1 (EXCEEDS TABLE CBC 1006.2.1 BUT LESS THAN 501 OCCUPANTS)
B. EXIT ACCESS TRAVEL DISTANCE <200' (CBC 2022 TABLE 1017.2). MAX. EXIT DISTANCE 22' < 200' THEREFORE COMPLIES



2 WHOLE SITE PLAN
SCALE: 1" =100'

BOONE LOW RATLIFF ARCHITECTS, INC.
2837 MISSION ST | SANTA CRUZ CA 95060

SEAL

THE ARCHITECT MUST BE NOTIFIED OF ANY DISCREPANCY IN DIMENSIONS, FIELD CONDITIONS OR OTHER INFORMATION THAT IS CONTAINED IN AND/OR DIFFERS FROM THESE DOCUMENTS.

THESE DOCUMENTS ARE THE PROPERTY OF THE ARCHITECT AND MAY NOT BE USED OR REPRODUCED WITHOUT WRITTEN CONSENT. THE ARCHITECT DISCLAIMS ANY RESPONSIBILITY RESULTING FROM UNAUTHORIZED USE.

COPYRIGHT STARTS FROM THE DATE OF THE EARLIEST CONTRACT THROUGH CONSTRUCTION DOCUMENTS.

JADE STREET PARK RESTROOM REMODEL PROJECT

4400 JADE STREET
CAPITOLA, CA 95010
APN: 034-551-02

1" ACTUAL

IF THE ABOVE DIMENSION DOES NOT MEASURE ONE INCH (1") EXACTLY, THIS DRAWING WILL HAVE BEEN ENLARGED OR REDUCED, AFFECTING ALL LABELED SCALES.

BY	REVISIONS	DATE
	DRAFT BUILDING PERMIT SET	01/30/25
	BUILDING PERMIT SET	06/20/25

Date:	6/11/25
Scale:	AS NOTED
Drawn:	
Job:	
Sheet	

A2

Plotted On: 6/11/25

SITE PLAN

I:\Users\katelhein\Dropbox\-Jade St Restrooms\Drawings\JADE ST RESTROOMS REMODEL V2.SET 042825.pln

ARCHICAD MASTERTEMPLATE (TM) BY BOBROW CONSULTING GROUP | ALL RIGHTS RESERVED | www.bobrow.com | www.archicadtemplate.com

FLOOR PLAN LEGEND:

1. (N) SURFACE MOUNTED SOAP DISPENSER
2. 2. GRAB BAR 42" LONG (SEE 12 & 16/AC1)
3. 3. GRAB BAR 36" LONG (SEE 12 & 16/AC1)
4. 4. (N) TOILET SEAT COVER DISPENSER SURFACE MOUNTED OPERABLE MECHANISM <40" AFF WITH CLEAR FLOOR AREA (SEE 15/AC1)
5. 5. (N) SURFACE MOUNTED ADA COMPLIANT PAPER TOWEL DISPENSER CONTROL POINT @ MAX. 40" AFF, TYP.
6. 6. (N) SURFACE MOUNTED DOUBLE TOILET TISSUE DISPENSER (SEE 14 & 15/AC1)
7. 7. SANITARY NAPKIN DISPOSAL SURFACE MOUNTED (SEE 15/AC1)
8. 8. (N) COAT HOOKS ON RESTROOM SIDE OF ALL DOORS @ 40"-48" AFF, TYP.
9. 9. (N) ADULT CHANGE TABLE
10. 10. SCREEN PARTITION/ URINAL SCREEN
11. 11. (N) BABY CHANGE STATION
12. 12. (N) MIRROR BOTTOM EDGE @ 40" MAX. AFF

SIGNAGE LEGEND:

SEE SHEET AC-2 FOR SIGNAGE DETAILS, MOUNTING HEIGHTS AND LOCATIONS ETC.

(N) 12" ADA AND ALL GENDER RESTROOM DOOR SIGN INCLUDING WORD 'ALL-GENDER RESTROOM' AND ISA CENTERED ON RESTROOM DOORS

(N) WALL-MOUNTED PICTOGRAM SIGN FOR ADA ALL-GENDER RESTROOMS. INCLUDES ROOM NAME AND TACTILE SIGNAGE. LOCATED AT LATCH SIDE OF BOTH RESTROOM DOORS

RM I.D. (N) TACTILE ROOM SIGN LOCATED AT LATCH SIDE OF DOOR

FLOOR PLAN NOTES:

NO PROPOSED WORK IN STORAGE ROOM OTHER THAN REPLACING GABLE END LOUVERED WINDOWS AND DOOR.

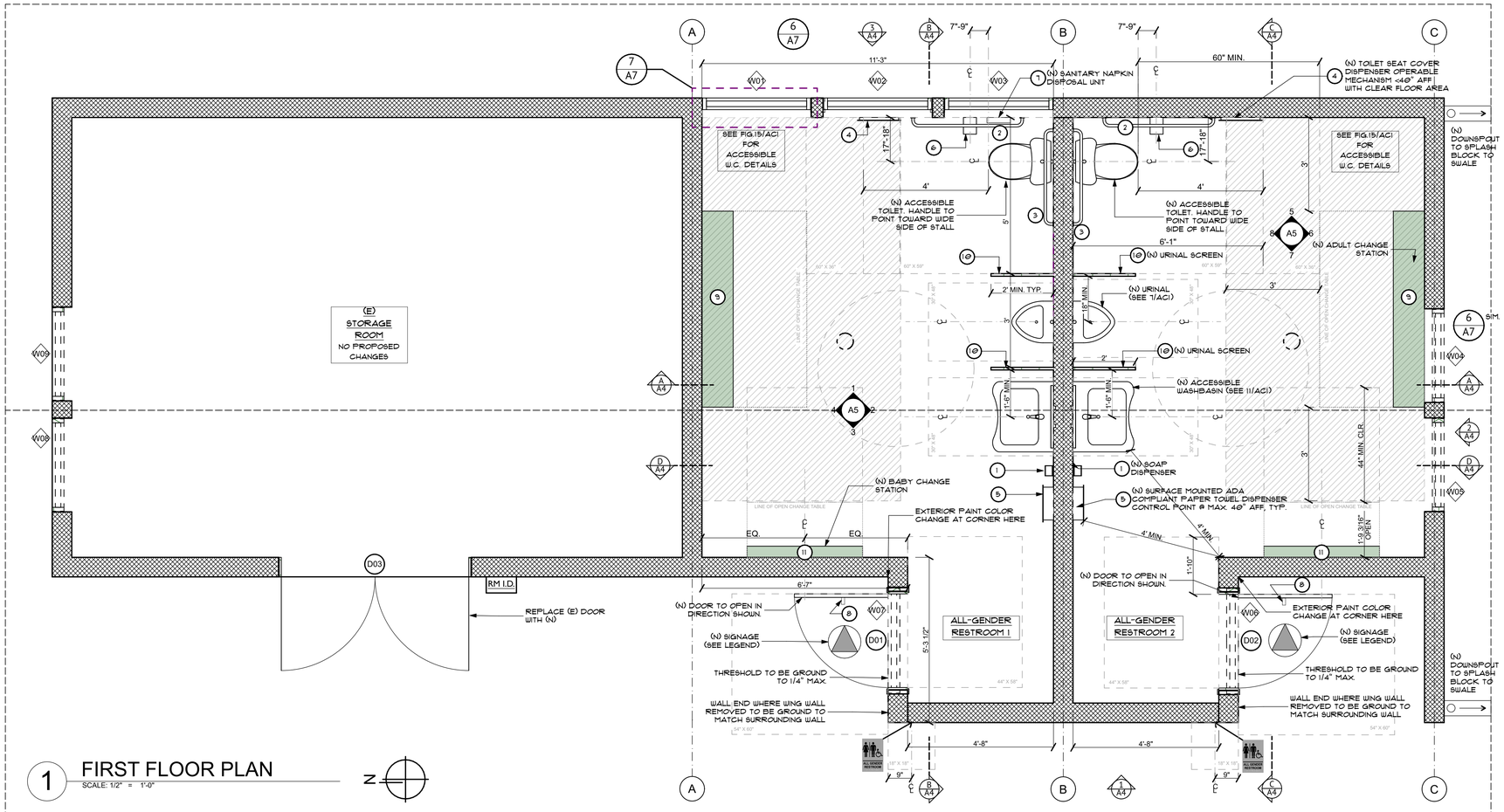
1. FLOOR TO BE LEVELED AND REFINISHED. MAX. SLOPE NOT TO EXCEED 2% IN ANY DIRECTION. (E) FLOOR DRAIN TO BE REPLACED WITH (N) FLUSH WITH LEVEL OF (N) FLOOR FINISH
2. ALL VENT WINDOWS & SCREENED WINDOW OPENINGS TO BE REPLACED WITH (N)
3. (N) PAINT FINISH THROUGHOUT INTERIOR AND EXTERIOR
4. (E) DAMAGED RAFTER TAILS TO BE REPAIRED/ REPLACED AS REQUIRED
5. EXTERIOR PATH OF TRAVEL & ACCESSIBILITY UPGRADES ARE INCLUDED IN THIS SCOPE OF WORK AS SHOWN ON THE CIVIL PLAN

DEMO PLAN LEGEND:

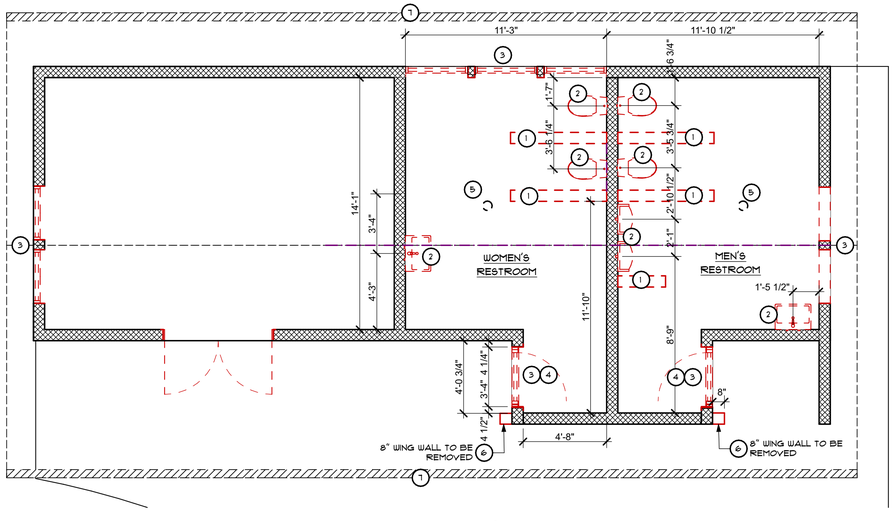
1. 1. DEMO (E) SLUMP BLOCK DIVIDING AND SCREEN WALLS
2. 2. DEMO (E) FIXTURES AND FITTINGS
3. 3. DEMO (E) VENT WINDOWS, TYP. INCLUDE WINDOWS AT NORTH END OF BUILDING.
4. 4. DEMO (E) GATES. RETAIN (E) METAL FRAME. PATCH & REFINISH TO MATCH (N)
5. 5. (E) DRAIN TO BE REMOVED AND RAISED TO BE FLUSH WITH (N) LEVELED FLOOR. POSSIBLE GRINDING OF (E) FLOOR TO ACHIEVE (N) LEVEL AND MAX. SLOPE.
6. 6. CUTBACK (E) 8" SLUMP BLOCK WING WALLS TO CORNER AS SHOWN. PREP WALL SURFACE WHERE CUT TO MATCH FINISH OF (E) WALL.
7. 7. CUT BACK (E) DAMAGED RAFTER TAILS AND EAVE. SEE DETAIL 1/A1

DEMO PLAN NOTES:

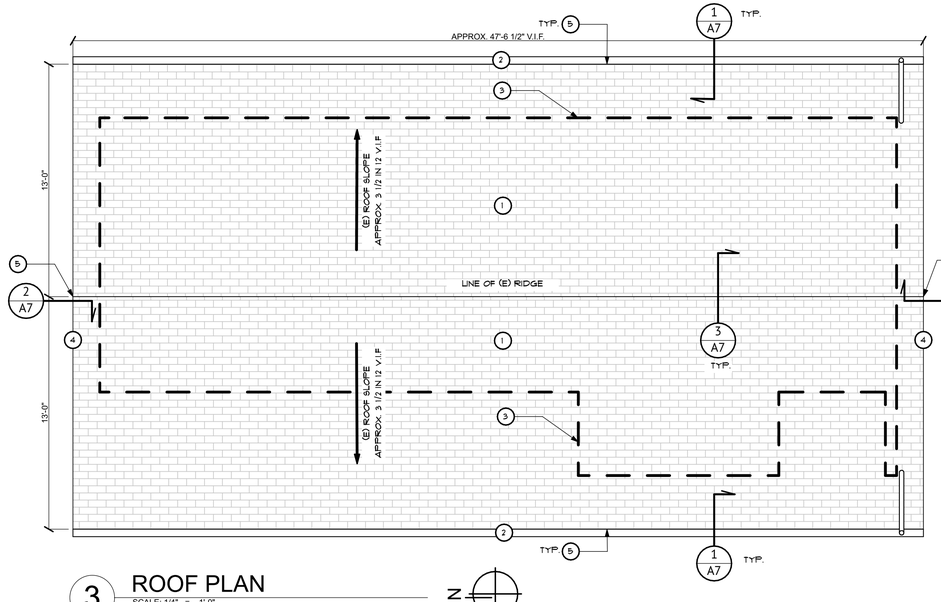
-CAP ALL (E) PLUMBING LINES



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



2 AS-BUILT & DEMO FLOOR PLAN
SCALE: 1/4" = 1'-0"



ROOF PLAN NOTES:

1. (E) ROOF, FRAMING TO REMAIN. (N) 3/4" PLYWOOD SHEATHING, UNDERLAYMENT & ASPHALT SHINGLE ROOFING, TYP.
2. (E) DAMAGED RAFTER TAILS TO BE CUTBACK AND REPAIRED. (N) ROOF METAL BEAM CAPS WITH DRIP EDGE TO BE ADDED. CUT BACK SHEATHING AT EAVES. SEE DETAIL 1/A1.
3. (N) GUTTERS AND DOWNSPOUTS THROUGHOUT
4. (E) RIDGE BEAM TO BE CAPPED. (N) FASCIA BOARD AND FLASHING. SEE DETAIL 2/A1.

ROOF PLAN LEGEND:

1. (N) LIFETIME ASPHALT SHINGLE ROOFING WITH (N) SHEATHING & UNDERLAYMENT. COLOR SEE 'COLOR SCHEDULE'/A6. GAF TIMBERLINE HDZ OR APPROVED EQUAL
2. (N) 5" RECTANGULAR GUTTERS, FLASHING & FASCIA
3. 3. DASHED LINE INDICATES OUTLINE OF BUILDING BELOW
4. (N) FLASHING & FASCIA AT GABLE END
5. (N) CAPS ON RAFTER TAILS & RIDGE BEAM ENDS, TYP.

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

BOONE LOW RATLIFF ARCHITECTS, INC.
2837 MISSION ST | SANTA CRUZ CA 95060

SEAL

THE ARCHITECT MUST BE NOTIFIED OF ANY DISCREPANCY IN DIMENSIONS, FIELD CONDITIONS OR OTHER INFORMATION THAT IS CONTAINED IN AND/OR DIFFERS FROM THESE DOCUMENTS.

THESE DOCUMENTS ARE THE PROPERTY OF THE ARCHITECT AND MAY NOT BE USED OR REPRODUCED WITHOUT WRITTEN CONSENT. THE ARCHITECT DISCLAIMS ANY RESPONSIBILITY RESULTING FROM UNAUTHORIZED USE.

COPYRIGHT STARTS FROM THE DATE OF THE EARLIEST CONTRACT THROUGH CONSTRUCTION DOCUMENTS.

JADE STREET PARK RESTROOM REMODEL PROJECT

4400 JADE STREET
CAPITOLA, CA 95010
APN: 034-551-02

1" ACTUAL

IF THE ABOVE DIMENSION DOES NOT MEASURE ONE INCH (1") EXACTLY, THIS DRAWING WILL HAVE BEEN ENLARGED OR REDUCED, AFFECTING ALL LABELED SCALES.

