Revised 2/22/24 4:30 PM

City of Capitola
City Council Meeting Agenda
Thursday, February 22, 2024 – 6:00 PM

City Council Chambers
420 Capitola Avenue, Capitola, CA 95010

Mayor: Kristen Brown
Vice Mayor: Yvette Brooks
Council Members: Joe Clarke, Margaux Morgan, Alexander Pedersen

Closed Session – 5 PM

Closed Sessions are not open to the public and held only on specific topics allowed by State Law (noticed below). An announcement regarding the items to be discussed in Closed Session will be made in the City Hall Council Chambers prior to the Closed Session. Members of the public may, at this time, address the City Council on closed session items only. There will be a report of any final decisions in City Council Chambers during the Open Session Meeting.

i. CONFERENCE WITH LEGAL COUNSEL—LIABILITY CLAIMS (Gov. Code § 54956.95)

Claims Against the City of Capitola

1) Ron Weiner

2) Debbie Sek

ii. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code § 54957.6)

Negotiator: Mark Wilson, Labor and Employment Practice, Burke, Williams, & Sorensen, LLP

Employee Organizations: Association of Capitola Employees, Police Officers Association, Mid-Management Employees, Confidential Employees, Police Captains, and Management

Regular Meeting of the Capitola City Council – 6 PM

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.

1. Roll Call and Pledge of Allegiance

Council Members Joe Clarke, Margaux Morgan, Alexander Pedersen, Yvette Brooks, and Mayor Kristen Brown.

2. Additions and Deletions to the Agenda

3. Report on Closed Session

4. Additional Materials

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

A. Item 8A - Correspondence Received

B. Item 8B - Correspondence Received

C. Item 8C - 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 special meeting on February 8, 2024, and the regular meeting on February 8, 2024.

B. City Check Registers
Recommended Action: Approve check registers dated January 19, 2024, January 26, 2024, and February 9, 2024.

C. State Grant Administration Agreement Amendment
Recommended Action: Approve an amendment to the Professional Services Agreement with Adams Ashby Group for grant administration services, including Permanent Local Housing Allocation Program Administration ($31,527), 2023 Community Development Block Grant Application ($7,500), and 2023 HOME Investment Partnership Program application ($10,000).

D. Capitola Representation on the Bicycle Advisory Committee
Recommended Action: Recommend reappointment of Paula Bradley to represent Capitola on the Regional Transportation Committee's Bicycle Advisory Subcommittee.

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. Update on the Wharf Resiliency and Public Access Project
Recommended Action: Approve Change Order 5 to the Public Works Agreement with Cushman Contracting for the Wharf Project in an amount not to exceed $1,913,000 (for a total contract amount of $10,227,000) and adopt a resolution amending the FY 2023-24 Adopted Budget to allocate an amount not to exceed $1,264,000 in funding for the additional project expenditures.

B. Bay Avenue and Hill Street Traffic Safety Update
Recommended Action: Authorize construction of the proposed Bay Avenue/Hill Street intersection quick-build project.

C. Zone 5 Drainage Master Plan Update
Recommended Action: Receive report.

D. Special Events and Park Regulations
Recommended Action: Introduce, by title only, waiving further reading of the text, an ordinance of the City of Capitola repealing and replacing Capitola Municipal Code Chapter 9.36 "Special Events" and Chapter 12.40 "Park Regulations" to create a comprehensive permitting system for public assemblies, events, and use of City property.

E. FY 2023-24 Mid-Year Budget Report
Recommended Action: Receive the Fiscal Year 2023-24 Mid-Year Budget Report and adopt a resolution amending the Fiscal Year 2023-24 Budget.

F. 2023/2024 CDBG Grant Application
Recommended Action: Adopt a resolution authorizing staff to prepare and submit an application under the 2023/2024 Community Development Block Grant Program for the Jade Street Community Center.

9. Adjournment - Adjourn to a Special City Council meeting on March 6, 2024, at 4:00 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: www.cityofcapitola.org and at Capitola City Hall prior to the meeting. Agendas are

also available at the Capitola Post Office located at 826 Bay Avenue Capitola. Need more information? Contact the City Clerk's office at 831-475-7300.

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

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

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 at www.cityofcapitola.org by clicking on the Home Page link "Meeting Agendas/Videos." Archived meetings can be viewed from the website at any time.

Westly, Austin

From: Carl Pritchard <mileaway59@gmail.com>
Sent: Thursday, February 15, 2024 5:41 PM
To: City Council
Subject: The wharf house the bait shop shop

To the city council of capitola I would like you to save the bait shop and The wharf house do not tear it down rebuild it it's part of Capitola's History
Sincerely
Carl Pritchard

Westly, Austin

From: Dawn Campbell <vikingtennisgal@yahoo.com>
Sent: Friday, February 16, 2024 9:39 AM
To: City Council
Subject: Save the Wharf House and the Bait Shop

Dear City Council,

Please recognize what a great treasure we had with rooftop outdoor dining and a live music venue on the point of the pier/wharf. It draws locals and tourist alike. The bait shop is a source of community young and old. Family have long standing traditions around both establishment. Both businesses and services are so loved by ALL. Unique to Capitola and sadly missed, if the council does not act to repair what is left or include it in the NEW vision design the village will lose a once great draw. Most businesses in the village struggle. The need for unique and diverse options is real, in order to keep locals coming during the slower times of year.

There is NO place like it in our county and the wait list each and every weekend shows that there is a demand for an experience like outdoor roof top dining on the coast. And the ability to buy your bait and sit for a visit are real needs and pleasures that so many get to enjoy.

Please listen to what the people are saying and include the restoration of the Wharf House and Bait Shop in your plans. If it is all about a new design and new wharf. Please see that an outdoor rooftop option is made for the new restaurant design. I sadly do not recall what type of retail if any was in the new design. Think it through and do something FOR the people who currently live here and use the services we so enjoy.

Capitola remains the best place in the county to live and to play. Please keep it that way, with fun and UNIQUE options that everyone can enjoy.

Sincerely,

Dawn E. Campbell
919 Capitola Rd. #47
Capitola, CA 95010
(831) 588-1595

Westly, Austin

From: John Martorella <martorella1115@gmail.com>
Sent: Friday, February 16, 2024 2:54 PM
To: City Council
Subject: Capitola Wharf

Hello Mayor and members of the council,

Great job so far on the wharf repairs, looking forward to seeing it completed down the road.

It's sad that both buildings need to come down, but it's been long over due and we all know it. Mother nature just sped up this process.

A replacement idea can be a modular building design that has both a smaller restaurant or kiosk and a bait and tackle shop.

I only recommended the modular buildings as they are less expensive and have many designs to choose from.

I know all of you have been getting a lot of feedback on this topic from some interesting individuals, I just wanted to add some constructive ideas.

In any event, thank you for all your hard work and dedication to the city.

John Martorella
505 Riverview Dr.

Westly, Austin

From: Steven Henderson <freeflyfreak1@gmail.com>
Sent: Saturday, February 17, 2024 11:41 AM
To: City Council
Subject: In support of rebuilding the Wharf House and Boat & Bait shop

Council member,

I understand that there is a meeting on the 21st regarding the condition of the buildings on the wharf and that they are too damaged to refurbish.
That they are to be demolished, the options being considered are to demolish and not rebuild, or demolish and rebuild.

Unfortunately I am working and will be unable to attend.

I realize that there will be pros and cons to each option. I am sure you will hear both sides at the meeting so I will not list them here.

Rather than this email dragging on, I will just express my support for any options that retain a Wharf House with upstairs area for music, and the boat and Bait shop.
A bare wharf is much less of an attraction for people to come to the village and spend money, than a wharf with a restaurant, music, dancing and Boat rental and store.
Additionally those assets will retain the wharf as a place that generates income to Capitola in the form of building rent, and sales tax income. If not rebuilt, the wharf will become solely an expense to Capitola.

Thanks

Steve Henderson.

Westly, Austin

From: Paul Estey <paul.estey1@gmail.com>
Sent: Monday, February 19, 2024 8:45 PM
To: City Council
Subject: Capitola Wharf Resiliency and Public Access Project

Councilmembers:
I am surprised and disturbed by the proposal to move quickly to demolish the Wharf House Restaurant and the Boat and Bait properties. There are several items that I would recommend the council consider before passing the proposed resolution to amended the FY 23-24 budget:

1) The assessment of "total loss" of the Wharf House Restaurant was done by the City's staff. It seems prudent given the nature of building and its popularity with the public to have a third party review the state of building and weigh in on the potential for repairs, if any. That review will not take a significant amount of time and will assure the public that due process was completed before one of the iconic buildings in the city is demolished.

2) Assuming that the conclusion holds that both buildings need to be removed, the City should open up the demolition bidding process to other contractors. This is a substantial change to the original contract which envisaged that all the piling and decking rehab work would be completed with the two buildings intact. It would not be unusual given the circumstances, to open the bidding process to those firms well-versed in demolition of old and unique structures. That strikes me as being fiscally responsible, if nothing else.

3) Moving forward with no plan for replacing the buildings and an implied promise to build something later with some un-identified funding source will leave the public with a bad taste in their mouths. This project spent considerable time in the review process prior to the letting of the contract to begin the work. Now a substantial change in that plan is occurring and there is no end game identified.

Perhaps I am unaware of the need for haste in moving forward with the proposed plans. The contractor bid the job knowing that they would have to work around these buildings so let them continue their work while the City more methodically and transparently determines the long-range plan for the project.

Thank you for your consideration,
Paul Estey

Westly, Austin

From: Brigitte Estey <esteymain@gmail.com>
Sent: Tuesday, February 20, 2024 1:34 PM
To: City Council
Subject: Capitola Wharf - Decision to demolish Wharf House and Bait Shop

Councilmembers,

I am writing to express my great concern and disappointment with the "process" that has been followed to date with respect to the determination of the future of the Wharf House and Bait Shop buildings. There has been very little public information or ability for public review and feedback for the decisions being made by the City Staff. A decision of this magnitude - the determination of the future of these iconic and beloved structures - should be dealt with in an extremely sensitive and transparent manner. I've seen the City occupy itself with much less significant structures in a much more vigorous manner than these two iconic structures. The Wharf House and Bait Shop have been the happy subject of many family photos, artists paintings, professional photographers as well as family experiences and memories, general public memories both local and worldwide.
A few specific items:

1. I have not seen any details regarding the evaluation and analysis from the experts on the decision that the structures cannot be saved. It would seem to me that a decision of this magnitude would be backed up by expert analysis that would be available for the public to read and ask questions on.
2. The request to approve a budget amendment of $1M for the demolition of the structures should be brought to the attention of the public before any decisions are made about the structures. The dollar amount is quite large and the public should understand how the decision matrix that included this cost arrived at a decision to demolish the structures instead of salvaging them.
3. The promise to rebuild like structures in the future is just that - a promise. The public should understand and weigh in on a detailed plan that includes timeline, funding source, etc. This detailed plan should be an amendment to the existing Wharf plan and get the same review, scrutiny, and public review and opportunity for feedback as the original plan. A one time, one hour town hall with no way to participate remotely and just a few weeks notice appears as an attempt to placate the public.

Bottom line - I'd like to see the city council stand down on approving the budget amendment for demolition and take several steps back and establish a more methodical and transparent process for determining the future of the Capitola Wharf that includes a thoughtful plan for the future of these iconic structures.

Regards,
Brigitte Estey

Re: Council Meeting February 20, 2024
February 22, 2024
Agenda item 8A

Dear Council,

I am unable to attend Thursday's council meeting but wanted to give you my thoughts regarding agenda item 8A.

CWEP has raised over 400K for wharf improvements that have been listed in staff reports dated August 24, 2023, and December 14, 2023. A resolution was passed at its August meeting codifying these improvements.

Those improvements include:

- Artistic Features: improved entry gate, mosaic art, donor feature, bronze scavenger hunt
- Sightseeing binoculars
- Benches, tables, enhanced light standards, trash receptacles, water filling station with foot wash, fish station

Although tonight's staff report budget lists CWEP contribution as 400K, it makes no mention of the scope of improvements that have been previously agreed upon, instead only mentions lighting, furniture and viewing stations which the city seems to want Cushman Contracting to provide. What , specifically, would that include?

Considering there is now a large shortfall, I want to make sure all the items we have raised community funds for get funded. It is for this very scenario our group asked for the city's commitment in two meetings. Often, when push comes to shove at the end of a project, things get cut. This cannot happen with our community-raised funds.

Please ensure that the city is still dedicated to funding all the components CWEP has raised funds for are left intact.

Further, it concerns me that we have not seen a Cushman Contracting bid and have been told there is not one. Keep in mind, the city granted $250,000 to install the CWEP improvements so the CWEP totals only include purchase.

Thank you for your past support of our project, we truly appreciate your continued support.

Gayle Ortiz

Westly, Austin

From: LISA GRUBER <lisacgruber@gmail.com>
Sent: Tuesday, February 20, 2024 1:55 PM
To: City Council
Subject: Capitola Wharf Resiliency and Public Access Project

Council Members,

My husband David and I have been Depot Hill homeowners since 2001. We strongly agree with Paul Estey's email below and did not see a reason to rewrite his letter.

Thanks for your consideration.

Lisa and David Gruber
204 Central Ave

Lisa Gruber
415.385.1471

---------- Forwarded message ---------
From: **Paul Estey** <paul.estey1@gmail.com>
Date: Mon, Feb 19, 2024 at 8:44 PM
Subject: Capitola Wharf Resiliency and Public Access Project
To: <citycouncil@ci.capitola.ca.us>

Councilmembers:
I am surprised and disturbed by the proposal to move quickly to demolish the Wharf House Restaurant and the Boat and Bait properties. There are several items that I would recommend the council consider before passing the proposed resolution to amended the FY 23-24 budget:

1) The assessment of "total loss" of the Wharf House Restaurant was done by the City's staff. It seems prudent given the nature of building and its popularity with the public to have a third party review the state of building and weigh in on the potential for repairs, if any. That review will not take a significant amount of time and will assure the public that due process was completed before one of the iconic buildings in the city is demolished.

2) Assuming that the conclusion holds that both buildings need to be removed, the City should open up the demolition bidding process to other contractors. This is a substantial change to the original contract which envisaged that all the piling and decking rehab work would be completed with the two buildings intact. It would not be unusual given the circumstances, to open the bidding process to those firms well-versed in demolition of old and unique structures. That strikes me as being fiscally responsible, if nothing else.

3) Moving forward with no plan for replacing the buildings and an implied promise to build something later with some un-identified funding source will leave the public with a bad taste in their mouths. This project spent considerable time in the review process prior to the letting of the contract to begin the work. Now a substantial change in that plan is occurring and there is no end game identified.

Perhaps I am unaware of the need for haste in moving forward with the proposed plans. The contractor bid the job knowing that they would have to work around these buildings so let them continue their work while the City more methodically and transparently determines the long-range plan for the project.

Thank you for your consideration,
Paul Estey

Additional Materials
Item 8A - 2-21-24

Westly, Austin

From: Lorie Satzger <loriesatzger@icloud.com>
Sent: Tuesday, February 20, 2024 7:39 PM
To: City Council; citycouncil@ci.capitol
Cc: douglas satzger
Subject: Capitola Wharf Resiliency and Public Access Project

Dear Councilmembers,

Doug and I have been residing in Capitola for 10 years now, and deeply saddened and frustrated to hear that your council is considering taking down the Wharf restaurant and boat house!!! This is so unfair, and we should all have the opportunity to speak out about this change that will so impact the village. The Wharf has been a playground for all, and a huge attraction and money maker for the city. We personally rent the red fishing boats regularly, and love hearing the music from the restaurant and opportunity to dine on the water! These long-standing establishments have been a large reason for our love of Capitola. It's unique, quaint, and soooo special to the village!

So, we are writing to express our concern and sadness for the process currently under discussion to demo the structures at the cost of $1M, without even consulting with city residents and getting a vote. Where is your analysis, and how do we as residents access it? $1M to demo long standing establishments just seems so extreme, and we do not support this in any way!

We vote that we as a village come together, and collectively create a solution. We need a real plan, that is open and in line with the majority of city residents. So, we ask that city council steps down on approving the budget amendment for demolition of the Wharf restaurant, and Boat house. We need a more methodical and transparent process moving forward for the future of the Wharf!

Let's spend that $1M to rebuild our storm- impacted iconic structures, and maintain the memorable times the Wharf has brought us all over the years!!!

Respectfully,

Lorie Satzger

LSDesign

Interior | Architecture | Design

650.387.9247

loriesatzgerdesign.com

Westly, Austin

From: Alfred carlson <alcarlton@aol.com>
Sent: Tuesday, February 20, 2024 9:20 PM
To: Al Carlson; Kisling, Niels (nkisling@pacbell.net); City Council; Kahn, Jessica; Goldstein, Jamie (jgoldstein@ci.capitola.ca.us)
Subject: Re: HISTORY OF CAPITOLA WHARF

THIS IS ME IN MIDDLE SEAT OF OUR DORY,THAT MY DAD LAUNCHED OFF THE CAPITOLA WHARF. I FIRST FISH IN CAPITOLA WHEN WAS 7 YEARS OLD IN 1938, I REMEMBER CAPTAIN MITCHELL WELL, AS HELPED LOWER OUR BOAT OFF THE WHARF WITH WOODEN BLOCK AND TACKLE. WITH THE LONG HISTORY LAUNCHING BOATS OFF THE WHARF WE NEED TO PRESERVE IT IN OUR NEW WHARF
ALFRED CARLSON 5000 JEWEL ST

A familiar figure on Capitola Wharf for many years
in 1894 and fell in love with the seaside town. He l
Bessie (named for his

George Mitchell, Manager of Capitola Wharf [1870-195os?]

Captain George Mitchell's journey to California began in 1893. Journeying from Kansas, he arrived in San Jose when he was twenty-three years of age. Having never set eyes on a large body of water before, he was excited by the prospect of getting a glimpse of the Pacific Ocean while in California.

Although he was not very impressed with his first sight of the San Francisco Bay, George's time the bay would greatly influence his life

. There he was enchanted by the naptha engine (a combustion engine powered by naptha rather than gasoline) powered boat "Virginia", which was a frequent cruise boat in Capitola. This idea must have inspired Mitchell, as he acquired two boats like the "Virginia". Mitchell eventually found his way to Capitola, CA where he became a wharfinger in 1894. He rented skiffs, as well as renting two launches, the "Bessie" and the "Capitola". The "Bessie" he would rent for cruises; later he owned and operated a commercial fishing boat named "Bessie" as well. George Mitchell wed Kathryn Mitchell and they took up residence at 221 San Jose Avenue in Capitola (Source: "Fisning From the Decks of Capt'n Mitchell's Old Naptha Launch" newspaper article, unknown date and source. From SC MAH Koehle Twins Collection).

For more than thirty-nine years, George Mitchell managed the Capitola Wharf, and was lauded for his management; state inspector's visiting the wharf during Mitchell's management called it the cleanest wharf on the Pacific Coast (Source: "Capitola Pier 'Cleanest on Pacific Coast'" S.C. Evening News, 9/10/1933). In 1941, Mitchell remodeled the Capitola wharf and maintained it for many years ("Capitola Wharf Being Remodeled…"S.C. Evening News 8/29/1941). George Mitchell led an eventful life leading cruises in Capitola, witnessing boat accidents, and rescuing youths in danger of drowning while swimming on Capitola beaches (Sources: " Body of Victim of Boat Upset Found Yesterday" S.C. Sentinel 5/21/1933; "San Jose Boy Rescued From Surf Drowning" S.C. Sentinel 9/10/1933). In 1960, Mitchell's wife Kathryn passed away. Mitchell preceded her in death though his exact date of passing is unknown at this time ("Kathryn Mitchell Dies in Hospital" S.C. Sentinel 9/6/1960).

Westly, Austin

From: michael routh <qwakwak@gmail.com>
Sent: Wednesday, February 21, 2024 7:33 AM
To: City Council
Subject: wharf Agenda item 8A

Mayor and Council members,

My late friend, Rick Karleen was the wharf owner who built the restaurant building and a new bait shop nearly 50 years ago.

I was Capitola's Mayor in 1979, and Rick approached me after the wharf was damaged to see what could be done. He didn't have the financial capability to repair it. Rick and I developed a plan for the city to purchase the wharf and make the repairs. In a nutshell, we took our plan to city manager Steve Burrell, he negotiated the details of our agreement, the council approved the purchase, and the city acquired the wharf in exchange for granting Rick a 17 year concession lease. The city gained full control of the wharf in 1983 when it bought the lease rights from Mr. Karleen.

The city purchased the wharf to save this historical Capitola landmark and the businesses on it. The community wanted then, and now, to have the bait shop, boat launch, and small restaurant remain for the residents to enjoy. The bait shop and boat launch are particularly important because they provide fishing and boating access to Soquel Cove for thousands of kids and adults annually that would be denied if these concessions were not replaced. The city needs to continue the historical legacy of the Capitola wharf as a fishing pier with access to the bay, as it's been for nearly 175 years. In addition, the projected '24-'25 budget anticipates $131,000 in revenue from wharf concessions and that revenue stream will be an ongoing loss if the buildings are not rebuilt.

The restaurant and bait shop were in need of major repairs regardless of the current storm damage. I'm surprised the city hasn't set aside funds in the budget each year knowing that. So where will you find the funds to rebuild the bait shop and restaurant? I'll tell you - Redirect the $1.65 million budgeted to renovate the community center, delay that project, and apply those funds to the wharf. The city has until 2026 before the community center needs to be completed according to the agreement with the school district. Rebuild the wharf buildings in the funky style they are. Raise them up if necessary. The restaurant, bait shop, and boat launch are what connect local residents to the wharf and bay and need to be rebuilt ASAP. Thank you.

Mick Routh
Crystal St
Capitola
Sent from my iPad

Westly, Austin

From: Dennis Norton <dennis@dennisnortondesign.com>
Sent: Wednesday, February 21, 2024 8:00 AM
To: City Council
Cc: Goldstein, Jamie (jgoldstein@ci.capitola.ca.us)
Subject: [SPF Softfail] Capitola Boat and Bait

Dear Capitola City Council

The Capitola Wharf with its boat and bait are truly an icon in our community.
One does not exist without the other.
A pier with out a bait shop is not a pier.
The bait shop serves as a bait and tackle service, boat rentals, and a launch point into the Bay.
It also services as. A safety point for sea safety, and the employees are the constant eye on the Pier environment.
This service services as recreation and sports fishing for kids and many-many minorities who use the pier and bait shop on a daily basis.
The pier is a designated United States Coast Guard safe access point out of the Pacific Ocean.
The Boat and Bait must servive if you really want the Pier to survive.
Tearing the Bait Shop down is not acceptable, with out he proper process and careful analysis of it condition by Experts in the construction field, To start with a Structural engineer, which has not been done.
It is the opinion of the present owner of the business ," is the same today as it was before the storm."
The present estimate of 1.4 million for removal of the buildings is so far out online, it should be less than half that amount. And estimate by the Company that is doing wharf repairs is not acceptable.
It is truly a gouge of public funds. This being funds that the City does not have.
As required by law , this should b a competitive bid. Why would it not be?

The Capitola Wharf is a State Historic Structure, as is in our Historic Ordnance for the City of Capitola, structures that are attached to an Historic Structure shall be considered Historic.
The bait shop that was build in the 1930's should be considered historic, and go thru historic review.

The City needs to do proper analysis before removing this structure.
In foresight, this structure should never be removed, upgraded yes, at well below the 1.4 milling cost to remove.
It will outlast the life of the existing Wharf, which has a very limited life span left in its history.
As do all the Wharfs on the California Coast.
Take 2 months a do proper analysis before considering removal of this great asset.
The Capitola public wants this business and structure to remain.
Thank You
Dennis Norton
16 year Capitola Councilman
7 year Planning Commissioner
4 year mayor
55 year resident
And continual user of pier and Bait shop Place where my kids grew up fishing

Westly, Austin

From: Alberto Munoz <ajmunoz@googlealumni.com>
Sent: Wednesday, February 21, 2024 8:47 AM
To: City Council
Subject: Capitola Warf Project

Dear City Council Members,

It has come to my attention that there is a proposal to demolish Wharf House Restaurant and the Boat and Bait properties on the Capitola Wharf being fast tracked without giving enough time for public comments. This is very concerning, as these two properties have been a central part of the Capitola Village character and appeal for locals and tourists alike. Especially concerning is the fact that there is no serious plan to replace these buildings except for a vague (not official, and more importantly, not funded!) promise to do something about this later... We know that the most likely outcome of this type of promise is to have future council members stating that they did not make it and that there is no budget (or official plan) to support it anyway.

I would like to ask that the council please do its due diligence with this proposal and that, as part of a decision to proceed, an official plan be provided indicating how these properties will be replaced and how this replacement will be funded.

Thank you for your attention.

Regards,

Alberto Munoz
700 Escalona Drive
Capitola, CA 95010

Westly, Austin

From: Molly Ording <mollyording@yahoo.com>
Sent: Wednesday, February 21, 2024 9:59 AM
To: City Council
Subject: What's House & Capitola Boat & Bait…Do NOT tear down!

Good morning. Council Members!
I look forward to attending your meeting this evening! It is essential that you listen to the voices of your community before even considering such a move!! Beyond the thousands of local and visitor's fond memories, these historic structures provide essential and unforgettable recreational opportunities and memories..in the past and for the future! Those experiences, and the ones to come, are NOT to be torn down or destroyed without MUCH MORE thorough investigations AND exploration of options! AND….I might add….further community input & investigation with regard to the expense of the proposed wharf restroom versus the loss of these iconic Capitola structures! We all need to look critically at our Coastal treasures and be very careful & deliberative when determining their future within the new realities of climate & coastal change. Please proceed slowly and deliberately and weigh ALL OPTIONS!!
Thank you for your attention.

Most sincerely,
Molly & Mickey Ording
218 Monterey Avenue
Capitola, Ca.
Sent from my iPhone

Westly, Austin

From: Teresa Green <teresajgreen@me.com>
Sent: Wednesday, February 21, 2024 1:52 PM
To: City Council
Subject: Wharf Building

I am unable to attend the meeting tonight but wanted to share my thoughts.

It is sad that the buildings have been damaged so severely that they must be demolished. The Capitola Boat and Bait shop has been such an integral part of the character of the Wharf that it is hard to imagine not having it. Many memories of them supporting the Fishing Derby at the Capitola Begonia Festival and later the Capitola Beach Festival. Hundreds of kids have been thrilled with fishing off the pier and the Capitola Boat and Bait shop graciously provided prizes to winners.

I feel the character of the Wharf would never come close to our expectations without this business. I hope you can find some way to carry on this important element of the Capitola experience.

Teresa J Green
Resident and Treasurer of the Capitola Beach Festival.

Sent from my iPhone

Westly, Austin

From: Lori Munoz <lperpich@gmail.com>
Sent: Tuesday, February 20, 2024 4:32 PM
To: City Council
Subject: Wharf House and Boat Properties

Dear Councilmembers:
I am surprised, disappointed and disturbed by the proposal to move quickly to demolish the Wharf House Restaurant and the Boat and Bait properties. There are several items that I would recommend the council consider before passing the proposed resolution to amended the FY 23-24 budget:

1) I would like to understand the assessment of "total loss" of the Wharf House Restaurant. Who prepared this assessment? Was it completed by multiple impartial parties or was done by the City's staff? At a minimum this decision requires a third party to review the state of the building and weigh in on the potential for repairs.

2) Should the buildings require demolition, the City should open up the bidding process to multiple contractors.

3) Moving forward with no plans is not acceptable. This project spent considerable time in the review process prior to the letting of the contractor begin the work, it is not time to move forward expeditiously without having a thoroughly vetted plan for wharf improvement.

I would like to see Capitola methodically and transparently determine the long-range plan for the project.

I appreciate your attention to this matter.

Sincerely,

Lori Munoz

Additional Materials
Item 8A - 2/22/24

Westly, Austin

From: Paul Estey <paul.estey1@gmail.com>
Sent: Thursday, February 22, 2024 9:48 AM
To: City Council
Subject: Proposed Resolution to Fund Additional Wharf Expenditures
Attachments: Screenshot 2024-02-22 at 8.21.56 AM.png

City Council Members:
The presentation in today's (22-Feb-24) City Council Meeting Packet relative to the issues with the Wharf reconstruction/rehabilitation project shows a projected deficit of $1,264,000. This deficit will result from the proposed contract changes for the Wharf reconstruction effort (see below). The resolution does not direct the City to use certain funds to cover this deficit. The current year (FY 23-24) budget General Fund has a reserve of only $500,000 (see below). Note that prior to the pandemic, City Council with the help of the Finance Department rebuilt the City's reserves that were depleted primarily due to the storm drain disaster in 2011. Those reserves were built up further during the pandemic. Now they have been reduced substantially again. The question then is how will the City account for this excess spending? The Capital Improvement Program (CIP) fund has a projected balance of $1,655,400 by the end of this fiscal year. I assume that these funds can be reallocated to the Wharf Project. If so then then there will be less than $400,000 left in the fund balance unless other CIP projects are deferred or cancelled. I am not sure on how the accounting is done for such multi-year projects funded primarily by County, State, or Federal sources. I think that as part of the City's report there should be a report by the Finance Director on the source(s) of the extra funds to cover the proposed overspending so that the public sees how this all washes out.

Thank you for your consideration,
Paul Estey

Wharf Resiliency and Public Access Project Budget

Funding	
Coastal Conservancy Grant	$1,900,000
HUD Grant	$3,500,000
Measure F	$2,500,000
Insurance from January 2023 Storm Damages	$1,000,000
California Natural Resources Agency	TBD
FEMA	TBD
CWEP Fundraising	$400,000
Total Project Funding	**$9,300,000**
Expenses	
Initial Contract (inclusive of January 2023 Storm Damage)	$7,740,000
Change Order 1	$104,300
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CWEP – Non-Cushman Items	$337,000
Building Demolition	$1,000,000
Repair Work Under Buildings	$500,000
Head of Wharf Repair	$100,000
Total Project Costs to Date	**$10,564,000**
Available Funds	
Projected Deficit	$1,264,000

this summary section.

General Fund Summary

Major Categories	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Amended	FY 22/23 Estimated	FY 23/24 Adopted	FY 24/25 Planned
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Taxes	$ 12,838,748	$ 14,514,218	$ 14,573,969	$ 14,607,713	$ 14,943,971	$ 15,225,246
Licenses and permits	657,786	718,402	642,100	600,354	651,600	654,725
Intergovernmental revenues	1,404,860	1,350,001	1,442,308	105,700	89,700	91,360
Charges for services	1,604,582	1,894,868	2,076,331	1,797,950	2,157,937	2,487,760
Fines and forfeitures	494,772	588,832	592,000	648,000	607,500	607,500
Use of money & property	79,464	31,722	89,500	123,200	198,495	198,495
Other revenues	112,881	898,648	106,344	83,850	89,300	90,450
Revenues Totals	**$17,193,093**	**$19,996,692**	**$19,522,552**	**$17,966,767**	**$18,738,503**	**$19,355,536**
Expenditures						
Personnel	$9,127,386	$10,273,758	$11,364,691	$11,430,752	$11,681,919	$12,122,364
Contract services	2,250,977	2,912,962	3,777,026	3,348,754	3,290,190	3,121,345
Training & Memberships	64,292	101,501	147,645	149,959	172,736	173,786
Supplies	495,219	672,330	516,000	581,563	603,975	573,175
Grants and Subsidies	43,650	101,650	125,000	125,000	125,000	125,000
Internal service fund charges	911,212	1,192,463	1,439,415	1,439,415	1,617,843	1,647,118
Other financing uses	809,383	3,608,343	5,231,569	3,390,366	2,288,788	1,587,909
Expenditures Totals	**$13,702,120**	**$18,863,007**	**$22,601,346**	**$20,465,809**	**$19,780,450**	**$19,350,697**
Impact on Fund Balance	**$ 3,490,974**	**$ 1,133,684**	**$ (3,078,794)**	**$ (2,499,042)**	**($1,041,947)**	**$ 4,839**
Budgetary Fund Balance	**$ 4,346,128**	**$ 5,479,812**	**$ 2,016,018**	**$ 2,595,770**	**$ 1,553,823**	**$ 1,558,662**
Designations						
Employee Downpayment		**$ (385,000)**	**$ (385,000)**		**$ (100,000)**	**$ (100,000)**
Infrastructure	**$ -**	**$ -**	**$ -**	**$ -**	**$ (953,823)**	**$ (953,823)**
Revised Budgetary Fund Balance	**$ 4,346,128**	**$ 5,094,812**	**$ 1,631,018**	**$ 2,595,770**	**$ 500,000**	**$ 504,839**

The FY 2023-24 budget includes $2.5 million of general fund with $1.1 million coming from Measure F, $3.5 million of federal grant funding, $227,000 local grant funding, and $1.0 million insurance claim proceeds. The Wharf project has approximately $8.9 million of remaining funding which will bring the total rehabilitation project and storm damage repairs to $10.5 million. The FY 2023-24 budget also includes $609,500 of SB1 and Measure D revenues for the Capitola Road Rehabilitation project, and $2,450,000 of fund balance from the General Fund programmed towards City Council goals within the CIP program.

SOURCES AND USES

Fund - 1200 Capital Improvement Program	FY20/21 Actual	FY21/22 Actual	FY22/23 Amended	FY22/23 Estimated	FY23/24 Adopted	FY24/25 Planned
Beginning Fund Balance	**$2,186,822**	**$1,472,661**	**$3,762,200**	**$3,762,200**	**$ 7,164,700**	**$ 1,655,400**
Revenue						
Intergovernmental revenue	$ 300,000	$ 812,774	$1,900,000	$1,900,000	$ 3,500,000	$ -
Other revenues	42,864	(6,834)	587,000	764,000	1,227,000	-
Other financing sources	-	2,960,066	3,966,203	2,125,000	2,450,000	972,341
Revenue Totals	**$ 342,864**	**$ 3,766,006**	**$ 6,453,203**	**$ 4,789,000**	**$ 7,177,000**	**$ 972,341**
Expenditures						
Contract services	$ 3,308	$ 14,515	$ -	$ 62,500	$ -	$ -
Construction services	$ 1,010,716	$ 1,455,818	$ 6,863,140	$ 1,250,000	$12,686,300	$ 1,190,000
Other financing uses	$ 43,000	$ 6,134	$ -	$ 74,000	$ -	$ -
Expenditure Totals	**$ 1,057,024**	**$ 1,476,467**	**$ 6,863,140**	**$ 1,386,500**	**$12,686,300**	**$ 1,190,000**
Fund Balance at 6/30	**$ 1,472,661**	**$ 3,762,200**	**$ 3,352,263**	**$ 7,164,700**	**$ 1,655,400**	**$ 1,437,741**

Westly, Austin

From: Katharine Parker <katharinep3@gmail.com>
Sent: Thursday, February 22, 2024 11:47 AM
To: City Council
Subject: Items A, B and C City Council Agenda

To the City Council,

Tonight you're discussing a number of issues important to many members of the Capitola community.

Under Item A, the Wharf has been a community icon and gathering place for many years. For that reason a dedicated group of citizens has mounted an effective campaign to raise monies for projects that will make the rebuilt wharf even more special than the original rebuild…"icing on the cake" if you will. Individuals and businesses donated monies thinking that we're supporting these special projects; we trusted that the governmental funds allotted for the wharf's rebuild would cover the original rebuild plans. Please do not allow the Wharf Resiliency Fund to be used in other ways or you'll discourage future community fundraising efforts such as this one.

Under Item B, a street design that further limits the number of lanes will only increase the type of aggressive driving that I've seen increase in the past few years. Drivers often zoom up the right hand lane (going towards Highway 1) then wedge themselves into the left turn lane to get onto Highway 1 North. Especially during the am and pm school commute, traffic often backs up from the Highway 1 off and on ramps past Gayles all the way to Park Avenue. It can take me 20 minutes to get from Park and Monterey Ave. intersection to Highway 1. Now many drivers go onto Rosedale up to Hill and around and I guarantee you many more will do so if traffic is further restricted. Another problem is the right turn lane at Monterey and Park Avenue (turning onto Park) is poorly marked; many people in the right lane go straight …luckily we locals know to watch for that. In sum, the whole of Bay/Monterey deserves more study for traffic improvements. Perhaps flashing lights on the crosswalk like the one on Capitola Avenue near the DMV would suffice for now; they seems to work well.

Under Item C, the long term drainage study being submitted does virtually nothing to address the multiple drains from Depot Hill directly into the bay. They are shown on several maps and that's it. When the study mentions study of various drains, their capacities, their conditions, how much they typically disperse…I think they didn't even look at any of these drains (in fact they show two and there are at least three). The drain near Grand and Saxon failed within the cliff over ten years ago; its "temporary" fix is still in place. A drainage study paid for by some Depot Hill homeowners was submitted to the City over ten years ago and is probably still in City archives. These drains are ugly, they spew water like fire hoses directly onto the cliff during rainstorms, and deliver water directly from city streets into the Bay. They should at least be a part of any area drainage study.

Democracy is slow…it's a pain to have to hear from many citizens with a variety of ideas…but hopefully it helps us consider all alternatives and come up with the best outcomes.

Respectfully,

Katharine and Tom Parker
Capitola
Sent from my iPad

Westly, Austin

From: Tory Delfavero <tory.delfavero@sbcglobal.net>
Sent: Thursday, February 22, 2024 1:11 PM
To: City Council
Subject: Wharf community meeting, agenda item, & follow up

Dear Mayor and Council -
Thank you for creating a dedicated space to hear public input on the future of the wharf and share updates. The showing last night clearly conveyed the importance of the Wharf House and Boat & Bait to the citizens of Capitola and our guests.

The businesses on the wharf have been running an unsanctioned City of Capitola recreation programs since its inception. I got to experience the magic of it as a child and have had the pleasure of my kids spending hours out there fishing, eating french fries, and enjoying time with their friends.

These local businesses have been true stewards of this recreational space.

Anyone that has spent time out there has witnessed the diversity of ages, backgrounds, and financial means. From the New Brighton fishing club to patrons of live music on the deck - this space serves so many and creates joy that has a ripple effect into our entire community. What a gift!

The meeting last night was well run and thoughtful. The Mayor closed the meeting by saying "It will be okay." I would like to ask the City to demonstrate how it will be okay.

The Wharf Working Group on the City's website is a start. But currently it is empty. The Public Works page has some nice content but still requires more digging to find out the latest on "Capitola Wharf Present". It's tough to keep it current but links to agenda items and budgets would help the public follow along. As I know the public needs the context, cost, and challenges to stay informed on this project and understand the decision making process.

The staff last night highlighted the need to tear down the buildings and the community showed up to highlight the need to rebuild them. We don't need fancy - we need salty!

Thanks for reading.

Kindly -
Tory Del Favero on Riveview Dr. in Capitola

structural design inc.

Tim Wann Structural Design Inc *Ph / Fax 831 479-1513*
P.O. Box 3581 *C.C.L. 515779*
Freedom, Ca. 95019 *Registered Civil Engineer 62913*

February 21, 2024

City of Capitola Community Development Department
420 Capitola Ave
Capitola, Ca. 95010

Subject: Observation of Structures on Capitola Wharf Post 2023 Storm Event

Capitola Wharf
1400 Wharf Rd,
Capitola, Ca. 95010

To Katie Herlihy, Director Capitola Community Development.

I recently performed a site visit to observe the condition of the existing structures housing the businesses on the Capitola Wharf. The focus was to assess damage and verify structural integrity.

The buildings are of wood frame sitting on a thin reinforced concrete slab supported by the wharf decking. I would estimate that the structures are in excess of 40 years in age.

While the buildings remain standing, there is substantial evidence of damage and decay to the concrete slab supporting the structures. I observed exposed areas compromised by broken and cracked concrete as a result of rusted reinforcing and damage from recent wave action.

It is evident that the slab below the buildings is damaged beyond repair. A primary factor is the high percentage of exposed and corroded reinforcing that will continue to degrade the integrity and strength of the slab. There is no cost-effective way to repair or salvage the slab.

Any effort to salvage the wood framed structures would require an elaborate, time consuming, and costly temporary support system in order to remove and replace the slab. This effort would have to assume that the wood framing is in

very good condition with adequate connections, very little damage or rot. This would be unlikely. At the time of my visit, I was not able to determine the complete extent of damage to the wood framing beyond multiple locations with cracks in wall finishes.

As a final and major consideration, the extent of work repairing these structures would trigger the requirement by the California Building Code to upgrade all framing, connections, and affected elements to current standards, only adding to the scope of work.

Based on the costs and effort associated with attempting to repair these structures, coupled with the fact that they inhibit access to properly repair the wharf, it is my opinion that these structures be removed.

Sincerely,

Tim Wann

Tim Wann

Westly, Austin

From: Goldstein, Jamie (jgoldstein@ci.capitola.ca.us)
Sent: Thursday, February 22, 2024 3:53 PM
To: City Council
Subject: FW: Proposed Resolution to Fund Additional Wharf Expenditures

FYI

From: Goldstein, Jamie (jgoldstein@ci.capitola.ca.us)
Sent: Thursday, February 22, 2024 3:53 PM
To: 'Paul Estey' <paul.estey1@gmail.com>
Cc: Malberg, Jim <jmalberg@ci.capitola.ca.us>
Subject: RE: Proposed Resolution to Fund Additional Wharf Expenditures

Hi Paul,

The FY 2023-24 Adopted Budget includes an estimated ending General Fund balance of $1,554,000 with $100,000 designated for the Employee Downpayment Assistance Program, $954,000 designated for Infrastructure (Capital Improvements), and $500,000 as an operating balance. Staff will recommending that we use $500,000 of the $954,000 designated for CIP as we were informed today that the $500,000 wharf grant that was on hold has been approved and returned to the project funding sources. Additionally, staff is working on reducing the budget amendment request from $1,264,000 to $1 million.

The Reserve Funds remain fully funded over the two-year adopted and planned budgets with the only exception being requesting the use of $80,000 of Emergency Reserves for Dec. storm damages during the mid-year budget report.

From: Paul Estey <paul.estey1@gmail.com>
Sent: Thursday, February 22, 2024 9:48 AM
To: City Council <citycouncil@ci.capitola.ca.us>
Subject: Proposed Resolution to Fund Additional Wharf Expenditures

City Council Members:
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Finance Director on the source(s) of the extra funds to cover the proposed overspending so that th public sees how this all washes out.

Thank you for your consideration,
Paul Estey

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SOURCES AND USES

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Westly, Austin

From: John <jxmulry@gmail.com>
Sent: Tuesday, February 20, 2024 10:43 AM
To: Kahn, Jessica
Cc: Gautho, Julia; City Council
Subject: Re: Bay Hill Quick Build Item 2/22/24 city council meeting

I'm super curious to see which councillor will put forward the idea of putting a right turn lane in for nob hill, dooming the whole project and making the intersection even more dangerous as cars will just keep using it as a lane to continue straight in such a design.

Planters on the curbs would look better and big upside, make it almost safe. Plastic bollards are like plastic guns, bringing one to a dangerous place as a tool not a toy is never recommended.

They'll get rid of it this summer for 'traffic' anyway. Alexander and Joe for different reasons of authenticity might care enough about our neighbors for a permanent build tbf. Betcha I'm right about all this.

Still don't understand why we don't have a roundabout at Bay/Capitola we already budgeted and spent so much on because one planning commissioner and a few folks are afraid of circles. A kid is going to get killed there eventually. That intersection is so crazy dangerous especially when school lets out. I appreciate y'all. Our staff makes good recs why folks who can't even read policy have the nerve to ignore y'all is narcissism incarnate.

I'll be there Thursday. Never know with a human who inspires in the way I do. Might bring a small crowd with me. JM

> On Feb 20, 2024, at 10:07 AM, Kahn, Jessica <jkahn@ci.capitola.ca.us> wrote:
>
> Hi John,
>
> The ultimate approval of materials will be at the discretion of the Council. However, as currently suggested, the bulbouts will be marked using paint and flexible bollards. Currently, there is no proposal for the inclusion of large planters, etc.
>
> Let me know if I can provide any additional information.
>
> Thanks, Jessica
>
> -----Original Message-----
> From: John <jxmulry@gmail.com>
> Sent: Monday, February 19, 2024 12:31 PM
> To: Kahn, Jessica <jkahn@ci.capitola.ca.us>; Gautho, Julia <jGautho@ci.capitola.ca.us>
> Subject: Bay Hill Quick Build Item 2/22/24 city council meeting
>
> Hello
>
> Please describe the material/type of bollards protecting pedestrians at the curbs? How amazing will it be if the council actually does this~
>

> too bad the roundabout at Bay/Capitola remains scuttled by the planning commissioner who really dislikes roundabouts. If it wasn't still being delayed that whole section would be in great shape right now for traffic to decrease with this quick build further increasing flow.
>
> Warmly JM

Westly, Austin

From: Laura Nolan <nolan3116@sbcglobal.net>
Sent: Wednesday, February 21, 2024 4:11 PM
To: City Council
Subject: Proposed Bay Ave-Hill St all way stop controlled intersection changes

Hello,

I am a 40 year resident of the Riverview Terrace neighborhood in Capitola.

I live on Center Street, behind Nob Hill. I drive the Bay Avenue/Porter Street corridor several times a day.

I understand the importance of making this corridor safe for all users: drives, walkers, and bicyclists. However, **I strongly urge you not to do anything that will make the traffic on this busy corridor back up any more than it already does.** I turn onto Bay Avenue off of Center Street several times a day. I strongly believe any action taken to reduce the lanes at the Bay Ave-Hill St all way stop will result in traffic backed up past Center St which will make an already difficult turn almost impossible.

My suggestion is to put the flashing pedestrian crossing lights at the Bay Ave-Hill St all way stop. These flashing lights will effectively notify drivers when pedestrians are actually in the cross walk. I am sure these lights can be adjusted to allow enough time for pedestrians, even slow ones, to safely cross.

Also, please do not add any more stop lights between Capitola Road and Main Street on this corridor There are already 3 stop lights in this short stretch of road. More stop lights will result in even more backed up traffic.

Laura Nolan

p.s. As an aside, many years ago a median was installed on Bay Avenue, going up the hill from the all way stop toward Gayle's. This median created a right turn only lane. A fairly narrow one. This median frequently confuses drivers who think they continue on Bay Avenue on it. When they find out they can't, they have to make an abrupt merge into the lane that does do through. I use that right turn lane every day and have to be extra careful for drivers that are making that abrupt lane change. Also, as long as I'm at it, the landscaping in that median is always an eye-sore, City public works staff never seem to to weed, trim, or plant in it.

Westly, Austin

From: Katharine Parker <katharinep3@gmail.com>
Sent: Thursday, February 22, 2024 11:47 AM
To: City Council
Subject: Items A, B and C City Council Agenda

To the City Council,

Tonight you're discussing a number of issues important to many members of the Capitola community.

Under Item A, the Wharf has been a community icon and gathering place for many years. For that reason a dedicated group of citizens has mounted an effective campaign to raise monies for projects that will make the rebuilt wharf even more special than the original rebuild…"icing on the cake" if you will. Individuals and businesses donated monies thinking that we're supporting these special projects; we trusted that the governmental funds allotted for the wharf's rebuild would cover the original rebuild plans. Please do not allow the Wharf Resiliency Fund to be used in other ways or you'll discourage future community fundraising efforts such as this one.

Under Item B, a street design that further limits the number of lanes will only increase the type of aggressive driving that I've seen increase in the past few years. Drivers often zoom up the right hand lane (going towards Highway 1) then wedge themselves into the left turn lane to get onto Highway 1 North. Especially during the am and pm school commute, traffic often backs up from the Highway 1 off and on ramps past Gayles all the way to Park Avenue. It can take me 20 minutes to get from Park and Monterey Ave. intersection to Highway 1. Now many drivers go onto Rosedale up to Hill and around and I guarantee you many more will do so if traffic is further restricted. Another problem is the right turn lane at Monterey and Park Avenue (turning onto Park) is poorly marked; many people in the right lane go straight …luckily we locals know to watch for that. In sum, the whole of Bay/Monterey deserves more study for traffic improvements. Perhaps flashing lights on the crosswalk like the one on Capitola Avenue near the DMV would suffice for now; they seems to work well.

Under Item C, the long term drainage study being submitted does virtually nothing to address the multiple drains from Depot Hill directly into the bay. They are shown on several maps and that's it. When the study mentions study of various drains, their capacities, their conditions, how much they typically disperse…I think they didn't even look at any of these drains (in fact they show two and there are at least three). The drain near Grand and Saxon failed within the cliff over ten years ago; its "temporary" fix is still in place. A drainage study paid for by some Depot Hill homeowners was submitted to the City over ten years ago and is probably still in City archives. These drains are ugly, they spew water like fire hoses directly onto the cliff during rainstorms, and deliver water directly from city streets into the Bay. They should at least be a part of any area drainage study.

Democracy is slow…it's a pain to have to hear from many citizens with a variety of ideas…but hopefully it helps us consider all alternatives and come up with the best outcomes.

Respectfully,

Katharine and Tom Parker
Capitola
Sent from my iPad

Westly, Austin

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Katharine and Tom Parker
Capitola
Sent from my iPad

Capitola City Council

Agenda Report

Meeting: February 22, 2024

From: City Manager Department

Subject: City Council Meeting Minutes

Recommended Action: Approve minutes from the special meeting on February 8, 2024, and the regular meeting on February 8, 2024.

Background: Attached for Council review and approval are the draft minutes from the special and regular City Council meetings on February 8, 2024.

Attachments:

1. Special Meeting Minutes
2. Regular Meeting Minutes

Report Prepared By: Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager

City of Capitola
Special City Council Meeting Minutes
Thursday, February 08, 2024 – 5:00 PM

City Council Chambers
420 Capitola Avenue, Capitola, CA 95010

Mayor: Kristen Brown
Vice Mayor: Yvette Brooks
Council Members: Joe Clarke, Margaux Morgan, Alexander Pedersen

Closed Session – 5 PM

1. **Roll Call –** *The meeting was called to order at 5:00 PM. In attendance: Council Members Clarke, Morgan, Pedersen, Vice Mayor Brooks, and Mayor Brown.*
2. **Oral Communications by Members of the Public -** *None*
3. **Closed Session**
   A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov't Code § 54956.8)
   Property: Capitola Wharf Buildings, 1400 Wharf Road (APN: 034-072-01)
   City Negotiator: Jamie Goldstein, City Manager
   Negotiating Parties: JFS Incorporated (dba Capitola Boat and Bait)
   Under Negotiation: Price and terms of payment
4. **Report on Closed Session –** *The City Council met and discussed one item on the Closed Session Agenda. No reportable action was taken.*
5. **Adjournment –** *Adjourned at 6:03 PM to the next regularly scheduled City Council meeting on February 8, 2024 at 6:00 PM.*

ATTEST:

Julia Gautho, City Clerk

Kristen Brown, Mayor

City of Capitola
City Council Meeting Minutes
Thursday, February 08, 2024 – 6:00 PM

City Council Chambers
420 Capitola Avenue, Capitola, CA 95010

Mayor: Kristen Brown
Vice Mayor: Yvette Brooks
Council Members: Joe Clarke, Margaux Morgan, Alexander Pedersen

Regular Meeting of the Capitola City Council – 6 PM

1. **Roll Call and Pledge of Allegiance –** *The meeting was called to order at 6:03 PM. In attendance: Council Members Clarke, Morgan, Pedersen, Vice Mayor Brooks, and Mayor Brown.*
2. **Additions and Deletions to the Agenda –** *None*
3. **Presentations**
   - *A. Recreation Division Manager Bryant provided a presentation on the Recreation Strategic Plan.*
   - *B. Police Chief Dally provided a presentation on the Police Chief's Advisory Committee.*
   - *C. Grace Blakeslee, Santa Cruz County Regional Transportation Commission, provided a presentation to update the City Council on the Zero Emission Passenger Rail & Trail Project.*
4. **Additional Materials**
   - *A. Item 3B – One email received.*
   - *B. Item 8B – One email received.*
5. **Oral Communications by Members of the Public**
   - *Goran Klepic, resident, shared concerns about crime on 41st Avenue.*
   - *A representative from 211 shared the 2023 211 Annual Report and shared that February 11th is 211 Day.*
   - *Lowry Fenton & Pam Goodman, Capitola Aptos Rotary Club, shared information about their annual fundraising event benefiting the Treasure Cove UA Playground.*
   - *Gary Richard Arnold, resident, spoke about government structure.*
6. **Staff / City Council Comments**
   - *Council Member Clarke thanked Police and Public Works staff for their work during storm events.*
   - *Vice Mayor Brooks shared that business owners must notarize letters of effective removal in accordance with SB 602, effective January 1, 2024.*
7. **Consent Items**
   - A. City Council Meeting Minutes
     Recommended Action: Approve minutes from the regular meeting on January 25, 2024.
   - B. Fiscal Year 2024-25 Budget Calendar
     Recommended Action: Approve Budget Calendar for Fiscal Year 2024-25.

Motion to approve the Consent Calendar: Council Member Morgan
Seconded: Council Member Clarke
Voting Yea: Council Members Clarke, Morgan, Pedersen, Vice Mayor Brooks, Mayor Brown

8. General Government / Public Hearings

A. Wharf Resiliency and Public Access Project
Recommended Action: Receive a progress report on the Wharf Resiliency and Public Access Project.

Public Works Director Kahn presented the staff report.

B. Housing Element Update
Recommended Action: Provide preliminary direction to staff regarding amendments to Programs 1.6 and 1.7 of the recently adopted Housing Element that would provide additional incentives for Capitola Mall redevelopment, including a maximum height of 75 feet and an exception for parking garages from the floor area ratio calculation.

Community Development Director Herlihy presented the staff report.

David Geiser, Architect, answered City Council questions on behalf of the Merlone Geier Partners.

City Council discussion included clarification on the economic feasibility of Merlone Geier's proposed project and number of units and timeline of HCD review and submission.

The City Council supported the Planning Commission recommendation to increase the height limit to 75 feet and increase FAR from 1.0 to 2.0 on the Mall Site and directed staff to consider daylight plane and wrapped parking when adding objective review standards, and to collaborate with Merlone Geier Partners on the project submission.

C. Strategic Plan Project Overview and Timeline
Recommended Action: Receive a consultant report on the process and workplan for the development of a five-year Capitola strategic plan.

Chloe Woodmansee, Assistant to the City Manager, and BerryDunn, project consultants, presented the staff report.

9. Adjournment – Adjourned at 7:59 PM to the next regularly scheduled City Council meeting on February 22, 2024, at 6:00 PM.

ATTEST: Kristen Brown, Mayor

Julia Gautho, City Clerk

Capitola City Council

Agenda Report

Meeting: February 22, 2024

From: Finance Department

Subject: City Check Registers

Recommended Action: Approve check registers dated January 19, 2024, January 26, 2024, and February 9, 2024.

Account: City Main				
Date	**Starting Check #**	**Ending Check #**	**Payment Count**	**Amount**
01/19/2024	105250	105287	43	$ 189,049.82
01/26/2024	105288	105329	45	$ 787,929.61
02/09/2024	105330	105424	102	$ 511,653.91

The main account check register dated January 12, 2024, ended with check #105249.

Account: Payroll				
Date	**Starting Check/EFT #**	**Ending Check/EFT #**	**Payment Count**	**Amount**
01/19/2024	5857	5858	1	$ 2,249.32
01/26/2024	5858	5859	94	$ 223,304.21
02/09/2024	24257	24355	99	$ 198,218.26

The payroll account check register dated January 12, 2024, ended with EFT #24163.

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

Check/ EFT	Issued to	Dept	Description	Amount
105256	Community Bridges	CDD	Oct-Dec Meals on Wheels	$ 22,018.02
1652	CalPERS Member Services Division	CM	PERS Contributions PPE 1/6/24	$ 65,084.57
1653	Employment Development Department	CM	State Taxes PPE 1/6/24	$ 13,075.03
1654	Internal Revenue Service	CM	Federal Taxes & Medicare PPE 1/6/24	$ 41,629.44
105293	Betz Works Inc	PW	Emergency Storm Cleanup	$ 12,600.00
105296	Cushman Contracting Corp Escrow	PW	December Wharf Project Retainer	$ 31,705.97
105297	Cushman Contracting Corporation	PW	December Wharf Resiliency Project Services	$ 602,413.39
105298	Donald W Alley	PW	Soquel Creek Monitoring and Reporting	$ 17,605.81
105304	Kimley-Horn & Associates	PW	Bay/Hill Intersection Analysis	$ 44,114.56

105309	Moffatt and Nichol	PW	Wharf Design Services	$ 10,676.86
105313	Pacific Gas & Electric	PW	January Monthly Utilities	$ 17,620.13
1659	Wells Fargo Bank	Fin	December Credit Card Charges	$ 16,121.28
105348	Burke Williams and Sorensen LLP	CM	December Legal Services	$ 21,616.26
105362	Dudek	CDD	723 El Salto Dr Project Services	$ 11,749.75
105371	Group 4 Architecture Research & Planning	CDD	City Hall Facilities Needs Assessment	$ 11,520.00
105388	McKim Corporation	PW	Capitola Road Pavement Rehabilitation Project Services	$ 112,394.59
105405	Shape Inc	PW	Replacement Pumps	$ 26,757.32
105419	V&A Consulting Engineers	PW	Noble Gulch Culvert Condition Assessment Services	$ 24,227.40
1662	CalPERS Health Insurance	CM	January Health Insurance	$ 77,718.98
1663	CalPERS Member Services Division	CM	PERS Contributions PPE 1/20/24	$ 65,140.65
1665	Internal Revenue Service	CM	Federal Taxes & Medicare PPE 1/20/24	$ 33,333.68

Attachments:

1. 01-19-24 Check Register
2. 01-26-24 Check Register
3. 02-09-24 Check Register

Report Prepared By: Luis Ruiz, Accountant I

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

Approved By: Jamie Goldstein, City Manager

City main account checks dated January 19, 2024, numbered 105250 to 105287 totaling $60,153.38, 5 EFTs totaling $128,896.44 and 1 payroll check totaling $2,249.32 for a grand total of $395,243.87, have been reviewed and authorized for distribution by the City Manager.

As of January 19, 2024, the unaudited cash balance is $5,620,656.55.

CASH POSITION - CITY OF CAPITOLA
January 19, 2024

	1/19/2024
General Fund (1)	$ (731,599.62)
Payroll Payables	$ 46,730.40
Contingency Reserve Fund	$ 2,192,345.66
PERS Contingency Fund	$ 1,154,274.68
Emergency Reserve Fund	$ 1,461,505.54
Facilities Reserve Fund	$ 432,714.09
Capital Improvement Fund	$ 629,068.03
Stores Fund	$ 62,494.48
Information Technology Fund	$ 241,618.56
Equipment Replacement	$ 34,388.80
Self-Insurance Liability Fund	$ (128,666.42)
Workers' Comp. Ins. Fund	$ (105,103.71)
Compensated Absences Fund	$ 330,886.06
TOTAL AVAILABLE GENERAL FUNDS	$ 5,620,656.55

(1) Jan. 19th balance includes $3.78 million non-current investments

Jamie Goldstein, City Manager — Date 1/22/24

Jim Malberg, City Treasurer — Date 1/19/24

City of Capitola

City Checks Issued January 19, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
105250	01/19/2024			AMAZON CAPITAL SERVICES		$4,408.19
	Invoice	Date	Description		Amount	
	1K6X-KPJ1-JGJK	01/10/2024	Thank you card		$16.33	
	1F3R-1VWG-NQ1V	01/11/2024	Mutt Mitt Dispensers (12)		$1,283.04	
	161D-QKPT-TPDM	01/12/2024	Storage rack, metal cabinets		$521.00	
	1TP9-NFFX-9VHF	01/15/2024	Work boots		$124.88	
	1GHC-RHPW-FL9Q	01/15/2024	Hi vis latex gloves		$198.56	
	1DPH-CJLC-F6F6	01/15/2024	Batteries, F150 regular cab		$336.88	
	1VV1-FTHL-1FXH	01/13/2024	Drone Program Supplies		$1,682.30	
	17WM-M441-NJJF	01/17/2024	Work boots		$245.20	
		1000 - General Fund		$2,725.89		
		1300 - SLESF - Supl Law Enfc		$1,682.30		
105251	01/19/2024			CA DEPARTMENT OF JUSTICE		$49.00
	Invoice	Date	Description		Amount	
	706531	01/04/2024	December fingerprinting		$49.00	
105252	01/19/2024			CAPITOLA PEACE OFFICERS ASSOCIATION		$1,104.50
	Invoice	Date	Description		Amount	
	POA011224	01/12/2024	POA & gym dues PPE 1/6/24		$1,104.50	
		1001 - Payroll Payables				
105253	01/19/2024			CAPITOLA SELF STORAGE		$1,734.00
	Invoice	Date	Description		Amount	
	CSS011724	01/17/2024	Museum Storage Unit 1210 through 7/9/2024		$1,734.00	
105254	01/19/2024			CAROLYN FLYNN		$1,740.00
	Invoice	Date	Description		Amount	
	CBF-01-2024	01/13/2024	Affordable Housing Program Management		$1,740.00	
		5552 - Cap Hsg Succ- Program Income				
105255	01/19/2024			CATTO'S GRAPHICS INC.		$299.75
	Invoice	Date	Description		Amount	
	105031	01/11/2024	20" circle sign		$299.75	
105256	01/19/2024			COMMUNITY BRIDGES		$22,018.02
	Invoice	Date	Description		Amount	
	CB123123	12/31/2023	Oct - Dec Meals on Wheels 21-CDBG-NH-20009		$22,018.02	
		1350 - CDBG Grants				
105257	01/19/2024			CSG Consultants Inc.		$1,525.35
	Invoice	Date	Description		Amount	
	B232220	01/02/2024	Building Plan Review Services		$1,525.35	

City Checks Issued January 19, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105258	01/19/2024			EQUITABLE	$3,258.87
	Invoice	Date	Description		Amount
	1501441	01/12/2024	Jan LTD, STD, Life, AD&D insurance		$3,258.87
		1001 - Payroll Payables			
105259	01/19/2024			FLYERS ENERGY LLC	$3,143.11
	Invoice	Date	Description		Amount
	24-005191	01/12/2024	14 gallons diesel		$157.85
	23-980212	12/05/2023	108 gallons diesel		$592.44
	24-005507	01/11/2024	435 gallons gasoline		$2,000.96
	24-005506	01/11/2024	78 gallons diesel		$391.86
105260	01/19/2024			Hi-Line Inc.	$216.14
	Invoice	Date	Description		Amount
	11091294	12/19/2023	Cable ties, screws, flat sockets, nuts, ring nylon		$216.14
105261	01/19/2024			HOME DEPOT CREDIT SERVICES	$264.50
	Invoice	Date	Description		Amount
	5526943	01/12/2024	Abrasive cut-off machine, sawblade		$260.23
	7010909	12/01/2023	USB charger		$4.27
105262	01/19/2024			Leda Laidlaw-Hunter	$551.09
	Invoice	Date	Description		Amount
	LLH010824	01/08/2024	Education reimbursement		$551.09
105263	01/19/2024			LINDE GAS & EQUIPMENT INC.	$110.03
	Invoice	Date	Description		Amount
	40474088	01/11/2024	Plas nozzle air		$110.03
105264	01/19/2024			McMASTER-CARR SUPPLY COMPANY	$194.37
	Invoice	Date	Description		Amount
	17922337	11/21/2023	Low carbon steel tube		$194.37
105265	01/19/2024			MID COUNTY AUTO SUPPLY	$292.06
	Invoice	Date	Description		Amount
	M-2423837	01/08/2024	Brake pad		$56.43
	M-2425963	01/09/2024	Rear Main Bearing		$26.26
	M-2426179	01/09/2024	Stop & tail, ATF DW1		$46.65
	M-2428771	01/11/2024	Brake rotor, ceramic		$162.72
105266	01/19/2024			MISSION LINEN SUPPLY	$69.48
	Invoice	Date	Description		Amount
	520814509	01/10/2024	Fleet towels, uniform cleaning		$34.98
	520364986	11/01/2023	Fleet towels, uniform cleaning		$34.50

City Checks Issued January 19, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105267	01/19/2024			NORTH BAY FORD	$178.90
	Invoice	Date	Description		Amount
	291395	01/08/2024	Housing part		$178.90
105268	01/19/2024			O'REILLY AUTO PARTS	$961.14
	Invoice	Date	Description		Amount
	2763-406532	01/05/2024	Main seal, gasket set, timing chain		$104.42
	2763-407290	01/09/2024	Timing set		$28.35
	2763-403740	12/21/2023	Truck ramp		$762.99
	2763-403596	12/20/2023	Speaker, headlamp		$65.38
105269	01/19/2024			OUTDOOR SUPPLY HARDWARE	$41.58
	Invoice	Date	Description		Amount
	I72287	01/05/2024	Bulk Fasteners		$41.58
105270	01/19/2024			PARKOUR GENERATIONS SANTA CRUZ LLC	$1,706.25
	Invoice	Date	Description		Amount
	DS011624	01/16/2024	Instructor payment reissue check #105050		$1,706.25
105271	01/19/2024			PETERSON CATERPILLAR	$243.22
	Invoice	Date	Description		Amount
	PC080204345	01/05/2024	Main element, breather, filter, filter lube, seal		$243.22
105272	01/19/2024			SAN JOSE BMW MOTORCYCLES	$266.85
	Invoice	Date	Description		Amount
	37002	01/06/2024	Coded key		$266.85
105273	01/19/2024			SANTA CRUZ AUTO PARTS INC.	$110.59
	Invoice	Date	Description		Amount
	14508-486449	12/29/2023	Adhesive, flap wheel, auto solvent		$110.59
105274	01/19/2024			SANTA CRUZ COUNTY AUDITOR-CONTROLLER	$4,803.50
	Invoice	Date	Description		Amount
	SCCO123123	12/31/2023	December citation processing		$4,803.50
105275	01/19/2024			SANTA CRUZ COUNTY INFORMATION SERVICES	$704.99
	Invoice	Date	Description		Amount
	Radio Shop 12/23	01/05/2024	October - December 2023 Radio Shop Charges		$704.99
105276	01/19/2024			SANTA CRUZ MUNICIPAL UTILITIES	$546.79
	Invoice	Date	Description		Amount
	SCMU010524	01/05/2024	December water service for medians		$546.79

City of Capitola

City Checks Issued January 19, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
105277	01/19/2024			SARAH RYAN		$94.93
	Invoice	Date	Description		Amount	
	SR011024	01/10/2024	Coffee & Pastries for Commanders Meeting		$94.93	
105278	01/19/2024			SOQUEL CREEK WATER DISTRICT		$3,680.33
	Invoice	Date	Description		Amount	
	06-14476-0010824	01/08/2024	06-14476-00 430 Kennedy Drive water service		$121.88	
	42-14952-0010224	01/02/2024	42-14952 Cortez Park irrigation		$170.64	
	42-15297-0010224	01/02/2024	42-15297-00 426 Capitola Ave irrigation		$162.71	
	42-15969-0010224	01/02/2024	42-15969-00 Lawn Way irrigation		$70.20	
	42-16122-0010224	01/02/2024	42-16122-00 Esplanade fountain irrigation		$71.57	
	42-10504-0010224	01/02/2024	42-10504-00 Cliff Drive irrigation		$70.20	
	42-11090-0010224	01/02/2024	42-11090-01 Capitola Road irrigation		$162.71	
	42-11467-0010224	01/02/2024	42-11467-00 Jade Street park irrigation		$1,234.65	
	42-11517-0010224	01/02/2024	42-11517-00 41st Avenue irrigation		$162.71	
	42-14404-0010224	01/02/2024	42-14404-00 Monterey Ave. Nobel Gulch Park irrigation		$70.20	
	42-16130-0010224	01/02/2024	42-16130-00 Wharf Road irrigation		$221.63	
	42-16136-0010224	01/02/2024	42-16136-00 1400 Wharf Road irrigation		$70.51	
	42-16407-0010224	01/02/2024	42-16407-00 Bay Ave. irrigation		$70.20	
	13-10919-0010224	01/02/2024	13-10919-00 2000 Wharf Road water service		$42.34	
	34-18508-0010224	01/02/2024	34-18508-00 1510 McGregor Drive water service		$36.07	
	42-14431-0010224	01/02/2024	42-14431-00 Monterey Ave irrigation		$801.71	
	42-17688-0010224	01/02/2024	42-17688-00 Lawn Way irrigation 2		$70.20	
	42-18238-0010224	01/02/2024	42-18238-00 Capitola Road irrigation		$70.20	
		1000 - General Fund		$3,609.82		
		1311 - Wharf		$70.51		
105279	01/19/2024			STAPLES ADVANTAGE		$29.93
	Invoice	Date	Description		Amount	
	3556380755	01/04/2024	Stamp		$29.93	
105280	01/19/2024			STATE STEEL COMPANY		$1,265.94
	Invoice	Date	Description		Amount	
	128329	01/08/2024	Steel pipes, flat bar		$1,265.94	
105281	01/19/2024			THE HOME DEPOT PRO		$1,806.33
	Invoice	Date	Description		Amount	
	782462873	01/03/2024	Cleaning supplies		$1,552.69	
	782407530	01/02/2024	Compact two roll		$253.64	
105282	01/19/2024			UPEC LIUNA LOCAL 792		$1,111.00
	Invoice	Date	Description		Amount	
	UPEC013124	01/09/2024	January UPEC dues		$1,111.00	
		1001 - Payroll Payables				

City Checks Issued January 19, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
105283	01/19/2024			UPS		$18.62
	Invoice	Date	Description		Amount	
	0000954791493	12/09/2023	Shipping Costs		$17.24	
	0000954791523	12/30/2023	Shipping Costs		$1.38	
105284	01/19/2024			US BANK PARS Acct 6746022400		$356.77
	Invoice	Date	Description		Amount	
	PARS010624	01/12/2024	PARS contributions PPE 1/6/24		$356.77	
		1001 - Payroll Payables				
105285	01/19/2024			WE ALL RIDE SANTA CRUZ		$409.66
	Invoice	Date	Description		Amount	
	4180261	01/11/2024	Oil filter, oil boxer		$409.66	
105286	01/19/2024			WESTERN EXTERMINATOR COMPANY		$87.60
	Invoice	Date	Description		Amount	
	56402407	01/05/2024	Turnouts rodent control		$87.60	
105287	01/19/2024			WITMER TYSON IMPORTS INC.		$750.00
	Invoice	Date	Description		Amount	
	T15275	01/10/2024	December 2023 K-9 Maintenance Training		$750.00	
Type Check Totals:						$60,153.38
EFT						
1652	01/16/2024			CalPERS Member Services Division		$65,084.57
	Invoice	Date	Description		Amount	
	1002547426-9	01/12/2024	PERS contributions PPE 1/6/24		$65,084.57	
		1000 - General Fund		$0.33		
		1001 - Payroll Payables		$65,084.24		
1653	01/16/2024			EMPLOYMENT DEVELOPMENT DEPARTMENT		$13,075.03
	Invoice	Date	Description		Amount	
	0-644-351-504	01/12/2024	State taxes PPE 1/6/24		$13,075.03	
		1001 - Payroll Payables				
1654	01/16/2024			INTERNAL REVENUE SERVICE		$41,629.44
	Invoice	Date	Description		Amount	
	60244993	01/12/2024	Federal taxes & Medicare PPE 1/6/24		$41,629.44	
		1001 - Payroll Payables				
1655	01/16/2024			STATE DISBURSEMENT UNIT		$1,662.91
	Invoice	Date	Description		Amount	
	46843216	01/12/2024	Employee garnishments PPE 1/6/24		$1,662.91	
		1001 - Payroll Payables				

City of Capitola

City Checks Issued January 19, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
1656	01/16/2024			VOYA FINANCIAL	$7,444.49
	Invoice	Date	Description	Amount	
	VOYA011224	01/12/2024	Employee 457 contributions PPE 1/6/24	$7,444.49	
		1001 - Payroll Payables			

Type EFT Totals: $128,896.44

Main City Totals	Count	Total
Checks	38	$60,153.38
EFTs	5	$128,896.44
All	43	$189,049.82

Payroll Totals		
Checks	1	$0.00
EFTs	0	$206,194.05
All	1	$206,194.05

Grand Totals:		
Checks	39	$60,153.38
EFTs	5	$335,090.49
All	44	$395,243.87

City main account checks dated January 26, 2024, numbered 105288 to 105329 totaling $771,358.41, 3 EFTs totaling $16,571.20, 1 payroll check totaling $36,905.86, and 93 payroll EFTs totaling $186,398.35 for a grand total of $1,011,233.82, have been reviewed and authorized for distribution by the City Manager.

As of January 26, 2024, the unaudited cash balance is $7,576,425.62.

CASH POSITION - CITY OF CAPITOLA
January 26, 2024

	1/26/2024
General Fund (1)	$ 1,055,032.46
Payroll Payables	$ 215,867.39
Contingency Reserve Fund	$ 2,192,345.66
PERS Contingency Fund	$ 1,154,274.68
Emergency Reserve Fund	$ 1,461,505.54
Facilities Reserve Fund	$ 432,714.09
Capital Improvement Fund	$ 629,068.03
Stores Fund	$ 62,494.48
Information Technology Fund	$ 241,618.56
Equipment Replacement	$ 34,388.80
Self-Insurance Liability Fund	$ (128,666.42)
Workers' Comp. Ins. Fund	$ (105,103.71)
Compensated Absences Fund	$ 330,886.06
TOTAL AVAILABLE GENERAL FUNDS	$ 7,576,425.62

(1) Jan. 26th balance includes $3.78 million non-current investments

Jamie Goldstein, City Manager — Date 1/29/24

Jim Malberg, City Treasurer — Date 1/29/24

City of Capitola

City Checks Issued January 26, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
105288	01/26/2024			AMAZON CAPITAL SERVICES		$396.97
	Invoice	Date	Description		Amount	
	1W11-GPDY-VDGH	01/17/2024	Pens, office name plate		$25.03	
	1F41-NNR6-D933	01/20/2024	Office name plates		$42.90	
	1TPM-9K7F-GJWP	01/20/2024	Light bulbs		$83.24	
	1RD1-QRC4-3WFC	01/23/2024	125 volt batteries		$187.02	
	1RHM-L6PK-4XLK	01/23/2024	Stencils		$26.13	
	1DT3-X6CC-73X3	01/24/2024	Stamp		$32.65	
		1000 - General Fund		$339.29		
		2210 - ISF - Stores Fund		$57.68		
105289	01/26/2024			AMERICAN PUBLIC WORKS ASSOCIATION		$382.00
	Invoice	Date	Description		Amount	
	635747	01/22/2024	APWA Membership		$382.00	
105290	01/26/2024			APTOS LANDSCAPE SUPPLY INC.		$392.35
	Invoice	Date	Description		Amount	
	623184	01/11/2024	Erosion economy soil		$283.40	
	623007	01/08/2024	Beach pebbles		$108.95	
105291	01/26/2024			AT&T/CALNET 3		$266.22
	Invoice	Date	Description		Amount	
	0021118459	01/13/2024	January telephone service		$266.22	
		1000 - General Fund		$203.33		
		2211 - ISF - Information Technology		$62.89		
105292	01/26/2024			AT&T/CALNET 3		$1,622.58
	Invoice	Date	Description		Amount	
	0021119127	01/13/2024	January T-1 access		$1,622.58	
105293	01/26/2024			BETZ WORKS INC		$12,600.00
	Invoice	Date	Description		Amount	
	24007	01/16/2024	Emergency Storm Cleanup		$12,600.00	

City of Capitola

City Checks Issued January 26, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105294	01/26/2024			Bryan Pybas	$195.00
	Invoice	Date	Description	Amount	
	BP012024	01/20/2024	Instructor payment	$195.00	
105295	01/26/2024			CARIN HANNA	$6,200.00
	Invoice	Date	Description	Amount	
	CH011424	01/14/2024	Sip and Stroll gift certificates reimbursement	$6,200.00	
		1321 - BIA - Capitola Village-Wharf BIA			
105296	01/26/2024			CUSHMAN CONTRACTING CORP ESCROW #80013175634	$31,705.97
	Invoice	Date	Description	Amount	
	CCC#05retention	01/23/2024	December Wharf Project retainer	$31,705.97	
		1200 - Capital Improvement Fund			
105297	01/26/2024			CUSHMAN CONTRACTING CORPORATION	$602,413.39
	Invoice	Date	Description	Amount	
	CCC#05	01/23/2024	December Wharf Resiliency and Public Access Project Servi	$602,413.39	
		1200 - Capital Improvement Fund			
105298	01/26/2024			DONALD W ALLEY	$17,605.81
	Invoice	Date	Description	Amount	
	124-02	01/20/2024	Soquel Creek monitoring and reporting 2023 season	$17,605.81	
105299	01/26/2024			FLYERS ENERGY LLC	$100.24
	Invoice	Date	Description	Amount	
	CFS-3715136	01/15/2024	Card processing	$100.24	
105300	01/26/2024			FREITAS + FREITAS INC.	$200.00
	Invoice	Date	Description	Amount	
	FF012324	01/23/2024	20 Copies of Venetian Court	$200.00	

City Checks Issued January 26, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105301	01/26/2024			HOME DEPOT CREDIT SERVICES	$3,327.25
	Invoice	Date	Description		Amount
	1015984	01/16/2024	Mitter saw		$467.61
	9016262	01/18/2024	Tarp, gloves, caster, carpet pad, swivel brake		$255.96
	1971133	01/16/2024	Saw blade		$84.55
	7621695	01/10/2024	Bucket, washers, water nozzle, aerosol, painters touch		$51.88
	0527964	01/17/2024	Washers, bolts, nuts		$69.33
	9610013	01/08/2024	Extension cord		$19.58
	1623018	01/16/2024	Pick mattock		$76.26
	517106	01/17/2024	Poles, washers		$59.64
	522342	12/18/2023	Charger		$28.31
	623161	01/17/2024	Wall outlets, moisture meter		$131.06
	623226	01/17/2024	Hex nuts		$24.38
	630657	12/18/2023	Gas leak detector		$34.45
	641682	01/17/2024	Wire connectors, sockets, conduits		$50.29
	971198	01/17/2024	Carbide metal cutter		$92.62
	1520249	12/07/2023	Shear hangers, bathroom light hanger		$225.42
	2620336	12/06/2023	Pro tool backpack, stencils		$103.90
	4612718	12/14/2023	Tape measure, glue, self-drilling		$46.78
	5516226	01/12/2024	Scotch heavyduty tape, large & medium moving		$96.20
	5524947	01/02/2024	Flame protector, couplings, fitting brush, tube cutting set		$88.88
	6516110	01/11/2024	Tool trays, liner		$147.03
	6612325	12/12/2023	Electronic encoder security		$347.71
	7612190	12/11/2023	Mini lights		$65.31
	8517488	01/19/2024	Tool sets, battery, cable cutter set		$373.47
	9517270	01/18/2024	Decoration wallpaper, fiberglass, outlets, utility knife		$171.90
	9517317	01/18/2024	Adhesives		$42.44
	9528161	01/18/2024	Grounding plugs, wallplates		$30.69
	9528232	01/18/2024	Compound spray		$21.76
	9623440	01/18/2024	Trash can		$49.02
	9631725	01/18/2024	Drill bit set		$70.82
105302	01/26/2024			HOSE SHOP	$315.37
	Invoice	Date	Description		Amount
	456690	01/19/2024	Hose assembly		$315.37
		1310 - Gas Tax			
105303	01/26/2024			JIM MALBERG - PETTY CASH CUSTODIAN	$278.94
	Invoice	Date	Description		Amount
	PC012424	01/24/2024	Petty cash expenses November - January		$278.94
		1000 - General Fund		$239.79	
		1310 - Gas Tax		$39.15	

City of Capitola

City Checks Issued January 26, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
105304	01/26/2024			KIMLEY HORN AND ASSOCIATES INC		$44,114.56
	Invoice	Date	Description		Amount	
	26831608	12/31/2023	Bay Ave / Hill St intersection analysis services through 12.31		$2,150.00	
	26831607	12/31/2023	Bay Ave / Hill St intersection analysis services through 12.31		$22,760.00	
	26831606	12/31/2023	Upper Pacific Cove Sidewalk Project Design Services 12.31		$19,204.56	
		1200 - Capital Improvement Fund		$19,204.56		
		1310 - Gas Tax		$24,910.00		
105305	01/26/2024			KING'S PAINT AND PAPER INC.		$367.01
	Invoice	Date	Description		Amount	
	H9CH3	01/16/2024	Paint		$198.69	
	927GP	01/22/2024	Paint		$168.32	
105306	01/26/2024			LINDE GAS & EQUIPMENT INC.		$402.56
	Invoice	Date	Description		Amount	
	40554206	01/18/2024	Acetylene rental		$158.41	
	40650450	01/23/2024	Acetylene rental		$244.15	
105307	01/26/2024			MID COUNTY AUTO SUPPLY		$193.81
	Invoice	Date	Description		Amount	
	M-2430342	01/12/2024	Manifold, bolt kit		$45.89	
	M-2433286	01/16/2024	Cast iron, protectant paint, cable, paint pen		$92.23	
	M-2433279	01/16/2024	Soltron		$31.23	
	M-2428666	01/11/2024	Blind spot mirror		$4.58	
	M-2424735	01/08/2024	Brake pads, headlamp		$19.88	
105308	01/26/2024			MISSION LINEN SUPPLY		$556.49
	Invoice	Date	Description		Amount	
	520601423	12/06/2023	Corp. Yard linen service		$113.78	
	520850413	01/17/2024	Corp. Yard linen service		$133.33	
	520850412	01/17/2024	Fleet towels, uniform cleaning		$34.98	
	520894417	01/24/2024	Corp. Yard linen service		$274.40	
105309	01/26/2024			MOFFATT AND NICHOL		$10,676.86
	Invoice	Date	Description		Amount	
	00785137	01/09/2024	Wharf design services through 12/30/2023		$10,676.86	
		1200 - Capital Improvement Fund				

City Checks Issued January 26, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105310	01/26/2024			NUZ Inc.	$2,361.20
	Invoice	Date	Description		Amount
	93908	10/23/2023	Good Times publication advertising		$375.00
	94808	11/01/2023	Good Times publication advertising		$550.00
	81255	01/11/2024	Good Times publication advertising + Finance Charges		$1,436.20
105311	01/26/2024			O'REILLY AUTO PARTS	$36.77
	Invoice	Date	Description		Amount
	2763-409317	01/18/2024	Oil pan		$36.77
105312	01/26/2024			OUTDOOR SUPPLY HARDWARE	$1,116.54
	Invoice	Date	Description		Amount
	I77063	01/16/2024	Saw blade, saw		$85.00
	I74839	01/11/2024	Leaf rake		$50.13
	I75234	01/12/2024	Roller, adhesive, mini roll cove, metal		$71.90
	I54068	11/30/2023	Hedge shear, spray paint, autocut spool		$133.98
	I54191	11/30/2023	Foam filter		$25.06
	I54498	12/01/2023	Sandstone		$14.16
	I56476	12/04/2023	Gorilla tape, spray paint		$76.25
	I56478	12/04/2023	Padlock		$13.07
	I61021	12/12/2023	Staple		$18.52
	I61222	12/12/2023	Electromechanical timer		$10.89
	I61239	12/12/2023	Pipe cap		$8.71
	I62359	12/14/2023	Hose, pipe elbow		$27.22
	I64387	12/18/2023	Cap, waste baskets		$35.50
	I70897	01/02/2024	Step stool, fluorescent bulbs		$102.43
	I73741	01/08/2024	Bulk fastener, blower service kit		$97.52
	I75009	01/11/2024	Spray paint, WD40		$27.22
	I77092	01/16/2024	Paint, paint conditioner, paint lid		$36.57
	I77393	01/17/2024	Socket set		$57.76
	I77528	01/17/2024	Bulk fastener		$3.49
	I77810	01/18/2024	Knife fold, headlamp, pliers, scissors, padlock, spray paint		$221.16
105313	01/26/2024			PACIFIC GAS & ELECTRIC	$17,620.13
	Invoice	Date	Description		Amount
	PGE011224-acct9	01/12/2024	January Monthly utilities		$15,670.48
	PGE011024-acct0	01/10/2024	January Wharf Road Rispin Mansion utilities		$7.13
	PGE011224-acct5	01/12/2024	January Pacific Cove parking lot utilities		$1,942.52
		1000 - General Fund		$9,212.26	
		1300 - SLESF - Supl Law Enfc		$159.44	
		1310 - Gas Tax		$7,769.87	
		1311 - Wharf		$478.56	

City of Capitola

City Checks Issued January 26, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105314	01/26/2024			PARKOUR GENERATIONS SANTA CRUZ LLC	$227.50
	Invoice	Date	Description	Amount	
	DS122123-2	01/22/2024	Instructor payment reissue check #105050 - additional	$227.50	
105315	01/26/2024			PHIL ALLEGRI ELECTRIC INC.	$2,250.00
	Invoice	Date	Description	Amount	
	33555	01/19/2024	Emergency electrical work	$2,250.00	
105316	01/26/2024			PITNEY BOWES	$377.06
	Invoice	Date	Description	Amount	
	PB011924	01/19/2024	City Hall postage machine refill	$377.06	
		2210 - ISF - Stores Fund			
105317	01/26/2024			ROBIN H EVEREST	$284.70
	Invoice	Date	Description	Amount	
	RE012024	01/20/2024	Instructor payment	$284.70	
105318	01/26/2024			SAN LORENZO LUMBER	$171.60
	Invoice	Date	Description	Amount	
	55-0860454	01/17/2024	Saw blade, sand discs	$134.06	
	55-0858931	01/09/2024	Lumber	$37.54	
105319	01/26/2024			SANTA CRUZ AUTO PARTS INC.	$17.11
	Invoice	Date	Description	Amount	
	14508-487277	01/12/2024	Gloves	$17.11	
105320	01/26/2024			SECURITY CONTRACTOR SERVICES, INC	$514.48
	Invoice	Date	Description	Amount	
	0318284-IN	01/09/2024	Fence rental Capitola Ave & San Jose Ave	$514.48	
105321	01/26/2024			SHELON BENNETT	$218.00
	Invoice	Date	Description	Amount	
	SB012324	01/23/2024	Education reimbursement	$218.00	
105322	01/26/2024			SOQUEL CREEK WATER DISTRICT	$1,121.40
	Invoice	Date	Description	Amount	
	08-15299-0011624	01/16/2024	08-15299-00 Monterey Ave. water	$52.34	
	08-15562-0011624	01/16/2024	08-15562-00 Cliff and Fairview water service	$52.34	
	09-15964-0011624	01/16/2024	09-15964-00 Monterey Ave. Esplanade water	$1,016.72	

City Checks Issued January 26, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
105323	01/26/2024			STAPLES ADVANTAGE		$60.06
	Invoice	Date	Description		Amount	
	3555069882	12/19/2023	Pickup / no reship / credit		($41.18)	
	3556715117	01/10/2024	Copier paper		$61.45	
	3556858486	01/12/2024	Quicknotes, febreeze air		$39.79	
		1000 - General Fund		($41.18)		
		2210 - ISF - Stores Fund		$101.24		
105324	01/26/2024			T MOBILE		$389.58
	Invoice	Date	Description		Amount	
	TM122123	12/21/2023	December cell phone usage - acct # 947590665		$43.58	
	TM012024-2	01/20/2024	January cell phone usage - acct # 947590665		$43.60	
	TM012024	01/20/2024	December cell phone usage - acct # 989440968		$302.40	
105325	01/26/2024			THE CLEANING MACHINE INC.		$5,900.00
	Invoice	Date	Description		Amount	
	6655	09/28/2023	Village sidewalk cleaning		$2,950.00	
	6650	09/14/2023	Village sidewalk cleaning		$2,950.00	
105326	01/26/2024			THE HOME DEPOT PRO		$713.19
	Invoice	Date	Description		Amount	
	783638471	01/10/2024	Cleaning supplies		$713.19	
105327	01/26/2024			VERIZON WIRELESS		$2,921.94
	Invoice	Date	Description		Amount	
	9953893618	01/10/2024	January telephone charges		$2,921.94	
105328	01/26/2024			VICTORIA M JOHNSON		$260.77
	Invoice	Date	Description		Amount	
	VMJ012024	01/20/2024	Instructor payment		$260.77	
105329	01/26/2024			SARA MOORE		$483.00
	Invoice	Date	Description		Amount	
	SM011024	01/10/2024	Settlement Claim		$483.00	
		2213 - ISF - Self-Insurance Liability				
Type Check Totals:						$771,358.41
EFT						
1657	01/23/2024			EMPLOYMENT DEVELOPMENT DEPARTMENT		$126.30
	Invoice	Date	Description		Amount	
	1-957-180-944	01/16/2024	State tax employee final check		$126.30	
		1001 - Payroll Payables				

City of Capitola

City Checks Issued January 26, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
1658	01/22/2024			INTERNAL REVENUE SERVICE		$323.62
	Invoice	Date	Description		Amount	
	94699670	01/16/2024	Federal taxes & Medicare employee final paycheck		$323.62	
		1001 - Payroll Payables				
1659	01/25/2024			WELLS FARGO BANK		$16,121.28
	Invoice	Date	Description		Amount	
	WF010324	01/03/2024	December credit card charges		$16,121.28	
		1000 - General Fund		$15,673.33		
		2211 - ISF - Information Technology		$447.95		

Type EFT Totals: $16,571.20

Main City Totals	Count	Total
Checks	42	$771,358.41
EFTs	3	$16,571.20
All	45	$787,929.61

Payroll Totals		
Checks	1	$36,905.86
EFTs	93	$186,398.35
All	94	$223,304.21

Grand Totals:		
Checks	43	$808,264.27
EFTs	96	$202,969.55
All	139	$1,011,233.82

City main account checks dated February 9, 2024, numbered 105330 to 105424 totaling $316,038.18, 7 EFTs totaling $195,615.73, and 99 payroll EFTs totaling $198,218.26 for a grand total of $709,872.17, have been reviewed and authorized for distribution by the City Manager.