BY	REVISIONS	DATE
	DRAFT BUILDING PERMIT SET	01/30/25
	BUILDING PERMIT SET	06/20/25

Date:	6/11/25
Scale:	AS NOTED
Drawn:	
Job:	
Sheet	

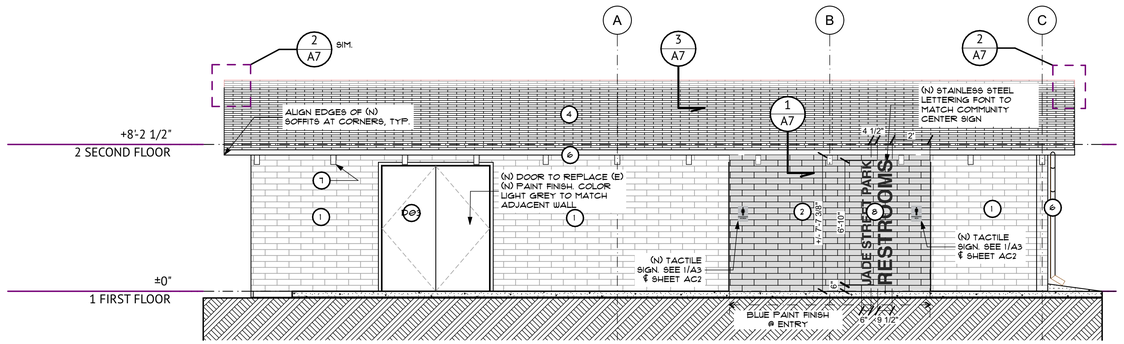
A3

Plotted On: 6/11/25

FLOOR PLANS

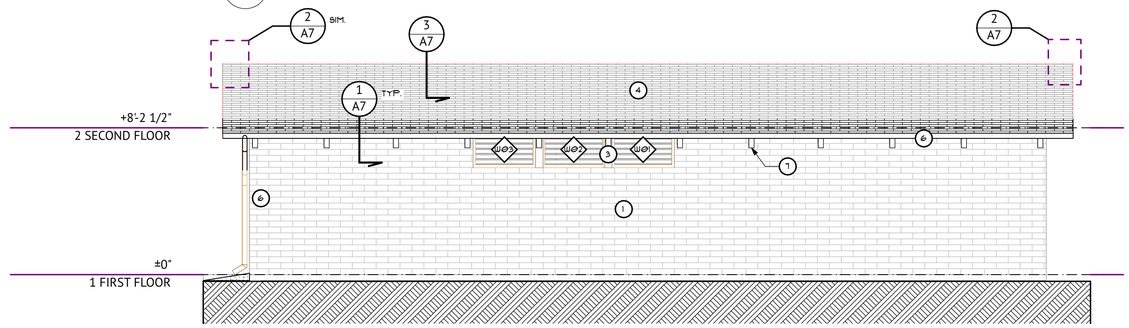
I:\Users\katiehein\Dropbox\Jade St Restrooms\Drawings\JADE ST RESTROOMS REMODEL V2.SET 042823.pln

ARCHICAD MASTERTEMPLATE (TM) BY BOBROW CONSULTING GROUP | ALL RIGHTS RESERVED | www.bobrow.com | www.archicadtemplate.com



1 WEST ELEVATION

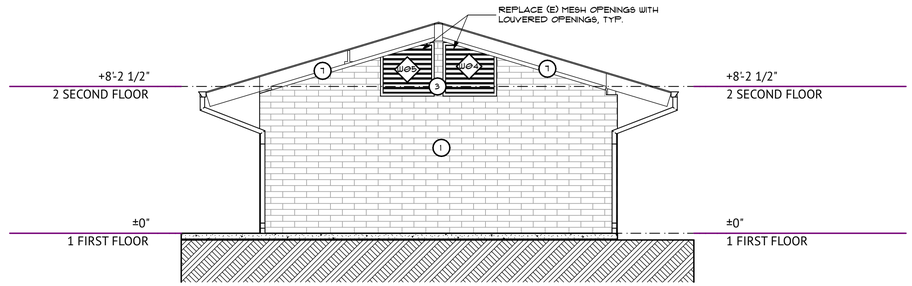
SCALE: 1/4" = 1'-0"



3 EAST ELEVATION

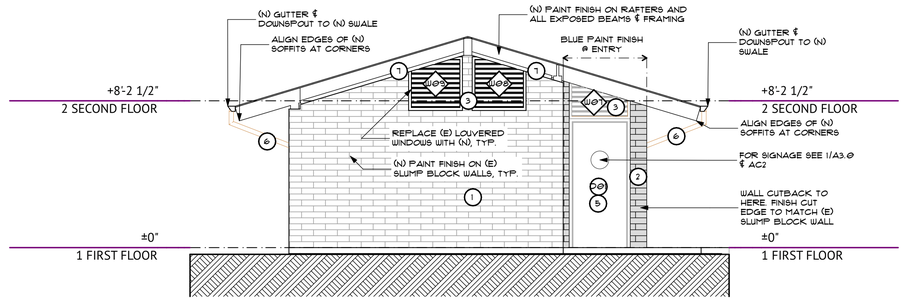
SCALE: 1/4" = 1'-0"

FOR COLORS SEE FINISH SCHEDULE & 'COLOR SCHEDULE'/A6



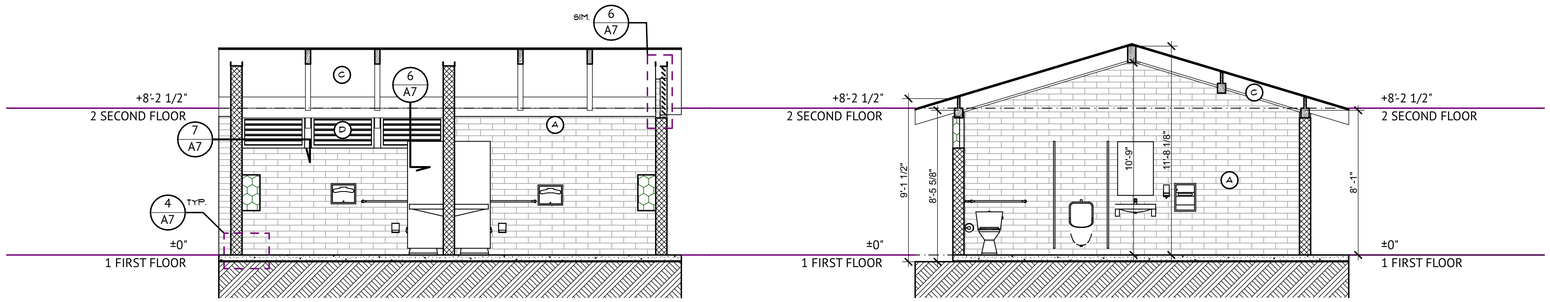
2 SOUTH ELEVATION

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



4 NORTH ELEVATION

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

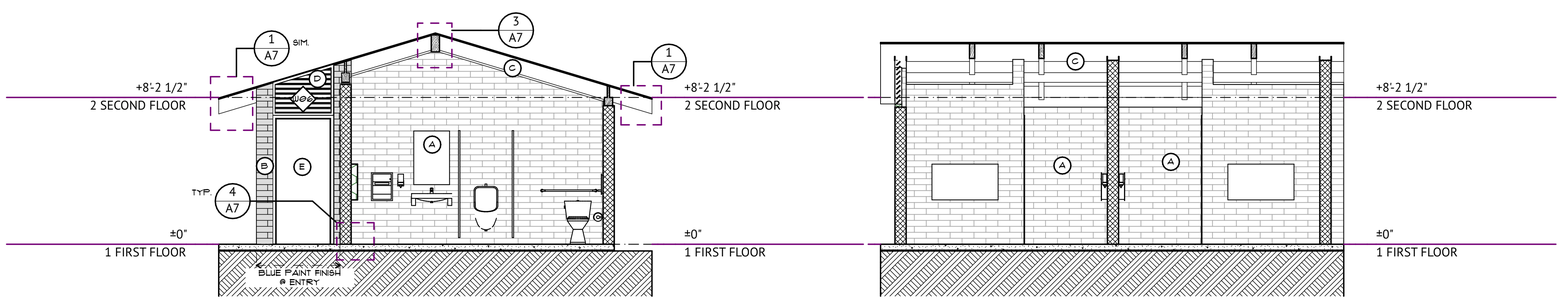


A SECTION A

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

B SECTION B

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



C SECTION C

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

D SECTION D

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

ELEVATION KEYNOTES:

1. (N) PAINT FINISH AT (E) SLUMP BLOCK WALL @ EXTERIOR IN MATT LIGHT GREY FINISH (SEE COLOR SCHEDULE/A6). MATCH (E) SLUMP BLOCK WALL TEXTURE AND APPEARANCE WITH TROWELABLE ENGINEERED CEMENT.
2. (N) PAINT FINISH AT (E) SLUMP BLOCK WALL @ EXTERIOR ENTRY IN BLUE FINISH (SEE COLOR SCHEDULE/ A6)
3. FIXED VENTED WINDOWS SHEET METAL WITH MESH SCREENS IN DARK GREY/ BLACK
4. GAF TIMBERLINE HDZ ASPHALT SHINGLE IN FOX HOLLOW LIGHT GREY
5. (N) METAL GATED ENTRY IN DARK GREY/ BLACK
6. (N) GUTTERS WHITE FINISH TO MATCH SOFFIT & EXPOSED RAFTERS & BEAMS. (N) DOWNSPOUTS PAINT TO MATCH ADJACENT WALL COLOR
7. (N) WHITE PAINT FINISH ON EXPOSED RAFTERS, BEAMS, TRIM & SOFFIT
8. (N) LETTERING TO BE MATT FINISH HIGH QUALITY STAINLESS STEEL, FONT TO MATCH (N) COMMUNITY CENTER SIGNAGE. PLEASE PROVIDE SHOP DRAWINGS FOR APPROVAL

SECTION KEYNOTES

A. (E) SLUMP BLOCK WALL AT INTERIOR TO HAVE EPOXY FINISH IN WHITE (SEE 'COLOR SCHEDULE'/A6)

B. (N) PAINT FINISH AT (E) SLUMP BLOCK WALL @ EXTERIOR ENTRY IN BLUE FINISH (SEE COLOR SCHEDULE/ A6)

C. (N) WHITE PAINT FINISH ON EXPOSED RAFTERS, BEAMS, TRIM & SOFFIT

D. FIXED VENTED WINDOWS SHEET METAL WITH MESH SCREENS IN DARK GREY/ BLACK

E. (N) METAL GATED ENTRY IN DARK GREY/ BLACK TBD (SEE 'COLOR SCHEDULE'/A6)

BOONE LOW RATLIFF ARCHITECTS, INC.
2837 MISSION ST | SANTA CRUZ CA 95060

SEAL

THE ARCHITECT MUST BE NOTIFIED OF ANY DISCREPANCY IN DIMENSIONS, FIELD CONDITIONS OR OTHER INFORMATION THAT IS CONTAINED IN AND/OR DIFFERS FROM THESE DOCUMENTS.

THESE DOCUMENTS ARE THE PROPERTY OF THE ARCHITECT AND MAY NOT BE USED OR REPRODUCED WITHOUT WRITTEN CONSENT. THE ARCHITECT DISCLAIMS ANY RESPONSIBILITY RESULTING FROM UNAUTHORIZED USE.

COPYRIGHT STARTS FROM THE DATE OF THE EARLIEST CONTRACT THROUGH CONSTRUCTION DOCUMENTS.

JADE STREET PARK RESTROOM REMODEL PROJECT

4400 JADE STREET
CAPITOLA, CA 95010
APN: 034-551-02

1" ACTUAL

IF THE ABOVE DIMENSION DOES NOT MEASURE ONE INCH (1") EXACTLY, THIS DRAWING WILL HAVE BEEN ENLARGED OR REDUCED, AFFECTING ALL LABELED SCALES.

BY	REVISIONS	DATE
	DRAFT BUILDING PERMIT SET	01/30/25
	BUILDING PERMIT SET	06/20/25

Date:	6/11/25
Scale:	AS NOTED
Drawn:	
Job:	
Sheet	

A4

Plotted On: 6/11/25

BUILDING ELEVATIONS & SECTIONS

C:\Users\katerhein\Dropbox\~Jade St Restrooms\Drawings\JADE ST RESTROOMS REMODEL V2.SET 042825.pln

City of Capitola

CAPITOLA COMMUNITY CENTER IMPROVEMENT PROJECT

ADD ALTERNATE

LANDSCAPE PLAN
100% CONSTRUCTION DOCUMENTS
BUILDING PERMIT SET

4400 Jade Street, Capitola CA

APRIL 24, 2024

ABBREVIATIONS

&	AND	D.A.	DISABLED ACCESS
∠	ANGLE	DET.	DETAIL
@	AT	DIA.	DIAMETER
℄	CENTERLINE	DIM.	DIMENSION
	DIAMETER OR ROUND	DN.	DOWN
#	POUND OR NUMBER	DWGS	DRAWINGS
ADJ.	ADJACENT	E	EXISTING
AGGR.	AGGREGATE	EJ	EXPANSION JOINT
AL.	ALUMINUM	EL.	ELEVATION
APPROX.	APPROXIMATE	ELEC.	ELECTRICAL
ARCH.	ARCHITECTURAL	EQ	EQUAL
A.C.	ASPHALT	EXP.	EXPANSION
ACC.	ACCESSIBLE	EXT.	EXTERIOR
B.C.R.	BEGINNING OF CURVE RADIUS	FG	FINISH GRADE
		FS	FINISH SURFACE
B.O.C.	BACK OF CURB	FOW	FACE OF WALL
B.O.W.	BOTTOM OF WALL	FOB	FACE OF BUILDING
B.O.S.	BOTTOM OF SLOPE	FOC	FACE OF CURB
BLDG.	BUILDING	GA.	GAUGE
BLK.	BLOCK	GALV.	GALVANIZED
C.E.	CIVIL ENGINEER	GND.	GROUND
CIP	CAST IN PLACE	GR.	GRADE
℄	CENTER LINE	HDR	HEADER
CLKG.	CAULKING	HT	HEIGHT
CMU.	CONCRETE MASONRY UNIT	LT	LIGHT
		MAX	MAXIMUM
CONC.	CONCRETE	MET.	METAL
CONSTR.	CONSTRUCTION	MFR.	MANUFACTURER
CONT.	CONTINUOUS	MIN.	MINIMUM
CTR.	CENTER	MTD.	MOUNTED
		MTL	MATERIAL

N	NEW
NIC	NOT IN CONTRACT
NTS	NOT TO SCALE
O.C.	ON CENTER
O.C.E.W.	ON CENTER EACH WAY
OD	OUTSIDE DIAMETER (DIM.)
PA	PLANTING AREA
PRCST.	PRECAST
PIP	POURED IN PLACE
POT	POINT OF TANGENCY
RVC	POLYVINYL CHLORIDE
QTY	QUANTITY
R	RISER
RAD	RADIUS
REINF.	REINFORCED
REQ.	REQUIRED
SCH	SCHEDULE
SHT.	SHEET
SPEC.	SPECIFICATION
S.S.	STAINLESS STEEL
STD	STANDARD
STRL.	STRUCTURAL
T	TREAD
T.C.	TOP OF CURB
T.O.S.	TOP OF SLOPE
T.O.W.	TOP OF WALL
TYP	TYPICAL
TBS	TO BE SELECTED
UBC	UNIFORM BUILDING CODE
VERT.	VERTICAL
W/	WITH
W/O	WITHOUT

GENERAL NOTES

1. REFER TO SURVEY DATED MARCH 15, 2023 FOR EXISTING CONDITIONS. DO NOT START WORK UNTIL ALL PROTECTIONS ARE IN PLACE.
2. ALL MATERIALS AND WORKMANSHIP TO CONFORM TO ALL APPLICABLE GOVERNING CODES AND ORDINANCES. WHEREVER THESE DRAWINGS VARY FROM THOSE CODES AND/OR ORDINANCES, THE CONTRACTOR IS TO FOLLOW THE DRAWINGS AS LONG AS THEY MEET OR EXCEED THE CODES AND/OR ORDINANCES. IF THE DRAWINGS DO NOT COMPLY WITH CODE, IMMEDIATELY NOTIFY LANDSCAPE ARCHITECT AND OWNER'S REPRESENTATIVE.
3. FIELD VERIFY ALL CONDITIONS AND DIMENSIONS SHOWN ON THE DRAWINGS PRIOR TO COMMENCEMENT OF ANY WORK UNDER THIS CONTRACT, INCLUDING BUT NOT LIMITED TO: SETBACKS, EASEMENTS, PROPERTY LINES, RIGHT-OF-WAYS, TOP AND BOTTOM OF SLOPES, UTILITIES, STRUCTURES, AND PROJECT LIMITS OF WORK. IMMEDIATELY REPORT DISCREPANCIES BETWEEN THE DRAWINGS AND ACTUAL SITE CONDITIONS TO THE OWNER'S REPRESENTATIVE AND LANDSCAPE ARCHITECT IN WRITING FOR RESOLUTION BEFORE BEGINNING WORK.
4. DO NOT WILLFULLY PROCEED WITH CONSTRUCTION AS DESIGNED WHEN IT IS OBVIOUS THAT OBSTRUCTIONS, DISCREPANCIES AND GRADE DIFFERENCES EXIST THAT MAY NOT HAVE BEEN KNOWN DURING THE DESIGN PROCESS AND THE PREPARATION OF THESE DRAWINGS. IMMEDIATELY BRING SUCH DISCREPANCIES TO ATTENTION OF OWNER'S REPRESENTATIVE AND LANDSCAPE ARCHITECT PRIOR TO EXECUTING WORK.
5. UNDERTAKE EXCAVATION IN VICINITY OF UTILITIES AND EXISTING IMPROVEMENTS WITH GREAT CARE. ASSUME FULL RESPONSIBILITY IF THESE IMPROVEMENTS ARE DAMAGED DUE TO CONTRACTOR'S NEGLIGENCE.
6. PROVIDE CONTINUOUS COORDINATION WITH OWNER'S REPRESENTATIVE AND DESIGN DRAWINGS.
7. NOTIFY UNDERGROUND "DIG ALERT" SERVICE AT 811 AT LEAST 48 HOURS PRIOR TO BEGINNING EXCAVATION OPERATIONS.
8. PRIOR TO INSTALLING HARDSCAPE ELEMENTS, REVIEW LOCATIONS OF UTILITY ELEMENTS SUCH AS JUNCTION BOXES, GFCI'S, METERS, CONDUITS, CLEAN-OUTS, COVERS, ETC., WITH OWNER'S REPRESENTATIVE AND LANDSCAPE ARCHITECT.
9. ENSURE THAT ROUGH GRADE HAS BEEN ACCEPTED BY OWNER'S REPRESENTATIVE AND LANDSCAPE ARCHITECT PRIOR TO BEGINNING HARDSCAPE LAYOUT AND FINE GRADING.
10. NOTIFY LANDSCAPE ARCHITECT A MINIMUM OF FIVE (5) WORKING DAYS IN ADVANCE PRIOR TO SCHEDULING A CONTRACTOR-REQUESTED SITE VISIT. LANDSCAPE ARCHITECT TO REVIEW ROUGH GRADING, UTILITY PLACEMENT, HARDSCAPE/FENCE LAYOUT, PLANTING AND OTHER SITE FEATURES.
11. CONTRACTOR TO VERIFY QUANTITIES BASED ON FIELD MEASUREMENTS.

PROJECT DIRECTORY

CLIENT: CITY OF CAPITOLA

CITY OF CAPITOLA PUBLIC WORKS DEPARTMENT
PROJECT MANAGER: JESSICA KAHN
JKAHN@CI.CAPITOLA.CA.US
420 CAPITOLA AVENUE, CAPITOLA CA 95010
(831) 475 7300

CITY OF CAPITOLA RECREATIONS DEPARTMENT
NIKKI BRYANT: NBRYANT@CI.CAPITOLA.CA.US
420 CAPITOLA AVENUE, CAPITOLA CA 95010
(831) 475 7300

ARCHITECT: BOONE LOW RATLIFF ARCHITECTS, INC.
JACQUELYN LOW: JL@SANTACRUZGREENARCHITECTS.COM
KATE RHEIN: KR@SANTACRUZGREENARCHITECTS.COM
2837 MISSION STREET, SANTA CRUZ CA 95060
(831) 423 1316

ELECTRICAL ENGINEER: AURUM CONSULTING ENGINEERS
MONTEREY BAY, INC.
ELDRIDGE O. BELL, P.E.: ELDRIDGE@ACEMB.COM
404 W. FRANKLIN ST., SUITE 100, MONTEREY, CA 93940
(831) 646 3330

MECHANICAL ENGINEER: COLEBREIT + AXIOM ENGINEERS
SEAN L. RING, PE: SEAN@AXIOMENGINEERS.COM
303 POTRERO ST, SUITE 43-108, SANTA CRUZ CA 95060
(831) 464 4320

STRUCTURAL ENGINEER: ANDREW RADOVAN CIVIL ENGINEERING, INC.
ANDREW RADOVAN: ANDREW@RADOVAN.US
2815 MISSION STREET, SANTA CRUZ CA 95060
(831) 459 7296

LANDSCAPE ARCHITECT: JONI L. JANECKI & ASSOCIATES, INC
JONI L. JANECKI: JLJ@JLJA.COM
ERICA DREW: EDREW@JLJA.COM (PROJECT MANAGER)
515 SWIFT ST, SANTA CRUZ CA 95060
(831) 423 6040

CIVIL ENGINEER: IFLAND ENGINEERS
JON IFLAND: JONIFLAND@IFLANDENGINEERS.COM
1509 SEABRIGHT AVE, SUITE 1B, SANTA CRUZ CA 95062
O (831) 426 5313 X206
D (831) 316 3573

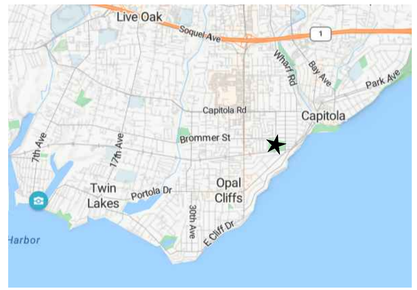
ACOUSTIC CONSULTANT: SONICS ESD
JIM BARATH, PH.D., INCE: JIM@SONICSESD.COM
40 RAGSDALE DRIVE SUITE 130, MONTEREY CA 93940
(831) 646 9711

COST ESTIMATOR: LELAND SAYLOR ASSOCIATES
JEFF SAYLOR: JSAYLOR@LELANDSAYLOR.COM
1777 OAKLAND BLVD, SUITE 103, WALNUT CREEK CA 94596
(925) 330 2642

SHEET INDEX

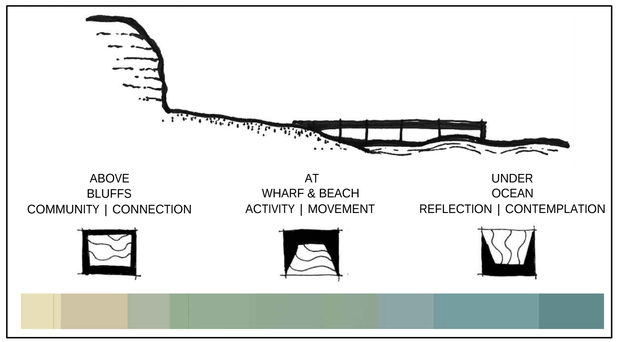
SHEET NUMBER	SHEET TITLE
L0.0A	LANDSCAPE TITLE SHEET
L0.1A	TREE REMOVAL & PROTECTION PLAN
L1.0A	LANDSCAPE MATERIALS PLAN
L1.1A	MATERIALS LAYOUT PLAN
L1.2A	LANDSCAPE MATERIALS DETAILS
L1.3A	STAGE ELEVATIONS AND SECTIONS
L1.4A	LANDSCAPE MATERIALS DETAILS
L1.5A	LANDSCAPE MATERIALS DETAILS
L1.6A	LANDSCAPE MATERIALS DETAILS
L1.7A	LANDSCAPE MATERIALS DETAILS
L2.0A	IRRIGATION PLAN
L2.1A	IRRIGATION LEGEND & NOTES
L2.2A	IRRIGATION DETAILS
L2.3A	IRRIGATION DETAILS
L2.4A	IRRIGATION DETAILS
L2.5A	IRRIGATION DETAILS
L3.0A	PLANTING PLAN
L3.1A	PLANT SCHEDULE AND NOTES
L3.2A	PLANTING DETAILS

VICINITY MAP



NOT TO SCALE

CONCEPT GRAPHIC



CONCEPT STATEMENT

THE DESIGN CONCEPT IS INSPIRED BY THE NATURAL ELEMENTS OF THE CAPITOLA AREA, WHICH INCLUDES 1) OCEAN, 2) WHARF AND BEACH, AND 3) BLUFFS AND GEOLOGIC PURISIMA FORMATION. THESE THREE ENTITIES INFORM THE LANDSCAPE AND ARCHITECTURAL DESIGN, AS WELL AS TIE INTO THE COMMUNITY CENTER'S USES AND PROGRAMS.
1) OCEAN: THE CONCEPT IS UNDER, INCORPORATING QUIET, PEACEFUL SPACE WITH COOL COLORS AND A WATER FEATURE. THIS AREA HOLDS THE COMMUNITY CENTER'S ART, MEDITATION AND MINDFULNESS CLASSES.
2) WHARF AND BEACH: THE CONCEPT IS AT, THE PLACE OF TRANSITION, WHERE ONE ENTERS, ARRIVES, AND UNITES. THE MATERIALS ARE INSPIRED BY THE WHARF AND BEACH.
3) CLIFFS AND GEOLOGIC PURISIMA FORMATION. THE CONCEPT IS ABOVE, WHERE THE COMMUNITY GATHERS AND ENGAGES, AND ACTIVITY IS OUTWARD AND SOCIAL. THIS SPACE HAS AN EXPANSIVE PATIO OF DECORATIVE CONCRETE PAVING, INSPIRED BY THE OCEAN WAVES LAPPING THE BEACH. A LAYERED "FOSSIL" SEDIMENTARY WALL ANCHORS ONE CORNER, WHILE THE OTHER CORNER HOLDS A STAGE.

ORIGINAL SHEET SIZE: 24" X 36"

REVISIONS AND RECORD OF ISSUE:

NO.	DATE	DESCRIPTION
1.	10/03/2023	MINOR DESIGN PERMIT
2.	10/27/2023	50% CD
3.	02/07/2024	90% CD SET - ADD ALTERNATE
4.	04/24/2024	100% CONSTRUCTION DOCUMENTS SET - ADD ALTERNATE
5.		
6.		

REGISTERED LANDSCAPE ARCHITECT — JONI L. JANECKI — No. 3163 — Exp. 9/24/24 — STATE OF CALIFORNIA

JONI L JANECKI & ASSOCIATES
515 SWIFT ST. SANTA CRUZ CA 95060
PHONE 831.423.6040 | WWW.JLJA.COM
California Landscape Architect License 3163

PROJECT: CAPITOLA COMMUNITY CENTER IMPROVEMENT PROJECT
4400 JADE STREET, CAPITOLA CA

SHEET TITLE: LANDSCAPE TITLE SHEET

SCALE: -
DRAWN BY: MO/ED
DATE: 04/24/2024

L0.0A

2024-04-24 10:53:56 - C:\Users\Monica Orr Boone\Documents\CCC Landscape Title Sheet_Boone_MO.rvt - Landscape Title Sheet - 4/24/2024 4:19:43 PM - Erica Drew - Autodesk PDF Printer (Ln).pc3 - ARCH D (36.00 x 24.00 Inches) - 1:1

TREE PROTECTION AND REMOVAL NOTES

1. EXISTING TREES SHOWN ARE BASED ON TOPOGRAPHIC SURVEY PREPARED BY IFLAND SURVEY DATED 03/15/2023. EXACT SPECIES, SIZE, CANOPY AND HEALTH TO BE CONFIRMED PENDING COMPLETION OF ARBORIST REPORT.

2. TREE MITIGATION: TWO NEW 24-INCH BOX OR LARGER TREES SHALL BE PLANTED FOR EVERY ONE TREE REMOVED OR AS SPECIFIED BY CERTIFIED PROJECT ARBORIST AND ACCEPTED BY THE COMMUNITY DEVELOPMENT DIRECTOR AND/OR DESIGNEE, PER CITY OF CAPITOLA REQUIREMENTS. REFER TO PLANTING PLAN, L3.0.

3. TREE PRUNING AND REMOVAL OPERATIONS: ALL TREE PRUNING OR REMOVALS SHOULD BE PERFORMED BY A QUALIFIED ARBORIST WITH A C-61/D-49 CALIFORNIA CONTRACTORS LICENSE. TREE PRUNING SHOULD BE SPECIFIED ACCORDING TO ANSI A-300A PRUNING STANDARDS AND ADHERE TO ANSI Z133.1 SAFETY STANDARDS. TREES THAT NEED TO BE REMOVED OR PRUNED SHOULD BE IDENTIFIED IN THE PRE-CONSTRUCTION WALK THROUGH.

14. TREE PROTECTION ZONE (TPZ): THE TREE PROTECTION ZONE (TPZ) OF EXISTING TREES IS CALCULATED AS: DBH INCHES = RADIUS OF TPZ IN FEET.

15. PROHIBITED ACTIVITIES WITHIN TPZ: NO STORAGE OF CONSTRUCTION MATERIALS, DEBRIS, OR EXCESS SOIL WILL BE ALLOWED WITHIN THE TREE PROTECTION ZONE. SPOILS FROM THE TRENCHING SHALL NOT BE PLACED WITHIN THE TREE PROTECTION ZONE EITHER TEMPORARILY OR PERMANENTLY. CONSTRUCTION PERSONNEL AND EQUIPMENT SHALL BE ROUTED OUTSIDE THE TREE PROTECTION ZONE. ALL CONSTRUCTION ACTIVITIES MUST BE EXCLUDED FROM TREE PROTECTION ZONES, UNLESS SUCH ENCROACHMENTS ARE UNAVOIDABLE, IN WHICH CASE THE PROJECT ARBORIST MUST PROVIDE SUPERVISION REGARDING ROOT PROTECTION AND PRESERVATION.

8. PRE-CONSTRUCTION MEETING WITH PROJECT ARBORIST: PRIOR TO BEGINNING WORK, ALL CONTRACTORS SHALL ATTEND A PRE-CONSTRUCTION MEETING WITH THE PROJECT ARBORIST TO REVIEW THE TREE PROTECTION GUIDELINES. ACCESS ROUTES, STORAGE AREAS, AND WORK PROCEDURES WILL BE DISCUSSED. TREE PROTECTION LOCATIONS SHOULD BE MARKED BEFORE ANY FENCING CONTRACTOR ARRIVES.

9. TREE PROTECTION FENCE: TREE PROTECTION FENCE SHOULD BE ESTABLISHED PRIOR TO THE ARRIVAL OF CONSTRUCTION EQUIPMENT OR MATERIALS ON SITE. FENCE SHOULD BE COMPRISED OF SIX-FOOT HIGH CHAIN LINK FENCE MOUNTED ON EIGHT-FOOT TALL, 1 7/8-INCH DIAMETER GALVANIZED POSTS, DRIVEN 24 INCHES INTO THE GROUND AND SPACED NO MORE THAN 10 FEET APART. ONCE ESTABLISHED, THE FENCE MUST REMAIN UNDISTURBED AND BE MAINTAINED THROUGHOUT CONSTRUCTION, INSPECTED PERIODICALLY, AND REPAIRED AS NECESSARY. A FINAL INSPECTION BY THE CITY ARBORIST AT THE END OF THE PROJECT WILL BE REQUIRED PRIOR TO REMOVING ANY TREE PROTECTION FENCE AND REPLACEMENT TREE SHALL BE PLANTED AT THIS TIME.

14. TREE PROTECTION SIGNS: ALL SECTIONS OF FENCING SHOULD BE CLEARLY MARKED WITH SIGNS STATING THAT ALL AREAS WITHIN THE FENCING ARE TREE PROTECTION ZONES AND THAT DISTURBANCE IS PROHIBITED. TEXT ON THE SIGNS SHOULD BE IN BOTH ENGLISH AND SPANISH.

15. MONITORING: ANY TRENCHING, CONSTRUCTION OR DEMOLITION THAT IS EXPECTED TO DAMAGE OR ENCOUNTER TREE ROOTS SHOULD BE MONITORED BY THE PROJECT ARBORIST OR A QUALIFIED ISA CERTIFIED ARBORIST AND SHOULD BE DOCUMENTED. THE SITE SHOULD BE EVALUATED BY THE PROJECT ARBORIST OR A QUALIFIED ISA CERTIFIED ARBORIST AFTER CONSTRUCTION IS COMPLETE, AND ANY NECESSARY REMEDIAL WORK THAT NEEDS TO BE PERFORMED SHOULD BE NOTED.