As of February 9, 2024, the unaudited cash balance is $6,475,580.15.

CASH POSITION - CITY OF CAPITOLA
February 9, 2024

	2/9/2024
General Fund (1)	$ 565,678.33
Payroll Payables	$ 171,796.98
Contingency Reserve Fund	$ 2,192,345.66
PERS Contingency Fund	$ 1,154,274.68
Emergency Reserve Fund	$ 1,461,505.54
Facilities Reserve Fund	$ 432,714.09
Capital Improvement Fund	$ (171,534.74)
Stores Fund	$ 61,346.21
Information Technology Fund	$ 228,430.67
Equipment Replacement	$ 284,388.80
Self-Insurance Liability Fund	$ (131,148.42)
Workers' Comp. Ins. Fund	$ (105,103.71)
Compensated Absences Fund	$ 330,886.06
TOTAL AVAILABLE GENERAL FUNDS	$ 6,475,580.15

(1) Feb. 9th balance includes $4.01 million non-current investments

Jamie Goldstein, City Manager — Date 2/13/24

Jim Malberg, City Treasurer — Date 2/9/24

City of Capitola

City Checks Issued February 9, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105330	02/09/2024			4 LESS TERMITE	$1,525.00
	Invoice	Date	Description		Amount
	84557-1	02/01/2024	Termite Inspection		$1,525.00
105331	02/09/2024			ADT SECURITY SERVICES INC.	$267.54
	Invoice	Date	Description		Amount
	ADT012924	01/29/2024	Corp. yard & museum ADT monitoring		$267.54
105332	02/09/2024			AFLAC	$1,865.14
	Invoice	Date	Description		Amount
	713320	01/26/2024	January supplemental insurance		$1,865.14
		1001 - Payroll Payables			
105333	02/09/2024			AGILITY TRIBE LLC	$370.00
	Invoice	Date	Description		Amount
	240202	02/01/2024	Climbing activities for summer camp		$370.00
105334	02/09/2024			AJ'S FUEL MARKET OF CAPITOLA INC	$144.00
	Invoice	Date	Description		Amount
	AJ013124	01/31/2024	Carwash Closing Date 1/31/2024		$144.00
105335	02/09/2024			ALLIANT INSURANCE SERVICES INC. NPB MAIN	$1,554.00
	Invoice	Date	Description		Amount
	2560345	01/30/2024	Additional Vehicle Insurance for FY23/24		$1,554.00
		2213 - ISF - Self-Insurance Liability			
105336	02/09/2024			ALLIED UNIVERSAL	$1,639.31
	Invoice	Date	Description		Amount
	15234332	02/01/2024	February McGregor skate park foot patrol		$539.08
	15234333	02/01/2024	February Esplanade park foot patrol		$578.53
	15234321	02/01/2024	February 2024 Jade Street Park Patrol		$521.70
105337	02/09/2024			ALLSAFE LOCK COMPANY	$9.98
	Invoice	Date	Description		Amount
	89857	01/09/2024	Public works keys		$9.98

City of Capitola

City Checks Issued February 9, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
105338	02/09/2024			AMAZON CAPITAL SERVICES		$2,996.45
	Invoice	Date	Description		Amount	
	1J6M-MMPP-GNHP	01/24/2024	2 in 1 Pistol Air Pneumatic Needle Scaler Hammer		$177.06	
	1QL4-CXWY-LNXD	01/25/2024	Urinals return		($119.88)	
	19YC-XTJJ-RMCX	01/26/2024	Office name plate		$23.62	
	1VWL-VGFV-YNNG	01/27/2024	Blinds		$39.22	
	1TP9-NVLT-3649	01/29/2024	Rain jackets		$47.95	
	1XN6-GKRJ-CCPD	01/30/2024	Super glue adhesive		$31.48	
	1J71-JY9G-K9L7	02/01/2024	Poster frames, rubber bands		$122.88	
	174M-7K7Y-4DP6	02/05/2024	Amp plug		$451.65	
	1FK7-MQ7M-H39F	01/25/2024	Desk mat, dry erase markers, erasers, wrist rest		$101.54	
	1L9G-PW6R-6F3R	01/28/2024	Pencils, chalk set, markers, pickleball set		$260.92	
	1Q1M-3KFV-9FG6	01/28/2024	Metal stamping kits, metal stamping blanks, cord string		$279.11	
	197P-6WMD-RQDF	02/03/2024	Panelbook, leather cord, metal stamp, rubber bands, pencils		$299.07	
	1GV3-V6NH-NMWP	01/17/2024	Evidence and Property Supplies		$10.44	
	1HY9-D9FF-9YWJ	02/01/2024	Batteries		$27.48	
	1J4F-T3XF-FF6X	02/06/2024	Refrigerator Water Filter		$53.40	
	1JVT-QQGP-FTRJ	01/31/2024	583 Uniform Pants		$89.38	
	1MGL-CQY4-CQMJ	01/05/2024	Measuring Wheels		$87.72	
	1V73-L1GR-H339	01/20/2024	Cable Organizer and Notebooks		$115.02	
	19VV-RFPD-QNKM	01/17/2024	Boot Laces		$16.06	
	1XQ7-LLPK-LNTL	02/07/2024	Garbage cans		$882.33	
		1000 - General Fund		$2,873.57		
		2210 - ISF - Stores Fund		$122.88		
105339	02/09/2024			APTOS LANDSCAPE SUPPLY INC.		$153.32
	Invoice	Date	Description		Amount	
	623806	01/25/2024	Tarp, shovel, quick dam		$153.32	
105340	02/09/2024			AXCIENT		$135.00
	Invoice	Date	Description		Amount	
	FY24INEFI160271	01/31/2024	January AppAssure storage		$135.00	
		2211 - ISF - Information Technology				
105341	02/09/2024			B & B SMALL ENGINE REPAIR		$1,755.53
	Invoice	Date	Description		Amount	
	538012	01/30/2024	Air filter, head screw, nut, pre filter		$96.32	
	537965	01/30/2024	Ultra mix oil, chains, filing kits, filing packs, wedge		$1,023.68	
	537745	01/25/2024	Saw blade		$62.11	
	537738	01/25/2024	Bearings, crankshaft, oil seal, shop labor, gasket, nut, holder		$573.42	

City Checks Issued February 9, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
105342	02/09/2024			BATTERIES PLUS BULBS		$858.90
	Invoice	Date	Description		Amount	
	P69805093	01/24/2024	Pay Station Batteries		$823.30	
	P69909349	01/28/2024	Batteries		$35.60	
105343	02/09/2024			BAYSIDE OIL II INC.		$130.00
	Invoice	Date	Description		Amount	
	52638	01/30/2024	Waste oil recycling		$130.00	
105344	02/09/2024			BELLOWS PLUMBING HEATING & AIR		$912.00
	Invoice	Date	Description		Amount	
	145085868	01/23/2024	Smoke test per hour		$912.00	
105345	02/09/2024			BENEFIT COORDINATORS CORP.		$5,565.90
	Invoice	Date	Description		Amount	
	B0C61X	01/24/2024	January dental & vision insurance		$5,565.90	
		1000 - General Fund			($319.60)	
		1001 - Payroll Payables			$5,885.50	
105346	02/09/2024			BIOBAG AMERICAS INC.		$2,986.60
	Invoice	Date	Description		Amount	
	INV503464	01/25/2024	Dog waste bags		$2,986.60	
105347	02/09/2024			BRANTLY SANDRETTI		$1,000.00
	Invoice	Date	Description		Amount	
	BS011724	01/17/2024	Education reimbursement		$1,000.00	
105348	02/09/2024			BURKE WILLIAMS AND SORENSEN LLP		$21,616.26
	Invoice	Date	Description		Amount	
	314855	01/25/2024	December Labor and Employment Legal Services		$1,041.78	
	314856	01/25/2024	December City Attorney Services		$9,991.48	
	314867	01/25/2024	December 1098 18th Street Legal Services		$1,764.00	
	314866	01/25/2024	December Rent Control Ordinance Legal Services		$2,190.00	
	314865	01/25/2024	December Public Records Act Requests Legal Services		$507.50	
	314864	01/25/2024	December Fee Issues Legal Services		$577.50	
	314863	01/25/2024	December Beach House Rentals Lawsuit Legal Services		$220.00	
	314862	01/25/2024	December 4401 Capitola Road Legal Services		$401.50	
	314861	01/25/2024	December Labor Negotiations Legal Services		$60.00	
	314860	01/25/2024	December Public Works Legal Services		$742.50	
	314859	01/25/2024	December Planning Legal Services		$880.00	
	314858	01/25/2024	December Litigation Legal Services		$1,410.00	
	314857	01/25/2024	December Code Enforcement Legal Services		$1,830.00	

City Checks Issued February 9, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105349	02/09/2024			CA DEPARTMENT OF CONSERVATION	$1,192.05
	Invoice	Date	Description		Amount
	CDC123123	12/31/2023	Oct - Dec strong motion & seismic hazard mapping fees		$1,192.05
105350	02/09/2024			CA DEPARTMENT OF TRANSPORTATION	$4,685.85
	Invoice	Date	Description		Amount
	SL240477	01/24/2024	October - December signals and lighting		$4,685.85
		1310 - Gas Tax			
105351	02/09/2024			CALIFORNIA PARK AND RECREATION SOCIETY	$550.00
	Invoice	Date	Description		Amount
	CPRS012324	01/23/2024	Recreation member dues		$550.00
105352	02/09/2024			CAPITOLA PEACE OFFICERS ASSOCIATION	$1,104.50
	Invoice	Date	Description		Amount
	POA012624	01/26/2024	POA & gym dues PPE 1/20/24		$1,104.50
		1001 - Payroll Payables			
105353	02/09/2024			CAPITOLA POLICE DEPARTMENT	$86.00
	Invoice	Date	Description		Amount
	2024-00000010	11/22/2023	2023 Sip & Stroll Event Permit		$86.00
		1321 - BIA - Capitola Village-Wharf BIA			
105354	02/09/2024			CINTAS CORPORATION	$365.86
	Invoice	Date	Description		Amount
	5195755510	02/01/2024	Corp yard first aid supplies		$137.02
	5195067766	01/29/2024	Community Center first aid supplies		$7.79
	5195067749	01/29/2024	First Aid Replenishment		$221.05
105355	02/09/2024			CLEAN BUILDING MAINTENANCE CO.	$9,088.92
	Invoice	Date	Description		Amount
	33857	01/31/2024	January janitorial services		$9,088.92
105356	02/09/2024			COAST PAPER & SUPPLY INC.	$132.63
	Invoice	Date	Description		Amount
	679006	01/17/2024	Evidence and Property Supplies		$132.63
105357	02/09/2024			COMMUNITY PRINTERS	$474.15
	Invoice	Date	Description		Amount
	36042011	02/02/2024	Decal for PD door		$474.15
105358	02/09/2024			COMMUNITY TELEVISION OF SANTA CRUZ COUNTY	$649.75
	Invoice	Date	Description		Amount
	3375	01/31/2024	December televised meetings		$649.75

City of Capitola

City Checks Issued February 9, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105359	02/09/2024			COUNTY OF SANTA CRUZ MEDICRUZ PROGRAM	$572.00
	Invoice	Date	Description		Amount
	11582	01/30/2024	FY22/23 July - June Blood Alcohol Lab Tests		$286.00
	11575	01/17/2024	FY21/22 July - June Blood Alcohol Lab Tests		$286.00
105360	02/09/2024			DANA LYNN SCHMIDT	$351.00
	Invoice	Date	Description		Amount
	DLS012824	01/28/2024	Instructor payment		$351.00
105361	02/09/2024			DRONESENSE, INC.	$2,600.00
	Invoice	Date	Description		Amount
	2023-14895	12/21/2023	Drone Program Subscription		$2,600.00
		1300 - SLESF - Supl Law Enfc			
105362	02/09/2024			DUDEK	$11,749.75
	Invoice	Date	Description		Amount
	202311047	01/03/2024	#23-0254 723 El Salto Dr Project Services		$11,749.75
105363	02/09/2024			ESMERALDA GONZALEZ	$234.14
	Invoice	Date	Description		Amount
	EG020524	02/05/2024	CARMA ABLE Training Reimbursament		$234.14
105364	02/09/2024			EXCEEDIO	$9,081.36
	Invoice	Date	Description		Amount
	14986	02/01/2024	February IT services		$9,081.36
		2211 - ISF - Information Technology			
105365	02/09/2024			FERGUSON ENTERPRISES LLC #795	$568.61
	Invoice	Date	Description		Amount
	4837244	01/24/2024	Chain knocker, augers, cables		$568.61
105366	02/09/2024			FLYERS ENERGY LLC	$5,743.03
	Invoice	Date	Description		Amount
	24-015139	01/22/2024	613 gallons gasoline		$2,816.64
	24-020901	02/01/2024	636 gallons gasoline		$2,926.39
105367	02/09/2024			GALLS LLC	$688.06
	Invoice	Date	Description		Amount
	026847282	01/19/2024	Rapid L/S Shirt and Pant		$389.31
	026830901	01/18/2024	Sure Grip Padded Belt		$145.41
	026894694	01/25/2024	Shield Performance Softshell		$153.34

City of Capitola

City Checks Issued February 9, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105368	02/09/2024			GARDAWORLD	$384.28
	Invoice	Date	Description		Amount
	10768907	02/01/2024	February 2024 Armored Transportation Service		$384.28
105369	02/09/2024			GEORGE McMENAMIN	$1,508.08
	Invoice	Date	Description		Amount
	GM013124	01/31/2024	Riparian restoration services		$1,508.08
105370	02/09/2024			GRAINGER	$538.64
	Invoice	Date	Description		Amount
	9972767983	01/23/2024	Safety Cans		$538.64
105371	02/09/2024			GROUP 4 ARCHITECTURE RESEARCH & PLANNING INC.	$11,520.00
	Invoice	Date	Description		Amount
	12075	12/31/2023	City Hall Facilities Need Assessment		$5,760.00
	12012	11/30/2023	November City Hall Facilities Need Assessment		$5,760.00
105372	02/09/2024			HO KUK MU SUL CORPORATION	$124.80
	Invoice	Date	Description		Amount
	HKMSC020424	02/04/2024	Instructor payment		$124.80
105373	02/09/2024			HOME DEPOT CREDIT SERVICES	$756.93
	Invoice	Date	Description		Amount
	2529640	01/25/2024	Screws, brush plate, adhesive tape		$86.90
	1017217	01/26/2024	Drywall, adhesive, wall panel, wall base		$142.39
	7017862	01/30/2024	Submersible pump		$187.46
	3016952	01/24/2024	Sprayer, tape measure, quick caps		$60.67
	3529390	01/24/2024	Valve, elbow poly, screws, springs, bucket, countersink		$154.87
	3624737	01/24/2024	Grinding stone, wire, epoxy		$124.64
105374	02/09/2024			HUMBOLDT PETROLEUM LLC	$8.50
	Invoice	Date	Description		Amount
	INV-111173	01/15/2024	Carwash Closing Date 1/15/2024		$8.50
105375	02/09/2024			INTERSTATE BATTERY SYSTEM OF SAN JOSE INC	$185.07
	Invoice	Date	Description		Amount
	31029162	01/30/2024	Batteries		$185.07
105376	02/09/2024			JEANI MITCHELL	$326.04
	Invoice	Date	Description		Amount
	JM020424	02/04/2024	Instructor payment		$326.04

City Checks Issued February 9, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105377	02/09/2024			KBA Document Solutions LLC	$930.51
	Invoice	Date	Description		Amount
	55Y1429715	01/29/2024	City Hall copier usage charges		$923.54
	55Y1431138	02/01/2024	City Hall copier usage charges		$6.97
		2211 - ISF - Information Technology			
105378	02/09/2024			KING'S PAINT AND PAPER INC.	$1,859.54
	Invoice	Date	Description		Amount
	JNYQ7	01/29/2024	Rust destroyers paint (10)		$1,859.54
105379	02/09/2024			KOSMONT COMPANIES	$5,951.40
	Invoice	Date	Description		Amount
	2309.5-004	12/31/2023	December Consulting services Capitola Mall		$5,951.40
105380	02/09/2024			LAURA ALIOTO	$210.00
	Invoice	Date	Description		Amount
	LA020424	02/04/2024	Instructor payment		$210.00
105381	02/09/2024			LAW ENFORCEMENT PSYCHOLOGICAL SERVICES INC.	$450.00
	Invoice	Date	Description		Amount
	2775	08/31/2023	Police Officer Candidate Psychological Evaluation		$450.00
105382	02/09/2024			Leda Laidlaw-Hunter	$234.97
	Invoice	Date	Description		Amount
	LLH020224	02/07/2024	Travel to and from CSMFO annual conference, plus meals		$234.97
105383	02/09/2024			LEO MORENO	$233.38
	Invoice	Date	Description		Amount
	LM020524	02/05/2024	ABLE Training Reimbursement		$233.38
105384	02/09/2024			LIUNA PENSION FUND	$1,164.80
	Invoice	Date	Description		Amount
	FR1326	01/24/2024	January LIUNA pension dues		$1,164.80
		1001 - Payroll Payables			
105385	02/09/2024			LLOYD'S TIRE AND AUTO	$779.19
	Invoice	Date	Description		Amount
	218300	01/19/2024	Tires, tire services		$779.19
105386	02/09/2024			LUIS RUIZ	$120.64
	Invoice	Date	Description		Amount
	LR020624	02/06/2024	CSMFO Annual Conference Reimbursement		$120.64

City of Capitola

City Checks Issued February 9, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
105387	02/09/2024			MASTER CLEANERS		$849.54
	Invoice	Date	Description		Amount	
	MC011524	01/15/2024	December 2023 Uniform Cleaning		$849.54	
105388	02/09/2024			McKim Corporation		$112,394.59
	Invoice	Date	Description		Amount	
	21072	01/29/2024	January Capitola Road Pavement Rehabilitation Project Servi		$112,394.59	
		1200 - Capital Improvement Fund				
105389	02/09/2024			MID COUNTY AUTO SUPPLY		$177.06
	Invoice	Date	Description		Amount	
	M-2439847	01/22/2024	PP3 Red tester, freight		$177.06	
105390	02/09/2024			MISSION LINEN SUPPLY		$282.20
	Invoice	Date	Description		Amount	
	520894416	01/24/2024	Fleet towels, uniform cleaning		$34.98	
	520952502	01/31/2024	Corp. Yard linen service		$128.79	
	520952501	01/31/2024	Fleet towels, uniform cleaning		$34.98	
	520878293	01/22/2024	Community Center mop and mat service		$83.45	
105391	02/09/2024			MISSION PRINTERS		$54.19
	Invoice	Date	Description		Amount	
	65153	01/24/2024	Business Cards		$54.19	
105392	02/09/2024			NORTH BAY FORD		$164.71
	Invoice	Date	Description		Amount	
	291521	01/22/2024	Pump assembly, gasket		$164.71	
105393	02/09/2024			O'REILLY AUTO PARTS		$231.30
	Invoice	Date	Description		Amount	
	2763-410006	01/22/2024	Door mirror, truck mirror		$93.72	
	2763-410189	01/23/2024	Battery		$137.58	
105394	02/09/2024			OUTDOOR SUPPLY HARDWARE		$675.91
	Invoice	Date	Description		Amount	
	I80900	01/25/2024	Pipe cap		$15.25	
	I80902	01/25/2024	Pipe cap		$9.80	
	I80383	01/24/2024	Screwdriver, quick links		$82.77	
	I80349	01/24/2024	Grinding wheel, wheel brush, crimp cup, wire, brush		$75.46	
	I82458	01/29/2024	Cordless sprayer		$435.99	
	I80124	01/23/2024	Connectors		$56.64	
		1000 - General Fund		$593.14		
		1310 - Gas Tax		$82.77		

City of Capitola

City Checks Issued February 9, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105395	02/09/2024			PALACE BUSINESS SOLUTIONS	$549.07
	Invoice	Date	Description		Amount
	699585-0	11/09/2023	Printing Paper		$154.76
	2307946-0	12/22/2023	Printing Paper		$174.07
	2314085-0	01/17/2024	Printing Paper and Calendars		$181.74
	2315487-0	01/23/2024	Notebooks		$38.50
105396	02/09/2024			PHOENIX GROUP INFORMATION SYSTEMS	$5,137.51
	Invoice	Date	Description		Amount
	122023070	01/20/2024	December 2023 Citation Processing		$5,137.51
105397	02/09/2024			PK SAFETY SUPPLY	$289.94
	Invoice	Date	Description		Amount
	483027	01/26/2024	N95 Masks		$289.94
105398	02/09/2024			REGIONAL GOVERNMENT SERVICES AUTH	$1,255.70
	Invoice	Date	Description		Amount
	16146	12/31/2023	2023 Compensation Study Services through 12/31/23		$1,255.70
105399	02/09/2024			ROBERT M PATTERSON	$100.00
	Invoice	Date	Description		Amount
	RMP010124	01/01/2024	Administrative Reviews Billing Statement 1/1/2024		$100.00
105400	02/09/2024			ROYAL WHOLESALE ELECTRIC	$19.08
	Invoice	Date	Description		Amount
	7719-1036684	02/06/2024	Lamp holders		$19.08
105401	02/09/2024			RRM DESIGN GROUP	$556.25
	Invoice	Date	Description		Amount
	2757-01-1223	01/17/2024	December Capitola Housing Element Update		$556.25
		1313 - General Plan Update and Maint			
105402	02/09/2024			SANTA CRUZ AUTO PARTS INC.	$117.77
	Invoice	Date	Description		Amount
	14508-488026	01/24/2024	Gear oil, electrical tape, heater hose		$117.77
105403	02/09/2024			SANTA CRUZ LIVE SCAN INC.	$30.00
	Invoice	Date	Description		Amount
	24923	02/01/2024	New hire live scans		$30.00
105404	02/09/2024			SHANTA SHENOY	$1,014.00
	Invoice	Date	Description		Amount
	SS020424	02/04/2024	Instructor payment		$1,014.00

City of Capitola

City Checks Issued February 9, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
105405	02/09/2024			SHAPE INC.		$26,757.32
	Invoice	Date	Description		Amount	
	29953B19228	01/29/2024	Replacement pumps		$26,757.32	
105406	02/09/2024			SIRCHIE		$76.69
	Invoice	Date	Description		Amount	
	0627499-IN	01/19/2024	Evidence and Property Supplies		$76.69	
105407	02/09/2024			SOQUEL CREEK WATER DISTRICT		$446.65
	Invoice	Date	Description		Amount	
	10-16317-0012224	01/22/2024	10-16317-00 420 Capitola Ave. water		$237.14	
	10-16315-0012224	01/22/2024	10-16315-00 504 Beulah Dr. water		$56.92	
	10-16316-0012224	01/22/2024	10-16316-00 426 Capitola Ave. water		$118.04	
	34-18508-0012924	01/29/2024	34-18508-00 1510 McGregor Drive water service		$34.55	
105408	02/09/2024			SPECTRUM BUSINESS		$3,765.00
	Invoice	Date	Description		Amount	
	170005701012124	01/21/2024	February internet service		$3,765.00	
		1000 - General Fund			$1,649.58	
		2211 - ISF - Information Technology			$2,115.42	
105409	02/09/2024			STAPLES ADVANTAGE		$202.18
	Invoice	Date	Description		Amount	
	3557359573	01/19/2024	Cups and Shipping Tape		$60.50	
	3557606792	01/23/2024	Facial Tissue		$85.02	
	3558584855	02/01/2024	Hanging File Folders		$56.66	
105410	02/09/2024			STATE STEEL COMPANY		$167.01
	Invoice	Date	Description		Amount	
	128341	01/17/2024	Rolling gate wheel for chain link		$167.01	
105411	02/09/2024			THE HOME DEPOT PRO		$3,217.36
	Invoice	Date	Description		Amount	
	785046954	01/18/2024	Cleaning supplies		$1,415.92	
	787161421	01/31/2024	Cleaning supplies		$1,664.19	
	787329473	01/31/2024	Cleaning supplies		$137.25	
105412	02/09/2024			THE REGIONAL TRAINING CENTER		$790.00
	Invoice	Date	Description		Amount	
	2310	01/08/2024	501 and 536 UAS Train-the-Trainer Course		$790.00	
		1300 - SLESF - Supl Law Enfc				

City Checks Issued February 9, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105413	02/09/2024			TPX COMMUNICATIONS	$1,653.87
	Invoice	Date	Description		Amount
	177048986-0	01/23/2024	January phone service		$1,653.87
		1000 - General Fund		$900.11	
		2211 - ISF - Information Technology		$753.76	
105414	02/09/2024			TRANSPARENTSEA MEDIA CO.	$2,668.00
	Invoice	Date	Description		Amount
	00039	02/01/2024	February BIA marketing, website management, media boost		$2,668.00
		1321 - BIA - Capitola Village-Wharf BIA			
105415	02/09/2024			UNISAFE INC	$488.23
	Invoice	Date	Description		Amount
	720399	01/18/2024	Evidence Supplies - TopGrip Exam Gloves		$488.23
105416	02/09/2024			UNITED WAY OF SANTA CRUZ COUNTY	$20.00
	Invoice	Date	Description		Amount
	UW012624	01/26/2024	January United Way contributions		$20.00
		1001 - Payroll Payables			
105417	02/09/2024			US BANK EQUIPMENT FINANCE	$489.41
	Invoice	Date	Description		Amount
	521047498	01/29/2024	City Hall Copier Lease		$315.01
	520939414	01/25/2024	City Hall Copier Lease		$174.40
		2210 - ISF - Stores Fund			
105418	02/09/2024			US BANK PARS Acct 6746022400	$400.48
	Invoice	Date	Description		Amount
	PARS012624	01/26/2024	PARS contributions PPE 1/20/24		$400.48
		1001 - Payroll Payables			
105419	02/09/2024			V&A CONSULTING ENGINEERS	$24,227.40
	Invoice	Date	Description		Amount
	23199	12/31/2023	Noble Gulch Culvert Condition Assessment Services through		$24,227.40
		1200 - Capital Improvement Fund			
105420	02/09/2024			VERIZON WIRELESS	$50.00
	Invoice	Date	Description		Amount
	9022341348	11/29/2023	CIU Preservation Request		$50.00
105421	02/09/2024			WESTERN EXTERMINATOR COMPANY	$87.60
	Invoice	Date	Description		Amount
	57413986	02/02/2024	February City Hall rodent control		$87.60

City Checks Issued February 9, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
105422	02/09/2024			CARL OLIN		$500.00
	Invoice	Date	Description		Amount	
	CO020524	02/05/2024	Tree Deposit Refund #23-0396		$500.00	
105423	02/09/2024			Grant Writing USA		$465.00
	Invoice	Date	Description		Amount	
	X7N9RJGZ2Z3	02/01/2024	583 Grant Writing Tuition		$465.00	
105424	02/09/2024			MARA PALANDRANI		$2,977.80
	Invoice	Date	Description		Amount	
	MP020724	02/07/2024	Design Review PC Refund		$2,977.80	
		1000 - General Fund			$2,836.00	
		1317 - Technology Fee Fund			$141.80	
Type Check Totals:						$316,038.18
EFT						
1662	02/01/2024			CalPERS Health Insurance		$77,718.98
	Invoice	Date	Description		Amount	
	1002565445	01/26/2024	Janauary health insurance		$77,718.98	
		1000 - General Fund			$4,383.58	
		1001 - Payroll Payables			$73,335.40	
1663	01/29/2024			CalPERS Member Services Division		$65,140.65
	Invoice	Date	Description		Amount	
	1002565256-9	01/26/2024	PERS contributions PPE 1/20/24		$65,140.65	
		1000 - General Fund			$0.33	
		1001 - Payroll Payables			$65,140.32	
1664	01/29/2024			EMPLOYMENT DEVELOPMENT DEPARTMENT		$9,837.85
	Invoice	Date	Description		Amount	
	1-942-031-888	01/26/2024	State taxes PPE 1/20/24		$9,837.85	
		1001 - Payroll Payables				
1665	01/29/2024			INTERNAL REVENUE SERVICE		$33,333.68
	Invoice	Date	Description		Amount	
	3153009	01/26/2024	Federal taxes & Medicare PPE 1/20/24		$33,333.68	
		1001 - Payroll Payables				
1666	01/29/2024			STATE DISBURSEMENT UNIT		$1,662.91
	Invoice	Date	Description		Amount	
	47005848	01/26/2024	Employee garnishments PPE 1/20/24		$1,662.91	
		1001 - Payroll Payables				

City of Capitola

City Checks Issued February 9, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
1667	01/29/2024			VOYA FINANCIAL	$7,476.66
	Invoice	Date	Description		Amount
	VOYA012624	01/26/2024	Employee 457 contributions PPE 1/20/24		$7,476.66
		1001 - Payroll Payables			
1669	02/07/2024			EMPLOYMENT DEVELOPMENT DEPARTMENT	$445.00
	Invoice	Date	Description		Amount
	0-791-109-136	01/30/2024	Unemployment insurance benefit charge		$445.00
		2213 - ISF - Self-Insurance Liability			

Type EFT Totals: $195,615.73

Main City Totals	Count	Total
Checks	95	$316,038.18
EFTs	7	$195,615.73
All	102	$511,653.91

Payroll Totals		
Checks	0	$0.00
EFTs	99	$198,218.26
All	99	$198,218.26

Grand Totals:		
Checks	95	$316,038.18
EFTs	106	$393,833.99
All	201	$709,872.17

Capitola City Council

Agenda Report

Meeting: February 22, 2024

From: Community Development Department

Subject: State Grant Administration Agreement Amendment

Recommended Action: Approve an amendment to the Professional Services Agreement with Adams Ashby Group for grant administration services, including Permanent Local Housing Allocation Program Administration ($31,527), 2023 Community Development Block Grant Application ($7,500), and 2023 HOME Investment Partnership Program application ($10,000).

Background: Paul Ashby, of Adams Ashby Group, has provided grant administration services to the City since 2011 for required HOME Investment Partnership Program reporting related to the Bay Avenue Senior Housing project and Community Development Block Grant (CDBG) project administration for a variety of qualifying programs. Adams Ashby Group currently has a contract with the City for annual HOME reporting ($3,700/year) and administration of the 2021 CDBG Grant ($35,000).

In 2017, Governor Brown signed a 15-bill housing package aimed at addressing California's housing shortage and high housing costs. Specifically, it included the Building Homes and Jobs Act, known as Senate Bill 2 (SB 2) to increase the supply of affordable homes in California. The Bill established a $75 recording fee on real estate documents and created the Permanent Local Housing Allocation Fund (PLHA). Beginning in 2019, the Bill authorized the California Department of Housing and Community Development (HCD) to allocate 70 percent of PLHA fund moneys to local governments for eligible housing and homelessness activities. The intent of the bill is to provide a permanent, ongoing source of funding to local governments for housing-related projects and programs that address the unmet housing needs of their local communities.

The California Department of Housing and Community Development (HCD) issued the first Notice of Funding Availability ("NOFA") under the PLHA program making affordable housing funding available statewide. HCD calculates and publishes the PLHA allocation annually. The following table includes Capitola's funding for 2019 – 2021 and estimated funding for 2022 and 2023. Five percent of PLHA funding may be utilized for grant administration.

Year	PLHA NOFA Allocation
2019	$105,092
2020	$180,868
2021	$195,772
2022 (estimate)	$74,713
2023 (estimate)	$74,712
Total	**$630,557**

On November 10, 2022, the City Council adopted resolution 4294 authorizing staff to submit an application for the PLHA grant and adopted the PLHA five-year plan.

Discussion: On June 23, 2024, the City of Capitola was awarded a PLHA grant. The PLHA application, authorized by the City Council, identified grant funding to be allocated for predevelopment cost of

affordable housing rental projects, very low-income homeless assistance Housing for Health Partnership year-round emergency shelter operations in Santa Cruz County, and project administration. The predevelopment costs of affordable housing rental projects will be utilized to assist the 52-unit affordable housing rental development at 1098 38th Avenue. The very low-income homeless assistance will provide funding for the Housing for Health Partnership year-round emergency shelter operations in Santa Cruz County. Also, five percent of the grant funding is allocated for project administration by Adams Ashby Group ($31,527).

On January 19, 2024, the California Department of Housing and Community Development released the 2022-2023 HOME Investment Partnership Program (HOME) NOFA. The HOME grant may be utilized for housing rehabilitation for multifamily projects that benefit low-income renters. The Dakota Apartments, located at 3245 Clares Street, include 24 affordable and accessible rental apartments. They were built in 1998 and are identified in the updated Housing Element as an existing affordable housing development in need of rehabilitation. HOME grant applications are due April 9, 2024. Adams Ashby Group can complete the grant application and administer the future grant. The cost to complete the grant application is $10,000 due to the complexity of the application. The City has HOME administration funds available to cover the cost of the application. In March, staff will return to the City Council with an overview of the HOME grant application, the future rehabilitation improvement for the Dakota Apartments, and a resolution authorizing the application to HCD. The property owner, ASI, is currently completing a needs assessment for the property. The total grant funding request is unknown at this time, so the cost of administering the future grant is also unknown.

On January 31, 2024, the California Department of Housing and Community Development released the 2023 CDBG NOFA. At the direction of the City Council, staff will apply for the maximum amount of CDBG funding ($3.3 million) for the Jade Street Community Center renovations. Adams-Ashby Group will complete the 2023 CDBG grant application and, if awarded, administer the grant. The cost for administering the $3.3 million grant is $100,000.

Adams Ashby Group will continue to provide annual reporting for the HOME Investment Partnership Program and grant administration services for the active 2021 CDBG Grant. Paul Ashby has provided annual reporting services for the HOME Investment Partnership Program required for the Bay Avenue Senior Housing project since 2011. The $30M rehabilitation project was funded by many sources, including a Capitola Redevelopment Agency loan and a major State HOME loan, which requires annual reporting. Since 2011, HOME annual reporting services have been $3,700 annually. The cost of annual reporting will increase to $4,100 due to inflation. Paul Ashby has also provided grant administration services for the 2021 CDBG grant, which provides public assistance to Grey Bears, Second Harvest, and Community Bridges. Program administration of the $500,000 grant is $35,000.

In summary, staff is seeking to amend the Adams Ashby Group contract to include PLHA grant administration ($31,527), 2023 CDBG grant application ($7,500), and 2023 HOME Investment Partnership Program application ($10,000). The amended contract will also include current services for HOME reporting ($4,100) and the administration of the 2021 CDBG Grant ($35,000). If the 2023 CDBG Grant and/or the 2023 Home Investment Partnership Program are awarded, staff will return to the City Council for additional modifications to administer the grants.

Fiscal Impact: Funding for the PLHA grant administration ($31,527) would come from the existing PLHA fund balance. Funding to prepare and submit the 2023 CDBG applications ($7,500) would come from existing CDBG fund balance and, contingent upon award, the CDBG program administration will be funded through the 2023 CDBG grant. Funding to prepare and submit the 2022-2023 HOME application ($10,000) would come from the existing HOME fund balance, and, contingent upon the award, the HOME program administration will be funded through the 2022-2023 HOME grant. The annual reporting for the Bay Avenue HOME loan ($4,100) would continue to be funded through available HOME reuse funds. The existing 2021 CDBG grant administration will continue to be funded the relevant 2021 CDBG grant.

Attachments:

1. Attachment 1: Contract Amendment

Report Prepared By: Katie Herlihy, Community Development Director

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

Approved By: Jamie Goldstein, City Manager

2nd AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT

between

CITYOF CAPITOLA AND ADAMS ASHBY GROUP

The City of Capitola and Adams Ashby Group., hereby agree to the following Amendment(s) to the Contract dated February 22, 2023:

1) Increase the contract value from $91,025 to $140,052 for affordable housing and grant preparation and administration services.

All other terms and conditions of the Professional Services Agreement remain in full force and effect.

CONSULTANT: Adams Ashby Group.

_____ Date: _____

By:

CITY OF CAPITOLA

_____ Date: _____

By: Benjamin Goldstein, City Manager

APPROVED AS TO FORM:

_____ Date: _____

Sam Zutler, City Attorney

Capitola City Council

Agenda Report

Meeting: February 22, 2024

From: City Manager Department

Subject: Capitola Representation on the Bicycle Advisory Committee

Recommended Action: Recommend reappointment of Paula Bradley to represent Capitola on the Regional Transportation Committee's Bicycle Advisory Subcommittee.

Background: The City of Capitola is currently represented on the Regional Transportation Committee (RTC) by Council Member Alexander Pedersen. The RTC has a Bicycle Advisory Subcommittee, which currently has one Capitola representative. Representatives to this committee serve for four years and are appointed by the RTC. The City Council may recommend the appointment or reappointment of Capitola's representative to this subcommittee before the RTC makes an appointment. Paula Bradley has served as Capitola's representative since 2020.

Discussion: On February 14, 2024, Paula Bradley indicated she would like to be reappointed to continue serving as Capitola's representative on the Bicycle Advisory Committee. The RTC advertised the vacancy for this position and received no other applicants who reside within the City.

Fiscal Impact: None.

Attachments:

1. Application

Report Prepared By: Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager

Postmarked December 30, 2020; received late due to USPS delivery issues. -KC, 1/27/2021

COMMITTEE APPOINTMENT APPLICATION

Santa Cruz County Regional Transportation Commission (SCCRTC)
Bicycle Advisory Committee

The Bicycle Advisory Committee consists of eleven seats: one for each city within Santa Cruz County, one for each of the county districts, one representing the Bike to Work program and one representing the Community Traffic Safety Coalition. Each of the seats has an alternate member appointed in the case that the primary member is unable to attend a meeting.

Meetings are usually held the second Monday of even numbered months from 6:00 p.m. to 8:30 p.m. in the Santa Cruz County Regional Transportation Commission conference room, located at 1523 Pacific Avenue in downtown Santa Cruz. One meeting per year is typically held mid- or south-county. Please refer to the Committee description and bylaws for more information: https://sccrtc.org/meetings/bike-committee/.

If you are interested in serving on this committee, we recommend reviewing the by-laws and attending a meeting to familiarize yourself with the committee process. After doing so please complete this application and email a scanned signed copy to ttravers@sccrtc.org or return a signed copy to the RTC office.

Name: Paula Bradley

Home address: [redacted] Capitola

Mailing address (if different): [redacted] Capitola CA 95010

Phone: (home) [redacted] (business/message/mobile)

E-mail: [redacted]

Length of residence in Santa Cruz County: 25 + years

I am applying to represent the following vacant position (circle one):

City of Capitola - Alternate

County District 4 (roughly, southeast of Green Valley Road) - Alternate

City of Scotts Valley - Alternate

RECEIVED SCCRTC 2021 JAN 27 AM 8:51

I would consider a different position - either a different seat or alternate versus primary (circle one): Yes / No

Previous experience on a government commission or committee: (Please describe the committee/commission's purpose and your role.)

see attached

Other Relevant Work or Volunteer Experience

Organization	Location	Position	Dates
see attached			

Statement of Qualifications: Please attach a brief statement indicating why you are interested in serving on this committee and why you are qualified for the appointment. If you have served on this committee in the past, please summarize your accomplishments on the committee and indicate which of the committee's potential future endeavors most interest you.

Certification: I certify that the above information is true and correct and I authorize the verification of the information in the application in the event I am a finalist for the appointment.

[redacted]
Signature

12/30/20
Date

Return Application to: SCCRTC Attn: Tommy Travers
1523 Pacific Avenue
Santa Cruz, CA 95060
fax: (831) 460-6178 or email: ttravers@sccrtc.org

Questions or Comments: Contact Tommy Travers at (831) 460-3200 or by email at ttravers@sccrtc.org.

Paula Bradley - Attachment to RTC Committee Appointment Application

Previous experience on a government commission or committee:

I have not been on a governmental commission or committee; but I have been staff to many, see below.

Other Relevant Work or Volunteer Experience

For over 25 years I have worked as a City Planner for the private, public sectors including six cities and one County

Currently I work for Michael Baker International, Inc. 12/2013 to present providing contract services.

City of Scotts Valley Community Development Department, 1/2019 to present.

For the last two years I have provided staff services including managing several land development projects, environmental review and CEQA compliance and presentation to the Planning Commission and City Council.

City of Mountain View Community Development Department, 11/2016 to 2/2019. As Planning staff I managed land use development projects, environmental review, contract management, and presentations to the Planning Commission and City Council.

City of San Bruno Community Development Department, 12/2013 to 7/2015. As Planning staff I managed land use development projects including presentations to the Architectural Review Committee, Planning Commission and City Council. I was the staff to the City Bicycle Pedestrian Advisory Committee (BPAC) and managed the City's first Walk'n Bike Master Plan through adoption.

For the Monterey County Community Development Department from 2005 to 2012, I was an Associate Planner and previously for the City of Sunnyvale and other cities before that.

Volunteer Experience:

Santa Cruz County Cycling Club, 1998 to present. Member and volunteer for the annual Santa Cruz Mountains Challenge fundraiser and a ride leader

Cyclists for Cultural Exchange, 2000 to present. Volunteer Parking Captain for the annual Strawberry Fields fundraiser event

Silicon Valley Bicycle Coalition, member since 2017

Corralitos Cultural Council Board of Directors, Secretary 2008 to 2010

Interests are many - primarily cycling locally and internationally, landscaping, home improvement, my three dogs, camping and travel.

Statement of Qualifications:

I am a resident of Capitola since 2010 and have lived in the county for 25 plus years. I am an avid road cyclist and regularly ride all over the County, North Monterey County and occasionally San Mateo County and I am familiar with all roads in the County. I have been a planning and environmental professional for over 25 years. Most relevant is that I was the Project Manager for the City of San Bruno's first Walk'n Bike Master Plan from inception to adoption. This involved hiring a contractor and managing the contract, a city-wide community outreach effort, working with the local cycling community, local jurisdictions and agencies including: the cities of Millbrae, South San Francisco, Daly City, and San Mateo, BART, Sam Trans San Mateo County Transportation Authority, and C/CAG and CalTrans and many related programs. I am knowledgeable of all types of bicycle and pedestrian related infrastructure and planning, funding, capital improvement plans and programs.

I was staff to the City of San Bruno Bicycle Pedestrian Advisory Committee for two years.

Capitola City Council

Agenda Report

Meeting: February 22, 2024

From: Public Works Department

Subject: Update on the Wharf Resiliency and Public Access Project

Recommended Action: Approve Change Order 5 to the Public Works Agreement with Cushman Contracting for the Wharf Project in an amount not to exceed $1,913,000 (for a total contract amount of $10,227,000) and adopt a resolution amending the FY 2023-24 Adopted Budget to allocate an amount not to exceed $1,264,000 in funding for the additional project expenditures.

Background: The Capitola Wharf is currently undergoing a major renovation through the Wharf Resiliency and Public Access Project. The Project is focused on crucial elements such as widening the Wharf, fixing failing pilings, replacing the deck, and adding new restroom facilities. The project aims to ensure the Wharf's long-term resilience. Construction by Cushman Contracting began in September 2023 and has been making steady progress since then.

During the February 8, 2024, City Council meeting, staff reported additional damage from the storm event on December 28, 2023. This included broken piles, exposed drift pins, and splintered timber piles, particularly between newly constructed Bents 27 and 30. The Wharf House Restaurant suffered severe damage and was subsequently deemed a total loss. Assessment of the Boat and Bait building was incomplete as of the last meeting.

Discussion: The Boat and Bait property has been red-tagged since January 2023, with intermittent tenant access. The property encompasses boats on deck, retail items in the shop, and boating and fishing equipment in the garage.

A structural evaluation conducted by the City Engineer and Building Official brought to light foundation issues, including cracking, corrosion, general deterioration, and non-compliance with current codes. Notable vulnerabilities to water intrusion and inadequate weather protection for doors and windows were observed.

Staff met with local contractors to evaluate options to repair the building, specifically raising the building, replacing the foundation and then bringing the building up to current code standards. However, it was deemed impractical as the cost for building renovation would have likely exceeded the cost for new custom construction due to construction challenges and the extensive structural damage to the building.

Retrieval of belongings from Boat and Bait is currently in progress. These items are stored temporarily, along with salvageable boats, in the lower Pacific Cove Parking Lot. The Capitola Wharf Resiliency Project will progress sequentially, including the demolition of Boat and Bait, hazardous material abatement, Wharf House demolition, repair of Wharf structural elements, and deck replacement. This process may extend the project by an additional six weeks to two months.

Fiscal Impact: The fiscal impacts of the demolition of the Wharf House and Boat and Bait properties are substantial, with an estimated $1M budget for demolition plus an additional $500,000 to rebuild the Wharf under the location of the buildings. Additional repair work at the head of the Wharf is quantified at $100,000. Staff is evaluating options for building demolition and will present any additional options at the hearing.

The overall project budget is detailed below.

Wharf Resiliency and Public Access Project Budget

Funding	
Coastal Conservancy Grant	$1,900,000
HUD Grant	$3,500,000
Measure F	$2,500,000
Insurance from January 2023 Storm Damages	$1,000,000
California Natural Resources Agency	TBD
FEMA	TBD
CWEP Fundraising	$400,000
Total Project Funding	**$9,300,000**
Expenses	
Initial Contract (inclusive of January 2023 Storm Damage)	$7,740,000
Change Order 1	$104,300
Change Order 2	$43,000
Change Order 3	$213,700
Change Order 4 - Storm Damage (December 2023)	$213,000
CWEP – Cushman Construction	$313,000
CWEP – Non-Cushman Items	$337,000
Building Demolition	$1,000,000
Repair Work Under Buildings	$500,000
Head of Wharf Repair	$100,000
Total Project Costs to Date	**$10,564,000**
Available Funds	
Projected Deficit	$1,264,000

An allocation of $250,000 has been designated for ancillary enhancements to the Capitola Wharf through the Capitola Wharf Enhancement Project (CWEP). The estimated cost for the procurement and installation of CWEP elements most suitably handled by Cushman (lighting, furniture, viewing stations) is $313,000. A potential project cost savings could involve revisiting the placement of the restroom at the Wharf's end, which could lead to an approximate cost reduction of $300,000, however, restrooms have previously been determined to be an important project component.

The original construction contract signed with Cushman Contracting amounted to $7.74 million. Before the occurrence of the December storm, change orders were executed totaling $361,000. The subsequent storm damage repairs incurred an additional $213,000, resulting in a cumulative change order of $574,000 and a revised contract amount of $8.31M. The contract with Cushman Contracting was originally approved to authorize staff to execute change orders up to 10% of the contract value. With the addition of the building demolition and related repair work, repairs on the head of the Wharf, and the associated costs with implementing the Capitola Wharf Enhancement Project (CWEP), staff recommends a change order to the Public Works Agreement with Cushman Contracting in an amount not to exceed $1,913,000 (for a total contract amount of $10,227,000) and budget amendment in an amount not to exceed $1,264,000. The initial construction budget for this project was $8,900,000, with this change order the project is approximately 15% above the engineers estimate.

Coordination with FEMA for financial assistance is ongoing, recognizing the potential for additional damage reimbursement in the future. Funding from the California Natural Resources Agency continues to be on hold, with uncertainty about availability until at least July.

Attachments:

1. Budget Amendment Resolution

Report Prepared By: Jessica Kahn, Public Works Director

Reviewed By: Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA AMENDING THE 2023-24 FISCAL YEAR CITY BUDGET AND CAPITAL IMPROVEMENT PROGRAM BUDGET

WHEREAS, it is necessary to adopt the 2023-24 Fiscal Year Budget for all City funds and Capital Improvement Program; and

WHEREAS, the City Council conducted budget study sessions, heard and considered public comments, had modified and proposed a budget accordingly, and on June 22, 2023, adopted such budget for the Fiscal Year July 1, 2023, through June 30, 2024; and

WHEREAS, since the adoption of the budget, the Capitola Wharf and buildings thereon sustained significant damage due to winter storms in 2023 and staff has discovered additional damage to the Capitola Wharf requiring the demolition and removal of the buildings; and

WHEREAS, the original project budget did not anticipate the additional cost of demolition and removal of the building; and

WHEREAS, it is necessary to amend the Fiscal Year 2023-24 Adopted Budget to include the $1,264,000 in additional project expenditures; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Capitola that the 2023-24 Fiscal Year Budget is hereby amended, including Exhibit A (Budget Amendment) to this Resolution; 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 22nd day of February 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Kristen Brown, Mayor

ATTEST:

_____
Julia Gautho, City Clerk

City of Capitola Budget Adjustment Form

Date 2/15/2024

Requesting Department Public Works

Administrative Council [ ]

Council [X]

Item # TBD

Council Date 2/22/2024

Council Approval

Revenues		
Account #	Account Description	Increase/Decrease
Total		-

Expenditures		
Account #	Account Description	Increase/Decrease
1200-00-00-000-4390.100	Construction - Project Services	1,264,000
Total		1,264,000

Net Impact	(1,264,000)

Purpose: Additional funding for the Capitola Wharf Rehabiliation & Resiliency Project.

Department Head Approval

Finance Department Approval

City Manager Approval

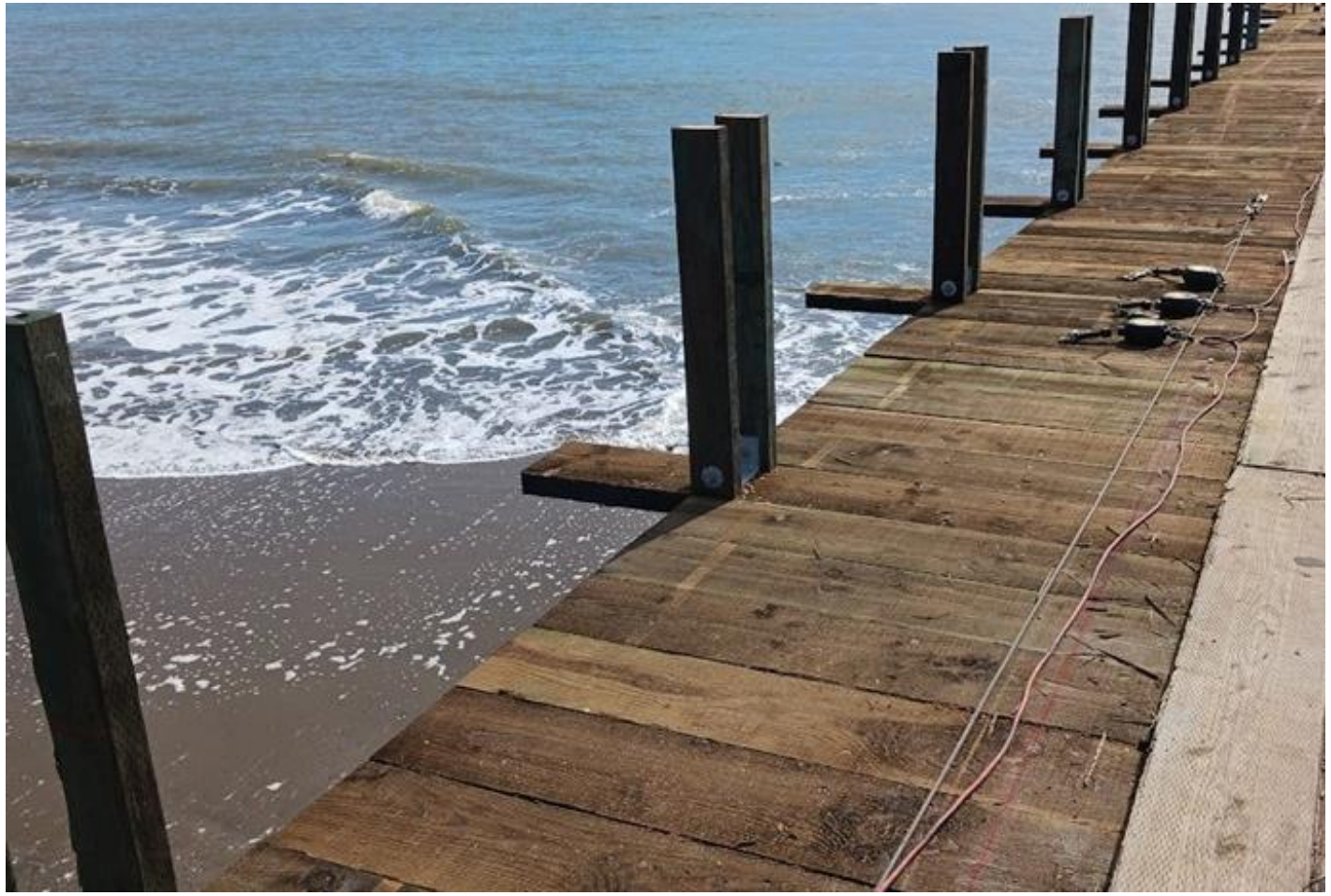
DocuSigned by:
Jamie Goldstein
D05A9A7B5900485...

Wharf Resiliency and Public Access Project

City Council

February 22, 2024

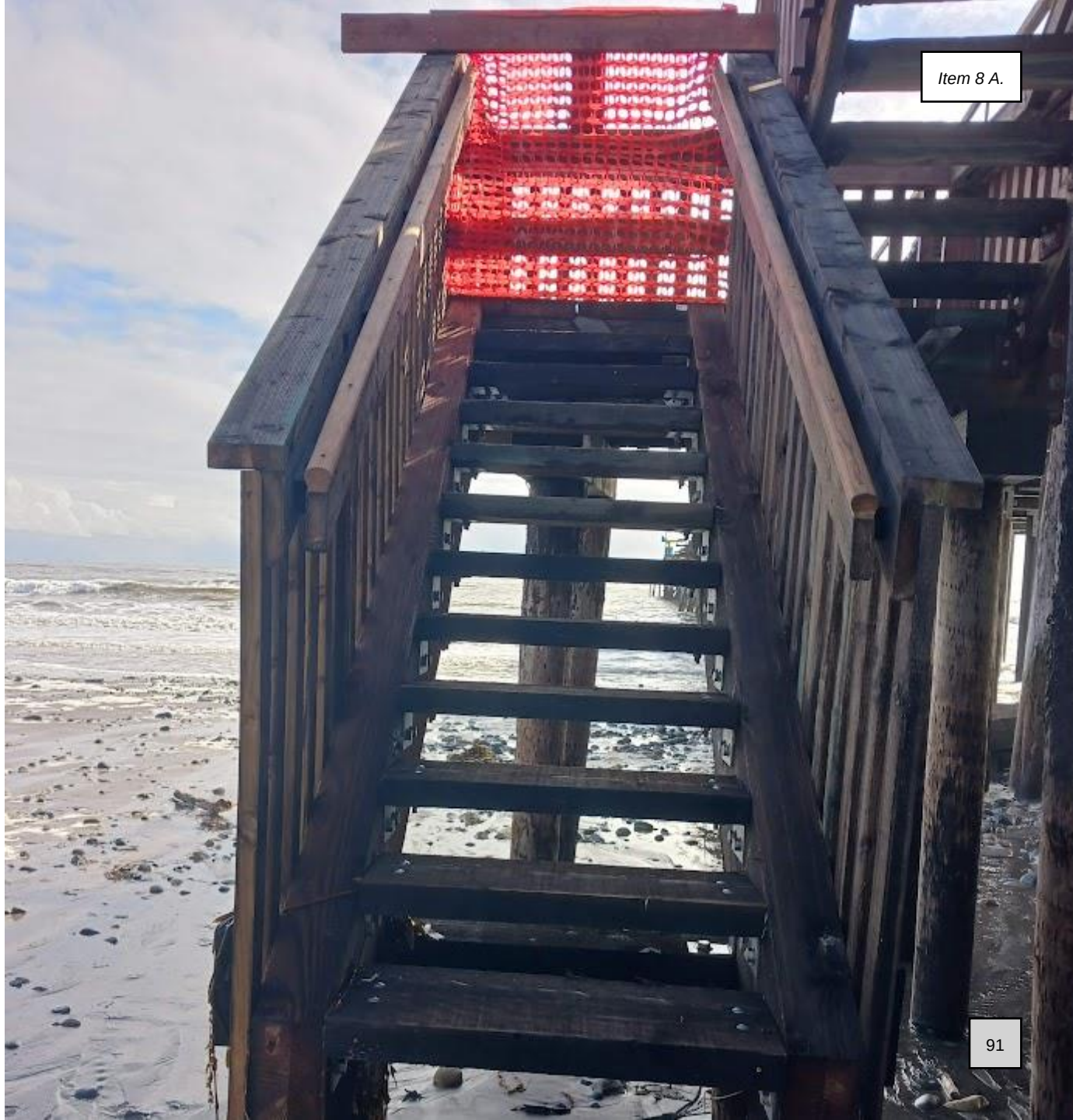
Project Overview - Wharf Resiliency and Public Access

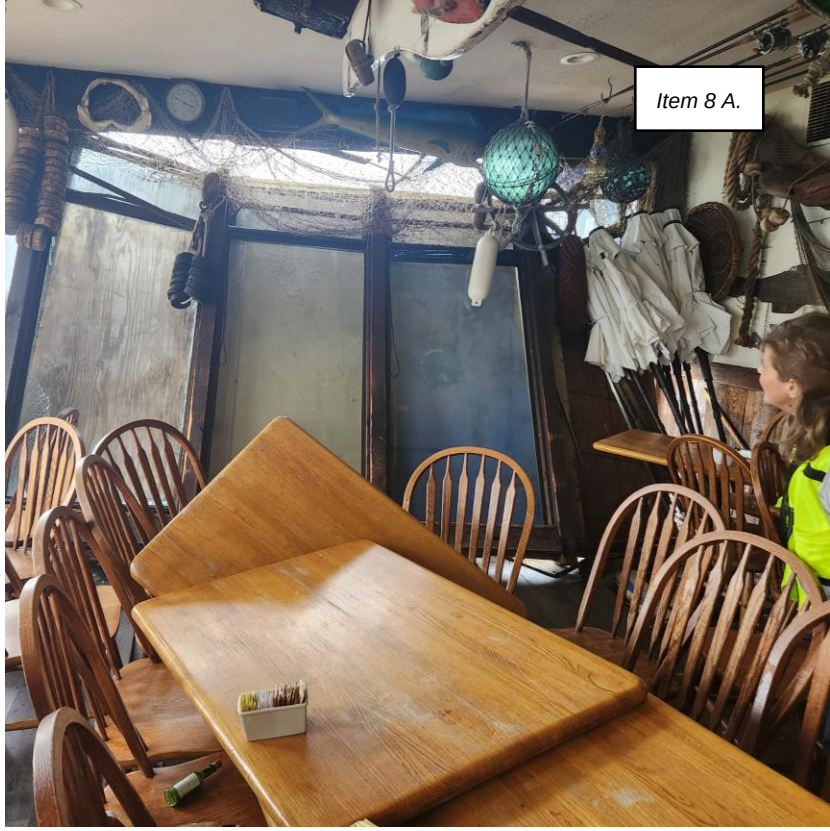


- Project Key Elements
  - Widening, piling fixes, deck replacement, restroom addition
  - Ensure the Wharf's long-term resilience
- Contractor: Cushman Contracting
- Commencement Date: September 2023

Wharf Resiliency Project – Remaining Scope

- **1. Widening:** Anticipated completion within the next 1-2 weeks.
- **2. Address Buildings:** Anticipated demolition
- **3. Head of Wharf:** Pile replacement and repairs
- **4. Bathroom:** Installation pending.
- **5. CWEP:**
  - Lighting and related electrical work
  - Furniture installation
  - Art, Fish station
- **6. Other Items:**
  - Signage project
  - Plaque replacement
  - Security gate installation
  - Landing and floating dock

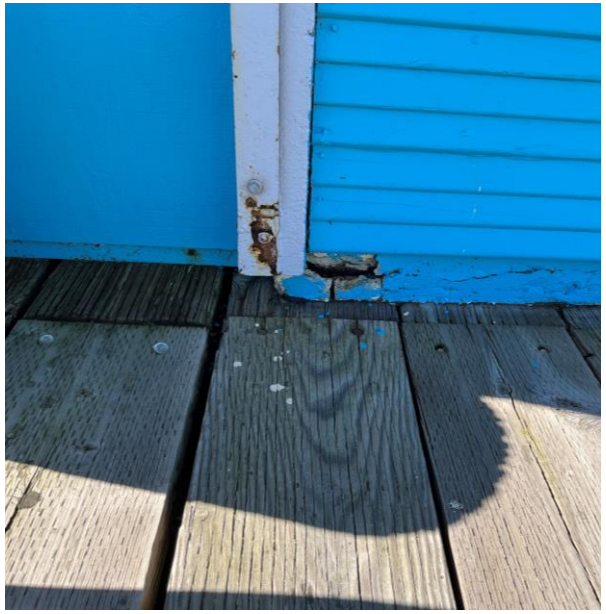




Building Assessments

Wharf House Restaurant

- Severe structural deficiencies
- Immediate hazard



Building Assessments

Bait Shop

- Severe structural deficiencies
- Confirmed by independent engineer

Independent Evaluation: Tim Wann Structural Design

- Wood-framed buildings on wharf, 40+ years old, with deteriorated concrete slab.
- Extensive damage to the slab from rusted reinforcing and recent waves; beyond repair.
- Salvaging structures impractical due to costly support requirements and likely wood framing issues.
- Incomplete assessment of wood framing, but repairs would trigger code upgrades.
- Recommendation: Remove structures due to high cost, complexity, and hindrance to wharf repairs.

February 21, 2024 Town Hall

- **Supporting Businesses and Encouraging Tenancy**
  - Commitment to supporting businesses on the wharf.
  - Strong desire for businesses to continue operating in the current location.
- **Questions Regarding Demolition and Financial Stability**
  - Exploring the necessity of demolition.
  - Assessing financial position and implications

Building Assessments

- **Preserving the buildings is not feasible due to:**
  - Extensive repairs needed, including lifting and rebuilding the foundation.
  - Addressing code non-compliance issues.
  - Managing hazardous material concerns.
- **Considerations**
  - High associated costs make these repairs financially impractical.
  - The projected expenses are likely to exceed the cost of constructing a new building.
  - Such repairs would hinder the necessary wharf repairs

Building Demolition Process

- **Content Removal**
  - Streamlining the removal of contents.
  - Facilitating Boat and Bait content removal and storage.
- **HazMat Challenges**
  - Addressing hazardous material issues.
  - Conducting asbestos abatement.
- **Building Demolition**
  - Completed under emergency permits.
  - Inability to use typical heavy equipment due to wharf limitations.
  - Reliance on manual labor to avoid debris entering the ocean.
- **Debris Management**
  - Utilizing small trucks for transportation from head to base of the wharf.
  - Employing smaller dumpsters near Wharf Road for efficient dumping.
  - Ensuring proper disposal of debris.

Recommended Approach for Building Demolition and Repair within Resiliency Project

1. Obtain emergency permits for the demolition – in progress
2. Initiate a change order with the onsite mobilized contractor to include demolition of buildings in the project scope
3. Execute the demolition of buildings, in line with the Resiliency Project
4. Conduct repairs under the demolished buildings
5. Upon completion of demolition and repairs, resume and finalize the remaining repair work within the overall Resiliency project

Alternative Approach:
Engage another contractor within Resiliency Project

1. Cease Cushman work, incur holding costs.
2. Obtain new bids, covering demo, abatement, and content removal.
3. Cushman to complete work for new contractor access, incur additional costs.
4. Cushman to implement environmental compliance measures under current permits, incur associated costs.
5. Execute the demolition of buildings, while Resiliency Project is on hold.
6. Commence repairs beneath the demolished structures.
7. Upon completion of demolition and repairs, resume and finalize the remaining Resiliency project work.

Alternative Approach:
Defer Demolition to End of Resiliency Project

1. Immediate Safety Measures:
   - Shore up the wharf house for safety.
2. Partial Project Completion by Cushman:
   - Engage Cushman for project work up to the wharf house.
   - Incomplete project due to safety concerns.
3. Demobilization of Cushman:
   - Cushman demobilizes after completing their scope.
4. Engineered Plans and Permits:
   - Develop new engineered plans.
   - Obtain new regulatory permits for demolition and wharf project completion.
5. Bid Process:
   - Bid out demolition and repair work.
6. Mobilization of New Contractor:
   - Award contract to selected contractor.
   - Mobilize new contractor, under new permit timing conditions.

Head of Wharf Repairs

- **January Damage:**
  - Head of the wharf sustained damage in January.
- **December Damage:**
  - Additional damage occurred to the head of the wharf in December.
- **Repair Scope:**
  - Full replacement of decking was planned.
  - Additional piles and structural elements were found damaged and required attention.
- **Landing Damage:**
  - The landing area also incurred damage, necessitating repair or replacement.

Head of Wharf Restroom – Portland Loo

- **Portland Loo and Credit:**
  - Portland Loo and credit option ($200-$300k) due to building losses
- **Project Significance:**
  - Importance of restroom facilitesin the project, supported by dedicated funding

Other Items

- Capitola Wharf Enhancement Project
  - Scheduled for consideration at the Planning Commission on 3/6/24
  - Propose integrating electrical and furniture components into the Cushman contract change order
  - Artistic and other elements under separate development
- Additional efforts, including
  - Educational signage secured through MBNMSF grant.
  - Plaque replacement, floating dock, and security gate installation under the existing Cushman contract

Proposed Change Order - Cushman Contracting

The total contract cost exceeds the project construction estimate by 15%

Initial Contract (inclusive of January 2023 Storm Damage)	$7,740,000
Change Order 1	$104,300
Change Order 2	$43,000
Change Order 3	$213,700
Change Order 4 - Storm Damage (December 2023)	$213,000
Current Contract	$8,314,000
CWEP – Cushman Construction	$313,000
Building Demolition	$1,000,000
Repair Work Under Buildings	$500,000
Head of Wharf Repair	$100,000
Estimate of Change Order 5	$1,913,000
Total Contract Amount	$10,227,000

Project Budget

Coastal Conservancy Grant	$1,900,000
HUD Grant	$3,500,000
Measure F	$2,500,000
Insurance from January 2023 Storm Damages	$1,000,000
California Natural Resources Agency	TBD
FEMA	TBD
CWEP Fundraising	$400,000
Total Project Funding	$9,300,000
Expenses	
Cushman Contract w/ CO 1-5	$10,227,000
CWEP – Non-Cushman Items	$337,000
Estimated Project Costs	$10,564,000
Available Funds	
Projected Deficit	$1,264,000

Project Budget – Amended Deficit

Projected Deficit	$1,264,000
Restroom Credit	($200,000)
California Natural Resources Agency	($500,000)
Projected Deficit	$564,000

Next Steps – Select Building Demolition Option

Cushman Demolition:

- *Pros:*
  - Streamlined coordination with ongoing work.
- *Cons:*
  - May not offer the most competitive pricing.

Alternative Quote:

- *Pros:*
  - Potential for more competitive pricing, albeit marginal
- *Cons:*
  - Coordination challenges with ongoing project work.
  - Time needed for evaluating and selecting a new contractor

Post-Project Demolition:

- *Pros:*
  - No disruption to ongoing project work.
- *Cons:*
  - Delays in addressing potential safety concerns
  - Separate mobilization and coordination efforts needed after project completion.

Next Steps

Portland Loo Installation Decision:

- Evaluate the need of installing the Portland Loo.

Project Completion Projection:

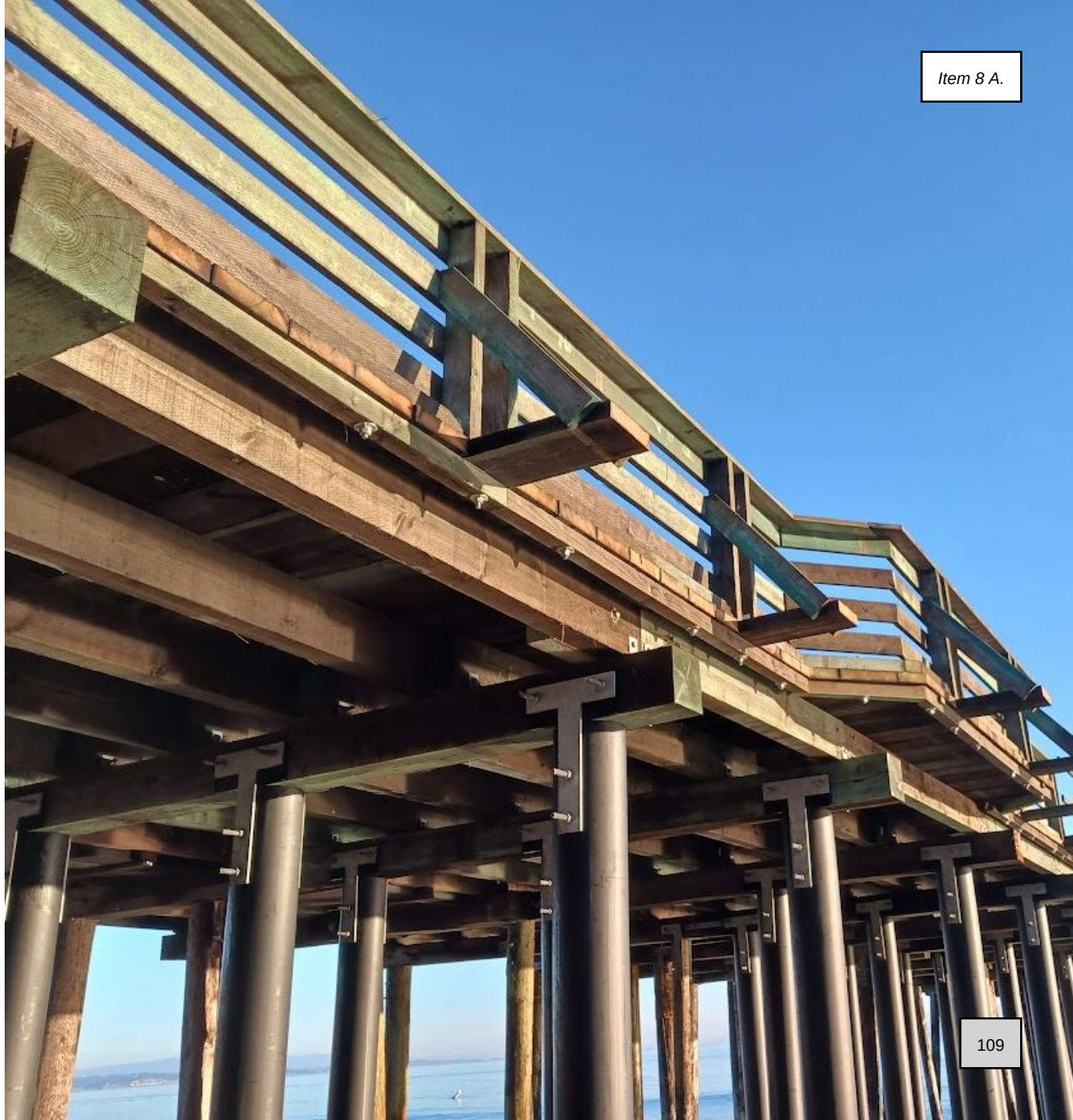
- Anticipated project completion in Fall 2023.

Future Visioning and Public Process:

- Engage in future visioning exercises.
- Initiate a public process to gather input on the future development of the wharf.

Reccomendation

- Approve Change Order 5 to the Public Works Agreement with Cushman Contracting for the Wharf Project in an amount not to exceed $1,913,000 (for a total contract amount of $10,227,000) and adopt a resolution amending the FY 2023-24 Adopted Budget to allocate an amount not to exceed $564,000 in funding for the additional project expenditures.



Capitola City Council

Agenda Report

Meeting: February 22, 2024

From: Public Works Department

Subject: Bay Avenue and Hill Street Traffic Safety Update

Recommended Action: Authorize construction of the proposed Bay Avenue/Hill Street intersection quick-build project.

Background: The Bay Avenue and Hill Street (Bay/Hill) intersection is an all-way stop-controlled intersection that provides connectivity to Highway 1 and Capitola Village. The section of Bay Avenue at this location is a four-lane wide roadway with a center left turn lane. The City has received community feedback regarding concerns about pedestrian safety at the crosswalks. During peak hours, the intersection experiences congestion from heavy vehicle and pedestrian cross traffic due to access to the Nob Hill Plaza, the Rispin Bridge crossing, and the surrounding residential and commercial land uses. The adopted FY 2023-24 budget includes $50,000 to make improvements to this intersection.

During the September 28, 2023, City Council meeting, staff presented various options for the Hill/Bay intersection. In response, an ad-hoc subcommittee, comprised of Council Members Clarke and Pedersen, was formed to collaborate with staff, gather input from adjacent businesses, and solicit public feedback. The subcommittee's primary goal is to explore short-term solutions and present a comprehensive report to the City Council.

In November 2023, the City amended its contract with Kimley Horn to develop options for a short-term (quick build) traffic safety improvement project, incorporating the outcomes of the ad-hoc subcommittee. The contract also includes an updated traffic analysis for long-term design improvements at the Bay Avenue/Hill Street and Bay Avenue/Capitola Avenue intersections. During a community meeting held on November 29, community members expressed concerns not only about the Bay/Hill intersection but also about safety and maneuverability along the entire Bay Avenue corridor from the Highway 1 off-ramp to the Capitola Avenue intersection.

During the December 14, 2023, City Council meeting, staff was directed to purchase lighted/flashing stop signs and pole reflectors before implementation of the quick-build project, and re-stripe the Hill Street Corridor with reflective paint. Signs arrived ahead of the reflectors and were immediately installed, reflectors will be installed soon. The crosswalk has been re-striped with reflective paint.

Staff has initiated the assessment of long-term options for Bay Avenue. The scope of the traffic analysis has been broadened to encompass Bay Avenue to the Highway 1 off-ramp and the Monterey Avenue intersection, taking into account safety improvements for active transportation along the corridor. The initial analysis is anticipated to be completed in late summer or early fall of 2024.

Discussion: Following direction from the subcommittee, staff conducted meetings with all relevant property owners and organized a community meeting at the Bay Avenue Senior Center on January 31, 2024. Additionally, staff actively communicated with the Capitola representative on the Santa Cruz County Regional Transportation Commission’s Elderly and Disabled Transportation Advisory Committee. The feedback obtained from these interactions is summarized below and included as Attachment 1.

Property Owners:

Concerns	Responses
Worries about potential traffic congestion and extended queues, especially with Crossroad Loop becoming a shortcut for impatient vehicles	City willing to assist with traffic calming measures, such as striping and speed humps, on private-owned Crossroads Loop street to discourage cut-through vehicle trips. Private right-of-way improvements funded by property owner.
Expressions of concern regarding the permanence of quick-build solutions, emphasizing the need for sustainable and lasting traffic management measures	City plans a corridor study for long-term improvements. Acknowledgment of the need for sustainable and lasting traffic management measures in long-term solutions.
Specific to Red Tree (Nob Hill Shopping Center):	
Primary concern is the reduction of lanes exiting the center at the intersection, potentially causing queues that extend in front of the grocery store and impact pedestrians entering from the parking lot. The proposed striping for the quick-build project is on the property outside the City's right-of-way and will require permission from the owner for modification	City modified proposed egress from center that balances improving intersection safety while maintaining traffic operations and access to the property.
A secondary concern is the reduction of lanes approaching the intersection from the freeway, diverting traffic into the secondary entrance near the carwash	Traffic analysis considered and found to be adequate within the existing drive aisle. Anticipation that some traffic may divert from the Bay/Hill intersection and use the secondary entrance at Crossroads Loop with the proposed quick-build improvements.

Bay Avenue Senior Center:

Concern	Response
Night Visibility	Acknowledged concerns. Street lighting will be considered as a long-term future improvement due to funding limitations of the quick-build design.
Pedestrian Safety	Acknowledged concerns. Offered to explore more permanent options for enhanced pedestrian protection.
Bulb-Out Areas	Inquired about measures for pedestrian safety in bulb-out areas. Assured that the design will confirm sufficient sight distance to maximize pedestrian visibility.
Hardscape Features	Emphasized the importance of ensuring hardscape features are not too high. Reiterated commitment to maintaining sight distance with hardscape features.
Road Layout Preference	Expressed a general preference for a road layout that improves safety. Highlighted that the road layout will be evaluated after construction and can be modified.

After considering feedback from stakeholder groups, the preferred option is the road diet in Figure 1. In collaboration with the subcommittee, a quick build project is proposed, reducing lanes at Bay Avenue approaches to simplify driver navigation. Bulb outs, delineated with paint and bollards, aim to shorten pedestrian crossing distances.

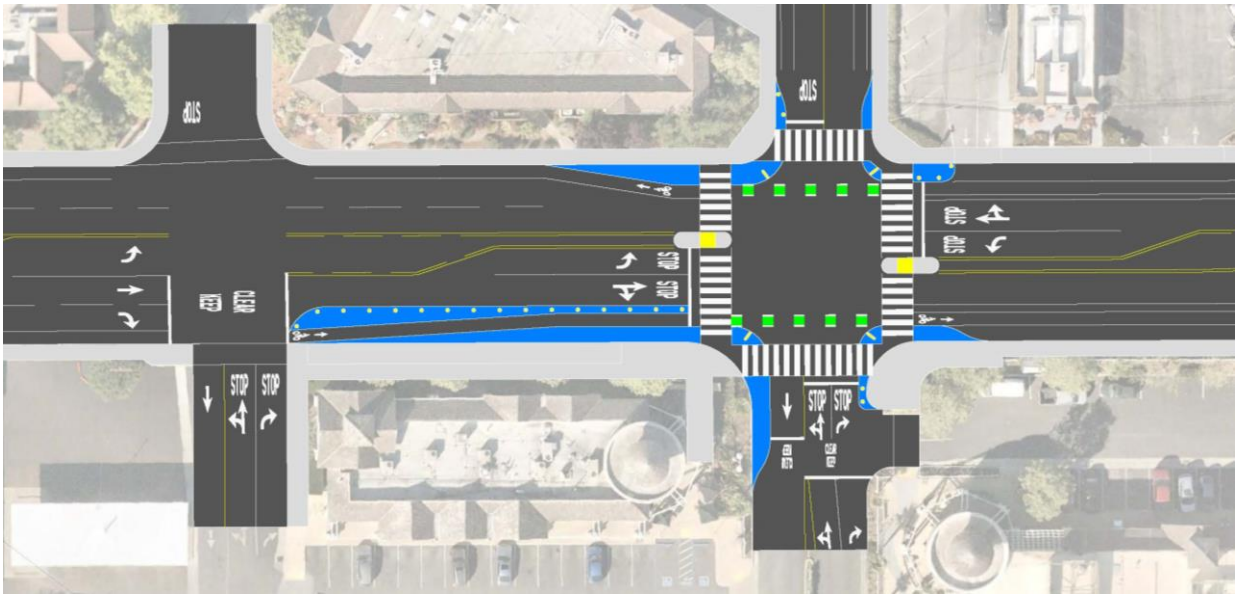


Figure 1: Quick Build Road Diet Layout

This resembles the road diet option presented to the City Council in September 2023, featuring additional striping and a wider buffer area for bikes. The proposal includes a right-turn-only lane into the carwash entrance at the Nob Hill shopping center, potentially reducing the number of lanes if permitted. The quick-build utilizes temporary materials and paint; however, speed tables are not part of this project.

The paint design for the bulb-outs is recommended to go beyond a solid color for prominence. Staff suggests consulting with a member of the Art and Cultural Commission designated by the Chair for paint selection on the project.

The implementation of quick-build options at the Bay Avenue/Hill Street intersection is expected to impact traffic, potentially leading to longer queues and negatively affecting Level of Service (LOS). However, these modifications are designed to be reversible, serving as temporary measures to assess their effectiveness. Safety considerations are paramount, with all parties emphasizing the importance of prioritizing safety in the evaluation of these temporary traffic interventions.

Staff proposes scheduling the construction of the quick build project during the period when schools are not in session, specifically aiming for the tentative timeframe of the last week of May or the first week of June, just before the peak summer season.

Fiscal Impact: The current $50,000 allocation for the short-term quick-build project is sufficient for construction and subsequent evaluation of its effectiveness. Future funding needs for construction on Bay Avenue will be determined based on the outcomes of the quick-build project and the identification of the specific long-term project.

CEQA: This project is categorically exempt under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301(c), which applies to minor alterations of existing highways and streets involving negligible or no expansion of use beyond that which presently exists.

Attachments:

1. Conceptual Design Feedback
2. Final Quick Build Layout

Report Prepared By: Jessica Kahn, Public Works Director;

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

Approved By: Jamie Goldstein, City Manager

Bay Avenue / Hill Street Intersection	City of Capitola
Quick Build Options for Multimodal Safety Improvements	February 14, 2024
Public Outreach Comment	**City and Kimley-Horn Response**

Gotti Properties (810-816 Bay Ave)	**Received 1/29/2024**
Overall, open to a reduction in service to enhance safety.	Noted. Quick build options aim to enhance multimodal safety at
Flashing stop signs are too small and concurs that they are insufficient to change driver behavior.	Noted. A combination of various traffic calming measures including flashing stop signs would be needed to improve intersection safety and alter driver behavior.
Concerns about the egress from Dairy Queen onto Bay Avenue.	Proposed curb extension with raised bollards next to Dairy Queen egress driveway would maintain existing access condition. The City is willing to assist with providing a modified striping plan for the parking lot to improve vehicle circulation on the property. These private R/W improvements would be funded by the property owner.
Desire for nighttime lighting throughout the entire corridor.	Due to funding limitations of the quick-build design, street lighting would be implemented as a long-term future improvement along the Bay Avenue corridor
Regarding long-term future modifications: • In the short term, like to convert the south entrance into an entrance-only, but unsure about the restriping design of the parking lot. • Favorable towards the idea of a roundabout. There is interest in exploring Dairy Queen's exit as a potential leg of a future roundabout.	The City is willing to assist with providing a modified striping plan for the parking lot to improve vehicle circulation on the property. These private R/W improvements would be funded by the property owner. Design team will investigate feasibility of Dairy Queen exit as potential intersection leg of a future roundabout
Lomak Property Group (Crossroads Center)	**Received 1/25/2024**
Please consider installing no overnight parking signs on Hill Street, add parallel hash marks for standard vehicle parking only, or any additional efforts to maintain the parking, but discourage RVs and for sale vehicles to be parked on the street approaching the Bay/Hill intersection. The large, oversized RVs add to the congestion in the area.	Noted. City will investigate parking condition on Hill Street and provide parking enforcement and/or parking updates as needed
Appreciate any additional efforts to discourage people from using Loop Road as an alternative to the Bay/Hill intersection, but would like to keep the left turn and left out of Loop Road onto Bay Ave.	The City is willing to assist with providing traffic calming recommendations such as striping and speed humps on the private owned Crossroads Loop street to discourage cut-through vehicle trips as an alternative to the Bay/Hill intersection . These private R/W improvements would be funded by the property owner.

Bay Avenue / Hill Street Intersection	City of Capitola
Quick Build Options for Multimodal Safety Improvements	February 14, 2024
Public Outreach Comment	**City and Kimley-Horn Response**
Regarding long-term future modifications: • Encourage the Council to readdress the roundabout or stop light as a permanent solution at this time. If done correctly, it would make a beautiful entry into Capitola	The City will be conducting a corridor study of Bay Avenue to determine future long-term improvements. Due to funding limitations and permanence of the quick-build design, a potential roundabout would be implemented as a long-term future improvement along the Bay Avenue corridor.
Redtree Partners LP (Nob Hill Plaza)	**Received 2/8/2024**
Prefer for the elimination of the right lane leading south on Bay Avenue at the Hill Intersection rather than at the secondary entrance to the shopping center. Additionally, expressed concern about the lack of traffic data for the secondary entrance.	We discussed on how eliminating the right turn at the secondary entrance would not likely impact the choice of entry points into the center. We also discussed how retaining the right turn at the Hill Street intersection would not reduce pedestrian crossing distance and may also be perceived as a free right turn.
Emphasize the importance of maintaining the right turn out of the center onto southbound Bay Avenue. Question that queue modeling data does not account for the reduction from two exit lanes to one. Worried about the queue potentially extending in front of the grocery store, impeding pedestrians trying to enter from the parking lot.	Traffic analysis estimates at property was modeled with one outbound lane and vehicle queues were found to be adequate within the existing drive aisle. City will investigate options that balance improving intersection safety while maintaining traffic operations and access to the property.
Concern revolves around the turning radius for trucks. Steve mentioned providing staff with additional information about the specific delivery trucks servicing the businesses.	Truck turn templates for WB-40 vehicle have been run and quick build intersection design has been modified to accommodate this truck maneuvering in/out of the property. Property owner to provide City with specific delivery vehicle operations.
Eliminating the right turn lanes does not enhance safety at the intersection. Predominant worry is patrons exiting the center rather than entering.	Studies have shown that reducing pedestrian exposure to oncoming traffic by reducing the number vehicle travel lanes and shortening the crossing distance enhances safety at the intersection. City will investigate options that balance improving intersection safety while maintaining traffic operations and access to the property
Regarding long-term future modifications: • The solution lies in either a roundabout or a signalized intersection. • Propose implementing a diverter near the crossroads intersection to prevent left turns onto northbound Bay Avenue from the secondary entrance. • Concerns about the permanence of the quick build.	The City will be conducting a corridor study of Bay Avenue to determine future long-term improvements. Due to funding limitations and permanence of the quick-build design, a potential roundabout would be implemented as a long-term future improvement along the Bay Avenue corridor.