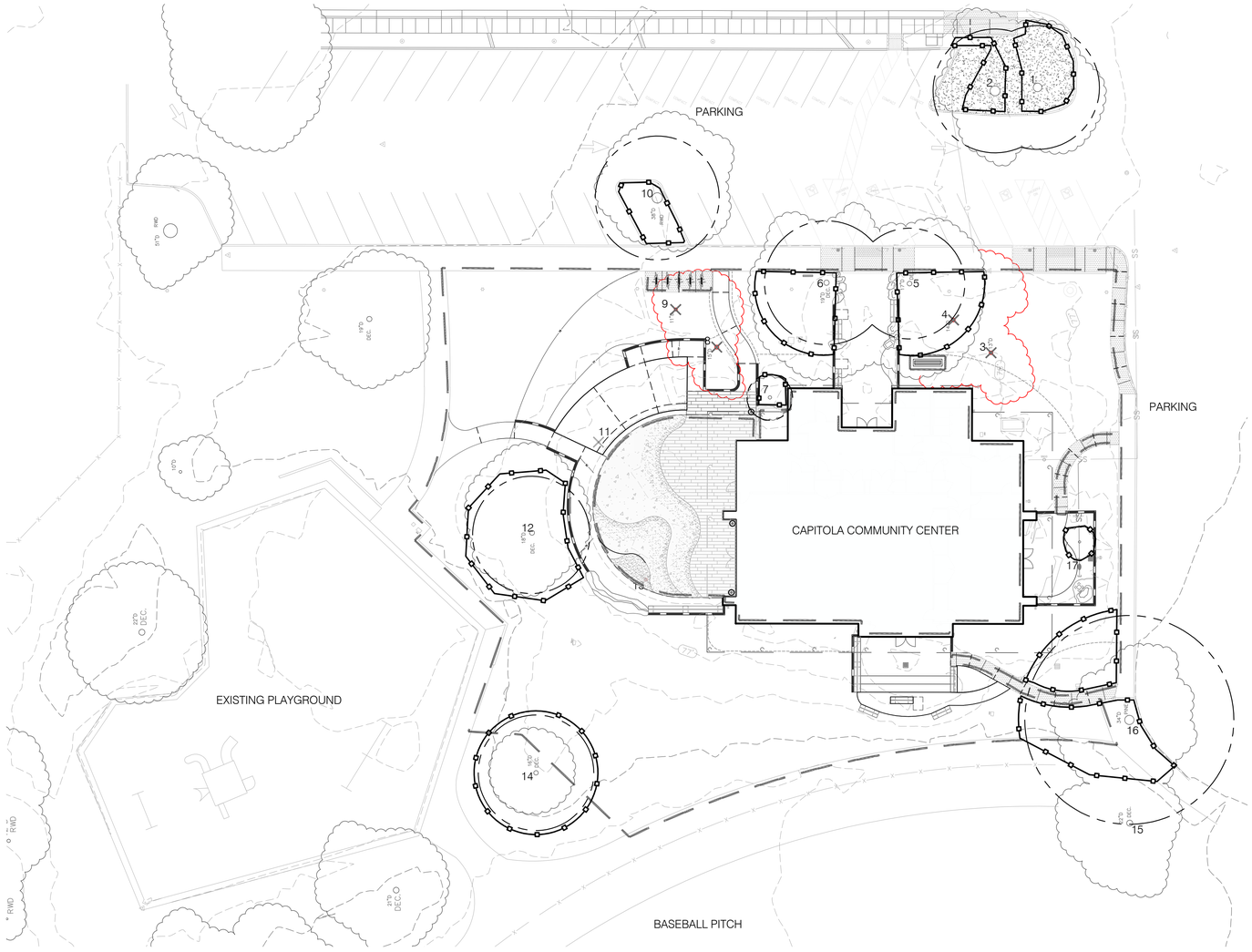
16. ROOT PRUNING: ROOT PRUNING SHALL BE SUPERVISED BY THE PROJECT ARBORIST. WHEN ROOTS OVER 2 INCHES IN DIAMETER ARE ENCOUNTERED, THEY SHOULD BE PRUNED BY HAND WITH LOPPERS, HANDSAW, RECIPROCATING SAW, OR CHAIN SAW RATHER THAN LEFT CRUSHED OR TORN. ROOTS SHOULD BE CUT BEYOND SINKER ROOTS OR OUTSIDE ROOT BRANCH JUNCTIONS AND BE SUPERVISED BY THE PROJECT ARBORIST. WHEN COMPLETED, EXPOSED ROOTS SHOULD BE KEPT MOIST WITH BURLAP OR BACKFILLED WITHIN ONE HOUR.

17. BORING OR TUNNELING: BORING MACHINES SHOULD BE SET UP OUTSIDE THE DRIP LINE OR ESTABLISHED TREE PROTECTION ZONE. BORING MAY ALSO BE PERFORMED BY DIGGING A TRENCH ON BOTH SIDES OF THE TREE UNTIL ROOTS ONE INCH IN DIAMETER ARE ENCOUNTERED AND THEN HAND DUG OR EXCAVATED WITH AN AIR SPADE® OR SIMILAR AIR OR WATER EXCAVATION TOOL. BORE HOLES SHOULD BE ADJACENT TO THE TRUNK AND NEVER GO DIRECTLY UNDER THE MAIN STEM TO AVOID OBLIQUE (HEART) ROOTS. BORE HOLES SHOULD BE A MINIMUM OF THREE FEET DEEP.

18. TIMING: IF THE CONSTRUCTION IS TO OCCUR DURING THE SUMMER MONTHS, SUPPLEMENTAL WATERING AND BARK BEETLE TREATMENTS SHOULD BE APPLIED TO HELP ENSURE SURVIVAL DURING AND AFTER CONSTRUCTION.

19. REFER TO SPECIFICATION SECTION 01 5639 - TEMPORARY TREE AND PLANT PROTECTION.

20. REFER TO TREE RESOURCE ANALYSIS AND ARBORIST REPORT BY:
NIGEL BELTON, CONSULTING ARBORIST
P.O. BOX 1744 APTOS, CA 95001
DATED 03/20/2024.



TREES TO BE REMOVED

TREE #	BOTANICAL NAME	COMMON NAME	DIAMETER
3	LIQUIDAMBAR STYRACIFLUA	SWEETGUM	13"*
4	LIQUIDAMBAR STYRACIFLUA	SWEETGUM	14"*
8	LIQUIDAMBAR STYRACIFLUA	SWEETGUM	15"*
9	LIQUIDAMBAR STYRACIFLUA	SWEETGUM	11"*
11	CORDYLINE AUSTRALIS	NEW ZEALAND CABBAGE	5"**
13	SYAGRUS ROMANZOFFIANA	QUEEN PALM	8.5"**

* DIAMETER = DIAMETER PER SURVEY PREPARED BY IFLAND SURVEY DATED 03/15/2023.

** DIAMETER = TRUNK DIAMETER AT 54-INCHES ABOVE GRADE IN ARBORIST REPORT BY NIGEL BELTON DATED 03/20/2024

LEGEND

- EXISTING TREE TO BE REMOVED
- TREE PROTECTION ZONE (TPZ)
- TREE NUMBER
- EXISTING TREE TO REMAIN, PROTECT IN PLACE
- TREE PROTECTION FENCING, SECTION 01 5639
- ROOF OVERHANG
- LIMIT OF WORK

0 10' 20' 40'
SCALE: 1"=20'-0"

ORIGINAL SHEET SIZE: 24" X 36"

REVISIONS AND RECORD OF ISSUE:

NO	DATE	DESCRIPTION
1.	10/03/2023	MINOR DESIGN PERMIT
2.	10/27/2023	50% CD
3.	02/07/2024	90% CD SET - ADD ALTERNATE
4.	04/24/2024	BID SET - ADD ALTERNATE
5.		
6.		

REGISTERED LANDSCAPE ARCHITECT JONI L. JANECKI No. 3163 Exp. 9/24/24 STATE OF CALIFORNIA

JONI L JANECKI & ASSOCIATES
515 SWIFT ST. SANTA CRUZ CA 95060
PHONE 831.423.6040 | WWW.JLJA.COM
California Landscape Architect License 3163

PROJECT:
CAPITOLA COMMUNITY CENTER
IMPROVEMENT PROJECT
4400 JADE STREET, CAPITOLA CA

SHEET TITLE:
TREE REMOVAL & PROTECTION PLAN

SCALE: 1" = 20'-0"
DRAWN BY: MO/ED
DATE: 04/24/2024

L0.1A

J:\PROJECTS\2023\2315 B\B Capitola Community Ctr Reno\Drawings\CDC Landscape\Dwg\L0.1A Tree Removal & Protection Plan_EXCHANGE.dwg, 4/24/2024 4:01:57 PM, Eric Dyer, DWG To PDF.pc3, ARCH E Xtnd (D 36.00 x 24.00 Inches), 1:1

PREFABRICATED MESSAGE BOARD DETAIL — 1 / L1.7A

BIKE RACK (PART OF BASE BID PACKAGE)

FREESTANDING BENCH WITH WOOD TOP (TYP. AT 8 LOCATIONS, LENGTH VARIES) — 3 / L1.7A

GRAVEL BAND AT GRASS DETAIL — 5 / L1.6A

8-INCH WIDE CONCRETE RETAINING WALL DETAIL — 1 / L1.4A

CONCRETE SEAT WALL AT STAGE — 2 / L1.4A

PATH TO PLAYGROUND - FINAL LAYOUT TBD

RELOCATE (2) EXISTING LIGHT POSTS TO OUTSIDE OF NEW WALL, PAINT BLACK TO MATCH ARCHITECTRUAL TRIM. CONFIRM ALL LIGHT POSTS TO BE RELOCATED AND PAINTED WITH LANDSCAPE ARCHITECT PRIOR TO WORK. REFER TO SECTION 09 9113 - EXTERIOR PAINTING. SEE DETAIL 7/L1.6A.

DECORATIVE TRENCH RADIUS GRATE

EXISTING PLAYGROUND

(7) EXISTING LIGHT POSTS TO REMAIN, PAINT BLACK TO MATCH ARCHITECTRUAL TRIM. CONFIRM ALL LIGHT POSTS TO BE PAINTED WITH LANDSCAPE ARCHITECT PRIOR TO PAINTING. REFER TO SECTION 09 9113 - EXTERIOR PAINTING.

WHEELCHAIR SEATING SPACE

PUBLIC ART OPPORTUNITY - N.I.C.

MONUMENT SIGN (PART OF BASE BID PACKAGE)

RETAINING WALL AT EX. BUILDING WALL DETAIL TYPICAL AT 8 LOCATIONS — 4 / L1.4A

"WAVE" CONCRETE PAVING — 2 / L1.2A

WASTE RECEPTACLE (3 TOTAL)

CAPITOLA COMMUNITY CENTER

DEEPENED WALL FOOTING AT EAST PATIO DETAIL — 3 / L1.4A

SALVAGED WHARF PILE — 3 / L1.6A

STONE WATER FEATURE DETAIL — 1 / L1.6A

RETAINING BOULDER DETAIL — 2 / L1.5A

METAL PLAQUE ON BOULDER — 2 / L1.6A

DECORATIVE GRAVEL DETAIL — 3 / L1.5A

FREESTANDING BENCH WITH WOOD TOP — 2 / L1.7A

DECORATIVE SQUARE GRATE REFER TO CIVIL DRAWINGS

"FOSSIL" WALL DETAIL — 1 / L1.5A

CONCRETE TERRACED SEATING DETAIL — 6 / L1.6A

FREESTANDING BENCH WITH WOOD TOP — 2 / L1.7A

FREESTANDING BENCH WITH WOOD TOP, LENGTH VARIES — 2 / L1.7A

RETAINING BENCH WITH WOOD TOP — 2 / L1.7A

WHEELCHAIR SEATING SPACE

METAL HEADER DETAIL — 4 / L1.6A

STABILIZED DECOMPOSED GRANITE PAVING DETAIL — 4 / L1.5A

BASEBALL PITCH

PA

10 — 38"D RWD

6 — 19"D DEC.

5 — 17"D DEC.

12 — 18"D DEC.

7

17

16 — 34"D PINE

15 — 22"D DEC.

0 5' 10' 20'

SCALE: 1"=10-0"

BOULDER SCHEDULE

BOULDER LABEL	APPROXIMATE SIZE (L X W X H)	REMARKS
A	2'-0" X 2'-6" X 2'-6"	
B	3'-0" X 2'-0" X 3'-0"	
C	3'-6" X 3'-0" X 3'-0"	
D	4'-6" X 3'-0" X 3'-0"	
E	5'-6" X 4'-0" X 4'-0"	
F	4'-6" X 2'-6" X 2'-6"	
G	4'-0" X 2'-0" X 3'-0"	
H	4'-0" X 4'-0" X 4'-0"	
I	4'-6" X 3'-0" X 3'-0"	
J	3'-6" X 3'-0" X 3'-0"	
K	4'-6" X 3'-0" X 4'-0"	WITH METAL PLAQUE
L	5'-6" X 4'-0" X 4'-0"	BOULDER FOR FOUNTAIN TO BE COORDINATED WITH FOUNTAIN CONTRACTOR

LEGEND

SYMBOL	DESCRIPTION
	LIMIT OF WORK
17"D 5	EXISTING TREE TO REMAIN
	MAJOR CONTOUR, EXISTING
77'	MINOR CONTOUR, EXISTING
	ROOF OVERHANG, REFER TO ARCHITECTURAL DRAWINGS
	CONCRETE CONSTRUCTION JOINT
	CONCRETE EXPANSION JOINT
	METAL HEADER, SECTION 32 9300 - PLANTING MATERIAL
	TREE, REFER TO PLANTING PLAN
PA	PLANTING AREA, REFER TO PLANTING PLAN
	8-INCH WIDE RETAINING WALL, HEIGHTS VARY, 30 INCHES MAXIMUM
	RETAINING BOULDERS, 2'-0" TO 5'-0" DIA., SECTION 32 9300 - PLANTING MATERIAL
	DECORATIVE CONCRETE RETAINING WALL WITH "FOSSIL" HORIZONS, SECTION 03 3300 - ARCHITECTURAL CONCRETE - LITHOCRETE SEDIMENTARY WALL SYSTEM
	BIKE RACKS (NOT IN ADD ALTERNATE, PART OF BASE BID)
	WASTE RECEPTACLE (3 TOTAL), SECTION 32 3300 - SITE FURNISHINGS
	LIGHT POST
	DECORATIVE IRON DRAIN GRATES (2 TOTAL), REFER TO CIVIL PLANS (1) RADIUS (1) SQUARE LINEAR (NOT IN ADD ALTERNATE, PART OF BASE BID)
	CONCRETE PAVING, SECTION 32 1313 0 CONCRETE PAVING • SAWCUT JOINTS • MEDIUM BROOM FINISH, PERPENDICULAR TO DIRECTION OF TRAVEL
	"WAVE" CONCRETE PAVING, SECTION 32 1313 - CONCRETE PAVING • INTEGRAL COLOR - MFR: DAVIS COLORS • COLOR: SILVERSMOKE • CURVED COLD JOINTS • SALT FINISH, REFER TO DETAIL
	"PLANK" CONCRETE PAVING, SECTION 32 1313 - CONCRETE PAVING • LINEAR TOOLED JOINTS AT 12" W X 48" TO 60" L RUNNING BOND RANDOM PATTERN • INTEGRAL COLOR - MFR: DAVIS COLORS • COLOR: SANDSTONE • MEDIUM BROOM FINISH, IN DIRECTION OF PLANKS
	DECORATIVE GRAVEL, SECTION 32 9300 - PLANTING MATERIAL
	3-INCH LAYER WOOD CHIP MULCH AT ALL PLANTING AREAS, SECTION 32 9300 - PLANTING MATERIALS
	STABILIZED DECOMPOSED GRANITE, SECTION 32 1243 - POROUS FLEXIBLE PAVING
	GRAVEL BAND AT GRASS, SECTION 32 9300 - PLANTING MATERIAL

NOTES:
1. CONTRACTOR SHALL SELECT, TAG, AND PHOTOGRAPH BOULDERS. CONTRACTOR TO SUBMIT PHOTOS TO LANDSCAPE ARCHITECT FOR REVIEW AND APPROVAL PRIOR TO PURCHASE AND DELIVERY. CONTRACTOR TO SCHEDULE AND COORDINATE.
2. SEE SECTION 32 9200 - PLANTING MATERIAL.

ORIGINAL SHEET SIZE: 24" X 36"

REVISIONS AND RECORD OF ISSUE:

NO	DATE	DESCRIPTION
1.	10/03/2023	MINOR DESIGN PERMIT
2.	10/27/2023	50% CD
3.	02/07/2024	90% CD SET - ADD ALTERNATE
4.	04/24/2024	100% CONSTRUCTION SET (ADD ALTERNATE)
5.		
6.		

REGISTERED LANDSCAPE ARCHITECT — JONI L. JANECKI — No. 3163 — Exp. 9/24/24 — STATE OF CALIFORNIA

JONI L. JANECKI & ASSOCIATES
515 SWIFT ST. SANTA CRUZ CA 95060
PHONE 831.423.6040 | WWW.JLJA.COM
California Landscape Architect License 3163

PROJECT:
CAPITOLA COMMUNITY CENTER IMPROVEMENT PROJECT
4400 JADE STREET, CAPITOLA CA

SHEET TITLE:
LANDSCAPE MATERIALS PLAN

SCALE: 1" = 10'-0"
DRAWN BY: MO/ED
DATE: 04/24/2024

L1.0A

J:\PROJECTS\3-19\3.8.5 Capitola Community Ctr Revs\Planning\CCC Landscape.dwg, 1:1(A Landscape Materials Plan, 4/24/2024 10:47:15 AM, Eric Olson, DWG To PDF.pc3, ARCH E (Tiled) (3.18.00) x 24.00 Inches), 1:1

LEGEND

SYMBOL	DESCRIPTION
7	EXISTING TREE TO REMAIN
	"WAVE" CONCRETE PAVING, SECTION 32 1313 - CONCRETE PAVING • INTEGRAL COLOR - MFR: DAVIS COLORS • COLOR: SILVERSMOKE • CURVED COLD JOINTS • SALT FINISH, REFER TO DETAIL
	"PLANK" CONCRETE PAVING, SECTION 32 1313 - CONCRETE PAVING • LINEAR TOOLED JOINTS AT 12" W X 48" TO 60" L RUNNING BOND RANDOM PATTERN • INTEGRAL COLOR - MFR: DAVIS COLORS • COLOR: SANDSTONE • MEDIUM BROOM FINISH, IN DIRECTION OF PLANKS
R4'-10"	MID POINT OF ARC END POINT OF ARC RADIUS

CAPITOLA COMMUNITY CENTER

0' 2' 4' 8' 16'
SCALE: 1/8"=1'-0"

ORIGINAL SHEET SIZE: 24" X 36"

REVISIONS AND RECORD OF ISSUE:

NO.	DATE	DESCRIPTION
1.	10/03/2023	MINOR DESIGN PERMIT
2.	10/27/2023	50% CD
3.	02/07/2024	90% CD SET - ADD ALTERNATE
4.	04/24/2024	100% CD SET - ADD ALTERNATE
5.		
6.		

REGISTERED LANDSCAPE ARCHITECT JONI L. JANECKI No. 3163 Exp. 9/24/24 STATE OF CALIFORNIA

JONI L JANECKI & ASSOCIATES
515 SWIFT ST. SANTA CRUZ CA 95060
PHONE 831.423.6040 | WWW.JLJA.COM
California Landscape Architect License 3163

PROJECT:
CAPITOLA COMMUNITY CENTER
IMPROVEMENT PROJECT
4400 JADE STREET, CAPITOLA CA

SHEET TITLE:
MATERIALS LAYOUT PLAN

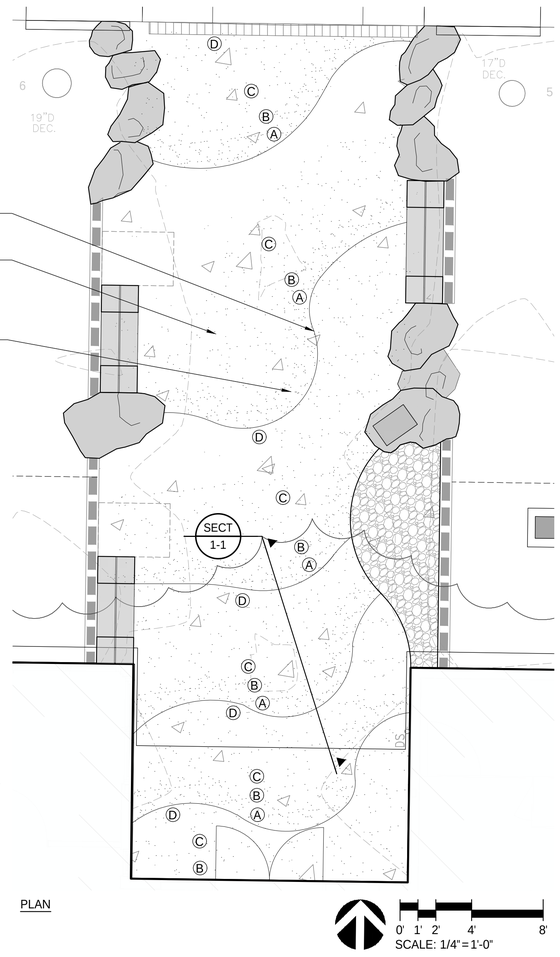
SCALE: 1/8" = 1'-0"
DRAWN BY: MO/ED
DATE: 04/24/2024

L1.1A

J:\PROJECTS\23-150 B.B.F Capitola Community Ctr Renov\Drawings\CAD Landscape files\L1.1A Materials Layout Plan_4-24-2024 4:48:53 PM_Erica Dines_DWG To PDF.pc3_ARCH E1 (36.00 x 24.00 Inches).1.1

LEGEND

- (A) DENSE SALT FINISH
- (B) MEDIUM SALT FINISH
- (C) LIGHT SALT FINISH
- (D) VERY LIGHT SALT FINISH



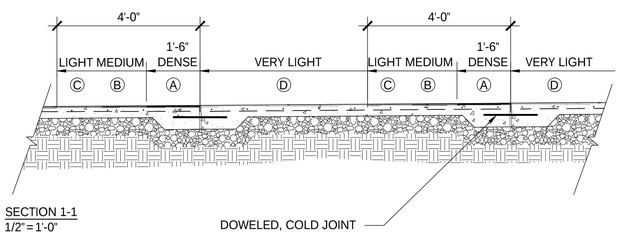
PLAN

0' 1' 2' 4' 8'
SCALE: 1/4" = 1'-0"

NOTES:

1. CONTRACTOR TO PROVIDE MINIMUM OF 5' X 5' MOCK-UP SHOWING ALL JOINTS, COLORS, AND FULL RANGE OF FINISHES, FOR REVIEW AND APPROVAL BY LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. CONTRACTOR TO CONSTRUCT UP TO (5) FIVE MOCK-UPS PER CONDITION, AS NECESSARY, TO ACHIEVE AN ACCEPTED FINISH.
2. REFER TO SECTION REFER TO SECTION 32 1313 - CONCRETE PAVING AND CIVIL DRAWINGS.
3. LANDSCAPE ARCHITECT TO REVIEW FORMS PRIOR TO POURING CONCRETE.
4. REFER TO SHEET L1.0A FOR BOULDER SCHEDULE AND NOTES.

CONCEPT IMAGE



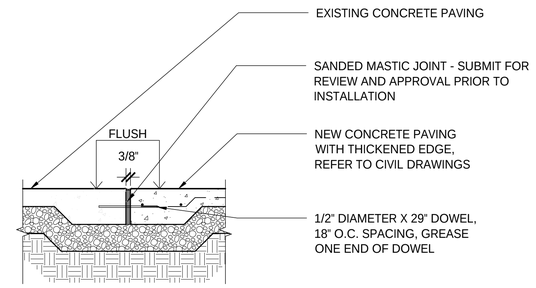
SECTION 1-1
1/2" = 1'-0"

2 "WAVE" CONCRETE PAVING

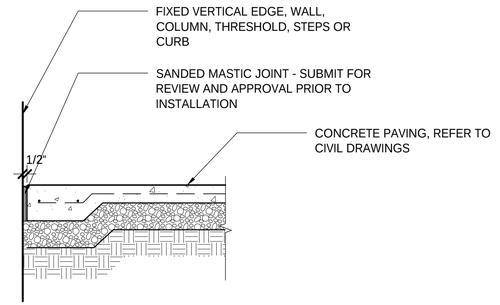
NOT TO SCALE

NOTE:

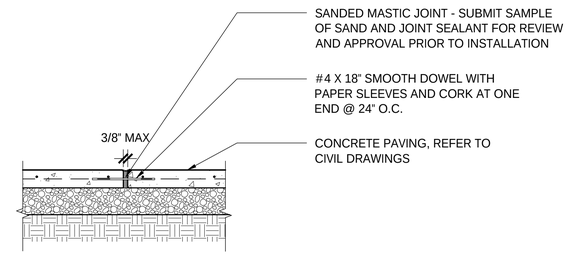
1. REFER TO SPECIFICATION SECTION 32 1313 -CONCRETE PAVING AND CIVIL DRAWINGS.



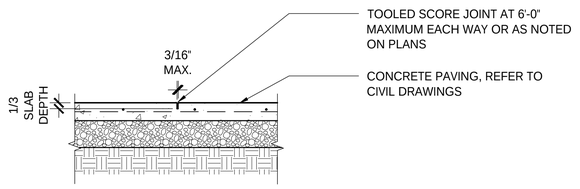
SECTION - EXISTING CONCRETE TO NEW CONCRETE JOINT



SECTION - ISOLATION JOINT



SECTION - DOWELED EXPANSION JOINT



SECTION - CONTROL JOINT

1 CONCRETE PAVING JOINTS DETAIL

3/4" = 1'-0"

ORIGINAL SHEET SIZE: 24" X 36"

REVISIONS AND RECORD OF ISSUE:		
NO.	DATE	DESCRIPTION
1.	10/03/2023	MINOR DESIGN PERMIT
2.	10/27/2023	50% CD
3.	02/07/2024	90% CD SET - ADD ALTERNATE
4.	04/24/2024	100% CONSTRUCTION SET ADD ALTERNATE
5.		
6.		

REGISTERED LANDSCAPE ARCHITECT
J. L. JANECKI
No. 3163
Exp. 9/24/24
STATE OF CALIFORNIA

JONI L.JANECKI & ASSOCIATES
515 SWIFT ST. SANTA CRUZ CA 95060
PHONE 831.423.6040 | WWW.JLJA.COM
California Landscape Architect License 3163

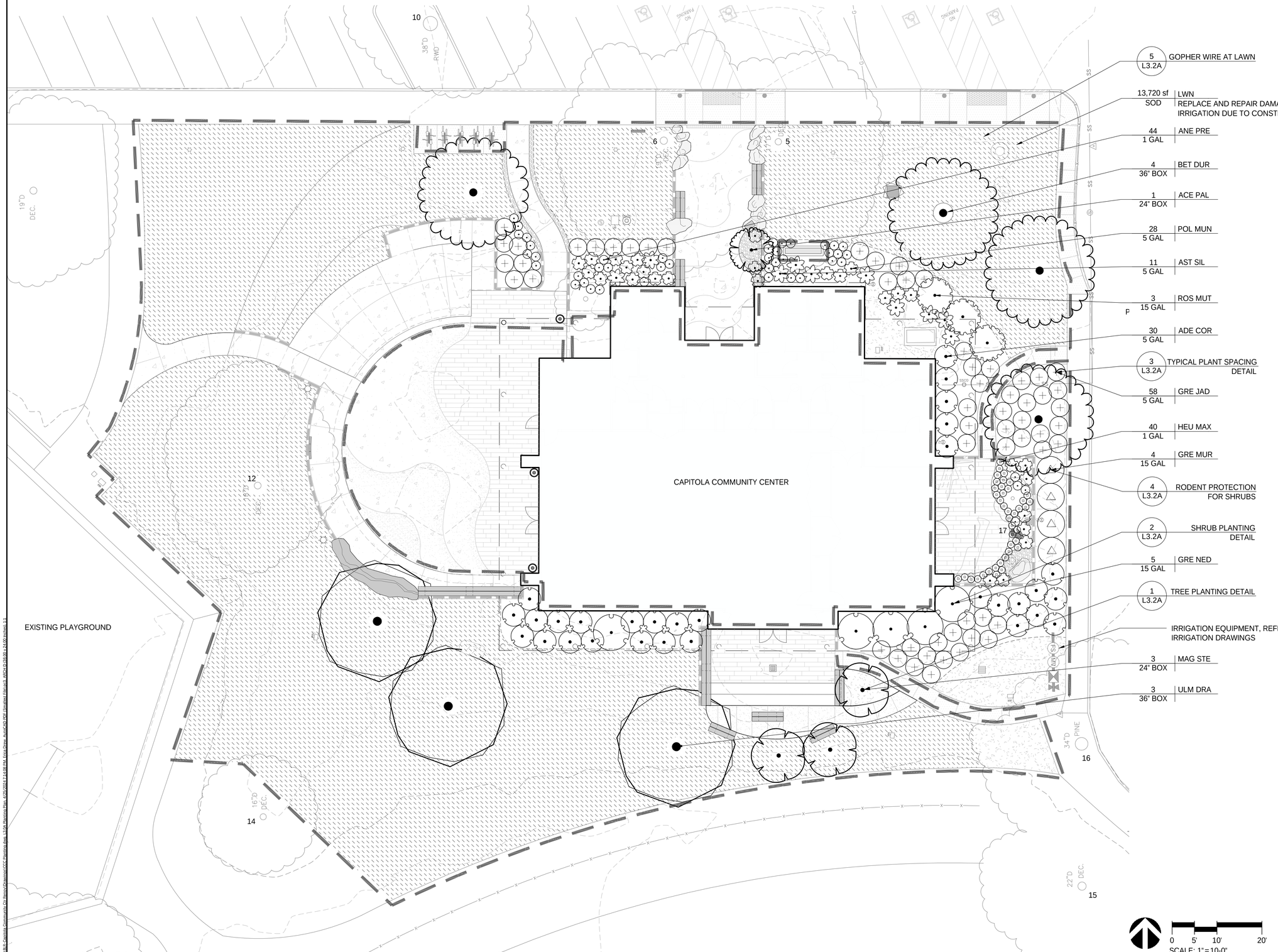
PROJECT:
CAPITOLA COMMUNITY CENTER
IMPROVEMENT PROJECT
4400 JADE STREET, CAPITOLA CA

SHEET TITLE:
LANDSCAPE
MATERIALS DETAILS

SCALE: 1/8" = 1'-0"
DRAWN BY: MO/ED
DATE: 04/24/2024

L1.2A

I:\2023\03\23-1610\L8-Capitola Community Ctr Reno\Planning\CUP Details with Note 1\23-1610 L1.2A.dwg 11:21 PM Sara Duran AutoCAD PDF (Smallest File).pc3 ARCH (18.00 x 24.00 Inches) 1:1



ORIGINAL SHEET SIZE: 24" X 36"

REVISIONS AND RECORD OF ISSUE:

NO.	DATE	DESCRIPTION
1.	10/03/2023	MINOR DESIGN PERMIT
2.	10/27/2023	50% CD
3.	02/07/2024	90% CD SET - ADD ALTERNATE
4.	04/24/2024	100% CONSTRUCTION SET ADD ALTERNATE
5.		
6.		

REGISTERED LANDSCAPE ARCHITECT JONI L. JANECKI No. 3163 Exp. 9/24/24 STATE OF CALIFORNIA

JONI L JANECKI & ASSOCIATES
515 SWIFT ST. SANTA CRUZ CA 95060
PHONE 831.423.6040 | WWW.JLJA.COM
California Landscape Architect License 3163

PROJECT:
CAPITOLA COMMUNITY CENTER
IMPROVEMENT PROJECT
4400 JADE STREET, CAPITOLA CA

SHEET TITLE:
PLANTING PLAN

SCALE: 1/8" = 1'-0"
DRAWN BY: MO/ED
DATE: 04/24/2024

L3.0A

2305\CAD\23-1003 BLK Capitola Community Ctr Renov\Drawings\CCC Planting Plan 11x17 Planting Plan 4-24-2024 7:14:08 PM Alicia Perez AutoCAD PDF (Smallest Size).pc3 ARCH D (24.00 x 36.00 Inches) 1:1

1ST AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT WITH BOONE LOW RATLIFF ARCHITECTS, INC.
FOR COMMUNITY CENTER PATIO PROJECT

between

CITY OF CAPITOLA AND BOONE LOW RATLIFF ARCHITECTS, INC.

The City of Capitola and Boone Low Ratliff Architects, Inc. hereby agree to the following Amendment(s) to the Contract dated May 27, 2025:

1) Increase the budget amount by $35,000 for Bid Support and Construction Administration Support

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

CONTRACTOR: VERDE DESIGN, INC.

_____ Date: _____
By:

CITY OF CAPITOLA

_____ Date: _____
By: Benjamin Goldstein, City Manager

2ND AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT WITH VERDE DESIGN, INC. FOR JADE STREET PARK UNIVERSALLY ACCESSIBLE PLAYGROUND PROJECT

between

CITY OF CAPITOLA AND VERDE DESIGN, INC.

The City of Capitola and Verde Design, Inc., hereby agree to the following Amendment(s) to the Contract dated February 9, 2023:

1) Increase the budget amount by $99,000 for Bid Support and Construction Administration Support

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

CONTRACTOR: VERDE DESIGN, INC.

_____ Date: _____
By:

CITY OF CAPITOLA

_____ Date: _____
By: Benjamin Goldstein, City Manager

April 30, 2025

VERDE DESIGN
2455 The Alameda, Suite 200
Santa Clara, CA 95050
t 408.985.7200 f 408.985.7260
www.verdedesigninc.com

Jessica Kahn
Public Works Director
City of Capitola
420 Capitola Ave.
Capitola, CA 95010

Subject: Treasure Cove Playground at Jade Street Park
Bid Support and Construction Administration Support
Verde Design Project No.: 2300302

Dear Jessica,

In response to your request, Verde Design, Inc. is pleased to submit the following proposal to provide the identified design services on the above mentioned project. This proposal shall remain valid for a period of sixty (60) days.

PROJECT UNDERSTANDING/HISTORY:

The City of Capitola ("City") is requesting a proposal from Verde Design, Inc. to provide support during the bidding and construction administration phases for the Treasure Cove Playground project at Jade Street Park.

On March 28, 2025, Verde was notified that the city has received a preliminary award letter from the CDBG program, resulting in an increased budget for this project. In accordance with the CDBG requirements, the project is expected to go out to bid between June and September 2025. The commencement of construction will depend on the bid award and the issuance of a notice to proceed. The City aims to complete the project and open it to the public in May 2026, with some flexibility in the timeline.

SCOPE OF SERVICES

Verde Design, Inc. proposes to provide the following services based on the project understanding outlined above. Any supplemental tasks that exceed the scope of services detailed in this proposal may be offered as additional services upon the client's request.

I. Bid and Construction Support

Verde Design, Inc. agrees to provide the following services to the city during the bid and construction phases for this project.

A. Coordinate bidding procedures and schedule.

B. Contact potential bidders.

C. Attend one (1) pre-bid meeting.

D. Respond to pre-bid RFIs.

E. Review substitution requests.

F. Assist in preparing addenda.

G. Prepare bid evaluation.

H. Prepare a conform set of plans for construction, including addenda items.

I. Attend one (1) pre-construction meeting.

J. Respond to contractor RFI questions and provide clarifications.

K. Review and respond to submittals and shop drawings.

L. Attend twenty (20) web-based construction meetings to discuss construction progress and activities. The city's construction manager shall provide the meeting agendas and meeting reports associated with these discussions.