Bay Avenue / Hill Street Intersection	City of Capitola
Quick Build Options for Multimodal Safety Improvements	February 14, 2024
Public Outreach Comment	**City and Kimley-Horn Response**
	A left turn diverter at the secondary driveway would not be feasible since left-turn access at Crossroads Loop would need to remain.
Redtree Partners LP (Nob Hill Plaza)	**Received 2/6/2024**
Is it possible to keep west bound right lane in place and make it a right turn only lane that ends at our main entrance?	We discussed on how eliminating the right turn at the secondary entrance would not likely impact the choice of entry points into the center. We also discussed how retaining the right turn at the Hill Street intersection would not reduce pedestrian crossing distance and may also be perceived as a free right turn.
How will lane reduction at our main entrance impact delivery trucks to Nob Hill and CVS?	Truck turn templates for WB-40 vehicle have been run and quick build intersection design has been modified to accommodate this truck maneuvering in/out of the property.
How will lane reduction impact egress from our shopping center? Will reducing to one egress lane from the center cause backup in our drive aisle?	Traffic analysis estimates at property was modeled with one outbound lane and vehicle queues were found to be adequate within the existing drive aisle.
How many people go in and out of the main entrance on a per hour basis? How many go through the secondary entrance?	Traffic counts at the secondary entrance at Crossroads was not collected. At Bay/Hill intersection the 2022 peak hour traffic at the Nob Hill driveway is: • AM Peak – 98 outbound, 126 inbound • Midday – 188 outbound, 138 inbound • PM Peak – 212 outbound, 183 inbound
How will the change impact traffic at our secondary entrance and traffic volume at that location?	It is anticipated that some traffic may divert from the Bay/Hill intersection and use the secondary entrance at Crossroads Loop with the proposed quick-build improvements.
Does City intend to install a median at the Bay Avenue/Crossroads Loop location to prevent left turns out of our secondary driveway?	A left turn diverter at the secondary driveway would not be feasible since left-turn access at Crossroads Loop would need to remain.
If changes to Bay Avenue/Hill Street intersection cause more issues at the area of our secondary entrance/Crossroads Loop, how will those issues be addressed by the City?	Advantage of the quick build project is that the improvements will be evaluated after construction and can be modified to address any potential issues. Driveway access to the site will be investigated.
How much of option 1 are they currently doing?	Currently flashing stop signs have been installed at the intersection
Are there options that fall between 1 (very little) and 2 (significant reduction in vehicles)?	A proposed Option 3 layout provides a mix of bike/ped improvements and maintaining existing traffic operations; however compared to the preferred Option 2 Road Diet layout, it does not provide the level of enhance safety that the City is trying to achieve.

Bay Avenue / Hill Street Intersection	City of Capitola
Quick Build Options for Multimodal Safety Improvements	February 14, 2024
Public Outreach Comment	**City and Kimley-Horn Response**
Has the City entertained the idea of installing lighting in the street throughout the entire length of the crosswalks?	Due to funding limitations and permanence of the quick-build design, street lighting would be implemented as a long-term future improvement along the Bay Avenue corridor
Pushing traffic to our secondary entrance is less attractive and desirable. What are the long-term impacts to our center?	It is anticipated that some traffic may divert from the Bay/Hill intersection and use the secondary entrance at Crossroads Loop with the proposed quick-build improvements. The City will be conducting a corridor study of Bay Avenue to determine future long-term improvements. Due to funding limitations and permanence of the quick-build design, a potential roundabout would be implemented as a long-term future improvement along the Bay Avenue corridor. These future improvements would enhance access to the center.
Bay Avenue Senior Housing Community	**Received 1/31/2024**
Visibility at night is limited. Are there plans to improve the street lighting condition at the intersection?	Due to funding limitations and permanence of the quick-build design, street lighting would be implemented as a long-term future improvement along the Bay Avenue corridor
For the painted curb extension area, prefer hardscape features (planters, boulders) or more sturdy bollards to enhance protection of pedestrians against vehicles	Noted. Quick build design will investigate the feasibility of more permanent hardscape features for enhance pedestrian protection. Anticipate a reinforced bollard at the beginning of the curb extension complimented with more flexible products. Advantage of the quick build project is that the improvements will be evaluated after construction and can be modified to address any potential issues.
What ways can pedestrians feel more protected in the extended bulb out areas if it is only striped?	Raised bollards are proposed within the painted bulb out to delineate the area and separate vehicle traffic.
Ensure hardscape features are not too high to allow sufficient sight distance and visibility of pedestrians in the crosswalk	Noted. Quick build design will confirm sufficient sight distance at the crosswalks are provided to maximize pedestrian visibility
General group preference of Option 2 – Road Diet layout to improve safety for bikes and pedestrians	Noted.

Bay Avenue / Hill Street Intersection	City of Capitola
Quick Build Options for Multimodal Safety Improvements	February 14, 2024
Public Outreach Comment	**City and Kimley-Horn Response**

How does the road diet option impact traffic and congestion through the intersection?	Traffic analysis anticipates that vehicle level of service delay and average vehicle queues will increase at Bay/Hill intersection with the Option 2 Road Diet concept compared to existing conditions.

OPTION 2B - ROAD DIET

Bay Avenue & Hill Street Intersection City Council

February 2024

Project Objectives

Determine feasible “Quick Build” improvements at Bay/Hill intersection to improve multimodal safety and operations

1. Gather community input
2. Utilize existing travel lanes to provide crossing improvements for bikes and pedestrians
3. Enhance bike and pedestrian access, safety, and visibility
4. Maintain acceptable traffic operations

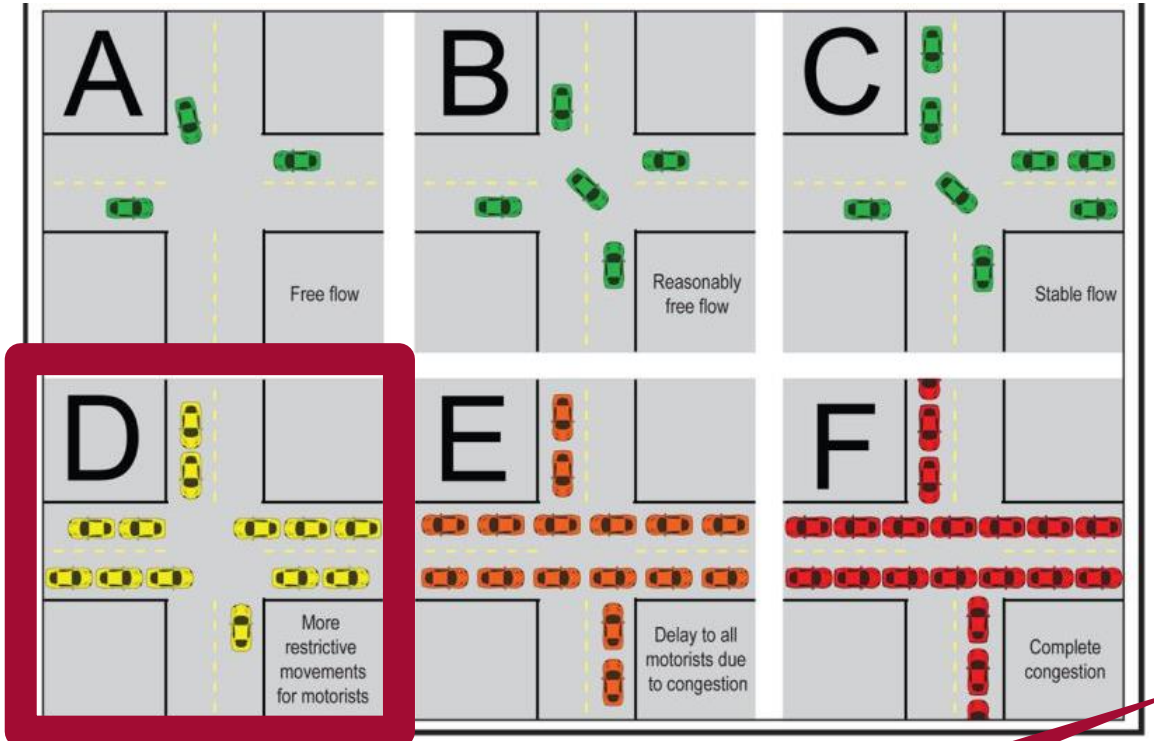
Traffic Analysis Overview

1. Existing Conditions and Traffic Data
2. Traffic Calming Toolbox
3. Public Outreach
4. “Quick-Build” Layout Alternatives
5. Next Steps & Council Direction

Existing Conditions

Level of Service (LOS)

- LOS is measured by average delay in seconds per vehicle
- LOS is not a measurement of safety



LOS "A"

LOS "C"

LOS "D"

LOS "F"

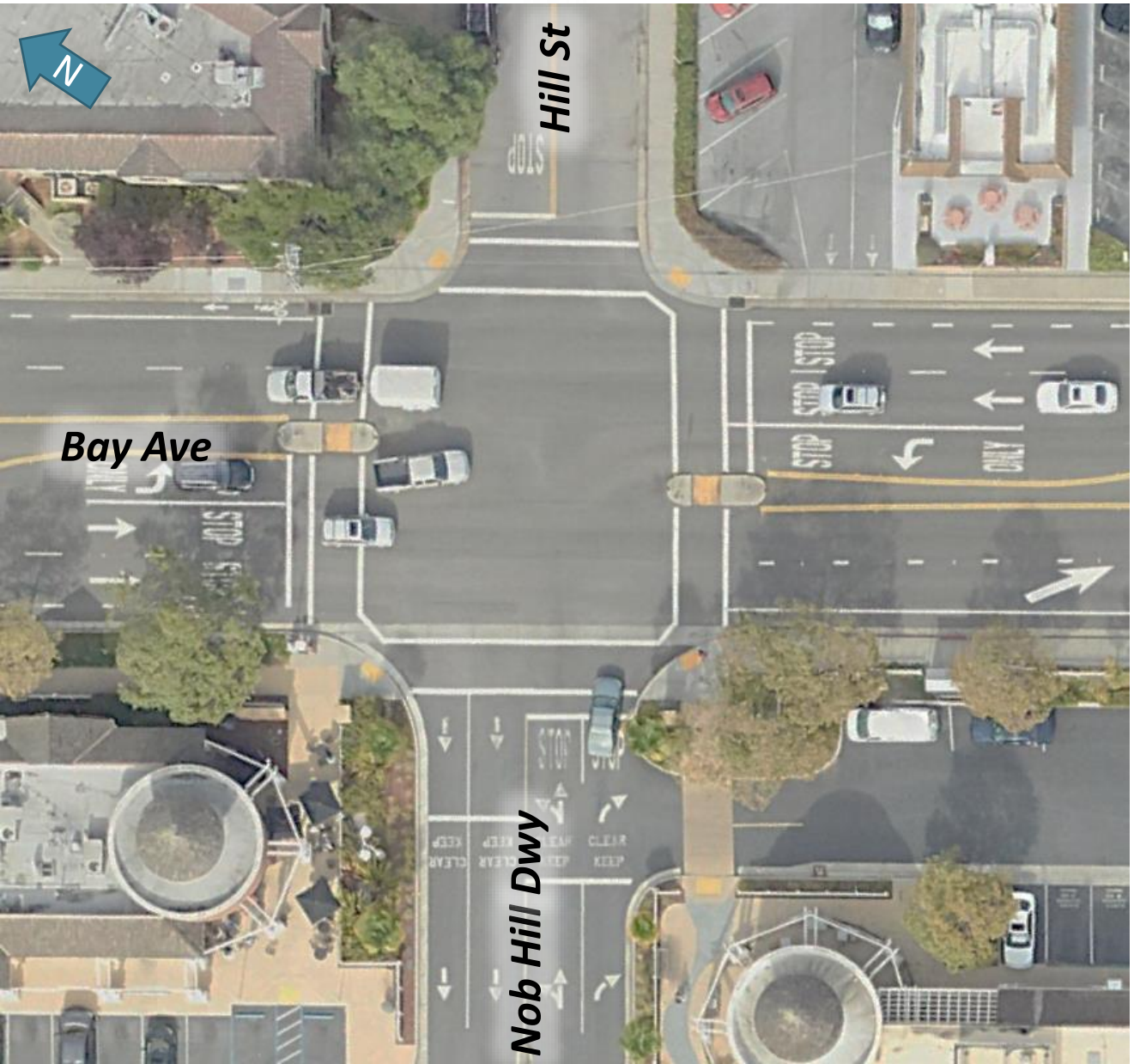
Capitola Standard is LOS D

Existing Level of Service

AM LOS | PM LOS

LOS Ranking A to F
LOS D is City Standard

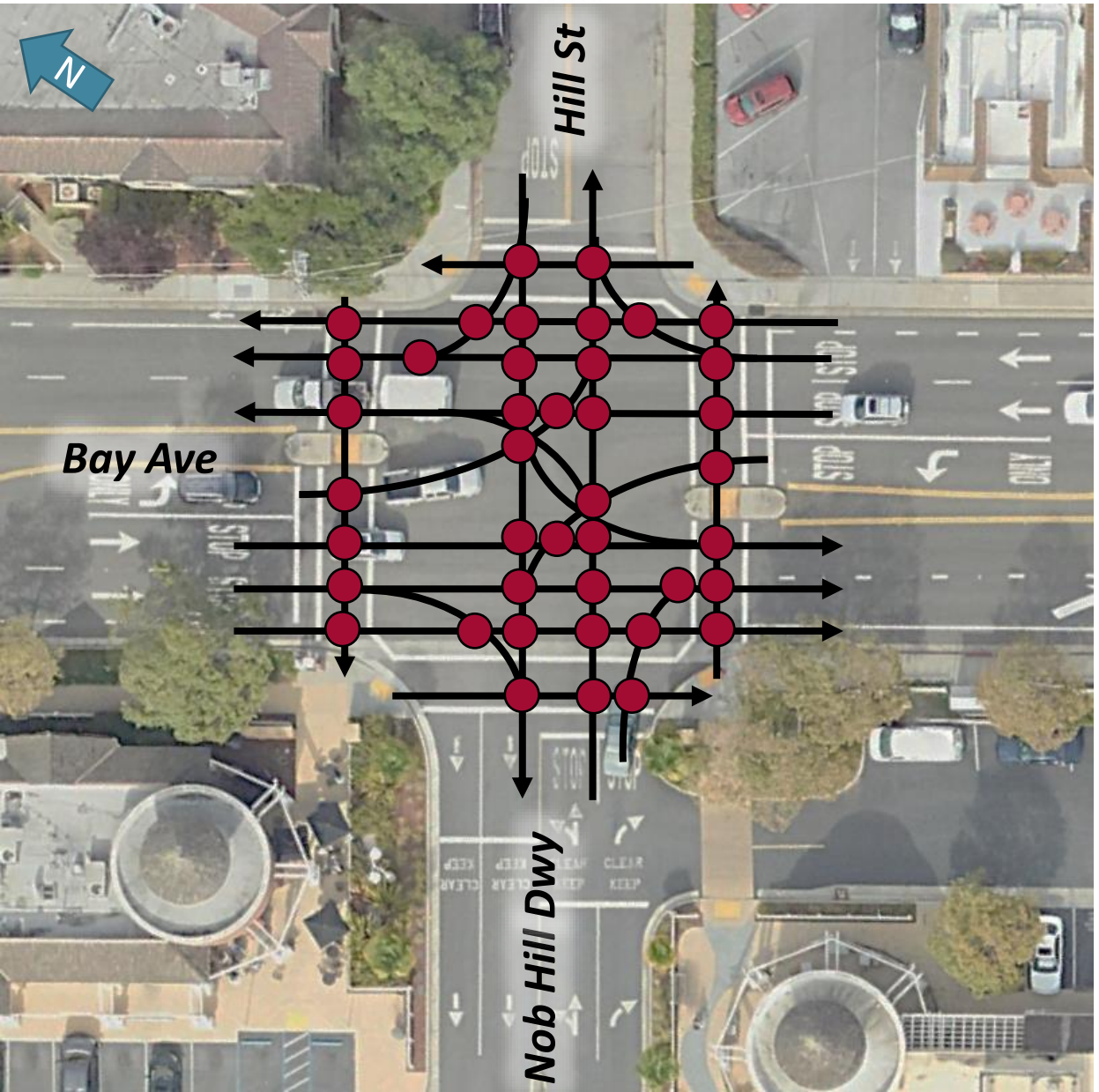
Existing Conditions – Stop Control



Multiple turn conflicts and limited visibility

Long pedestrian crossing distance

Existing Conditions – Conflicts



- 9 vehicle entry lanes and 41 potential conflict points at the intersection

- Multiple vehicle lanes cause:

  1. Multiple conflict points between vehicles, bikes, and pedestrians crossing the intersection

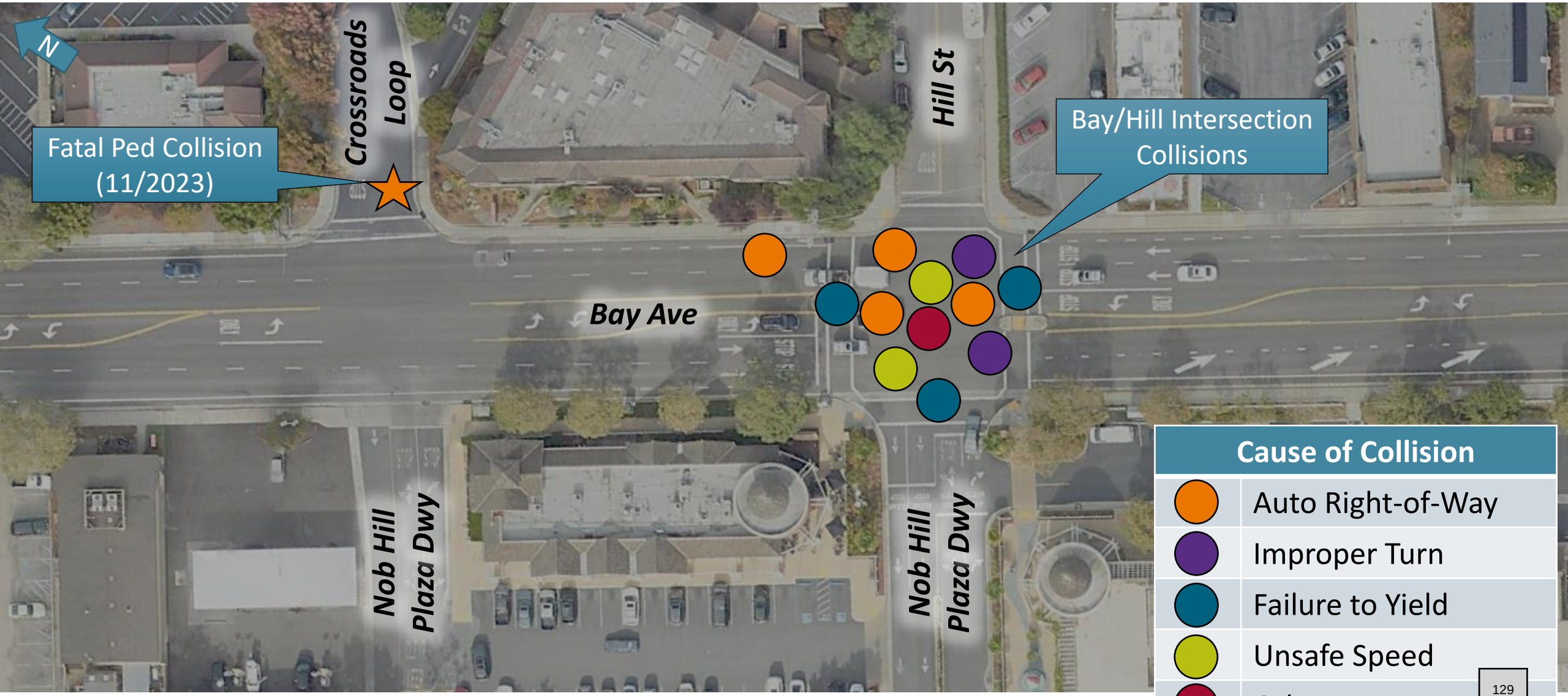
  2. Confusion of who has right-of-way

  3. Higher probability of accidents

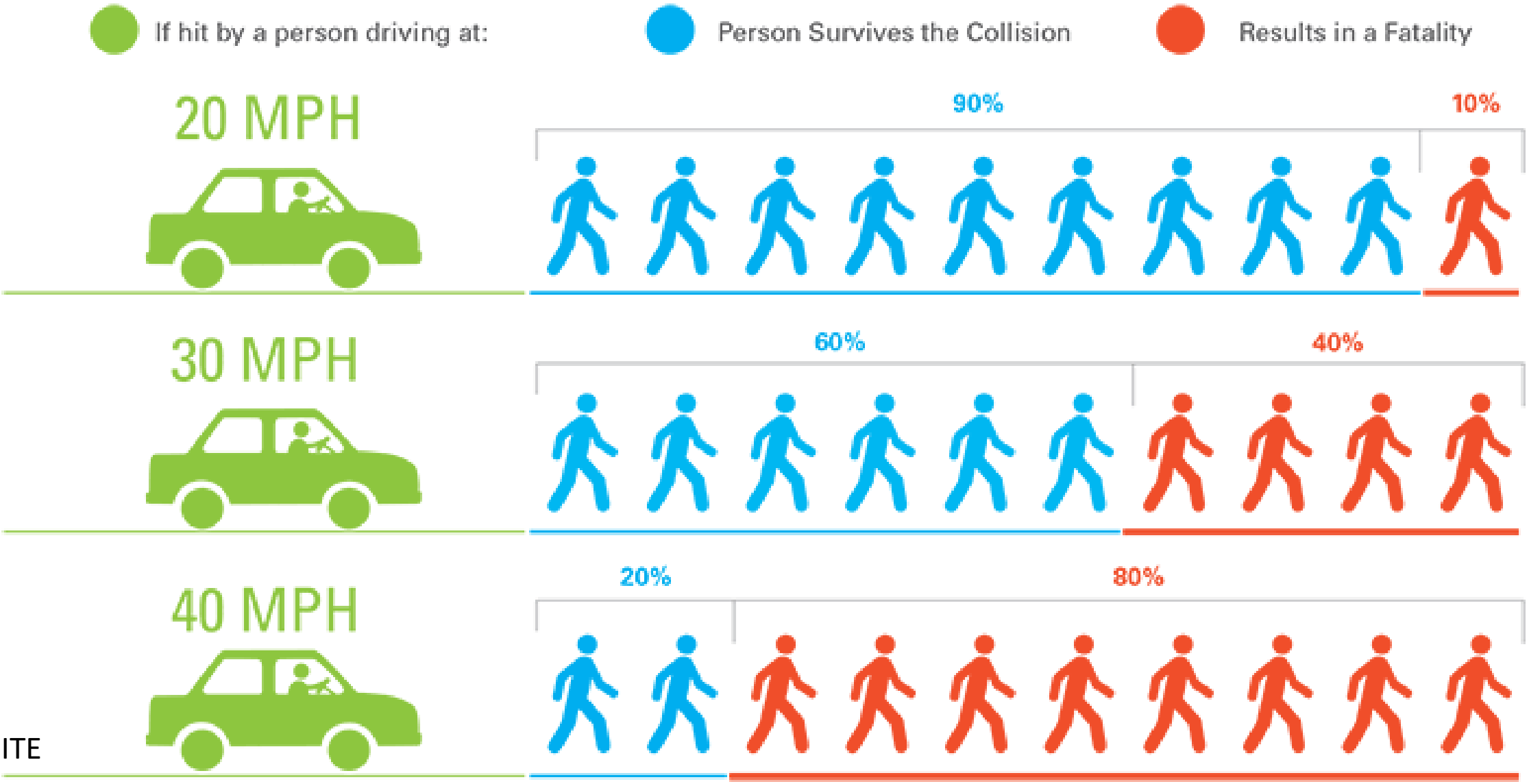
Bay/Hill Collision Data (11/2017 – 12/2023)

Vehicle Collision Type	Count	Primary Collision Factor	Collision Severity
Head On	1	Other	Property Damage
Sideswipe	3	Improper Turn, Auto R/W	Property Damage
Broadside	4	Improper Turn, Auto R/W, Unsafe Speed	Injury, Property Damage
Hit Object	1	Improper Turn	Property Damage
Auto/Pedestrian	3	Failure to Yield	Injury
12 Total Vehicle Collisions			

Bay/Hill Collision Data (11/2017 – 12/2023)

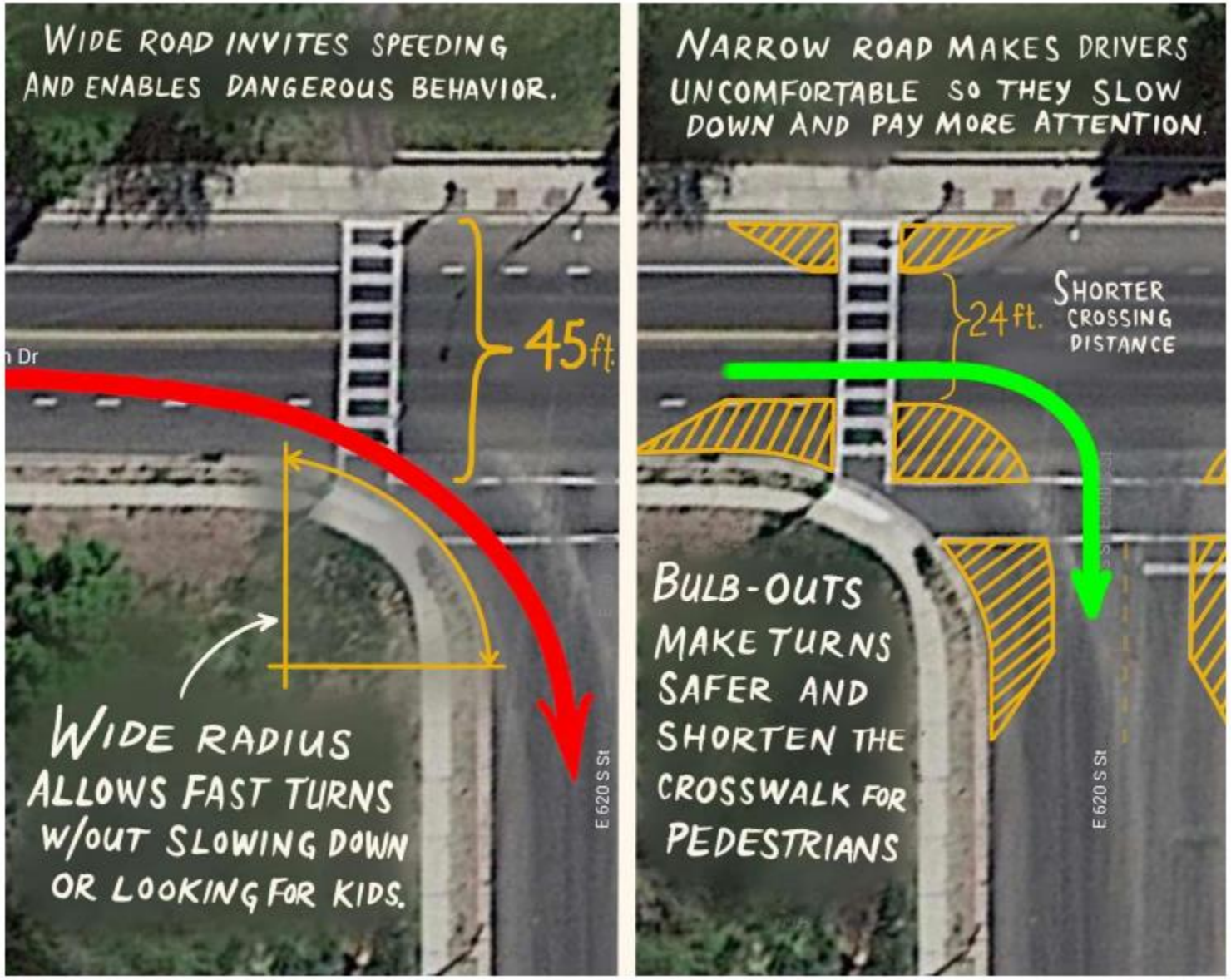


Travel Speed Impact to Pedestrian Fatality



Source: ITE

Curb Extension and Road Diet



Curb Extension and Road Diet

Bike and Pedestrian Crossings

Signing Enhancements

LED Stop Signs are installed at Bay/Hill intersection

Public Outreach

- Subcommittee meetings with City staff and Council members
- Outreach with property owners
- Public workshop at Bay Avenue Senior Housing Community

Community Feedback

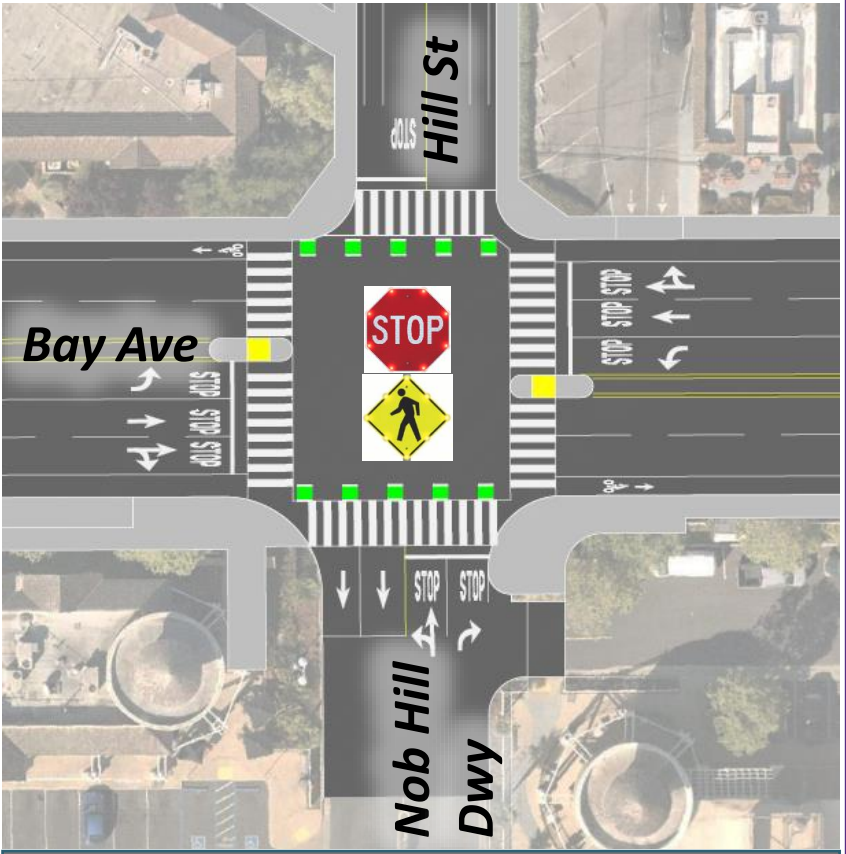
#	General Comment	Response / Recommendation
1	Community supports measures to improve bike and pedestrian visibility and safety	Proposed traffic calming improve multimodal access and safety
2	Community supports a solution that does not significantly impede access to adjacent properties	Proposed options maintain existing driveway access while improving bike/ped mobility
3	Community supports a solution that does not significantly impact vehicle operations	A traffic analysis was conducted for the Quick build options
4	Community supportive in a reduction of vehicle operations to improve road safety	Proposed options focus on enhancing bike/ped visibility and reducing exposure to oncoming traffic
5	Community raised concerns of street lighting and limited visibility at night	Proposed options to use retroreflective materials, street lighting to be a long-term improvement

Quick Build Layouts

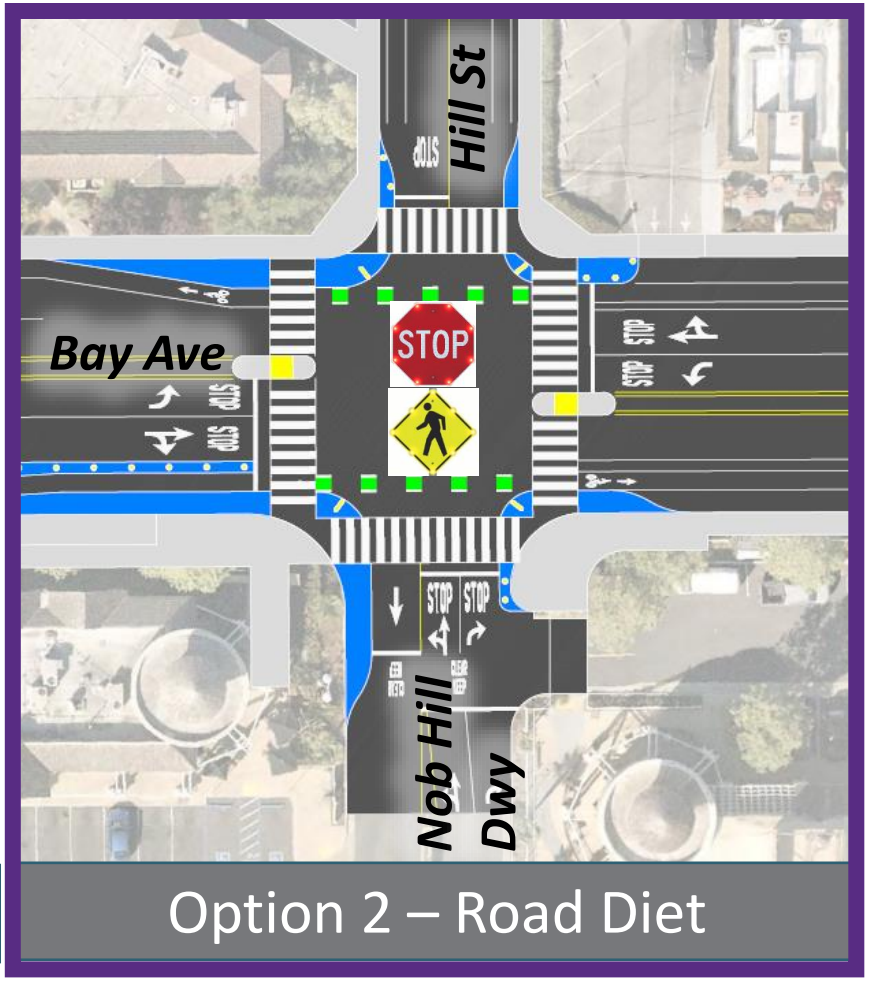
- Quick-build projects are reversible, adjustable traffic safety improvements that can be installed relatively quickly
- Quick-build projects are constructed within weeks or months and are intended to be evaluated and adjusted after construction.
- Potential for permanent or temporary interim installation



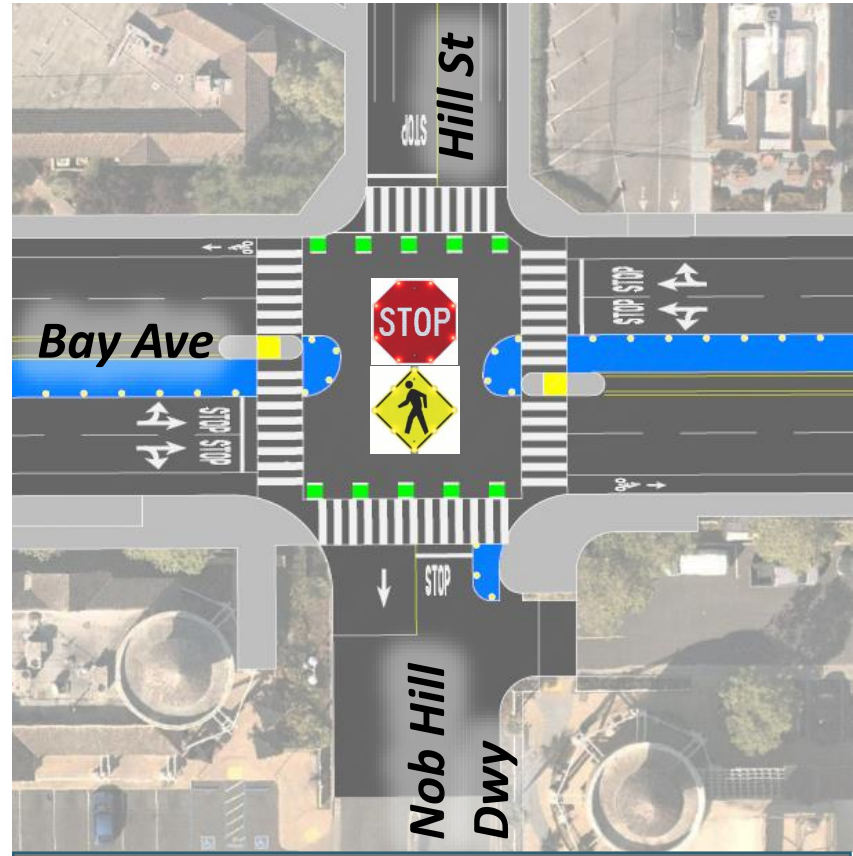

Quick Build Layouts



Option 1 – Signing & Striping

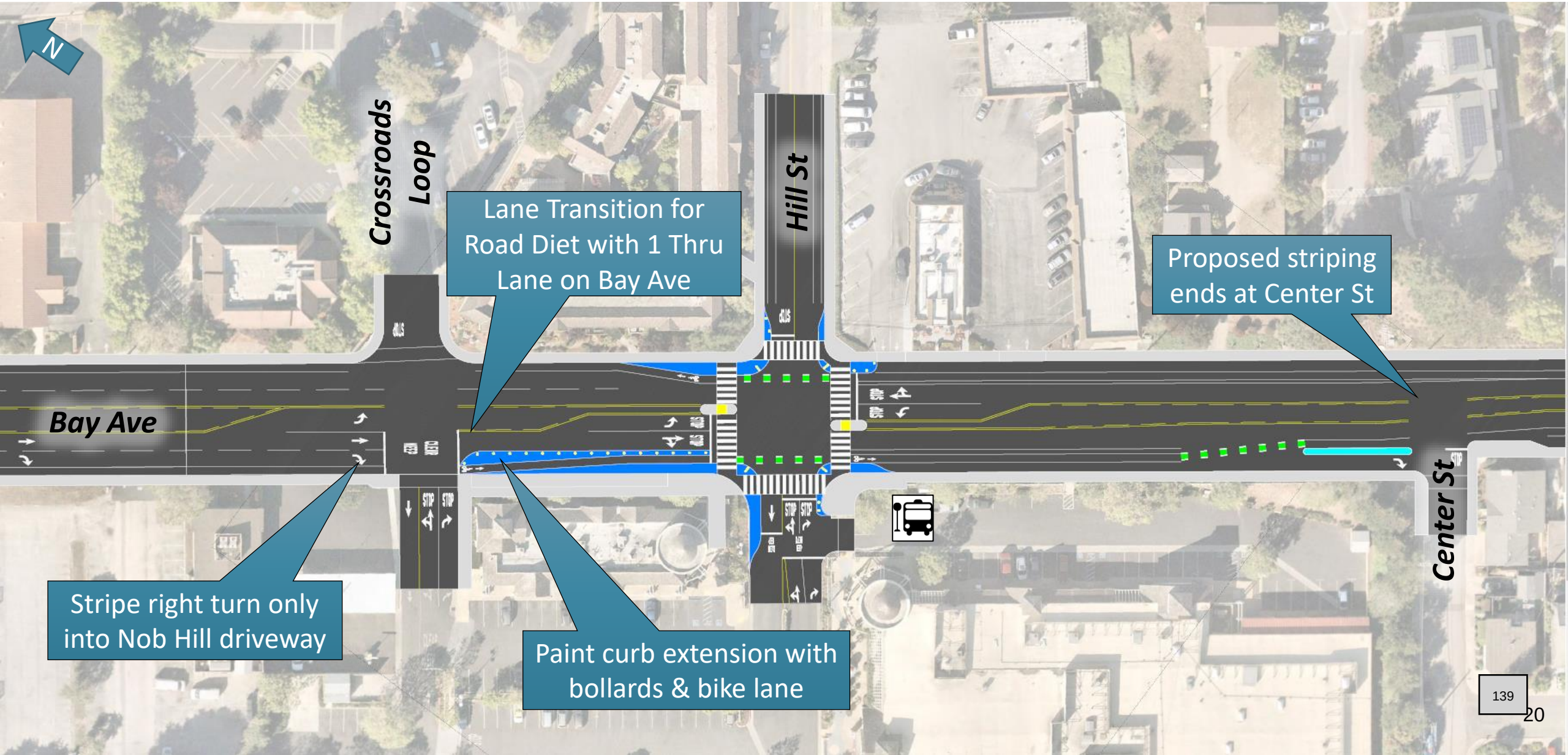


Option 2 – Road Diet



Option 3 – Median

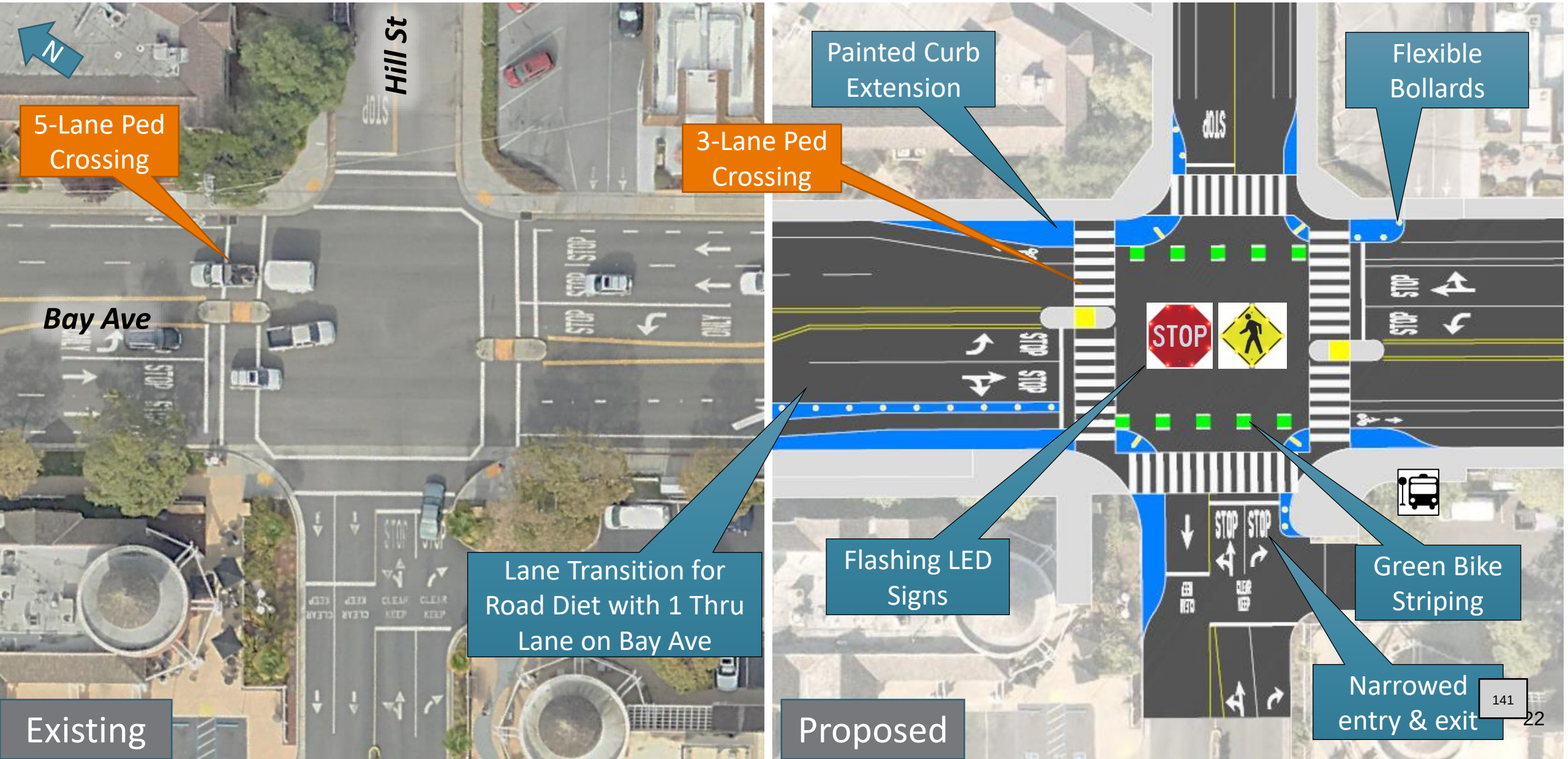
Quick Build Option 2 – Road Diet



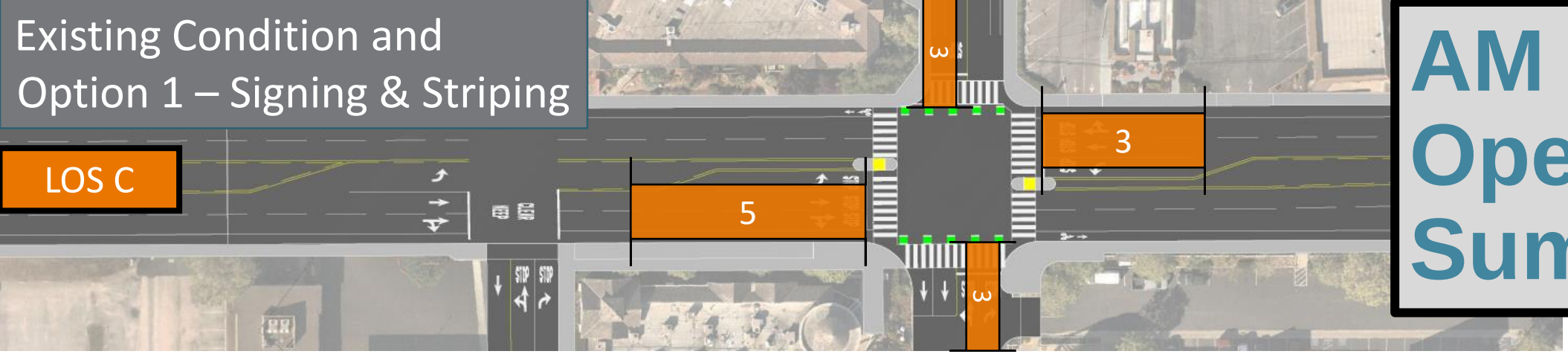
Quick Build Option 2 – Road Diet

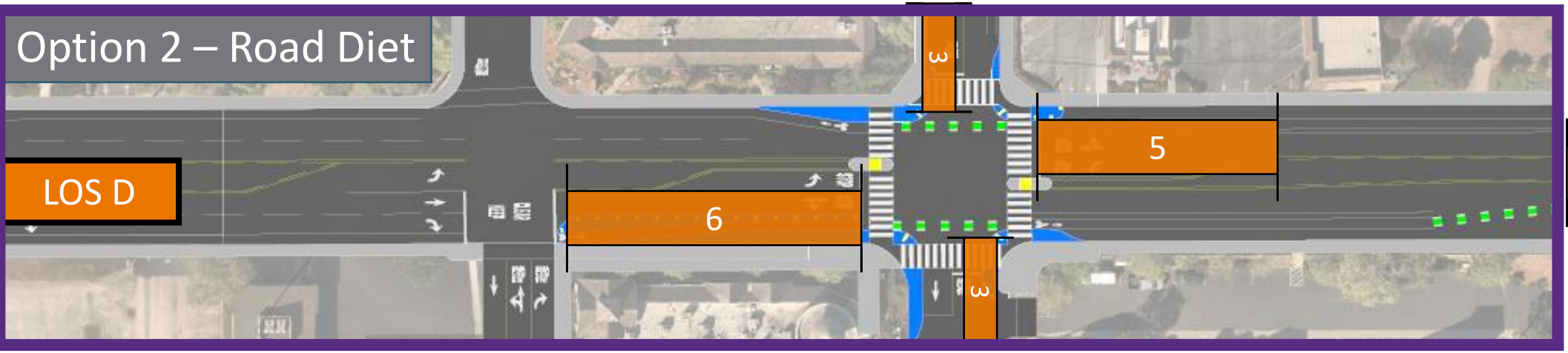
Existing

Quick Build Option 2 – Road Diet

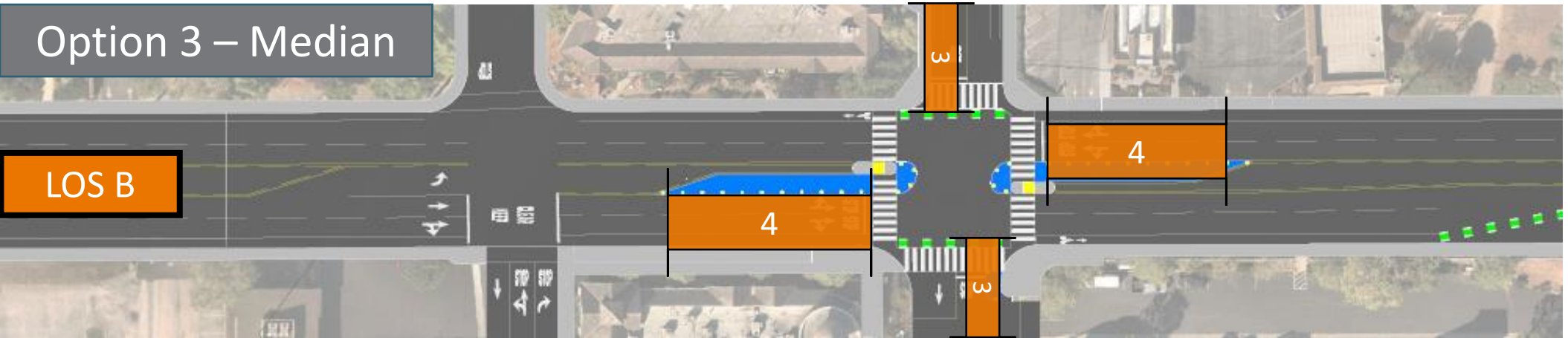


AM Traffic Operations Summary

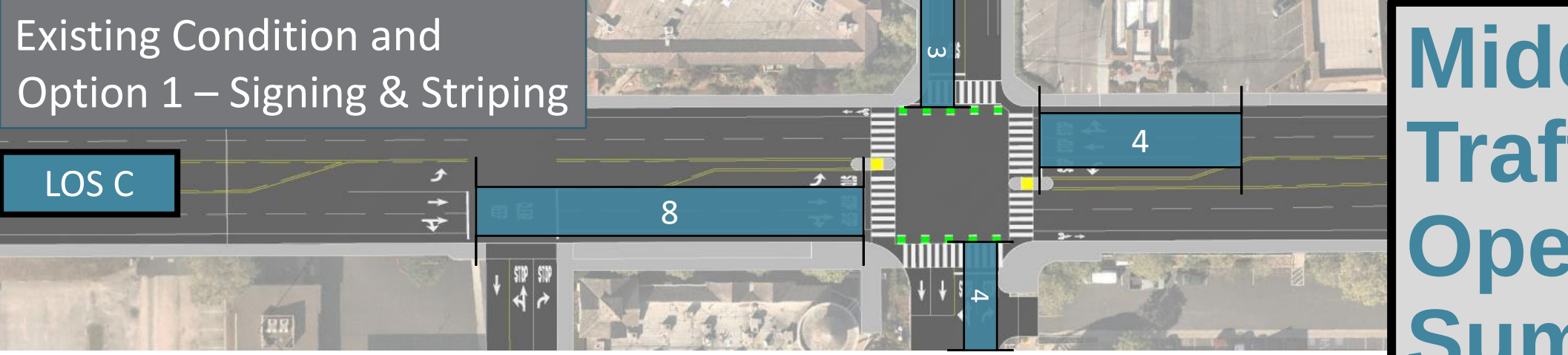


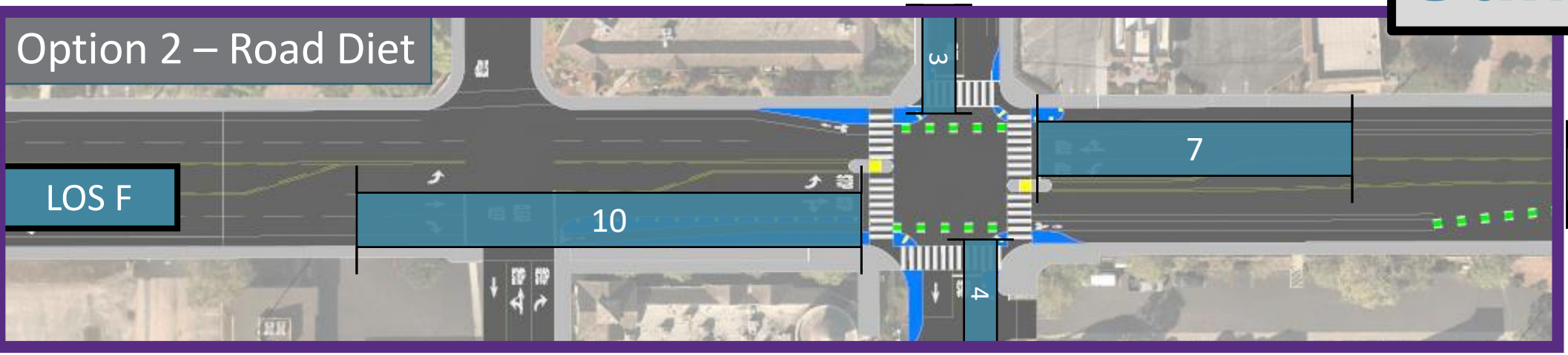


95% Queue (# cars)



Midday Traffic Operations Summary





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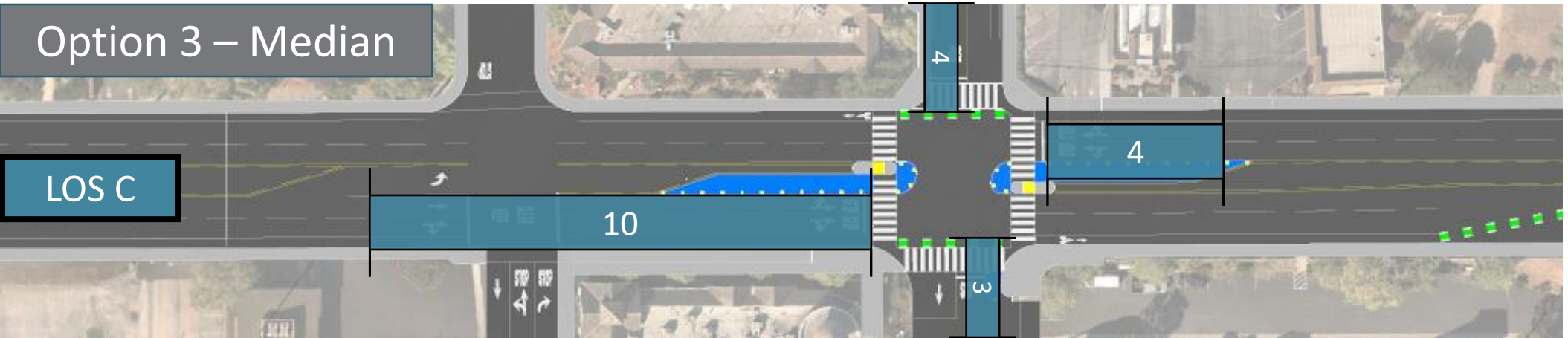
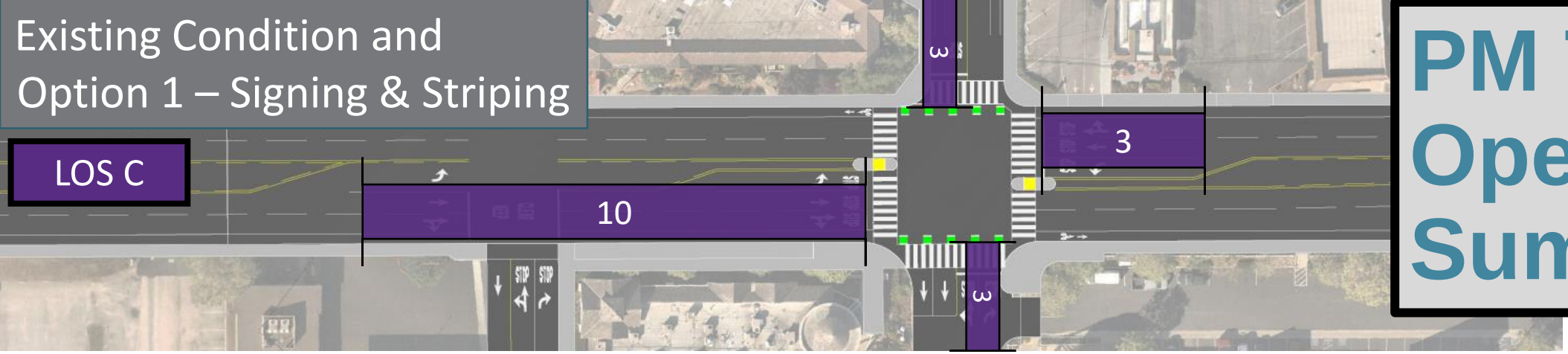
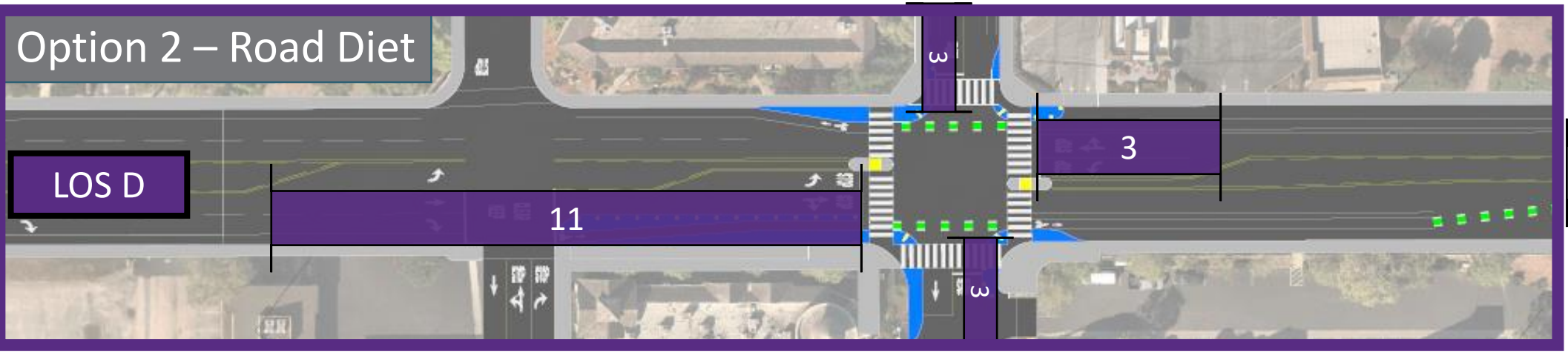


PM Traffic Operations Summary





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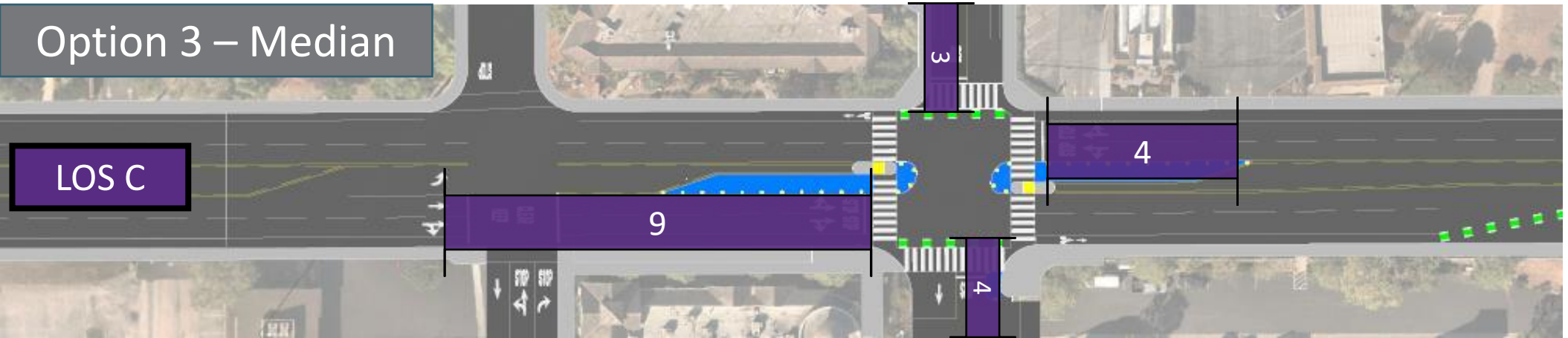

Quick Build Option Summary

Preferred Option

Criteria	Existing Intersection	Option 1 Signing & Striping	Option 2 Road Diet	Option 3 Median
Bike & Pedestrian Safety & Visibility	Low 41 conflict points	Medium 41 conflict points Marked crossings	High 32 conflict points Marked crossings Curb extensions Bike lane buffer	Medium 38 conflict points Marked crossings Wider ped median
Pedestrian Crossing Exposure	High 5-lane crossing	High 5-lane crossing	Low 3-lane crossing	Medium 4-lane crossing
Intersection Level of Service	Good AM Peak: C Midday: C PM Peak: C	Good AM Peak: C Midday: C PM Peak: C	Ok AM Peak: C Midday: F PM Peak: D	Good AM Peak: B Midday: C PM Peak: C
Impact to Vehicle Queues	Low	Low	Medium	Medium

Next Steps

Short Term

- City Council direction on Quick Build Option
- Spring 2024 to Summer 2025: Quick Build improvements and evaluation period

Long Term

- 2024: Bay Avenue Corridor Safety Study
- On-going: Pursue funding opportunities
- Summer 2026 earliest: Bay Avenue corridor improvements pending available funds

Recommended Action

- Authorize construction of the proposed Bay Avenue/Hill Street intersection quick-build project

Capitola City Council

Agenda Report

Meeting: February 22, 2024

From: Public Works Department

Subject: Zone 5 Drainage Master Plan Update

Recommended Action: Receive report.

Background: Santa Cruz County, the City of Capitola and the Zone 5 Flood Control and Water Conservation District (Zone 5) work to protect local water resources by managing creeks and streams, cleaning up trash and pollution, and managing storm drains to minimize flooding. In June 2020 the Zone 5 Board of Directors approved a contract with Schaaf and Wheeler, Consulting Civil Engineers, to complete the District's Drainage Master Plan Update.

Discussion: Schaaf and Wheeler and their consulting team have prepared the Draft Zone 5 Master Plan Update and will be providing a presentation during this meeting. The draft update includes an evaluation of regional storm drain facilities within Zone 5, recommended capital improvement projects (CIP), and recommended operations and maintenance (O&M) plans.

The recommended CIP includes an extensive list of projects that address system maintenance, structural, and capacity deficiencies and that consider potential climate change impacts. The recommended O&M Plan is robust and emphasizes preventative actions. Implementation of the recommended CIP and O&M Plan will require additional resources (potentially including funding, personnel, and property rights).

Staff from the District and the City of Capitola have reviewed this draft and find it is an appropriate basis for completing the Stormwater Fee Study and election process. The Stormwater Fee Study and election process are anticipated to occur in 2024. Based on the results of the Stormwater Fee Study and election process the District and City of Capitola staff will work with the consultants to adjust the draft and present a Final Zone 5 Master Plan Update that can reasonably be supported.

During their January 30, 2024 regular meeting, the Zone 5 Board of Directors voted to approve and accept the Draft Zone 5 Drainage Master Plan and directed District staff to work with County Public Works, the City of Capitola, Schaaf and Wheeler Consulting Engineers, and their sub-consultants to complete Stormwater Fee Study including completing an election following the Proposition 218 proceedings to support and finalize the Draft Zone 5 Drainage Master Plan.

Fiscal Impact: There are no financial impacts associated with the approval and acceptance of the Draft Drainage Master Plan Update Report.

Attachments:

1. Draft Master Plan Zone 5 - Flood Control and Water Conservation District

Report Prepared By: Jessica Kahn, Public Works Director

Reviewed By: Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager

Santa Cruz County
Flood Control and Water Conservation District – Zone 5
Draft Storm Drain Master Plan Update
2023

PREPARED FOR:
Santa Cruz County
FCWCD Zone 5
701 Ocean Street
Santa Cruz, CA 95060

PREPARED BY:
Schaaf & Wheeler
870 Market Street, Suite 1278
San Francisco, CA 94102

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List of Abbreviations

Ac	Acres
BMP	Best Management Practices
CIP	Capital Improvement Program
CIPP	Cured-in-Place Pipe Lining
CFS	Cubic Feet per Second
DEM	Digital Elevation Model
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
LiDAR	Light Detection and Ranging
NAVD 88	North American Vertical Datum of 1988
NGVD	National Geodetic Vertical Datum of 1929
NOAA	National Oceanic and Atmospheric Administration
NPDES	National Pollutant Discharge Elimination System
NRCS	Natural Resources Conservation Service
O&M	Operations and Maintenance
SCCDC	Santa Cruz County Design Criteria
SDMP	Storm Drain Master Plan
SFHA	Special Flood Hazard Area
SLR	Sea Level Rise
UHM	Unit Hydrograph Method
USDA	United States Department of Agriculture

1 Executive Summary

1.1 Background and Context

A significant planning effort has been undertaken to help guide the Santa Cruz County Flood Control and Water Conservation District (FCWCD), County of Santa Cruz, and City of Capitola in establishing a prioritized Master Plan Improvement Program for regional systems in the Zone 5 service area, including the City of Capitola.

Three prior drainage studies have been completed for the Zone 5 area. Most recently, the Zone 5 and Zone 6 Storm Drain Master Plan (SDMP) was completed in 2013. That study sought to develop a capital improvement plan with the goal of meeting a 10-year level of service standard throughout the storm drain network. This study did not include the City of Capitola. Models developed for the prior study remain a valid tool for evaluating impacts on local systems and should also be maintained.

The study area and existing stormwater conveyance system are shown in Figure 1-1.

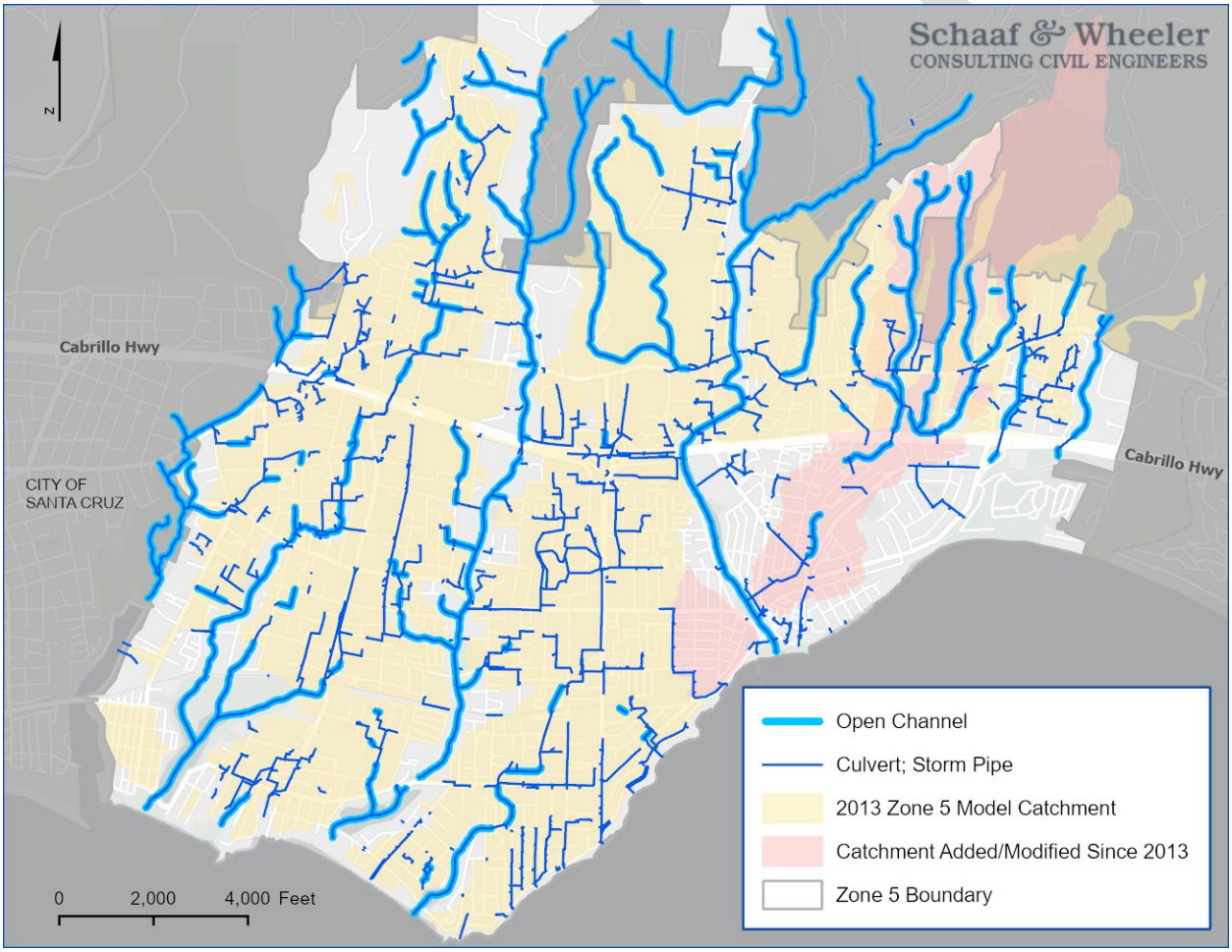


Figure 1-1: Study Area and Existing Storm Drainage System

This master plan is intended to be a planning guide for Zone 5 and is based on best readily available data and information. The recommended projects and activities should be addressed and prioritized based on life safety, potential for property impacts, funding, and public concerns. The engineering analyses performed for this study are intended to segue into design of projects which are funded. The construction design process should use more detailed improved data including surveys, utility mapping, and property/easement acquisition.

Known ownership of the drainage infrastructure has uncertainty in serval reaches. Engineering and operations analyses were completed on a watershed basis to create a comprehensive document. The proposed improvement projects and maintenance activities are not intended to imply Zone 5 ownership nor responsibility. Communication and coordination will be key elements of completing projects where system conveyance overlaps with private property.

1.1.1 Local Agency Responsibilities

Santa Cruz County, the City of Capitola and the Zone 5 Flood Control and Water Conservation District (Zone 5) work to protect local water resources by managing creeks and streams, cleaning up trash and pollution, and managing storm drains to minimize flooding. Despite these efforts, our community faces significant challenges from climate change and natural disasters, and an aging storm drainage infrastructure.

Protecting Local Beaches and Water Resources from Pollution

During a storm, rainwater is "runoff," meaning that it runs off roofs, roads, driveways, parking lots, and many surfaces, washing with it trash and pollutants, including fertilizers, vehicle fluids, pesticides, pet waste and other bacteria sources as it makes its way through storm drains and ditches – untreated – into our streams, rivers, and ocean, impacting the Monterey Bay National Marine Sanctuary. Keeping our beaches open and clean and maintaining shoreline water quality in the Sanctuary is critical for the health of Santa Cruz County residents, visitors, aquatic life, and the local economy.

Minimizing the Damaging Effects of Floods

Natural geography puts lower elevation areas of Santa Cruz County at high flood risk. The severe atmospheric rivers that occurred during the 2023 winter storm season resulted in devastating flooding and underscored the need to prepare for emergencies and to protect local, natural water resources.

Maintaining aging storm drainage systems is essential to helping prevent significant property damage in neighborhoods and loss of life during major floods.

Protecting Public Health and Long-Term Water Supplies

Public agencies in Santa Cruz County recognize the importance of effective storm drainage and watershed management to minimize flooding and protect local waterways, which are vital to the overall health of our ecosystem.

Our region’s system of storm drains, pumps, channels, pipes, culverts, outlets, and lagoons are essential to collect and manage storm runoff to protect our beaches and local waterways from pollution. Keeping these water resources safe and clean is critical to protecting both public health and local wildlife.

Upgrading and Maintaining Aging, Deteriorating Stormwater System

Much of the storm drain infrastructure in Santa Cruz County is more than 50 years old, and many channels, pipes and pumps located on both public and private properties are deteriorating. Without repairs or improvements, local communities face an elevated risk of flooding in our low-lying communities and pollution of our beaches, rivers, and other local water resources.

1.1.2 Climate Change

Climate change impacts on sea-levels and precipitation are addressed to gage future system needs. Capital projects cost presented in this report are based on existing deficiencies and construction costs. Climate adaptation and resiliency should be incorporated into each project as they are funded and designed.

This document does not consider coastal protection needs (e.g., erosion protection, armoring, flood walls, or levees). With a focus on interior drainage systems, the implications of sea level rise (SLR) are contemplated. However, a regional scale solution may be required for coastal protection as well to develop greater resilience against a broader array of climate hazards. This is beyond the scope of this analysis.

1.2 Study Objective

This storm drainage study builds on prior analysis in the Zone 5 service area with a narrower focus on meeting a 25-year level of service standard for regional systems consisting of closed conduits and open drainage ditches. The study looks at the 100-year conveyance of the major creek systems, including Rodeo Creek Gulch, Arana Gulch, Soquel Creek, and Noble Creek. This study includes the City of Capitola, which was not studied in the 2013 report. Regional facilities include “backbone” closed-conduit systems and open channels where stormwater concentrates from local systems.

The basic objective of this study is to identify capacity issues and project alternatives to mitigate flooding on the regional system.

The tasks completed as part of this study include:

- A condition assessment of various system elements, including pipe systems, open conveyances, and culverts;
- Collection of field data to supplement GIS data for building an existing conditions model of the storm drainage network;
- Examination and refinement of existing drainage area delineations;
- Assessment of the performance of existing regional storm drainage systems;
- Identification of capital improvement alternatives to reduce flood risk;
- Estimation of project costs for the Capital Improvement Program (CIP);
- Development of an Operations and Maintenance (O&M) Program; and
- An evaluation of funding strategies to implement the CIP.

This study applies the same methodologies as the 2013 study to develop hydrologic and hydraulic models of the regional pipe and open conveyance systems. The 2013 study models remain valid tools for evaluating system capacity as needed, in conjunction with other Zone 5 infrastructure projects for development and redevelopment. The two models should be used

hand-in-hand when possible, with the wider system model used to evaluate localized capacity and impacts, and the updated regional system model developed for this SDMP to be used for those projects and changes expected to impart wider system impacts.

1.2.1 Regional Stormwater Coordination

Prior master planning efforts including Zone 5 did not include areas within the City of Capitola's boundaries. Runoff from portions of Zone 5 outside of Capitola drain into the Noble and Soquel Creeks, which impacts regional drainage systems within Capitola. The City of Capitola has provided funding to support this effort and includes these previously excluded areas in this analysis. Historical drainage issues are well known and recorded in Noble Gulch in particular. These capacity issues, as well as an evaluation of the condition of these systems, are addressed in this report.

This SDMP primarily forms a guide for addressing regional system capacity issues. However, municipal stormwater management is a multi-faceted endeavor requiring both inter- and intra-jurisdictional coordination. Consideration must be given to the impact of new capital assets (CIP), finances, O&M, and regulatory compliance (the Central Coast Regional Water Quality Control Board [RWQCB] National Pollutant Discharge Elimination System [NPDES] Permit).

1.3 Evaluation

This study utilized and further developed InfoSWMM models for Zone 5 built for prior studies. These models include subcatchment hydrology (rainfall-runoff) and conveyance system hydraulics (dynamic wave routing).

Detailed review, field investigations, analysis, and modeling of the area's storm drainage system led to several conclusions. We used these conclusions to recommend improvements to the system intended to reduce flood risk for Zone 5's regional systems.

The recommended improvements are considered planning level and based on currently available information. Detailed project designs will ultimately require more data, including utility locations and any necessary geotechnical information.

We evaluated the current physical condition of the drainage system using pole-mounted camera topside observations. Based on the observed condition during topside investigation, specific reaches were identified for a more detailed CCTV inspection. Most of the observed system is in good condition. However, there are reaches with heavy debris and sediment accumulation.

1.4 Capital Improvement Recommendations

This study includes a CIP based on model results and suggested improvements. Capital projects recommended in this document to address capacity and condition deficiencies are estimated to cost between approximately $37 million and $63 million in 2023 dollars. A range of costs is provided, as for certain projects, multiple alternatives are identified. The actual value of the improvements will ultimately depend upon the final design of each project, which could vary based on several factors, including whether systems are replaced or augmented with new, parallel systems.

It is important to remember that in addition to design and construction, California Environmental Quality Act (CEQA) must be satisfied for any capital improvement project described in this

report that may be implemented in the future through the preparation of an appropriate Environmental Impact Report (EIR), Mitigated Negative Declaration (MND), or determined to be categorically excluded.

While projects within public right of way are often preferred, capital improvements identified in this document do pass through privately owned properties in some locations, which may limit feasibility. A summary of estimated costs by priority are summarized in Table 1-1.

Table 1-1: Approximate Cost Ranges of Capital Improvements by Priority

Priority	Description	Approximate Cost
High	High magnitude, high impact flooding where heavy erosion and property damage pose major risk; Urgent repairs or replacement of existing system in very poor condition	$22,760,000 - $47,760,000
Medium	Moderate magnitude flooding with relatively extensive impact on regional and local systems, posing some risk of property damage or erosion; Repair or replacement of existing system in poor condition	$7,320,000 - $7,730,000
Low	Low magnitude flooding with relatively low impact on regional and local systems and little risk of property damage or erosion; Low priority repairs	$7,560,000

1.5 Operation and Maintenance Program

Schaaf & Wheeler's subconsultant, NCE, reviewed the County and City of Capitola existing O&M programs and evaluated the storm drain system maintenance needs. A maintenance plan was developed for the County and City to provide recommendations for asset inventory, analysis and forecasting, work program actions, and tracking and reporting. Associated costs for implementing these recommendations were also developed as part of the funding and financial plan.

1.6 Funding and Financial Plan

Schaaf & Wheeler's subconsultants, NCE and NBS, worked together with information contained in this SDMP to develop a funding and finance plan that includes funding the recommended O&M and CIP projects within this report, as well as remaining compliant with NPDES Permit Requirements handed down by the State. Costs of implementation are subdivided into four categories: Capital Improvements, Operations and Maintenance, NPDES Permit Compliance, and Program Management. The breakdown of these costs across Zone 5, County of Santa Cruz, and the City of Capitola is shown in Figure 1-2.

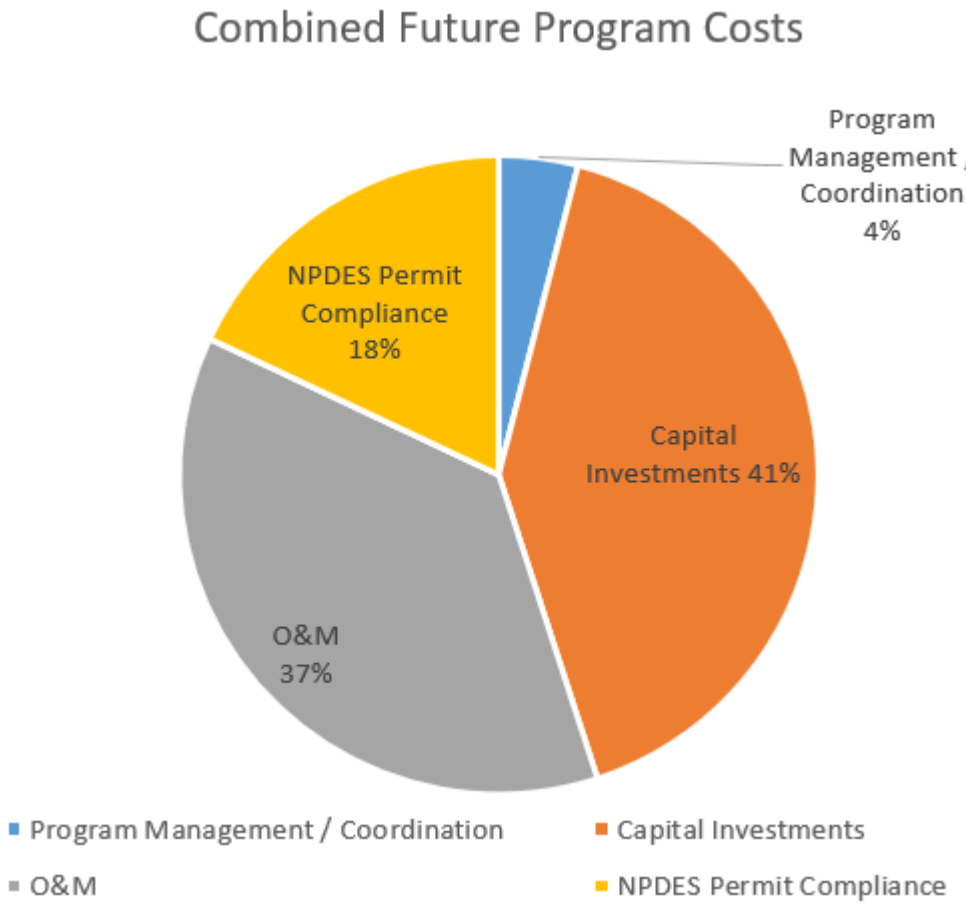


Figure 1-2: Funding Requirements for Stormwater System O&M, Capital Improvements, and Management Across Zone 5 and the City of Capitola

1.7 Conclusion

This storm drain system analysis provides a tool for agency staff to use in their efforts to reduce both nuisance flooding and the likelihood of more serious stormwater-related hazards to private and/or public property in Zone 5 and City of Capitola communities. This study and capital improvement alternatives are merely the conceptual starting point since funding sources for design and construction have yet to be determined.

Once funding sources have been secured, we anticipate that the County, the City, the Zone 5 Flood Control District, and/or their consultants will perform more detailed studies and alternatives analyses to identify the most affordable and effective capacity and condition improvement projects. It is expected that this will require information gathered as part of the design process, including more detailed topography, utility conflicts, available easements and rights-of-way, construction impacts, permitting needs, and long-term O&M. This report ventures to consider these factors in developing an alternatives analysis for various improvement strategies. However, more detailed information will always provide the best tool in making informed decisions.

2 Introduction

2.1 Overview

This document provides a capacity analysis and condition assessment of existing storm drain collection systems, a discussion of drainage design standards, and recommended improvement projects to reduce the risk of flooding for regional facilities with estimated costs within Zone 5.

This analysis should be used to guide local agency staff in planning, financing, engineering, and maintaining the regional storm drain infrastructure. Each chapter of this report is intended to identify problems, manage resources, and provide cost-effective and comprehensive solutions.

This chapter provides a general discussion of drainage and flood management systems and issues currently affecting the community. It also describes the objectives of this analysis, explains the criteria used to evaluate storm drain system performance, and presents a summary of the data collected to support this effort.

2.2 Setting

The study area encompasses portions of multiple jurisdictions within Santa Cruz County, including incorporated Capitola, and unincorporated areas to the west and north. The drainage area is situated adjacent to Monterey Bay to the south and the City of Santa Cruz immediately to the west. A vicinity map showing the boundary of Zone 5 overlain with jurisdictional boundaries and regional drainage systems is provided in Figure 2-1.

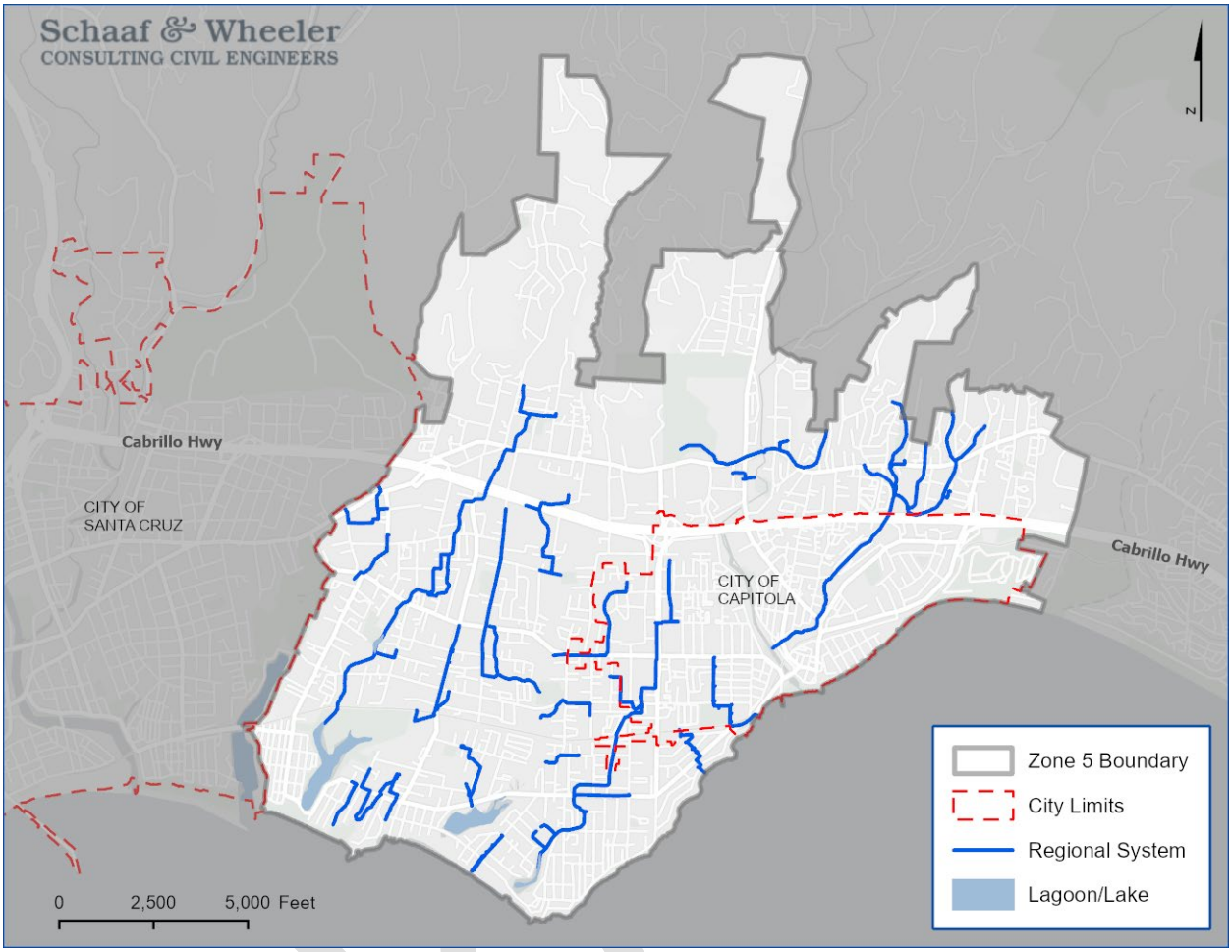


Figure 2-1: Santa Cruz County Zone 5 Vicinity Map

The study area rests at the base of the Santa Cruz Mountains. Urban systems consisting of a mix of closed-conduit and drainage ditches generally drain higher ground into creeks and lagoons that attenuate and convey runoff to Monterey Bay.

Land use within Zone 5 is predominantly urban, with a mix of commercial and residential land cover and ranges in elevation from 0 to approximately 700-feet on the North American Vertical Datum of 1988 (NAVD 88). The study area, defined by the drainage area to the existing regional stormwater conveyance systems, covers an area of approximately 4.5 square miles (Figure 2-4 shows the area served by the regional conveyance systems).

Three creeks receive drainage from these systems. Their drainage areas cover a larger area, including drainage from upstream of the study area and from local pipe systems that were previously studied but not included in this modeling effort. Arana Gulch, Rodeo Creek, and Soquel Creek convey drainage through Zone 5 from a total area of 3.5 square miles, 3.0 square miles, and 42.5 square miles, respectively. These larger drainage areas are shown in Figure 2-2.