M. Attend site visits to observe work and provide field observation reports. For the purpose of this proposal, ten (10) site visits are included. The stages for these visits are outlined below for reference only and do not need to occur exclusively at these stages.

1. Pre-bid meeting.
2. Pre-construction meeting.
3. Site demolition and grading.
4. Utility trenching and installation.
5. Formwork and concrete reinforcement/ installation.
6. Installation of play equipment and other site amenities.
7. Installation of playground surfacing.
8. Landscaping and irrigation.
9. Substantial completion walk through/ punch walk.
10. Final site walk with contractor and city for post construction review and acceptance of project.

N. Review price requests and change orders.

O. Provide a punch list at substantial completion of the project, following the punch walk.

P. Review contractor "as-built" plans and update CAD drawings to share with project owner.

Q. Review Operations and Maintenance manuals.

R. Project closeout with City.

CLIENT'S RESPONSIBILITIES

The city shall be responsible for developing all front end and general project specifications. Verde Design, Inc. will complete all technical specifications relating to the project specifics and will prepare construction documents suitable for public bidding.

SPECIAL PROVISIONS

A. Without attempting to be all-inclusive and for purposes of clarity, the following items are specifically <u>not</u> included in the Scope of Services:

1. Meetings other than those listed.
2. Renderings and presentations to public bodies.
3. SWPPP services for design (QSP) inspection during construction.

4. Testing during construction.
5. Underground utility surveys.
6. Utility runs off-site.
7. Survey property lines, easement locations or record of survey filing.
8. Permit fees associated with the project.
9. Pump or lift station design.
10. 3D graphics.
11. Arborist report.
12. CEQA process.
13. Architecture and mechanical engineering services for any building on site.
14. Soil testing.
15. Lighting improvements.
16. Geotechnical engineering.
17. Topographic and utility surveying services.

B. This fee will be valid for 60 days, should the City choose to extend or add to the contract, the unbilled portion of this agreement will be subject to an increase in January of 2026 to cover annual wage adjustments for office personnel.

C. Services will be diligently pursued, and every reasonable effort will be made to meet the mutually agreed upon schedule. If the completion of the services is delayed at any time in the progress of the work undertaken in this Agreement by conditions beyond the control of the Consultant; including but not limited to: strikes, lockouts, labor disputes, or the inability of City, their consultants, utility companies, or jurisdictional agencies to provide required information, processing or direction; the time of completion shall be extended during such period and Consultant shall be held harmless from any and all claims arising out of such delay.

PROFESSIONAL COMPENSATION

For the scope of services and products identified in this proposal, Verde Design respectfully requests the following time and materials not to exceed fee including all reasonable reimbursable expenses that are outlined to be included in the project.

- Bid & Construction Support $99,000.00

Additional services will be charged on a time and material basis. Charges for additional services will be billed separately.

CHANGE IN SERVICES

Client may order changes in scope or character of service, either decreasing or increasing the amount of Consultant's services, and if necessary, changing the character of services. In the event that such changes are ordered, Consultant is entitled to full compensation for all services performed and expenses incurred prior to receipt of notice of change.

TERMINATION OF AGREEMENT

In the event the project is terminated or indefinitely suspended in the manner herein provided, Verde Design shall turn over copies of any and all documents completed to that date. Verde Design shall be entitled to compensation up to and including said termination date. Original work shall remain the property of Verde Design.

Jessica, if this proposal meets with the approval of the City of Capitola, please sign the proposal below. Thank you again for the opportunity to work with your City and Community on the bidding and construction phase for the Treasure Cove Playground project at Jade Street Park.

Respectfully Submitted,

Verde Design, Inc.

Derek McKee, RLA

Principal

Approved:

Jessica Kahn

_____

Name:

Date:

Verde Design, Inc.

Charge Rate Schedule

Effective until December 31, 2025

The following chart outlines the current charge rate for professional and office costs. Reimbursable rates and expenses are shown at the bottom.

Project Rates

Principal	$275.00 per hour
Project Manager/Construction Manager	
Level Four	$260.00 per hour
Level Three	$240.00 per hour
Level Two	$195.00 per hour
Level One	$180.00 per hour
Project Engineer	
Level II	$200.00 per hour
Level I	$185.00 per hour
IT Manager	$195.00 per hour
CAD Manager	$190.00 per hour
Project Designer	$175.00 per hour
Job Captain/Staff Engineer/Construction Administrator	$165.00 per hour
Draftsperson Level II	$160.00 per hour
Draftsperson Level I	$155.00 per hour
Project Administrator	$100.00 per hour
Intern	$85.00 per hour

Reimbursable Rates

Blueprints, Printing and Reproductions	Cost plus 10%
Sub Consultant Services	Cost plus 10%

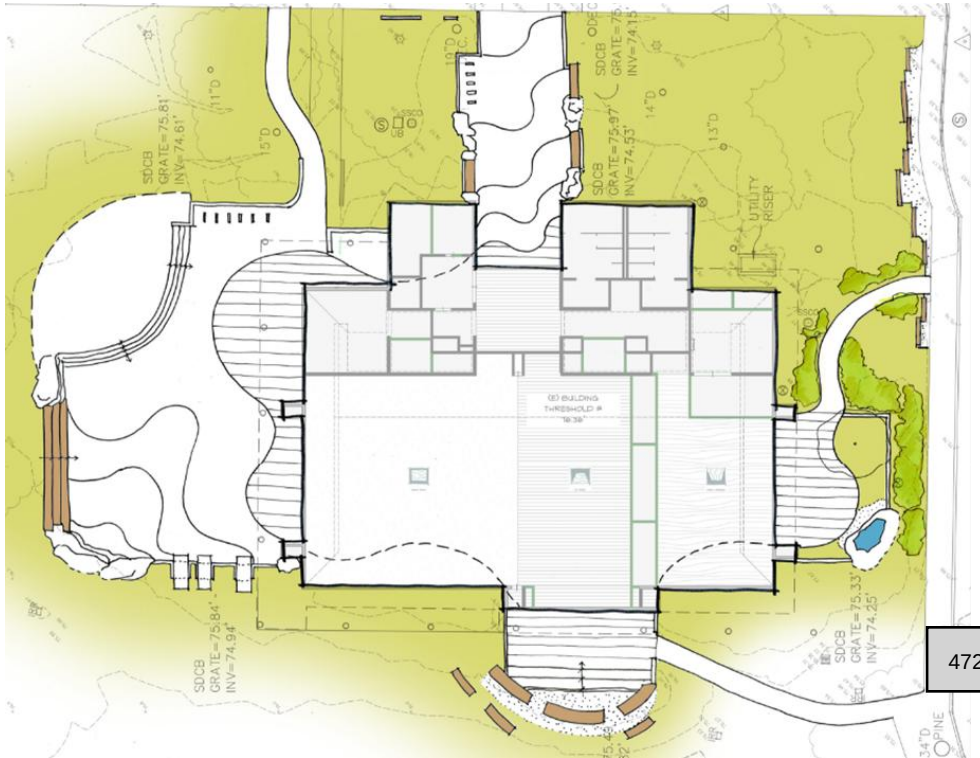
Reimbursable Expenses

Blueprints and Reproductions	Travel Expenses
Photography	Parking and Toll Expenses
Models and Renderings	Permit Fees
Postage/Overnight Mail Service	Courier Delivery Service

Jade Street Park Improvements

City Council

June 25, 2025



Jade Street Park Improvements
Staff Recommendations

Construction plans and authorize bidding

- Community Center Patios
- Treasure Cove Playground
- Park Restrooms

Design Amendments

- Boone Low Ratliff Architects: +$35 k (total $70,258)
- Verde Design, Inc.: +$99 k (total $293,083)

Return on August 28, 2025

- Funding contract approval
- Construction award(s)

Jade Street Park Improvements Background

Site Overview

- Jade Street Park owned by SUESD
- Leased long-term to the City
- Community Center constructed in the 1980s
- Playground bult in 1999

Project Milestones

- Nov 2022: LTUA signed with school district
  - Agreement requirement to upgrade the Community Center
- 2023–2025
  - Planning for playground and community center improvements
  - Friends of Santa Cruz County Parks playground fundraising

Jade Street Park Improvements

Funding to date

Community Center

- FY22/23-23/24: $1.8M General Fund
- 2023: $1M CNRA grant
- 2024: $3.2M CDBG

Playground

- FY22/23-23/24: $475k General Fund
- 2025: $965k Community fundraising
- Pending: $3.2M CDBG

Jade Street Park Improvements

Playground Scope

Treasure Cove Playground

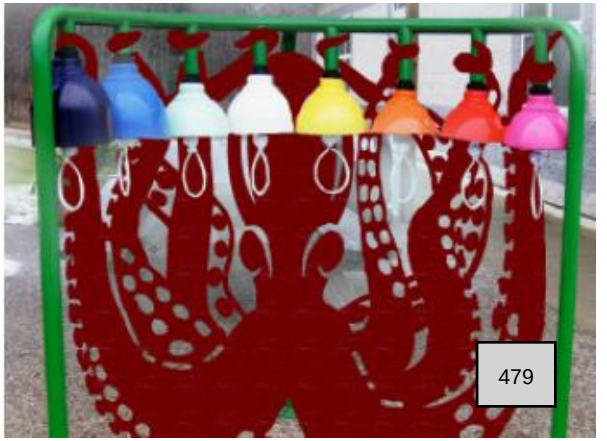
- Public outreach and fundraising (2023–2024)
- Design by Verde Design, Inc.
- Full replacement of existing playground with new universally accessible play area

Key Elements

- Ocean-themed design
- Inclusive surfacing and furnishings
- New accessible pathway from adjacent parking lot
- Designed to meet ADA and inclusive play standards

Item 8 I.

Communication Board


479

Jade Street Park Improvements

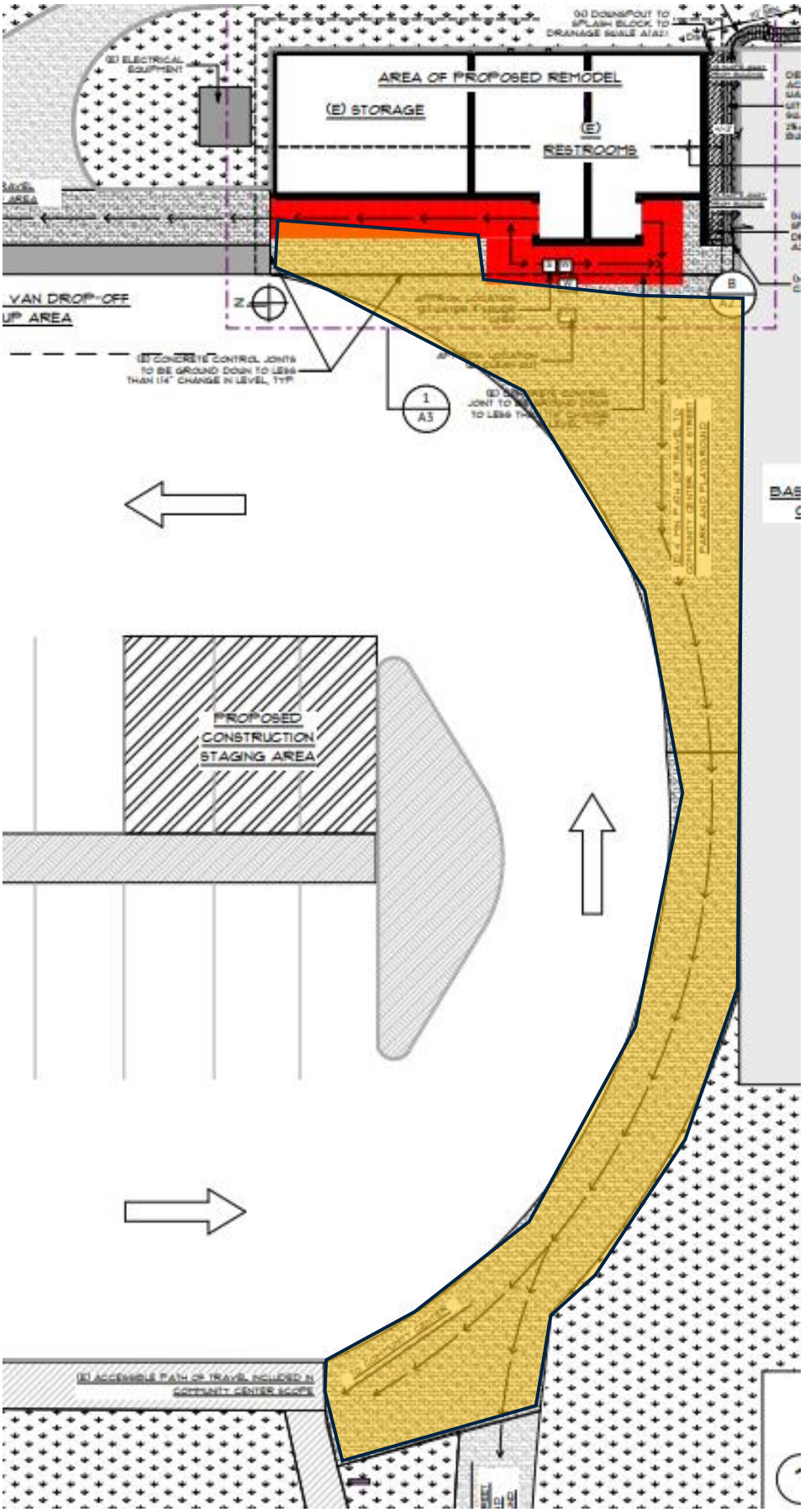
Restroom Renovation

Partial Renovation

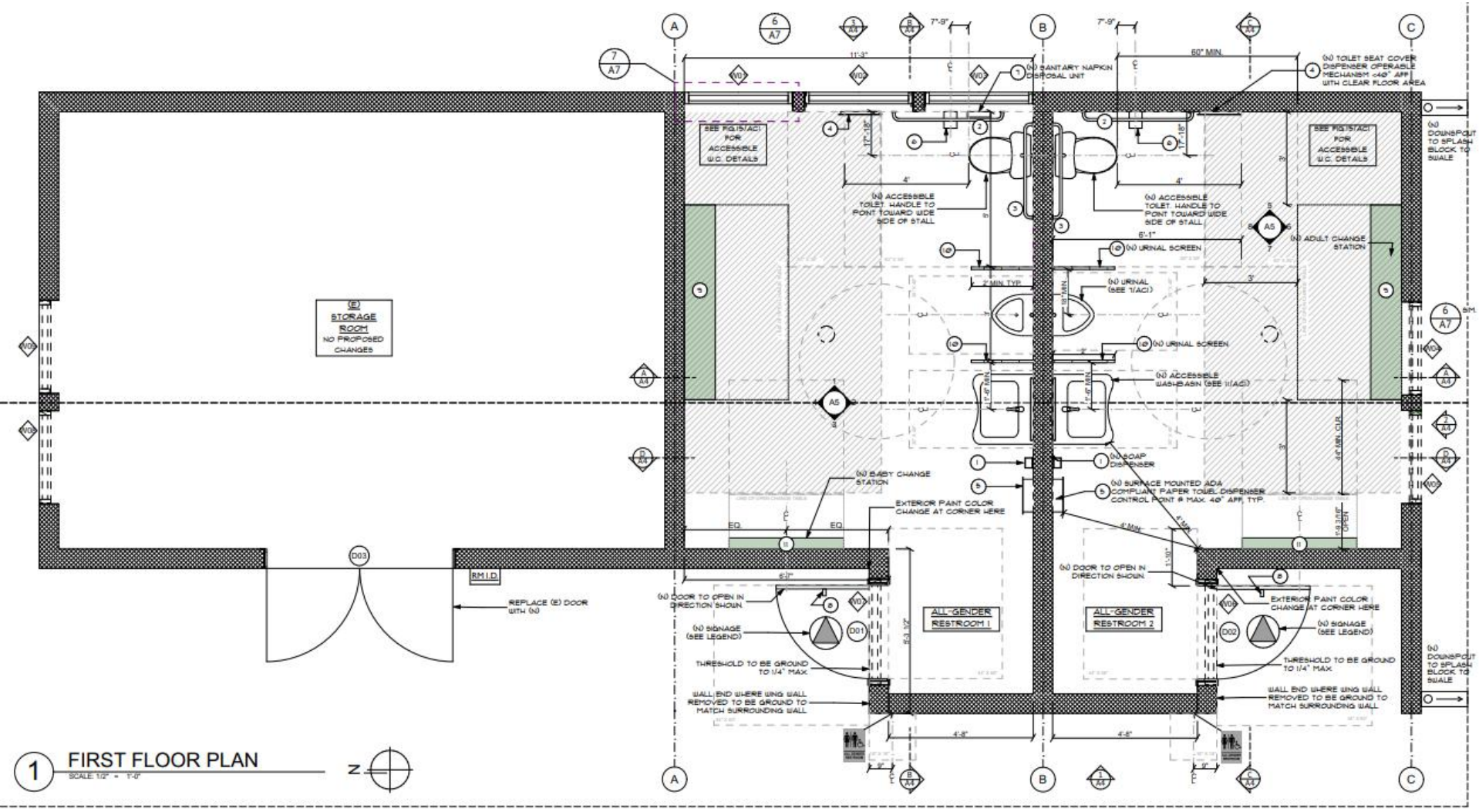
- Designed by Boone Low Ratliff Architects
- Identified during playground planning process
- Full replacement not pursued due to operational equipment in place

Scope includes

- Conversion from multi-user to single-user restrooms
- ADA-compliant upgrades: layout, plumbing, fixtures, finishes
- New exterior paint to match Community Center


AREA OF PROPOSED REMODEL
(E) STORAGE
(E) RESTROOMS
(E) ELECTRICAL EQUIPMENT
VAN DROP-OFF
UP AREA
PROPOSED CONSTRUCTION STAGING AREA
(E) ACCESSIBLE PATH OF TRAVEL INCLUDED IN COMMUNITY CENTER SCOPE

JADE STREET PARK
RESTROOMS



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

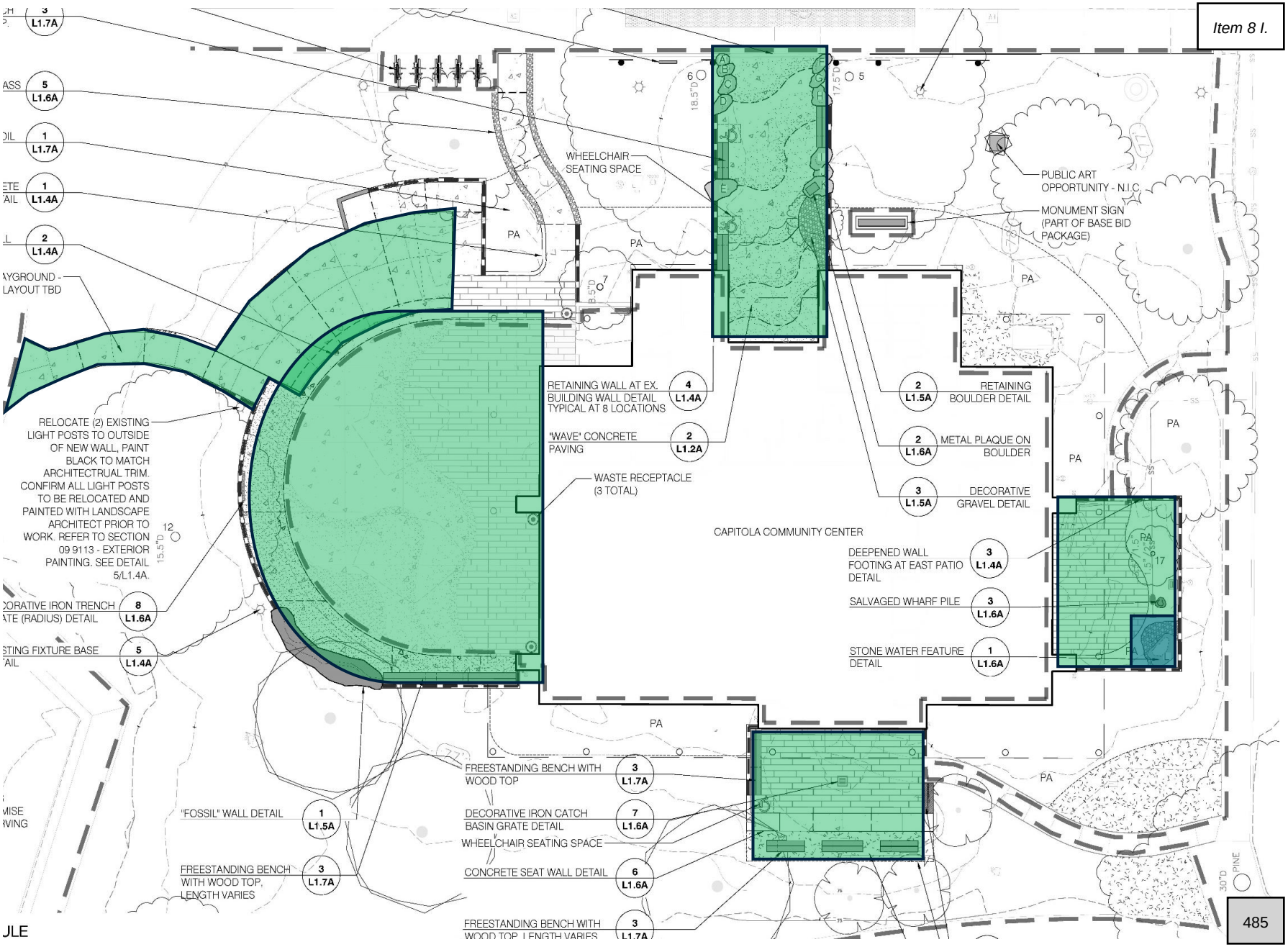
Jade Street Park Improvements
Community Center Patio Improvements

Originally Add-Alternate A

- Deferred from 2024 construction contract due to budget
- Must re-bid as separate project

Scope

- Concrete paving
- Retaining walls
- Furnishings
- Lighting
- Landscaping

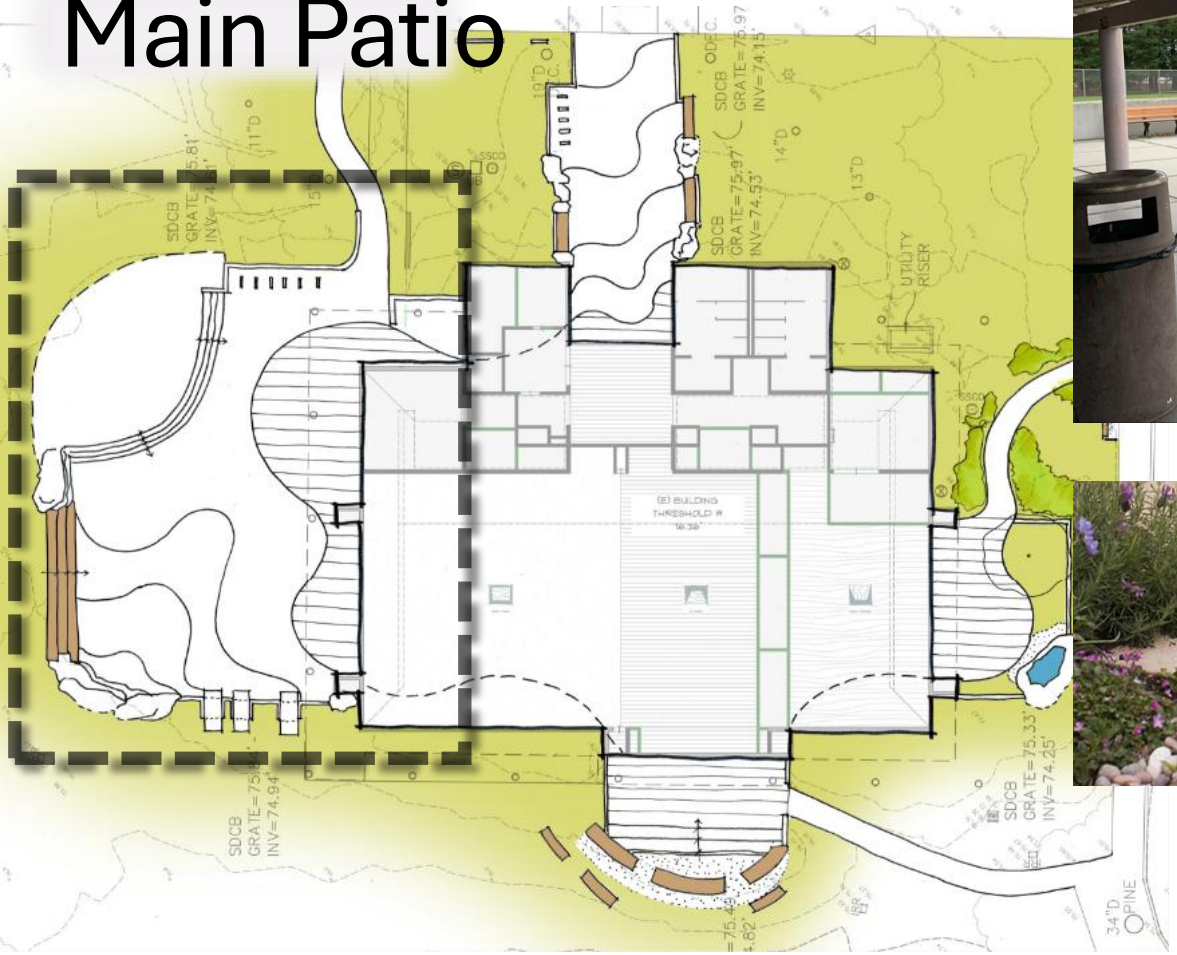

WHEELCHAIR SEATING SPACE
PUBLIC ART OPPORTUNITY - N.I.C.
MONUMENT SIGN (PART OF BASE BID PACKAGE)
RETAINING WALL AT EX. BUILDING WALL DETAIL TYPICAL AT 8 LOCATIONS 4 L1.4A
"WAVE" CONCRETE PAVING 2 L1.2A
WASTE RECEPTACLE (3 TOTAL)
RELOCATE (2) EXISTING LIGHT POSTS TO OUTSIDE OF NEW WALL, PAINT BLACK TO MATCH ARCHITECTRUAL TRIM. CONFIRM ALL LIGHT POSTS TO BE RELOCATED AND PAINTED WITH LANDSCAPE ARCHITECT PRIOR TO WORK. REFER TO SECTION 09 9113 - EXTERIOR PAINTING. SEE DETAIL 5/L1.4A.
2 L1.5A RETAINING BOULDER DETAIL
2 L1.6A METAL PLAQUE ON BOULDER
3 L1.5A DECORATIVE GRAVEL DETAIL
CAPITOLA COMMUNITY CENTER
DEEPENED WALL FOOTING AT EAST PATIO DETAIL 3 L1.4A
SALVAGED WHARF PILE 3 L1.6A
STONE WATER FEATURE DETAIL 1 L1.6A
FREESTANDING BENCH WITH WOOD TOP 3 L1.7A
DECORATIVE IRON CATCH BASIN GRATE DETAIL 7 L1.6A
WHEELCHAIR SEATING SPACE
CONCRETE SEAT WALL DETAIL 6 L1.6A
"FOSSIL" WALL DETAIL 1 L1.5A
FREESTANDING BENCH WITH WOOD TOP, LENGTH VARIES 3 L1.7A
FREESTANDING BENCH WITH WOOD TOP, LENGTH VARIES 3 L1.7A
PA

Outdoor Spaces: Entry

Existing conditions

Inspiration image

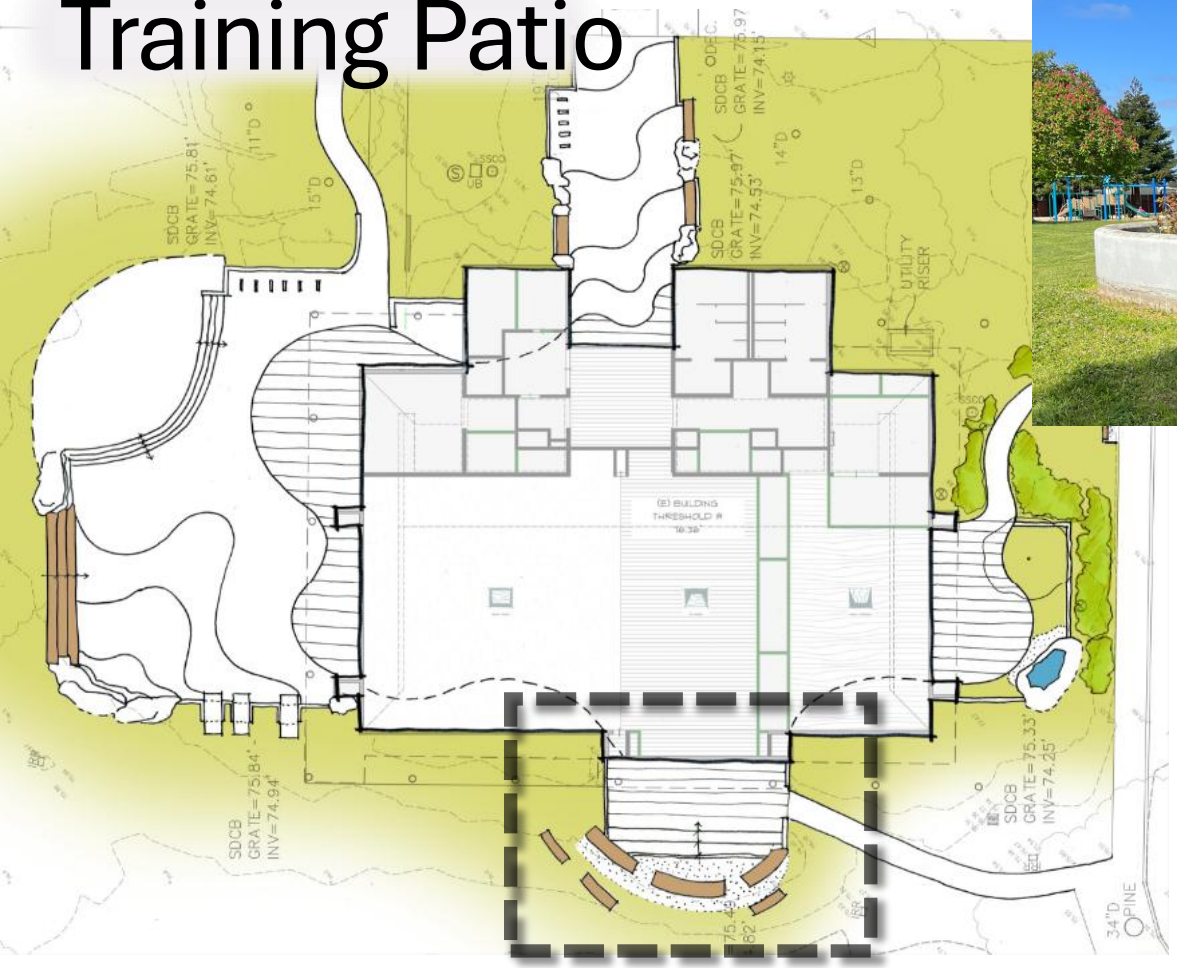
Outdoor Spaces: Main Patio



Existing conditions

Inspiration images

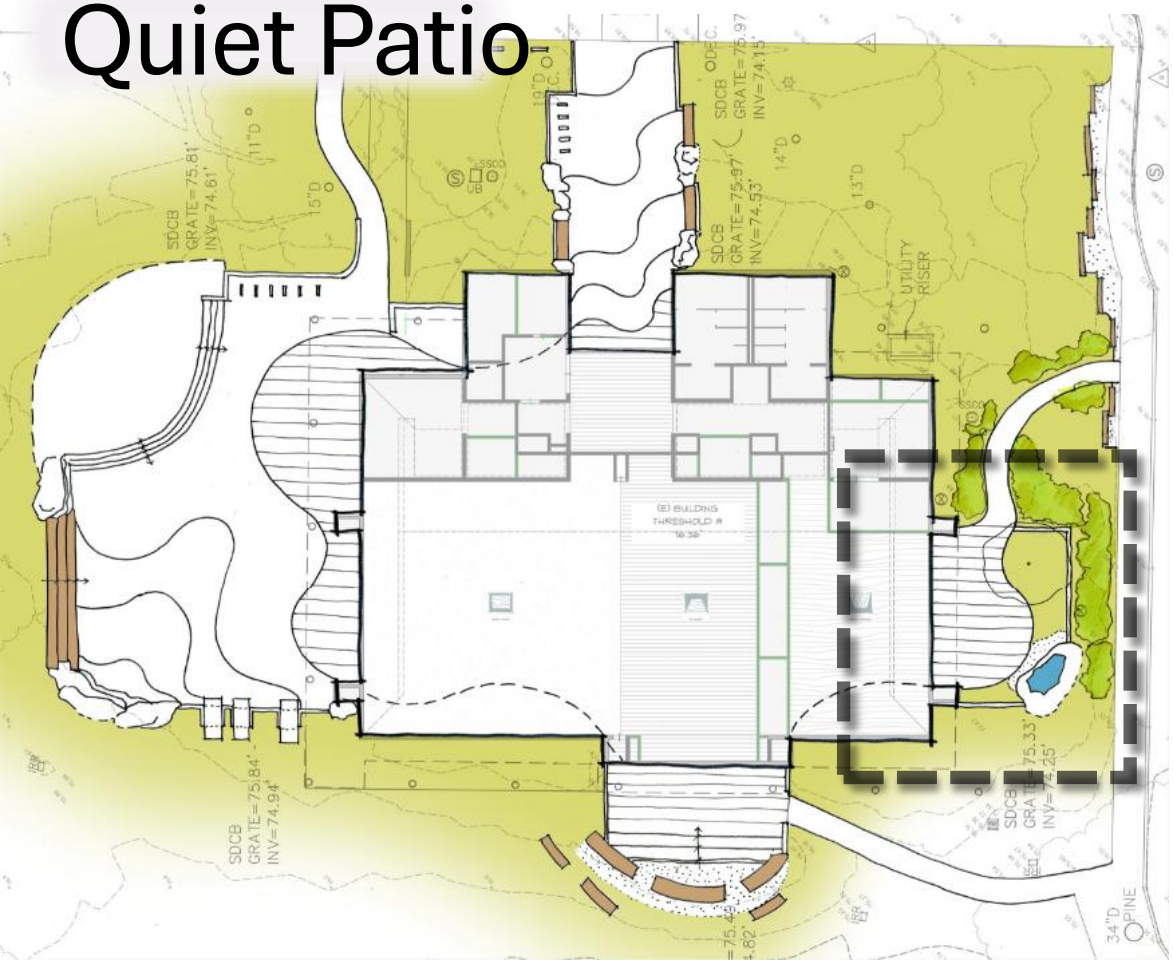
Outdoor Spaces: Training Patio



Existing conditions

Inspiration image

Outdoor Spaces: Quiet Patio



Existing conditions

Inspiration image

Jade Street Park Improvements
Procurement & Coordination

Three bid packages

- Patio, Playground, then Restroom
- Sequenced to align with Community Center construction
- Supports coordination with current contractor