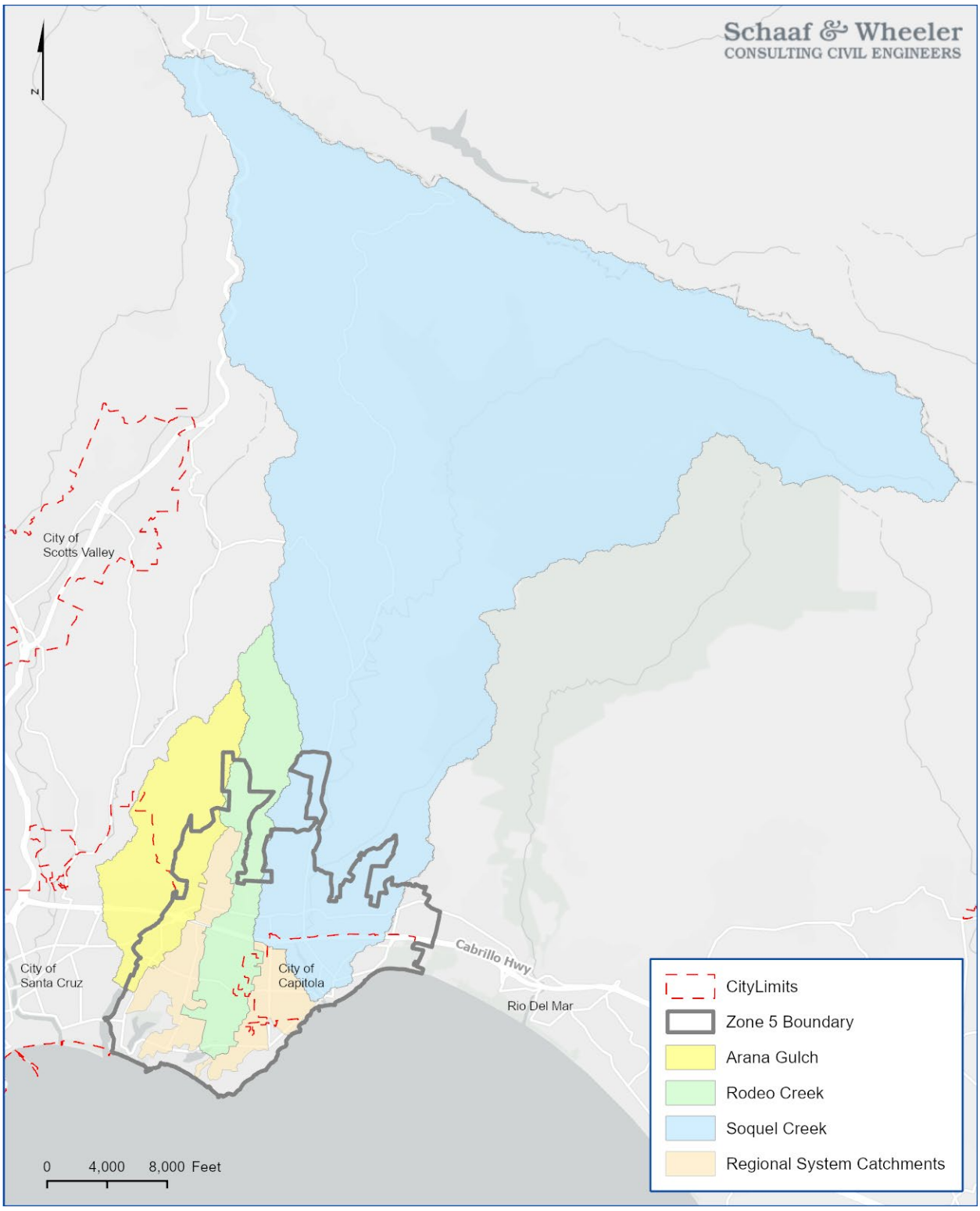


Figure 2-2: Major Creek Drainage Areas

The low-lying portions of the area to the south rest in, or adjacent to, the FEMA-defined coastal Zone VE Special Flood Hazard Area (SFHA). Other SFHAs defined within Zone 5 include Zone A, Zone AE (with and without Floodways) and Zone X, primarily centered around creeks and lagoons. Flood hazard areas in the vicinity of the Zone 5 area are shown in Figure 2-3.

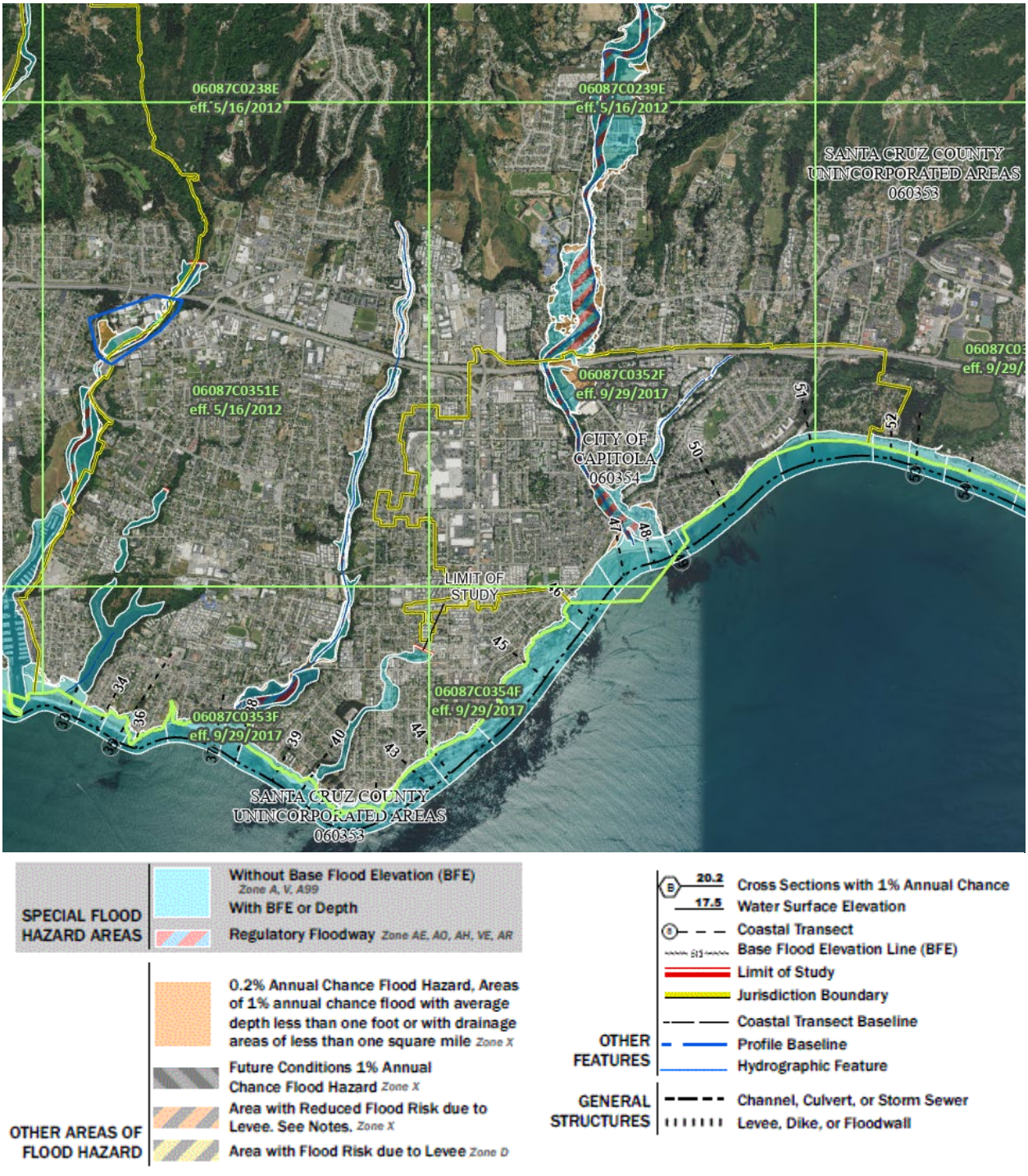


Figure 2-3: FEMA Special Flood Hazard Areas in the Vicinity of Zone 5

2.3 Climate

The Zone 5 study area generally experiences a mild year-round climate, with warm, dry summers and wet winters. Proximity to the Pacific Ocean results in small daily and seasonal temperature ranges with high relative humidity. The coastal region at the base of the Santa Cruz Mountains also experiences frequent fog and low overcast conditions.

The average annual high temperature is approximately 70°F, and the average annual low temperature is approximately 48°F. Most of the rainfall occurs during fall and winter months of October through April (NOAA[1]). Mean annual precipitation (MAP) depth varies across the County, with higher elevations in the mountains experiencing generally greater depths due to orographic uplift effects.

Within Zone 5, MAP varies from approximately 30 to 36 inches per year. Countywide, MAP varies from 20 inches per year at low elevations near the southern boundary with Monterey County up to 56 inches per year at higher elevations in the mountains (California-Nevada River Forecast Center[2]). The average for the nearby Santa Cruz climate station is about 31.4 inches per year (representative of the low-lying urban areas).

The topography of the Santa Cruz Mountains to the north and exposure to Pacific weather systems to the south and west has a defining influence on precipitation patterns in Santa Cruz County. Precipitation events are dominantly orographic, since moist air is lifted over the mountains and then cools and condenses, or cyclonic, where rain is caused by air mass movement from higher barometric pressure regions to lower pressure. Cyclonic events can also be caused by frontal activity. Warm fronts are generally associated with broad bands of low-intensity rainfall, while higher rainfall intensities are typical of cold fronts (Western Regional Climate Center[3]).

This study also considers the potential impacts of climate change on the stormwater systems. Anticipated regional and local changes in seasonal precipitation and storm characteristics are available in published research and climate prediction tools provided by the EPA and Cal-Adapt. This study evaluates the impacts of climate change by increasing the overall depth of the 25-year design storm event to reflect those published predictions.

2.4 Existing System

Runoff generated by precipitation within the Zone 5 area is conveyed through a system of pipes, open ditches, and creeks. All runoff captured by the drainage system ultimately discharges to Monterey Bay, though some is stored in lagoons near the coastline. The study area and existing stormwater conveyance system are shown in Figure 1-1.

Drainage systems within Zone 5 encompass a network of open channel conveyance (e.g., ditches and creeks), inlet structures, and storm drain pipes. The area drains to 20 distinctive, contiguous regional subsystems. These areas can be grouped into eight larger regions by receiving body. These regions drain to three creeks (Arana Gulch, Rodeo Gulch, and Soquel Creek), four Lagoons (Schwan, Corcoran, Moran, and Bonita) and directly to the Monterey Bay, as shown in Figure 2-4.

[1] https://www.weather.gov/wrh/climate?wfo=mtr
[2] https://www.cnrfc.noaa.gov/?product=QPEWYNormal&zoom=11&lat=37.107&lng=-122.081&PNGtypeID=QPEWYNormal
[3] https://wrcc.dri.edu/Climate/narrative_ca.php

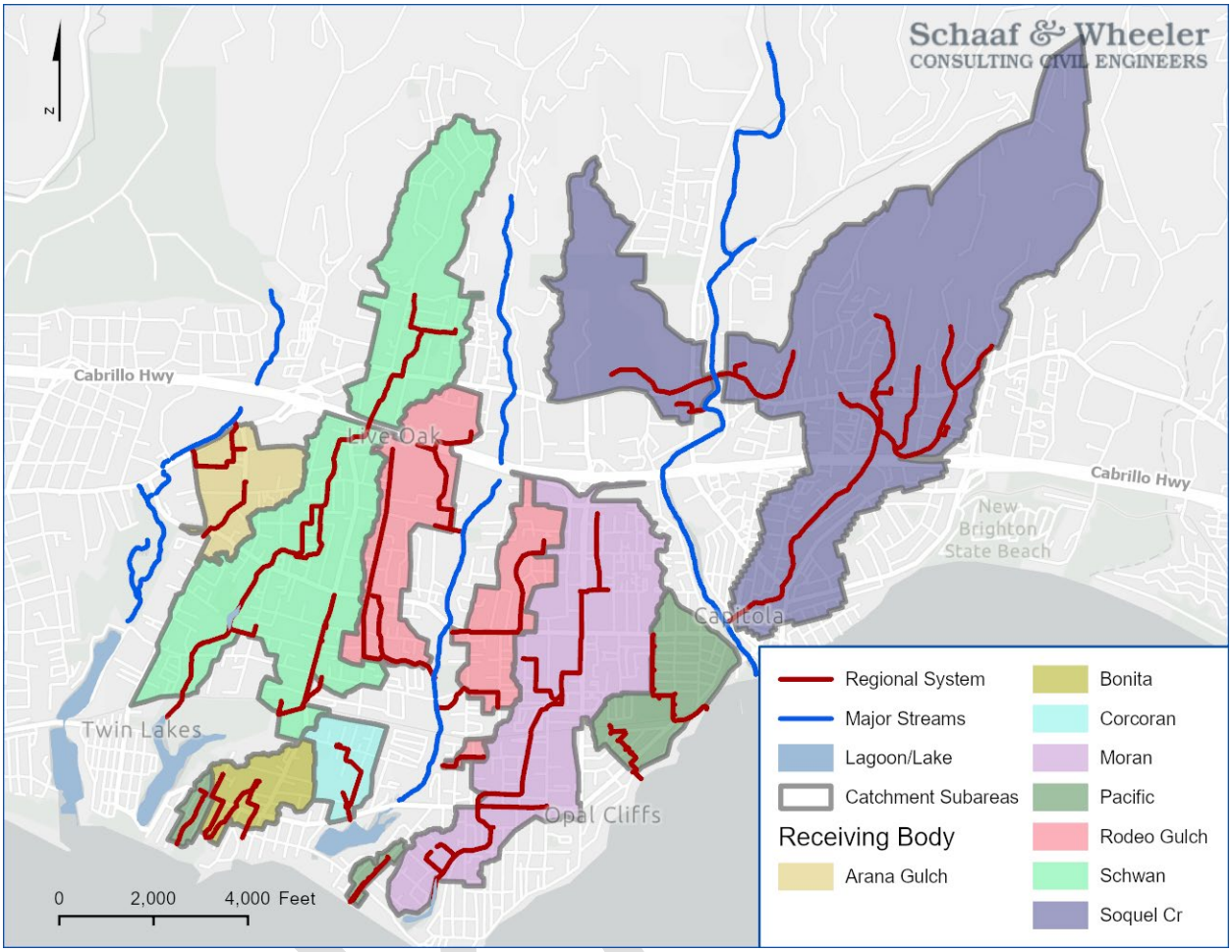


Figure 2-4: Catchments Grouped into Drainage Regions by Receiving Body

As further development and redevelopment occurs in Zone 5, Santa Cruz County, and the City of Capitola, runoff patterns will be impacted. Some developments will be subject to the requirements of the NPDES permit, while smaller-scale projects may not be. It is difficult to anticipate the exact impact of land use change on storm drainage systems and floodplains. Emphasis and incentivization of higher density development and increased housing availability and affordability further complicates this effort, but available data can be used to estimate the impacts on some level.

Existing storm drainage facilities must evolve with population and land use change, and this SDMP provides some tools to prepare for and respond to those changes as they occur. This may include case-by-case impact analysis on pipe systems, drainage channels, and floodplains, or feasibility analysis for regional detention or recharge facilities.

2.5 History of Drainage Issues and Flooding

A history of natural disasters, including flooding, is well documented within Santa Cruz County and its incorporated cities. Flooding is documented as far back as 1871 – 1872, when the Santa Cruz Mission, in the San Lorenzo River's floodplain, was destroyed in its first year of existence.

The December 1955 Christmas Floods are documented as the highest historic flooding in the area, though 90% of the damage caused by the event occurred within the City of Santa Cruz and its downtown area. Although, on Soquel Creek, a peak flow rate of over 15,000 cfs destroyed the Soquel Bridge.

In 1982, flooding due to a roughly 30-year event in Santa Cruz County killed 22 people, injured 50 others, and destroyed several homes and businesses, with damages reaching over $100 million in total[4]. During the 1982 event, a log jam formed at the reconstructed Soquel Drive bridge and the creek overflowed its banks. According to eyewitness accounts, the event flooded the Old Mill Mobile Home Park, followed within hours by Downtown Soquel, with floodwaters reaching up to 5 feet in depth.

Most recently, the storms of 2022 – 2023 caused a wide range of damage throughout the County and incorporated areas within. In the northern areas of the County, in the Santa Cruz Mountains, landslides and downed trees caused blockage and damage on highways (including Highways 1, 9, and 17) and other roads, requiring closure during cleanup and repairs.

Widespread high flows in streams tributary to the major creeks and rivers washed out culverts, and bridges including: the Bates Creek culvert crossing at North Main Street (within Zone 5), as well as large crossings on Redwood Loge Road and China Grade Road. In many locations, these failures washed out all lanes of the crossing roadway and stranded a number of residents for an extended period of time.

Soquel Creek also overflowed its banks near the Soquel Drive bridge, causing flooding of the Old Mill Mobile Home Park, Porter Street, and surrounding businesses. During that storm, Soquel Creek registered a flow rate of 9,310 cfs, exceeding an estimated 25-year return period based on stream gage statistics. That event also produced a peak flow of very nearly the same magnitude as the 1982 flood (9,700 cfs).

In Capitola, Pacific Ocean waves destroyed a large section of the Capitola Wharf, while high stage and wave propagation along Soquel Creek caused extensive damage to restaurants and other infrastructure along the Creek's banks.

Historically, both Soquel and the City of Capitola have primarily been affected by flooding from Soquel Creek, which impacts low-lying areas within its floodplain. However, Noble Creek and Tannery Creek floods occurring in March 2011 caused extensive flooding and damage in the City of Capitola. During the 2011 flood event, a large storm drain pipe failed in Noble Gulch, destroying portions of Pacific Cove Mobile Home Park and releasing impounded flood waters downstream. Subsequently, the Mobile Home Park was closed, its tenants were nearly entirely relocated, and the property was converted to a parking lot (Santa Cruz Sentinel).

Photos of various flood events and damages are shown in Figure 2-5.

[4] Santa Cruz Public Libraries. *The Nature and History of Flooding in Soquel Village*. Accessed October 2023. https://history.santacruzpl.org/omeka/files/original/f127e52f2fc2073f773c61a6336186fd.pdf

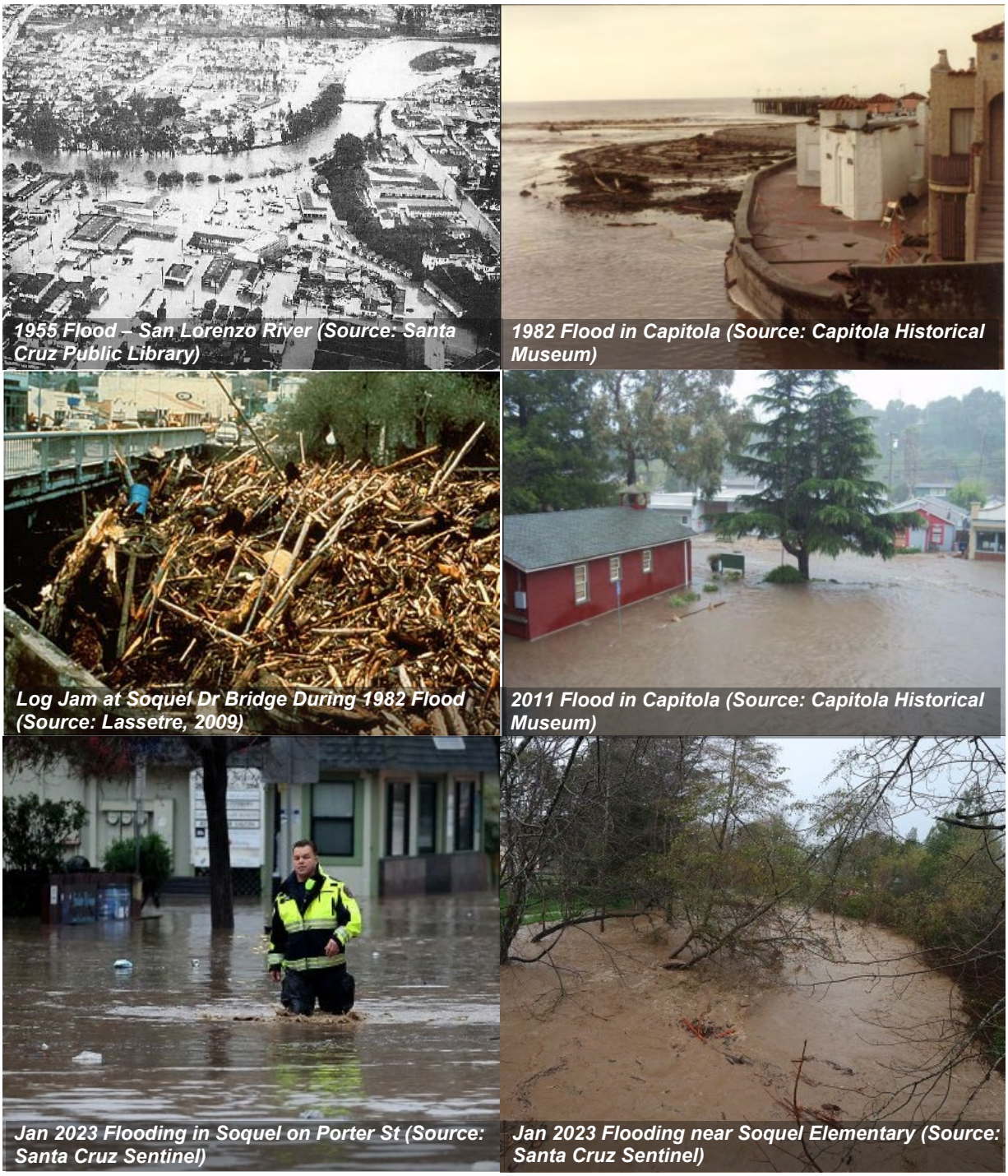


Figure 2-5: Photos of Historical Flooding in Santa Cruz County and City of Capitola

3 Data

3.1 Data Sources

Schaaf & Wheeler reviewed and used readily available land use, topographic, geological, geographical, and storm drain system data within the study area. Available data, while mostly complete, had some missing or incorrect information.

The existing set of models was updated to reflect improved information and ensure that elevations in the model are on a fully unified datum (the North American Vertical Datum of 1988). Fieldwork was conducted to update missing information and collect additional information on the regional storm drain system to supplement existing GIS databases.

Engineering judgment and assumptions were used to complete remaining data gaps. This chapter summarizes the findings and data acquired as part of this storm drainage study. It also summarizes data limitations, assumptions, and impacts.

3.1.1 Topography and Aerial Imagery

All project data and results are in US units on the NAVD 88 and the State Plane California Zone III coordinate system.

Schaaf & Wheeler created a digital elevation model (DEM) covering the Zone 5 drainage area with available FEMA 2017 Region 9 LiDAR data to aid in developing the hydrologic and hydraulic models for the system analysis. The DEM provides elevations on a continuous grid with a 3-foot resolution on the NAVD 88.

This updated topographic dataset was used to improve the 2012 model data. An updated ground surface elevation was applied to all nodes in the regional system using GIS tools to extract values from the DEM. Invert elevations from the previous model were then updated as well to maintain node depths based on measurements and proper pipe cover throughout the model.

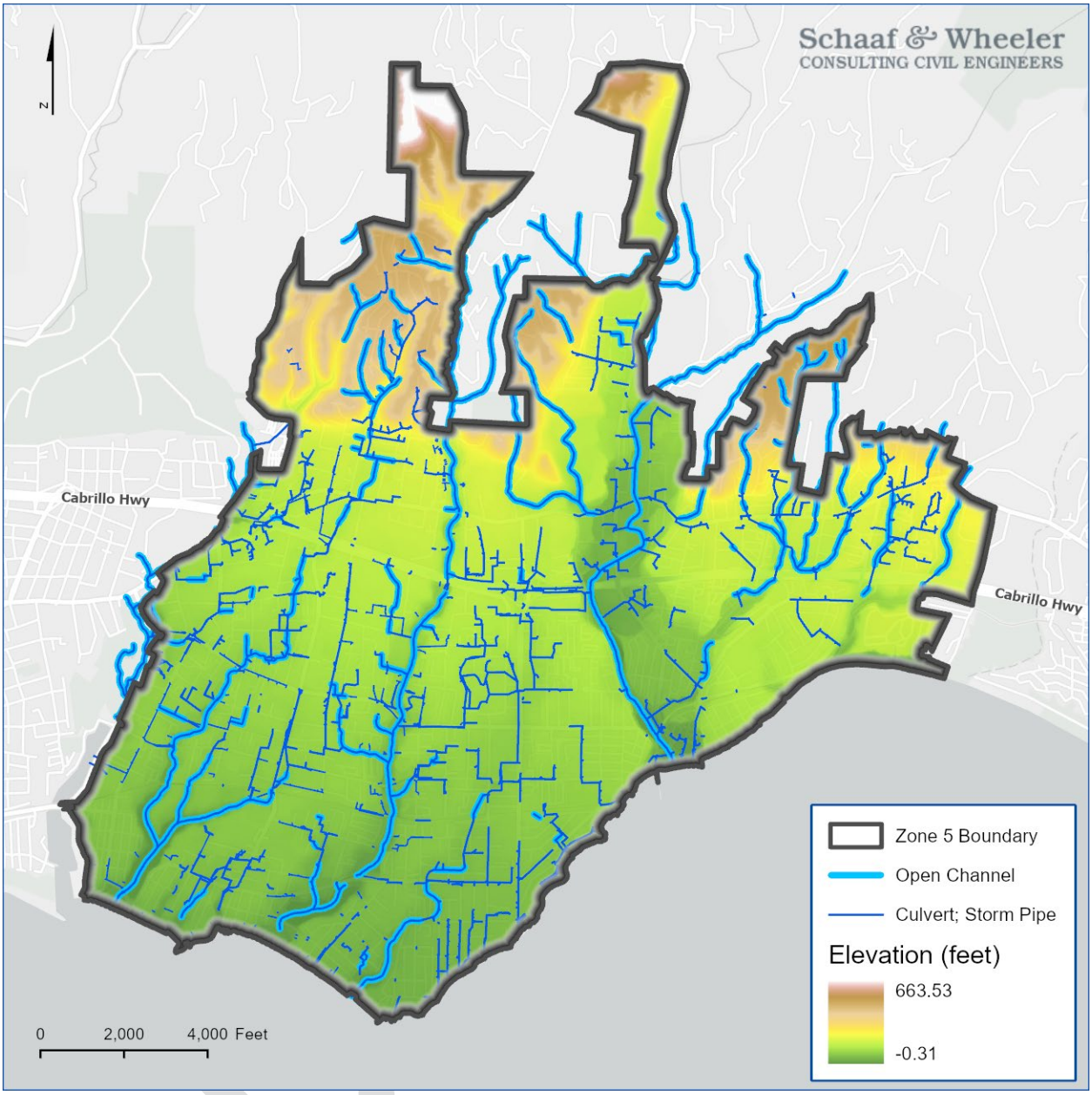


Figure 3-1: FEMA 2017 Region 9 LiDAR DEM in the Vicinity of Zone 5

3.1.2 GIS Data

Santa Cruz County and the City of Capitola provided available GIS data representing storm drain nodes (e.g., inlets, manholes, and outfalls) and storm drain links (e.g., pipes, culverts, and open channels) to Schaaf & Wheeler in GIS formats (e.g., .gdb, .shp, etc). Initial data included:

- Pipe locations and lengths;
- Node types and locations (Drain Inlet – DI, Catch Basin – CB, Outfall – O);
- Location of outfalls;
- Depth at approximately 64% of model nodes (344 out of 539); and
- Sizes for all pipes.

The storm network elements were placed in GIS software, then the regional systems (pipes 36-inches and larger in diameter) were isolated. Schaaf & Wheeler identified missing data as well as items in need of verification. Information needed to refine regional system models included:

- Verification of pipe diameters;
- Measurement and documentation of open channel and culvert physical properties; and
- Node depth and rim elevations.

The County GIS included ground surface elevations from prior efforts and GIS datasets. However, the more recent LiDAR was used to verify surface elevations, aid in assigning properties to open channel systems, and develop projects where new storm drainage structures are required. We also used aerial imagery available in ArcGIS to evaluate related data, such as road networks, land use, and the extent of water bodies.

Schaaf and Wheeler conducted field visits in January 2021 to document system condition and collect information, including:

- Structure type (manhole, catch basin, etc.)
- Incoming/outgoing pipe diameters and materials
- Structure and pipe invert depth(s)
- Debris accumulation status (by percentage of depth)
- Depth of standing water
- Priority of maintenance or replacement need
- Whether the pipe required CCTV for further evaluation
- Any other relevant notes

System depths were verified at 128 locations, including four that previously had no data available. These were updated or added to the GIS. Some system nodes occurring along open channel segments or in the vicinity of culverts were missing inverts. These were estimated from the same LiDAR data set used to assign ground surface elevations where possible. Inverts were approximated at the ends of the modeled system based on surrounding node inverts, pipe slopes, and minimum pipe cover of three feet. This enabled the use of interpolation tools within the model to fill in missing invert elevation data throughout the system. These interpolated inverts were checked in profiles to ensure a sensible result, with positive pipe slope and pipe cover. Where interpolation tools produced apparently incorrect inverts, they were corrected manually and nearby nodes were re-interpolated as necessary.

The entire storm drain system was used in prior studies to delineate drainage areas to the regional system. Since this study focuses on regional systems, subcatchment areas from prior studies were aggregated into larger catchment areas tributary to those regional conveyance elements. The regional system and associated drainage catchments modeled in InfoSWMM are shown in Figure 3-2. The figure overlays regional catchments on those modeled in the 2013 SDMP for reference.

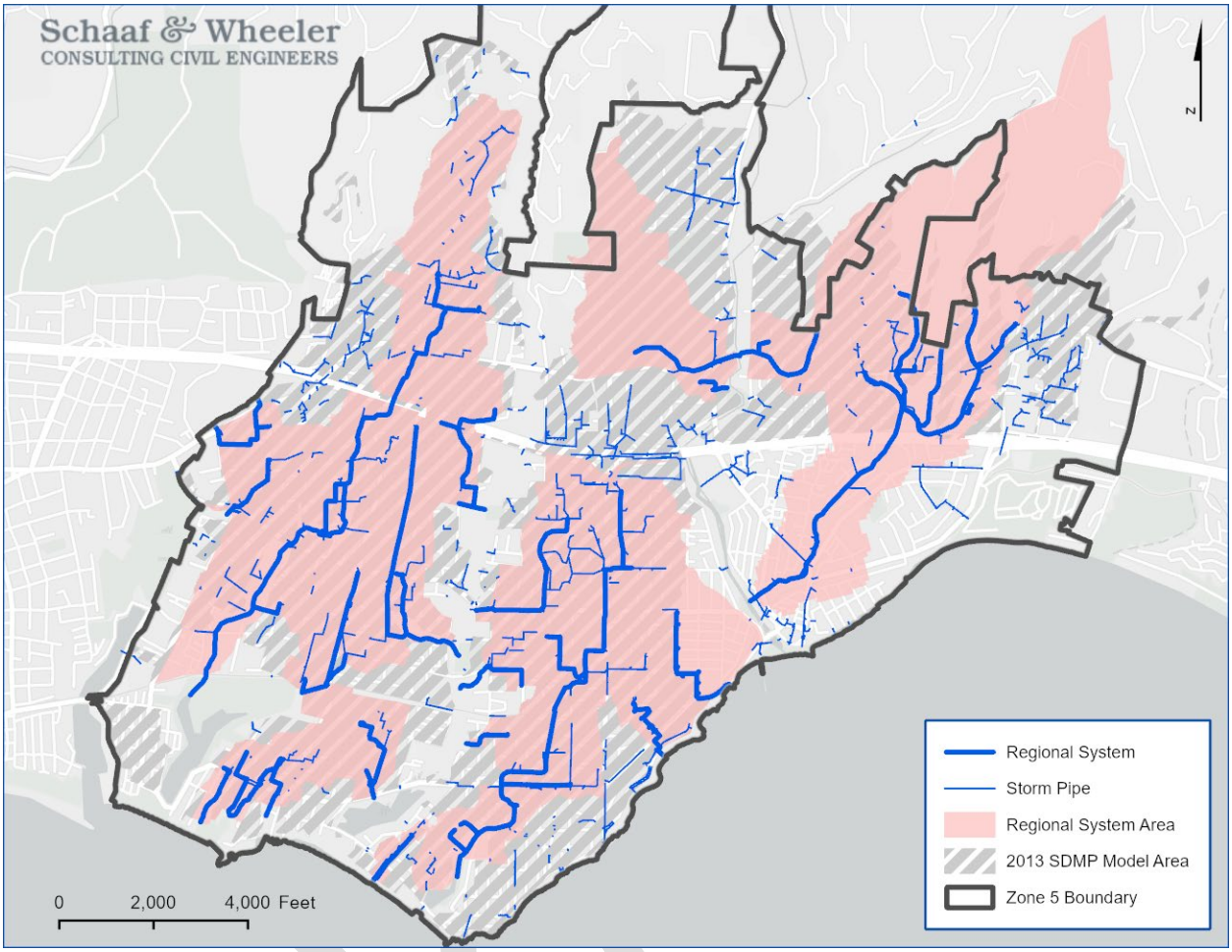


Figure 3-2: Zone 5 Storm Drainage Network

Some areas from prior studies do not drain to larger regional systems modeled in InfoSWMM. Instead, they drain either directly to a major creek, lagoon, or ocean. These areas have been removed from the InfoSWMM models. Drainage from each catchment is routed by the model directly into its respective regional system.

Catchments were also delineated for areas not included in prior plans. These areas include those within the City of Capitola (approximately 0.3 square miles) and those areas draining into Noble Creek from the north (approximately 0.7 square miles).

Other GIS data collected for this planning effort includes land cover and soil characteristics, two essential factors in the development of a hydrologic model. Land use data was defined based on a combination of Santa Cruz County and City of Capitola parcel information obtained in GIS shapefile format. Soils information was acquired from the United States Department of Agriculture (USDA) Web Soil Survey system.

3.1.3 Field Data Collection and Inspection

The process of collecting field data and inspecting system condition began with a review of existing GIS, previous studies, as-built drawings, and aerial imagery to identify missing information vital to the SDMP development process. Field data collection included relevant model attributes, including open channel dimensions, pipe depth from the ground surface, pipe sizes, materials, maintenance issues, and condition assessment.

For the pipe system, the condition assessment started with the use of a pole-mounted camera to get a clear image of the pipe from access points (manholes, inlets, outfalls, etc.). Any pipes that were difficult to access or appeared to require more detailed inspection were further assessed with CCTV.

Conditions assessed for pipe systems were:

1. Signs of high or standing water
2. Infrastructure damage (concrete spalling or cracking, failing metal, etc.)
3. Debris or sediment accumulation
4. Depth and pipe material

For open conveyances and culverts, staff utilized cameras to document the condition of approximately 13 miles of open conveyance channels. Photos were geocoded and compared to those collected for the 2013 study.

Conditions documented and assessed for open channels included:

1. Channel erosion, debris, or sediment deposition, and vegetation
2. Channel shape (bottom width, depth, top width)
3. Channel material (natural, concrete lined, etc.)
4. Signs of damage or high water
5. Hydraulic obstructions (dams, weirs, structures, other blockages, in channel)

Culverts were assessed using a hydraulic field sheet to document parameters such as culvert size, headwall conditions, and bridge deck properties. Conditions affecting culvert capacity were documented with photos as required. After an initial topside inspection of the system, 59 system elements were identified for additional CCTV inspection. These elements are shown in Figure 3-3.

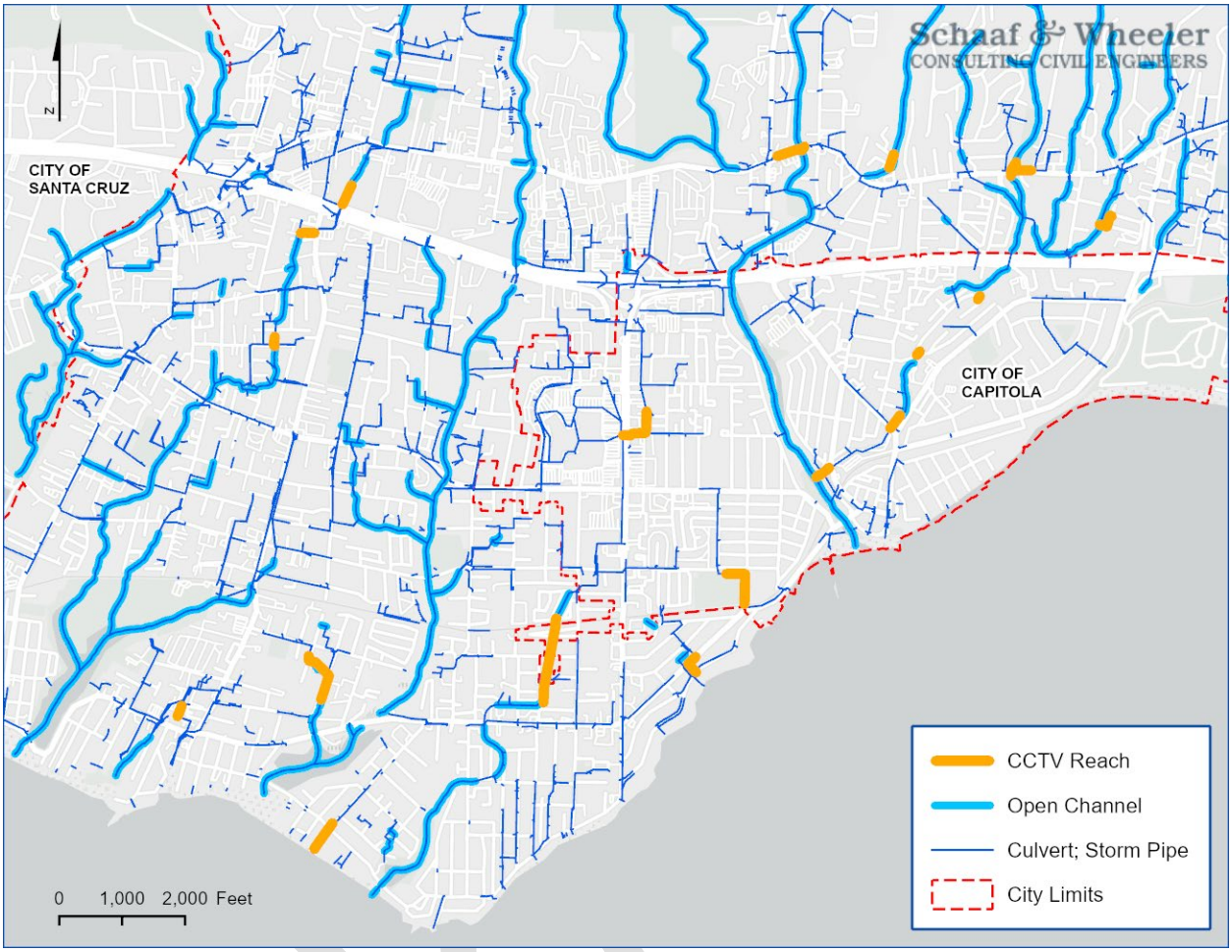


Figure 3-3: Map of Conduit, Culverts, and Open Channel Where CCTV Inspection was Performed

From field data, photos, and CCTV video, a conditions assessment geodatabase was developed. Regional facilities that were examined during the field data collection period were assessed using two scales. The National Association of Sewer Service Companies (NASSCO) ratings system was applied to pipes, while two ratings were applied to open conveyances – one for environmental condition (scour, erosion, trash accumulation, illegal dumping, vegetation, etc.) and one for hydraulic capacity (obstructions, sedimentation, debris).

3.2 Land Use Data and Runoff Characteristics

3.2.1 Land Cover

Raw zoning data consisted of approximately 150 different land use types. These were reclassified into 14 categories for the purposes of this analysis. These categories sufficiently represent variability in imperviousness and land use impact on rainfall runoff characteristics.

Current land use derived from County Assessor parcel information is shown in Figure 3-4.

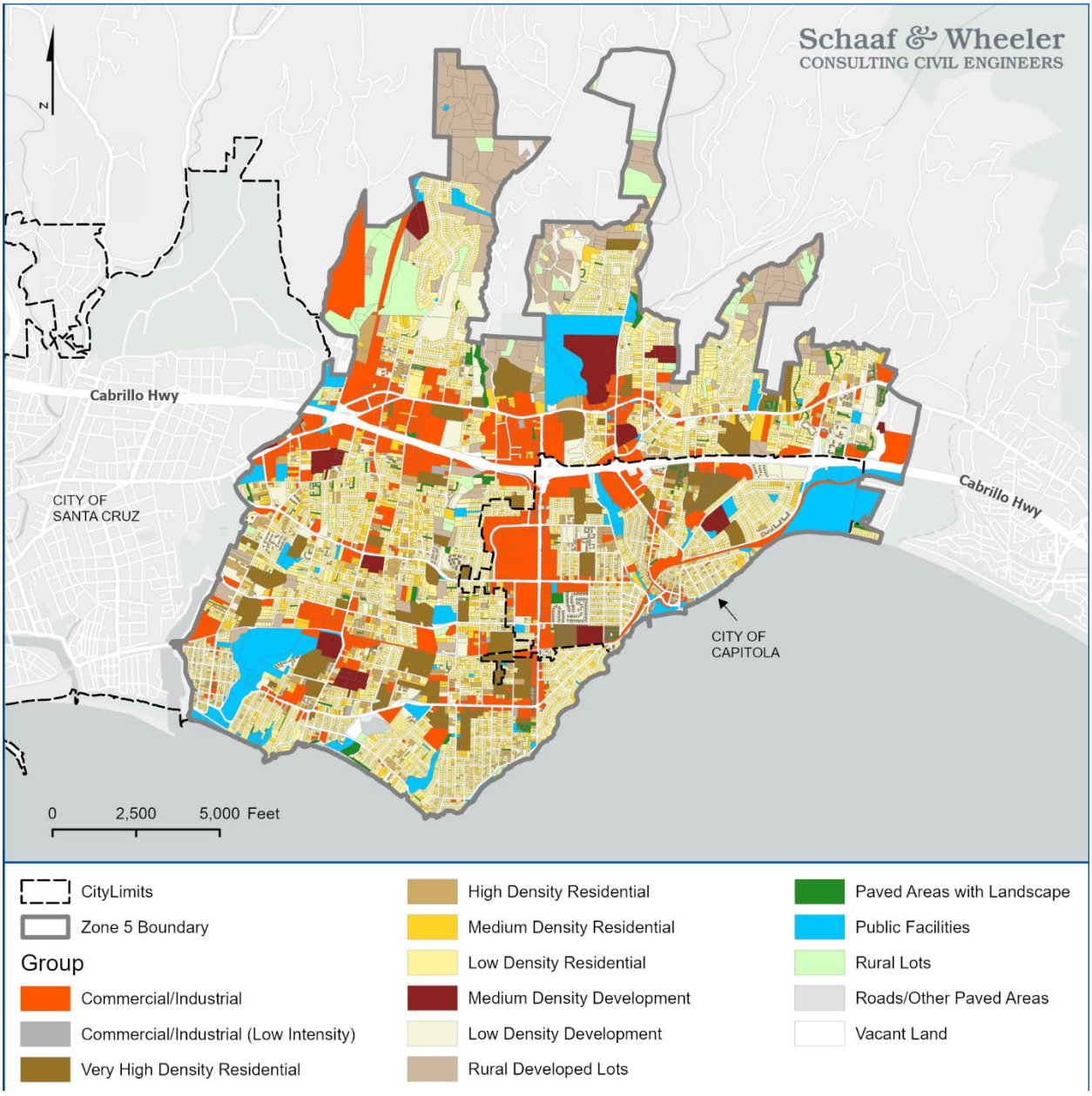


Figure 3-4: Existing Land Use Information Used in the Development of the Hydrologic Model

The data was used to verify and update hydrologic parameters from prior studies to reflect conditions affecting existing hydrology as accurately as possible.

Future condition land cover was modified based on County and City zoning data, which is assumed to better represent future development potential across the model areas. Zoning data classified to match curve number tables presented in this report is shown in Figure 3-5

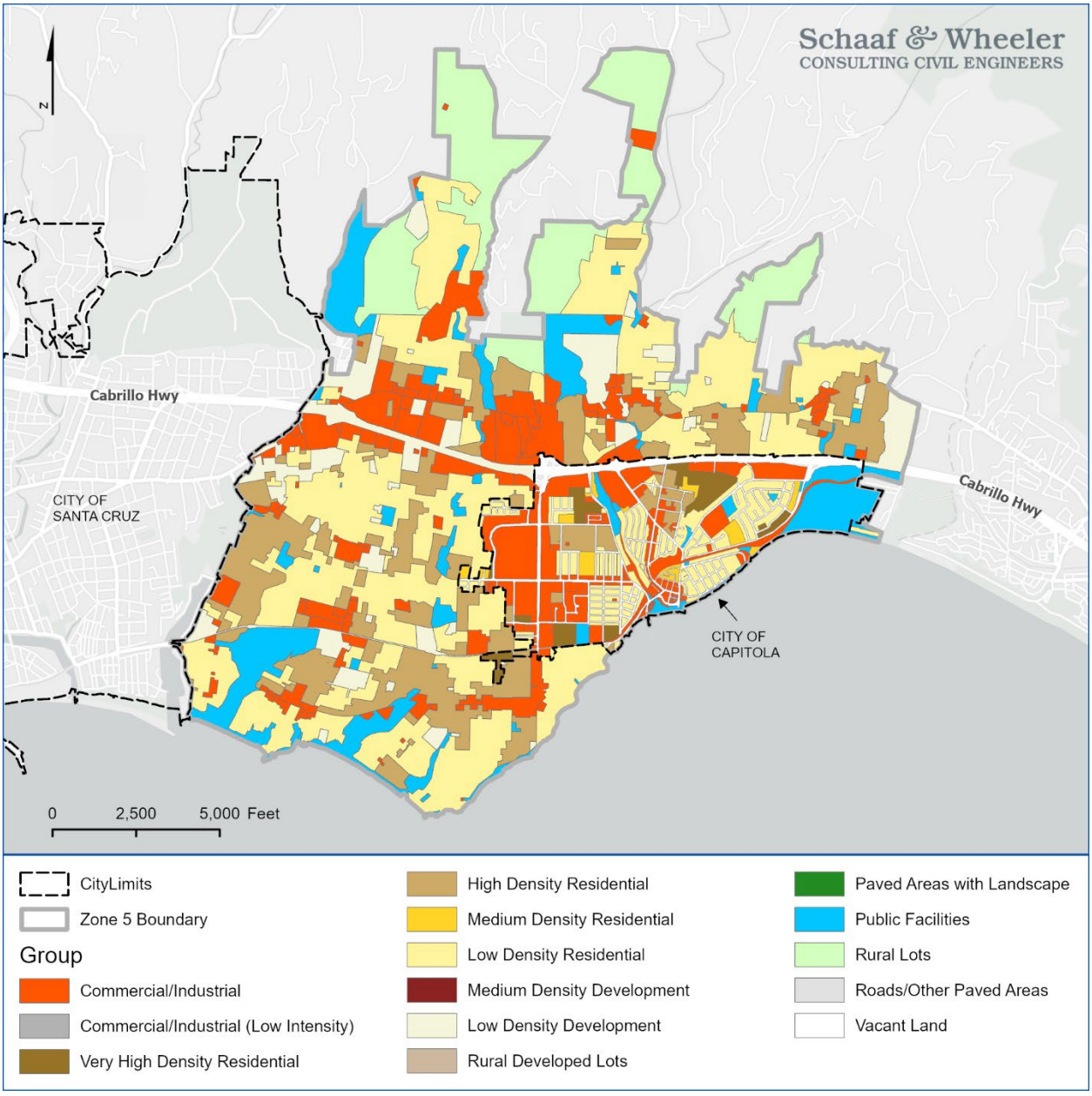


Figure 3-5: Zoning Information Used in the Development of the Hydrologic Model

3.2.2 Soil Classifications

The Natural Resources Conservation Service (NRCS) has classified soils into four hydrologic soil groups (A, B, C, and D), according to their infiltration rates. Group “A” soils have low runoff potential when wetted and typically consist of sand and gravel. Group “B” soils are moderately well-draining when thoroughly wetted and consist of loamy sand or sandy loam textures. Group “C” soils have moderately high runoff potential when thoroughly wetted and consist of loam, silt loam, sandy clay loam, clay loam, and silty clay loam textures. Group “D” soils have high runoff potential when thoroughly wet and consist of clayey textures.

Soils within the delineated regional system catchments primarily consist of Watsonville Loam (47.8%) and Elkhorn Sandy Loam (24.3%). The remaining 27.9% of the catchment areas consist of a mixture of other soil types, as summarized in Table 3-1.

A map of hydrologic soil groups in the area is shown in Figure 3-6.

Table 3-1: Catchment Soil Type Summary

NRCS Soil Map Unit	Hydrologic Soil Group	Area (Acre)	Percent of Area
Aptos Loam	C	28.1	1.0%
Beaches	C	3.2	0.1%
Ben Lomond-Catelli-Sur complex	B	28.3	1.0%
Bonnydoon-Rock outcrop complex	D	25.6	0.9%
Danville loam	C	103	3.5%
Elder sandy loam	B	28.1	1.0%
Elkhorn sandy loam	B	704	24.3%
Elkhorn-Pfeiffer complex	B	81.0	2.8%
Fagan loam	C	10.8	0.4%
Lompico-Felton complex	C	1.3	0.0%
Los Osos loam	C	58.0	2.0%
Nisene-Aptos complex	C	22.8	0.8%
Pinto loam	C	48.4	1.7%
Soquel loam	B	137	4.7%
Tierra-Watsonville complex	D	220	7.6%
Water	N/A	14.3	0.5%
Watsonville loam	D	1,385	47.8%
	Total	**2,899**	**100%**

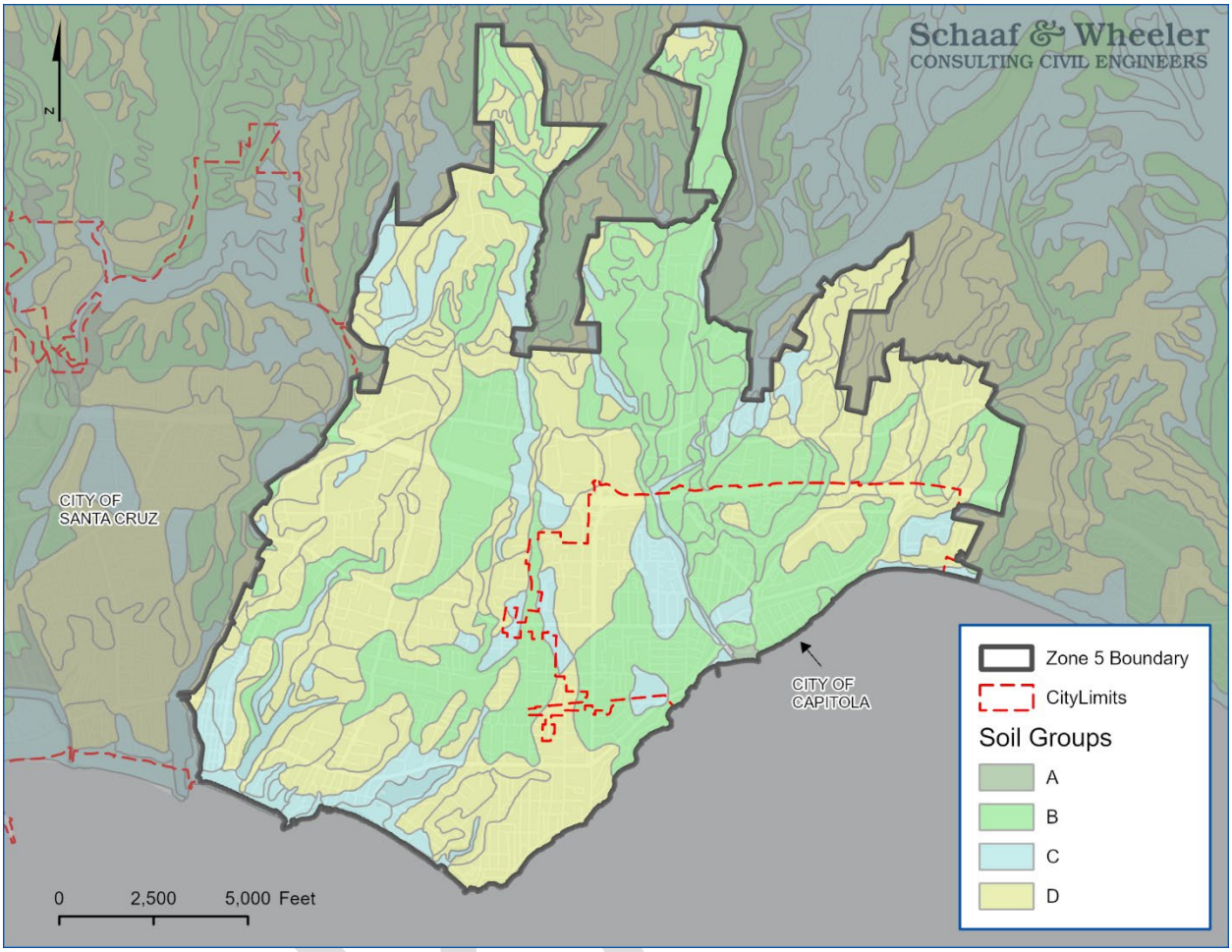


Figure 3-6: Hydrologic Soil Group Data Used in the Development of the Hydrologic Model

3.2.3 Runoff Curve Numbers

The NRCS curve number methodology is applied to aid in estimating runoff from catchments based on soil and land cover characteristics. Curve numbers vary from 0 to 100, with 0 representing no runoff and 100 meaning that all precipitation will run off. Curve numbers have been assigned based on land use categories, imperviousness, and soil types as summarized in Table 3-2. These values account for varying levels of imperviousness across land use types.

Curve numbers can vary for a given drainage area based on the Antecedent Moisture Condition (AMC), representing soil moisture content at the start of a storm. AMC can vary between dry (AMC I) and wet (AMC III). Values were initially assigned to the catchments assuming an "average" moisture condition (AMC II), then adjusted based on the methodology presented in Section 4.

Table 3-2: AMC II Curve Number Summary by Land Use and Soil Type

	Hydrologic Soil Group			
Description	**A**	**B**	**C**	**D**
Vacant Land	43	65	76	82
Public Facilities/Rural Lots	49	69	79	84
Rural Developed Lots	57	72	81	86
Low Density Residential	61	75	83	87
Low Density Developed	68	79	86	89
Medium Density Residential	69	80	87	90
Medium Density Development	77	85	90	92
High Density Residential	77	85	90	92
Very High Density Residential	89	92	94	95
Commercial/Industrial (Low Intensity)	81	88	91	93
Commercial/Industrial (High Intensity)	89	92	94	95
Paved Areas with Landscape	90	90	90	90
Roads/Other Paved Areas, Water	100	100	100	100

4 Methodology

4.1 Overview

The criteria used to evaluate storm drain system performance must be technically sound and simple to understand and apply. Ideally, the same methodology used to analyze system performance for this report will continue to be used for future infrastructure design.

Schaaf & Wheeler applied the same methodology presented in the 2013 SDMP for Zone 5 and Zone 6 to estimate stormwater runoff based on land cover and soil types present in the study area. This approach to modeling applies the NRCS curve number hydrology method to generate runoff hydrographs and dynamic wave hydraulics with Manning's and Darcy-Weisbach methods to generate hydraulic grades and conveyance system flows.

The hydrologic methodology applied in this analysis is based on the Santa Cruz County Design Criteria (SCCDC) – Part 3. The hydraulic methodology is also based on the SCCDC, with some modification to account for ponding and "storage" of water above ground level. The SCCDC hydraulic requirements primarily deal with flows contained below ground level with freeboard. The way that the model accounts for this is discussed further in this section.

4.2 Evaluation Criteria

The SCCDC specifies that system designs maintain 8 inches of freeboard between the rim elevation of stormwater structures and the 10-year water surface. For regional systems, however, the County has indicated a desire to explore alternative levels of service.

Schaaf & Wheeler created hydrologic analysis and one-dimensional hydraulic models for the 25-year and 100-year events. For regional systems modeled in InfoSWMM, the 25-year level of service standard was agreed upon as the governing criteria for general storm drain system conveyance. For creeks modeled in HEC-RAS, where FEMA 100-year flood hazard areas are defined, the 100-year event model represents governing criteria. Creeks and pipe/ditch systems were not evaluated in the same model. Instead, water surface boundary conditions were applied where the regional system outfalls to the creeks..

We recommend improvements to reduce the 25-year hydraulic grade to no higher than 0.5 feet above the rim elevation at any location in regional closed-conduit and ditch systems. This represents containment to the top of curb level at the peak of the storm, generally preventing property damage to the greatest extent possible.

4.3 Modeling Software

Zone 5 has opted to continue using InfoSWMM stormwater modeling software by Innovyze (formerly by MWH Soft) as a primary means of assessing system performance, identifying deficiencies, and evaluating and recommending necessary improvements. Physical parameters used in the analysis are based on information detailed in Chapter 3 – Data.

The program works within the ArcMap interface and is capable of applying the hydrologic and hydraulic methods discussed here. However, its full numerical modeling capabilities include modeling overland flow, weirs, pumps, and complex storage areas. These capabilities are not fully utilized by the current regional system InfoSWMM model, but they could be developed

further for future modeling efforts or for more local studies as projects are designed and constructed.

Other capabilities of the software include import and export of model data, network editing and gap-filling, catchment delineation, and network interpolation and connectivity tools. InfoSWMM can also be used to present results including plan, longitudinal, and cross-section views; animation of results; and presentation of flooding, including water depth and pressure. With the software built to function within ArcMap, results can easily be viewed on background graphics such as maps, aerial photos, and other GIS data.

Unlike prior modeling efforts, all regional systems with outfalls to creeks, lagoons, and Monterey Bay have been placed in a single model for this effort.

HEC-RAS models have been developed for four creeks (Arana Gulch, Noble Gulch, Rodeo Creek, and Soquel Creek). 100-year flows are used as inputs to the HEC-RAS models to evaluate the HGL through the creeks. The major creek crossings are primarily bridges, with the exception of culverts under Highway 1. Since the Zone 5 does not have jurisdiction on the Caltrans culverts, those crossings were not evaluated in detail. The models may underestimate peak water surface elevations at certain outfalls as a result.

However, using a peak water surface elevation from these models is somewhat conservative, given a fairly sizable difference in timing between the peak of local discharge to the creeks and the peak water surface at the outfalls. This is because the creek drainage areas tend to be much larger and less developed.

The biggest impact of including a highway bridge is likely to be on Soquel Creek at Highway 1, where the 25-year water flow rate in the creek can easily cause flooding in the vicinity of Downtown Soquel on its own. At this location, storm system improvements may be deemed beneficial. However, addressing the much more impactful issue of creek overflows is challenging and can be guided somewhat by the RAS model and prior planning efforts.

Culverts on regional ditch conveyances were included in the InfoSWMM model as details of the ditches and culverts were collected in the field that allowed for a detailed evaluation in the modeling system. Figure 4-1 shows these culvert crossings.

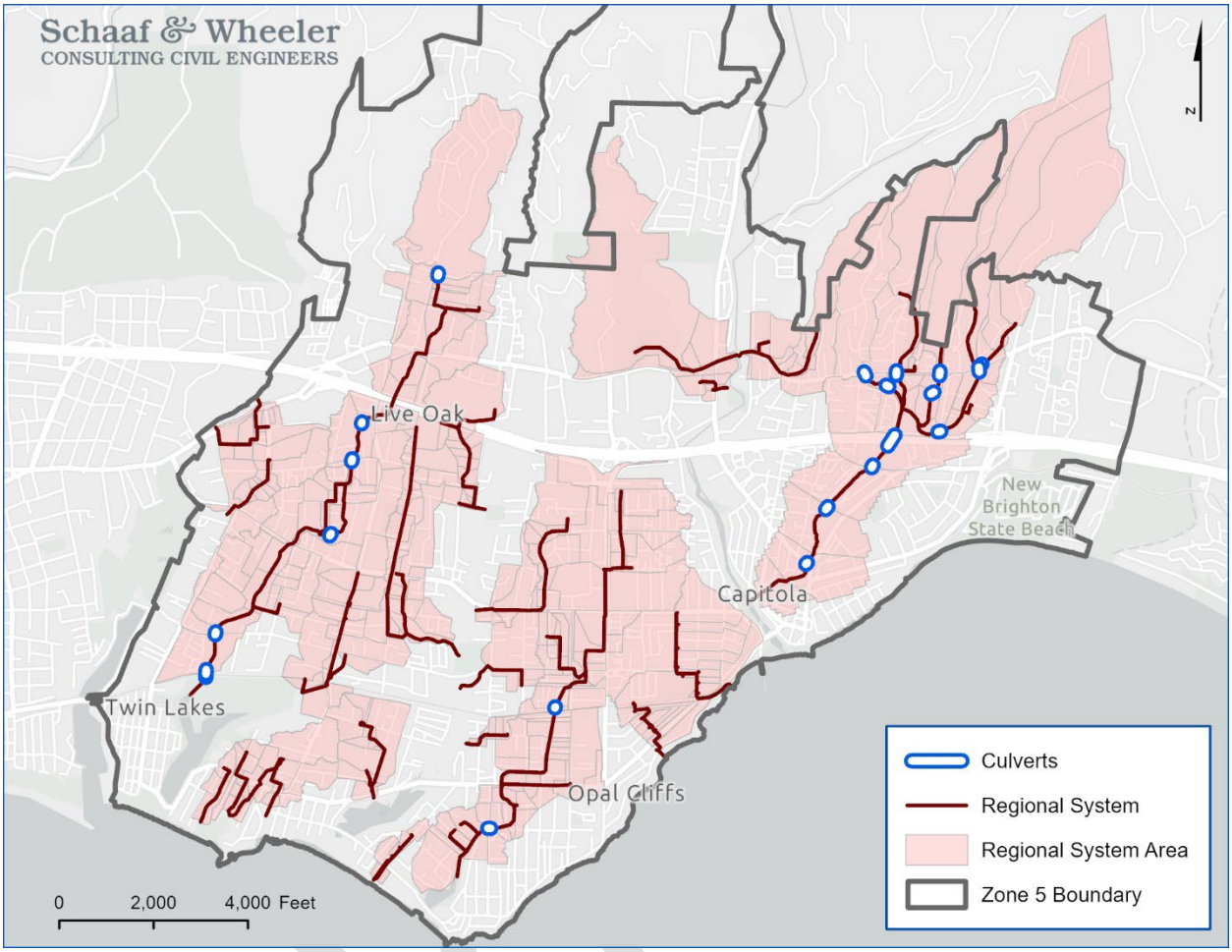


Figure 4-1: Major Culvert Crossings on Open Channel Alignments in the Regional System

4.4 Model Operation

InfoSWMM performs two separate calculations for the Zone 5 regional system model. First, a runoff calculation (hydrologic analysis) estimates the amount of water entering the storm drain system from each catchment during a design rainfall event. Second, a network flow calculation (hydraulic modeling) replicates how the storm drain system will convey flows to outlet locations. Flows resulting from the runoff calculation are used as inflows for the subsequent network flow calculation.

The InfoSWMM runoff model offers a choice of three distinctive infiltration methods: Horton, Green-Ampt, and NRCS curve number. The Zone 5 Regional system models use the NRCS curve number with a dimensionless unit hydrograph method (UHM) to calculate surface runoff.

This analysis uses a 24-hour storm, so the simulation window is set to 24 hours as well. However, a simulation can be started at any point during the chosen design storm to assess surface runoff for any period of the design storm, with computations made based on a user-specified time step. The 24-hour storm was ultimately chosen because it represents a "balanced" design event that causes some level of saturation of soils prior to the short duration peak flow rates that tend to be the most important factor in determining the required size of local pipe systems. Longer duration storms are more appropriate for large detention facilities

susceptible to high inflow volumes rather than solely high peak flow rates. The Zone 5 system lacks detention systems of this magnitude.

The pipe flow model offers a choice of three flow and hydraulic grade calculation methods: steady state, kinematic wave, and dynamic wave. Each is distinguished based on the set of forces that they take into account. The Zone 5 storm drain model uses the most comprehensive method, dynamic wave, which incorporates the effects of gravitation, friction, pressure gradient, and inertial forces. Because it accounts for all forces affecting flow characteristics, this method allows the model to accurately simulate fast transients and backwater profiles. In the absence of 2D surface flow routing, flooding above-structure rims is characterized by storage in an artificial basin above the model nodes' defined ground surface elevations.

Volume stored above these nodes is characterized by a "ponded area" input in square feet. Without considering ponding spread above the system, the model assumes that essentially the entire peak flow into the node must be forced through the pipe system. This would overestimate flooding depths.

In reality, surcharged flows spread out over street gutters, sidewalks, parking lots, and other areas. This storage volume provides some attenuation of peak flows, impacting the head on the downstream pipe inlet. In general, surcharge in the regional system would pond on the surface directly above, as well as above private and local systems not included in the model. A representative ponded area value of 30,000 square feet is used in the model for closed-conduit systems. For larger ditches, that value is modified up to 450,000 square feet depending on the characteristics of surrounding topography.

Pipe flow simulations can be executed using either a constant or variable time step. Simulations can also be run for any portion of the full time interval defined by the rainfall time series and corresponding calculated runoff hydrograph. A time step of two seconds is used for the Zone 5 models, which is sufficient to model gradients across even the shortest lengths of pipe in the model with relatively high flow velocities.

The HEC-RAS model performs a steady state backwater hydraulic analysis of the open channel profiles based on a series of cross sections defined along a stream centerline. Cross sections were developed using the LIDAR data. FEMA flows were used in 1D, steady state models.

4.4.1 Input and Output

Surface runoff calculations require two types of input data: boundary data and catchment data. Boundary data for the run-off computation consists of an input rainfall time series representing the design storm event for the model.

Catchment data includes the boundaries of each drainage catchment, along with relevant physical and hydrologic parameters including surface area, runoff curve number, and lag time (or parameters used by the model to calculate lag).

A summary of model input and output is listed in Table 4-1.

Table 4-1: Summary of Model Input and Output for the Regional System Models

Model	Inputs	Outputs
InfoSWMM Runoff (Hydrologic)	Boundary Data • Rainfall time series Urban Catchment Data • Drainage catchments • Lag time • Curve number	Runoff hydrographs for each individual catchment
InfoSWMM Pipe and Channel Flow (Hydraulic)	Storm Drain Network • Nodes (catch basins, manholes, outlets, etc.) • Links (pipes, culverts, open channels) • Cross section data (for open channel sections) • Basin geometry (elevation-volume) • Operational data • Catchment connections • Junction losses • Boundary data (e.g., water surfaces at outfalls) • Catchment runoff hydrographs • Water surface elevation time series	Water level at each node Water level in network links Velocity in network links Water volume in the system Discharges Flood depth and volume above ground
HEC-RAS (Open Channel Hydraulics)	Open Channels • River/stream centerline • Cross section geometry • Roughness • Culverts/bridges • Boundary data (water surfaces and/or inflow)	Water level at cross sections Hydraulic grade profile Flow velocity at cross sections Volume in reaches

4.5 Rainfall Depth and Pattern

In keeping with the methodology applied in the previous master planning effort, the NRCS Type I synthetic, 24-hour rainfall pattern was used (TR-55, Appendix B). Depths for the pattern were adjusted based on local rainfall statistics. To that end, patterns with a 15-minute time interval were modified to create rainfall time series that are considered "balanced" for each return period. Each resulting time series provides total rainfall depths equal to those represented by its respective IDF curve (10-year, 25-year, and 100-year) for durations of 15 minutes, 30 minutes, 1 hour, 2 hours, 4 hours, and 24 hours.

The 10-year storm used for the previous master planning effort is shown in Figure 4-2 for reference, along with 25- and 100-year storm rainfall timeseries. The 10-year, 25-year, and 100-year 24-hour storm rainfall depths at this location are 7.44 inches, 8.93 inches, and 11.16 inches, respectively.

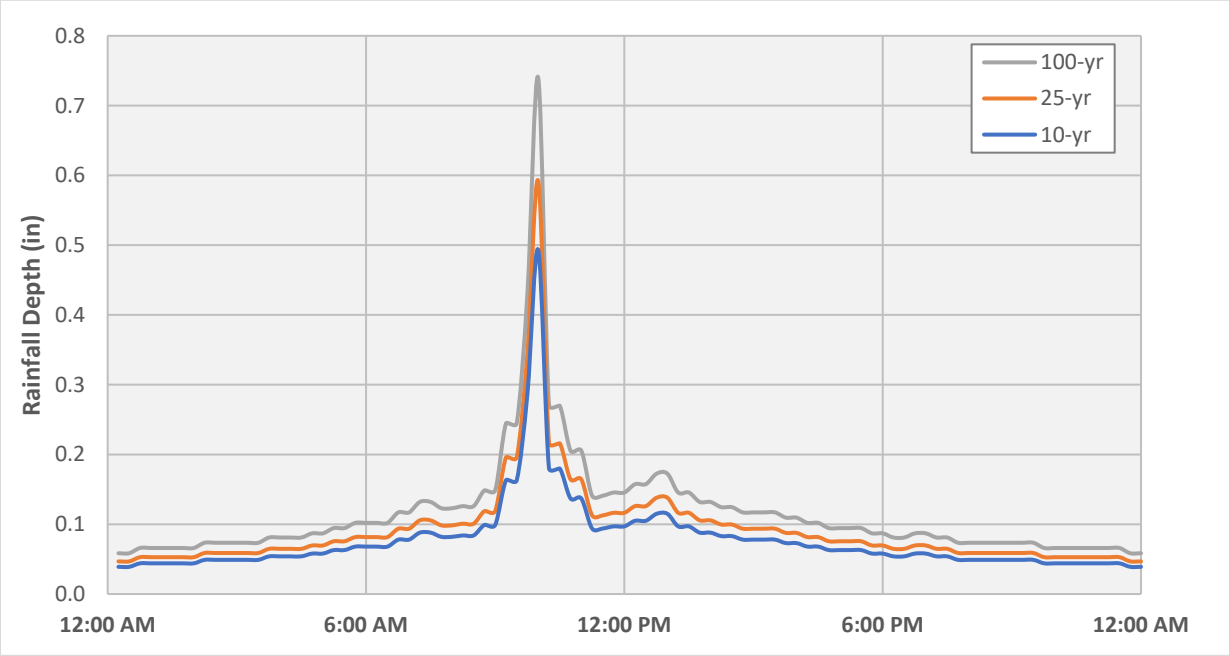


Figure 4-2: 24-hour Design Storm Events for Zone 5

4.5.1 Climate Change

The models also consider the potential impacts of climate change. This is accomplished by using EPA SWMM Climate Adjustment Tool (SWMM-CAT). The tool provides location-specific adjustment factors for Near-Term (2035) and Far-Term (2060) projects derived from global climate change model developed by the World Climate Research Program. The tool generates adjustment factors for several climate parameters. However, this analysis is primarily concerned with future changes in precipitation. Predictions generated by the tool are shown in Figure 4-3 and Figure 4-4 for near- and far-term cases, respectively.

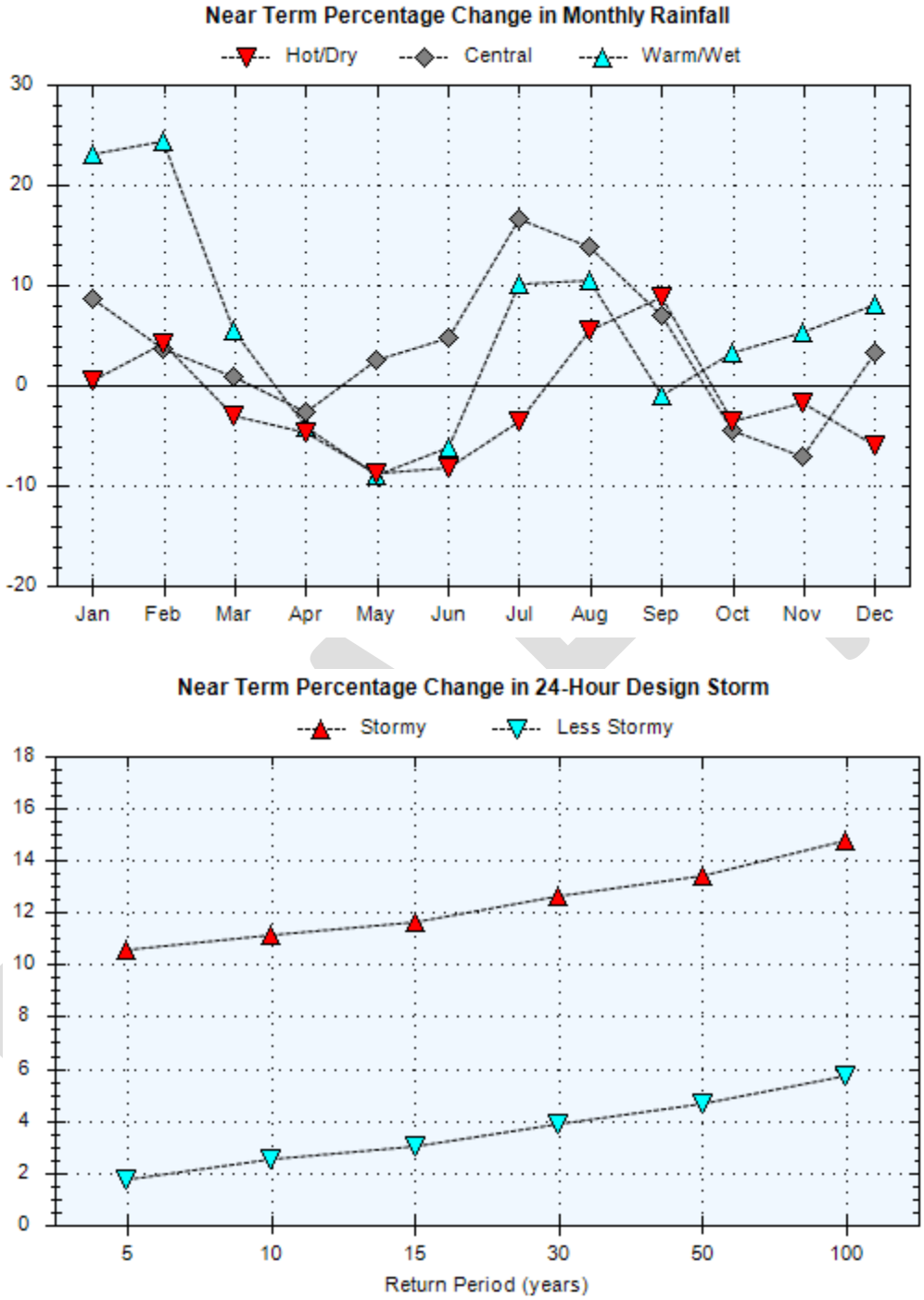


Figure 4-3: Near-Term Monthly Rainfall and 24-Hour Design Storm SWMM-CAT Predictions (95010 Zip Code)

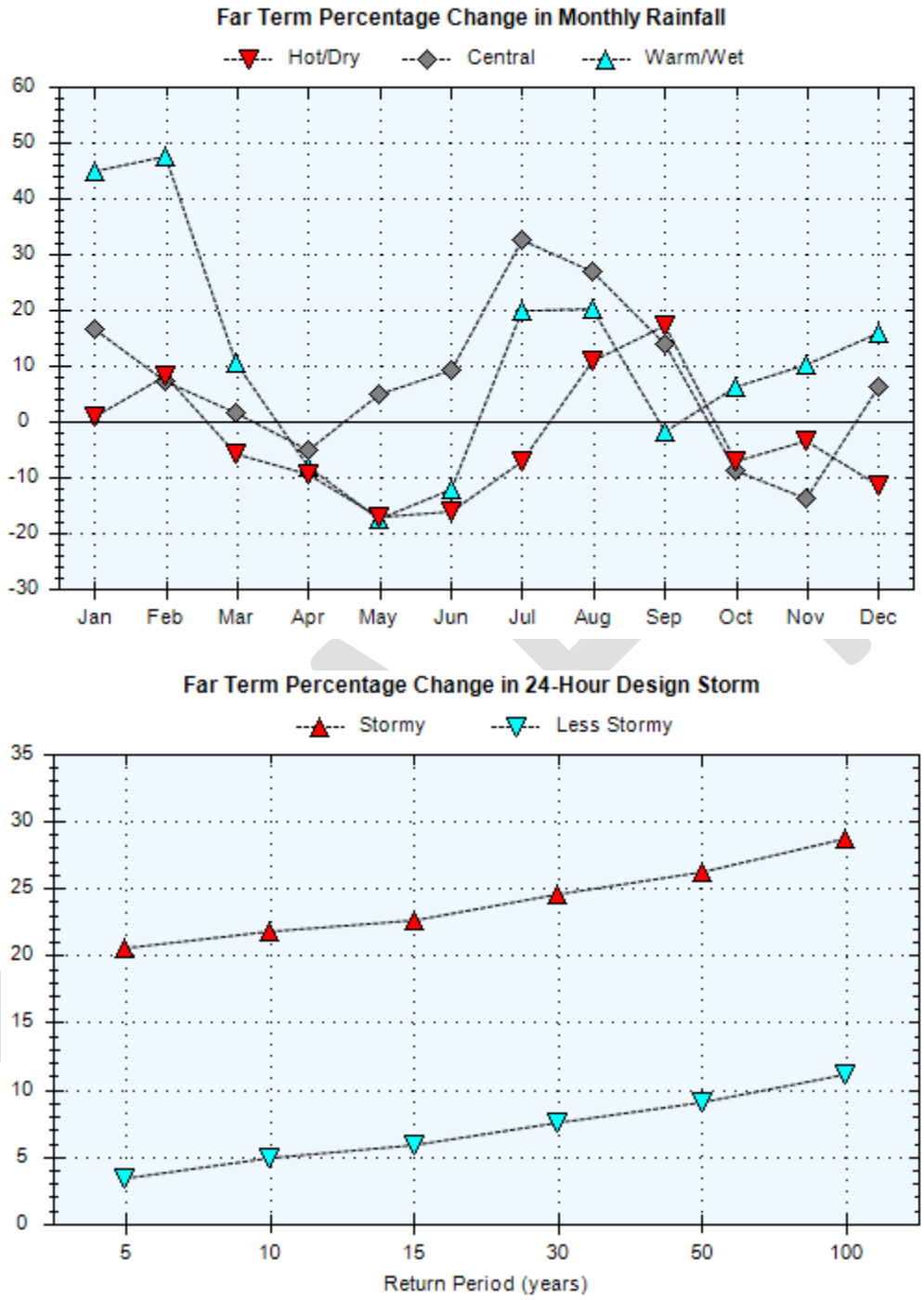


Figure 4-4: Far-Term Monthly Rainfall and 24-Hour Design Storm SWMM-CAT Predictions (95010 Zip Code)

Cal Adapt provides another source of climate change predictions. For the Regional System Model area, Cal Adapt predicts 30-year average precipitation to increase by approximately 25% under the high emissions model scenarios in their long-term modeling (End-Century, 2070-2099). For individual extreme storm events, it predicts that End-Century intensities could

increase by 20% on average for the high emissions scenario, and up to 40% for cool, wet climate conditions.

The regional systems models use single storms to evaluate system capacity and identify projects. While the predictions from EPA and Cal Adapt indicate monthly and seasonal increases in precipitation depths on the order of 25 to 40%, single 24-hour design storm change are estimated on the order of 15 to 30%. For a 25-year event, the EPA tool predicts far-term increases in precipitation for a single storm of approximately 24 to 25%. The climate change SWMM model used the design 25-year storm with depths increased uniformly by a factor of 0.25.

The climate change model was not used to increase the size of CIPs. It's instead used to highlight where those CIPs may require additional climate change consideration during design and to identify where additional projects may require consideration in the future. There are only a handful of locations where additional, significant flooding appears in the climate change model. The results presented in Section 5 show that the CIP identified in this document is largely resilient to the expected increases in extreme precipitation events.

4.6 Catchment Data

Catchment inputs include boundaries of each catchment, along with relevant physical and representative hydrologic parameters including surface area, land use characteristics and parameters used to calculate lag times for the unit hydrograph method.

4.6.1 Lag Time

The UHM also requires the definition of lag time for the catchments. The previous master planning method applied a standard lag equation for basins. Lag is a function of the longest flow path, measured from the catchment outlet to the most remote point in the catchment, the centroidal flow path, and the average slope along the principal flow path.

The lag time equation carried through from prior planning efforts in Zone 5 is:

$$t_l = K * N * \left(\frac{L * L_c}{\sqrt{S_0}}\right)^{0.38}$$

Where: t_l = Lag time (hours)

K = 24 (unitless constant)

N = Unitless basin roughness factor (NOT the same as Manning's *n* values)

L = Longest flow path (mi)

L_c = The Centroidal flow path length (distance from the outlet to a point orthogonal to the catchment centroid) (mi)

S_0 = The average slope of the longest flow path (ft/mi)

Flow paths were estimated in GIS based on LiDAR topographic data. Elevations were extracted at the top and bottom of the flow paths to estimate slopes. Basin roughness factors are summarized in Table 4-2.

Table 4-2: Summary of Roughness Parameters by Basin Type

Basin Type	Basin Roughness (N)
Urban watersheds	0.021*
Rural watersheds with generally clear stream beds and minimal vegetation growth in drainage reaches	0.05
Rural watersheds with moderate to high levels of vegetation growth, or rock and boulder deposits within the main drainage reaches	0.07
Rural watersheds with dense vegetation or high levels of boulder deposits within the main drainage reaches	0.08

**Calculated from a Manning's n value of 0.013 by the following equation:* $N = 0.52n^{0.79}$

4.6.2 Hydrologic Model

The unit hydrograph is a numerical representation of the time response of catchment runoff caused by rainfall applied uniformly over a unit of time. Various unit hydrograph options exist, including NRCS dimensionless, NRCS triangular, Clark, and Snyder.

The InfoSWMM model for Zone 5 uses the NRCS curve number with the NRCS dimensionless unit hydrograph (NRCS, 2007) to estimate catchment runoff hydrographs in response to modeled rainfall events.

Catchment area, time of concentration, and curve number were used as inputs to the InfoSWMM model. Current assessor parcel information and aerial imagery were used to develop curve numbers representative of existing conditions. The parcel GIS shapefile contains an attribute called USECDDESC that was used for existing land use. For the future conditions model, the zoning GIS shapefile was used to update curve numbers to reflect additional development and redevelopment that might occur within Zone 5 and City of Capitola drainage areas based on County and City zoning designations.

4.6.2.1 Curve Number Calibration

In the 2013 study, the AMC was calibrated based on hydrology models for Soquel and Carbonera Creeks. These hydrologic models were revisited to update gage statistics based on more recent flow data and to calibrate AMC to the 25-year storm event specifically. Similar results were produced, and the AMC was selected at I-1/4, representing a generally drier than average condition at the start of a 25-year storm.

Soquel Creek calibration is discussed in the 2013 SDMP. AMC adjustments have been evaluated for the gaged Carbonera Creek basin by a similar methodology. First, gage data has been evaluated to develop a peak runoff frequency curve with USGS PeakFQ (shown in Figure 4-5).

Curve numbers have been assigned to the basin based on land use and soil characteristics and lag calculated based on flow paths and basin slope as described in Section 4.6.1. HEC-1 was then used to estimate peak runoff from the 3.74 square-mile basin for various storm events for AMC I and AMC I-1/4 curve number values. The results of this analysis are summarized in Table 4-3 and confirm that AMC I-1/4 remains a valid conservative assumption for a 25-year return period.

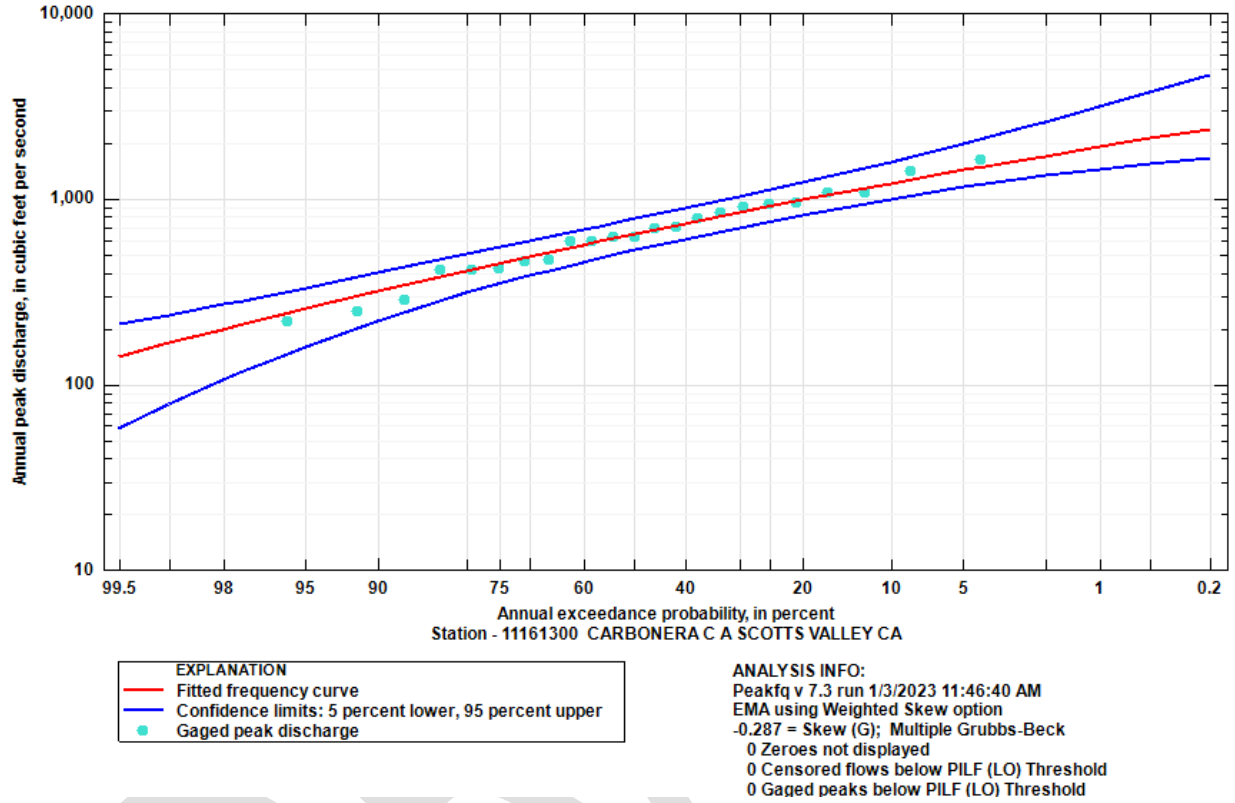


Figure 4-5: USGS PeakFQ Duration-Frequency Curves for Carbonera Creek

Table 4-3: Carbonera Creek Peak Flow (cfs) & AMC Evaluation

Return Period (Exceedance Prob.)	PeakFQ Predicted	Peak FQ Confidence Limits	HEC-1 (AMC I)	HEC-1 (AMC I-1/4)
100-year (1%)	1,906	1,449 - 2,898	2,064	2,178
50-year (2%)	1,701	1,333 – 2,604	1,787	1,898
25-year (4%)	1,493	1,200 – 2,130	1,411	*1,493*
10-year (10%)	1,210	994 – 1,581	1,149	1,251
5-year (20%)	986	814 – 1,221	935	980
2-year (50%)	645	528 - 779	536	616

While Carbonera Creek is more representative of a more heavily urbanized condition, the Soquel Creek at Soquel USGS gag has a much longer record, covering the period since 1951, plus an additional historical event in 1937. This gage was also examined in PeakFQ (Figure 4-6), and a 25-year event hydrology model was applied to verify that AMC I-¼ is an appropriate choice (Table 4-4).