Consultant Contracts

- Verde – Playground (bidding and construction support)
- BLRA – Patio & Restroom (construction support)
- Cumming – New contract for construction management

Jade Street Park Improvements

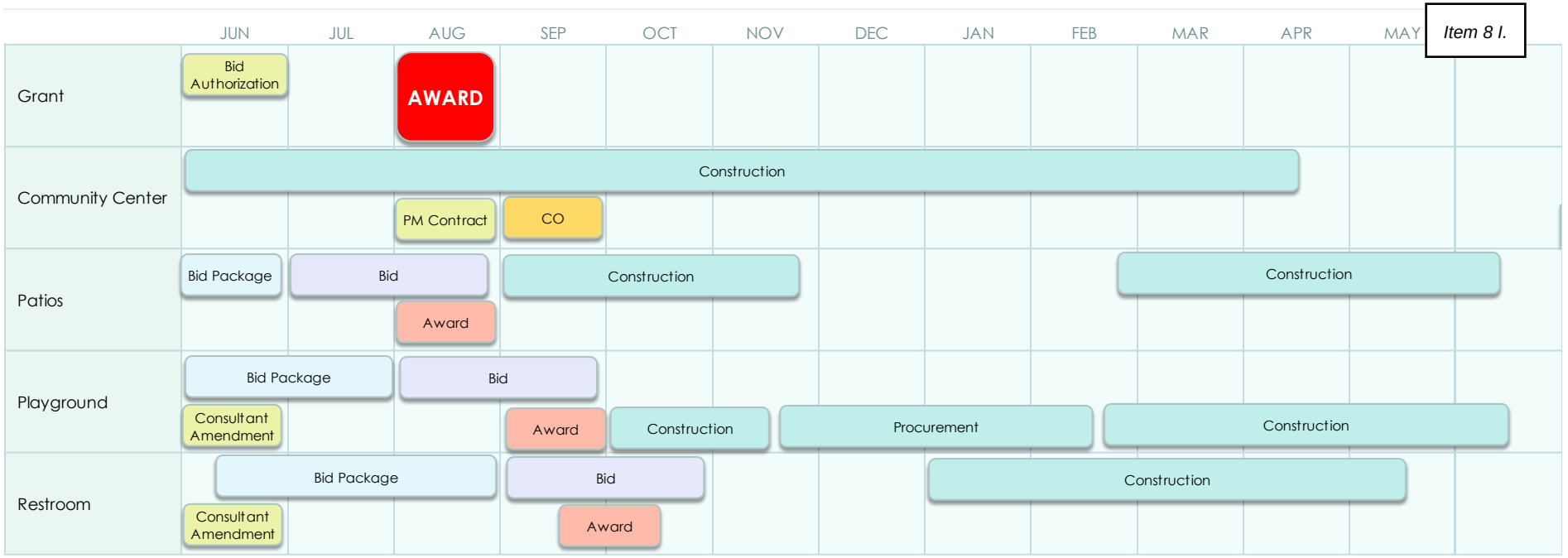
Budget Summary

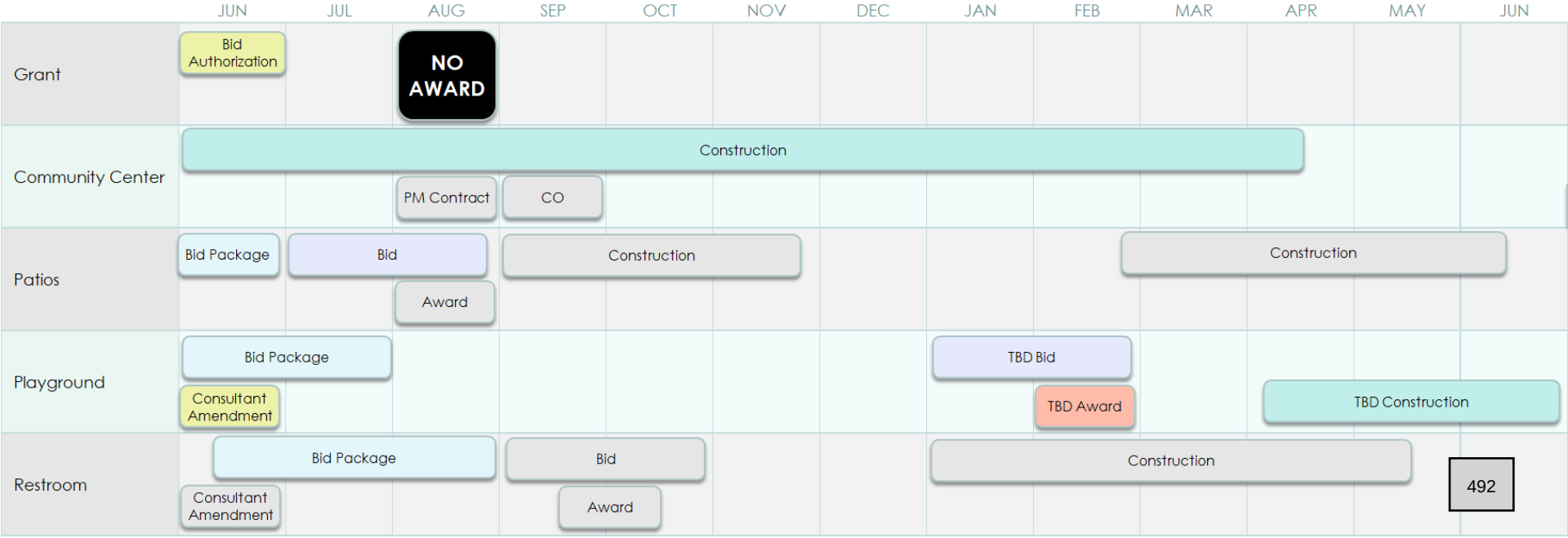
Total Project Scope: $10.7M

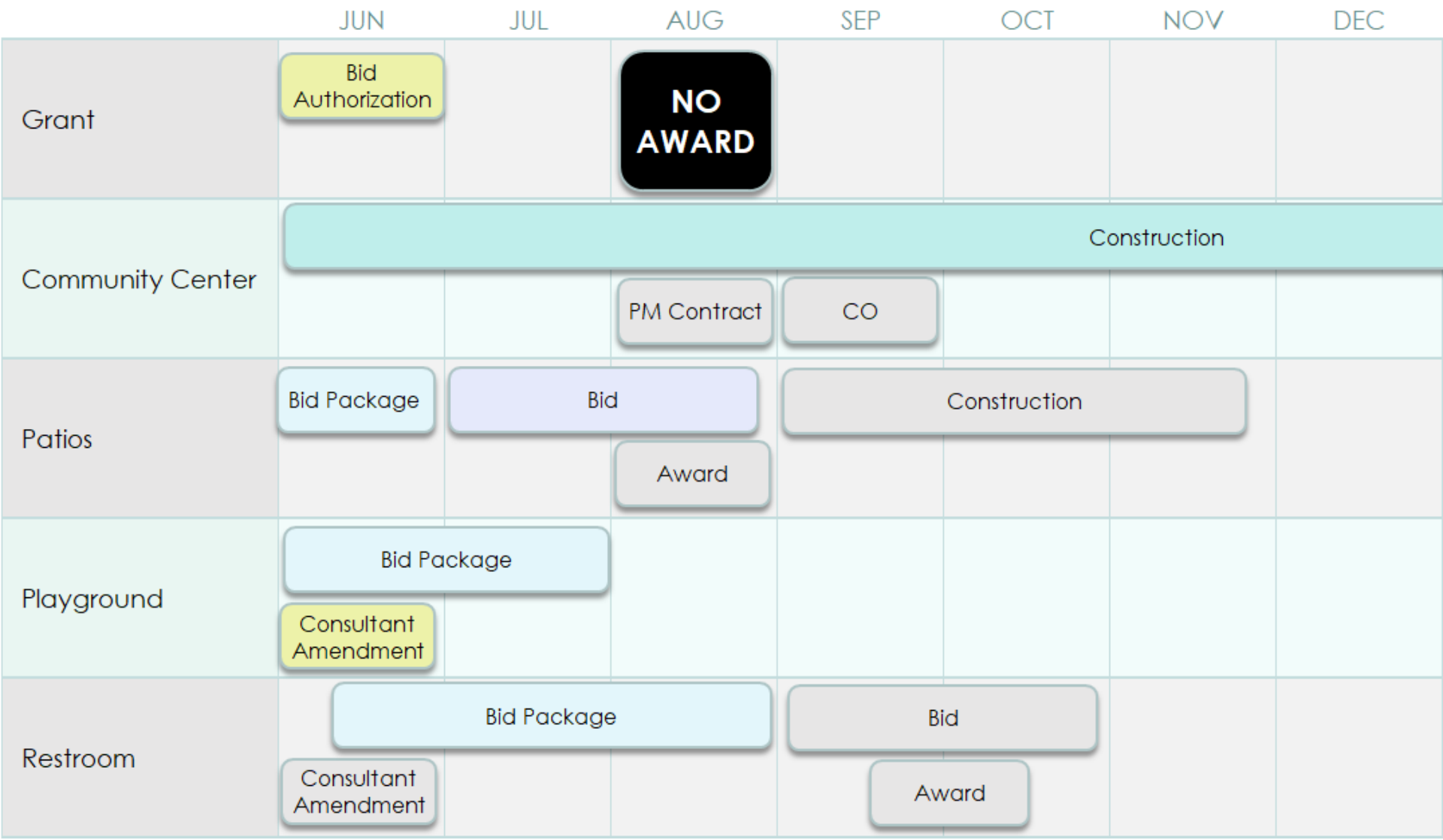
Remaining Need: $3.1M (playground, restroom, patio)

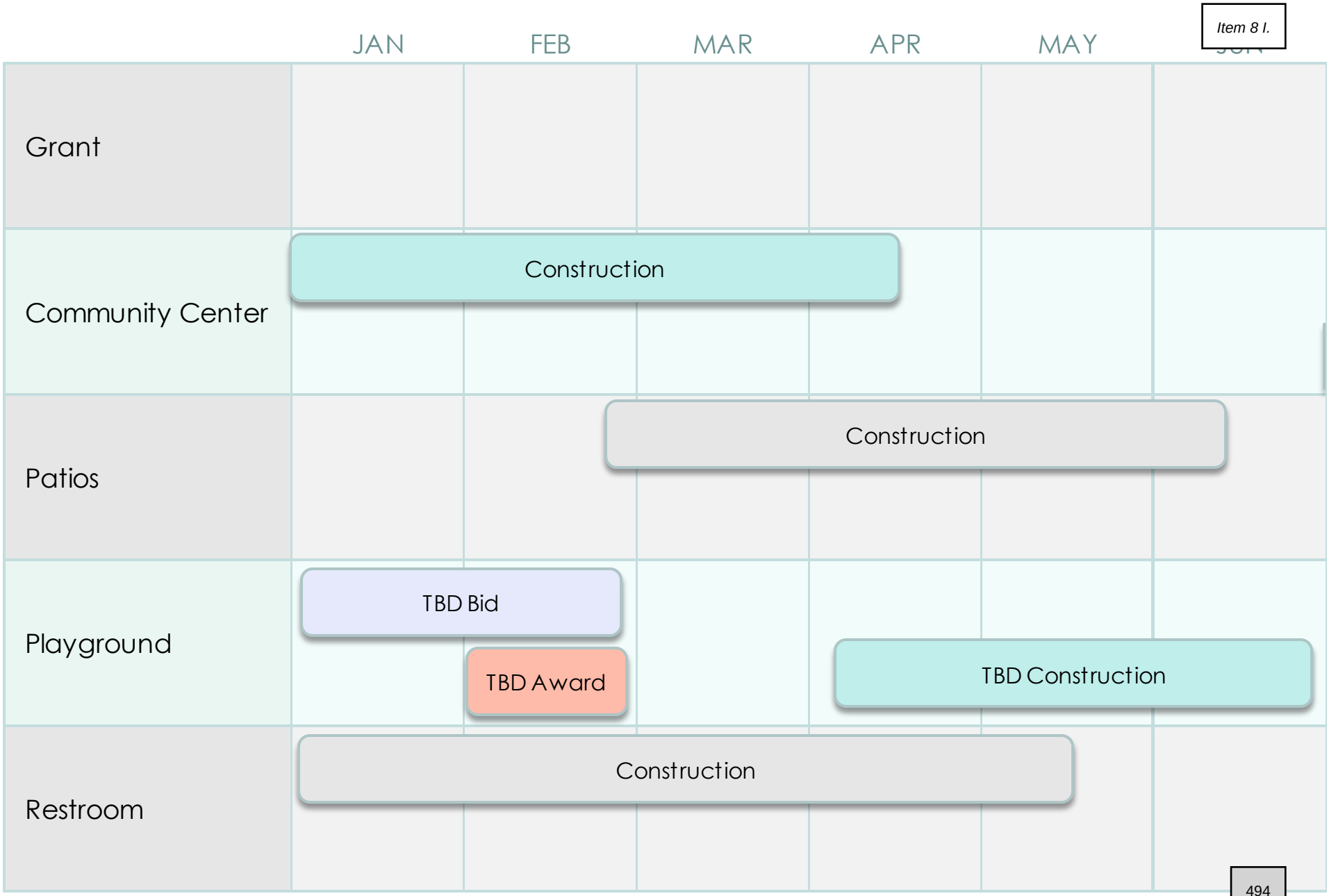
Budget includes contingencies

Category	Secured	Pending	Budgeted / Projected
Community Center – In Progress			
General Fund	$1,800,000	—	$1,797,000
CNRA Grant	$1,000,000	—	$1,000,000
CDBG (2024)	$3,365,000	—	$3,365,000
Treasure Cove, Restrooms, Patios - Pending			
General Fund	$475,000	—	$421,000
Fundraising	$965,000	—	$965,000
TBD	—	$3,200,000	$3,117,000


JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
Grant
Bid Authorization
AWARD
Community Center
Construction
PM Contract
CO
Patios
Bid Package
Bid
Construction
Award
Construction
Playground
Bid Package
Bid
Consultant Amendment
Award
Construction
Procurement
Construction
Restroom
Bid Package
Bid
Construction
Consultant Amendment
Award


JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN
Grant
Bid Authorization
NO AWARD
Community Center
Construction
PM Contract
CO
Patios
Bid Package
Bid
Construction
Award
Construction
Playground
Bid Package
TBD Bid
Consultant Amendment
TBD Award
TBD Construction
Restroom
Bid Package
Bid
Construction
Consultant Amendment
Award


JUN
JUL
AUG
SEP
OCT
NOV
DEC
Grant
Bid Authorization
NO AWARD
Community Center
Construction
PM Contract
CO
Patios
Bid Package
Bid
Construction
Award
Playground
Bid Package
Consultant Amendment
Restroom
Bid Package
Bid
Consultant Amendment
Award


JAN
FEB
MAR
APR
MAY
Grant
Community Center
Construction
Patios
Construction
Playground
TBD Bid
TBD Award
TBD Construction
Restroom
Construction

Jade Street Park Improvements

Public Art Set-Aside

Applies to Community Center and Restroom

- Triggered by building permits over $250,000

2% of general-funded construction

- Estimated construction value: $400k–$840k

Art set-aside estimate: $8,000–$17,000

- Staff recommends initial $8k set-aside; adjust with GF total

Jade Street Park Improvements

Schedule & Next Steps

- Grant award/authorization
- Advertise bids
- Award contracts – August 28, 2025
- Start additional construction (exterior first)
- Phase work through 2026
- Complete by Summer 2026 (weather dependent)

Jade Street Park Improvements
Staff Recommendations

Construction plans and authorize bidding

- Community Center Patios
- Treasure Cove Playground
- Park Restrooms

Design Amendments

- Boone Low Ratliff Architects: +$35 k (total $70,258)
- Verde Design, Inc.: +$99 k (total $293,083)

Return on August 28, 2025

- Funding contract approval
- Construction award(s)