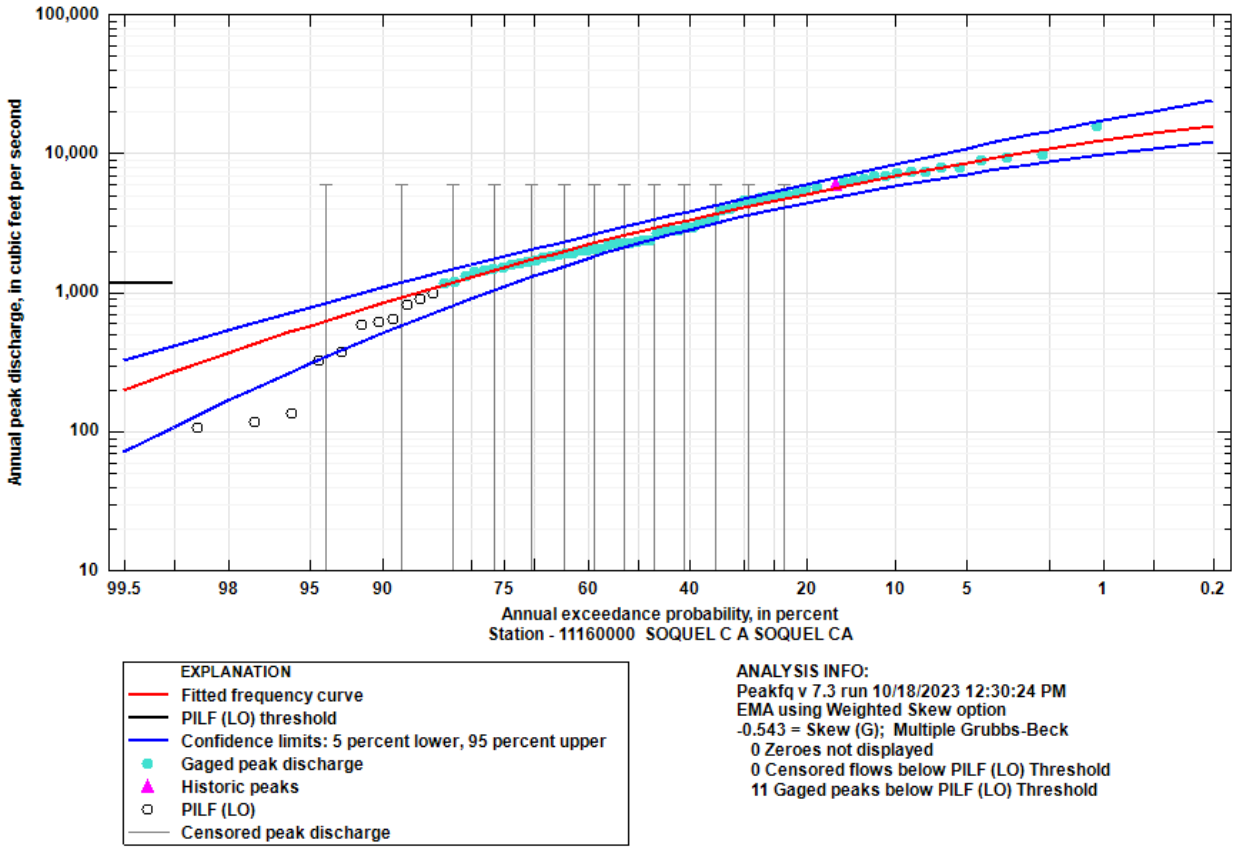


Figure 4-6: USGS PeakFQ Duration-Frequency Curves for Soquel Creek

Table 4-4: Soquel Creek at Soquel 25-year AMC Evaluation

	Peak Discharge (cfs)
PeakFQ Predicted	9,020
AMC I	6,715
AMC I-1/4	*8,180*
AMC I-1/2	*9,390*
AMC I-3/4	10,600
AMC II	11,790

For Soquel Creek, the PeakFQ predicted discharge lies in between AMC I-¼ and AMC I-½ hydrologic model results for the basin. Each drainage area possesses its own unique properties, which leads to variability even in adjacent basins. Coupled with the Carbonera Creek calibration results, this provides a regional confirmation based on a relatively extensive gage record that I-¼ is likely an appropriate choice for a smaller, urban basin.

4.6.2.2 Curve Number Assignment

Catchments were first overlain with land use and soils information in GIS to estimate curve numbers using the values presented in Table 3-2. This was done for both existing land cover conditions and future conditions based on zoning designations. Curve numbers were then adjusted to corresponding AMC I-1/4 values. The result of this process is shown in Figure 4-7.

For many areas of the County and City, using zoning designations actually causes curve numbers to decrease, since commercial/industrial areas would become residential land use types with a lesser percentage of impervious area. Even those developments that are higher density must meet current NPDES permit and local stormwater management design requirements. For most development that substantially increases imperviousness on a site, stormwater detention is required. While these requirements apply to a 10-year design storm, they do impact the characteristics of discharge in other storms and inevitably do decrease peak discharge.

The model is still a useful exercise, as other areas of the model where curve numbers increase may see greater magnitudes of runoff to the regional stormwater systems. The future condition model assumes a worst-case scenario, where lower curve numbers are ignored and development occurring only where curve numbers would increase.

This approach also adequately considers the impact of development subject to detention requirements. Traditionally, residential zoning might decrease curve numbers without considering trends towards allowance of higher density housing. By keeping the curve numbers the same for these catchments, we are effectively considering the possibility that redevelopment is more impervious but subject to detention requirements that would keep peak flows similar to pre-development conditions.

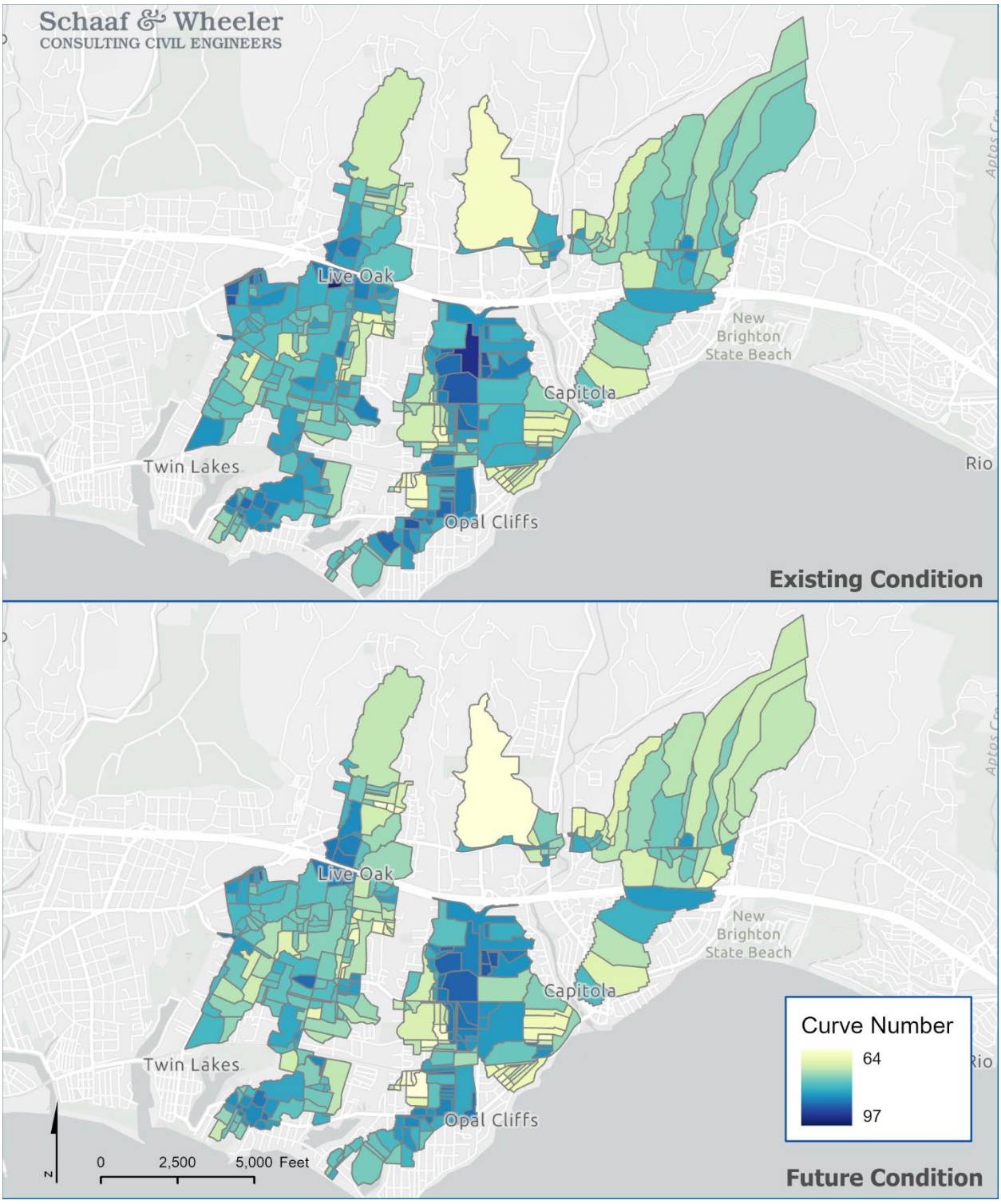


Figure 4-7: Existing and Future Condition Curve Numbers

5 Evaluation of Storm Drain Systems

5.1 Overview

Zone 5 regional systems have been evaluated based on both their condition and capacity. Condition assessment was initially performed by Schaaf & Wheeler over multiple days in January 2021. Certain elements of the system were revisited at a later time by a CCTV contractor to better evaluate the condition of the pipes where it could not be ascertained from the surface alone. Capacity analysis has been performed for a number of representative physical basin conditions:

- Existing Land Use and Soil Conditions
- Future Land Use Condition
- Future Land Use Condition with far-term (or end-century) climate change (25% adjustment to 25-year design storm)

Existing land use and soil conditions were first run in InfoSWMM with the existing pipe system to evaluate capacity deficiencies. Pipes were then upsized or added in the model until the deficiency diminished to meet level-of-service standards. These CIPs have been further evaluated with the future land use conditions to ensure that systems will continue to meet level-of-service standards with additional development in the Zone 5 area. Finally, the system with identified projects complete was also evaluated with climate change considered, increasing the magnitude of rainfall time series uniformly by 25% based on far-term predictions from SWMM-CAT (shown in Figure 4-4) for a single, 24-hour design storm event.

Modeled projects are primarily developed by upsizing existing pipe or channels. However, in some locations, constraints on the system profile or property ownership may have been identified that make installation of new, parallel pipe systems, with the existing pipe remaining in place, a more feasible means of addressing capacity deficiency.

The results of the existing analysis have also been used to inform prioritization of the projects. Factors considered for prioritization include the magnitude and extent of flooding reduced by a project, potential for property damage if the project is not constructed, mitigation of flooding occurring in major roadways, known flooding issues or historical damages, and system condition that may exacerbate flooding.

Alternatives exist for all projects. While some are explored to address known challenges, the design process should include alternatives analysis for any CIP project. Parallel pipes, alternative alignments, and LID/open channel replacements for pipe should be considered where cost savings and other opportunities are found.

5.2 Existing System Evaluation

5.2.1 System Condition

After examining available system data and aerial imagery, field inspection was performed for specific system elements (pipes, ditches, and culverts). With topside and CCTV inspections completed, the condition ratings were assigned based on the factors discussed in Section 3.1.3. NASSCO ratings and open ditches condition ratings are shown in Figure 5-1. Initial input from Zone 5 staff and observations from the surface with a pole-mounted GoPro were used to identify which elements of the system would require further inspection by CCTV.

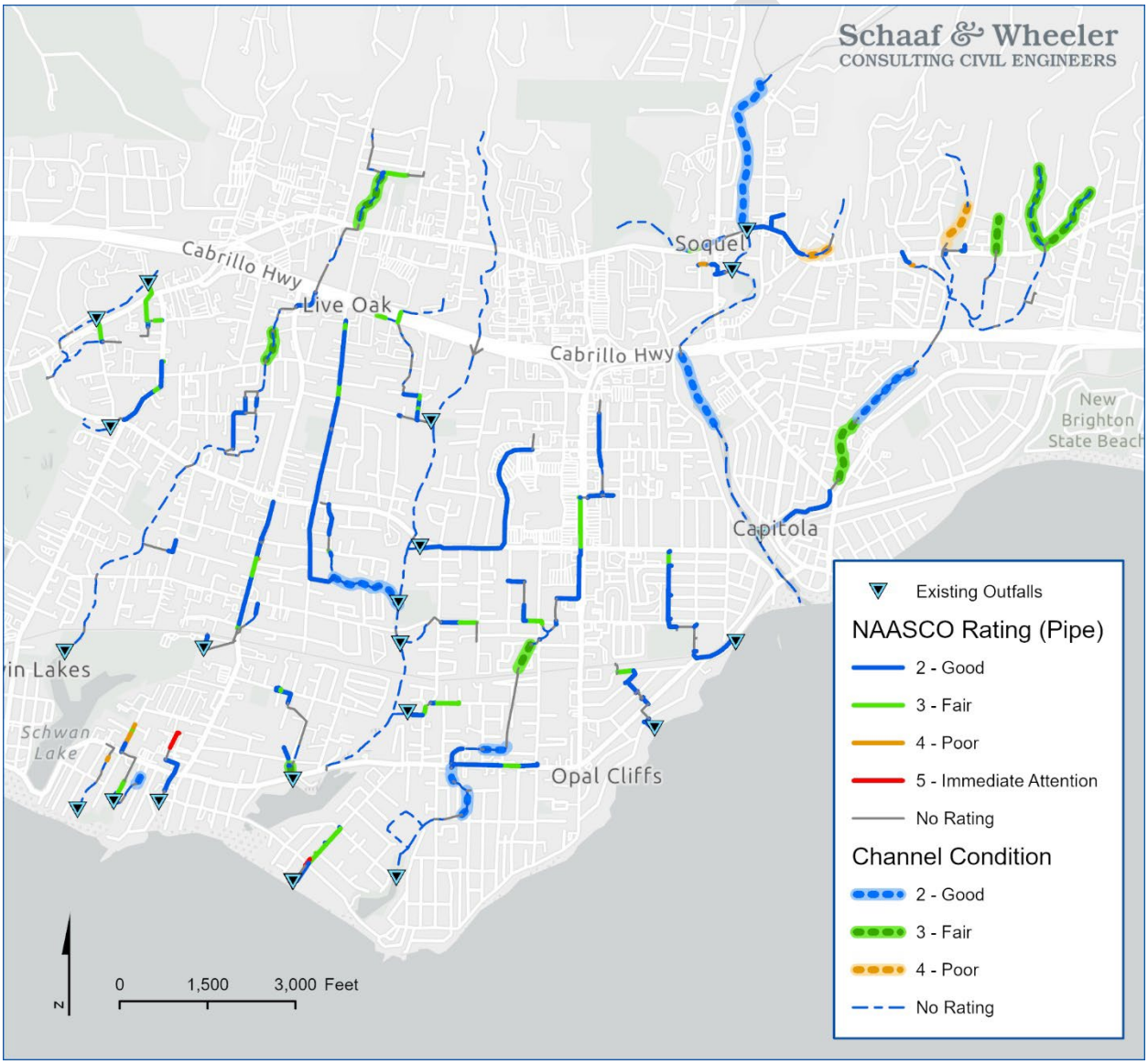


Figure 5-1: Surface Inspection System Condition Ratings Map

Most inspected system elements achieved a rating of “Good.” None achieved an “Excellent” rating. In the northeast portion of Zone 5, two reaches of open channel were identified in “Poor” condition. This condition rating was determined based on the extent of unmaintained vegetation

posing a capacity restriction. In the southwest portion of Zone 5, multiple reaches of pipe were rated as “Poor” or “Immediate Attention.” These elements require removal of debris and sediment at a minimum.

CCTV ratings are shown in Figure 5-2. On 26th Street, further examination by CCTV revealed that the pipe may require full replacement based on the prevalence of corrosion and cracking.

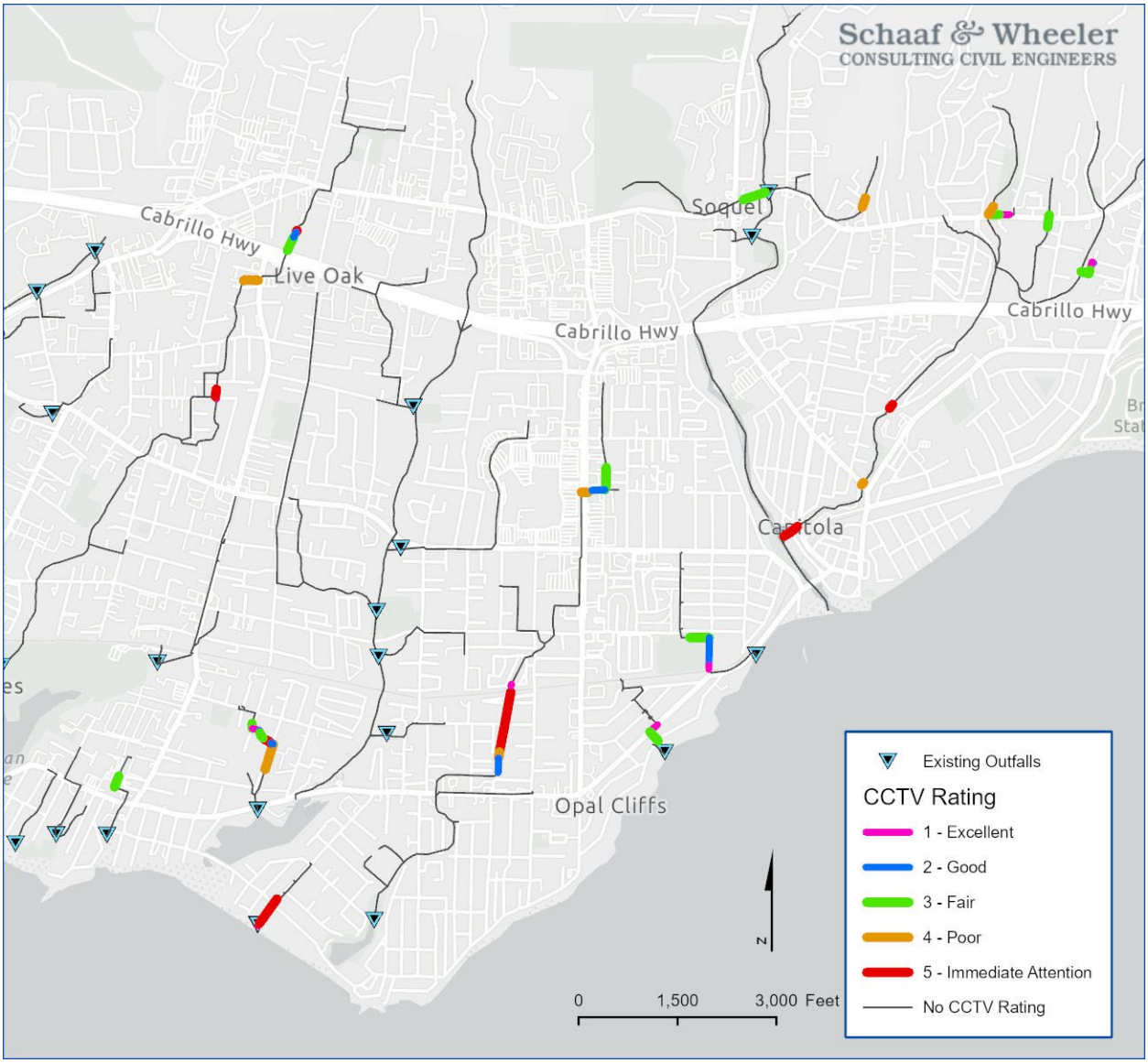


Figure 5-2: CCTV Condition Ratings Map

The need for maintenance was distinguished in the ratings from condition deficiencies that require replacement of pipes. In some cases, for example, a rating of “Immediate Attention” was applied purely based on a loss of capacity due to an extreme accumulation of sediment and debris. In other locations, pipes were given the same rating for structural deficiencies like corrosion or localized failures.

5.2.2 Regional System Capacity

The regional system model has been used to identify areas where overflow occurs due to a lack of available conveyance capacity. HEC-RAS models of larger open channels (Soquel Creek and Rodeo Gulch) were used to apply reasonable, conservative water surface boundary conditions at modeled system outfalls. The capacity of both closed-conduit and open channel segments are considered.

Results have been processed to visualize the locations of flooding (the depth of stormwater surcharge above ground surface at each node) throughout the Zone 5 regional systems. These areas are shown in Figure 5-3.

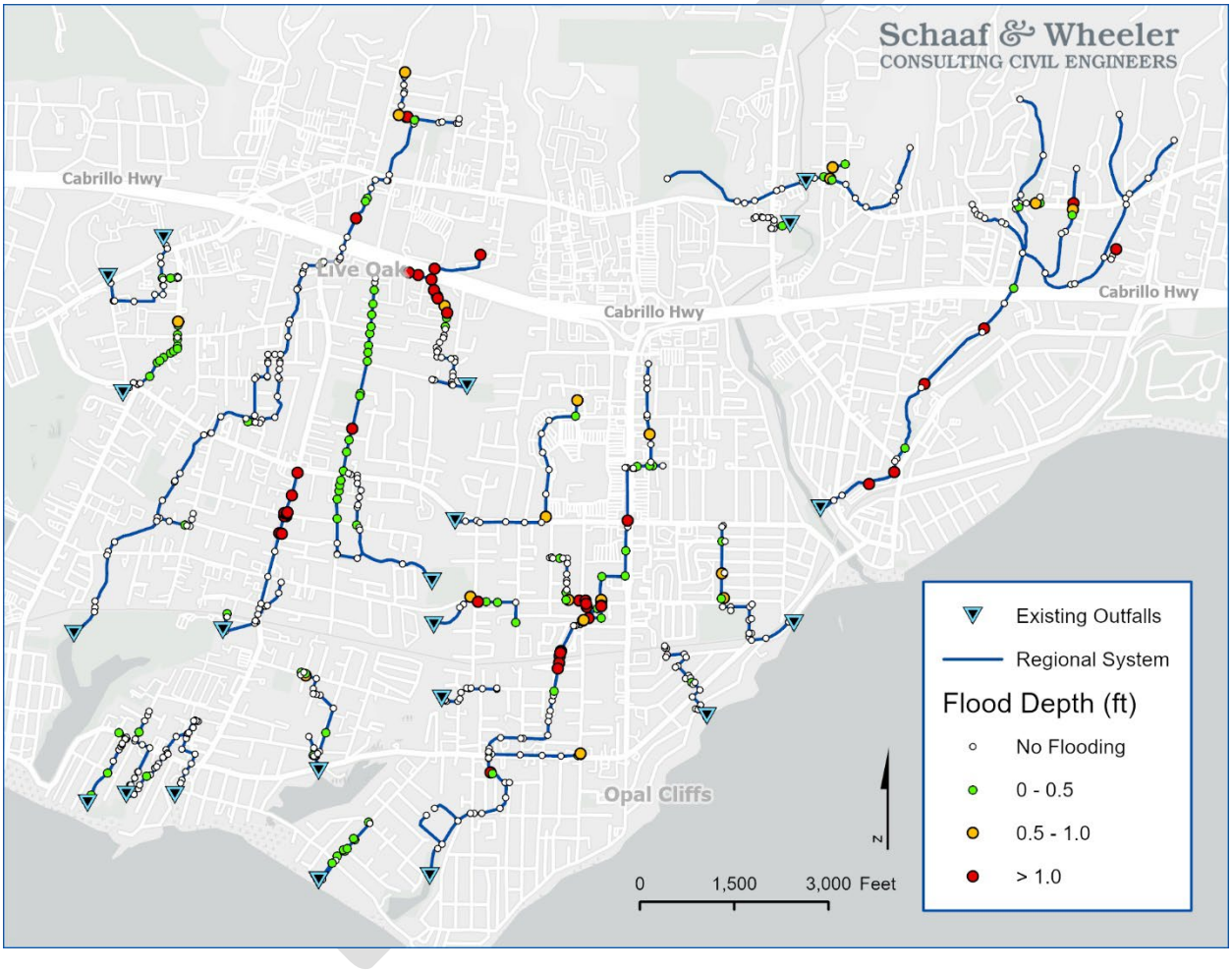


Figure 5-3: Existing Regional System 25-year Node Flooding Results from InfoSWMM

The model result shows many locations where “flooding” as estimated by the model is 1 foot or greater in depth.

It is important to understand the limitations of a one-dimensional model in order to contemplate the real-world implications of this result. The model utilizes the calculated hydraulic grade line, representing the water surface that would be required for a given flow rate to pass through the system. This does not consider the topography above the pipe system in extensive detail, consisting of roadways, gutters, sidewalks, and landscaping. In reality, some of this flow might

run down the street in the gutter and enter the system at another inlet. Consideration of these conditions is necessary in interpreting these results and developing projects that mitigate potential flood damage and hazard conditions.

5.2.2.1 Comparison to Prior Modeling Results

There are locations where the model shows more or less flooding than the 2012 – 2013 master planning analysis. Inspection of the model inputs at these locations indicates that various conditions are the primary driver for these differences:

- Changes to the ground surface and invert elevations to reflect updated topographic information and field measurements;
- Updated curve number inputs based on up-to-date land cover and soil unit data;
- Removal of capacity restrictions in smaller local systems that was attenuating peak flows into the regional system in prior models; and
- A combination of these factors.

5.2.3 Creek Capacity Deficiencies

There are some locations where creek overflow is a known cause of flooding. HEC-RAS models provide some insight as to the reasons these areas tend to flood.

5.2.3.1 Soquel Creek

Soquel Creek is generally a deeply incised creek with depths of approximately 25 feet from the top of the channel banks to the channel thalweg (the lowest point in the channel cross section). The one-dimensional HEC-RAS model cross sections show that the areas in the overbanks most prone to flooding, surrounding Soquel Drive bridge, occur where the depth of the main channel is roughly 15 feet. Given the extent of existing development within Soquel Creek's floodplain, developing solutions for flood impacts is beyond the scope of this study.

A prior planning effort for Soquel Village identified the need to purchase property in the area to mitigate flood damage. The Soquel Village plan was adopted in May 1990 and alluded to developing a resident relocation plan for the Old Mill Mobile Home Park using FEMA funding. Following the acquisition of property and relocation of residents, the plan considered construction of a park along the west bank of Soquel Creek. Rather than providing flood protection infrastructure, the long-term plan after that initial phase contemplated redevelopment of commercial and industrial properties, bringing new structures into conformance with floodplain and floodway construction guidelines.

Only portions of that plan were implemented, including replacement of the Soquel Drive bridge to prevent debris racking (the accumulation of logs, vegetations, and other debris on a bridge pier, abutment, or culvert face) that historically worsened flooding and some limited acquisition of the Heart of Soquel Mobile Home Park with the Redevelopment Agency. Purchase of the Old Mill Mobile Home Park by local agencies was never completed as the Redevelopment Agency dissolved.

Given current conditions robust flood protection solutions for Soquel Village require additional study and contemplation that is beyond the scope of this study. Potential solutions may include completion of the Soquel Village Plan, flood walls, levees, floodplain retreat, channel capacity improvements, etc.

Climate change has been evaluated with the HEC-RAS model by increasing runoff up to 25% for a 100-year flow rate. This is in line with modifications to precipitation in the storm drain system SWMM models. SLR has been modeled with both 3 and 6 feet of rise added to the existing condition's downstream water surface boundary. The results of this modeling exercise are shown in Figure 5-4.

At the downstream end of the creek, SLR may have an expansive impact on the City of Capitola and coastal bluffs. Exploring solutions for this is beyond the scope of this report. However, planning for the impacts of SLR in a coastal community should be a priority, and the design and construction of any CIP project should consider the project's resilience against SLR. This will be essential for the proposed Noble Gulch system improvements near Capitola Avenue. Climate change impacts must also be considered for flood protection solutions (flood walls, levees, floodplain retreat, channel capacity improvements, etc.) implemented upstream.

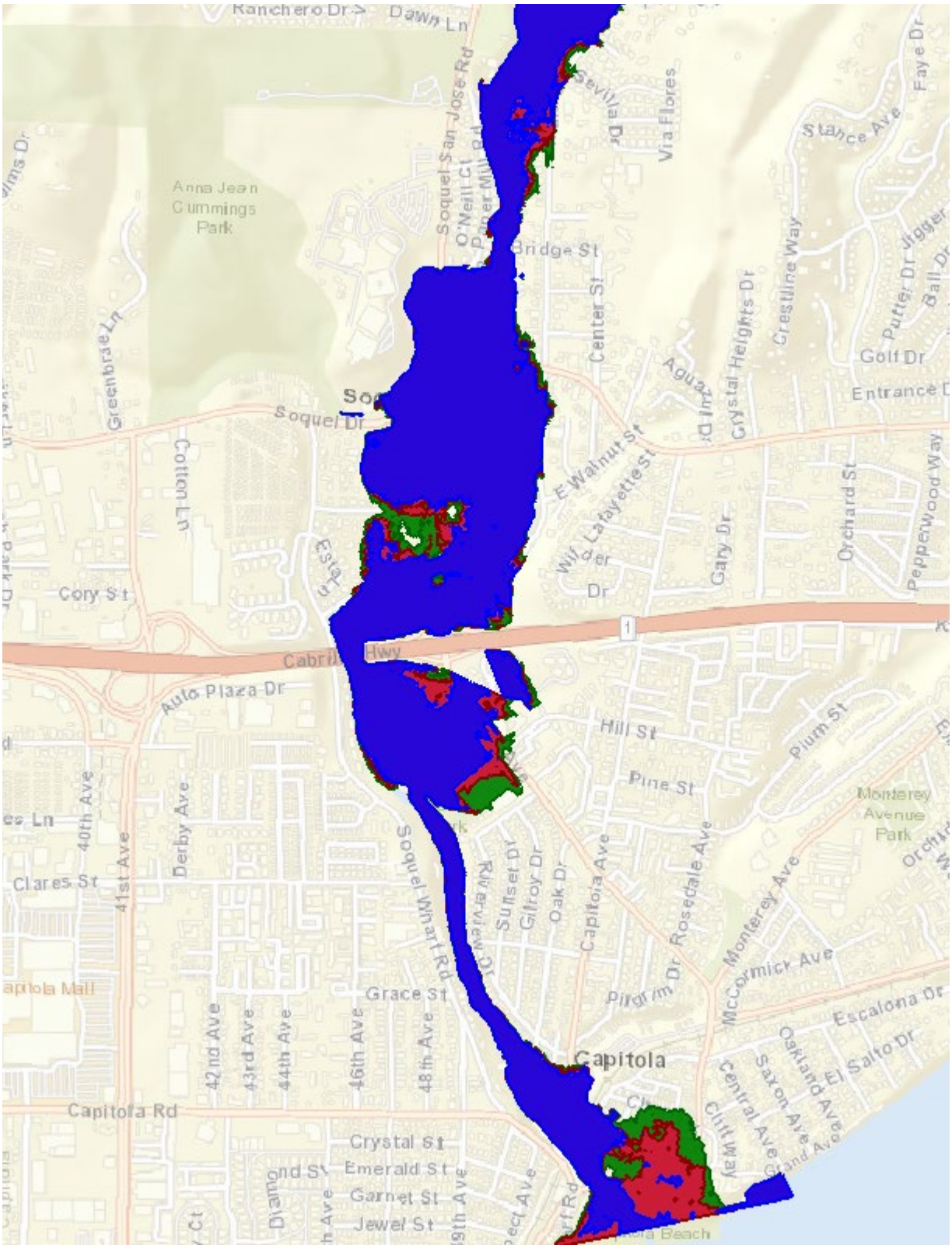


Figure 5-4: Soquel Creek HEC-RAS Climate Change Model Inundation, Including Existing Conditions (Blue), 3 Feet of SLR with 12% Increase in Runoff (Red), and 6 Feet of SLR with 25% Increase in Runoff (Green)

5.2.3.2 Arana Gulch

Arana Gulch lies near the boundary between Zone 5 and the City of Santa Cruz. Ownership of culvert facilities along the channel varies. A reach of Arana Gulch from Highway 1 (Soquel Avenue) to just downstream of the culvert crossing Capitola Road has been evaluated with a 1-dimensional, steady state HEC-RAS model.

Climate change impacts were modeled for Arana Gulch by increasing peak flow rates by 25%. A 100-year inundation extent for existing conditions with the FEMA effective flow rate is compared to the 100-year inundation extent with climate change in Figure 5-5. Sea level rise does not impact the reach of Arana Gulch analyzed for this effort. Creek elevations are well above even 100-year tidal water surface elevations.

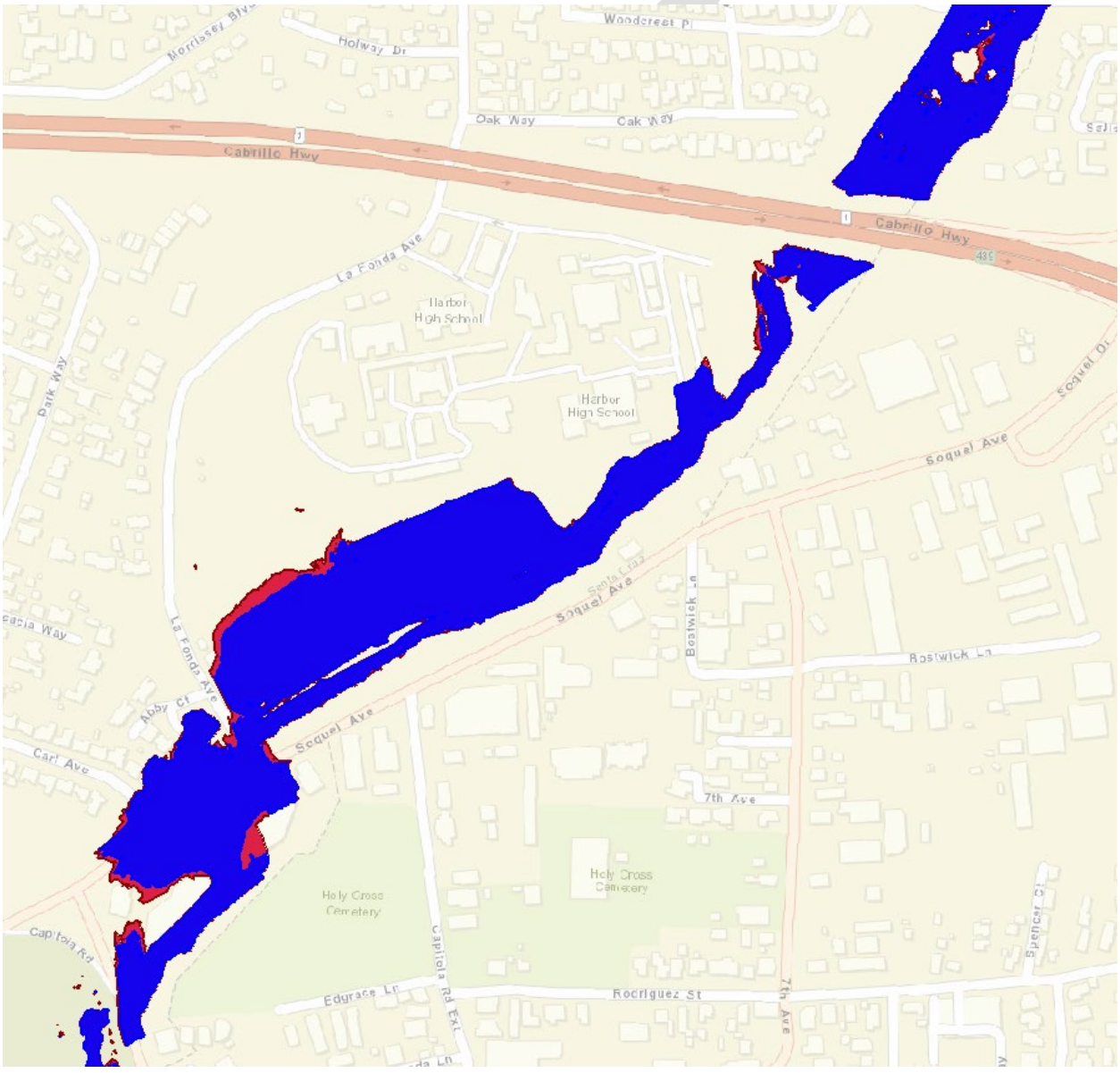


Figure 5-5: 100-year Inundation Extents for Existing Conditions (Blue) and for the Existing Channel and Culverts with 25% Increase in Flow Rates (Red)

5.2.3.3 Rodeo Gulch

Rodeo Gulch is more deeply incised than Soquel Creek, with depths from the upper banks to the thalweg of 40 feet or more. The gulch appears to easily contain an estimated 100-year discharge within the boundary of Zone 5. Flooding has not been observed around Rodeo Gulch that would have been caused by a lack of open channel conveyance at this location.

The HEC-RAS model built for Rodeo Gulch indicates that the 100-year flow rate is well contained in the absence of highly constricted culvert crossings and with a downstream tidal water surface boundary of 10.5 ft NAVD.

Climate change impacts were evaluated with similar conditions to those used for Soquel Creek (3 feet of SLR with a 12% increase in 100-year peak flows and 6 feet of SLR with a 25% increase in peak flows). Results of this modeling exercise are shown in Figure 5-6.

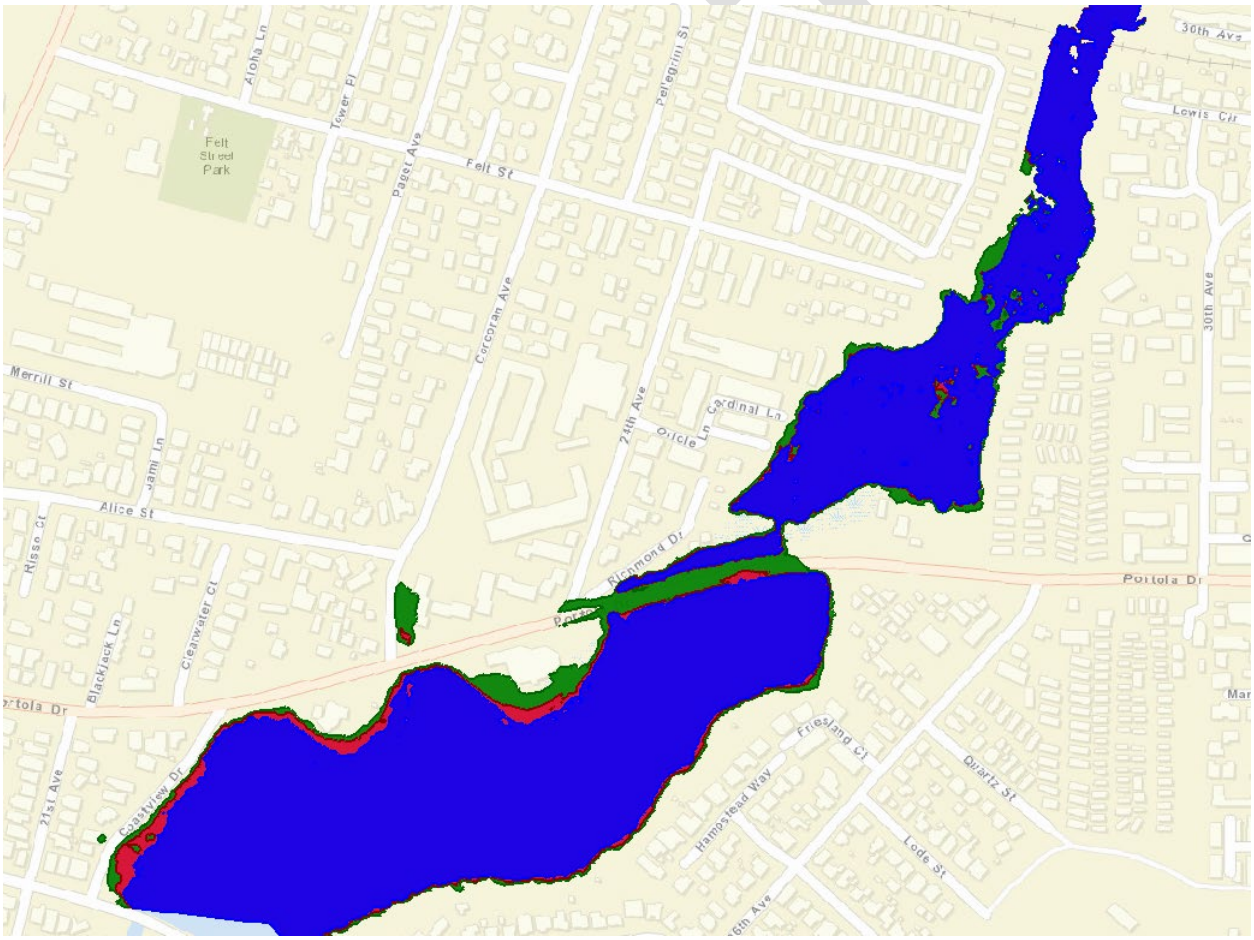


Figure 5-6: Rodeo Gulch HEC-RAS Climate Change Model Inundation, Including Existing Condition (Blue), 3 Feet of SLR with 12% Increase in Runoff (Red), and 6 Feet of SLR with 25% Increase in Runoff (Green)

Climate change impacts are generally isolated to the less incised reach of Rodeo Gulch, downstream of the railroad crossing. Lower reaches of this creek may become more susceptible to tidal boundaries with SLR. The climate change model indicates that the Portola Drive crossing is inundated with high tides and a 100-year peak inflow. However, there does not

appear to be extreme risk to structures based on SLR and increased riverine flows alone. This does not consider any increased threat from coastal erosion or waves.

5.2.3.4 Noble Gulch

A simple HEC-RAS model of the Noble Creek Gulch channel has also been developed. However, this channel is included in the SWMM model with the closed-conduit systems and culverts that are the primary limit on capacity. Nonetheless, the HEC-RAS model helps to confirm that the channel upstream of Bay Avenue has sufficient capacity to handle a 25-year event. The capacity restrictions in the system are therefore isolated to culverts that are not large enough to convey 25-year peak flows.

The HEC-RAS model has also been used to evaluate the 100-year event peak flow rate and climate change impacts on the channel for two scenarios. In the first scenario, the existing culverts remain in place and in the second, the proposed capacity improvements to the culverts are constructed.

Figure 5-7: Noble 100-yr HEC-RAS (with Existing Culverts) Climate Change Model Inundation, Including Existing Condition (Blue), with 12% Increase in Runoff (Red), and with 25% Increase in Runoff (Green)

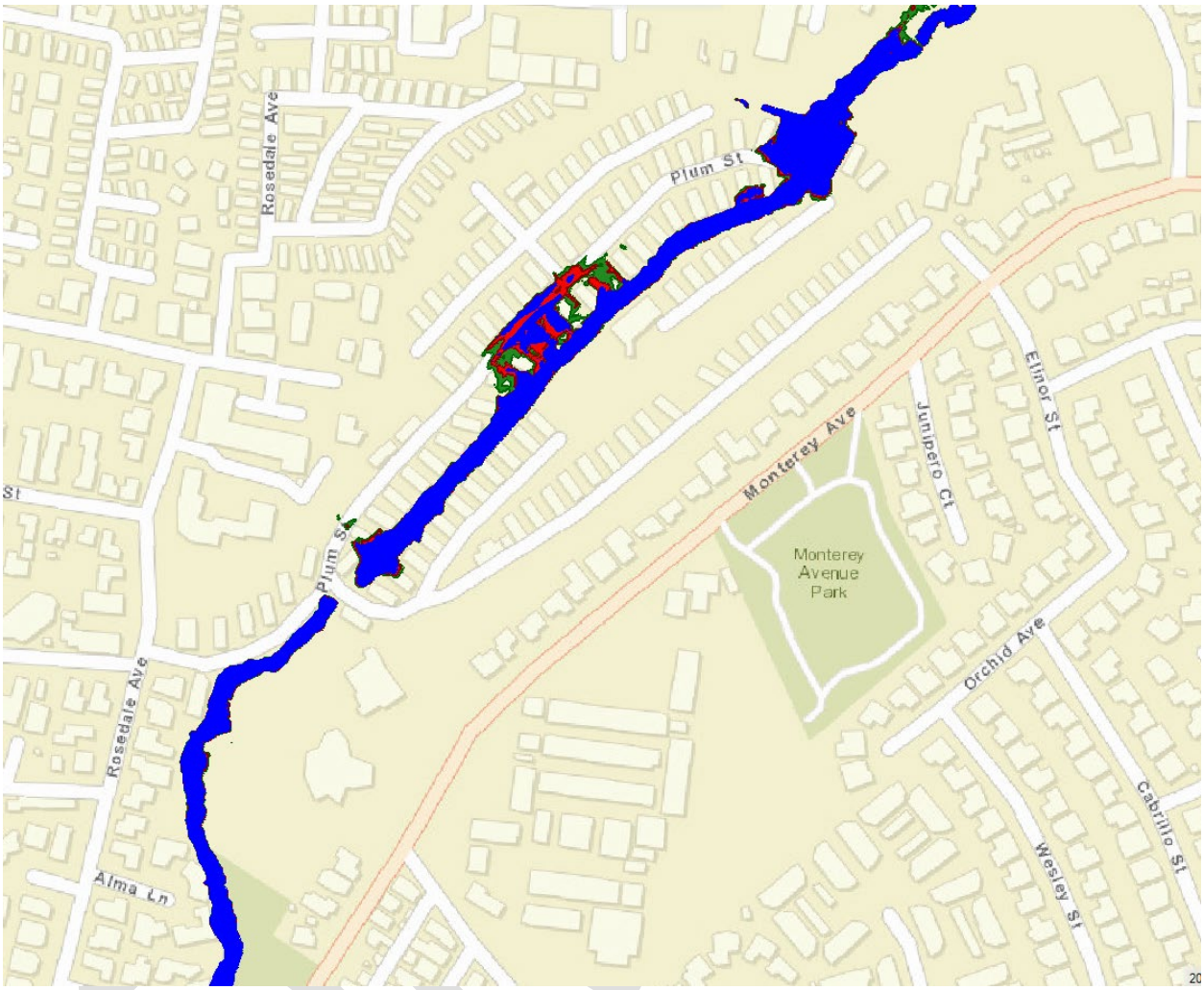


Figure 5-8: Noble 100-yr HEC-RAS (with CIPs Constructed) Climate Change Model Inundation, Including Existing Condition (Blue), with 12% Increase in Runoff (Red), and with 25% Increase in Runoff (Green)

The model results indicate that with the proposed CIP projects completed (Noble Upstream and Noble Downstream), there is some improvement in the 100-year floodplain. However, even with the CIPs in place, the channel itself lacks conveyance capacity to contain the 100-year peak flow rate. For both scenarios, increased precipitation depth and flow rate associated with climate change predictions does increase flooding outside of the channel and could impact some properties around Plum Street.

5.3 Capital Improvements

Recommendations for capital improvements to the regional systems are broken into two primary categories. One is intended to target reaches of the system in poor condition that are not capacity deficient. The second deals with actual system capacity (pipe and inlets) in the absence of high tailwater in receiving bodies (lakes, lagoons, creeks, etc.).

A summary of all capital improvement projects by priority (including larger repair or pipe lining projects and in-kind replacements of existing pipe in poor condition) is provided in Table 5-1. This does not include smaller repairs or cleaning.

Table 5-1: Capital Improvement Summary by Priority (Capacity Improvements and Repair and Replacement Projects)

Priority	Number of Projects	Length of Pipe*	Cost*
High	6	8,110 – 10,210	$22,590,000 - $47,560,000
Moderate	6	1,880 – 3,600	$7,320,000 - $7,730,000
Low	6	2,800	$7,560,000

**For certain projects, multiple alternatives result in a wide variance in cost and pipe length*

Maintenance items are also identified in this chapter where CCTV or pipe inspection indicated that a significant amount of debris and sediment accumulation or vegetation overgrowth has occurred, but pipes are in otherwise serviceable condition. The cost of these O&M items are not included as capital improvements.

5.3.1 Condition/Maintenance Projects

The system condition evaluation revealed some locations where the system is in need of replacement due to structural defects. These projects are identified separately from capacity-related projects and have been prioritized based on the severity of identified deficiency. Their purpose is to maintain existing capacity and ensure that failure of a system does not cause flooding.

Some recommended projects are driven completely by the observed condition of one or more system elements (structures, pipes, etc.). O&M issues identified by CCTV and inspection for the development of this SDMP are highlighted in Table 5-2. These are generally locations where sediment and debris has accumulated and may have a mild impact on system capacity or small spot repairs may be needed, but the pipes are in otherwise serviceable condition. They do not carry capital cost, but they allow for prioritization of O&M in portions of the system as part of regular maintenance practices.

Projects where there are structural deficiencies (partial or complete failure of pipe, including severe corrosion or cracking) that necessitate more extensive repair or full replacement are identified in Table 5-3. These projects do not overlap with a capacity deficiency identified by the models. Some are located near capacity projects, making it potentially worth combining these O&M and repair projects with adjacent construction projects.

Table 5-2: Priority Maintenance Project Summary

Project	Name	Description	Approx. Length (ft)
OM1	Tremont Drive Sediment Management	Remove high levels of sediment accumulation from pipes at the end of Tremont Dr	310
OM2	14th Avenue Sediment Management	Remove sediment, debris, and standing water from pipes on 14th Ave	360
OM3	Soquel Drive Open Channel Vegetation Management	Vegetation management in Crystal Heights Ditch and Monterey Ave Ditch 4 on the north side of Soquel Dr	1,220
OM4	Jade St Park near 47th Ave	Remove settled materials from pipe system at Jade Park near 47th Ave	300
OM5	Corcoran Cleaning	Remove settled materials and small debris from pipe system at Corcoran Ave	590
OM6	17th Ave Cleaning	Remove settled materials from pipe system near 17th Ave (downstream of 17th Ave Repair/CIPP and upstream of Soquel at 17th capacity project)	305
OM7	41st Ave Cleaning	Remove settled materials from pipe system upstream of 41st Ave near Capitola Mall	555
OM8	Soquel Dr near Porter Cleaning/Repair	Remove sediment deposits from concrete box; spot repair for old plywood repair	350
OM9	Soquel Dr at Farm Park Cleaning/Repair	Remove sediment deposits; spot repairs for displaced or strained joints	500
OM10	Alturas Cleaning	Remove sediment deposits and tree debris obstructing pipe	170

Table 5-3: Priority Structural Deficiency Project Summary (Replacement or Repair)

Project	Name	Length (ft)	Diameter (inches)
RR1	38th Ave (Railroad to Star Lane)**	1,020	54-72
RR2	26th Ave (East Cliff to Outfall)	465	12
RR3	Leona Creek Culvert at Capitola Road	185	66
RR4	Webster Street near Pinewood	120	60
RR5	17th Ave Repair/CIPP*	340	54
RR6	41st Ave Repair/CIPP (at Capitola Mall)*	86	42
RR7	Aguazul to Douglas Dr CIPP (near Soquel Dr)*	155	36

**Repair project (assumed CIPP for all). Other projects are assumed to be replacements.*
***Overlaps with some capacity project alternatives. May not be required as an in independent project*

Condition-driven projects are prioritized based on the severity of identified defects. The project locations and priorities are shown in Figure 5-9 (OM numbered projects) and in**Error! Reference source not found.** Figure 5-10 (RR numbered projects).

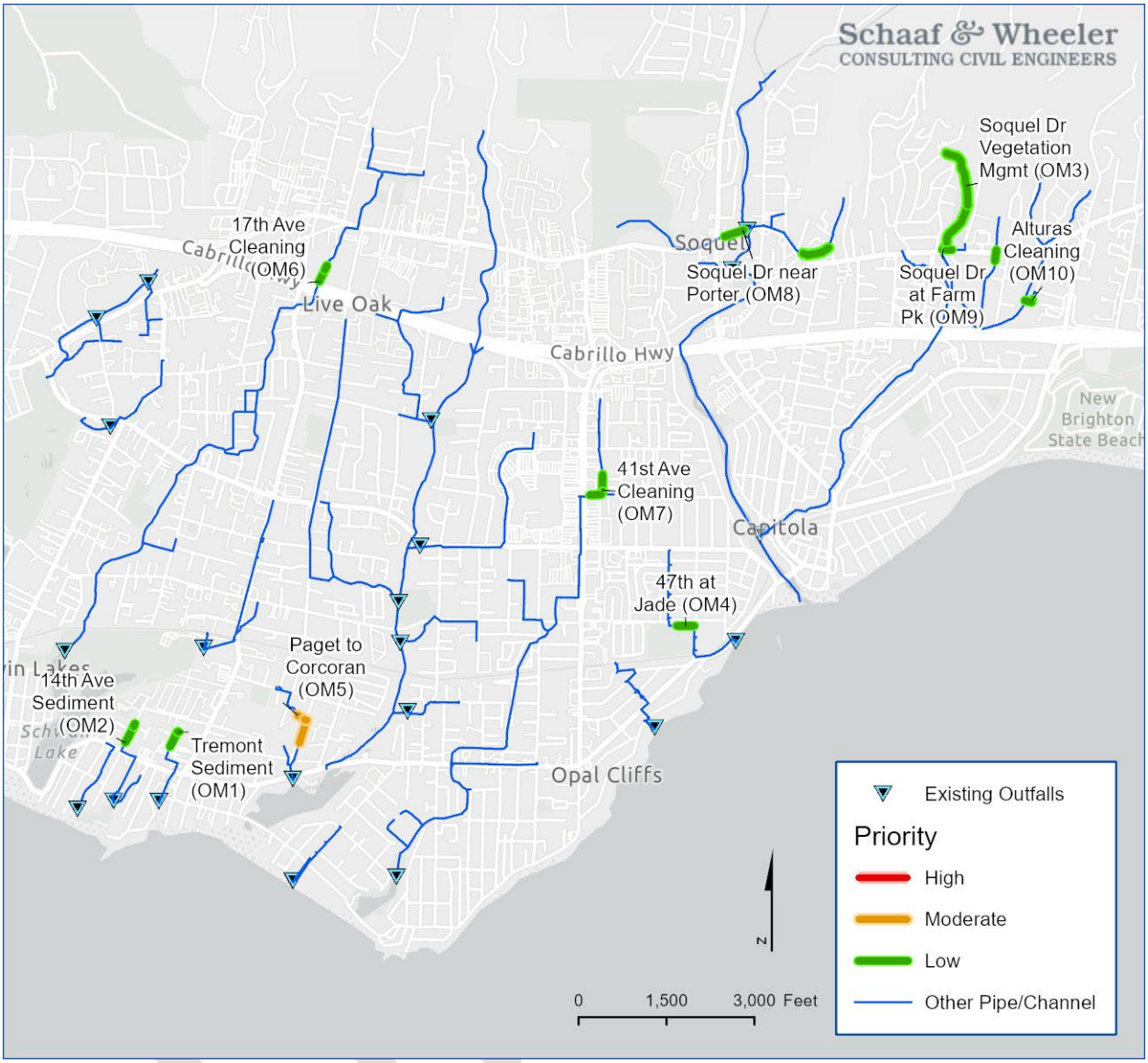


Figure 5-9: Overview Map of Prioritized System Maintenance (OM) Needs

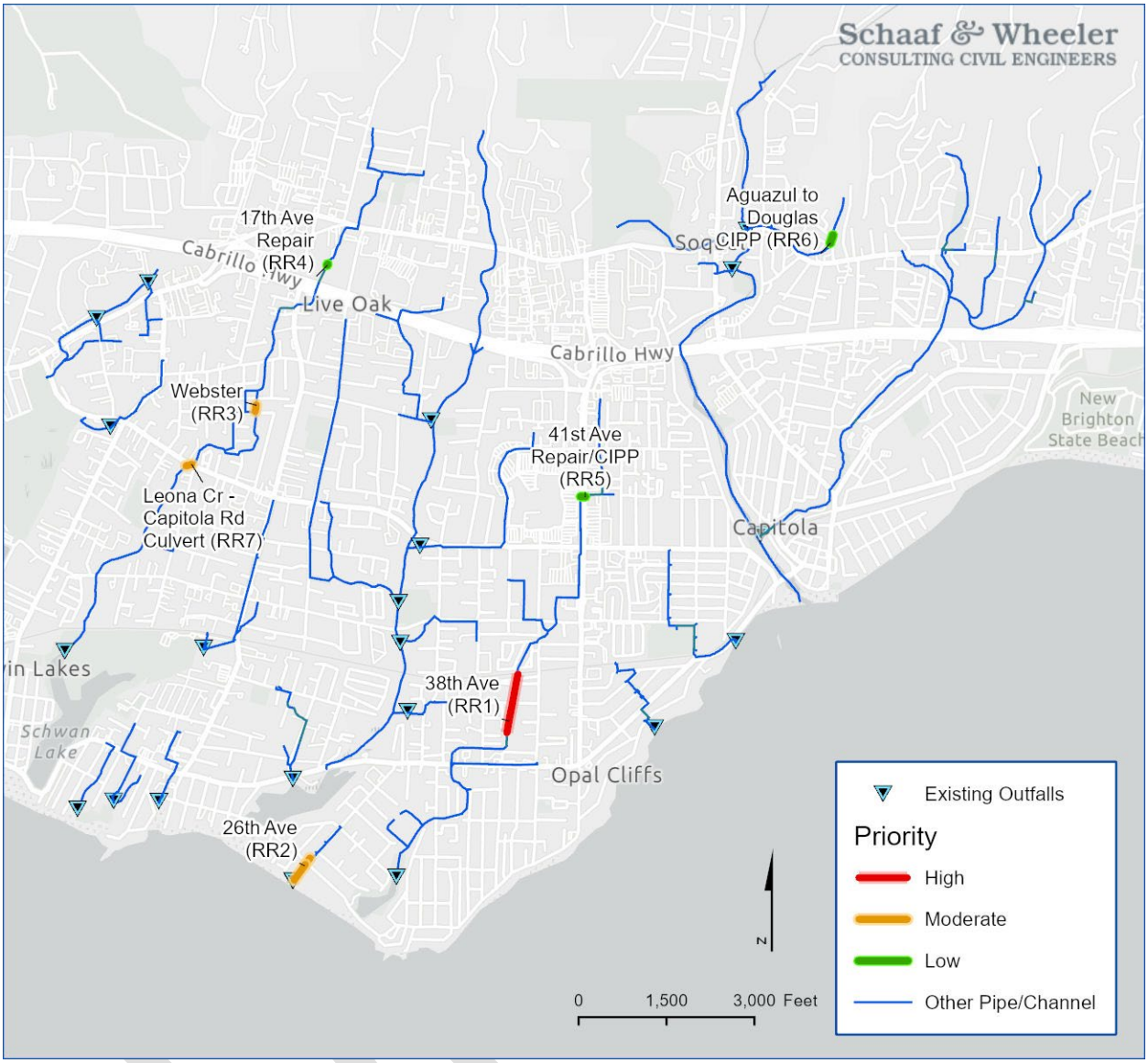


Figure 5-10: Overview Map of Prioritized System Repair & Replacement (RR) Projects

5.3.2 Capacity-Related Projects

Capacity-related projects are identified to mitigate capacity deficiencies. None of the identified capacity deficiencies occur where system condition ratings of “Poor” or worse were identified. Projects are shown in Figure 5-11 and summarized in Table 5-4. Model results with all baseline capital improvement projects (no project alternatives) complete are shown in Figure 5-12.

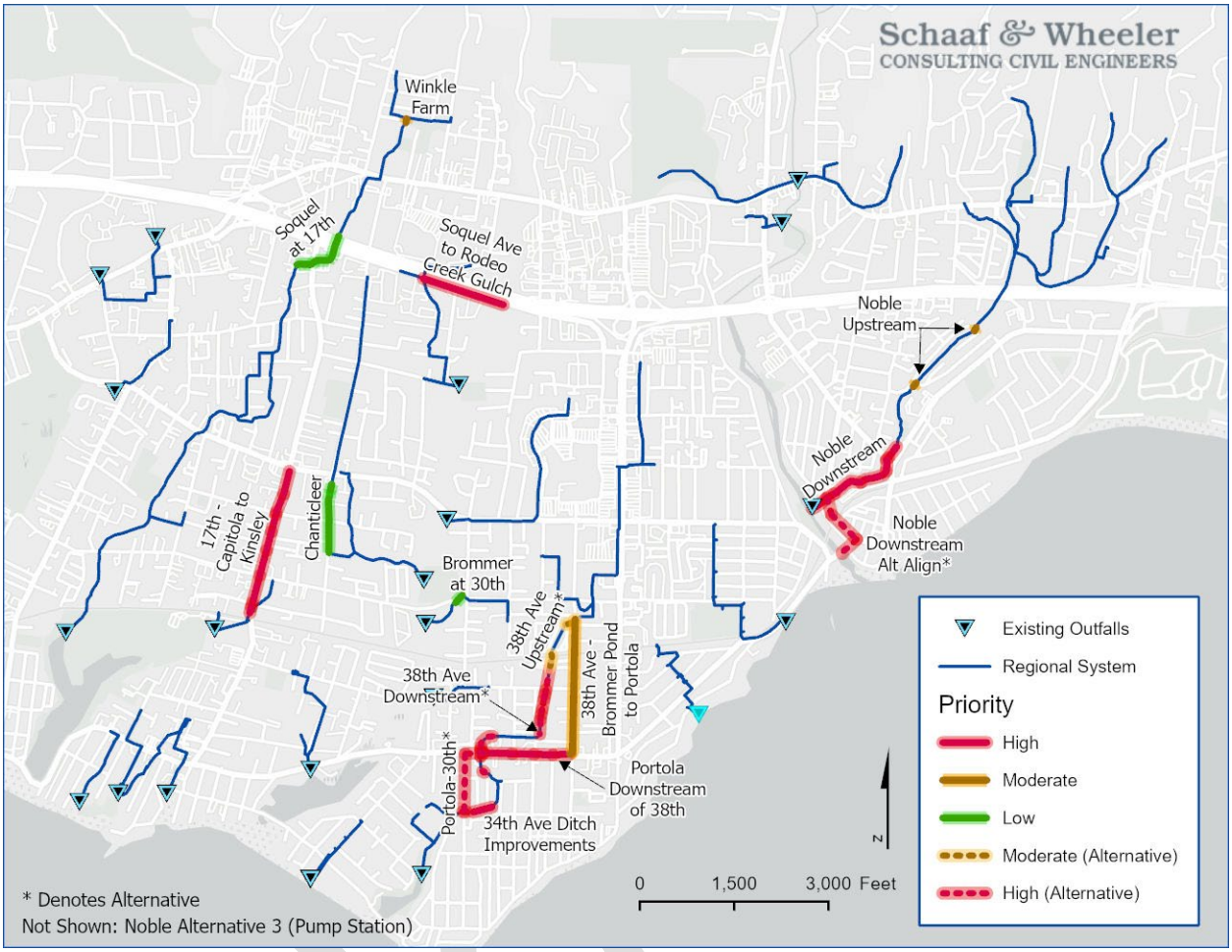


Figure 5-11: Map of Prioritized System Capacity Projects

Table 5-4: Capital Improvement Projects Summary (Capacity-Driven)

ID	Project	Length (ft)	Pipe Diameters (in)
1	17th - Capitola to Kinsley	2,340	30-42
2	34th Ave Ditch Improvements	400	84-144**
*2A**	*Portola-30th (34th Avenue Ditch Alternative)*	*1,250*	*36*
3	Portola Downstream of 38th	1,495	48
*3A**	*38th Ave Downstream*	*1,515*	*48**-84**
4	Noble Downstream	1,515	120**-144**
*4A**	*Noble Downstream (Alt. Gravity Alignment)*	*2,750*	*84-144**
*4B**	*Noble Downstream (600 cfs Pump Station)*	*1,550*	*72-144**
5	Soquel Avenue to Rodeo Creek Gulch	1,340	42
6	38th Avenue - Brommer Pond to Portola	2,115	36
*6A**	*38th Ave Upstream*	*395*	*48**-72**
7	Noble Upstream	660	120**-144**
8	Winkle Farm	65	42
9	Brommer at 30th	160	30
10	Chanticleer	1,100	42
11	Soquel at 17th	960	84-144**
	Total:	***10,430-14,255***	

**Project alternatives identified*

***Represents a nearest equivalent circular pipe diameter for a proposed box culvert*

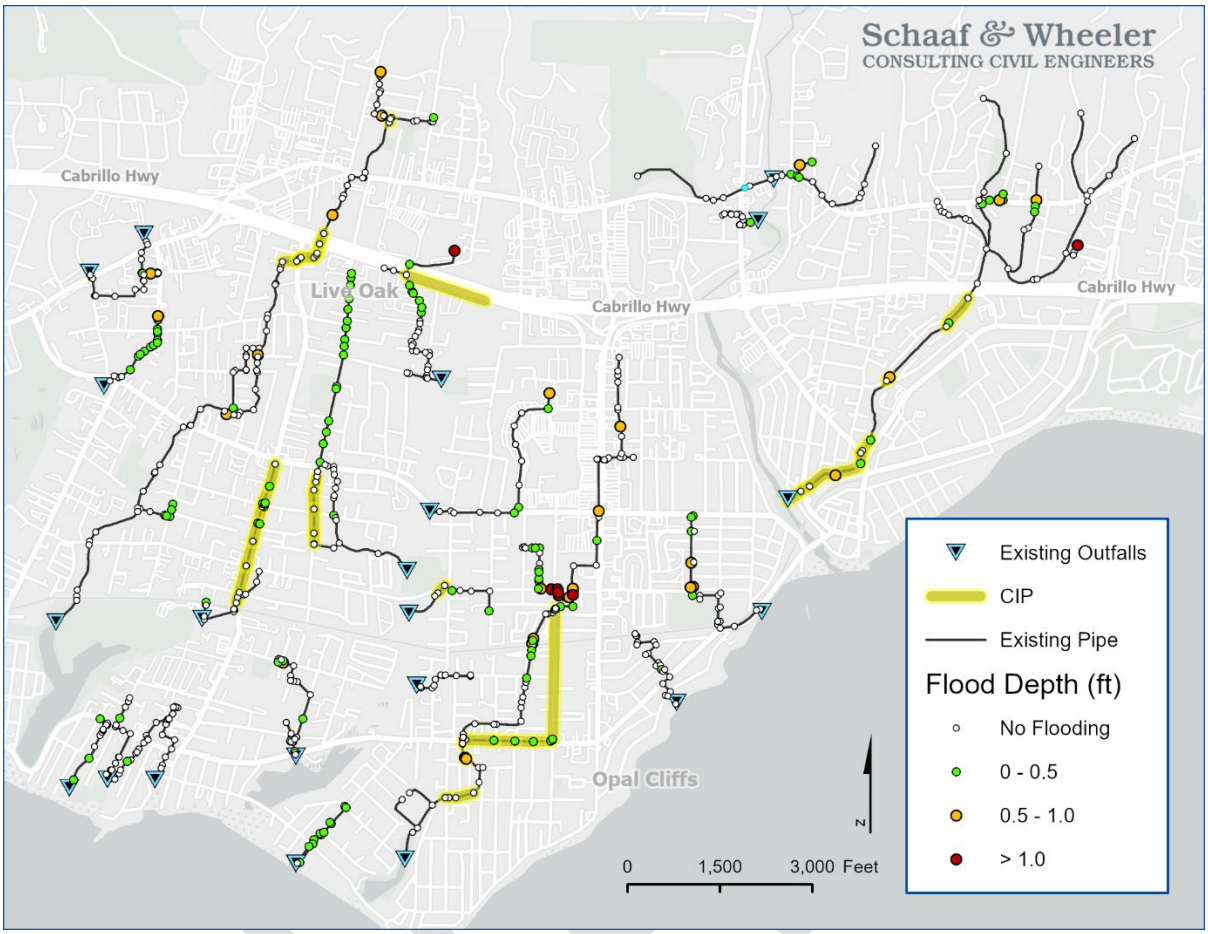


Figure 5-12: Modeled Flood Depth for Baseline Capital Improvement Projects

In some cases, it may not be feasible to meet the desired 25-year standard at every node within Zone 5. Reasons may include constraints on how large system elements can be, utilities or such extensive private property impacts that the construction of new drainage infrastructure along existing alignments is infeasible. Residual flooding beyond 6 inches in depth may also remain at single, isolated nodes in the system. At many of these locations, flooding is not likely to reach the modeled depths since the surrounding topography may provide relief and surface conveyance to portions of the system where capacity is available immediately downslope.

5.3.2.1 Capacity Project Alternatives

For most identified projects, the existing system has been upsized to mitigate capacity deficiencies without changing its alignment. Alternatives for any project that should be explored at a design level include:

1. Installation of parallel pipe in lieu of removal and replacement with larger pipe;

2. Daylighting systems into open channel conveyances where opportunities arise (e.g., development/redevelopment proposals); and

3. Alternative alignments that may address unexpected conflicts with private properties or utilities.

Parallel pipe alternatives take advantage of existing system capacity and may reduce the cost of increasing capacity, allowing for the installation of smaller pipes and circumventing the need for removal and disposal of existing systems that may be in serviceable condition. This may not be the best solution for systems where existing pipe is both capacity deficient and has limited remaining service life.

Daylighting systems into open channel conveyances generally requires a similar level of capital investment as pipe replacement projects, but the approach has numerous benefits. Stormwater conveyance can be integrated into landscaping as a beautification measure, open channels are more accessible for maintenance purposes, and there may be significantly lower replacement cost. This may not be possible for pipe systems along highly trafficked roadways. However, if transportation projects or redevelopment of private properties occurs where stormwater conveyance is in need of capital investment, that may be leveraged to explore these alternatives.

In some cases, alternatives have been identified to address obvious challenges to projects on existing pipe alignments.

Alternatives for two projects are shown in Figure 5-11 that warrant some additional discussion: 34th Avenue Ditch and Noble Downstream. Because much of the existing alignment would be challenging to upsize due to property ownership, these projects have been examined more closely for less costly or disruptive alternatives.

The CIP cost estimates for these projects do include assumptions of property acquisition cost based on approximate property values in the vicinity of the projects. It is likely that for both of these projects, an easement on its own will not be sufficient to construct them. For the purposes of this analysis, it is assumed that property acquisition will be required. This is because some existing systems pass underneath structures or proposed conveyances would need to be installed within the footprint of existing structures.

34th Avenue Ditch Project

The 34th Avenue Ditch project includes an existing 72-inch pipe that runs beneath a mobile home park between 34th Avenue and 30th Avenue. Even if this project is constructible, it is likely that the cost would be much higher than a standard open trenching approach, and it would remain disruptive to residents. Instead, an alternative alignment of new pipe is proposed along Portola Drive and 30th Avenue, intersecting the new system again at the existing outfall location into the channel upstream of Moran Lake. While this would increase the length of pipe required for the project, it would place conveyance within the right-of-way.

Noble

In a similar fashion, Noble Downstream includes a large box culvert that runs through easements across properties on the west side of Capitola Ave. It may not be feasible to protect existing structures if these box sections are to be upsized all the way to Soquel Creek. Instead, a reach of approximately 1,200 feet of new 84-inch pipe would stretch from near Riverview Drive, along Capitola Avenue and Stockton Avenue to a new outfall at Stockton Avenue Bridge.

A second alternative exists at this location. Rather than constructing a long reach of new pipe and a new outfall, a pump station could be constructed in or adjacent to the parking lot near the City Hall building, with a forcemain running through or adjacent to the existing box and outfall to

Soquel Creek. However, it is likely that this option would be far more costly and would eliminate parking spaces in the existing lot (a portion of the lot would be replaced with a wetwell, access points, and a control building). This analysis assumes that the existing undersized gravity outfall continues to function in some capacity.

The flood depth result with the Portola-30th and Noble Downstream Alternative 1 projects is shown in Figure 5-13. Flood depth results are shown with the Noble Pump Station Alternative in Figure 5-14.

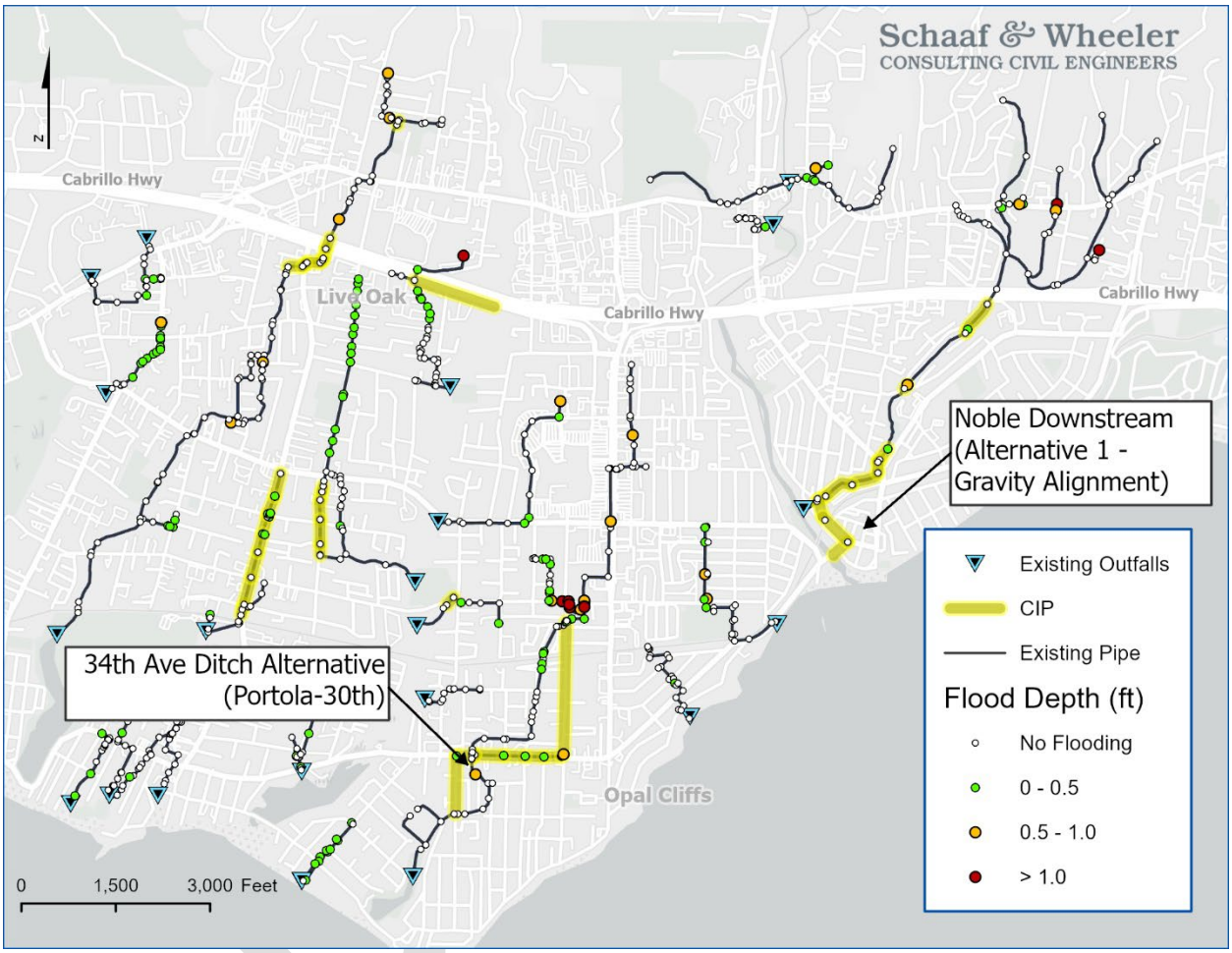


Figure 5-13: Modeled Flood Depth for Alternative Projects Avoiding Private Property Impact

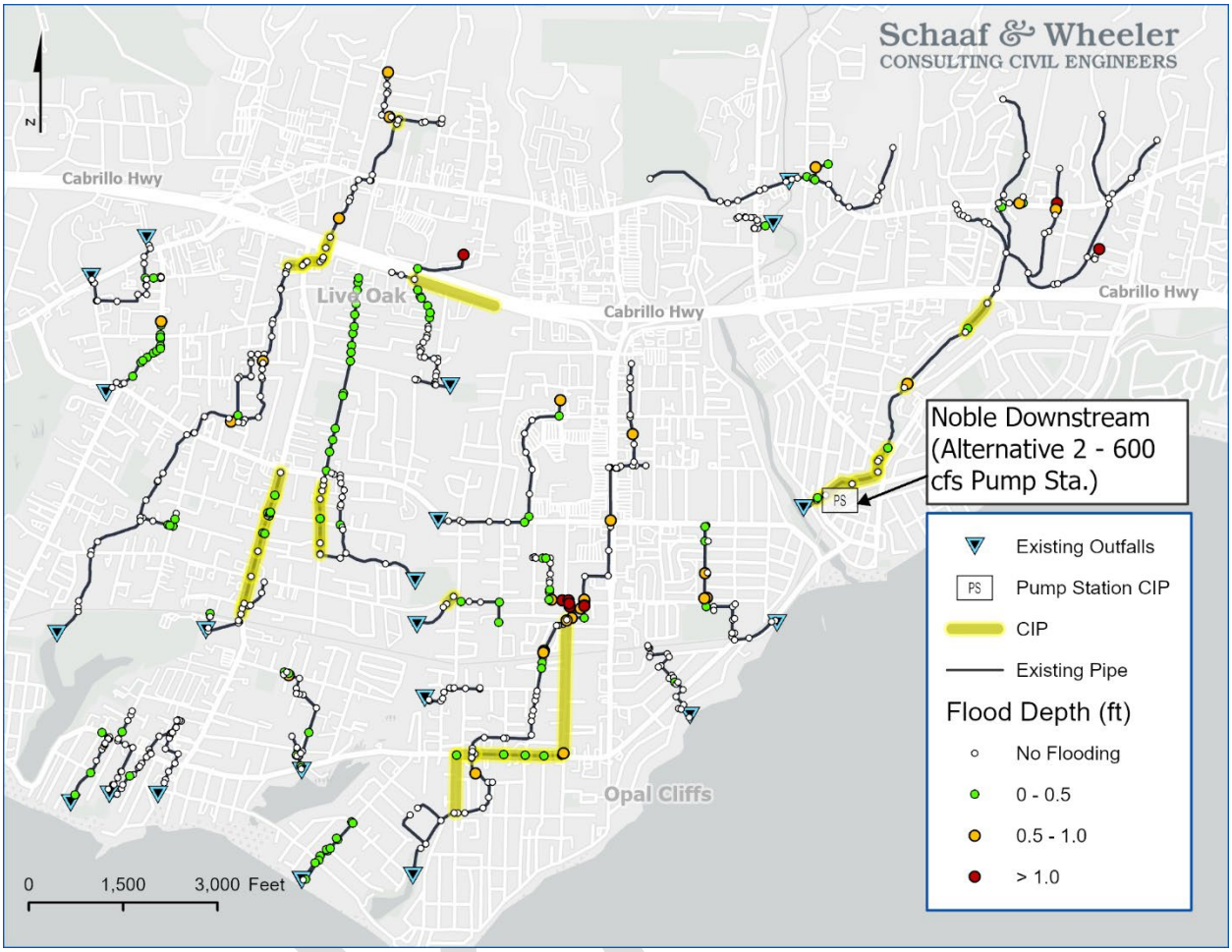


Figure 5-14: Modeled Flood Depth with a 600 cfs Pump Station Noble Alternative

38th Avenue

Systems in the vicinity of 38th Avenue pose a particular challenge. Flooding is prevalent upstream of the railroad, surrounding the existing detention basin at Brommer and 38th. The existing alignment from 38th Avenue to Portola Drive consists of a mix of very shallow closed conduit and open channel systems running through mobile home parks. This also includes a shallow, undersized railroad crossing in close proximity to the nearby mobile homes. Furthermore, a long reach of the closed conduit system was examined by CCTV and deemed in need of immediate attention for structural deficiencies.

Two projects are identified within public right of way that address the upstream flooding: '38th from Brommer to Portola' (Moderate priority) and 'Portola Downstream of 38th' (High priority). These projects rely on restoring the existing systems by completing repair and replacement project RR1. In theory, equivalent capacity could be provided along the existing alignment. Alternatives to the two preferred projects have been explored.

However, since the system is extremely shallow, it's assumed that this would require installation of boxes with a depth equivalent to existing systems. This means that proposed systems for the two identified projects must be wider than existing systems. Existing systems are already situated beneath approximately 40 mobile homes. The cost of the two alternatives reflects the

temporary relocation of residents of the 40 mobile homes (36 for the downstream, high priority project and 4 for the upstream, moderate priority project).

5.3.2.2 Downstream Boundary Conditions

Projects have been initially developed with free outfall conditions. However, the models have been adapted to include constant water surface conditions in the downstream receiving bodies as well. Generally speaking, the regional system continues to perform well in spite of tailwater conditions at outfalls. The exception is systems along Soquel Creek. Upstream of Highway 1, this is not an issue that can be addressed by upsizing gravity systems, as floodplains extend well beyond the banks of the creek and inundate stormwater systems (as shown in Figure 2-3). This would require larger flood protection projects, as described in Section 5.2.3.

In particular, the Noble Downstream project should be carefully considered in light of potential tailwater conditions. At this location, the model includes boundary conditions representing a 25-year water surface elevation in Soquel Creek to evaluate the three alternatives for Noble Creek. Water surfaces have been set to an approximate elevation of 15 feet NAVD at the existing outfall near Riverview Avenue and elevation 14 feet at the new Stockton outfall proposed by Noble Creek Alternative 1.

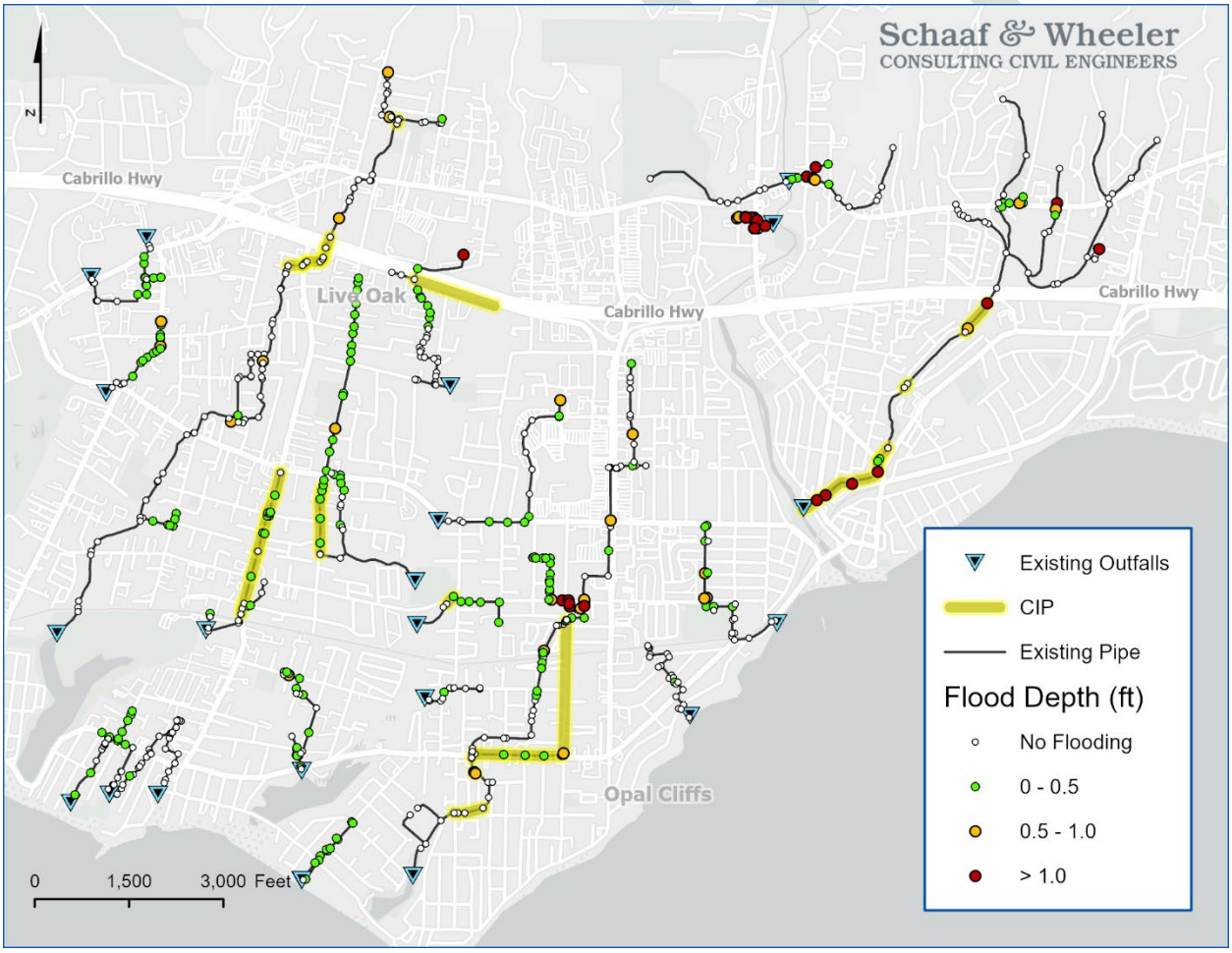


Figure 5-15: Modeled Flood Depth for Baseline Capital Improvement Projects with Boundary Conditions

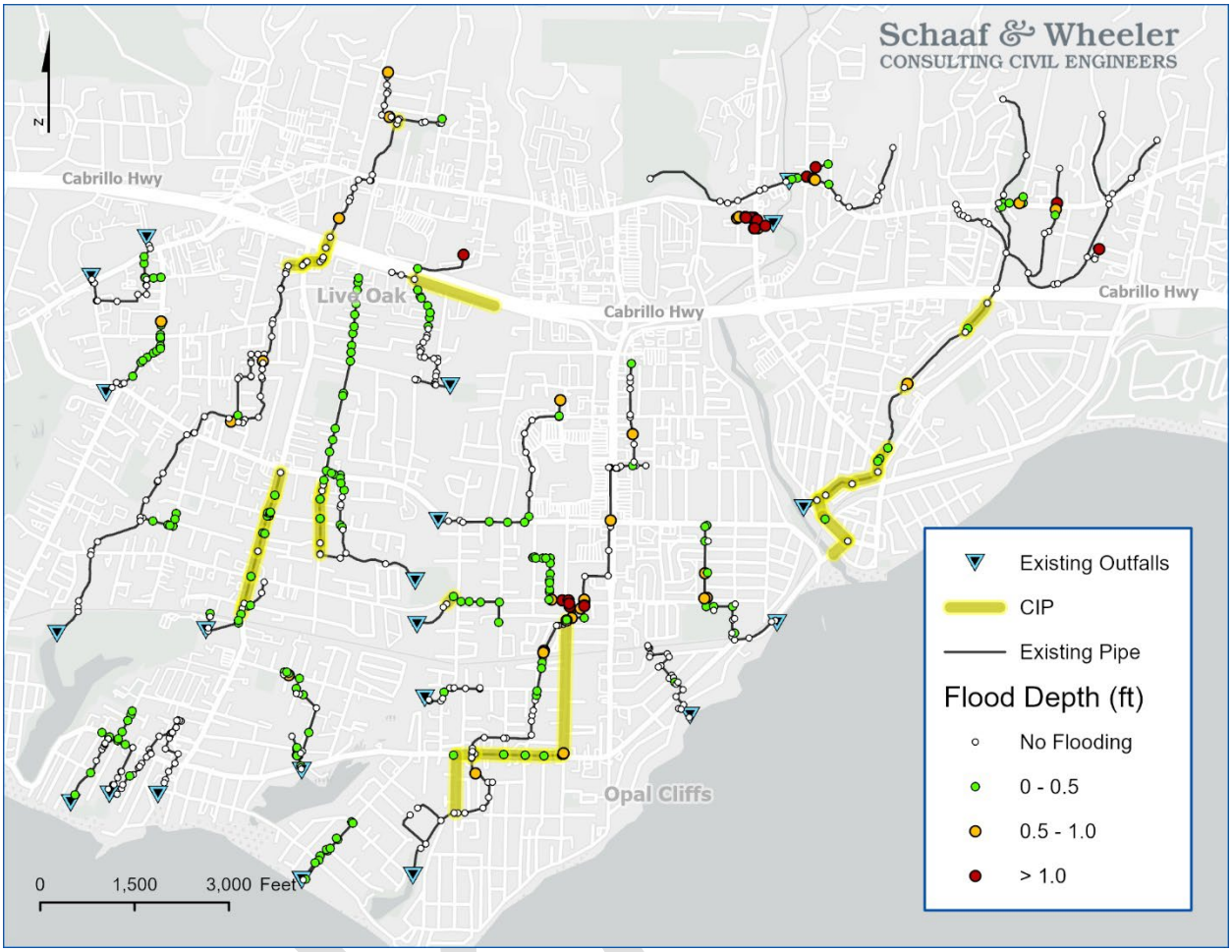


Figure 5-16: Modeled Flood Depth for Alternative 1 Capital Improvement Projects with Boundary Conditions

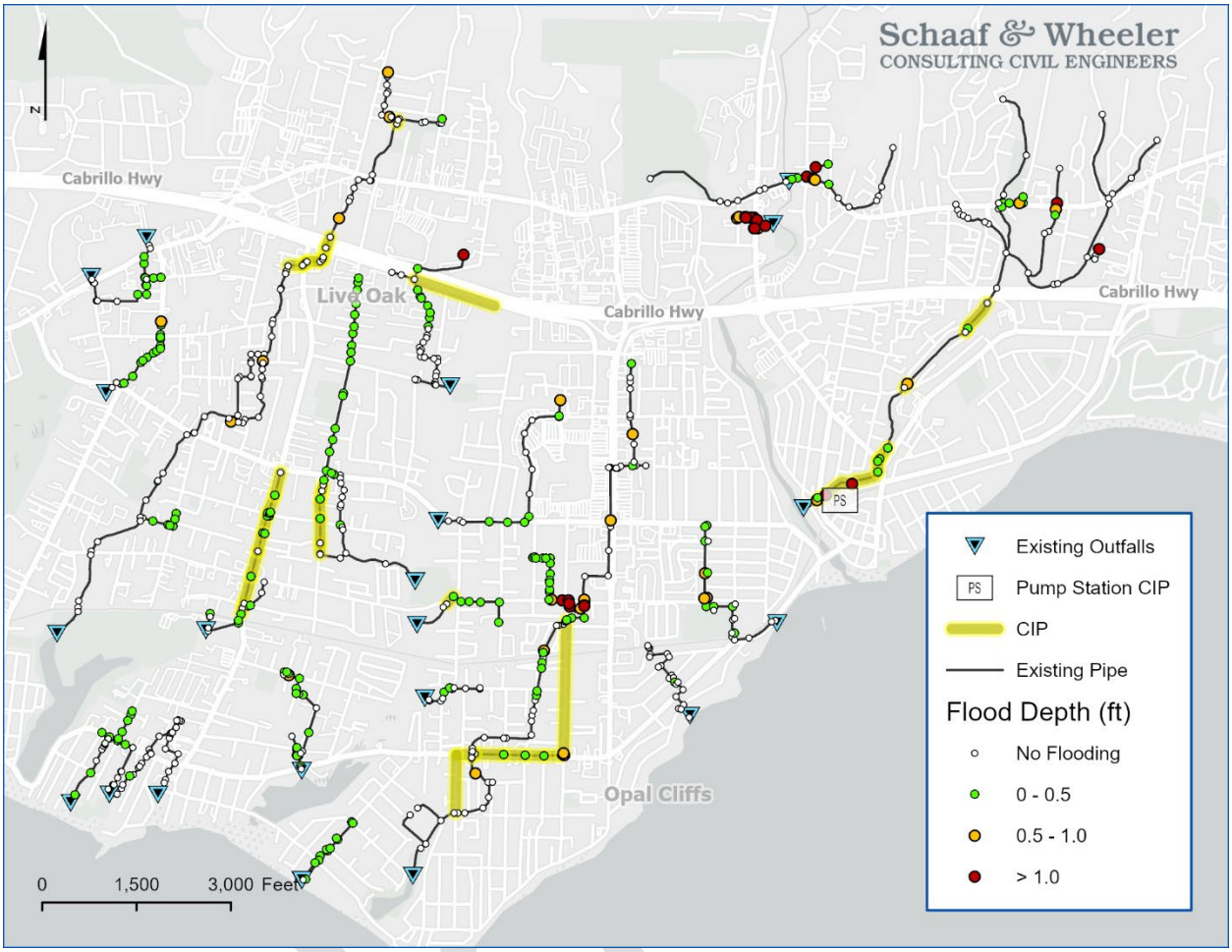


Figure 5-17: Modeled Flood Depth for Alternative 2 Capital Improvement Projects with Boundary Conditions

The model for Alternative 1 with a high-water boundary condition in Soquel Creek shows that performance is still greatly improved with the new 84-inch outfall at Stockton. This is primarily because the tailwater condition is generally more favorable further downstream in the creek.

The model also indicates that for Alternative 2, a 600 cfs pump station does not provide sufficient capacity when the level in Soquel Creek inhibits the existing gravity line from functioning. The pump station still improves the performance of the system but does not meet the 25-year standard. It is likely that if the pump station is brought forward, additional study will be required considering a wide range of conditions.

In addition to construction feasibility, timelines, and cost, resiliency should be factored into the project development process. Climate change is a complex issue, touched on in this plan by adjusting rainfall depths. However, with backwater impacts of SLR potentially impacting outfalls, pumping may become the only reliable option to prevent or reduce flooding in the area. A detailed economic and engineering analysis should be performed at a project level, including consideration of climate resilience programs that may be undertaken by local agencies.

5.3.2.3 Future Condition CIP Performance

Projects explored by this analysis have also been evaluated with the future buildout condition drainage area parameters. The results of this analysis are presented in Figure 5-18 for the baseline capital improvement projects.

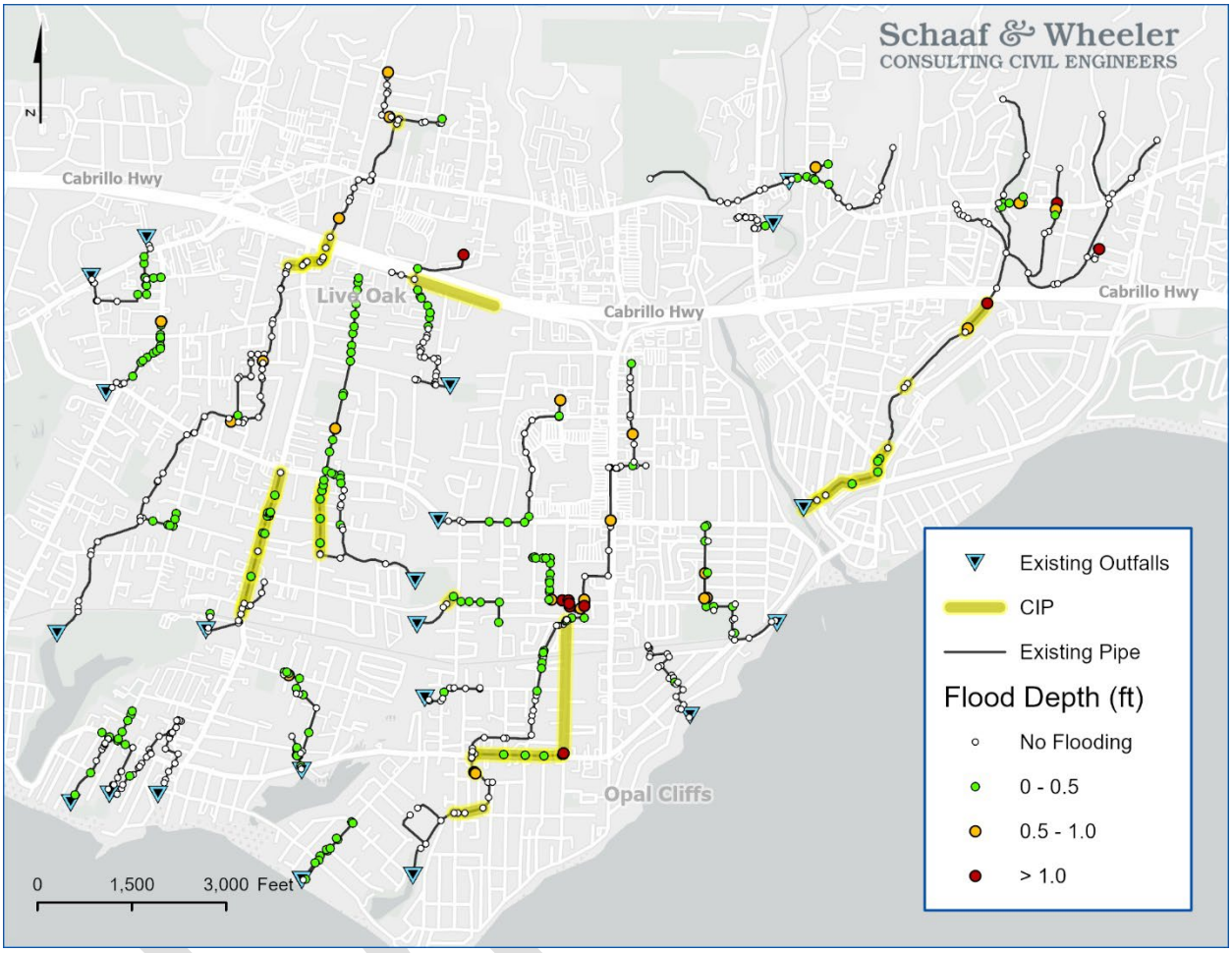


Figure 5-18: Modeled Flood Depth for Baseline Capital Improvement Projects with Future Buildout Catchment Parameters

In order to highlight locations where deficiencies would likely require additional projects or increased pipe sizing, change in flooding depth is highlighted in Figure 5-19.

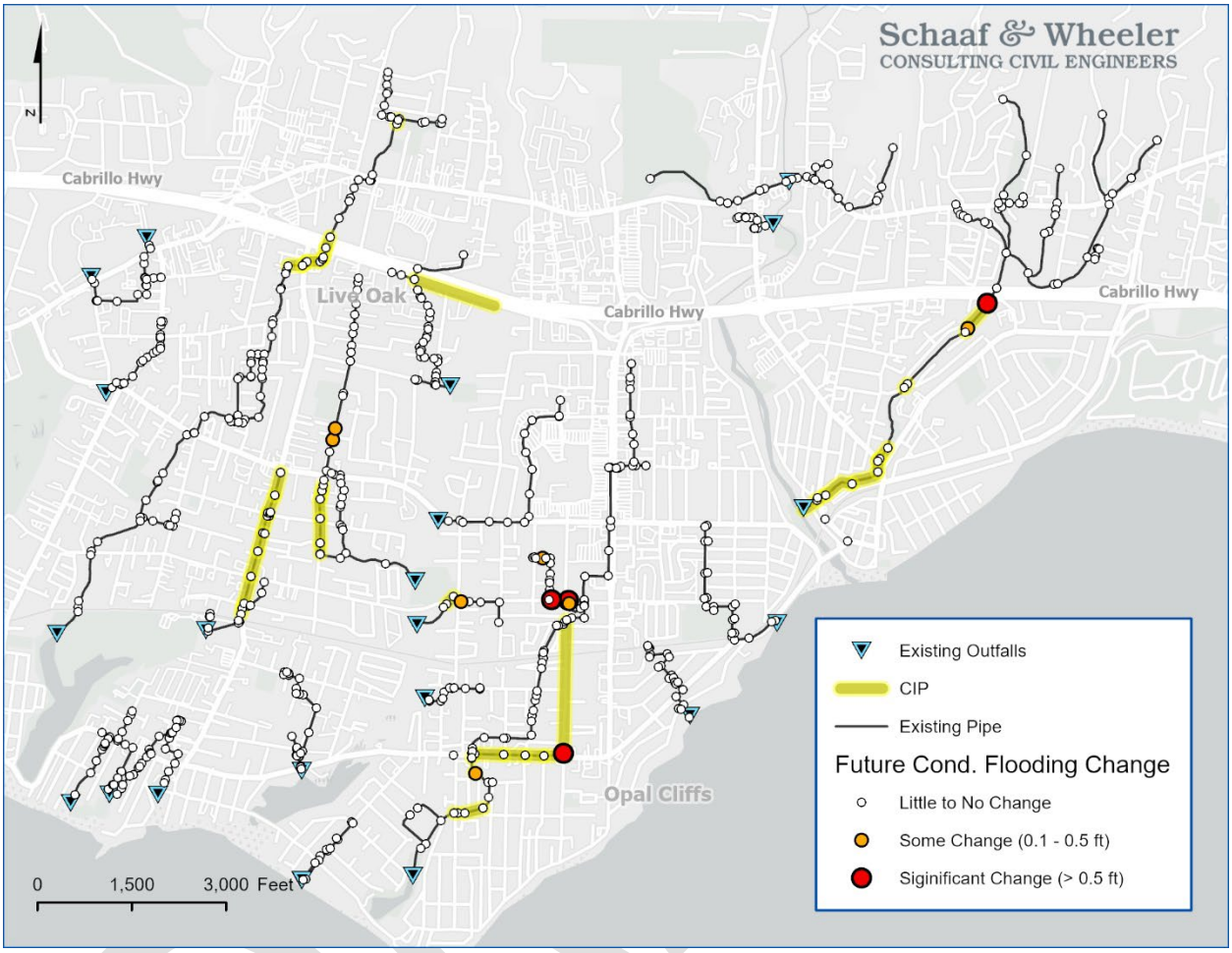


Figure 5-19: Location of Significant System Flooding Impact with Future Condition

The model has been additionally modified with a 25% increase in 24-hour storm depth to account for potential impacts of climate change. This increase has been placed on future buildout catchments. Results of this analysis are presented in Figure 5-20.

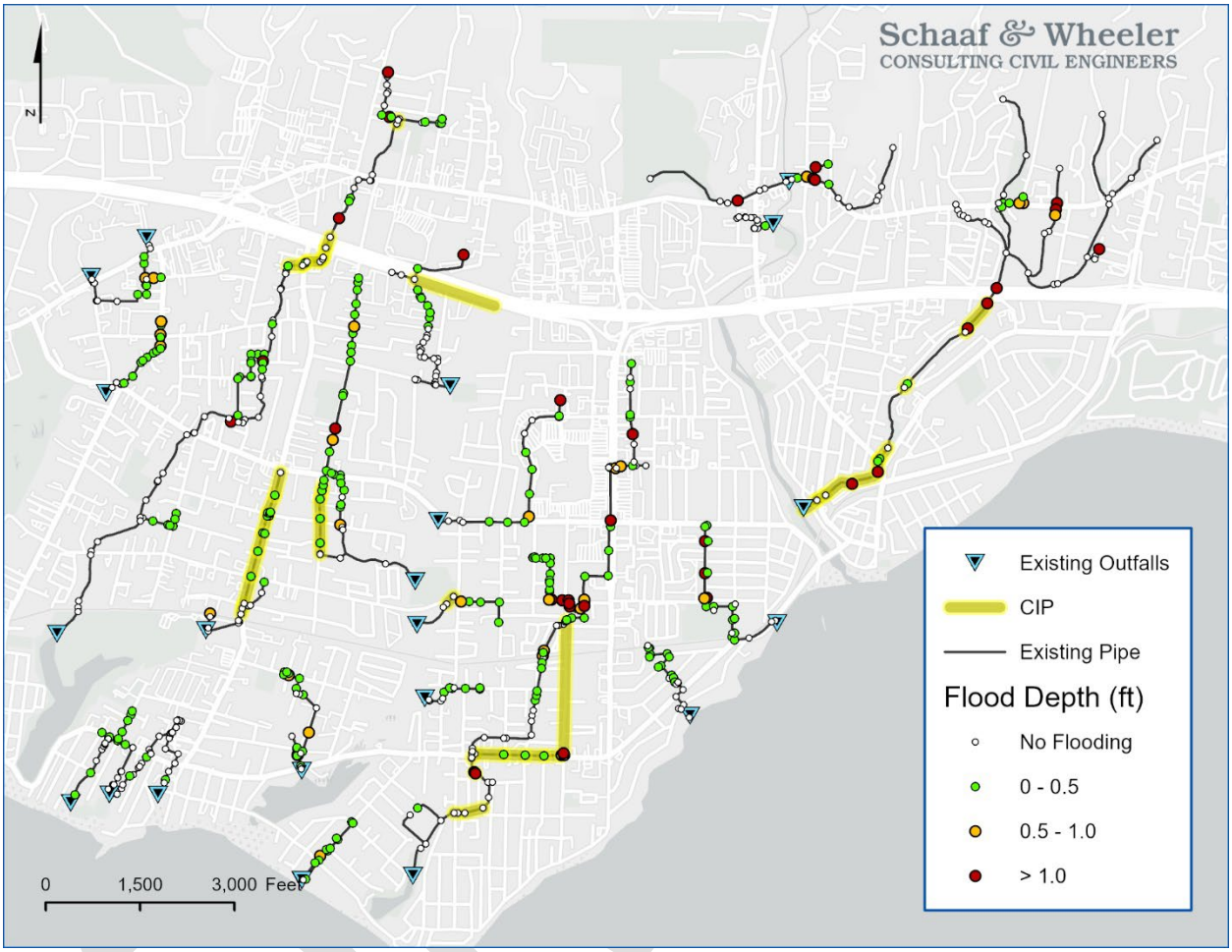


Figure 5-20: Modeled Flood Depth for Baseline Capital Improvement Projects with Future Buildout Catchment Parameters and a 25% Increase in Rainfall Depth

While the model produces the depth of flooding most directly, it is also useful to examine the change in magnitude of flooding. Change in flood depth has been calculated for each node where flooding occurs with and without climate change. The result of this analysis is shown in Figure 5-21. This figure highlights the locations where further planning and design efforts for capital improvements should consider potential climate change impacts to produce the most resilient projects possible. This may be as simple as installing larger pipe for an identified project. However, this analysis also shows significant potential increases in flooding depths where projects are not identified based on current conditions.

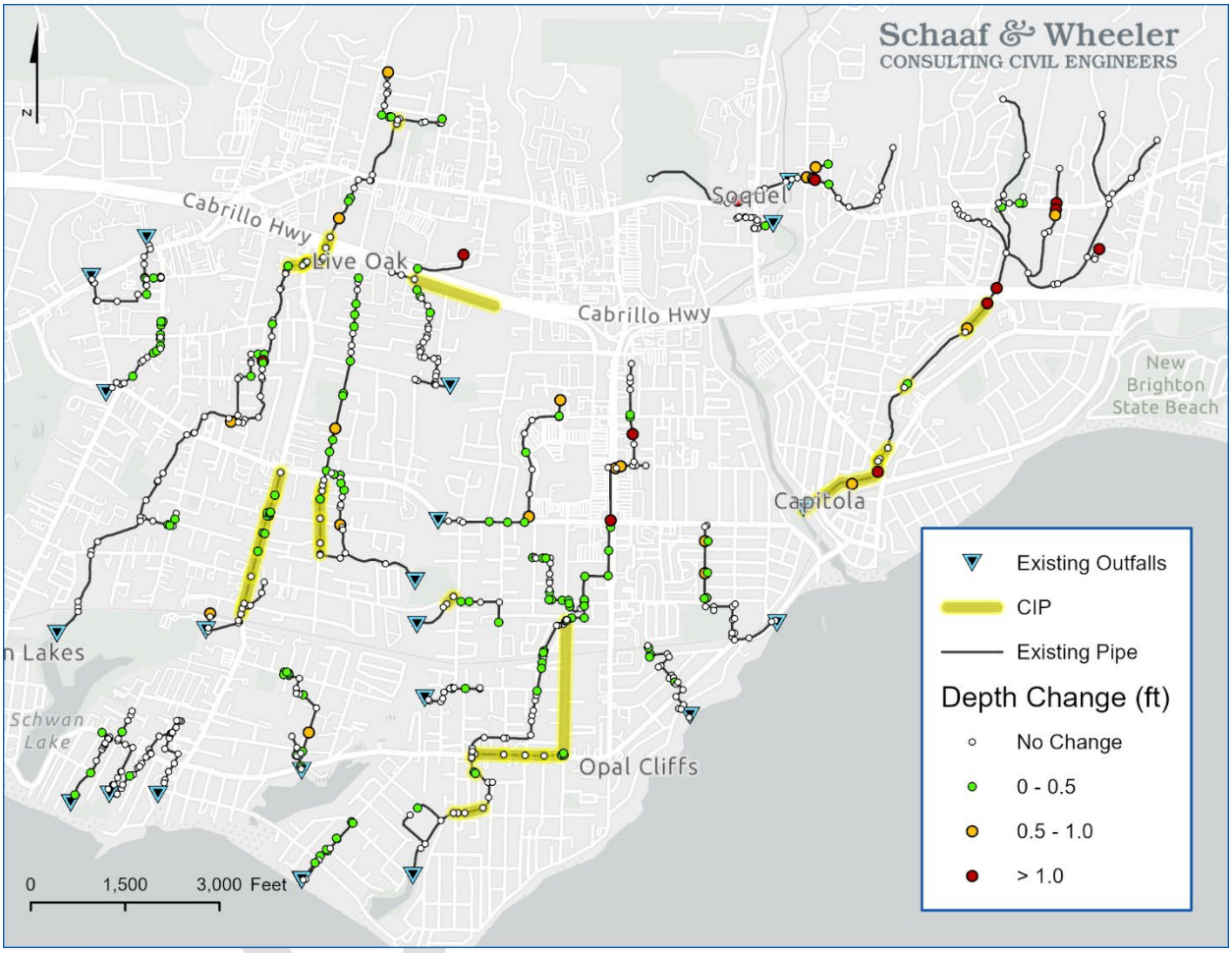


Figure 5-21: Change in Flooding Depth Due to Potential Climate Change (Future Condition)

6 Capital Improvement Costs

6.1 Overview

Chapter 5 discusses storm drainage system condition, capacity, and known and modeled deficiencies. It further lays out an alternatives analysis for addressing various issues and improving overall system performance and level of service to the community.

This chapter provides an analysis of cost for the proposed alternatives.

6.2 Cost Basis

Costs have been estimated based on a variety of available information, including:

- Cost estimation guides (e.g., RSMeans)
- Inflation indices, published by the Engineering News Record (ENR)
- Actual cost and bid data from recent projects
- Engineering judgement

The ENR Construction Cost Index (CCI) for San Francisco as of September 2023 is 15,490, compared with a 20-city average of approximately 13,000. Schaaf & Wheeler performed a detailed unit cost analysis for storm drain pipe and structures. This information has also been used with adjustment based on the ENR CCI to establish unit costs in September 2023 dollars (Table 6-1).

Table 6-1: Storm Drain Conveyance Conduit Unit Costs in September 2023 Dollars (Per Linear Foot)

Item	New Conduit	Removal/Disposal Unit Cost
12” Pipe	--	$30
15” Pipe	--	$35
18” Pipe	--	$40
21” Pipe	--	$45
24” Pipe	--	$50
27” Pipe	--	$55
30” Pipe	$410	$60
36” Pipe	$490	$70
42” Pipe	$570	$75
48” Pipe	$670	$80
54” Pipe	$780	$85
60” Pipe	$880	$95
66” Pipe	$1,010	$100
72” Pipe	$1,190	$120
84” Pipe	$1,670	$150
96” Pipe	$2,010	$200
120” Pipe or 72” x 96” box	$2,510	$225
132” Pipe or 96” x 96” Box	$2,760	$250
144” Pipe or 96” x 120”	$3,010	$300

Unit costs have also been estimated for storm drain structures, including connection of new and existing pipe. These are summarized in Table 6-2.

Table 6-2: Storm Drain Structure Unit Costs in 2022 Dollars

Connecting Conduit	Unit Cost
30” Pipe	$17,500
36” Pipe	$17,700
42” Pipe	$18,300
48” Pipe	$18,600
54” Pipe	$20,200
60” Pipe	$20,600
66” Pipe	$22,400
72” Pipe	$22,900
84” Pipe	$26,100
96” Pipe	$28,700
120” Pipe or 72” x 96” box	$33,900
132” Pipe or 96” x 96” Box	$36,500
144” Pipe or 96” x 120” Box	$39,000

Relocation of mobile home residents for certain project alternatives is assumed to include the following costs:

- Four months of temporary housing during construction at $5,000 per month per mobile home
- Relocation expenses at the start and end of the project at $20,000 total
- Relocation and storage of the mobile homes at $20,000 per home.
- $15,000 in additional costs for structural implications of replacing mobile homes over widened, shallow storm drain box sections.

These costs, totaling $75,000 per mobile home are included as “special costs” on projects where mobile home relocation is expected to be necessary.

6.3 Recommended Project Costs

The cost of the recommended projects are summarized by priority in Table 6-4 through Table 6-5 for each jurisdiction and each type of capital project (capacity and repair & replacement).

Table 6-3: Baseline Capacity Project Cost Estimate Summary (Zone 5)

Priority	Project	Pipe Length (ft)	Estimated Cost
High	17th - Capitola to Kinsley	2,340	$2,740,000
	34th Avenue Ditch Improvements*	400	$2,380,000
	Portola Downstream of 38th*	1,520	$2,280,000
	Soquel Avenue to Rodeo Creek Gulch	1,340	$1,720,000
Moderate	Winkle Farm	65	$110,000
Low	Brommer at 30th	160	$170,000
	Chanticleer	1,100	$1,480,000
	Soquel at 17th	960	$5,560,000
	TOTAL:	**7,885**	**$16,440,000**

**Project has alternatives summarized in Table 6-6*

Note: Lengths to nearest 5 ft increment, costs rounded to nearest $10,000

Table 6-4: Baseline Repair and Replacement Project Cost Estimate Summary (Zone 5)

Priority	Project	Pipe Length (ft)	Estimated Cost
Moderate	26th Avenue (East Cliff to Outfall)	465	$260,000
	Leona Cr at Capitola Rd Culvert	185	$650,000
	Webster Street near Pinewood	120	$240,000
Low	17th Ave Repair/CIPP**	340	$240,000
	Aguazul to Douglas Drive CIPP (near Soquel Dr)**	155	$70,000
	TOTAL:	**1,265**	**$1,460,000**

***Project is a probable repair or CIPP project to correct a condition deficiency*

Table 6-5: Baseline Capacity Project Cost Estimate Summary (Within City of Capitola)

Priority	Project	Pipe Length (ft)	Estimated Cost
High	Noble Downstream*	1,820	$10,050,000
Moderate	38th Avenue - Brommer Basin to Portola*†	2,115	$2,600,000
	Noble Upstream	660	$3,460,000
	TOTAL:	**4.595**	**$16,110,000**

**Project has alternatives summarized in Table 6-6*

†Project is mostly within City of Capitola, with a small portion in the County

***Project is a probable repair or CIPP project to correct a condition deficiency*

Table 6-6: Baseline Repair and Replacement Project Cost Estimate Summary (Within City of Capitola)

Priority	Project	Pipe Length (ft)	Estimated Cost
High	38th Avenue (Railroad to Star Lane) Replacement	1,020	$3,100,000
Low	41st Avenue Repair/CIPP (at Capitola Mall)**	85	$40,000
	TOTAL:	**1,105**	**$3,140,000**

**Project has alternatives summarized in Table 6-6*
***Project is a probable repair or CIPP project to correct a condition deficiency*

Alternatives to Noble Creek, 34th Avenue Ditch, and 38th Avenue area projects are summarized in Table 6-6.

Table 6-7: Alternative Project Cost Estimate Summary

Priority	Project	Pipe Length (ft)	Estimated Cost
High (City of Capitola)	Noble Downstream (Alternative 1 – Gravity Alignment Alternative)	2,750	$13,010,000
	Noble Downstream (Alternative 2 – 600 cfs Pump Station)	1,560	$32,000,000
High (Zone 5)	Portola-30th (34th Avenue Ditch Alternative)	1,250	$1,250,000
	38th Ave Downstream (Portola Downstream of 38th Alternative)	1,515	$8,920,000
Moderate (City of Capitola)	38th Ave Upstream (Brommer Basin to Portola Alternative)	400	$3,005,000

More detailed estimates for each project are provided in Appendix A. Further detail, by pipe, is provided in Appendix B. Finally, project-specific data sheets with finer scale mapping are provided in Appendix C for high priority capital projects.

7 Operation and Maintenance

7.1 Introduction

Santa Cruz County (County) is responsible for a storm drain network consisting of facilities along more than 600 miles of County roads. Municipalities within the County include the Cities of Santa Cruz, Scotts Valley, Watsonville, and Capitola. Each city has additional storm drain facilities they are responsible for operating and maintaining. To manage such a large system, the County has established four drainage or flood control zones (Zones 5 – 8) based on defined watersheds associated with urban areas.

The Zones also define the boundaries for O&M activities. Maintenance resources across the County include five crews made up of more than three dozen maintenance staff, three maintenance yards, and various equipment and tools. In addition, each municipality has its respective maintenance resources.

Flood Control Zone 5 includes the urban area encompassing Capitola to the east, Soquel to the north, and Live Oak to the west. The O&M Plan developed for Zone 5 (Appendix D) consists of five critical components.

1. Program Management – Overviews the O&M program, identifies roles and responsibilities, and documents equipment, software, and applications.

2. Asset Inventory – Defines the spatial location and attribute information for the storm drain assets (junctions and conveyances) in the system. Key information includes the horizontal and vertical spatial location, asset type, material, dimensions, maintenance condition, and invert elevations.

3. Analysis and Forecasting – Describes the process of identifying the annual O&M priorities. These priorities help identify storm drain assets that require a work program action during the year. This section presents the queries necessary to identify which assets are inspected, inspection timing and frequency, as well as the O&M cost estimates.

4. Work Program Actions – Describes the procedures, equipment, and methodologies used to implement the O&M program (e.g., visual, emergency, or closed-circuit television [CCTV] inspections; maintenance; repairs or replacements; and capital improvements).

5. Tracking and Reporting – Describes the various elements of the Lucity asset management software and the use of GIS software to navigate to asset locations, tracks inspection and maintenance activities, and reports various analytics to forecast short-term and long-term needs.

The O&M Plan is one element of the Zone 5 SDMP and establishes a formal program for O&M activities.

7.2 Recommendations

Santa Cruz County, Zone 5, and the City desire a storm drain O&M program that is proactive, supports a functional storm drain system at the desired level of service, and allows the flexibility to reallocate O&M resources as conditions change. To achieve these goals, the O&M Plan recommends the following enhancements to the existing O&M program:

- **Asset Inventory** – Improve the accuracy and completeness of the storm drain asset inventory by conducting field verifications of spatial and attribute data. The current asset inventory has various inconsistencies and redundancies that should be addressed to improve the accuracy and completeness of the data.

- **Analysis and Forecasting** – Implement a proactive O&M program based on the inspection, maintenance, and repair procedures recommended in the O&M Plan. See the *O&M Standard Operating Procedures – Proposed* table in the O&M Plan in Appendix D.

  Implement regular CCTV inspections of the storm drain system. While it is unnecessary to conduct a CCTV inspection on every linear foot of storm drain pipe, up to 5,000 linear feet of pipe each year should be inspected, focusing on priority storm drain pipes. These CCTV inspections will provide critical pipe condition information and allow the County, Zone 5, or the City, to proactively address identified issues before they become major problems.

- **Work Program Actions** – The *O&M Standard Operating Procedures – Existing and Proposed* tables present guidelines for inspections, maintenance, and repairs, including documenting the type, frequency, season, and overall process for completing work program actions. This table should not take the place of developing a comprehensive Standard Operating Procedures Manual, which would benefit existing and new O&M staff.

- **Tracking and Reporting** – Consider implementing robust tracking analytics to determine how O&M work program actions change over time to further optimize the O&M program.

- **O&M Plan Linkage to Lucity** – The final enhancement to the County's O&M program will be to link the above recommendations to the Lucity asset management system. Because Lucity is the overarching framework within which the County manages the Zone 5 storm drain system, any changes to the O&M program must be tied back to Lucity. Asset inventory updates, changes to inspection or repair frequencies, CCTV inspections, tracking or reporting changes must all be linked back to the Lucity system.

8 Funding

8.1 Overview

This chapter presents the funding strategies and their implications that are available to the County, Zone 5, and City of Capitola to fund capital improvement projects and maintenance program recommendations within this SDMP. This chapter presents a high-level overview of financial options. The project team is also working on a more detailed funding and financial plan that will use information within this SDMP.

This chapter has been prepared following a “revenue requirements” analytical methodology common to financial analyses underlying most utility rates and charges imposed by traditional utilities, similar to the sanitary sewer systems.

While California law does not enable municipalities to impose “utility rates” for stormwater management services, the storm drain system shares similarities to traditional utilities and will likely require a primary, dedicated revenue source akin to rates.

The SDMP includes long-term capital financing requirements to fund equipment, infrastructure, problem-spot maintenance projects, and ongoing operations, maintenance, administration, and regulatory obligations to fund.

Properly managing the program may also require establishing reserves and using debt financing. Therefore, the following analyses have been prepared:

- Evaluation of financing strategies for the CIP;
- Projected debt proceeds and debt service payments;
- Analysis of cash and reserve requirements; and
- Determination of net annual revenue requirements for the program.

8.2 Program Costs

Implementation costs for this SDMP fall under four program elements:

- Program Management/Coordination
- Capital Investments
- Operations and Maintenance
- NPDES Permit Compliance

Several tasks have been evaluated under each of these four major elements to determine funding requirements for a successful stormwater program. Capital investment costs are informed by technical analysis presented in earlier chapters of this document.

A detailed, annualized future cost analysis was performed for Zone 5, the County, and the City of Capitola individually, as well as a combined program cost. Costs associated with the four major program elements are summarized in Table 8-1. Each element as a proportion of total costs is shown in Figure 8-1 for the entire regional system SDMP, and in Figure 8-2 for Zone 5 and Capitola individually.

Table 8-1: Annual Stormwater Program Cost (2023 Dollars, Rounded to Nearest $1,000)

Program Element	City	County	Zone 5 Total
Program Management/Coordination	$145,000	$114,000	$259,000
Capital Investments	$986,000	$1,392,000	$2,378,000
Operations & Maintenance	$143,000	$1,994,000	$2,137,000
NPDES Permit Compliance	$66,000	$963,000	$1,029,000
Total:	**$1,340,000**	**$4,463,000**	**$5,803,000**

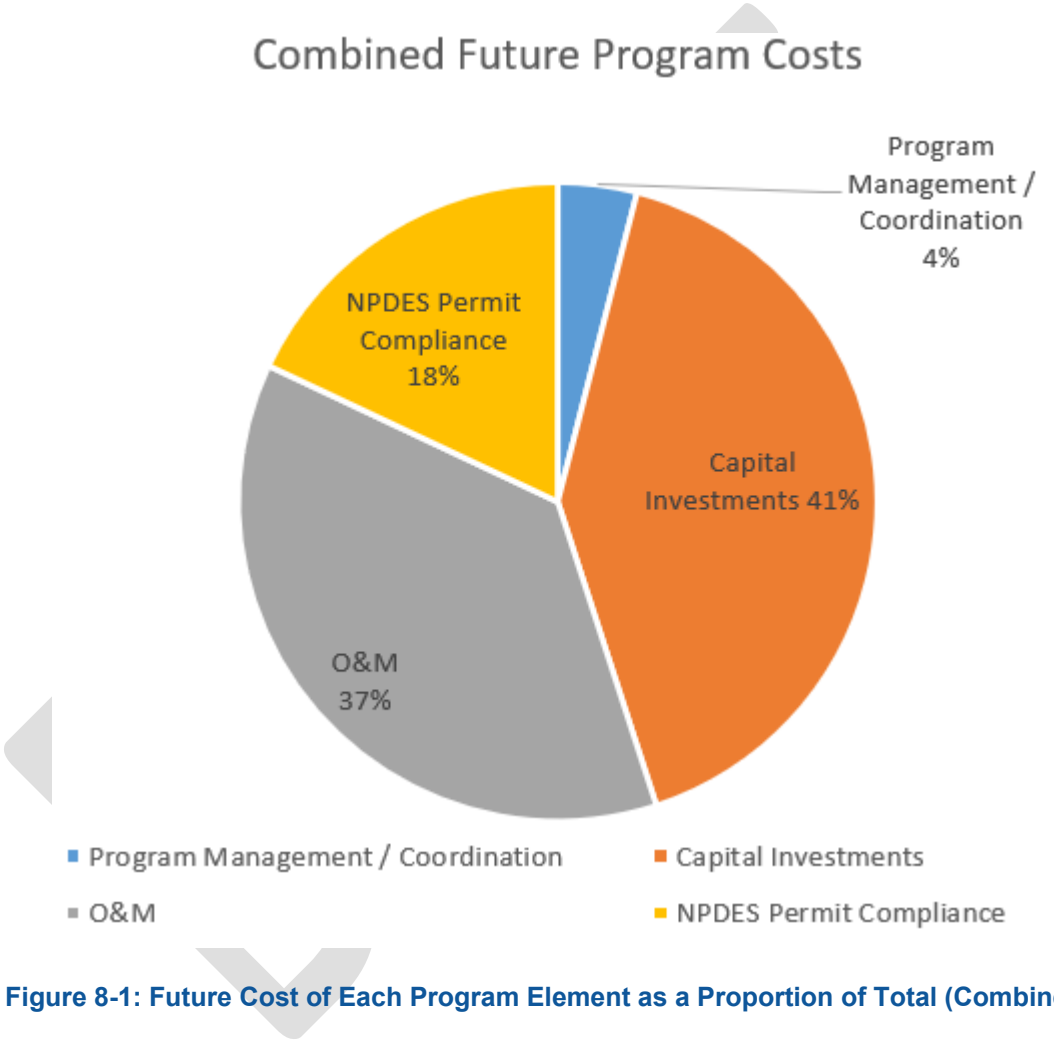


Figure 8-1: Future Cost of Each Program Element as a Proportion of Total (Combined)

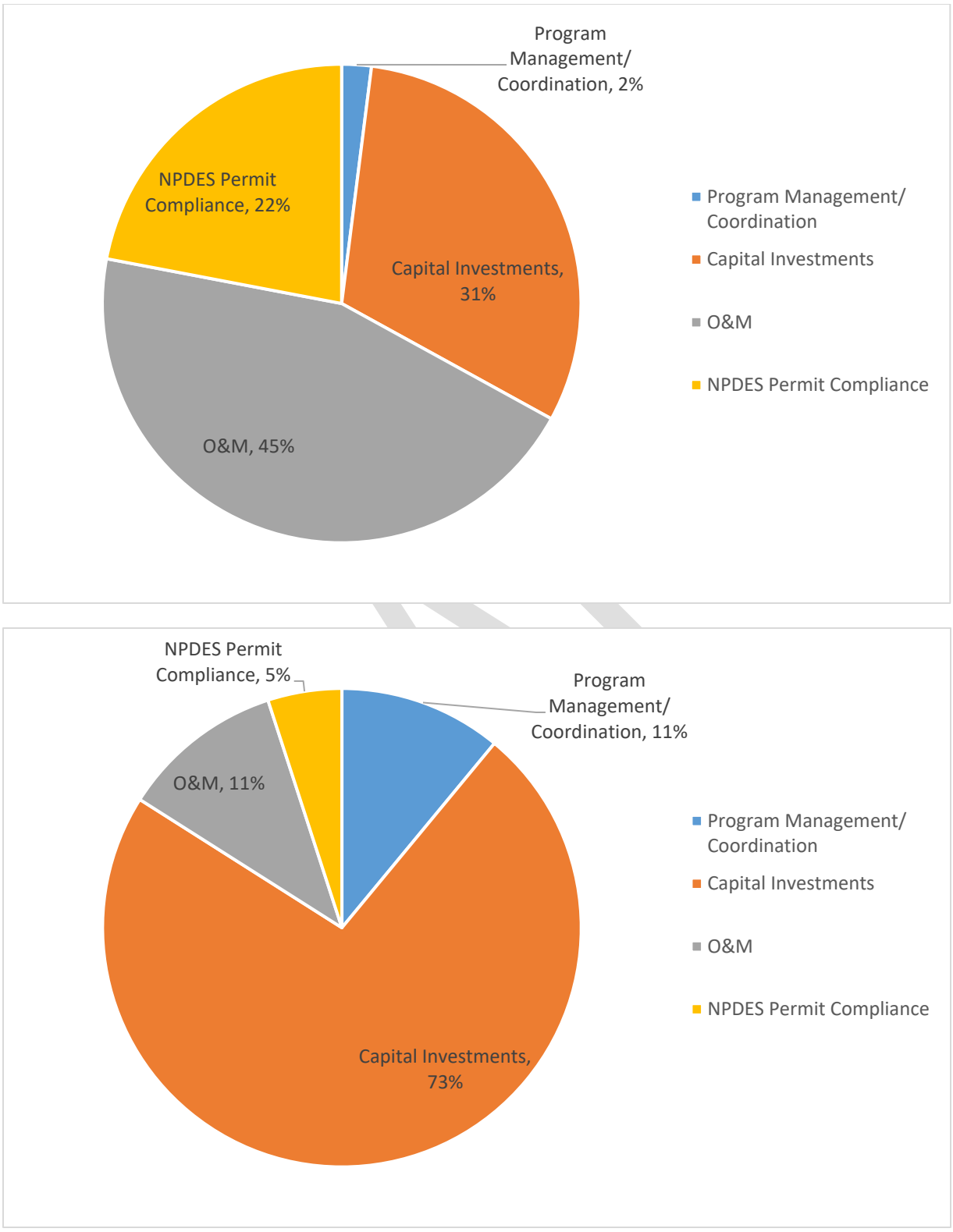


Figure 8-2: Future Cost of Each Program Element as a Proportion of Total for Zone 5 (Top) and City of Capitola (Bottom)

8.3 Potential Revenue Sources

In establishing a dedicated revenue stream for the SDMP, the County, Zone 5, or City may want to pursue a property-related fee or a special tax. The political feasibility of these mechanisms will likely be critical factors in determining which one the County, Zone 5, or City implements.

8.3.1 Property-Related Fee

A property-related fee is a fee for service attributable to the parcel being charged. A fee for stormwater services may be levied upon the County tax roll and is imposed as an incident of property ownership. As such, it would be subject to the substantive and procedural requirements of California Constitution Article XIII D (known commonly by its enacting ballot measure: Proposition 218).

Following a noticed Public Hearing (assuming lack of written protests being filed by a majority of property owners), the fee must be submitted and approved by a majority vote of the property owners or by a two-thirds vote of the electorate. The amount charged to each parcel must be proportional to the cost of service attributable to that parcel. Due to this proportionality requirement, the costs attributable to public parcels should be paid by City and County revenues (e.g., General Fund appropriation) or by individual County and City departments.

For a property owner election, each parcel generally receives one ballot, and each ballot has one vote regardless of the potential levy amount. In one-parcel-per-vote elections, a large commercial parcel with a calculated levy that is an order of magnitude greater than that of a smaller parcel would have the same, single vote as the smaller parcel, unless some form of weighted voting system is implemented.

The revenue stream from a property-related fee may be used for capital, annual operating, and maintenance costs. This revenue stream could also be pledged as credit support for a revenue bond issued to fund major capital improvements.

8.3.2 Special Tax

A Community Facilities District (CFD) can be formed pursuant to the Mello-Roos Community Facilities Act of 1982. A CFD can fund capital projects as well as ongoing maintenance. Bonds would be issued to pay for capital costs secured by a special tax levy. The same CFD can also fund ongoing maintenance costs through a special tax levy.

There is great flexibility in both the geographic area to be levied and the formula by which to levy when using a CFD. A CFD may include non-contiguous geographic areas. There is no requirement that the special tax is apportioned based on the benefit to any property. Property owned by a public entity is generally exempt from the CFD special tax, ensuring no lingering obligation of other City revenues.

Successful creation of a CFD requires the approval of two-thirds of the registered voters voting in an election. With a voter election, each voter has one vote, regardless of their weighted share of the proposed special tax levy. In a landowner election, the vote is one vote per acre or portion thereof, however landowner elections are only allowed in instances when there are 12 or fewer registered voters in the boundary of the CFD.

Another type of special tax, typically referred to as a Parcel Tax, may be approved pursuant to Government Code Section 50075 and following. The Parcel Tax may fund ongoing maintenance costs and all or a portion of the Parcel Tax revenue may be pledged as credit support for a revenue bond to fund major capital improvements. Like the CFD, the Parcel Tax must be approved by two-thirds of the registered voters voting in an election. With a voter election, each voter has one vote, regardless of their weighted share of the proposed special tax levy.

The Parcel Tax does not require the recordation of either a Boundary Map or Notice of Special Tax Lien, which are requirements of the CFD. Depending on which entity forms the Parcel Tax, "uniformity" requirements may apply, which limit the flexibility in the structure of the tax.

8.4 Other Sources of Revenue

Although the revenue strategy introduced in this chapter has estimated the full cost to property owners of funding the entire SDMP, there are at least two other additional revenue sources that, if justifiable and collectible on a substantive scale, would reduce that final levy amount needed from the community, or in other words, the total revenue requirement.

The chief benefit of examining the viability of these revenue sources is that both may be approved by consensus of the County, Zone 5, and City alone after proper public noticing and public hearing processes.

8.4.1 Development Impact Fees

A development impact fee is a one-time fee imposed as a condition of approval on new development, infill, or redevelopment that creates new, unmitigated impermeable surface area. Development impact fees are authorized by Government Code 66000 et seq., created by the Mitigation Fee Act, and commonly referred to as "AB 1600" fees.

A development impact fee may be justifiable for the SDMP under one of two conditions:

- The County, Zone 5, or City has previously invested in drainage infrastructure which has remaining value and is available and/or sized to meet impacts caused by future development/redevelopment.
- The capital and maintenance projects documented in this SDMP are sized to meet stormwater-related impacts caused by future development/redevelopment and not just the demands of existing development.

An impact fee may be based on 1) a "buy-in" to existing infrastructure or 2) the "incremental" costs of new facilities necessary to serve new development that will create additional impermeable surface areas. A combination of these two impact fees may also be used to repay existing customers for historical capital investments. However, they cannot be used to fund operating or maintenance costs, which must be met through the SDMP's annual fees.

8.4.2 Regulatory Fees

Regulatory fees are imposed to recover costs associated with the City and County's respective constitutional and statutory power to govern activities, such as development and construction. For example, within the stormwater program, the County, Zone 5, or City provides services/activities which may be eligible for recovery in a regulatory fee. These services/activities may include:

- Plan review and site inspection of development/construction that must meet stormwater program regulations. (A common area for stormwater program activity is grading and drainage permitting/oversight.)
- Review of maintenance plans for, and periodic site inspection of, onsite stormwater management/mitigation facilities.
- Inspection of properties documented under the municipal permit as high-pollution risk operations requiring onsite management and/or facilities to mitigate risk to the environment and public rights-of-way.

The statutory limit in imposing these fees is that they may not exceed the estimated reasonable cost of service. Most regulatory fees like these have historically been implemented by consensus of the County, Zone 5, or City alone. Data used to justify fee amounts must be prepared and made available to the public in advance of the public hearing.

8.4.3 Benefit-Assessment District

A benefit-assessment district assigns project costs in direct proportion to the benefits received. Benefit assessment districts are often formed for specific projects within a specific watershed. The only properties assessed are those that directly benefit from the projects and in direct proportion to that benefit.

8.4.4 Grants

There are grant opportunities for stormwater, flood control and climate adaptation projects in California. These grants are competitive and require a good deal of effort to secure. If the County, Zone 5, or City wishes to pursue grant opportunities, it is recommended they secure a grant writer or dedicate significant staff time to the application process.

8.5 Summary

This SDMP presents capital improvement projects and a maintenance program that exceed the County, Zone 5, and City current funding sources. Consultants NCE and NBS are working on refining and providing more details on what the options presented above would look like specific to the County, Zone 5, and the City. The issues faced in Zone 5 are not unique since most municipalities within California are facing budget shortfalls when it comes to funding storm drain infrastructure. Most California municipalities lack sufficient financial resources to adequately maintain, repair, and upgrade aging storm drainage infrastructure.

Appendix A

CIP Construction Project Cost Summary Tables

Table A-1: Detailed Capacity Project Cost Summary

	PROJECT	PRIORITY	QUANTITIES			PROJECT SUBTOTALS					OTHER COSTS					PROJECT TOTAL
			Pipe Length (LF)	Pipe Count	# of Outfalls	Ave Unit Cost (LF)	Pipe/Demo Subtotal	Structure Subtotal	Outfall Cost	Project Subtotal	Traffic Control	Mobilization	Contingency	Design/ Engineering	Special Costs	
1	17th - Capitola to Kinsley	High	2,341	9	0	$508	$1,300,000	$160,000	$-	$1,470,000	$70,000	$150,000	$590,000	$460,000	$-	***$2,740,000***
2	34th Ave Ditch Improvements	High	399	3	0	$2,117	$760,000	$90,000	$-	$850,000	$40,000	$90,000	$340,000	$260,000	$800,000	***$2,380,000***
2A	*Portola-30th*	*High*	*1,250*	*2*	*0*	*$490*	*$610,000*	*$50,000*	*$-*	*$670,000*	*$30,000*	*$70,000*	*$270,000*	*$210,000*	*$-*	***$1,250,000***
3	Portola Downstream of 38th	High	1,494	6	0	$670	$1,110,000	$110,000	$-	$1,230,000	$60,000	$120,000	$490,000	$380,000	$-	***$2,280,000***
3A	*38th Ave Downstream*	High	*1,515*	*11*	*0*	*$2,010*	*$3,190,000*	*$140,000*	*$-*	*$3,340,000*	*$170,000*	*$330,000*	*$1,340,000*	*$1,040,000*	*$2,700,000*	***$8,920,000***
4	Noble Downstream (Alt 1)	High	1,515	7	1	$2,617	$4,300,000	$280,000	$100,000	$4,680,000	230,000	$470,000	$1,870,000	$1,450,000	$3,000,000	***$11,700,000***
4A	*Noble Downstream (Alt 2)*	*High*	*2,748*	*8*	*1*	*$2,351*	*$6,600,000*	*$290,000*	*$100,000*	*$6,990,000*	*350,000*	*$700,000*	*$2,800,000*	*$2,170,000*	*$-*	***$13,010,000***
4B	*Noble Downstream (Alt 3)*	*High*	*1,550*	*6*	*1*	*$2,415*	*$3,960,000*	*$240,000*	*$100,000*	*$4,300,000*	*220,000*	*$430,000*	*$1,720,000*	*$1,330,000*	*$24,00,000*	***$32,000,000***
5	Soquel Ave to Rodeo Creek Gulch	High	1,340	1	0	$570	$760,000	$50,000	$100,000	$920,000	$40,000	$80,000	$330,000	$250,000	$-	***$1,720,000***
6	38th Ave - Brommer Pond to Portola	Moderate	2,115	1	0	$490	$1,040,000	$90,000	$-	$1,130,000	$60,000	$110,000	$450,000	$350,000	$500,000	***$2,600,000***
6A	*38th Ave Upstream*	Moderate	*395*	*7*	*0*	*$1,670*	*$700,000*	*$180,000*	*$-*	*$880,000*	*$40,000*	*$90,000*	*$350,000*	*$270,000*	*$1,375,000*	***$3,005,000***
7	Noble Upstream	Moderate	658	3	0	$2,760	$1,720,000	$140,000	$-	$1,860,000	$90,000	$190,000	$740,000	$580,000	$-	***$3,460,000***
8	Winkle Farm	Moderate	64	1	0	$570	$40,000	$20,000	$-	$60,000	$-	$10,000	$20,000	$20,000	$-	***$110,000***
9	Brommer at 30th	Low	161	1	0	$410	$70,000	$20,000	$-	$90,000	$-	$10,000	$40,000	$30,000	$-	***$170,000***
10	Chanticleer	Low	1,097	5	0	$570	$700,000	$90,000	$-	$790,000	$40,000	$80,000	$320,000	$250,000	$-	***$1,480,000***
11	Soquel at 17th	Low	961	8	1	$2,675	$2,530,000	$290,000	$100,000	$2,920,000	$150,000	$290,000	$1,170,000	$910,000	$120,000	***$5,560,000***

Table A-2: Detailed Repair and Replacement (RR) Project Cost Summary

	PROJECT	PRIORITY	QUANTITIES			PROJECT SUBTOTALS					OTHER COSTS					PROJECT TOTAL
			Pipe Length (LF)	Pipe Count	# of Outfalls	Ave Unit Cost (LF)	Pipe/Demo Subtotal	Structure Subtotal	Outfall Cost	Project Subtotal	Traffic Control	Mobilization	Contingency	Design/ Engineering	Special Costs	
RR1	38th Avenue	High	1,019	8	0	$1,050	$1,220,000	$170,000	$-	$1,390,000	$70,000	$140,000	$560,000	$430,000	$510,000	$3,100,000
RR2	26th Avenue	Moderate	464	2	0	$200	$110,000	$30,000	$-	$140,000	$10,000	$10,000	$60,000	$40,000	$-	$260,000
RR3	Leona Culvert	Moderate	185	1	0	$1,520	$300,000	$-	$-	$300,000	$20,000	$30,000	$120,000	$90,000	$90,000	$650,000
RR4	Webster	Moderate	116	1	0	$850	$110,000	$20,000	$-	$130,000	$10,000	$10,000	$50,000	$40,000	$-	$240,000
RR5	17th Ave Repair	Low	337	1	0	$375	$130,000	$-	$-	$130,000	$10,000	$10,000	$50,000	$40,000	$-	$240,000
RR6	41st Ave Repair/CIPP	Low	86	1	0	$275	$20,000	$-	$-	$20,000	$-	$-	$10,000	$10,000	$-	$40,000
RR7	Soquel CIPP	Low	155	1	0	$235	$40,000	$-	$-	$40,000	$-	$-	$20,000	$10,000	$-	$70,000

Appendix B

CIP Project Detail Tables

Table B-1: Detailed Capacity Capital Project Summary (by Pipe)

PIPE ID	PROJECT	PRIORITY	QUANTITIES			PIPE/DEMO SUBTOTALS				
			Pipe Length (LF)	Ex. Size	Imp. Size	Unit Cost - Demo (Per LF)	Unit Cost – Pipe (Per LF)	Demo/ New Pipe Subtotal	Manhole/ Structure Subtotal	Project Subtotal
Z5_PIPE_1885	17th - Capitola to Kinsley	High	80	30	42	$60	$570	$50,600	$18,300	$68,900
Z5_PIPE_1270	17th - Capitola to Kinsley	High	442	30	42	$60	$570	$278,500	$18,300	$296,800
Z5_PIPE_1326	17th - Capitola to Kinsley	High	43	18	30	$40	$410	$19,500	$17,500	$37,000
Z5_PIPE_4578	17th - Capitola to Kinsley	High	94	30	42	$60	$570	$59,000	$18,300	$77,300
Z5_PIPE_1893	17th - Capitola to Kinsley	High	415	30	42	$60	$570	$261,200	$18,300	$279,500
Z5_PIPE_1896	17th - Capitola to Kinsley	High	281	18	36	$40	$490	$149,100	$17,900	$167,000
Z5_PIPE_1897	17th - Capitola to Kinsley	High	304	18	42	$40	$570	$185,200	$18,300	$203,600
Z5_PIPE_1900	17th - Capitola to Kinsley	High	305	12	30	$30	$410	$134,100	$17,500	$151,600
Z5_PIPE_1903	17th - Capitola to Kinsley	High	377	12	30	$30	$410	$166,000	$17,500	$183,500
Z5_PIPE_1882	34th Ave Ditch Improvements	High	33	57 x 84	60 x 120	$150	$3,010	$103,000	$39,000	$141,900
Z5_PIPE_2055	34th Ave Ditch Improvements	High	306	72	84	$120	$1,670	$546,900	$26,100	$573,000
Z5_PIPE_2696	34th Ave Ditch Improvements	High	61	72	84	$120	$1,670	$109,000	$26,100	$135,100
PORTOLA-30th_1*	Portola-30th	High	350		36	$-	$490	$171,500	$17,900	$189,400
PORTOLA-30th_2*	Portola-30th	High	900		36	$-	$490	$441,000	$35,800	$476,800
Z5_PIPE_2293	Portola Downstream of 38th	High	74	42	48	$75	$670	$55,200	$18,600	$73,800
Z5_PIPE_2305	Portola Downstream of 38th	High	45	36	48	$70	$670	$33,000	$18,600	$51,600
Z5_PIPE_2306	Portola Downstream of 38th	High	274	36 x 24	48	$80	$670	$205,500	$18,600	$224,200
Z5_PIPE_2307	Portola Downstream of 38th	High	300	42	48	$75	$670	$223,300	$18,600	$241,800
Z5_PIPE_2308	Portola Downstream of 38th	High	347	42	48	$75	$670	$258,500	$18,600	$277,100
Z5_PIPE_2312	Portola Downstream of 38th	High	455	42	48	$75	$670	$338,900	$18,600	$357,500

PIPE ID	PROJECT	PRIORITY	QUANTITIES			PIPE/DEMO SUBTOTALS				
			Pipe Length (LF)	Ex. Size	Imp. Size	Unit Cost - Demo (Per LF)	Unit Cost – Pipe (Per LF)	Demo/ New Pipe Subtotal	Manhole/ Structure Subtotal	Project Subtotal
Z5_PIPE_498	38th Ave Downstream	High	157	44x72	48x144	$80	$2,010	$328,700	$28,700	$357,400
Z5_PIPE_3107	38th Ave Downstream	High	367	44x72	48x144	$80	$2,010	$767,300	$28,700	$796,000
Z5_PIPE_5549	38th Ave Downstream	High	49	66	48x144	$100	$2,010	$103,400	$-	$103,400
Z5_PIPE_5550	38th Ave Downstream	High	34	66	48x144	$100	$2,010	$70,900	$-	$70,900
Z5_PIPE_5554	38th Ave Downstream	High	69	44x72	48x144	$80	$2,010	$145,100	$-	$145,100
Z5_PIPE_5555	38th Ave Downstream	High	87	44x72	48x144	$80	$2,010	$182,300	$-	$182,300
Z5_PIPE_5556	38th Ave Downstream	High	86	44x72	48x144	$80	$2,010	$179,100	$28,700	$207,800
Z5_PIPE_417	38th Ave Downstream	High	69	72	48x144	$120	$2,010	$146,200	$-	$146,200
Z5_PIPE_497	38th Ave Downstream	High	91	44x72	48x144	$80	$2,010	$189,400	$-	$189,400
Z5_PIPE_2319	38th Ave Downstream	High	222	48x96	48x144	$150	$2,010	$478,700	$28,700	$507,400
Z5_PIPE_2558	38th Ave Downstream	High	285	66	48x144	$100	$2,010	$601,000	$28,700	$629,700
Z5_PIPE_5438	Noble Downstream (Alt 1)	High	213	70	72 x 96	$100	$2,510	$557,200	$33,900	$591,100
Z5_PIPE_5439	Noble Downstream (Alt 1)	High	51	45 x 72	72 x 96	$120	$2,510	$134,900	$33,900	$168,700
Z5_PIPE_5429_1	Noble Downstream (Alt 1)	High	564	72	96 x 120	$120	$3,010	$1,766,600	$78,000	$1,844,600
PIPE0003	Noble Downstream (Alt 1)	High	259	48 x 72	72 x 96	$120	$2,510	$680,200	$33,900	$714,100
Z5_PIPE_5429_2	Noble Downstream (Alt 1)	High	163	72	96 x 96	$120	$2,760	$468,200	$36,500	$504,700
Z5_PIPE_5438	Noble Downstream (Alt 1)	High	213	70	72 x 96	$100	$2,510	$557,200	$33,900	$591,100
Z5_PIPE_5439	Noble Downstream (Alt 1)	High	51	45 x 72	72 x 96	$120	$2,510	$134,900	$33,900	$168,700
Z5_PIPE_5429_1	Noble Downstream (Alt 2)	High	464	72	96 x 120	$120	$3,010	$1,453,600	$39,000	$1,492,600
PIPE0003	Noble Downstream (Alt 2)	High	259	48 x 72	72 x 96	$120	$2,510	$680,200	$33,900	$714,100
Z5_PIPE_5429_2	Noble Downstream (Alt 2)	High	163	72	96 x 96	$120	$2,760	$468,200	$36,500	$504,700

PIPE ID	PROJECT	PRIORITY	QUANTITIES			PIPE/DEMO SUBTOTALS				
			Pipe Length (LF)	Ex. Size	Imp. Size	Unit Cost - Demo (Per LF)	Unit Cost – Pipe (Per LF)	Demo/ New Pipe Subtotal	Manhole/ Structure Subtotal	Project Subtotal
Z5_PIPE_5429_3	Noble Downstream (Alt 2)	High	493	72	96 x 120	$120	$3,010	$1,544,100	$39,000	$1,583,100
Z5_PIPE_5429	Noble Downstream (Alt 2)	High	179	72	72 x 96	$120	$2,510	$470,900	$33,900	$504,800
NOBLE-DS_1*	Noble Downstream (Alt 2)	High	350		84	$-	$1,670	$584,500	$26,100	$610,600
NOBLE-DS_2*	Noble Downstream (Alt 2)	High	530		84	$-	$1,670	$885,100	$52,200	$937,300
NOBLE-DS_3*	Noble Downstream (Alt 2)	High	310		84	$-	$1,670	$517,700	$26,100	$543,800
Z5_PIPE_2870	Noble Downstream (Alt 3)	High	213	70	72 x 96	$100	$2,510	$557,200	$33,900	$591,100
Z5_PIPE_2891	Noble Downstream (Alt 3)	High	51	45 x 72	72 x 96	$120	$2,510	$134,900	$33,900	$168,700
Z5_PIPE_2892	Noble Downstream (Alt 3)	High	564	72	96 x 120	$120	$3,010	$1,766,60	$78,000	$1,844,600
PIPE0002	Noble Downstream (Alt 3)	High	259	48 x 72	72 x 96	$120	$2,510	$680,200	$33,900	$714,100
Z5_PIPE_1477_1859	Noble Downstream (Alt 3)	High	163	72	96 x 96	$120	$2,760	$468,200	$36,500	$504,700
Z5_PIPE_2870	Noble Downstream (Alt 3)	High	300		72	$-	$1,190	$357,000	$22,900	$379,900
CIPCOND_2*	Soquel Ave to Rodeo Creek Gulch	High	1,340		42	$-	$570	$763,900	$54,900	$818,800
PROPCOND_2*	38th Ave - Brommer Pond to Portola	Moderate	2,115		36	$-	$490	$1,036,300	$89,500	$1,125,800
Z5_PIPE_5557	38th Ave Upstream	Moderate	74	54	48x96	$85	$1,670	$130,300	$26,100	$156,400
Z5_PIPE_5558	38th Ave Upstream	Moderate	87	44x72	48x96	$80	$1,670	$153,100	$26,100	$179,200
Z5_PIPE_5563	38th Ave Upstream	Moderate	38	24x72	36x120	$80	$1,670	$65,900	$26,100	$92,000
Z5_PIPE_3106	38th Ave Upstream	Moderate	46	60	48x96	$95	$1,670	$81,700	$26,100	$107,800
Z5_PIPE_3059	38th Ave Upstream	Moderate	35	24x72	36x120	$80	$1,670	$61,600	$26,100	$87,700
CUL0006	38th Ave Upstream	Moderate	27	65x60	60x72	$120	$1,670	$47,500	$26,100	$73,600
BLUE_AND_GOLD_MHP_DITCH_1	38th Ave Upstream	Moderate	88	65x60	60x72	$120	$1,670	$156,800	$26,100	$182,900
CUL0007	Noble Upstream	Moderate	65	48	48 x 120	$80	$2,760	$183,300	$36,500	$219,700

PIPE ID	PROJECT	PRIORITY	QUANTITIES			PIPE/DEMO SUBTOTALS				
			Pipe Length (LF)	Ex. Size	Imp. Size	Unit Cost - Demo (Per LF)	Unit Cost – Pipe (Per LF)	Demo/ New Pipe Subtotal	Manhole/ Structure Subtotal	Project Subtotal
CUL0002	Noble Upstream	Moderate	79	72	72 x 120	$120	$3,010	$247,100	$39,000	$286,100
NOBLE_GULCH_2*	Noble Upstream	Moderate	514		72 x 96	$-	$2,510	$1,290,700	$67,800	$1,358,500
Z5_PIPE_3355	Winkle Farm	Moderate	64	30	42	$60	$570	$40,100	$18,300	$58,400
Z5_PIPE_2424	Brommer at 30th	Low	161	18	30	$40	$410	$72,600	$17,500	$90,100
Z5_PIPE_5610	Chanticleer	Low	138	36	42	$70	$570	$88,400	$18,300	$106,700
Z5_PIPE_1594	Chanticleer	Low	312	36	42	$70	$570	$199,900	$18,300	$218,100
Z5_PIPE_1595	Chanticleer	Low	88	36	42	$70	$570	$56,600	$18,300	$74,900
Z5_PIPE_1864	Chanticleer	Low	168	36	42	$70	$570	$107,400	$18,300	$125,700
Z5_PIPE_1873	Chanticleer	Low	391	36	42	$70	$570	$250,200	$18,300	$268,400
Z5_PIPE_3314	Soquel at 17th	Low	228	54	60 x 120	$85	$3,010	$705,400	$39,000	$744,400
Z5_PIPE_5636	Soquel at 17th	Low	35	54	60 x 120	$85	$3,010	$108,400	$39,000	$147,400
Z5_PIPE_1859	Soquel at 17th	Low	158	72	84	$120	$1,670	$283,500	$26,100	$309,600
Z5_PIPE_2870	Soquel at 17th	Low	38	54	60 x 120	$85	$3,010	$119,200	$39,000	$158,100
Z5_PIPE_2891	Soquel at 17th	Low	50	54	60 x 120	$85	$3,010	$155,400	$39,000	$194,400
Z5_PIPE_2892	Soquel at 17th	Low	209	54	60 x 120	$85	$3,010	$646,500	$39,000	$685,500
PIPE0002	Soquel at 17th	Low	63	54	60 x 120	$85	$3,010	$194,400	$39,000	$233,400
Z5_PIPE_1477_1859	Soquel at 17th	Low	179	72	84	$120	$1,670	$320,800	$26,100	$346,900

**Denotes new pipe added to system, rather than upsizing of existing pipe with an existing ID*

Table B-2: Detailed Repair and Replacement Capital Project Summary (by Pipe)

PIPE ID	PROJECT	PRIORITY	QUANTITIES			PIPE/DEMO SUBTOTALS				
			Pipe Length (LF)	Ex. Size	Imp. Size	Unit Cost - Demo (Per LF)	Unit Cost – Pipe (Per LF)	Demo/ New Pipe Subtotal	Manhole/ Structure Subtotal	Project Subtotal
Z5_PIPE_498	38th Ave (Railroad to Star Lane)	High	157	72	72	$120	$1,150	$199,700	$18,300	$22,200
Z5_PIPE_3107	38th Ave (Railroad to Star Lane)	High	367	72	72	$120	$1,150	$466,300	$18,300	$22,200
Z5_PIPE_5554	38th Ave (Railroad to Star Lane)	High	69	72	72	$120	$1,150	$88,200	$17,500	$22,200
Z5_PIPE_5555	38th Ave (Railroad to Star Lane)	High	87	72	72	$120	$1,150	$110,700	$18,300	$22,200
Z5_PIPE_5556	38th Ave (Railroad to Star Lane)	High	86	72	72	$120	$1,150	$108,800	$18,300	$22,200
Z5_PIPE_5557	38th Ave (Railroad to Star Lane)	High	74	54	54	$85	$750	$62,000	$17,900	$19,500
Z5_PIPE_5558	38th Ave (Railroad to Star Lane)	High	87	72	72	$120	$1,150	$111,100	$18,300	$22,200
Z5_PIPE_497	38th Ave (Railroad to Star Lane)	High	91	54	54	$85	$750	$75,700	$17,500	$19,500
Z5_PIPE_15001	Webster St near Pinewood	Moderate	116	60	60	$95	$850	$110,000	$26,100	$19,900
Z5_PIPE_898	26th Avenue (East Cliff to Outfall)	Moderate	137	12	12	$30	$200	$31,600	$17,900	$15,900
Z5_PIPE_898_904	26th Avenue (East Cliff to Outfall)	Moderate	327	12	12	$30	$200	$75,300	$35,800	$15,900
Leona Creek Culvert	Leona Cr. Culvert at Capitola Rd	Moderate	185	66	66	$100	$1,520	$299,700	$18,600	$29,200
Z5_PIPE_5534	Aguazul to Douglas Dr CIPP	Low	155	36	36	$-	$235	$36,500	$17,500	$-
Z5_PIPE_1477B	17th Ave Repair/CIPP	Low	337	54	54	$-	$375	$126,400	$39,000	$-
Z5_PIPE_2392	41st Ave Repair/CIPP	Low	86	42	42	$-	$275	$23,600	$26,100	$-

Appendix C

High Priority CIP Project Detail Sheets

A. Project ID:	**1**	**B. Project Name:**	**17th - Capitola to Kinsley**

C. Project Location: Capacity Improvement along 17th Ave between Capitola Road and Kinsley Street

D. Priority: **High**

E. Type: **Capacity**

G. Description: Upsize pipe on 17th Avenue to mitigate flooding due to undersized pipe between Capitola Road and Kinsley Street/Union Pacific RR

Ex. Size (in)	Replacement Pipe Size (in)	Parallel Pipe Diam (in)	Length (ft)
30	42	36	1,031
18	30	24	43
18	36	33	281
18	42	39	304
12	30	27	682

H. Project-Specific Considerations: N/A

I. Alternatives: Leave existing pipe in place and install new parallel pipe to achieve equivalent capacity

J. Project Location Map:

A. Project ID: 1	B. Project Name:	17th - Capitola to Kinsley
C. Project Location:	Capacity Improvement along 17th Ave between Capitola Road and Kinsley Street	
D. Priority:	High	

E. Project Cost

MAJOR ITEMS	DIAM (in)	AVE DEPTH (ft)	QTY.	UNIT	UNIT COST	COST
BASELINE CONSTRUCTION COST						
Pipe Demo/Disposal						
Z5_PIPE_1885, Z5_PIPE_1270, Z5_PIPE_4578, Z5_PIPE_1893	30	7	1,031	LF	$60	$62,000
Z5_PIPE_1326, Z5_PIPE_1896, Z5_PIPE_1897	18	6	628	LF	$40	$25,000
Z5_PIPE_1900, Z5_PIPE_1903	12	6	682	LF	$30	$20,000
Pipe Construction						
Z5_PIPE_1326, Z5_PIPE_1900, Z5_PIPE_1903	30	6	725	LF	$410	$299,000
Z5_PIPE_1885, Z5_PIPE_1270, Z5_PIPE_4578, Z5_PIPE_1893,	42	7	1,334	LF	$570	$760,000
Z5_PIPE_1896	36	6	281	LF	$490	$140,000
Structures						
Manhole/Catch Basin Connection						$163,000
Outfalls						$0
SUBTOTAL						**$1,470,000**
Mobilization/Demobilization					10%	$150,000
Traffic Control					5%	$70,000
Contingency					40%	$590,000
CONSTRUCTION COST TOTAL						**$2,280,000**
Engineering/Inspection					20%	$460,000
Site-Specific Costs						
ROW Acquisition/Easements						$0
Environmental/Jurisdictional Permitting						$0
CIP TOTAL						**$2,740,000**

**Totals rounded to nearest $10,000*

A. Project ID:	**2**	**B. Project Name:**	**34th Ave Ditch Improvements**
C. Project Location:	Capacity improvements for culverts between Portola and 30th		
D. Priority:	**High**		
E. Type:	**Capacity**		
G. Description:	Upsize existing closed conduit systems (ditches are sufficiently sized) beneath mobile home parks south of Portola and east of 30th Ave		

Ex. Size (in)	Replacement Pipe Size (in)	Parallel Pipe Diam (in)	Length (ft)
57 x 84	60 x 120	120	33
72	84	42	366

H. Project-Specific Considerations: Mobile homes situated atop existing storm drainage infrastructure

I. Alternatives: Install parallel pipe (see Project ID 2A for alternative project alignment within ROW)

J. Project Location Map:

A. Project ID: 2	B. Project Name:	34th Ave Ditch Improvements
C. Project Location:	Capacity improvements for culverts between Portola and 30th	
D. Priority:	High	

E. Project Cost

MAJOR ITEMS	DIAM (in)	AVE DEPTH (ft)	QTY.	UNIT	UNIT COST	COST
BASELINE CONSTRUCTION COST						
Pipe Demo/Disposal						
Z5_PIPE_1882, Z5_PIPE_2055	57 x 84	8	33	LF	$150	$5,000
Z5_PIPE_2055, Z5_PIPE_2696	72	9	366	LF	$120	$44,000
Pipe Construction						
Z5_PIPE_1882, Z5_PIPE_2055	60 x 120	6	33	LF	$3,010	$100,000
Z5_PIPE_2055, Z5_PIPE_2696	84	7	366	LF	$1,670	$610,000
Structures						
Manhole/Catch Basin Connection						$92,000
Outfalls						$0
SUBTOTAL						**$850,000**
Mobilization/Demobilization					10%	$90,000
Traffic Control					5%	$40,000
Contingency					40%	$340,000
CONSTRUCTION COST TOTAL						**$1,320,000**
Engineering/Inspection					20%	$260,000
Site-Specific Costs						
ROW Acquisition/Easements						$800,000
Environmental/Jurisdictional Permitting						$0
CIP TOTAL						**$2,380,000**

**Totals rounded to nearest $10,000*

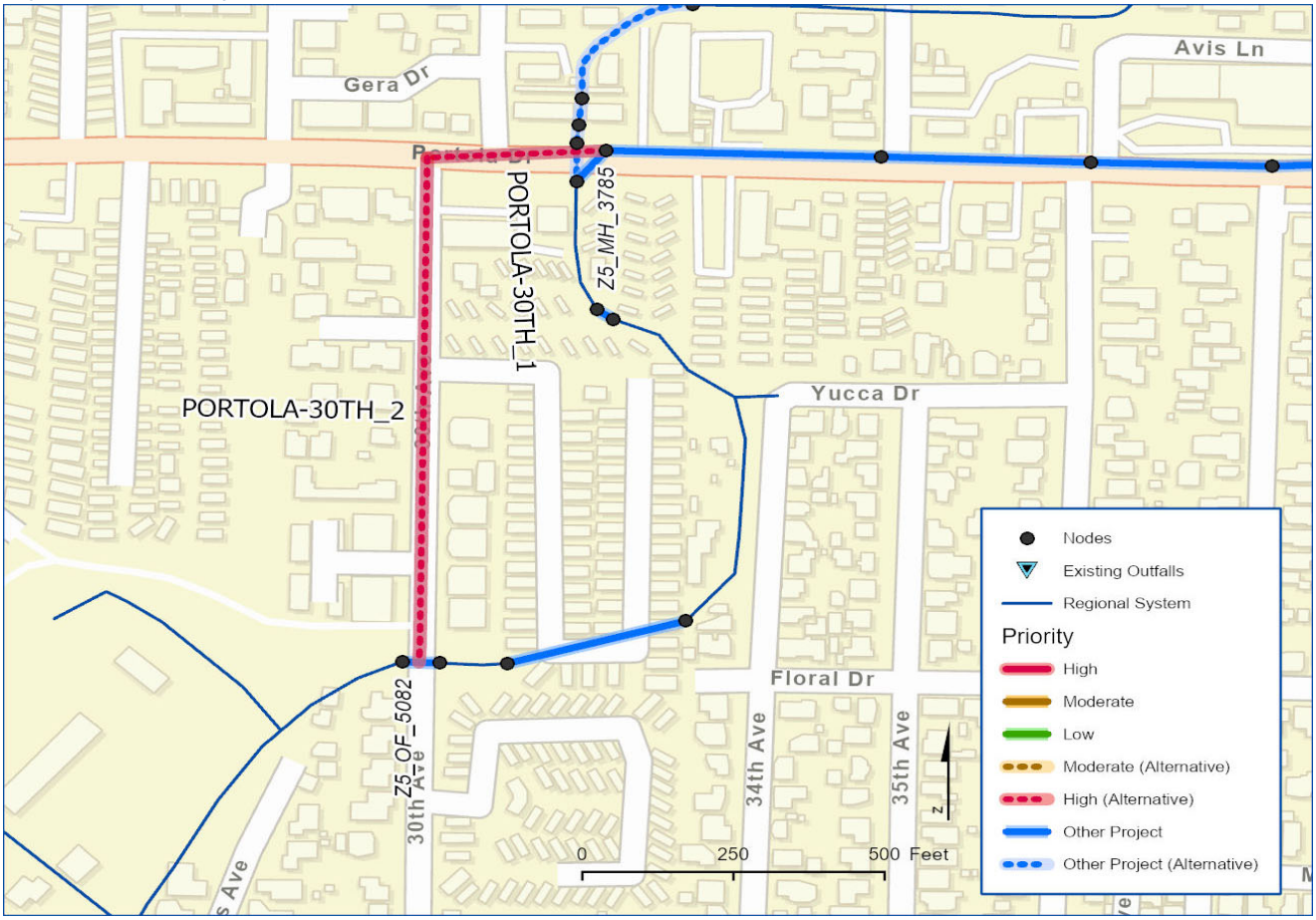
A. Project ID:	**2A**	**B. Project Name:**	**Portola-30th**
C. Project Location:	Alternative parallel pipe alignment on Portola and 30th		
D. Priority:	**High**		
E. Type:	**Capacity**		
G. Description:	[DESCRIPTION]		

Ex. Size (in)	Replacement Pipe Size (in)	Parallel Pipe Diam (in)	Length (ft)
N/A	36	N/A	1,250

H. Project-Specific Considerations: N/A

I. Alternatives: Leave existing pipe in place and install new parallel pipe to achieve equivalent capacity

J. Project Location Map:



A. Project ID: 2A	B. Project Name: Portola-30th
C. Project Location:	Alternative parallel pipe alignment on Portola and 30th
D. Priority:	High

E. Project Cost

MAJOR ITEMS	DIAM (in)	AVE DEPTH (ft)	QTY.	UNIT	UNIT COST	COST
BASELINE CONSTRUCTION COST						
Pipe Demo/Disposal						
N/A						
Pipe Construction						
PORTOLA-30th_1, PORTOLA-30th_2	36	6	1,250	LF	$490	$613,000
Structures						
Manhole/Catch Basin Connection						$54,000
Outfalls						$0
SUBTOTAL						**$670,000**
Mobilization/Demobilization					10%	$70,000
Traffic Control					5%	$30,000
Contingency					40%	$270,000
CONSTRUCTION COST TOTAL						**$1,040,000**
Engineering/Inspection					20%	$210,000
Site-Specific Costs						
ROW Acquisition/Easements						$0
Environmental/Jurisdictional Permitting						$0
CIP TOTAL						**$1,250,000**

**Totals rounded to nearest $10,000*

A. Project ID:	**3**	**B. Project Name:**	**Portola Downstream of 38th**
C. Project Location:	Capacity improvements on Portola (sized to allevitae flooding north of railroad)		
D. Priority:	**High**		
E. Type:	**Capacity**		
G. Description:	Upsize existing pipe in Portola Drive. Works in tandem with upstream project to alleviate flooding north of the railroad near 38th Ave		

Ex. Size (in)	Replacement Pipe Size (in)	Parallel Pipe Diam (in)	Length (ft)
42	48	30	1,176
36	48	36	45
36 x 24	48	36	274

H. Project-Specific Considerations: N/A

I. Alternatives: Remain on existing parallel alignment (See Project ID 3A)

J. Project Location Map:

A. Project ID: 3	B. Project Name:	Portola Downstream of 38th
C. Project Location:	Capacity improvements on Portola (sized to allevitae flooding north of railroad)	
D. Priority:	High	

E. Project Cost

MAJOR ITEMS	DIAM (in)	AVE DEPTH (ft)	QTY.	UNIT	UNIT COST	COST
BASELINE CONSTRUCTION COST						
Pipe Demo/Disposal						
Z5_PIPE_2293, Z5_PIPE_2307, Z5_PIPE_2308, Z5_PIPE_2312	42	6.5	1,176	LF	$75	$88,000
Z5_PIPE_2305	36	6	45	LF	$70	$3,000
Z5_PIPE_2306	36 x 24	6	274	LF	$80	$22,000
Pipe Construction						
Z5_PIPE_2293, Z5_PIPE_2305, Z5_PIPE_2306, Z5_PIPE_2307,	48	7	1,494	LF	$670	$1,003,000
Structures						
Manhole/Catch Basin Connection						$113,000
Outfalls						$0
SUBTOTAL						**$1,230,000**
Mobilization/Demobilization					10%	$120,000
Traffic Control					5%	$60,000
Contingency					40%	$490,000
CONSTRUCTION COST TOTAL						**$1,900,000**
Engineering/Inspection					20%	$380,000
Site-Specific Costs						
ROW Acquisition/Easements						$0
Environmental/Jurisdictional Permitting						$0
CIP TOTAL						**$2,280,000**

**Totals rounded to nearest $10,000*

A. Project ID:	**3A**	**B. Project Name:**	**38th Ave (Portola D/S 38th Alt)**

C. Project Location: Capacity improvements on system parallel to 38th Ave and Portola

D. Priority: **High**

E. Type: **Capacity**

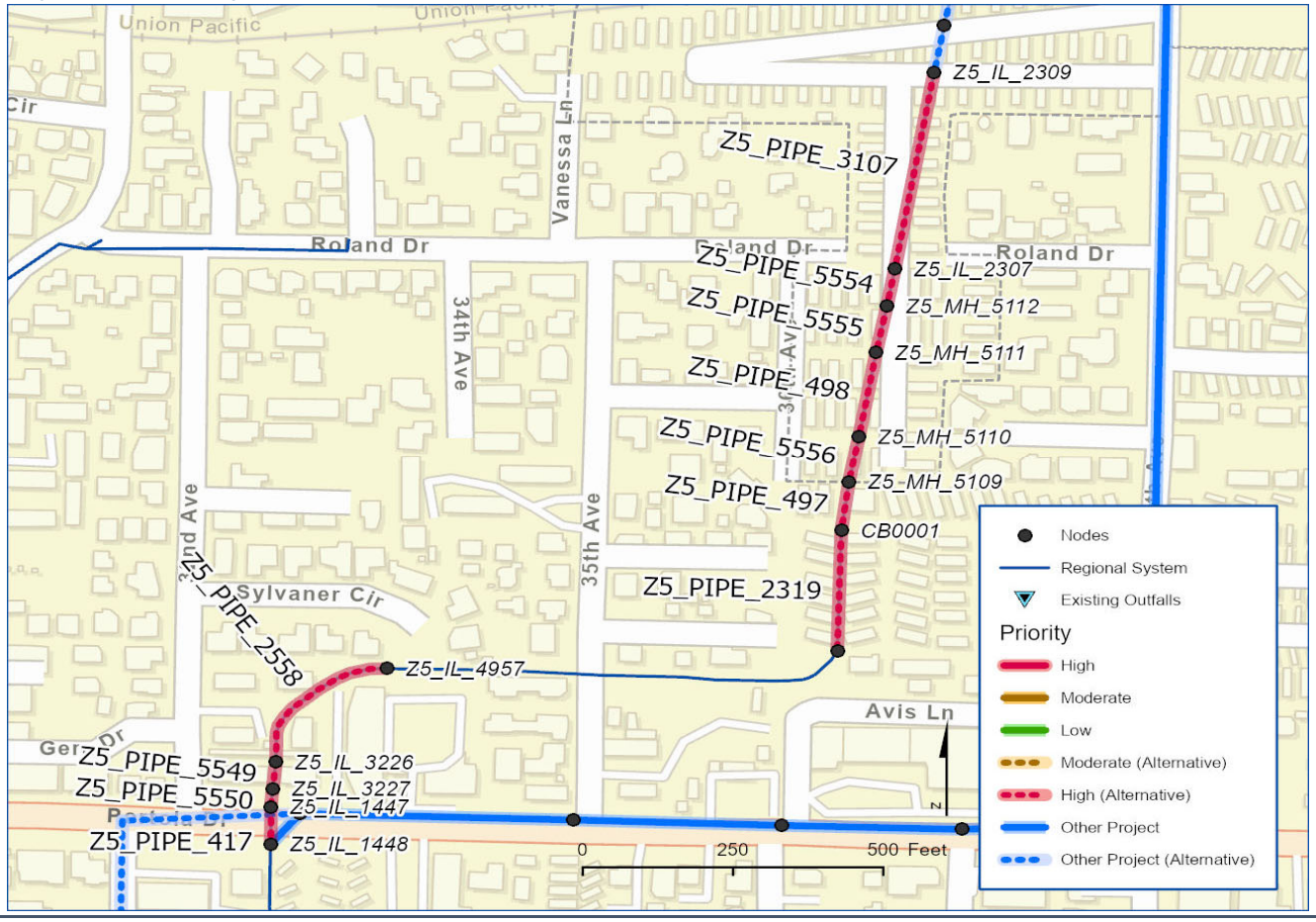
G. Description: Replace existing closed conduit storm drainage infrastructure between railroad and Portola Ave, keeping on existing alignment. System is shallow and runs beneath mobile homes

Ex. Size (in)	Replacement Pipe Size (in)	Parallel Pipe Diam (in)	Length (ft)
44x72 Arch	48x144	84	857
66	48x144	54	367
72	48x144	48	69
48x96	48x144	42	222

H. Project-Specific Considerations: Project runs underneath approximately 36 existing mobile homes

I. Alternatives: See Project ID 3 for identified alternative

J. Project Location Map:



A. Project ID: 3A	B. Project Name: 38th Ave (Portola D/S 38th Alt)
C. Project Location: Capacity improvements on system parallel to 38th Ave and Portola	
D. Priority: High	

E. Project Cost

MAJOR ITEMS	DIAM (in)	AVE DEPTH (ft)	QTY.	UNIT	UNIT COST	COST
BASELINE CONSTRUCTION COST						
Pipe Demo/Disposal						
Z5_PIPE_498, Z5_PIPE_3107, Z5_PIPE_5554, Z5_PIPE_5555,	44x72 Arch	7	857	LF	$80	$69,000
Z5_PIPE_5549, Z5_PIPE_5550, Z5_PIPE_2558	66	7	367	LF	$100	$37,000
Z5_PIPE_417	72	7	69	LF	$120	$8,000
Z5_PIPE_2319	48x96	7	222	LF	$150	$33,000
Pipe Construction						
All	48x144	7	1,515	LF	$2,010	$3,050,000
Structures						
Manhole/Catch Basin Connection						$144,000
Outfalls						$0
SUBTOTAL						**$3,340,000**
Mobilization/Demobilization					10%	$330,000
Traffic Control					5%	$170,000
Contingency					40%	$1,340,000
CONSTRUCTION COST TOTAL						**$5,180,000**
Engineering/Inspection					20%	$1,040,000
Site-Specific Costs						
Temporary Relocation of Mobile Home Residents						$2,700,000
ROW Acquisition/Easements						$0
Environmental/Jurisdictional Permitting						$0
CIP TOTAL						**$8,920,000**

**Totals rounded to nearest $10,000*

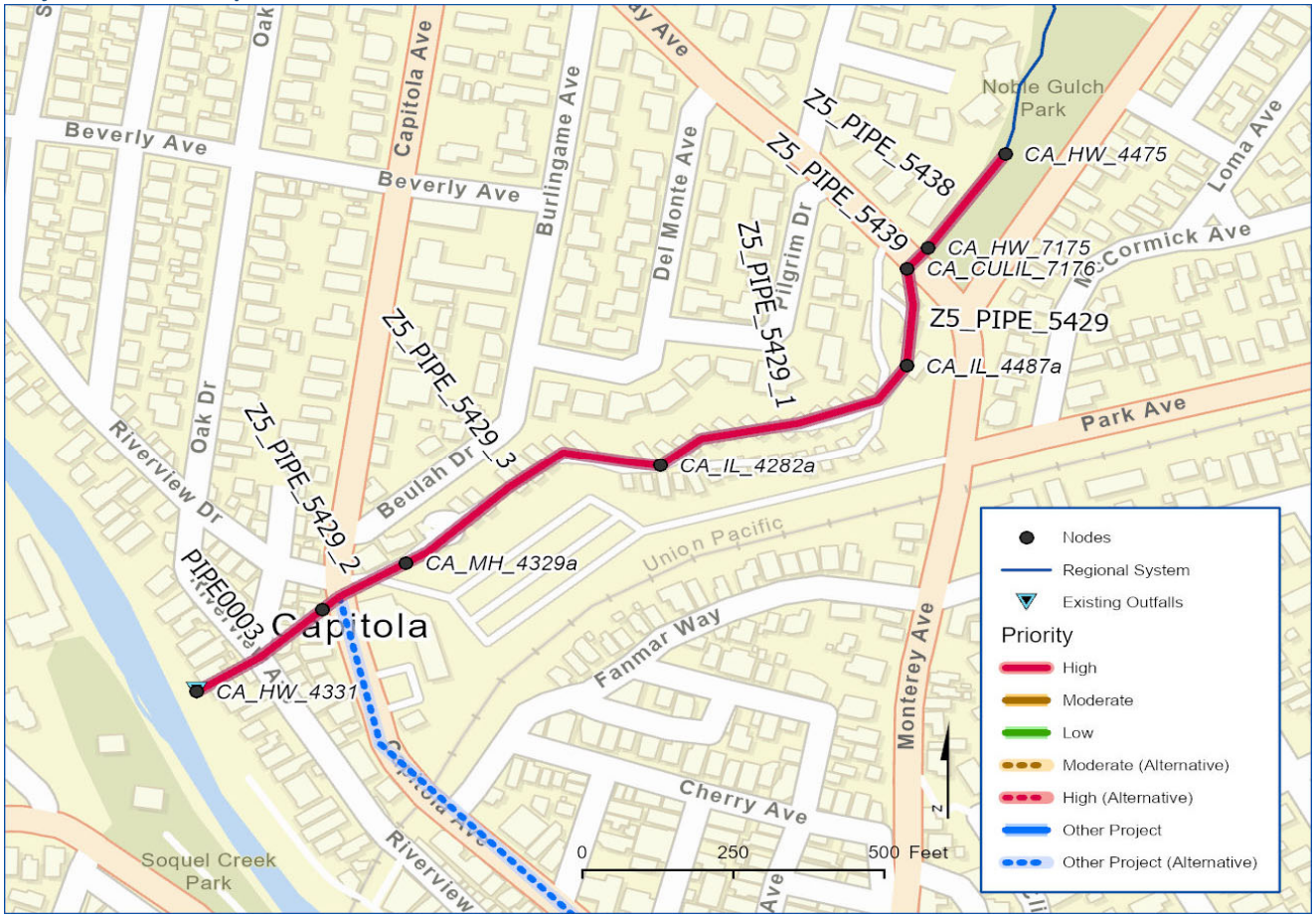
A. Project ID:	**4**	**B. Project Name:**	**Noble Downstream (Alt 1)**
C. Project Location:	Capacity Improvement at downstream end of Noble Creek Culvert		
D. Priority:	**High**		
E. Type:	**Capacity**		
G. Description:	Upsize Noble Creek culvert downstream end to provide adequate capacity for a 10-year storm event. Remain on existing alignment		

Ex. Size (in)	Replacement Pipe Size (in)	Parallel Pipe Diam (in)	Length (ft)
70	72 x 96	N/A	427
45 x 72	72 x 96	N/A	103
72	96 x 120	N/A	564
48 x 72	72 x 96	N/A	259
72	96 x 96	N/A	163

H. Project-Specific Considerations: Existing alignment beneath homes and through narrow easement

I. Alternatives: See Project IDs 4A and 4B for identified alternatives

J. Project Location Map:



A. Project ID: 4	B. Project Name: Noble Downstream (Alt 1)
C. Project Location:	Capacity Improvement at downstream end of Noble Creek Culvert
D. Priority:	High

E. Project Cost

MAJOR ITEMS	DIAM (in)	AVE DEPTH (ft)	QTY.	UNIT	UNIT COST	COST
BASELINE CONSTRUCTION COST						
Pipe Demo/Disposal						
Z5_PIPE_5438, Z5_PIPE_5438	70	9	427	LF	$100	$43,000
Z5_PIPE_5439, Z5_PIPE_5439	45 x 72	9	103	LF	$120	$12,000
Z5_PIPE_5429_1, Z5_PIPE_5429_2	72	11	727	LF	$120	$87,000
PIPE0003	48 x 72	9	259	LF	$120	$31,000
Pipe Construction						
Z5_PIPE_5438, Z5_PIPE_5439, PIPE0003, Z5_PIPE_5438, Z5_PIPE_5439	72 x 96	9	788	LF	$2,510	$1,980,000
Z5_PIPE_5429_1	96 x 120	11	564	LF	$3,010	$1,700,000
Z5_PIPE_5429_2	96 x 96	11	163	LF	$2,760	$450,000
Structures						
Manhole/Catch Basin Connection						$285,000
Outfalls						$100,000
SUBTOTAL						**$4,680,000**
Mobilization/Demobilization					10%	$470,000
Traffic Control					5%	$230,000
Contingency					40%	$1,870,000
CONSTRUCTION COST TOTAL						**$7,250,000**
Engineering/Inspection					20%	$1,450,000
Site-Specific Costs						
ROW Acquisition/Easements						$2,900,000
Environmental/Jurisdictional Permitting						$100,000
CIP TOTAL						**$11,700,000**

**Totals rounded to nearest $10,000*

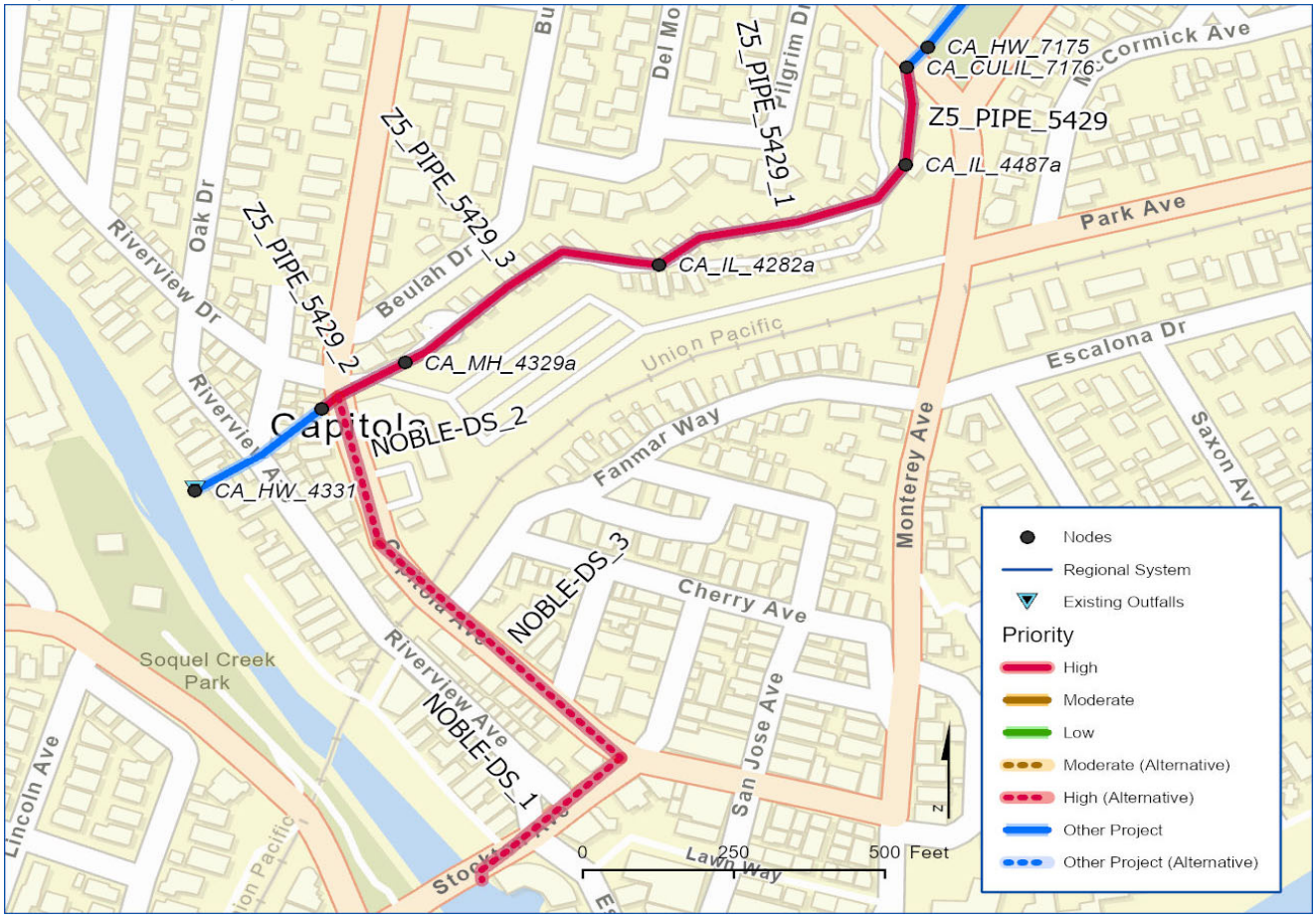
A. Project ID:	**4A**	**B. Project Name:**	**Noble Downstream (Alt 2)**
C. Project Location:	Capacity Improvement at downstream end of Noble Creek Culvert		
D. Priority:	**High**		
E. Type:	**Capacity**		
G. Description:	Replace existing culvert downstream of Monterey Ave, but install a new parallel pipe on Capitola Ave and Stockton to re-route drainage to a point along Soquel Creek with lower HGL		

Ex. Size (in)	Replacement Pipe Size (in)	Parallel Pipe Diam (in)	Length (ft)
72	96 x 120	#N/A	958
48 x 72	72 x 96	#N/A	259
72	96 x 96	#N/A	163
72	72 x 96	#N/A	179
N/A	84	N/A	1,190

H. Project-Specific Considerations: N/A

I. Alternatives: See Project IDs 4 and 4B for identified alternatives

J. Project Location Map:



A. Project ID: 4A	B. Project Name:	Noble Downstream (Alt 2)
C. Project Location:	Capacity Improvement at downstream end of Noble Creek Culvert	
D. Priority:	High	

E. Project Cost

MAJOR ITEMS	DIAM (in)	AVE DEPTH (ft)	QTY.	UNIT	UNIT COST	COST
BASELINE CONSTRUCTION COST						
Pipe Demo/Disposal						
Z5_PIPE_5429_1, Z5_PIPE_5429_2, Z5_PIPE_5429_3, Z5_PIPE_	72	11	1,299	LF	$120	$156,000
PIPE0003	48 x 72	9	259	LF	$120	$31,000
Pipe Construction						
Z5_PIPE_5429_1, Z5_PIPE_5429_3	96 x 120	11	958	LF	$3,010	$2,880,000
PIPE0003, Z5_PIPE_5429	72 x 96	9	438	LF	$2,510	$1,100,000
Z5_PIPE_5429_2	96 x 96	11	163	LF	$2,760	$450,000
NOBLE-DS_1, NOBLE-DS_2, NOBLE-DS_3	84	10	1,190	LF	$1,670	$1,987,000
Structures						
Manhole/Catch Basin Connection						$286,700
Outfalls						$100,000
Site-Specific Costs						
Utility Relocation						$0
ROW Acquisition						$0
Environmental/Jurisdictional Permitting						$0
SUBTOTAL						**$6,990,000**
Mobilization/Demobilization					10%	$700,000
Traffic Control					5%	$350,000
Contingency					40%	$2,800,000
CONSTRUCTION COST TOTAL						**$10,840,000**
Engineering/Inspection					20%	$2,170,000
CIP TOTAL						**$13,010,000**

**Totals rounded to nearest $10,000*

A. Project ID:	**4B**	**B. Project Name:**	**Noble Downstream (Alt 3)**
C. Project Location:	Capacity Improvement at downstream end of Noble Creek Culvert		
D. Priority:	**High**		
E. Type:	**Capacity**		

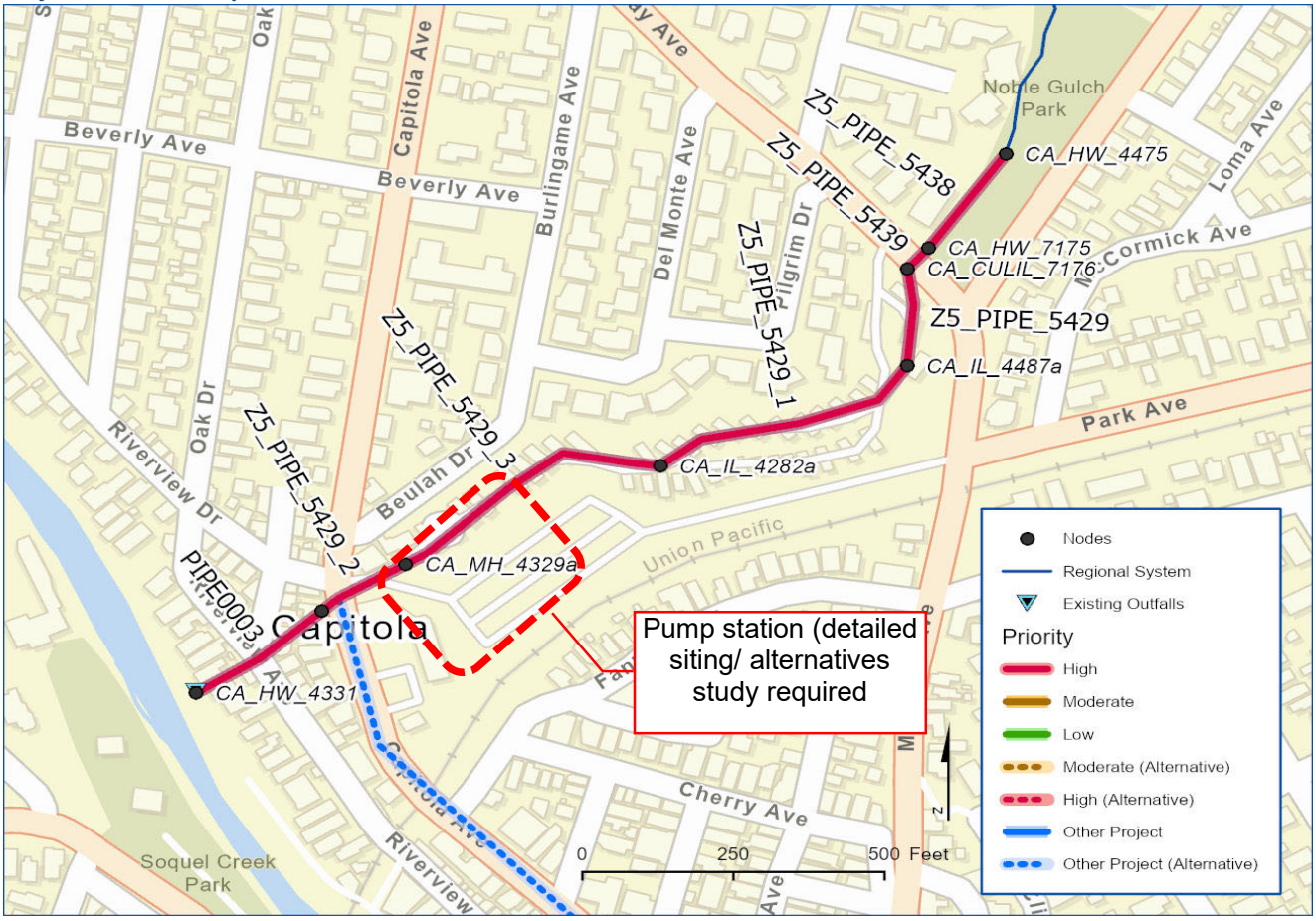
G. Description: Gravity improvements to downstream Noble Creek culverts; Construct new pump station and forcemain (~72") for greater resilience to sea level rise. Requires detailed siting, capacity, and alternatives analysis study

Ex. Diameter (in)	Replacement Pipe Diameter (in)	Parallel Pipe Diam (in)	Length (ft)
N/A	72	N/A	300
70	72 x 96	N/A	213
45 x 72	72 x 96	N/A	51
72	96 x 120	N/A	564
48 x 72	72 x 96	N/A	259
72	96 x 96	N/A	163

H. Project-Specific Considerations: New pump station requires detailed design study

I. Alternatives: See Project IDs 4 and 4A for identified alternatives

J. Project Location Map:



A. Project ID: 4B	B. Project Name: Noble Downstream (Alt 3)
C. Project Location:	Capacity Improvement at downstream end of Noble Creek Culvert
D. Priority:	High

E. Project Cost

MAJOR ITEMS	DIAM (in)	AVE DEPTH (ft)	QTY.	UNIT	UNIT COST	COST
BASELINE CONSTRUCTION COST						
Pipe Demo/Disposal						
Z5_PIPE_5429_1, Z5_PIPE_5429_2	72	11	727	LF	$120	$87,000
Z5_PIPE_5438	70	9	213	LF	$100	$21,000
Z5_PIPE_5439	45 x 72	9	51	LF	$120	$6,000
PIPE0003	48 x 72	9	259	LF	$120	$31,000
Pipe Construction						
NOBLEPS_Forcemain	72	9	300	LF	$1,300	$390,000
Z5_PIPE_5438, Z5_PIPE_5439, PIPE0003	72 x 96	9	523	LF	$2,510	$1,310,000
Z5_PIPE_5429_1	96 x 120	11	564	LF	$3,010	$1,700,000
Z5_PIPE_5429_2	96 x 96	11	163	LF	$2,510	$409,000
Structures						
Manhole/Catch Basin Connection						#VALUE!
Outfalls						#VALUE!
SUBTOTAL						**#VALUE!**
Mobilization/Demobilization					10%	#VALUE!
Traffic Control					5%	#VALUE!
Contingency					40%	#VALUE!
CONSTRUCTION COST TOTAL						**#VALUE!**
Engineering/Inspection					20%	#VALUE!
Site-Specific Costs						
Pump Station						#VALUE!
ROW Acquisition						#VALUE!
Environmental/Jurisdictional Permitting						#VALUE!
CIP TOTAL						**#VALUE!**

**Totals rounded to nearest $10,000*

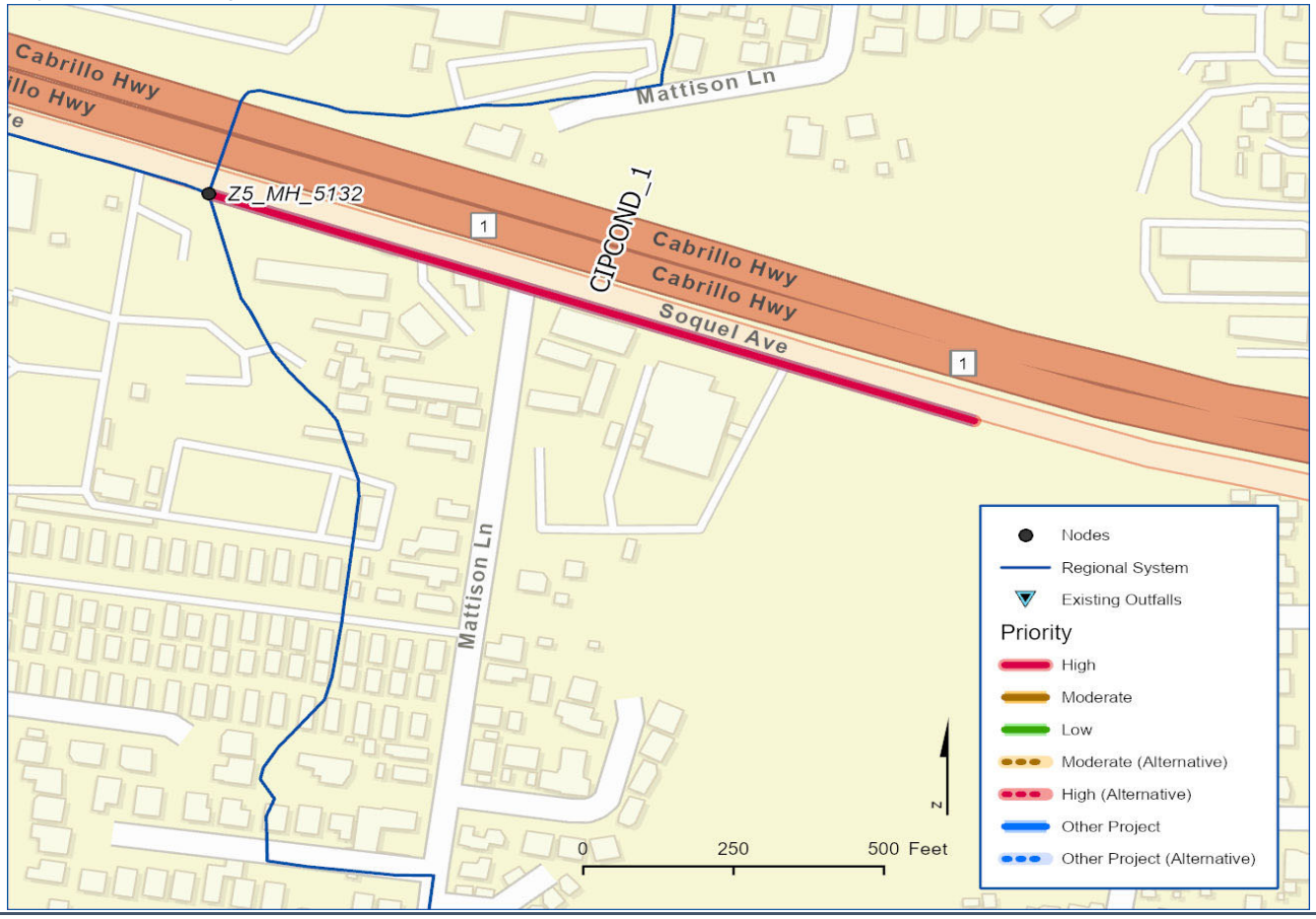
A. Project ID:	**5**	**B. Project Name:**	**Soquel Ave to Rodeo Creek Gulch**
C. Project Location:	Capacity Improvement along Soquel Ave, from upstream of Mattison to Rodeo Cr Gulch		
D. Priority:	**High**		
E. Type:	**Capacity**		
G. Description:	Install new outfall pipe connecting existing pipe system to Rodeo Creek Gulch along Soquel Ave to alleviate flooding on private properties adjacent to Mattison Lane		

Ex. Diameter (in)	Replacement Pipe Diameter (in)	Parallel Pipe Diam (in)	Length (ft)
N/A	42	N/A	1,340

H. Project-Specific Considerations: N/A

I. Alternatives: Replace pipe through existing private properies with larger or parallel system

J. Project Location Map:



A. Project ID: 5	B. Project Name: Soquel Ave to Rodeo Creek Gulch
C. Project Location:	Capacity Improvement along Soquel Ave, from upstream of Mattison to Rodeo Cr Gulc
D. Priority:	High

E. Project Cost

MAJOR ITEMS	DIAM (in)	AVE DEPTH (ft)	QTY.	UNIT	UNIT COST	COST
BASELINE CONSTRUCTION COST						
Pipe Demo/Disposal						
N/A						
Pipe Construction						
CIPCOND_1	42	7	1,340	LF	$570	$764,000
Structures						
Manhole/Catch Basin Connection						$54,900
Outfalls						$100,000
SUBTOTAL						**$920,000**
Mobilization/Demobilization					10%	$90,000
Traffic Control					5%	$50,000
Contingency					40%	$370,000
CONSTRUCTION COST TOTAL						**$1,430,000**
Engineering/Inspection					20%	$290,000
Site-Specific Costs						
ROW Acquisition						$0
Environmental/Jurisdictional Permitting						$0
CIP TOTAL						**$1,720,000**

**Totals rounded to nearest $10,000*

Appendix D

Operations and Maintenance (O&M) Plan

Collaboration. Commitment. Confidence.℠

Zone 5 Storm Drain Master Plan

Operations and Maintenance Plan

Santa Cruz County, CA

November 10, 2023

Prepared for:

Santa Cruz County
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Santa Cruz, CA 95060

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NCE Project Number: 1045.03.55

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List of Abbreviations

App	Application
CCTV	closed-circuit television
County	Santa Cruz County
ESRI	Environmental Systems Research Institute
GIS	Geographic Information Systems
Lucity	Lucity Asset Management System
MS4	Municipal Separate Storm Water Sewer System
NPDES	National Pollutant Discharge Elimination System
O&M	Operations & Maintenance
Water Board	Regional Water Quality Control Board

1 Introduction

Santa Cruz County (County) is responsible for a storm drain network consisting of facilities along more than 600 miles of County roads. Municipalities within the County include the cities of Santa Cruz, Scotts Valley, Watsonville, and Capitola. Each city has additional storm drain facilities they are responsible for operating and maintaining.

To manage such a large system, the County has established four drainage or flood control zones (Zones 5-8) based on defined watersheds associated with urban areas. The Zones also define the boundaries for operations and maintenance (O&M) activities. Maintenance resources across the County include five crews made up of more than three dozen maintenance staff, three maintenance yards, and various equipment and tools. In addition, each municipality has its respective maintenance resources.

This Operations & Maintenance (O&M) Plan is one element of the Zone 5 Storm Drain Master Plan and establishes a formal program for O&M activities. The O&M Plan consists of five critical components 1) Program Management 2) Asset Inventory 3) Analysis and Forecasting 4) Work Program Actions and 5) Tracking and Reporting.

1.1 ASSET MANAGEMENT CYCLE

Storm water asset management is an iterative and evolving process that provides a comprehensive means of cost effectively operating, maintaining, and investing in storm drain systems. **Figure 1** illustrates this process. The baseline asset inventory provides the information necessary to analyze and forecast inspection, maintenance, and repair needs. As needs are identified, work program actions – including inspections, maintenance, and repairs – create new data. This new information is captured as part of tracking and reporting and is managed within the County's existing Lucity asset management and Geographic Information Systems (GIS) software. As repairs are made and targeted capital improvement projects are implemented to improve the storm drain network, the

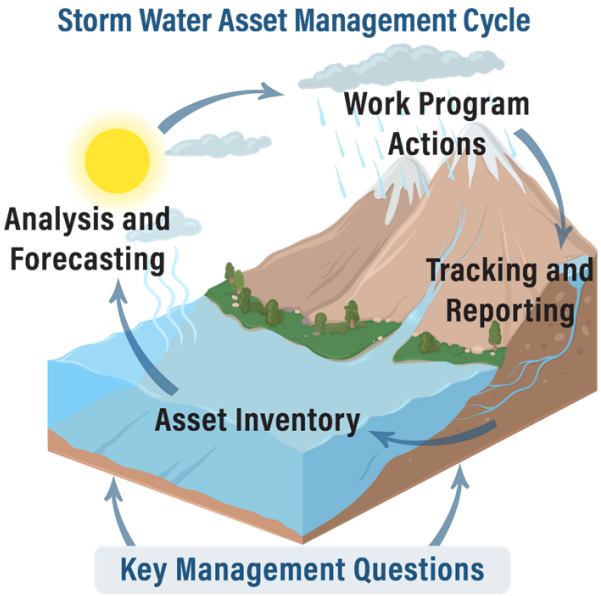

Figure 1. Storm Water Asset Management Cycle

asset inventory is updated, thus completing the cycle. Together, the elements of this cycle comprise the County's O&M Program. The O&M Program is fluid and changes over time to meet the County's needs. Therefore, this O&M Plan should be revisited and updated every 3-to-4 years to maximize its effectiveness.

1.2 O&M PROGRAM ELEMENTS AND DEFINITIONS

Asset Inventory – Defines the spatial location and attribute information for the storm drain assets (junctions and conveyances) in the system. Key information includes the horizontal and vertical spatial location, asset type, material, dimensions, maintenance condition, and invert elevations. Primary asset types include:

- **Structures** – Structures are assets where storm water enters/exits the system. Some structures include trash and sediment trap features. Other structures provide access points for maintenance (e.g., inlet, catch basin, manhole, outfall).
- **Conduits** – Conduits are linear assets that carry storm water between structures either above or below ground to a receiving water outfall or other portion of the storm drain system (e.g., pipe, culvert, open channel).

Analysis and Forecasting – Describes the process of identifying the annual O&M priorities; these priorities help identify storm drain assets that require a work program action during the year. This section presents the queries necessary to identify which assets are inspected, inspection timing and frequency, as well as the O&M cost estimates.

Work Program Actions – Describes the procedures, equipment, and methodologies used to implement the O&M Program (e.g., visual, emergency, or closed-circuit television [CCTV] inspections; maintenance; repairs or replacements; and capital improvements). Details regarding capital investments including repair, replacement, and capital projects are described in the Zone 5 Storm Drain Master Plan.

Tracking and Reporting – Describes the various elements of the Lucity asset management software and the use of GIS software to navigate to asset locations, track inspection and maintenance activities, and report various analytics to forecast short-term and long-term needs. This section also summarizes annual internal and National Pollutant Discharge Elimination System (NPDES) reporting.

1.3 KEY MANAGEMENT QUESTIONS

As previously mentioned, an O&M Program should evolve and change, as necessary, to meet the needs of the managing jurisdiction and describe the current O&M Program. This section provides questions asked in the development of this O&M Plan and that the County should consider as it implements its O&M Program.

This list is not intended to be exhaustive; rather, the questions illustrate the site-specific storm drain concerns and challenges that directly inform the County's O&M Program.

- What are the County's O&M Program goals?
- What specific outcomes does the County desire from its O&M Program?
- What resources (financial and personnel) are currently available to support the O&M Program?
- What existing work program actions does the County implement on a routine or periodic basis as part of the O&M Program?
- What frequency should work program actions be executed?
- How do existing or future routine maintenance agreements with the California Department of Fish and Wildlife factor into the O&M program?
- What equipment is used by in-house staff to perform work program actions?
- Should the O&M program be completed in house and/or with vendors?
- What reports or analysis should be done to analyze and forecast O&M needs?
- How can the County best leverage their existing GIS and Lucity asset management software?
- What processes should be in place for documenting inspections, maintenance, and repairs?
- Is using digital handheld devices a good approach to capturing inspection and maintenance records?
- What level of documentation for standard operating procedures is recommended?

1.4 ROLES AND RESPONSIBILITIES

The County has a Management Team and an Operations Team responsible for implementing its O&M Program.

1.4.1 Management Team

The Management Team oversees the overall storm water program and manages the maintenance crews, with varying responsibilities distributed across three maintenance yards within the County. The team consists of Program Managers (one from the County and one from the City of Capitola), a Superintendent and Crew Supervisors, and a GIS Manager.

Program Managers

Program Managers are responsible for the coordination and overall implementation of the County Storm Water Program. They are responsible for securing adequate financial and personnel resources to successfully implement the O&M Program. The Program Managers also provide critical support to the Operations Team with the identification and resolution of issues as they arise.

At the time this O&M Plan was written, the following County and City staff were assigned the role of Program Managers:

- Steve Wiesner – Assistant Director of Public Works who also oversees the County's O&M Program
- Rachel Fatoohi – Santa Cruz County Storm Water Program Coordinator
- Jessica Kahn – City of Capitola Public Works Director

Superintendent & Crew Supervisors

The Superintendent and Crew Supervisors coordinate day-to-day activities identified throughout the County. Crew Supervisors (one for each of the five County maintenance crews) receive direction from the Superintendent and delegate work assignments to their crew. Issues identified in the field are conveyed to Crew Supervisors, and if necessary, to the Superintendent or Program Managers for resolution.

At the time this O&M Plan was written, the following County staff were assigned the roles of Superintendent or Crew Supervisor:

- Alex Sandoval – Superintendent
- Augie Waltrip – Assistant Superintendent Roads
- Elliot Vega – Assistant Superintendent Drainage, Special Crew
- Vacant – Drainage Crew Supervisor (manages 6 staff)
- Gavino Mosqueda – Special Crew Supervisor (manages 14 staff)
- Jose Ramirez – North County Supervisor (manages 11 staff)
- Mark Hernandez – Mid-County Supervisor (manages 11 staff)
- Henry Munoz – South County Crew Supervisor (manages 11 staff)

GIS Manager

The GIS Manager is responsible for maintaining the storm drain system's geospatial data and the integration of these data with the County's Lucity Asset Management System (Lucity). The County uses GIS to record the spatial location of storm drain assets and considers the GIS dataset to be a foundational component of O&M. The attribution and condition assessment history, including previous inspections and maintenance actions, is handled within Lucity, and will be integrated into the GIS in the near future. Both of these systems are overseen by the GIS Manager.

Over time, the GIS manager has continued to develop and improve the spatial accuracy of mapped assets and the schema (i.e., list of attributes) to make querying and reporting capabilities more powerful. As Lucity integration improves over time, more functions of Lucity are forecasted to become available to staff. This includes Lucity Mobile, which will enable better visualization of and navigation to assets.

A variety of applications and software are currently being utilized by operations staff to perform their duties. The GIS Manager develops and controls some of these applications, including Environmental Systems Research Institute (ESRI) ArcGIS web applications and mobile applications (Field Maps and Survey123). Other software, including aspects of Lucity and Google Earth for traffic control, are managed by others.

At the time this O&M Plan was written, one person was assigned the role of GIS Manager:

- Bryan Kriete – GIS Analyst for Santa Cruz County Public Works

1.4.2 Operations Team

The Operations Team[1] includes five maintenance crews with varying numbers of staff. The Operations Team also includes the Superintendents and Crew Supervisors as described above, who are responsible for managing and delegating daily operations. In addition, contractors (currently Sergey Mariniuk of Fastlane Tek) periodically support Lucity troubleshooting or custom reporting.

Below, each crew is described and their various responsibilities are outlined.

Drainage Crew

The Drainage Crew, based out of the Wilson Yard, consists of six staff supervised by a supervisor whose position is currently vacant. This crew is responsible for drainage asset inspection related to five separate flood zone districts (Zone 5, 6, 7, 8 and the Pajaro Storm Drain Maintenance District) and maintenance of county culverts (there is some crossover with the Road Crews), catch basins, pipes, open channels relative to the flood zone districts. Drainage also maintains unique facilities like the 38th Avenue detention basin and Shell Rd pump station.

Special Crew

The Special Crew, based out of the Brommer Yard, consists of 14 staff supervised by Gavino Mosqueda. This crew maintains materials in the yard, calibrates meters, inspects/maintains unique assets like traffic control devices, road markings, guardrails, street sweeping, litter and maintains silt and grease traps in all County zones. The Special Crew is also responsible for inspecting and maintaining assets associated with the NPDES.

[1] Details about the Operations Team, including photos from Brommer Yard, and descriptions of work program actions were from a field meeting with the Operations Team, Santa Cruz County, March 2021.

Road Crews

There are three Road Crews, including the North County, Mid-County, and South County crews. The Road Crews are responsible for roadway-related assets on over 600 miles of County roads. Crews focus mostly on pavement repairs, roadside mowing and ditch clearing. Road crews assist in cross culvert inspections/replacements as well as minor visual inspections of Zone 5 inlets.

North County Crew

The North County Crew, based out of the Felton Yard, consists of 11 staff supervised by Jose Ramirez. This crew is responsible for County road culverts, catch basins, and other roadway assets west of Highway 17.

Mid-County Crew

The Mid-County Crew, based out of the Brommer Yard, consists of 11 staff supervised by Mark Hernandez. This crew is responsible for County road culverts, catch basins, and other roadway assets from Highway 17 to the Spreckles Drive area.

South County Crew

The South County Crew, based out of the Wilson Yard, consists of 11 staff supervised by Henry Munoz. This crew is responsible for County road culverts and catch basins along their maintained road network.

1.5 EQUIPMENT

The following list summarizes existing equipment stored at the Brommer Yard. Based on current staffing levels, the equipment and supplies appear adequate for O&M staff to perform their current work activities.

- Vactor Truck (**Figure 2**)
    - Used every day in the fall between August and October for NPDES work
    - Used ad-hoc other times of the year
    - One vactor truck is available for use

Figure 2. Vactor Truck at Brommer Yard

- Sweepers (**Figure 3**)
    - Two sweepers including a Vac Sweeper and Elgin Conveyor sweeper
    - Run multiple times per week following a pre-set route
    - Sweepers are run simultaneously at times
    - Takes about one month to sweep Zone 5
    - Sweeping quantities are calculated in Lucity
    - Average 2,500 miles of sweeping each year

Figure 3. Sweepers at Brommer Yard

- CCTV camera truck (**Figure 4**)
    - New addition in 2021
    - 400 feet of cable
    - Superintendent and supervisors direct use of camera truck
    - No routine program in place, used to video specific neighborhood as part of a long-term study
    - Storm drain CCTV camera (**Figure 5**)

Figure 4. CCTV Camera Truck Located at Brommer Yard

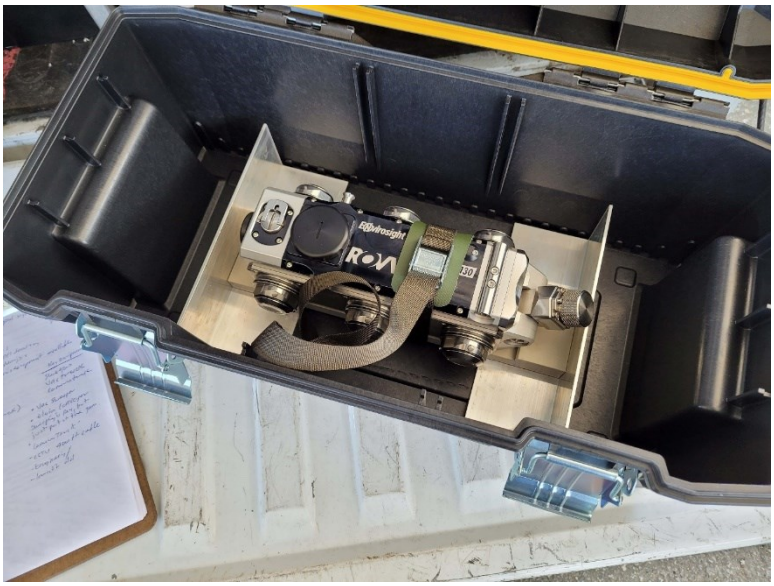

Figure 5. Storm Drain CCTV Camera

- Misc. equipment (**Figure 6**)
    - Backhoe, dump truck, excavators, loaders, and other equipment available to all County staff including O&M
    - Tablets (total tablet count not determined, each person assigned a tablet)
    - Android tablets run Lucity, Collector, and Survey123 – currently meeting the needs of field staff (**Figure 7**)
    - Various handheld equipment including a Ventis MX-4 handheld multi-gas detector (**Figure 8**)

Figure 6. Miscellaneous Brommer Yard Equipment

Figure 7. Field Tablet Running Lucity

Figure 8. Ventis MX-4 Handheld Multi-Gas Detector

1.6 SOFTWARE AND APPLICATIONS

County O&M staff rely on a suite of software packages and other applications to document, track, report, and forecast the management history of storm drain assets. The County uses two key software: ESRI ArcGIS and ArcGIS Online to manage the geospatial component of their assets and the Lucity asset management software to manage the work order system through inspection, maintenance, and repair cycles. Lucity and ESRI are integrated to the extent that Operations staff are able to track ongoing work program actions, and Program Managers are able to run end-of-year summaries to present program progress.

Additional details regarding O&M reporting and tracking, as it relates to the suite of software package used by the County, are provided in **Section 5**.

2 Asset Inventory

2.1 GIS ASSET DATASET OVERVIEW

Effective storm water asset management relies on a complete and accurate asset inventory. The County's GIS asset dataset contains detailed information about the storm drain system, including the critical spatial and attribute information. This dataset is described below.

The County's GIS data are stored in an Enterprise geodatabase housed on a County server and managed by the GIS Manager. The geodatabase contains all County assets. Two feature datasets within the geodatabase contain the storm drain data used by the O&M team. The Storm Water feature dataset contains two "classes" – Storm Water Structures and Storm Water Conduits. The Transportation feature dataset contains a single class called Maintained Channels (referred to as "Open Channels" within the O&M Program).

The Storm Water Structures class includes several asset types: catch basin/inlets with trash capture devices, catch basin/inlets, manholes/junctions, outfalls, and detention basin. The Storm Water Conduits class includes pipes and culverts. The Open Channels class has a single asset type, Open Channel. Each of these feature classes contains key attributes used to further describe each asset (e.g., material, dimensions, elevation). Details related to the feature classes and their associated assets are available within the geodatabase.

Unique aspects of the storm drain asset inventory include a regional storm water basin located in the City of Capitola, but maintained by Zone 5. Additionally, the network of open channels maintained by Zone 5 includes approximately 5 to 10 priority channels, which require multiple visits across the year to inspect and maintain.

2.2 CONDITION ASSESSMENT DATA COLLECTION

This section describes the condition assessment completed to support development of the Storm Drain Master Plan for Zone 5. Schaaf and Wheeler conducted the condition assessment during the summer of 2020. The objectives of this field effort were to:

1. Assess the condition of the regional storm drain open conveyance system and culvert crossings included within the open conveyance system.
2. Collect storm drain system attributes to inform subsequent hydrologic and hydraulic modeling.

3. Develop a conditions assessment geodatabase using a simplified National Association of Sewer Service Companies (NASSCO) ranking approach to further assess the regional facilities.
4. Provide the County with an updated regional storm drain asset geodatabase.

Additional information or attributes collected during the data collection effort are presented in **Appendix A**.

2.3 ZONE 5 STORM DRAIN SYSTEM SUMMARY AND SYSTEM MAP

The existing Zone 5 storm drain system described in this O&M Plan includes the large diameter conduits, adjoining structures, and open channels. This regional storm drain system defines the study area for the Zone 5 Storm Drain Master Plan[2]. The system map is presented in **Appendix B** and the asset summary is presented below (**Table 1**):

Table 1. Existing Storm Drain System Asset Summary

	GIS Layer	Asset Type	Count
Existing O&M System	Structures	Trash Capture Devices	3
		Catch basins/Inlets	245
		Manhole/Junctions	238
		Outfalls	63
		Detention Basins	1
	Conduits	Pipes	417
		Culverts	58
		Open Channels	124

2.4 ASSET INVENTORY UPDATES

Periodic updates to the asset inventory are made in order to ensure the spatial and attribute information is up to date. ESRI Field Maps, or previously ESRI Collector, are used to update attribute information during inspections. New data are sent to the County's GIS Specialist who reviews the data, assigns a new Lucity ID, and then integrates the data into the Lucity system upon receipt of new asset information.

[2] Schaaf and Wheeler Consulting Civil Engineers. 2022. Zone 5 Storm Drain Master Plan.

3 Analysis and Forecasting

This section describes the analysis and forecasting activities including establishing program definitions, defining O&M priorities, and presenting the O&M budget. This information helps shape the County's O&M Program and determines which storm drain assets require a work program action during the year. It is important to note that within an annual O&M Program cycle, not all storm drain assets will require a work program action such as an inspection, maintenance, or repair.

3.1 DEFINITIONS

Santa Cruz County uses Lucity to manage the O&M workflow of inspections, maintenance, repairs, and reporting. This system is described in more detail in **Section 5**. The following definitions are provided as context for analysis and forecasting within the O&M Program. However, this O&M Plan is not intended to replace formal training with the Lucity system.

Assets – As described previously, these are the individual storm drain components (e.g., inlets/catch basins, pipes, or open channels) that are included in the storm drain system.

Service Requests – Requests are developed when a member of the public fills out a request on the Santa Cruz County – My Santa Cruz County website or requests are called into Dispatch. Service requests are manually or automatically entered into Lucity for the crew supervisors to review. Service requests are then attached to a Work Order and will be linked to the data. Requests typically result in inspection or maintenance.

Tasks – Tasks include the specific work program actions identified within a work order. For example, the main task included within the **Appendix C** (pages 9-12) work order is "NPDES-Catch Basin Cleaning." Tasks log what equipment and personnel were part of the Work Order.

Work Orders – Work orders are used to track work program actions (inspections, maintenance, or repairs) performed by the maintenance crews. For example, the Superintendent developed a work order for routine or annual trash capture device cleaning for Zone 5 as well as Countywide. **Appendix C** presents the work order for annual trash capture device cleaning for Zone 5.

Work orders are created any time a crew member visits an asset to perform a work program action (e.g., inspection, maintenance, or repair). Each work order contains the assigned crew, start and end date, list of locations and assets, and assigned resources (e.g., vac truck, employee, and equipment).

3.2 O&M PRIORITIES

The following O&M priorities guide current inspection, maintenance, and repair work program actions for the County, per the Existing O&M Standard Operating Procedures table (**Appendix F**).

- Annual visual, emergency, and new construction inspections will be performed on all asset types[3].
- Priority asset types will be inspected at least once per year[4]. The remainder of the system will be inspected on an as-needed or requested basis.
- Catch basin/inlets with trash capture devices, silt and grease structures, and open channels are the priority assets for the County and are visually inspected multiple times per year.
- Storm drain pipe CCTV inspections will be performed on an as-needed basis. No current routine CCTV inspections are in place.
- Asset maintenance frequency depends on the asset type.
    - Open channels are inspected at least twice per year.
    - Silt & grease traps are hydrovaced annually.
    - Priority drainage inlets are maintained multiple times per year.
- Minor repairs are completed on storm drain assets as issues are noted during inspections or requests are filed.
- Major repairs are handled by the County's civil engineering group.

As discussed in **Section 1.4**, each Crew Supervisor has a specific set of assets or portion of the storm drain system they are responsible for inspecting, maintaining, and repairing. In addition to the routine activities performed by each crew, emergency inspections or maintenance may be performed by any crew at any time and are typically addressed on an as-needed basis.

The Drainage Crew maintains a running list of their open channels that require routine maintenance; repair needs are noted during inspections. The Special Crew has a single, pre-developed work order for routine or annual trash capture device cleaning (**Appendix C**) and work orders for sweeping within Zone 5. No other Special Crew assets have a pre-developed work order and work program actions are identified during ongoing inspections. The Road Crew have an established maintenance schedule for approximately 60 percent of the year (30 out of 52 weeks). The remaining 40 percent of the year is dedicated to emergency response and winter preparedness.

Future O&M priorities are addressed in **Section 6**.

[3] No visual inspections are proposed for pipes; no new construction inspections are anticipated for open channels.
[4] Storm drain pipes will be inspected during ongoing CCTV inspections, on an emergency basis, and following the construction of new assets.

3.3 COST ESTIMATES

Understanding the financial resources invested to implement the current O&M Program (**Section 3.2**) and required to support the proposed future O&M Program (**Section 6**) is critical. A fiscal analysis was prepared as part of the Zone 5 Storm Drain Master Plan and included evaluating existing and proposed O&M Program costs. This section overviews those costs and detailed information can be found in the appendices of the Storm Drain Master Plan.

Current Program – Based on the fiscal analysis, the County's current O&M expenditures approximate $834,000 annually. Of this total, approximately $709,000 is related to work program actions including inspections, maintenance, and repairs. An additional $40,000 is spent on tracking and reporting and $85,000 on equipment-related costs. These O&M-related expenses correspond to the Existing O&M Standard Operating Procedures table (**Appendix F**).

Proposed Program – The Proposed O&M Standard Operating Procedures table (**Appendix H**) formed the basis for the future costs which approximate $2.1 million, in 2023 dollars. The work program actions for inspections, maintenance, and repairs will approximate $1.9 million. Tracking, reporting, and equipment costs are approximately $200,000.

4 Work Program Actions

4.1 INTRODUCTION

The work program actions performed on the storm drain system include inspections, maintenance, and repairs. The overall process for inspecting and maintaining the storm drain system is described below. Detailed information about the Existing O&M Standard Operating Procedures is provided in a table within **Appendix F**. The table presents the type, frequency, season, description, and documentation requirements for each asset type.

4.2 INSPECTIONS

The following sections describe the storm drain inspections conducted within Zone 5, including visual, emergency, and CCTV. Through an agreement with the City of Capitola, County staff also maintain the 38th Avenue detention basin. The purpose of inspections is to 1) document the condition of the storm drain assets, and 2) identify any follow-up work program actions that are necessary.

4.2.1 Visual Inspections

Visual inspections are routine visits to storm drain assets in order to observe the condition and function of the assets. Within Zone 5, priority storm drain assets include full trash capture devices, open channels, and a single detention basin. Additionally, there are a few non-full-trash-capture manholes/inlets/catch basins that are inspected when time allows.

Trash/Sediment Capture Devices

Trash/Sediment capture devices include storm drain inlet/catch basins with sumps (silt/grease trap), screens for capturing floatables, or hydrodynamic separators such as the Contech CDS storm water treatment facility, which includes separation chambers and physical screens. These devices are important assets for the County and are inspected up to two times each year. At a minimum, these devices are inspected annually from August to October.

Open Channels

There are 58 open channels within Zone 5 that are inspected twice each year, including 10 higher priority channels that are monitored more frequently. Open channel inspections involve either walking the entire length of the asset or inspecting a specific location. Examples of open channels within Zone 5 are presented below.

Simpkins Ditch (**Figure 9**) is one of the higher priority ditches that requires regular maintenance. The open ditch and adjoining structures and conduits are located behind the Simpkins Family Swim Center. This facility experiences debris and

garbage build-up behind an existing trash rack. Maintenance is required in the spring, summer, and fall. Storm events also trigger the need for maintenance.

Figure 9. Simpkins Ditch and Outfall with Trash Rack

Rodeo Gulch (**Figure 10**) outfalls to Corcoran Lagoon, along Portola Drive and near Richmond Drive. This facility and adjoining structures and conduits require periodic maintenance. However, conducting maintenance is complicated because of existing regulatory permits from the California Department of Fish and Wildlife that limit the type of maintenance and time of year maintenance can be performed.

Figure 10. Rodeo Gulch at Corcoran Lagoon Outfall

4.2.2 Emergency Inspections

Emergency inspections are conducted when there is a documented issue with one or more storm drain assets. Emergency inspections occur on an as-needed basis. The Operations Team responds to approximately 12- 24 emergency inspections annually, but the frequency varies depending on annual storm activity.

4.2.3 CCTV Inspections

In January 2021, the O&M Program purchased the hardware and software necessary to conduct CCTV inspections. Prior to this purchase, the County's Sewer (Sanitation) Division would be hired to conduct targeted CCTV inspections and routine CCTV inspections were not conducted. The County is in the process of determining a reasonable level-of-effort for annually televising storm drain pipes (e.g., 5,000 feet of pipe each year).

4.3 MAINTENANCE

Inspections often lead to follow-up maintenance on storm drain assets. However, there are assets within the storm drain system that require routine or scheduled maintenance. The following storm drain asset maintenance is scheduled each year, based on historical observations and recurring maintenance needs:

- Open channels – Maintained up to two times per year.
- Trash captures devices – Maintained at least once per year.
- Conduits/inlets/outlets – Visited as time permits, often following open channel maintenance (e.g., drainage patrols).

- Drainage inlets – Priority assets maintained annually, through visual inspections conducted by road crews during "storm patrol".
- Soquel Creek at Bargetto Bridge – Annual vegetation management and invasive plant species removal.
- 38th avenue detention basin - The 38th Avenue detention basin (**Figure 11**) is a unique storm drain asset that is within the Capitola City limits but is maintained by Zone 5. This basin includes a series of overflow channels, head gates, pumps, and sumps that help control water levels during large rain events. There are four (two large and two small) pumps that are monitored by the Sanitation Division. During 2020 and 2021, significant maintenance was performed at the 38th Avenue detention basin, including removal of 400 cubic yards of material, constructing a perimeter fence, installing plantings, replacing, and maintaining the pump system, and confirming the system was operational.

Figure 11. 38th Avenue Detention Basin

4.4 REPAIRS

Spot repairs are completed by the Operations staff as they are identified. There have been no major repairs within Zone 5; however, major repairs in other County zones are typically handled by the senior civil engineering team (e.g., Leona Creek at Capitola Road).

In 2020, approximately 12 culvert replacement projects were completed. The County's Superintendent maintains a list of culvert projects for all of the roads and drainage crews and these projects are completed as time permits.

4.5 DOCUMENTATION

4.5.1 Work Plans

The day-to-day activities for the O&M team are site- and case-specific. As a result, there are no standard operations procedures in place to guide work program actions. Site-specific work plans are developed, and in some cases reused, for recurring work program actions. Work plans include a description of the work program action including a checklist and a work zone map created using Google Earth that shows road closures, signage, and flagger requirements. These work plans are distributed at tailgate meetings and outline tasks for all involved staff. A sample work plan is provided in **Appendix G**.

5 Tracking and Reporting

5.1 INTRODUCTION

The Tracking and Reporting[5] element completes the Storm Water Asset Management Cycle and links back into the asset inventory, the foundation of the O&M Program. Changes to the storm drain system might include updated attribute or spatial information, new or removed storm drain assets, or changes to the storm drain reporting. These modifications will be reflected within the GIS and Lucity system to ensure the storm drain system is up-to-date, complete, and accurate.

There are several key software packages used Countywide and by the County's O&M Program within Zone 5. These software packages as well as their primary uses are described below. This section also includes a description of the County's ongoing tracking and reporting. Finally, the County's annual reporting is described.

5.2 TRACKING AND REPORTING SOFTWARE

5.2.1 ESRI GIS

ESRI is the industry standard for creating, analyzing, managing, and presenting geospatial information. The County uses the full suite of ESRI software described below.

ArcGIS Desktop – ArcGIS Desktop is the legacy software platform that is still available for use, but currently outdated and no longer supported. ArcGIS Desktop or ArcMap will be retired on March 1, 2026. This software appears to still be in use at the County for day-to-day GIS operations.

ArcGIS Pro – ArcGIS Pro supports data visualization, basic and advanced analysis, data management, and data sharing across the suite of ArcGIS platforms. ArcGIS Pro is the industry standard in geospatial software. Usage of ArcGIS Pro at the County is assumed to be widespread; however, the O&M Program has not fully integrated this new software package.

ArcGIS Online – ArcGIS Online is a cloud-based software used to create and share geospatial information through interactive web maps and web applications. ArcGIS Online is the primary clearinghouse for the County's O&M geospatial data and along with Lucity (discussed in detail below), this software is used to visualize and share the County's storm drain GIS.

ArcGIS Field Maps – ArcGIS Field Maps, formerly ArcGIS Collector, is an all-in-one application (app) that leverages ArcGIS Online-developed web maps to support mobile field data collection, editing, asset locating, and real-time location reporting.

[5] Tracking and Reporting details were obtained during a series of virtual meetings with County staff including the Stormwater Program Manager, Superintendent, and GIS Manager from February through December 2021.

While this app is not available to everyone, it is used by field inspectors and technicians to locate and update storm drain asset attribute information, perform sign inventories, support road closures, track rodents, and support the culvert discovery and assessment project.

ArcGIS Survey123 – ArcGIS Survey123 is a form-centric mobile app used to create, share, and analyze survey information. Currently, the County uses ArcGIS Survey123 to support road closures and the culvert discovery and assessment project.

5.2.2 Lucity

Lucity is a comprehensive GIS and web-enabled software solution geared toward local governments, public works, and utility departments. While Lucity offers a mapping and spatial viewer, the power of the software is its form-based graphical interface and robust database backbone. Lucity allows users to manage an asset inventory, assess the condition of assets, and determine maintenance needs, all within the software.

Lucity is the cornerstone of the County's asset management system and is used across various departments. Lucity is the framework for tracking inspections, maintenance, and other operational activities discussed herein.

5.3 ASSET TRACKING AND REPORTING

Asset tracking and reporting within Zone 5 are closely linked and typically managed by the Maintenance Superintendent and the County's Storm Water Coordinator. Asset tracking and reporting also include web applications developed for specific data updating or inventorying needs.

Below is a description of the web applications, asset tracking, as well as the annual reports produced each year that summarize inspection, maintenance, and NPDES-related activities.

5.3.1 Web Applications

The County's GIS Manager has developed a series of web maps and web applications that support ongoing data tracking and maintenance. They also use third-party CCTV software. These are summarized below.

Drainage Channels Application

There are numerous mapped open channels across the County. Some of these channels are maintained by the County, while other channels are on private property. There are also a variety of unmapped channels that need to be verified as County maintained assets or as privately maintained channels. Additionally, the ingress and egress locations for these assets need to be documented.

The purpose of the drainage channel application is to identify unmapped open channels and identify acceptable access points to the County-maintained assets.

Culvert Discovery and Assessment Application

Storm drain culverts are located within urban, rural, and mountainous areas of the County. While the Zone 5 culvert inventory is mostly complete, the County-wide inventory continues to be updated. Many of the existing culverts are mapped and include relevant attribute information (e.g., diameter, material, conditions). Yet, additional work is needed to adequately map and describe all existing culverts within the County.

The purpose of the culvert discovery and assessment application is to enable County staff to identify unmapped culverts, populate relevant attribute information for unmapped culverts, and update inaccurate information for existing mapped culverts.

GraniteNet (Third-party CCTV software)

GraniteNet is a third-party CCTV system that includes both software and hardware. The GraniteNet system is used for closed pipe inspection and rehabilitation planning. This tool is used primarily within the Sanitation Division, but also has the ability to be used on the storm drain system. Currently, the storm water program uses this tool as needed. There is an interest to better leverage the GraniteNet system for conducting storm drain pipe CCTV inspections and rehabilitation planning.

5.3.2 Asset Tracking

Ongoing asset tracking within Zone 5 is the responsibility of the Maintenance Supervisor. Management metric reports are generated through the Lucity system and provide a glimpse or snapshot into how the O&M Program is functioning.

Of the approximately 16 standard management metric reports, 7 reports are storm drain asset-related and include the following:

- Ditch cleaning mileage and collected volume
- Culvert maintenance/cleaning
- Culvert repair and replacement
- Sweeping mileage
- Culvert replacement footage
- Storm debris removal
- CCTV inspections

The Maintenance Superintendent runs management metric reports periodically and defines the time period of interest. For example, to understand whether culvert repair and replacement work program actions may differ among the crews, a report will be generated to calculate how many feet of culvert repair or culvert replacements have occurred for each crew over a given time period. This information informs not just resourcing decisions (e.g., does a crew need more staff), but also budget allocations (e.g., does one crew need more financial resources in order to meet culvert repair or culvert replacement demands).

5.4 ANNUAL REPORTING

The County prepares reports on an annual basis in support of their NPDES program and to inform the budgeting and resourcing for the O&M program. Each of these reports are described in more detail below.

5.4.1 Annual NPDES Report

Santa Cruz County is a traditional small municipal separate storm water sewer system (MS4) permittee covered under the Phase II MS4 general permit (State Water Resources Control Board (Water Board) Water Quality Order No. 2013-001-DWQ). This program is managed by the County's stormwater coordinator. The Phase II general permit covers municipalities that serve less than 100,000 persons. The Phase II general permit conditions require municipalities to report annually how their program ensures pollutant discharges are reduced, protects water quality, and broadly satisfies the appropriate water quality requirements of the Clean Water Act of 1972.

Each year, Santa Cruz County is required to prepare and submit an Annual Report to the Water Board, per the requirements of the NPDES Phase II MS4 permit. The purpose of the Annual NPDES Report is to present an evaluation of the storm water program, summarize the effectiveness of best management practices and goals, and identify improvement opportunities.

One area of focus for the County's NPDES program is particulate reduction. The County's Annual NPDES Report must present the volume of solids removed each year which is directly informed by O&M management metric reports. Specifically, particulate reduction is estimated over time using MS4 program-effectiveness software and ongoing County-derived tracking information from Lucity. These data are captured as maintenance crews complete work program actions and record the information into Lucity. The following reports summarize the ongoing O&M activities that directly inform the particulate reduction estimates.

- Ditch cleaning mileage and collected volume
- Culvert maintenance/cleaning
- Sweeping mileage

- Storm debris removal (also includes vegetation removal)

Samples of the metric reports and particulate reduction chart are presented in **Appendix D**.

5.4.2 Internal O&M Reporting

The O&M Superintendent produces periodic reports that help inform workloads, resourcing, and budgeting. These reports are produced using the Lucity software and are summarized below. Sample reports are included in **Appendix E**.

- Management metric reports
    - Ditch cleaning
    - Culvert maintenance/cleaning
    - Culvert repair and replace
    - Sweeping mileage
- Roads Reports
    - Completed work orders by crew
    - Employee hours by activity type
    - Drainage crew work orders
    - Flap gate work orders

6 Recommendations

Santa Cruz County desires a storm drain O&M program that is proactive, supports a functional storm drain system at the desired level of service, and allows the County flexibility to reallocate O&M resources as conditions change. In order to achieve these goals, NCE makes the following recommendations for the O&M Program:

- **Asset Inventory** – Improve the accuracy and completeness of the storm drain asset inventory by conducting field verifications of spatial and attribute data. The current asset inventory has various inconsistencies and redundancies that should be addressed to improve the accuracy and completeness of the data.

- **Analysis and Forecasting** – Develop and implement a proactive O&M program that has the necessary resources to inspect, maintain, and repair storm drain assets at recommended frequencies. See the *O&M Standard Operating Procedures – Proposed* table in **Appendix H**.

  Implement regular CCTV inspections of the storm drain system. While it is unnecessary to conduct a CCTV inspection on every linear foot of storm drain pipe within the County, up to 5,000 linear feet of pipe each year should be inspected, focusing on priority storm drain pipes. These CCTV inspections will provide the County with critical pipe condition information and allow the County to proactively address identified issues before they become major problems.

- **Work Program Actions** – The *O&M Standard Operating Procedures – Existing and Proposed* tables present guidelines for inspections, maintenance, and repairs, including documenting the type, frequency, season, and overall process for completing work program actions. This table should not take the place of developing a comprehensive Standard Operating Procedures Manual, which would benefit existing and new O&M staff.

- **Tracking and Reporting** – The County should continue the ongoing tracking and reporting activities as described above in **Section 5**. Additionally, implementation of robust tracking analytics is recommended to determine how O&M work program actions change over time to further optimize the O&M Program.

- **O&M Plan Linkage to Lucity** – The final enhancement to the County's O&M program will be to link the above recommendations to the Lucity asset management system. Because Lucity is the overarching framework within which the County manages the Zone 5 storm drain system, any changes to

the O&M program must be tied back to Lucity. Asset inventory updates, changes to inspection or repair frequencies, CCTV inspections, tracking or reporting changes must all be linked back to the Lucity system.

Distribution and Quality Control

Zone 5 Storm Drain Master Plan

Operations and Maintenance Plan

Santa Cruz County, CA

November 10, 2023

Copy 1: Schaaf and Wheeler (digital)

Copy 2: Project File (digital)

Quality Control Reviewer:

Jason Drew, CPESC, CPSWQ
Principal

NCE Project No. 1045.03.55

Appendix A

Schaaf and Wheeler Condition Assessment Attribute Tables

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Material	Dimensions (LxWxH, Inches)	Invert In (Inches)	Invert Out (Inches)	Maintenance Condition	Debris (%)	Debris (location)	Water (%)	Channel Condition Priority	NOTES
Concrete				Good				5 - immediate attention	
Asphalt				Fair				4 - poor	
Soil/Earth				Poor				3 - fair	
Rock								2 - good	
Vegetation								1 - excellent	
Other									

Pipes

Material	Diameter (Inches)	Invert In (Inches)	Invert Out (Inches)	Maintenance Condition	Debris (location)	Debris (%)	Water (location)	Water (%)	CCTV	CCTV Rating	CCTV Priority	NOTES
RCP				Good					Yes	5 - immediate attention	High	
CMP				Fair					No	4 - poor	Moderate	
HDPE				Poor						3 - fair	Low	
VCP										2 - good		
PVC										1 - excellent		
See notes												

Type	Material	Diameter / Dimensions (Inches)	Crossing Type	Inlet Configuration	Invert In (Inches)	Outlet Configuration	Invert Out (Inches)	Maintenance Condition	Debris (%)	Debris Location	Water (%)	Water Location	CCTV	CCTV Rating	CCTV Priority	NOTES
Circular	RCP		Ditch Relief	Open Pipe		Open Pipe		Good					Yes	5 - immediate attention	High	
Rectangular / Box	CMP		Ephemeral	Headwall		Headwall		Fair					No	4 - poor	Moderate	
Arch	HDPE		Creek	Box		Rock Dissipator		Poor						3 - fair	Low	
See Notes	VCP		See Notes	See Notes		See Notes								2 - good		
	PVC													1 - excellent		
	See Notes															

Type	Material	Diameter / Dimensions (Inches)	Invert In (Inches)	Invert Out (Inches)	No Dumping, Drains to Bay Marking?	Debris (%)	Water (%)	Structure Condition	Structure Priority	NOTES
Inlet	RCP				Yes - good, fair			5 - immediate attention	High	
Outlet	CMP				Yes - bad			4 - poor	Moderate	
Manhole	HDPE				None			3 - fair	Low	
Treatment	VCP							2 - good		
Detention	PVC							1 - excellent		
Pump	See Notes									

Appendix B

Existing Zone 5 O&M Program System Map

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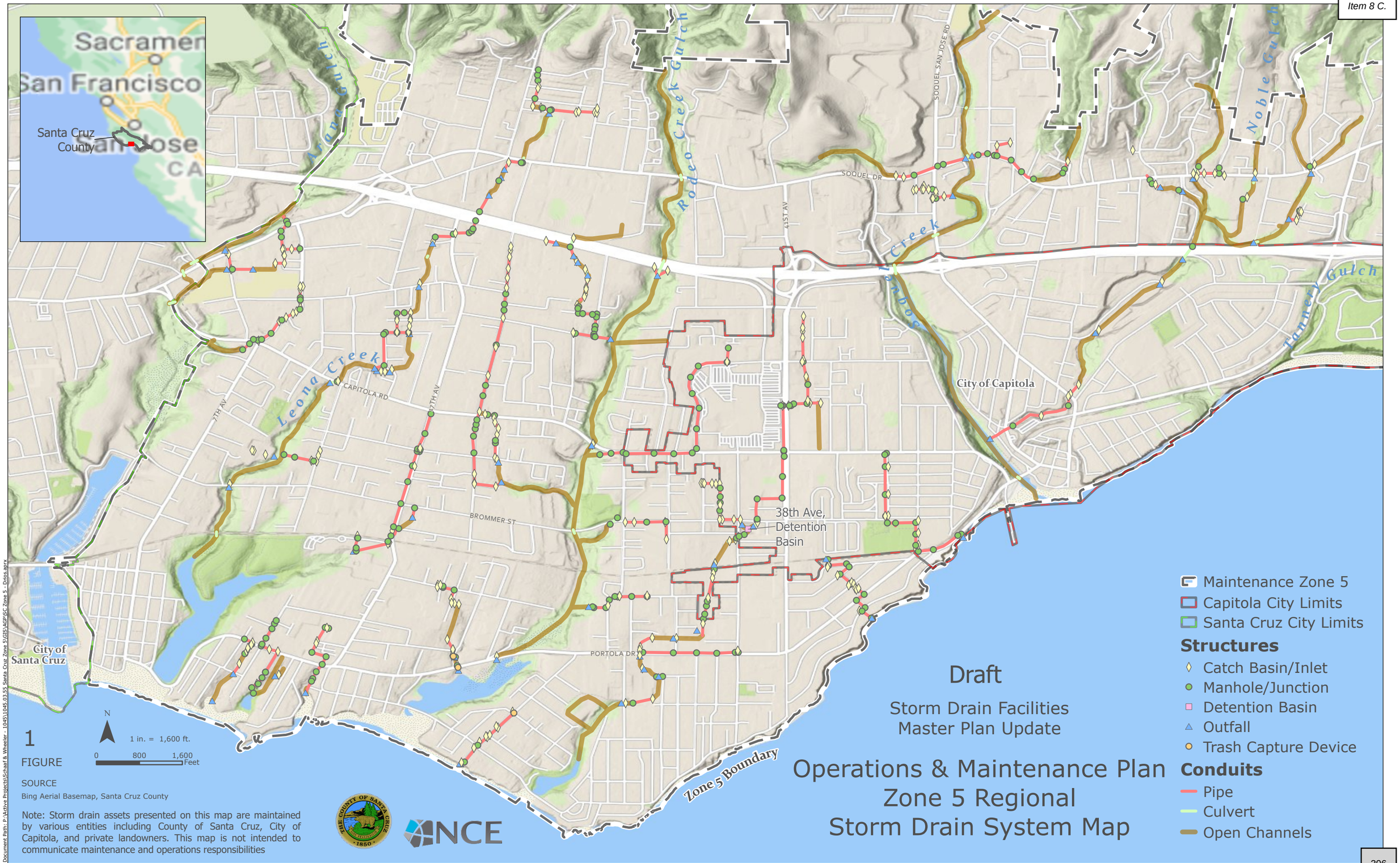
Sacramento
San Francisco
San Jose
CA
Santa Cruz County
Arana Gulch
Rodeo Creek Gulch
Noble Gulch
Tannery Gulch
SOQUEL DR
SOQUEL-SAN JOSE RD
41ST AV
Rodeo Creek
Leona Creek
CAPITOLA RD
7TH AV
17TH AV
BROMMER ST
PORTOLA DR
City of Capitola
38th Ave, Detention Basin
City of Santa Cruz
Zone 5 Boundary
N
1
1 in. = 1,600 ft.
0 800 1,600 Feet
FIGURE
SOURCE
Bing Aerial Basemap, Santa Cruz County
Note: Storm drain assets presented on this map are maintained by various entities including County of Santa Cruz, City of Capitola, and private landowners. This map is not intended to communicate maintenance and operations responsibilities
Draft
Storm Drain Facilities
Master Plan Update
Operations & Maintenance Plan
Zone 5 Regional
Storm Drain System Map
Maintenance Zone 5
Capitola City Limits
Santa Cruz City Limits
Structures
Catch Basin/Inlet
Manhole/Junction
Detention Basin
Outfall
Trash Capture Device
Conduits
Pipe
Culvert
Open Channels
Document Path: P:\Active Projects\Schaaf & Wheeler - 1045\1045.03.55 Santa Cruz Zone 5\GIS\AGP\SC Zone 5 - Drops.aprx

Appendix C

Sample Work Orders

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Work Order Detail Report

WO Number: 2021/06/01-021

Status: Closed In Field
Status Date: 7/16/2021 10:26 am

Category: Storm Structure
Problem: Zone 5 - Drainage
Main Task: NPDES-CATCH BASIN CLEANING

Asset: Z5_SGMH_4875 BROMMER YARD
Location: 647 MELLO LN

Cause:
Assigned Crew: Roads Special Crew
Supervisor: Vega, Elliot
Lead Worker:
Priority:
Account #:
Proj No - Acct:
Project: NPDES Zone 5 Stormwater Structures
Reason: Regular
Received By:
Inspected By:
Inspector Comments:

Assigned By: 10139 Sandoval, Alex
Assigned Date: 6/1/2021 7:00 AM
Start Date: 6/1/2021 7:00 AM
End Date: 7/1/2021 4:30 PM
Sched Start Date:
Project ID:
Project Name:

Contractor:

Override Notifications
Problem ☐
Overdue ☐
Lead Worker ☐
Task ☐
Supervisor ☐
Hard Lock WO ☐
Publically Available ☐

Request Comments for Work Order
ROUTINE CLEANING OF ZONE 5 SILT AND GREESE TRAPS

Location
Department: Roads
Division: Roads-Drainage
Sub-Division:
Area:
Sub-Area:
Owner:
Location:
Classification:

Comments for Crew

Maintenance Zone:
Alternate Zone:
External Source:
External WO ID:

Work Order Locations

Address	Address 2	X Coord	Y Coord	General Location
647 MELLO LN	7TH AVE	6,124,289.13537681	1,815,156.45989989	645 MELLO LN
430 LAKE AVE	EATON ST	6,123,083.33070180	1,814,028.95362473	430 LAKE AVE ACROSS FROM
4515 LAKE AVE	CARMEL ST	6,123,164.49392530	1,813,547.00905056	333 LAKE AVE
135 5TH AVE	LAKE AVE	6,123,331.97784230	1,813,130.68934515	430 LAKE AVE ACROSS FROM
14TH AVE		6,125,369.60139172	1,811,854.70305198	191 14TH AV
CLIFF DR		6,125,814.15365222	1,812,645.32548648	21400 E CLIFF DR
TWIN LAKES SB		6,125,803.36889689	1,812,085.42339106	15TH AV
16TH AVE		6,126,313.86984439	1,812,519.93728581	229 16TH AV
		6,126,542.50226113	1,812,011.53836823	JOHAN'S BEACH DR
PORTOLA DR		6,128,336.17124598	1,812,222.23939039	CORCORAN AND E. CLIFF
680 30TH AVE		6,131,219.18122797	1,811,596.64287256	680 30TH AVE

* A 'Hidden' field indicates permission to view the secured field is turned off.

22811 CLIFF DR			PALISADES AVE
6,130,052.98342913	1,809,807.50340623	22811 E CLIFF DR	
6,128,808.33992106	1,810,579.08093131	101 26TH AV	
6,135,630.93946481	1,814,434.98496489	4825 PORTOLA DR	
6,126,294.41450273	1,820,146.50700639	630 BOSTWICK LN	
6,131,303.86445755	1,814,668.50811990		
1185 OMAR CT			EL DORADO AVE
6,126,305.66415213	1,815,484.65510964	1185 OMAR CT	
1175 OMAR CT			EL DORADO AVE
6,126,291.60807788	1,815,542.52015139	1175 BROMMER CIR	
41ST AVE			
6,133,657.94505122	1,812,646.12896256	821 41ST AVE	
7TH AVE			
6,125,155.17301480	1,816,959.73549281	1255 7TH AVE	
6,127,298.63559139	1,814,522.15506615	979 17TH AVE	
6,128,314.37273313	1,812,220.78401272	2300 PORTOLA DR	
0.00000000	0.00000000	23211 E CLIFF DR	
2700 BROMMER ST			DARLENE DR
6,130,526.08090813	1,814,177.78173915	BROMMER YARD	
6,130,273.56336856	1,814,813.71911556	BROMMER YARD	
6,130,287.45244838	1,814,813.71911556	BROMMER YARD	
6,130,402.90005213	1,812,601.94204307	2533 PORTOLA DR EAST OF	
CLEARWATER CT			
6,128,138.64080113	1,812,257.50375555	116 CLEARWATER CT	
515 CORCORAN AVE			ALICE ST
6,128,713.44378538	1,812,548.40606089	15TH AV	
MATTHEWS LN			
6,127,125.62511064	1,812,690.60689197	1715 MATTHEWS LN	
CLIFF DR			
6,126,318.90559547	1,812,586.27245498	21501 E CLIFF DR	
21501 CLIFF DR			
6,126,254.32239130	1,812,623.42493972	21501 E CLIFF DR	
21401 CLIFF DR			
6,125,874.19454263	1,812,816.66307031	21401 E CLIFF DR	
TWIN LAKES SB			
6,124,166.65989996	1,812,444.32391998	TWIN LAKES SB	
7TH AVE			
6,123,880.16440997	1,812,929.20287147	200 7TH AV	
6,124,351.98925371	1,814,533.03594990	216 HARBOR BEACH CT	
715 TANNER CT			
6,125,740.14198922	1,817,995.67403772	715 TANNER CT	
ADELAIDA CT			JOSE AVE
6,126,297.75635955	1,817,360.58934990	938 ADELAIDA CT	
1125 HARPER CT			EL DORADO AVE
6,126,659.94231497	1,816,826.57991923	1125 HARPER CT	
EL DORADO AVE			
6,126,691.54067697	1,816,202.95616648	1413 EL DORADO AVE	
6,126,302.92990564	1,815,476.97271031	OMAR LN	

BROMMER ST			CAPTAINS CT
6,125,414.94841389	1,815,828.33191572	CAPTAINS CT DRIVEWAY WEST	
PORTOLA DR			
6,128,781.57619506	1,812,336.50819072	CORCORAN AND E. CLIFF	
6,128,815.78806889	1,810,579.08093131	101 26TH AV	
23211 CLIFF DR			33RD AVE
6,131,617.54132363	1,809,805.63398740	33RD AT E CLIFF DR	
6,128,808.38552463	1,810,578.34864931		
119 32ND AVE			E CLIFF DR
6,131,490.89131448	1,809,923.46019532	BROMMER AVE	
CLIFF DR			34TH AVE
6,131,777.97341748	1,809,954.67010665	111 34TH AVE	
6,132,021.15895472	1,810,260.34108323	35TH AND E. CLIFF	
CLIFF DR			36TH AVE
6,132,269.47768380	1,810,425.53596281	23615 E CLIFF DR	
6,132,788.89626439	1,810,815.74778081	E CLIFF AT MANZANITA	
6,133,167.26427406	1,811,022.00655465	3840 E CLIFF DR	
500 41ST AVE			
6,133,664.45159988	1,811,332.63946356	500 41ST AVE	
OPAL CLIFF DR			
6,134,817.90565780	1,813,287.27564615	4520 OPAL CLIFF DR	
30TH AVE			
6,131,290.21979980	1,815,080.10080065	1380 30TH AVE	
GROSS RD			
6,131,959.96452330	1,818,189.11393955	3141 GROSS RD	
VIA GARGANO			
6,131,453.75753047	1,818,040.08864707	3330 VIA GARGANO	
GREYSTONE CT			
6,130,889.41253056	1,818,857.26122531	110 GREYSTONE CT	
CHANTICLEER LN			
6,129,479.54658389	1,818,327.79312414	2199 CHANTICLEER LN	
WILLA WAY			
6,130,281.26446864	1,816,953.48189640	1730 WILLA WAY	
MACIEL AVE			CAPITOLA RD
6,130,414.42430730	1,816,902.78744398	2542 MACIEL AV	
CAPITOLA RD			
6,130,709.59005556	1,816,560.33406064	2546 CAPITOLA RD	
AMBER AVE			WOODROSE AVE
6,129,575.24750797	1,816,622.60296498	2170 AMBER LN	
2236 IVY LN			
6,129,400.16977413	1,815,686.12649147	2284 IVY LN	
HARPER ST			PESCE WAY
6,127,196.75948280	1,816,708.66545689	1245 HARPER ST	
6,127,047.39495213	1,817,698.48040639	1115 CAPITOLA RD	
GREY SEAL RD			
6,126,151.81308189	1,818,285.17509915	1723 GREY SEAL RD	
JOSE AVE			
6,126,941.38105655	1,818,558.59187515	1910 JOSE AV	
16TH AVE			CAPITOLA RD
6,128,283.91446072	1,817,976.85452156	1851 16TH AVE	
RODRIGUEZ ST			DUSTIN WAY
6,128,278.43087588	1,819,448.70787705	1465 RODRIGUEZ ST	
7TH AVE			
6,125,956.73145105	1,818,464.99363714	7TH AV	

CAPITOLA RD		
6,125,157.67399405	1,818,570.26803289	15TH AV
17TH AVE		
6,128,949.54403497	1,820,926.07204831	2617 17TH AVE
CAMDEN CT		
6,130,770.20312330	1,822,134.27107547	2445 CAMDEN CT
6,132,409.00496380	1,821,302.20088923	S RODEO GULCH @ SOQUEL
PORTER ST		
6,136,029.52528180	1,820,364.88353814	2700 PORTER ST
2800 PORTER ST		
6,136,156.82555214	1,820,962.71337923	2800 PORTER ST
ALDO CT		
6,135,912.87722114	1,825,115.00199065	ALDO CT
2750 ORCHARD ST		
6,139,094.28982155	1,821,074.43330014	2750 ORCHARD ST
CHEN WAY		
6,139,922.79111731	1,821,265.94210348	3003 CHEN WAY
CUNNISON LN		
6,140,257.78782263	1,821,424.42669465	3060 CUNNISON LN
6,140,773.80811605	1,820,054.50226915	MONTEREY AVE
BASELINE DR		
6,143,348.36267821	1,820,973.07589132	BASELINE DR
SOQUEL DR		
6,143,504.56610598	1,822,236.22756448	3139 CORTE CABRILLO
CORTE CABRILLO		
6,143,637.11833431	1,822,927.63366197	3170 CORTE CABRILLO
CORTE CABRILLO		
6,143,587.24868339	1,823,108.23238215	3210 CORTE CABRILLO
CORTE CABRILLO		
6,143,529.82655413	1,822,863.05045781	3165 CORTE CABRILLO
CORTE CABRILLO		
6,143,512.85677180	1,822,588.89385389	3139 CORTE CABRILLO

Work Order Detail Report

Work Order Assets

Object Type / System ID 1	System ID 2	Description 1 / Odometer	Hourmeter	Othermeter	Description 2 / PM Description	Asset ID	Completed	
Storm Structure Z5_SGMH_4875		BROMMER YARD				34131	6/1/2021	8:45 am
Storm Structure Z5_SGIL_19424		BROMMER YARD				45587	6/1/2021	11:20 am
Storm Structure Z5_SGIL_19425		BROMMER YARD				45588	6/1/2021	10:50 am
Storm Structure Z5_SGIL_19437		2533 PORTOLA DR EAST OF				45589	6/1/2021	11:35 am
Storm Structure Z5_IL_2232					Sediment weir (S&W)	19485	6/2/2021	8:40 am
Storm Structure Z5_SGIL_4718		116 CLEARWATER CT				18963	6/1/2021	1:05 pm
Storm Structure Z5_SGMH_4317		15TH AV				19862	6/14/2021	8:15 am
Storm Structure Z5_SGIL_4724		1715 MATTHEWS LN			NCS	18965	6/1/2021	1:30 pm
Storm Structure Z5_SGIL_4722		21501 E CLIFF DR			2.2' 3.2'	20741	6/2/2021	9:10 am
Storm Structure Z5_SGIL_4721		21501 E CLIFF DR			CS/ Baffle Added	18964	6/4/2021	8:00 am
Storm Structure Z5_SGMH_3743		21401 E CLIFF DR			also seen on F-27	19017	6/15/2021	12:30 pm
Storm Structure Z5_SGMH_4855		TWIN LAKES SB				18942	6/4/2021	11:00 am
Storm Structure Z5_SGMH_4856		200 7TH AV				18931	6/1/2021	2:05 pm
Storm Structure Z5_SGIL_19410		216 HARBOR BEACH CT				45586	6/2/2021	9:35 am
Storm Structure Z5_IL_3335		1255 7TH AVE			V-64	22307	7/1/2021	7:34 am
Comment: CAN NOT LOCATE								
Storm Structure Z5_SGIL_2756		715 TANNER CT			GOOD COND	22144	6/2/2021	10:00 am
Storm Structure Z5_SGIL_4603		938 ADELAIDA CT			Catch Basin	18943	6/4/2021	12:45 pm
Storm Structure Z5_SGIL_990		1125 HARPER CT				19283	6/2/2021	11:10 am
Storm Structure Z5_SGMH_4864		1413 EL DORADO AVE				18937	6/2/2021	11:30 am
Storm Structure Z5_SGMH_19413		OMAR LN				45596	6/2/2021	12:50 pm
Storm Structure Z5_SGIL_4757		1185 OMAR CT			FAIR COND, ODOR	18974	6/2/2021	2:45 pm
Storm Structure Z5_SGMH_4918		CAPTAINS CT DRIVEWAY WEST				17327	6/3/2021	8:20 am
Storm Structure Z5_SGIL_4810		1175 BROMMER CIR			GOOD COND, STANDING WATER	18986	6/2/2021	2:15 pm
Storm Structure Z5_SGMH_3888		645 MELLO LN			Filtration station	19082	6/3/2021	11:40 am
Storm Structure Z5_SGMH_3911		430 LAKE AVE ACROSS FROM			GOOD COND, RIGHT NEXT TO R072716D	17326	6/4/2021	9:00 am
Storm Structure Z5_SGMH_4877		333 LAKE AVE				34135	6/4/2021	9:30 am
Storm Structure Z5_SGMH_3951		430 LAKE AVE ACROSS FROM				19115	6/4/2021	10:00 am

* A 'Hidden' field indicates permission to view the secured field is turned off.

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Work Order Detail Report

Storm Structure Z5_SGIL_4868	191 14TH AV	FAIR COND, ODOR, MOSQUITOS, GARBAGE 18939	6/3/2021	1:00 pm	
Storm Structure Z5_SGIL_4694	21400 E CLIFF DR	20726	6/3/2021	1:40 pm	
Storm Structure Z5_SGMH_4847	15TH AV	MED. SIZE DOG, DEAD 11 FT DOWN HAS BEEN 18926	6/3/2021	2:05 pm	
Storm Structure Z5_SGIL_4623	229 16TH AV	20045	6/7/2021	8:30 am	
Storm Structure Z5_SGMH_19415	JOHAN'S BEACH DR	45598	6/3/2021	3:00 pm	
Storm Structure Z5_SGMH_4853	CORCORAN AND E. CLIFF	18929	6/14/2021	9:00 am	
Storm Structure Z5_SGMH_4328	680 30TH AVE	NEXT TO PHONE POLE 18703	6/14/2021	10:30 am	
Storm Structure Z5_SGIL_3551	22811 E CLIFF DR	18685	7/1/2021	7:25 am	
Storm Structure Z5_SGMH_19420	23211 E CLIFF DR	45603	6/7/2021	10:20 am	
Storm Structure Z5_SGMH_19417	101 26TH AV	45600	6/10/2021	8:45 am	
Storm Structure Z5_SGMH_3932	33RD AT E CLIFF DR	Double Bolted Drop Str GOOD COND 20835	6/7/2021	12:45 pm	
Storm Structure Z5_SGIL_4870		56360	6/10/2021	8:00 am	
Storm Structure Z5_SGMH_3713	BROMMER AVE	18345	6/10/2021	9:20 am	
Storm Structure Z5_SGMH_4851	111 34TH AVE	18337	6/15/2021	8:15 am	
Storm Structure Z5_SGMH_19421	35TH AND E. CLIFF	45604	6/15/2021	8:45 am	
Storm Structure Z5_SGMH_4850	23615 E CLIFF DR	18336	6/15/2021	10:10 am	
Storm Structure Z5_SGMH_19422	E CLIFF AT MANZANITA	45605	6/7/2021	10:55 am	
Storm Structure Z5_SGMH_19423	3840 E CLIFF DR	45606	6/15/2021	10:50 am	
Storm Structure Z5_SGMH_3747	500 41ST AVE	18346	6/7/2021	1:30 pm	
Storm Structure Z5_IL_1454	821 41ST AVE	18534	6/28/2021	7:45 am	
Storm Structure Z5_SGMH_4865	4520 OPAL CLIFF DR	Manhole # 2, Silt and Grease trap, NEEDS A NEW 18338	6/14/2021	11:15 am	
Storm Structure Z5_SGIL_4749	1380 30TH AVE	FAIR COND, ODOR, STANDING WATER 18969	6/7/2021	3:10 pm	
Storm Structure CA_SGIL_2889	4825 PORTOLA DR	55810	6/14/2021	12:45 pm	
Storm Structure Z5_SGIL_4672	3141 GROSS RD	GO 18953	6/8/2021	10:30 am	
Storm Structure Z5_SGIL_4660	3330 VIA GARGANO	GO 18952	6/8/2021	10:00 am	
Storm Structure Z5_SGMH_4860	110 GREYSTONE CT	Drop Manhole 18934	6/10/2021	10:30 am	
Storm Structure Z5_SGIL_4604	2199 CHANTICLEER LN	18944	6/10/2021	11:00 am	
Storm Structure Z5_SGIL_4709	1730 WILLA WAY	GO 18960	6/4/2021	1:15 pm	
Storm Structure Z5_SGIL_4710	2542 MACIEL AV	GO 20046	6/7/2021	2:10 pm	

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Storm Structure Z5_SGIL_4783	2546 CAPITOLA RD		18978	6/8/2021	11:25 am
Storm Structure Z5_SGIL_4729	2170 AMBER LN		18966	6/4/2021	1:30 pm
Storm Structure Z5_SGMH_4858	979 17TH AVE		18933	7/1/2021	10:40 am
Storm Structure Z5_SGIL_19436	2284 IVY LN	FAIR COND, ODOR	18940	6/8/2021	12:40 pm
Storm Structure Z5_SGIL_4747	1245 HARPER ST	FAIR COND, ODOR, PPP IS BROKEN	18968	6/8/2021	1:10 pm
Storm Structure Z5_MH_4872	1115 CAPITOLA RD		56356	6/10/2021	11:30 am
Storm Structure Z5_SGMH_4862	1723 GREY SEAL RD	GO	18935	6/8/2021	1:30 pm
Storm Structure Z5_SGIL_4605	1910 JOSE AV		20638	6/8/2021	3:20 pm
Storm Structure Z5_MH_4800	1851 16TH AVE		18982	6/10/2021	2:00 pm
Storm Structure Z5_SGIL_4645	1465 RODRIGUEZ ST		18949	6/8/2021	2:30 pm
Storm Structure Z5_SGMH_4854	7TH AV	aprox. 5' from invert to ex. ground	18930	6/24/2021	8:30 am
Storm Structure Z5_SGMH_4867	15TH AV	GOOD COND	18938	6/10/2021	1:15 pm
Storm Structure Z5_SGIL_4717	630 BOSTWICK LN		18962	6/10/2021	2:50 pm
Storm Structure Z5_SGMH_4846	2617 17TH AVE		18925	6/14/2021	1:45 pm
Comment: WE CANNOT ACCESS TRAP DUE TO TEMP METAL FENCE AT ADDRESS 2617					
Storm Structure Z5_SGIL_4745	2445 CAMDEN CT	BAD COND, STANDING WATER	20753	6/14/2021	1:50 pm
Storm Structure Z5_SGIL_19438	S RODEO GULCH @ SOQUEL		45590	6/15/2021	2:10 pm
Storm Structure Z5_MH_4807	2700 PORTER ST		17758	6/14/2021	2:50 pm
Storm Structure Z5_SGIL_4712	2800 PORTER ST	Inlet with a silt and grease trap	17746	7/1/2021	6:15 am
Storm Structure Z5_SGIL_4708	ALDO CT	GO	17745	6/28/2021	8:25 am
Storm Structure Z5_SGMH_4873	4941 E WALNUT ST		17741	6/24/2021	11:00 am
Storm Structure Z5_SGIL_2557	2750 ORCHARD ST		17970	6/24/2021	1:00 pm
Storm Structure Z5_SGIL_4730	3003 CHEN WAY		17747	6/28/2021	9:00 am
Storm Structure Z5_SGMH_4866	3060 CUNNISON LN		17740	6/24/2021	1:40 pm
Storm Structure Z5_SGMH_0001	MONTEREY AVE		56350	6/28/2021	9:40 am
Storm Structure Z5_SGIL_4814	BASELINE DR		17760	6/28/2021	10:30 am
Storm Structure Z5_SGIL_4780	3139 CORTE CABRILLO		17756	6/16/2021	1:00 pm
Storm Structure Z5_SGIL_4732	3170 CORTE CABRILLO	FAIR COND, DEBRIS, SILT	17749	6/16/2021	1:30 pm
Storm Structure Z5_SGIL_4731	3210 CORTE CABRILLO	FAIR COND, SILT, STANDING WATER, MA	17748	6/16/2021	1:55 pm

Work Order Detail Report

Storm Structure	3165 CORTE CABRILLO	GOOD COND, STANDING WATER			
Z5_SGIL_4733			17750	6/16/2021	2:20 pm
Storm Structure	3139 CORTE CABRILLO	BAD COND, DEBRIS, SILT, PPP NEEDS R			
Z5_SGIL_4734			17751	7/1/2021	8:00 am
Storm Structure	2300 PORTOLA DR				
Z5_SGMH_4852			18928	6/28/2021	11:20 am

Work Order Detail Report

Tasks/Resources

5420 NPDES-CATCH BASIN CLEANING

Crew: Roads Special Crew **Status:** Complete ***Cal'c UC:** $0.00 ***Task Cost:** $0.00 **Start Dt:** 6/1/2021
Supervisor: Vega, Elliot **UOM:** **# of Units:** 1.00 ***Unit Cost:** $0.00 **End Dt:** 6/1/2021

Employee

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
13903 Craig, Ariel		9.00	$0.00		6/1/2021	6/1/2021
14495 Miller, Joshua		9.00	$0.00		6/1/2021	6/1/2021

Equipment

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
04-100 2004 VacCon Sewer Cleaning Truck	Hours	9.00	$0.00	ARIEL C.	6/1/2021	6/1/2021

5420 NPDES-CATCH BASIN CLEANING

Crew: Roads Special Crew **Status:** Complete ***Cal'c UC:** $0.00 ***Task Cost:** $0.00 **Start Dt:** 6/2/2021
Supervisor: Vega, Elliot **UOM:** **# of Units:** 9.00 ***Unit Cost:** $0.00 **End Dt:** 6/2/2021

Employee

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
13903 Craig, Ariel		9.00	$0.00		6/2/2021	6/2/2021
14495 Miller, Joshua		9.00	$0.00		6/2/2021	6/2/2021

Equipment

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
04-100 2004 VacCon Sewer Cleaning Truck	Hours	9.00	$0.00	ARIEL C.	6/2/2021	6/2/2021

5420 NPDES-CATCH BASIN CLEANING

Crew: Roads Special Crew **Status:** Complete ***Cal'c UC:** $0.00 ***Task Cost:** $0.00 **Start Dt:** 6/3/2021
Supervisor: Vega, Elliot **UOM:** **# of Units:** 1.00 ***Unit Cost:** $0.00 **End Dt:** 6/3/2021

Employee

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
13903 Craig, Ariel		9.00	$0.00		6/3/2021	6/3/2021
14495 Miller, Joshua		9.00	$0.00		6/3/2021	6/3/2021

Equipment

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
04-100 2004 VacCon Sewer Cleaning Truck	Hours	9.00	$0.00	ARIEL C	6/3/2021	6/3/2021

5420 NPDES-CATCH BASIN CLEANING

Crew: Roads Special Crew **Status:** Complete ***Cal'c UC:** $0.00 ***Task Cost:** $0.00 **Start Dt:** 6/4/2021
Supervisor: Vega, Elliot **UOM:** **# of Units:** 1.00 ***Unit Cost:** $0.00 **End Dt:** 6/4/2021

Employee

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
14495 Miller, Joshua		9.50	$0.00		6/4/2021	6/4/2021
13903 Craig, Ariel		9.50	$0.00		6/4/2021	6/4/2021

Equipment

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
04-100 2004 VacCon Sewer Cleaning Truck	Hours	9.50	$0.00	ARIEL CRAIG	6/4/2021	6/4/2021

5420 NPDES-CATCH BASIN CLEANING

Crew: Roads Special Crew **Status:** Complete ***Cal'c UC:** $0.00 ***Task Cost:** $0.00 **Start Dt:** 6/7/2021
Supervisor: Vega, Elliot **UOM:** **# of Units:** 6.00 ***Unit Cost:** $0.00 **End Dt:** 6/7/2021

Employee

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
13903 Craig, Ariel		9.00	$0.00		6/7/2021	6/7/2021

* A 'Hidden' field indicates permission to view the secured field is turned off.

14495 Miller, Joshua		9.00	$0.00		6/7/2021	6/7/2021

Equipment

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
04-100 2004 VacCon Sewer Cleaning Truck	Hours	9.00	$0.00	ARIEL C.	6/7/2021	6/7/2021

5420 NPDES-CATCH BASIN CLEANING

Crew: Roads Special Crew **Status:** Complete ***Cal'c UC:** $0.00 ***Task Cost:** $0.00 **Start Dt:** 6/10/2021
Supervisor: Vega, Elliot **UOM:** **# of Units:** 3.00 ***Unit Cost:** $0.00 **End Dt:** 6/10/2021

Employee

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
13903 Craig, Ariel		9.00	$0.00		6/10/2021	6/10/2021
14495 Miller, Joshua		9.00	$0.00		6/10/2021	6/10/2021

Equipment

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
04-100 2004 VacCon Sewer Cleaning Truck	Hours	9.00	$0.00	ARIEL C.	6/10/2021	6/10/2021

5420 NPDES-CATCH BASIN CLEANING

Crew: Roads Special Crew **Status:** Complete ***Cal'c UC:** $0.00 ***Task Cost:** $0.00 **Start Dt:** 6/14/2021
Supervisor: Vega, Elliot **UOM:** **# of Units:** 1.00 ***Unit Cost:** $0.00 **End Dt:** 6/14/2021

Employee

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
14495 Miller, Joshua		9.00	$0.00		6/14/2021	6/14/2021
14298 Garcia, Gabriel		9.00	$0.00		6/14/2021	6/14/2021
7277 Phariss, Kevin		9.00	$0.00		6/14/2021	6/14/2021
13903 Craig, Ariel		9.00	$0.00		6/14/2021	6/14/2021

Equipment

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
02-123 2001 DODGE 2500 PICKUP		9.00	$0.00	GABRIEL GARCIA	6/14/2021	6/14/2021
04-100 2004 VacCon Sewer Cleaning Truck	Hours	9.00	$0.00	ARIEL CRAIG	6/14/2021	6/14/2021

5420 NPDES-CATCH BASIN CLEANING

Crew: Roads Special Crew **Status:** Complete ***Cal'c UC:** $0.00 ***Task Cost:** $0.00 **Start Dt:** 6/15/2021
Supervisor: Vega, Elliot **UOM:** **# of Units:** 6.00 ***Unit Cost:** $0.00 **End Dt:** 6/15/2021

Employee

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
13903 Craig, Ariel		9.00	$0.00		6/15/2021	6/15/2021
14495 Miller, Joshua		9.00	$0.00		6/15/2021	6/15/2021
14414 Williams, John		9.00	$0.00		6/15/2021	6/15/2021

Equipment

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
04-100 2004 VacCon Sewer Cleaning Truck	Hours	9.00	$0.00	ARIEL CRAIG	6/15/2021	6/15/2021
02-152 2003 GMC SIERRA 3/4 TON PICKUP		9.00	$0.00	JOHN WILLIAMS	6/15/2021	6/15/2021

5420 NPDES-CATCH BASIN CLEANING

Crew: Roads Special Crew **Status:** Complete ***Cal'c UC:** $0.00 ***Task Cost:** $0.00 **Start Dt:** 6/16/2021
Supervisor: Vega, Elliot **UOM:** **# of Units:** 4.00 ***Unit Cost:** $0.00 **End Dt:** 6/16/2021

Employee

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
13903 Craig, Ariel		3.50	$0.00		6/16/2021	6/16/2021

14495 Miller, Joshua		3.50	$0.00		6/16/2021	6/16/2021

Equipment

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
04-100 2004 VacCon Sewer Cleaning Truck	Hours	3.50	$0.00	JOSH MILLER	6/16/2021	6/16/2021

5420 NPDES-CATCH BASIN CLEANING

Crew: Roads Special Crew **Status:** Complete ***Cal'c UC:** $0.00 ***Task Cost:** $0.00 **Start Dt:** 6/28/2021
Supervisor: Vega, Elliot **UOM:** **# of Units:** 6.00 ***Unit Cost:** $0.00 **End Dt:** 6/28/2021

Employee

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
13903 Craig, Ariel		6.50	$0.00		6/28/2021	6/28/2021
14495 Miller, Joshua		6.50	$0.00		6/28/2021	6/28/2021

Equipment

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
04-100 2004 VacCon Sewer Cleaning Truck	Hours	6.50	$0.00	JOSH MILLER	6/28/2021	6/28/2021

5420 NPDES-CATCH BASIN CLEANING

Crew: Roads Special Crew **Status:** ***Cal'c UC:** $0.00 ***Task Cost:** $0.00 **Start Dt:** 7/1/2021
Supervisor: Vega, Elliot **UOM:** **# of Units:** 1.00 ***Unit Cost:** $0.00 **End Dt:** 7/1/2021

Employee

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
13903 Craig, Ariel		9.00	$0.00		7/1/2021	7/1/2021
14495 Miller, Joshua		9.00	$0.00		7/1/2021	7/1/2021

Equipment

Resource	UOM	Units	*Total Cost	Alt Description	Start Dt	End Dt
04-100 2004 VacCon Sewer Cleaning Truck	Hours	9.00	$0.00	ARIEL CRAIG	7/1/2021	7/1/2021

Work Order Detail Report

Task Material Kit

5420 NPDES-CATCH BASIN CLEANING

Material Kit	Description	Units	Est Units	UOM	Make	Model
		0	0			

5420 NPDES-CATCH BASIN CLEANING

Material Kit	Description	Units	Est Units	UOM	Make	Model
		0	0			

5420 NPDES-CATCH BASIN CLEANING

Material Kit	Description	Units	Est Units	UOM	Make	Model
		0	0			

5420 NPDES-CATCH BASIN CLEANING

Material Kit	Description	Units	Est Units	UOM	Make	Model
		0	0			

5420 NPDES-CATCH BASIN CLEANING

Material Kit	Description	Units	Est Units	UOM	Make	Model
		0	0			

5420 NPDES-CATCH BASIN CLEANING

Material Kit	Description	Units	Est Units	UOM	Make	Model
		0	0			

5420 NPDES-CATCH BASIN CLEANING

Material Kit	Description	Units	Est Units	UOM	Make	Model
		0	0			

5420 NPDES-CATCH BASIN CLEANING

Material Kit	Description	Units	Est Units	UOM	Make	Model
		0	0			

5420 NPDES-CATCH BASIN CLEANING

Material Kit	Description	Units	Est Units	UOM	Make	Model
		0	0			

5420 NPDES-CATCH BASIN CLEANING

Material Kit	Description	Units	Est Units	UOM	Make	Model
		0	0			

5420 NPDES-CATCH BASIN CLEANING

Material Kit	Description	Units	Est Units	UOM	Make	Model
		0	0			

Projected Complete: Lock: ☐
Repair Type:
Subcontractor:
Profit Center:

Quantity: 87.00 Lock: ☐
Unit of Measure: Each
***Unit Cost:** $0.00
WO Hours: 0.00

	*Actual	*Estimated	*Difference
WO Duration	249.50	0.00	0.00
Labor Hours	210.00	0.00	0.00
Labor Costs	$0.00	$0.00	$0.00
Material Costs	0.00	0.00	0.00
Fluids Costs	0.00	0.00	0.00
Equipment Costs	0.00	0.00	0.00
Contractor Costs	0.00	0.00	0.00
Misc. Costs	0.00	0.00	0.00
Total Costs	**$0.00**	**$0.00**	**$0.00**
Use Task Info:	True	True	

* A 'Hidden' field indicates permission to view the secured field is turned off.

Work Order Detail Report

Billing

Billed Party

Customer ID:
Customer Number:
Customer Name:
Last Name:
Address:
City:
Phone:
Cell #:
State:
Fax #:
Zip:
E-mail:

Billing Data

Contact Name:
***Billing Amount:**
Billing Required: ☐
Invoice Number:
Date Bill Sent:
Billing Processed: ☐
Incoming Account #:
Payment Received:
Imported to Financials: ☐
Payment Method:

Simple Work Orders

Employee:
Hours:
End Date:
Asset Type: Storm Structure

CS

General Ledger:
Job Ledger:
General Key:
Job Key:
General Object:
Job Object:

Associated PMs

PM Code and Description	Closed
NPDES_Z5 NPDES Zone 5 Stormwater Structures	☑

Tracking

Item	Description	By	Date	Time
Work Order Creation	From Routine Work NPDES_Z5 - NPDES Zone 5 Stormwater Structures	dpw447	6/1/2021	7:34 AM
Status Change	From New Work Order to Closed In Field	dpw447	7/16/2021	10:26 AM

Real or False Alarm:
WO User 4:
Overflow: ☐
PM Type:
Spill Vol. Gallons:
Property Damage: ☐
WO User 3:
User 13:
Cleanup: ☐
WO User 16:
WO User 23:
Addl Work Required: ☐
WO User 17:
NA:
Bike Lane Related: ☐
WO User 18:
NA:
WO User 28: ☐
PrevReqStatus:
Investigated Date:
WO User 29: ☐
Road:
User 11 Date:
RQ_Stat_Change: ☐
WO User 21:
WO User 25 Date:
WO User 50:
WO User 51:
Reported By:
Job Number:
Data History:
Add'l Work Description

Work Metrics:
WorkMetricsNum:
WO User 32:
Volume:
WO User 33:
District:
WO User 34:
Item Count:
WO User 35:
WO User 46:
WO User 36:
WO User 47:
WO User 37:
WO User 48:
WO User 38:
WO User 39:
MileMarker_or_PM:
WO User 41:

* A 'Hidden' field indicates permission to view the secured field is turned off.

Work Order Detail Report

WO User 52:		**WO User 62:**			
WO User 53:		**WO User 63:**			
WO User 54:		**WO User 64:**			
WO User 55:		**WO User 65:**			
WO User 56:		**WO User 66:**			
WO User 57:		**WO User 67:**			
WO User 58:		**WO User 68:**			
WO User 59:		**WO User 69:**			
WO User 60:		**WO User 70:**			
WO User 61:		**WO User 71:**			
WO User 72:		**WO User 82:**		**WO User 102:**	☐
WO User 73:		**WO User 83:**		**WO User 103:**	☐
WO User 74:		**WO User 84:**		**WO User 104:**	☐
WO User 75:		**WO User 85:**		**WO User 105:**	☐
WO User 76:		**WO User 86:**		**WO User 106:**	☐
WO User 92 Date:		**WO User 97 Date:**			
WO User 93 Date:		**WO User 98 Date:**			
WO User 94 Date:		**WO User 99 Date:**			
WO User 95 Date:		**WO User 100 Date:**			
WO User 96 Date:		**WO User 101 Date:**			
WO User 77:		**WO User 87:**		**WO User 107:**	☐
WO User 78:		**WO User 88:**		**WO User 108:**	☐
WO User 79:		**WO User 89:**		**WO User 109:**	☐
WO User 80:		**WO User 90:**		**WO User 110:**	☐
WO User 81:		**WO User 91:**		**WO User 111:**	☐

WO Creator: dpw447 **WO Creation Date:** 6/1/2021 **PM Trigger:** **Rec #:** 104921

* A 'Hidden' field indicates permission to view the secured field is turned off.

Appendix D

Sample Particulate Reduction Chart and Associated Lucity Reports

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Annual Reporting > Particulate Reduction

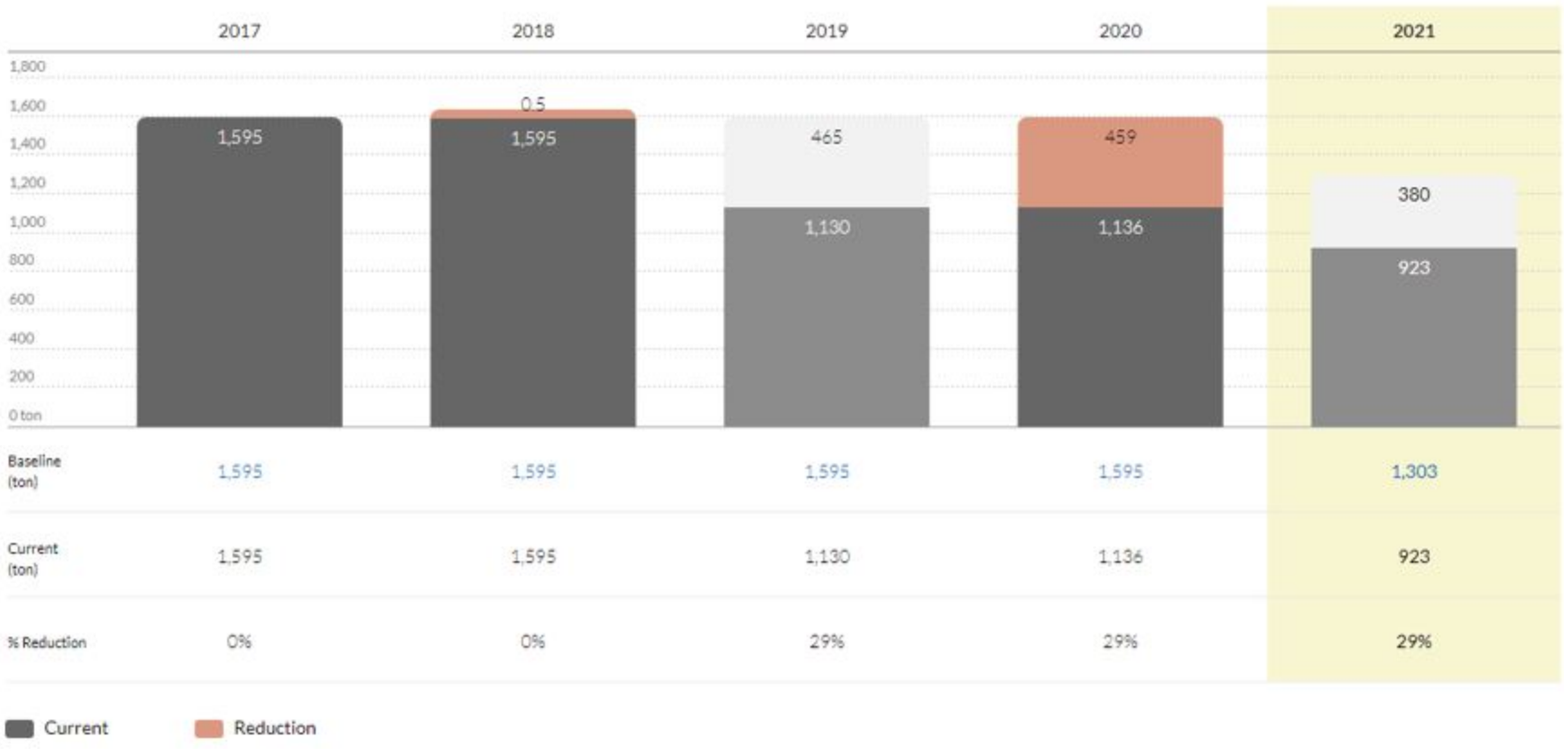
Progress Map | Chart | Summary | Inputs | Opportunity

Year: 2021

Sort: Receiving Water

County of Santa Cruz	(380.1)	↓ 29.2%
Aptos Creek	(7.6)	↓ 30.7%
Arana Gulch	(17.1)	↓ 34.6%
Bates Creek	(2.5)	↓ 18.9%
Bean Creek	(2.4)	↓ 24.1%
Bear Creek	(0.4)	↓ 22.1%
Borregas Creek	(5.0)	↓ 30.9%
Boulder Creek	(4.3)	↓ 19.0%
Branciforte Creek	(0.5)	↓ 31.6%
Browns Creek	(0.2)	↓ 14.1%
Camp Evers Creek	(0.8)	↓ 19.8%
Carbonera Creek	(17.1)	↓ 35.3%
Corralitos Creek	(11.4)	↓ 12.8%
Fall Creek	(1.3)	↓ 28.8%
Gold Gulch Creek	(2.8)	↓ 14.8%
Harkin Slough	(6.5)	↓ 25.1%
Leona Creek	(29.7)	↓ 44.3%
Lompico Creek	(9.0)	↓ 30.3%
Love Creek	(0.8)	↓ 24.3%
Manson Creek	0	0%
Monterey Bay	(88.2)	↓ 42.4%
Moore Creek	(0.6)	↓ 11.9%
Newell Creek	(3.3)	↓ 19.6%
Noble Creek	(6.6)	↓ 21.9%
Pajaro River	(0.06)	↓ 7.8%

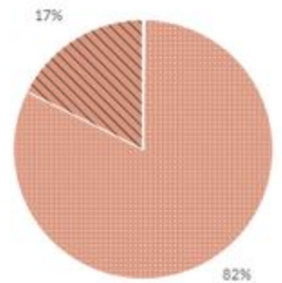
County of Santa Cruz



	2017	2018	2019	2020	2021
Baseline (ton)	1,595	1,595	1,595	1,595	1,303
Current (ton)	1,595	1,595	1,130	1,136	923
% Reduction	0%	0%	29%	29%	29%

Current Reduction

2021 Particulates Reduction



Treatment	Contribution
Runoff disconnection	1 ton/yr
Street sweeping	312 ton/yr
Decentralized structural BMPs	67 ton/yr
Centralized structural BMPs	0.01 ton/yr
Particulate load reduction	380 ton/yr

Department of Public Works - County of Santa Cruz

Sweeping Mileage by Supervisory District Report

Report Period from 9/1/2020 to 9/9/2021

		Sweeping Mileage WO Entry (older)	Sweeping Mileage WO Asset Entry	Volume Collected
District			111.11	194.25
District	1		78.26	184.60
District	2		29.79	24.75
District	3		41.28	60.60
District	5		98.94	215.75

Total Mileage for this period (WO Entry)	
Total Mileage for this period (WO Asset Entry)	359.38
Total Mileage for this period (All Entries)	
Total Volume Collected (All Entries)	679.95

***NOTE: To see details of corresponding Work Orders for each district, please Double-Click District Number or Mileage for specific District. Detail page wiill open in new report tab

Department of Public Works - County of Santa Cruz

NPDES Program: Storm Structures Solid Materials Collected

Reporting Period: from 9/1/2020 to 9/9/2021

Zone Number	Structures Inspected	/ Struct. Cleaned	/ Total Zone Structures	Solid Materials Collected (Cu. Yds.)
Zone: 5				
Block:	0	2	2	1.78
Block: B2	0	1	1	0.56
Block: B3	0	1	1	0.26
Block: CC1	0	33	33	159.96
Block: Z5SG	0	34	34	47.06
Total for Zone: 5	**0**	**71**	**71**	**209.61**
Zone: 6				
Block: Z6SG	0	9	9	10.20
Total for Zone: 6	**0**	**9**	**9**	**10.20**
Zone: 7				
Block:	0	1	1	
Block: Z7SG	0	9	9	16.63
Total for Zone: 7	**0**	**10**	**10**	**16.63**
Zone: 8				
Block:	0	1	1	
Block: B1	0	7	7	0.93
Block: Z8SG	0	4	4	3.13
Total for Zone: 8	**0**	**12**	**12**	**4.06**
Total for this period:	**0**	**102**	**102**	**240.49**

Appendix E

Sample Internal O&M Reports

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Roads - Daily Work
Road Crew
Roads - Parts Inventory
Road Sign Crew
Stormwater-NPDES
Roads - Litter Crew
Road Manager Reports
Road Manager -SR & WO
Roads - Dispatch
Administrative Tasks
Category / Projects / Task Management
Roads - Drainage Crew

Management Metrics Reports

_SCC Roads - Management Metrics Mowing Mileage - Select Time Period
_SCC Roads - Management Metrics Ditch Cleaning Mileage and Collected Volume over selected time period
_SCC Roads - Management Metrics Pothole Patching Work - Select Time Period
_SCC Roads - Management Metrics Culvert Maintenance/Cleaning - Select Time Period
_SCC Roads - Management Metrics Culvert Repair and Replace - Select Time Period
_SCC Roads - Management Metrics Roadbed Maintenance and Digouts - Select Time Period
_SCC Roads - Management Metrics Sweeping Mileage - Select Time Period
_SCC Roads - Management Metrics Pavement Striping Mileage - Select Time Period
_SCC Roads - Management Metrics Bike Lane Related Work - Select Time Period
_SCC Roads - Management Metrics Prismatic Markers - Select Time Period
_SCC Roads - Management Metrics Guardrail footage - Select Time Period
_SCC Roads - Management Metrics Culvert Replacement footage - Select Time Period
_SCC Roads - Management Metrics Curb Painting footage - Select Time Period
_SCC Roads - Management Metrics Grind/Pave and Skin Patch - Select Time Period.
_SCC Roads - Management Metrics Storm Debris Removal - Select Time Period.
_SCC Roads - Management Metrics CCTV Inspections - Select Time Period.

Reports - Claims Format: WO Detail

SCC Roads - Work Order Detail Report - Claims Format (Assets, Tasks, Location, Employees, Equipment)
_SCC Roads - Completed Work Orders by Road - Claims Format - Select Road and Time Period
_SCC Signs - Completed Work Orders by Road - Claims Format - select Road and Time period

Roads Reports - Work Orders and Hours by Employee

Signs Reports - Work Orders and Hours by Employee

Appendix F

EXISTING O&M STANDARD OPERATING PROCEDURES

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O&M Standard Operating Procedures - EXISTING									
Asset Type		**Inspection**				**Work Plans**	**Maintenance**	**Repairs**	**Documentation**
GIS Layer	**Asset Type**	**Type**	**Frequency**	**Season**	**Description**				
Structures	Catch Basin/Inlets with Trash Capture Devices	Visual	Inspect all facilities 1 time each year	Conduct inspections in summer/fall	Conduct catch basin inspection survey to document structural, maintenance, or other conditions including: 1. Inspect grate for damage or maintenance issues 2. Inspect the structure walls or structure opening for any physical damage 3. Inspect the facility for any built up debris, trash, or sediment	Work Plans will be developed in advance of performing scheduled maintenance and repairs. A sample work plan and template is available. All work plans should include a list of staff, equipment, traffic control requirements, a map, the specific work to be completed, and other considerations while performing the maintenance or repairs	Depending on the results of the inspection, the following maintenance may be necessary: 1. Remove built up debris, trash, or sediment from the curb flows lines, top of grate, or within the facility using hand tools or vactor truck	Perform the following repairs, as necessary: 1. Repair grate damage 2. Repair damage to structure walls or opening 3. Repair or replace catch basin steps 4. Remove and replace damaged storm drain emblems	Following each inspection, maintenance, and repair action, the general Work Order Form will be filled out in Lucity. This forms includes the following information: asset type, ID, start/end date/time, tasks performed, and Work details.
	Catch Basin / Inlets	Emergency	Inspect facilities on an emergency basis	As-needed	1. Inspect grate for damage or maintenance issues 2. Inspect the structure walls or structure opening for any physical damage 3. Inspect the facility for any built up debris, trash, or sediment	Work Plans will be developed in advance of performing scheduled maintenance and repairs. A sample work plan and template is available. All work plans should include a list of staff, equipment, traffic control requirements, a map, the specific work to be completed, and other considerations while performing the maintenance or repairs	Depending on the results of the inspection, the following maintenance may be necessary: 1. Remove built up debris, trash, or sediment from the curb flows lines, top of grate, or within the facility using hand tools or vactor truck	Perform the following repairs, as necessary: 1. Repair grate damage 2. Repair damage to structure walls or opening 3. Repair or replace catch basin steps 4. Remove and replace damaged storm drain emblems	Following each inspection, maintenance, and repair action, the general Work Order Form will be filled out in Lucity. This forms includes the following information: asset type, ID, start/end date/time, tasks performed, and Work details.
	Manhole / Junction	Emergency	Inspect facilities on an emergency basis	As-needed	1. Inspect for blockages 2. Inspect lid or grate for damage or maintenance issues 3. Inspect the structure walls or structure opening for any physical damage 4. Inspect the facility for any built up debris, trash, or sediment	If traffic control is necessary, work plans will be developed in advance of performing scheduled maintenance and repairs. A sample work plan and template is available. All work plans should include a list of staff, equipment, traffic control requirements, a map, the specific work to be completed, and other considerations while performing the maintenance or repairs	Perform necessary maintenance to reestablish the function of the facility	Perform the following repairs, as necessary: 1. Repair grate or lid damage 2. Repair damage to structure walls or opening 3. Repair or replace manhole steps	Following each inspection, maintenance, and repair action, the general Work Order Form will be filled out in Lucity. This forms includes the following information: asset type, ID, start/end date/time, tasks performed, and Work details.
	Outfall	Visual	Inspect facilities, as time permits	Following completion of open channel inspections	Following the work plan, conduct field inspection to document structural, maintenance, or other conditions including: 1. Inspect for blockages 2. Inspect headwall for physical damage or maintenance issues 3. Inspect the outfall structure for physical damage or debris accumulation 4. Inspect riprap or other dissipation structures for debris accumulation, or erosion including scour, rilling, gullying, and seepage	Work Plans will be developed in advance of performing maintenance and repairs. A sample work plan and template is available. All work plans should include a list of staff, equipment, traffic control requirements, a map, the specific work to be completed, and other considerations while performing the maintenance or repairs	Depending on the results of the inspection, the following maintenance may be necessary: 1. Remove built up debris, trash, or sediment from the outfall pipe or immediately downstream using hand tools, heavy equipment, or vactor truck	Perform the following repairs, as necessary: 1. Repair culvert inverts 2. Repair any damage to the headwall structure 3. Repair damage to the pipe 4. Repair damage to dissipation structures including erosion or misplaced riprap 5. Replace pipe	Following each inspection, maintenance, and repair action, the general Work Order Form will be filled out in Lucity. This forms includes the following information: asset type, ID, start/end date/time, tasks performed, and Work details.
		Emergency	Inspect facilities on an emergency basis	As-needed	1. Inspect for blockages 2. Inspect headwall for physical damage or maintenance issues 3. Inspect the outfall structure for physical damage or debris accumulation 4. Inspect riprap or other dissipation structures for debris accumulation, or erosion including scour, rilling, gullying, and seepage		Perform necessary maintenance to reestablish the function of the facility		

O&M Standard Operating Procedures - EXISTING									
Asset Type		**Inspection**				**Work Plans**	**Maintenance**	**Repairs**	**Documentation**
GIS Layer	**Asset Type**	**Type**	**Frequency**	**Season**	**Description**				
Structures	Detention Basins	Visual	Inspect facilities annually	Conduct annual inspection in late fall before wet season	Following the work plan, the inspector should visit the following detention basin locations: inlet, inlet slope, forebay, basin slopes, riparian vegetation, water quality, outlet, outlet low flow pipes, vector controls, perimeter fence, etc. At a minimum, the following observations should be made: 1. Vegetation growth (too much/too little) 2. Erosion or stability issues of side slopes or basin bottom 3. Debris at the inlet or outlet 4. Trash accumulation 5. Invasive weeds 6. Excessive floating material in wet basins	Work Plans will be developed in advance of performing scheduled maintenance and repairs. A sample work plan and template is available. All work plans should include a list of staff, equipment, traffic control requirements, a map, the specific work to be completed, and other considerations while performing the maintenance or repairs	Depending on the results of the inspection, the following maintenance may be necessary: 1. Remove built up debris, trash, or sediment from the inlet, outlet, or other basin areas using vactor truck or other equipment	Perform the following repairs, as necessary: 1. Repair erosion or stability issues along basin side slopes or basin bottom 2. Repair any damage to the inlet or outlet pipe 3. Repair damage to pumps, fences, gates, etc.	Following each inspection, maintenance, and repair action, the general Work Order Form will be filled out in Lucity. This forms includes the following information: asset type, ID, start/end date/time, tasks performed, and Work details.
		Emergency	Inspect facilities on an emergency basis	As-needed	Emergency detention basin inspections should focus on addressing the reported issue. Additional observations, consistent with a visual inspections, should be conducted.		Perform necessary maintenance to reestablish the function of the facility		

O&M Standard Operating Procedures - EXISTING									
Asset Type		**Inspection**				**Work Plans**	**Maintenance**	**Repairs**	**Documentation**
GIS Layer	**Asset Type**	**Type**	**Frequency**	**Season**	**Description**				
Conduits	Pipes	Emergency	Inspect facilities on an emergency basis	As-needed	Following the work plan, inspect the storm drain pipe to document structural, maintenance, or other conditions including the following: 1. Inspect the pipe for any debris accumulation 2. Inspect pipe for physical damage 3. Inspect the pipe for cracks and/or spalling	Work Plans will be developed in advance of performing scheduled maintenance and repairs. A sample work plan and template is available. All work plans should include a list of staff, equipment, traffic control requirements, a map, the specific work to be completed, and other considerations while performing the maintenance or repairs	Perform necessary maintenance to reestablish the function of the facility	Perform the following repairs, as necessary: 1. Repair or replace damaged pipes 2. Repair pipe cracks or spalling 3. Address any erosion issues	Following each inspection, maintenance, and repair action, the general Work Order Form will be filled out in Lucity. This forms includes the following information: asset type, ID, start/end date/time, tasks performed, and Work details.
		CCTV	Conduct CCTV inspections on an as-needed basis	As-needed	Conduct CCTV inspection per Standard Operating Procedure.	n/a	n/a	n/a	n/a
	Culverts	Visual	Inspect facilities, as time permits	Conduct annual inspections in late fall before wet season	Following the work plan, inspect the storm drain pipe to document structural, maintenance, or other conditions including the following: 1. Inspect the pipe for any debris accumulation 2. Inspect pipe for physical damage 3. Inspect the pipe for cracks and/or spalling	Work Plans will be developed in advance of performing scheduled maintenance and repairs. A sample work plan and template is available. All work plans should include a list of staff, equipment, traffic control requirements, a map, the specific work to be completed, and other considerations while performing the maintenance or repairs	Depending on the results of the inspection, the following maintenance using hand tools or a vactor truck may be necessary: 1. Remove built up debris, trash, or sediment from the culvert inlet or outlet 2. Remove damaged concrete or other material from within the culvert	Perform the following repairs, as necessary: 1. Repair or replace damaged pipes 2. Repair pipe cracks or spalling 3. Address any erosion issues 4. repair any headwall damage 5. Invert repairs	Following each inspection, maintenance, and repair action, the general Work Order Form will be filled out in Lucity. This forms includes the following information: asset type, ID, start/end date/time, tasks performed, and Work details.
		Emergency	Inspect facilities on an emergency basis	As-needed	Inspect the storm drain pipe to document structural, maintenance, or other conditions including the following: 1. Inspect the pipe for any debris accumulation 2. Inspect pipe for physical damage 3. Inspect the pipe for cracks and/or spalling		Perform necessary maintenance to reestablish the function of the facility		
	Open Channel	Visual	Inspect priority facilities 2 times each year	Conduct inspections in spring and late fall before wet season	Following the work plan, inspect open channels to document structural, maintenance, or other conditions including the following: 1. Inspect trash rack or grate structure 2. Inspect the headwall or dissipation structures 3. Inspect the open channel for any debris accumulation 4. Inspect open channel any erosion including scour, rilling, gullying, and seepage	Work Plans will be developed in advance of performing scheduled maintenance and repairs. A sample work plan and template is available. All work plans should include a list of staff, equipment, traffic control requirements, a map, the specific work to be completed, and other considerations while performing the maintenance or repairs	Depending on the results of the inspection, the following maintenance may be necessary: 1. Remove vegetation and log jams 2. Remove built up debris, trash, or sediment from the channel 3. Remove any blockage from any trash racks or gate structures	Perform the following repairs, as necessary: 1. Repair or replace damaged pipes adjacent to the channel 2. Repair trash racks or other grates associated with the channel	Following each inspection, maintenance, and repair action, the general Work Order Form will be filled out in Lucity. This forms includes the following information: asset type, ID, start/end date/time, tasks performed, and Work details.
		Emergency	As needed on an emergency basis	As-needed	Emergency open channel inspections should focus on addressing the reported issue. Additional observations, consistent with a visual inspections, should be conducted.		Perform necessary maintenance to reestablish the function of the facility		

Appendix G

Sample Work Plan

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DI & Silt/Grease Trap maintenance

Work Plan

DI & Silt/Grease trap maintenance is an operation that consist of cleaning various types of sub surface structures. When using our Vac-Con vehicle to clean out vaults, proper PPE is to be used at all times when in operation. Hardhats, Vests, Gloves, Eye protection and Ear protection must be worn. The boom of the Vac truck shall keep a 10' minimum distance from any overhead wires present. To secure your job site, 28" cones shall be placed approximately 10' apart, in a fashion that safely transitions traffic around your work zone.

When doing work with no road encroachment or minor road encroachment on a 40 mph/less and doesn't include heavy commercial vehicles a minimum lane width of 9' must be kept. Where the opposite shoulder is suitable for carrying vehicular traffic and of adequate width, lanes may be shifted by use of traffic channelizing devices. Road Work Ahead signs shall be placed at no less than 250' before entering the work zone. If the work zone follows all above stipulations but is on a road of 40mph/over or includes heavy commercial vehicles additional signs, Flagger Ahead and Prepare To Stop, shall be added in the appropriate distance specified by the MUTCD chapter 6 documents. A additional flagger shall be used to help the flow of traffic safely.

Gas monitors are to be used at all time before opening a manhole cover lid style structure. A open air lid is not required to be gas checked prior to opening but, if any unusual odor is present monitor the structure safely.

STREET SWEEPING WORK PLAN

Street sweeping is a mobile operation that moves continuously, therefore no stationary TTC signage is needed. While operating the sweeper on county roads all high intensity rotating, flashing, oscillating, or strobe lights must be on. Place an 18" cone at the rear of the vehicle when parked. A hard hat and reflective vest must be worn at all times when out of the vehicle on county roadways. A hard hat must be worn during the clean-up of sweepers as well as when performing pre and post ops. The sweepers are all equipped with truck mounted attenuators (arrow boards) The County's policy is not to use the arrow to send traffic around the sweeper so the lights on the board should just be a flashing bar. When approaching an obstacle that you must go around such as a parked car or low hanging tree branch, make sure the travel lane you are pulling into is clear. Obey all traffic laws when operating. You must stop at red lights and stop intersections. When operating one of the Schwarze Sweepers, remember the blast orifice is very close to the ground. If you see an irregularity in the road surface which may cause damage to the blast orifice pick up the sweeping head until you're clear of the hazard and report its location to your supervisor at the end of your shift. If you need to pull off the road onto a pull out, be aware of uneven surfaces that may cause damage to the blast orifice. Use a combination of your mirrors and the back-up camera for backing. Remember if you are not sure how close you are to something get out and look.

Date:_____

Supervisor:_____

Print: Sign:

Appendix H

PROPOSED O&M STANDARD OPERATING PROCEDURES

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O&M Standard Operating Procedures - PROPOSED									
Asset Type		**Inspection**				**Work Plans**	**Maintenance**	**Repairs**	**Documentation**
GIS Layer	**Asset Type**	**Type**	**Frequency**	**Season**	**Description**				
Structures	Catch Basin/Inlets with Trash Capture Devices	Visual	Inspect priority facilities before, during, and after storm events Inspect all facilities 2-3 times each year	Conduct annual inspections in late fall before wet season	Following the work plan, conduct "windshield" survey to document structural, maintenance, or other conditions including: 1. Inspect grate for damage or maintenance issues 2. Inspect the structure walls or structure opening for any physical damage 3. Inspect the facility for any built up debris, trash, or sediment	Work Plans will be developed in advance of performing scheduled maintenance and repairs. A sample work plan and template is available. All work plans should include a list of staff, equipment, traffic control requirements, a map, the specific work to be completed, and other considerations while performing the maintenance or repairs	Depending on the results of the inspection, the following maintenance may be necessary: 1. Remove built up debris, trash, or sediment from the curb flows lines, top of grate, or within the facility using hand tools or vactor truck	Perform the following repairs, as necessary: 1. Repair grate damage 2. Repair damage to structure walls or opening 3. Repair or replace catch basin steps 4. Remove and replace damaged storm drain emblems	Following each inspection, maintenance, and repair action, the general Work Order Form will be filled out in Lucity. This forms includes the following information: asset type, ID, start/end date/time, tasks performed, and Work details
		Emergency	Inspect facilities on an emergency basis	As-needed	1. Inspect grate for damage or maintenance issues 2. Inspect the structure walls or structure opening for any physical damage 3. Inspect the facility for any built up debris, trash, or sediment		Perform necessary maintenance to reestablish the function of the facility		
		New Construction	Inspect facilities prior to releasing contractor and within 1 year following construction	As-needed	New construction should be inspected for consistency with the construction drawings. Inconsistencies should be reported to the County Engineer, punch list developed, and issues corrected or resolved.		New construction should be fully functional. If there is a maintenance issue the contractor should address as part of the completing the end of the project punch list. If maintenance is necessary and the contractor has been released, perform any necessary maintenance including: 1. Remove built up debris, trash, or sediment from the curb flow lines, top of grate, or within the facility using hand tools or vactor truck		
	Catch Basin / Inlets	Visual	Inspect priority facilities before, during, and after storm events Inspect all facilities annually	Conduct annual inspections in late fall before wet season	Following the work plan, conduct "windshield" survey to document structural, maintenance, or other conditions including: 1. Inspect grate for damage or maintenance issues 2. Inspect the structure walls or structure opening for any physical damage 3. inspect the facility for any built up debris, trash, or sediment	Work Plans will be developed in advance of performing scheduled maintenance and repairs. A sample work plan and template is available. All work plans should include a list of staff, equipment, traffic control requirements, a map, the specific work to be completed, and other considerations while performing the maintenance or repairs	Depending on the results of the inspection, the following maintenance may be necessary: 1. Remove built up debris, trash, or sediment from the curb flows lines, top of grate, or within the facility using hand tools or vactor truck	Perform the following repairs, as necessary: 1. Repair grate damage 2. Repair damage to structure walls or opening 3. Repair or replace catch basin steps 4. Remove and replace damaged storm drain emblems	Following each inspection, maintenance, and repair action, the general Work Order Form will be filled out in Lucity. This forms includes the following information: asset type, ID, start/end date/time, tasks performed, and Work details
		Emergency	Inspect facilities on an emergency basis	As-needed	1. Inspect grate for damage or maintenance issues 2. Inspect the structure walls or structure opening for any physical damage 3. Inspect the facility for any built up debris, trash, or sediment		Perform necessary maintenance to reestablish the function of the facility		
		New Construction	Inspect facilities prior to releasing contractor and within 1 year following construction	As-needed	New construction should be inspected for consistency with the construction drawings. Inconsistencies should be reported to the County Engineer, punch list developed, and issues corrected or resolved.		New construction should be fully functional. If there is a maintenance issue the contractor should address as part of the completing the end of the project punch list. If maintenance is necessary and the contractor has been released, perform any necessary maintenance including: 1. Remove built up debris, trash, or sediment from the curb flow lines, top of grate, or within the facility using hand tools or vactor truck		

O&M Standard Operating Procedures - PROPOSED									
Asset Type		**Inspection**				**Work Plans**	**Maintenance**	**Repairs**	**Documentation**
GIS Layer	**Asset Type**	**Type**	**Frequency**	**Season**	**Description**				
Structures	Manhole / Junction	Visual	Inspect priority facilities before, during, and after storm events Inspect all facilities annually	Conduct annual inspections in late fall before wet season	Following the work plan, conduct field inspection to document structural, maintenance, or other conditions including: 1. Inspect for blockages 2. Inspect lid or grate for damage or maintenance issues 3. Inspect the structure walls or structure opening for any physical damage 4. Inspect the facility for any built up debris, trash, or sediment	Work Plans will be developed in advance of performing scheduled maintenance and repairs. A sample work plan and template is available. All work plans should include a list of staff, equipment, traffic control requirements, a map, the specific work to be completed, and other considerations while performing the maintenance or repairs	Depending on the results of the inspection, the following maintenance may be necessary: 1. Remove built up debris, trash, or sediment from the top of grate or within the facility using hand tools or vactor truck	Perform the following repairs, as necessary: 1. Repair grate or lid damage 2. Repair damage to structure walls or opening 3. Repair or replace manhole steps	Following each inspection, maintenance, and repair action, the general Work Order Form will be filled out in Lucity. This forms includes the following information: asset type, ID, start/end date/time, tasks performed, and Work details
		Emergency	Inspect facilities on an emergency basis	As-needed	1. Inspect for blockages 2. Inspect lid or grate for damage or maintenance issues 3. Inspect the structure walls or structure opening for any physical damage 4. Inspect the facility for any built up debris, trash, or sediment		Perform necessary maintenance to reestablish the function of the facility		
		New Construction	Inspect facilities prior to releasing contractor and within 1 year following construction	As-needed	New construction should be inspected for consistency with the construction drawings. Inconsistencies should be reported to the County Engineer, punch list developed, and issues corrected or resolved.		New construction should be fully functional. If there is a maintenance issue the contractor should address as part of the completing the end of the project punch list. If maintenance is necessary and the contractor has been released, perform any necessary maintenance using hand tools or vactor truck including: 1. Remove built up debris, trash, or sediment from the top of grate or within the facility using hand tools or vactor truck		

O&M Standard Operating Procedures - PROPOSED									
Asset Type		**Inspection**				**Work Plans**	**Maintenance**	**Repairs**	**Documentation**
GIS Layer	**Asset Type**	**Type**	**Frequency**	**Season**	**Description**				
Structures	Outfall	Visual	Inspect all facilities annually Inspect priority facilities before, during, and after storm events	Conduct annual inspections in late fall before wet season	Following the work plan, conduct field inspection to document structural, maintenance, or other conditions including: 1. Inspect for blockages 2. Inspect headwall for physical damage or maintenance issues 3. Inspect the outfall structure for physical damage or debris accumulation 4. Inspect riprap or other dissipation structures for debris accumulation, or erosion including scour, rilling, gullying, and seepage	Work Plans will be developed in advance of performing scheduled maintenance and repairs. A sample work plan and template is available. All work plans should include a list of staff, equipment, traffic control requirements, a map, the specific work to be completed, and other considerations while performing the maintenance or repairs	Depending on the results of the inspection, the following maintenance may be necessary: 1. Remove built up debris, trash, or sediment from the outfall pipe or immediately downstream using hand tools, heavy equipment, or vactor truck	Perform the following repairs, as necessary: 1. Repair culvert inverts 2. Repair any damage to the headwall structure 3. Repair damage to the pipe 4. Repair damage to dissipation structures including erosion or misplaced riprap	Following each inspection, maintenance, and repair action, the general Work Order Form will be filled out in Lucity. This forms includes the following information: asset type, ID, start/end date/time, tasks performed, and Work details
		Emergency	Inspect facilities on an emergency basis	As-needed	1. Inspect for blockages 2. Inspect headwall for physical damage or maintenance issues 3. Inspect the outfall structure for physical damage or debris accumulation 4. Inspect riprap or other dissipation structures for debris accumulation, or erosion including scour, rilling, gullying, and seepage		Perform necessary maintenance to reestablish the function of the facility		
		New Construction	Inspect facilities prior to releasing contractor and within 1 year following construction	As-needed	New construction should be inspected for consistency with the construction drawings. Inconsistencies should be reported to the County Engineer, punch list developed, and issues corrected or resolved.		New construction should be fully functional. If there is a maintenance issue the contractor should address as part of the completing the end of the project punch list. If maintenance is necessary and the contractor has been released, perform any necessary maintenance using hand tools or vactor truck including: 1. Remove built up debris, trash, or sediment from the outfall pipe or immediately downstream		

O&M Standard Operating Procedures - PROPOSED									
Asset Type		**Inspection**				**Work Plans**	**Maintenance**	**Repairs**	**Documentation**
GIS Layer	**Asset Type**	**Type**	**Frequency**	**Season**	**Description**				
Structures	Detention Basins	Visual	Inspect all facilities annually Inspect priority facilities before, during, and after storm events	Conduct annual inspections in late fall before wet season	Following the work plan, the inspector should visit the following detention basin locations: inlet, inlet slope, forebay, basin slopes, riparian vegetation, water quality, outlet, outlet low flow pipes, vector controls, perimeter fence, etc. At a minimum, the following observations should be made: 1. Vegetation growth (too much/too little) 2. Erosion or stability issues of side slopes or basin bottom 3. Debris at the inlet or outlet 4. Trash accumulation 5. Invasive weeds 6. Excessive floating material in wet basins	Work Plans will be developed in advance of performing scheduled maintenance and repairs. A sample work plan and template is available. All work plans should include a list of staff, equipment, traffic control requirements, a map, the specific work to be completed, and other considerations while performing the maintenance or repairs	Depending on the results of the inspection, the following maintenance may be necessary: 1. Remove built up debris, trash, or sediment from the inlet, outlet, or other basin areas using vactor truck or other equipment	Perform the following repairs, as necessary: 1. Repair erosion or stability issues along basin side slopes or basin bottom 2. Repair any damage to the inlet or outlet pipe 3. Repair damage to pumps, fences, gates, etc.	Following each inspection, maintenance, and repair action, the general Work Order Form will be filled out in Lucity. This forms includes the following information: asset type, ID, start/end date/time, tasks performed, and Work details
		Emergency	Inspect facilities on an emergency basis	As-needed	Emergency detention basin inspections should focus on addressing the reported issue. Additional observations, consistent with a visual inspections, should be conducted.		Perform necessary maintenance to reestablish the function of the facility		
		New Construction	Inspect facilities prior to releasing contractor and within 1 year following construction	As-needed	New construction should be inspected for consistency with the construction drawings. Inconsistencies should be reported to the County Engineer, punch list developed, and issues corrected or resolved.		New construction should be fully functional. If there is a maintenance issue the contractor should address as part of the completing the end of the project punch list. If maintenance is necessary and the contractor has been released, perform any necessary maintenance including: 1. Remove built up debris, trash, or sediment from the inlet, outlet, or other basin areas		

O&M Standard Operating Procedures - PROPOSED									
Asset Type		**Inspection**				**Work Plans**	**Maintenance**	**Repairs**	**Documentation**
GIS Layer	**Asset Type**	**Type**	**Frequency**	**Season**	**Description**				
Conduits	Pipes	Emergency	Inspect facilities on an emergency basis	As-needed	Following the work plan, inspect the storm drain pipe to document structural, maintenance, or other conditions including the following: 1. Inspect the pipe for any debris accumulation 2. Inspect pipe for physical damage 3. Inspect the pipe for cracks and/or spalling	Work Plans will be developed in advance of performing scheduled maintenance and repairs. A sample work plan and template is available. All work plans should include a list of staff, equipment, traffic control requirements, a map, the specific work to be completed, and other considerations while performing the maintenance or repairs	Perform necessary maintenance to reestablish the function of the facility	Perform the following repairs, as necessary: 1. Repair or replace damaged pipes 2. Repair pipe cracks or spalling 3. Address any erosion issues	Following each inspection, maintenance, and repair action, the general Work Order Form will be filled out in Lucity. This forms includes the following information: asset type, ID, start/end date/time, tasks performed, and Work details
		New construction	Inspect facilities prior to releasing contractor and within 1 year following construction	As-needed	New construction should be inspected for consistency with the construction drawings. Inconsistencies should be reported to the County Engineer, punch list developed, and issues corrected or resolved.		New construction should be fully functional. If there is a maintenance issue the contractor should address as part of the completing the end of the project punch list. If maintenance is necessary and the contractor has been released, perform any necessary maintenance using hand tools or vactor truck including: 1. Remove built up debris, trash, or sediment from the pipe 2. Remove damaged concrete or other material from within the pipe		
		CCTV	Conduct CCTV inspections once every 10 years routinely and on an emergency basis	Spring - Summer	Conduct CCTV inspection per Standard Operating Procedure	n/a	n/a	n/a	n/a
	Culverts	Visual	Inspect priority facilities before, during, and after storm events Inspect all facilities annually	Conduct annual inspections in late fall before wet season	Following the work plan, inspect the storm drain pipe to document structural, maintenance, or other conditions including the following: 1. Inspect the pipe for any debris accumulation 2. Inspect pipe for physical damage 3. Inspect the pipe for cracks and/or spalling	Work Plans will be developed in advance of performing scheduled maintenance and repairs. A sample work plan and template is available. All work plans should include a list of staff, equipment, traffic control requirements, a map, the specific work to be completed, and other considerations while performing the maintenance or repairs	Depending on the results of the inspection, the following maintenance using hand tools or a vactor truck may be necessary: 1. Remove built up debris, trash, or sediment from the culvert inlet or outlet. 2. Remove damaged concrete or other material from within the culvert	Perform the following repairs, as necessary: 1. Repair or replace damaged pipes 2. Repair pipe cracks or spalling 3. Address any erosion issues 4. Repair any headwall damage	Following each inspection, maintenance, and repair action, the general Work Order Form will be filled out in Lucity. This forms includes the following information: asset type, ID, start/end date/time, tasks performed, and Work details
		Emergency	Inspect facilities on an emergency basis	As-needed	Inspect the storm drain pipe to document structural, maintenance, or other conditions including the following: 1. Inspect the pipe for any debris accumulation 2. Inspect pipe for physical damage 3. Inspect the pipe for cracks and/or spalling		Perform necessary maintenance to reestablish the function of the facility		
		New Construction	Inspect facilities prior to releasing contractor and within 1 year following construction	As-needed	New construction should be inspected for consistency with the construction drawings. Inconsistencies should be reported to the County Engineer, punch list developed, and issues corrected or resolved.		New construction should be fully functional. If there is a maintenance issue the contractor should address as part of the completing the end of the project punch list. If maintenance is necessary and the contractor has been released, perform any necessary maintenance including: 1. Conduct hydro flush cleaning 2. Remove built up debris, trash, or sediment from the culvert inlet or outlet. 3. Remove damaged concrete or other material from within the culvert		

O&M Standard Operating Procedures - PROPOSED									
Asset Type		**Inspection**				**Work Plans**	**Maintenance**	**Repairs**	**Documentation**
GIS Layer	**Asset Type**	**Type**	**Frequency**	**Season**	**Description**				
Conduits	Open Channel	Visual	Inspect all facilities annually Inspect priority facilities before, during, and after storm events	Conduct annual inspections in late fall before wet season	Following the work plan, inspect open channels to document structural, maintenance, or other conditions including the following: 1. Inspect trash rack or grate structure 2. Inspect the headwall or dissipation structures 3. Inspect the open channel for any debris accumulation 4. Inspect open channel any erosion including scour, rilling, gullying, and seepage	Work Plans will be developed in advance of performing scheduled maintenance and repairs. A sample work plan and template is available. All work plans should include a list of staff, equipment, traffic control requirements, a map, the specific work to be completed, and other considerations while performing the maintenance or repairs	Depending on the results of the inspection, the following maintenance may be necessary: 1. Remove vegetation and log jams 2. Remove built up debris, trash, or sediment from the channel 3. Remove any blockage from any trash racks or gate structures	Perform the following repairs, as necessary: 1. Repair or replace damaged pipes adjacent to the channel 2. Repair trash racks or other grates associated with the channel	Following each inspection, maintenance, and repair action, the general Work Order Form will be filled out in Lucity. This forms includes the following information: asset type, ID, start/end date/time, tasks performed, and Work details
		Emergency	As needed on an emergency basis	As-needed	Emergency open channel inspections should focus on addressing the reported issue. Additional observations, consistent with a visual inspections, should be conducted.		Perform necessary maintenance to reestablish the function of the facility		

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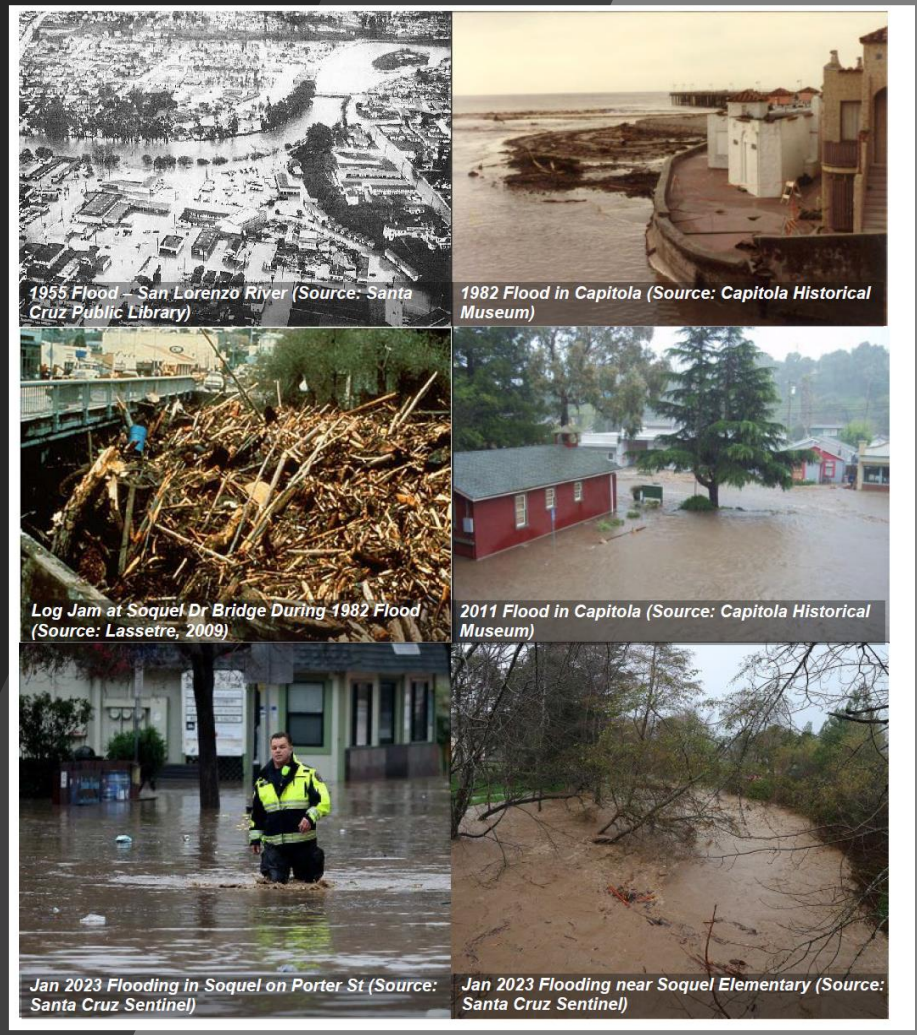
Zone 5 Drainage Master Plan

Dan Schaaf, PE

Overview

- Team
- Project Goals
- Methods
- Results
- Recommendations
- Next Steps



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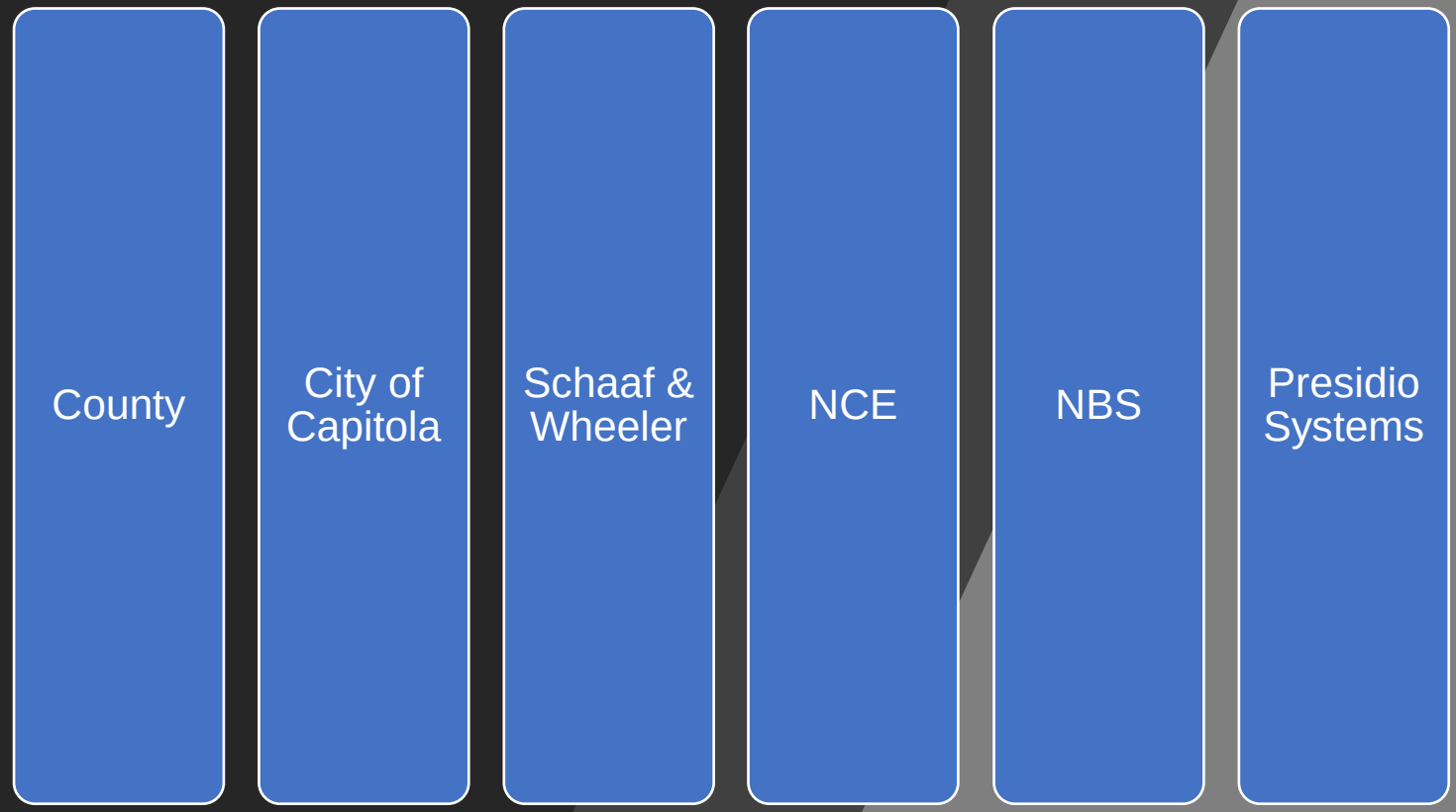
Team

- County Staff
- Capitola Staff
- Schaaf & Wheeler
  - ✓ Project Management
  - ✓ Hydrology/Hydraulics
  - ✓ Capital Projects
- NCE
  - ✓ O&M Plan
  - ✓ Funding Strategy
- NBS
  - ✓ Financial Plan
- Presidio Systems
  - ✓ Condition Assessment

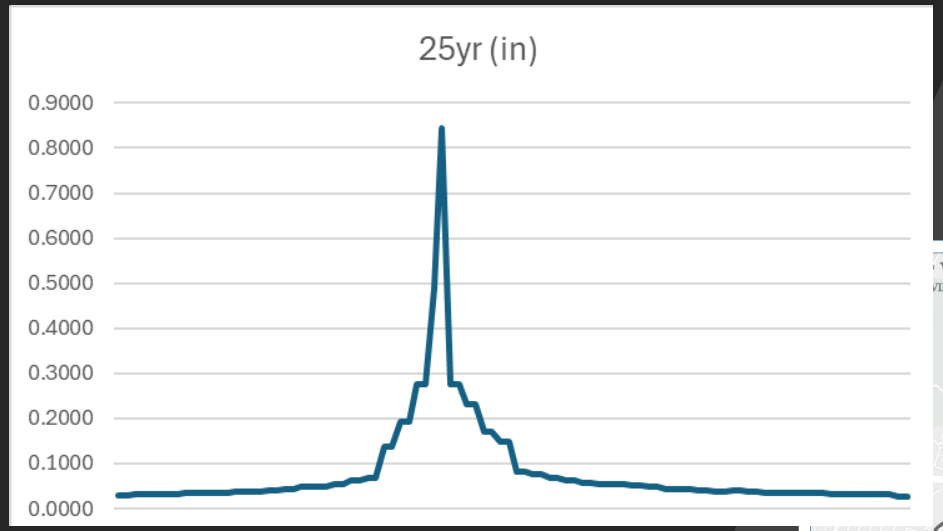


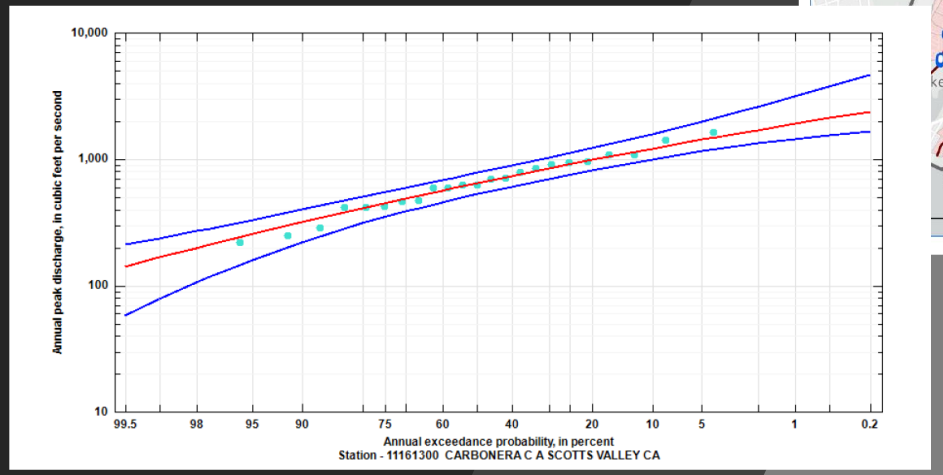
Goals

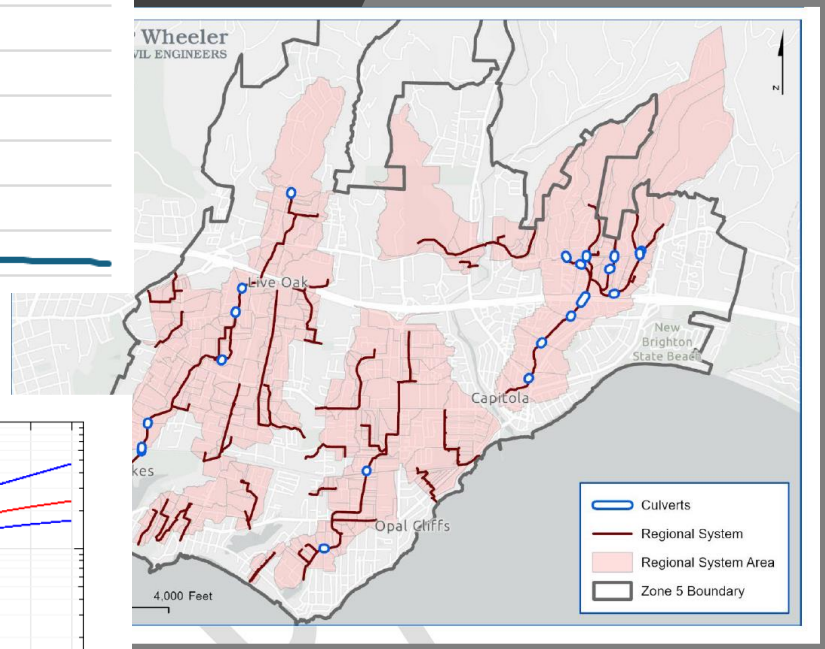
- Create Holistic Study of Zone 5
- Provide Recommendations for:
  - ✓ Improving Capacity of Regional System
  - ✓ Channel and Culverts Projects
  - ✓ Address Condition Concerns
- Improve Operations & Maintenance Program
  - ✓ Develop a Better Procedure
  - ✓ Improve Reporting
  - ✓ Optimize Equipment and Labor
- Funding Strategy
  - ✓ Develop Plan
  - ✓ Implementation

Methods

- Capacity
  - ✓ County and City GIS
  - ✓ 25-year & 100-year Rainfall
- Condition
  - ✓ Field Observations
  - ✓ CCTV
  - ✓ NASCO Ranks
- Operations & Maintenance
  - ✓ Work with County/City Staff
  - ✓ Evaluate Existing Procedures
  - ✓ Evaluate Equipment
- Funding
  - ✓ Evaluate Existing Program
  - ✓ Determine Necessary Changes
  - ✓ Polling and Outreach
  - ✓ Fee Modeling







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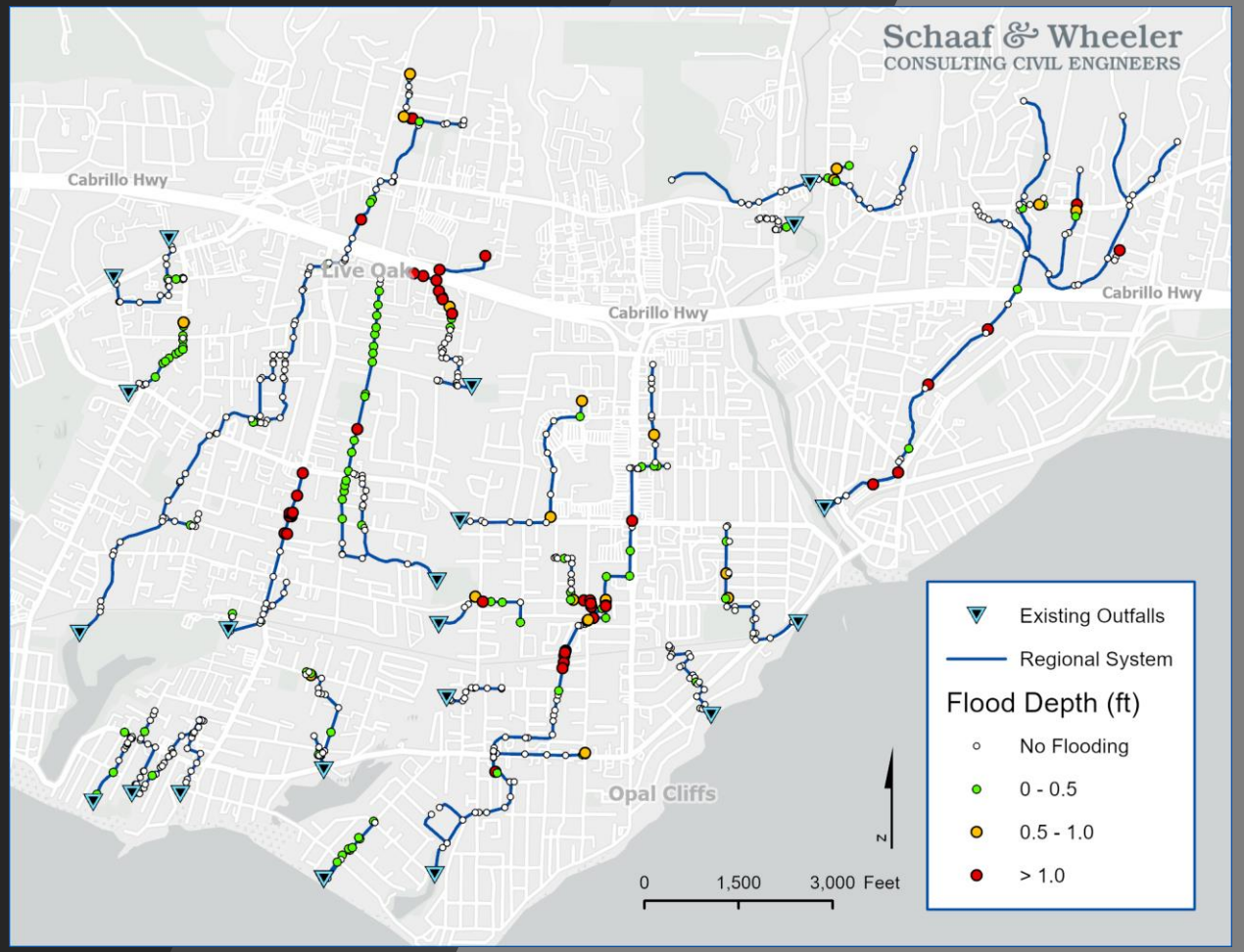
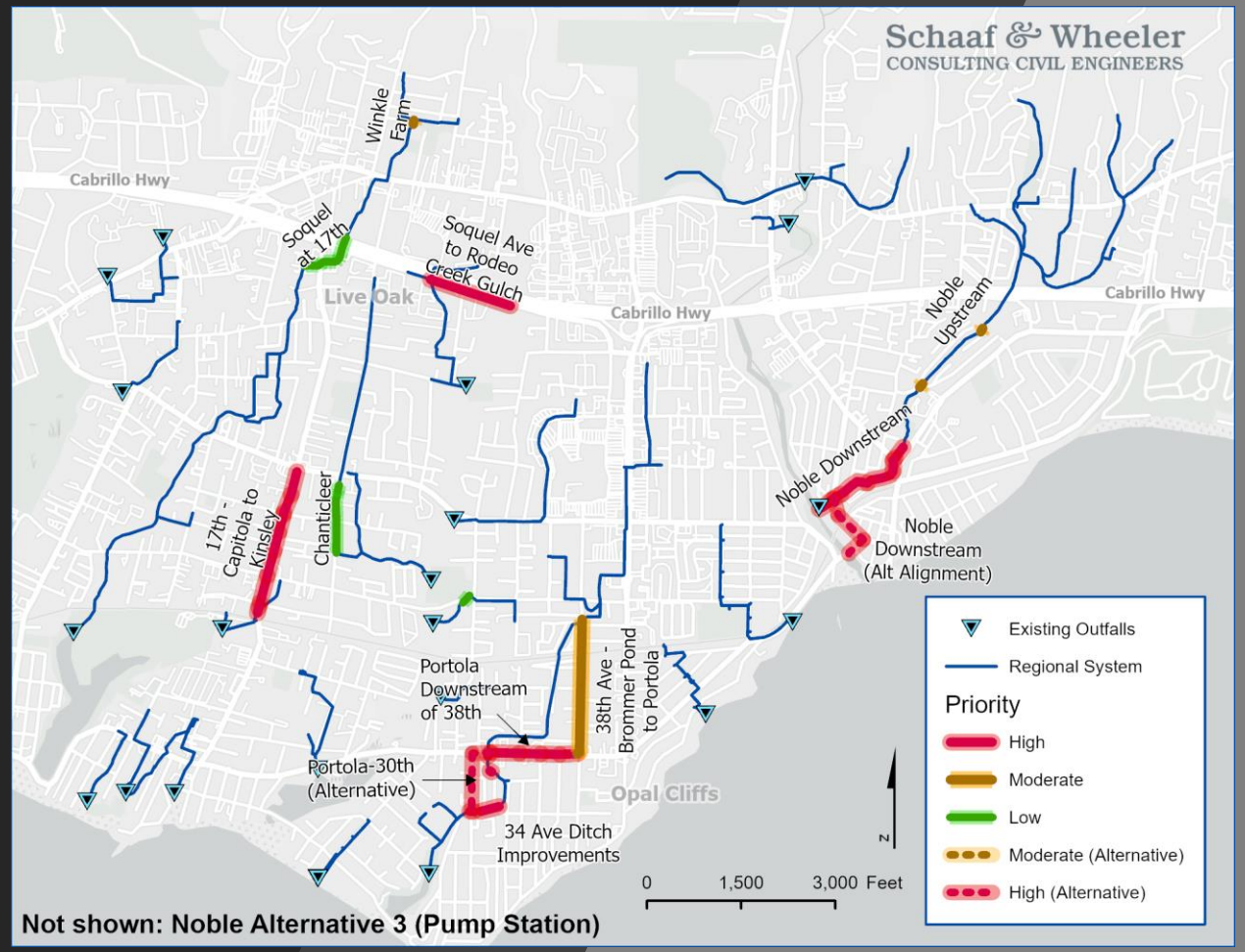
Capacity Results

- Capacity Maps
  - ✓ 25-year for Pipes
  - ✓ 100-year for Channels
  - ✓ Works with 2013 Study
- Costs
- Priorities
- Climate Impacts
  - ✓ Sea-Level Rise
  - ✓ Precipitation Changes



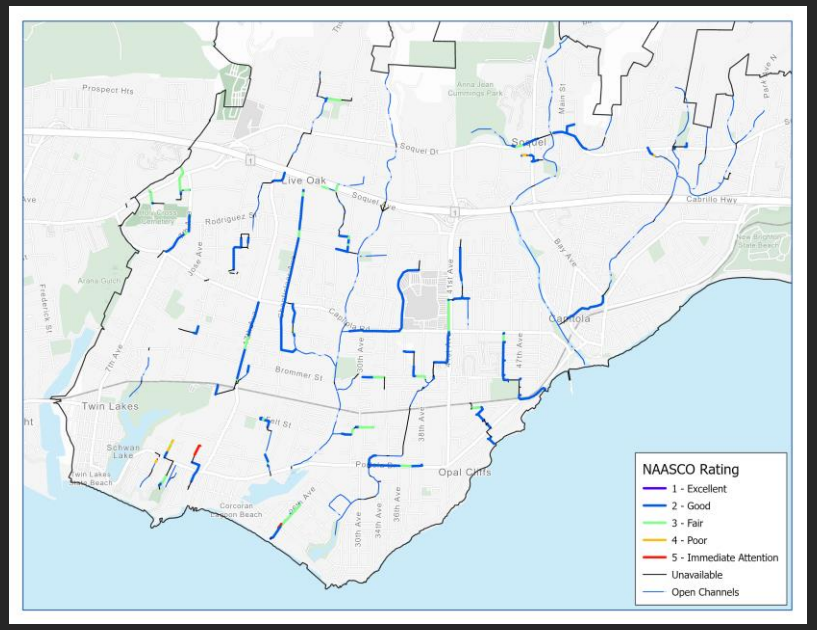
Capacity Results

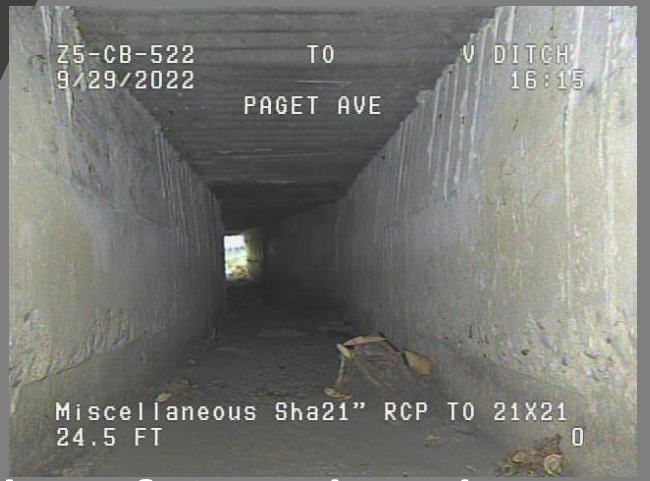
- Capacity Maps
- Costs
  - ✓ $19M County
  - ✓ $13.5M Capitola
- Priorities
  - ✓ High
  - ✓ Moderate
  - ✓ Low
- Climate Impacts



Condition Assessment Results

- CCTV and Topside
- NASCCO Ratings
- Costs
  - ✓ $4.5M
- Priority





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Operations & Maintenance Results

- O&M Procedure Changes
- O&M Cost $2.1M Annually
- NPDES $1M Annually
- Equipment Needs
- Personnel Needs

Figure 2. Vactor Truck at Brommer Yard

Focus on Proactive Data Driven O&M

Resources Focused on Areas and Assets w/ Greatest Needs and ROI

Resource Needs Do Increase

New Program
Efficient
Repeatable
Predictive

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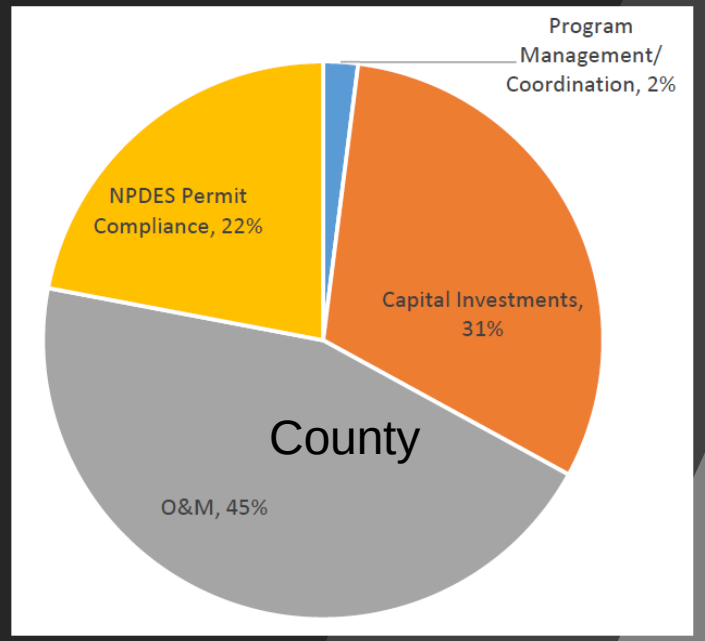
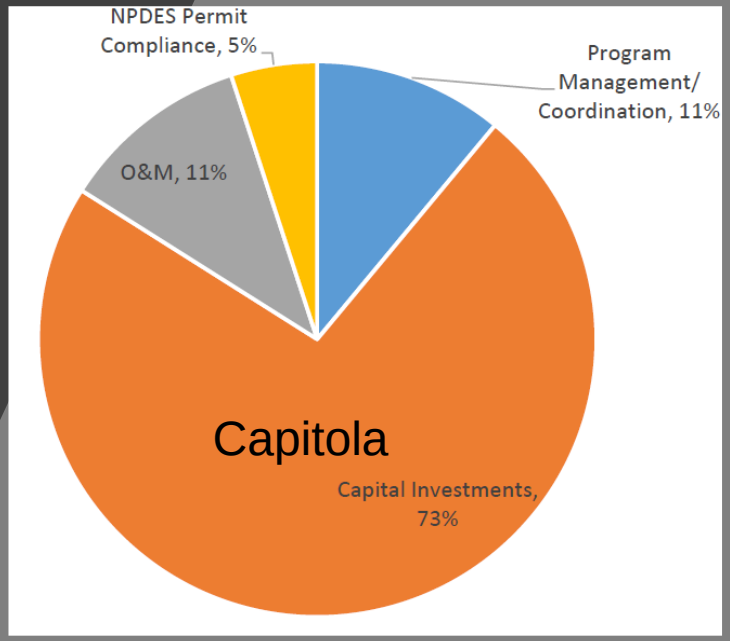
Financial Analysis Results

- Current Spending and Income
  - ✓ ~$1M O&M, ~$100K Impacts, Roads Fund
- Possible Funding Mechanisms
  - ✓ Impact Fees
  - ✓ General Fund
  - ✓ General Obligation Property Tax
  - ✓ Uniform Parcel Tax
  - ✓ Special Tax
  - ✓ Property Related Fee
  - ✓ Special Assessment
- Other Sources
  - ✓ Grants
  - ✓ Partnerships
  - ✓ Development Fees





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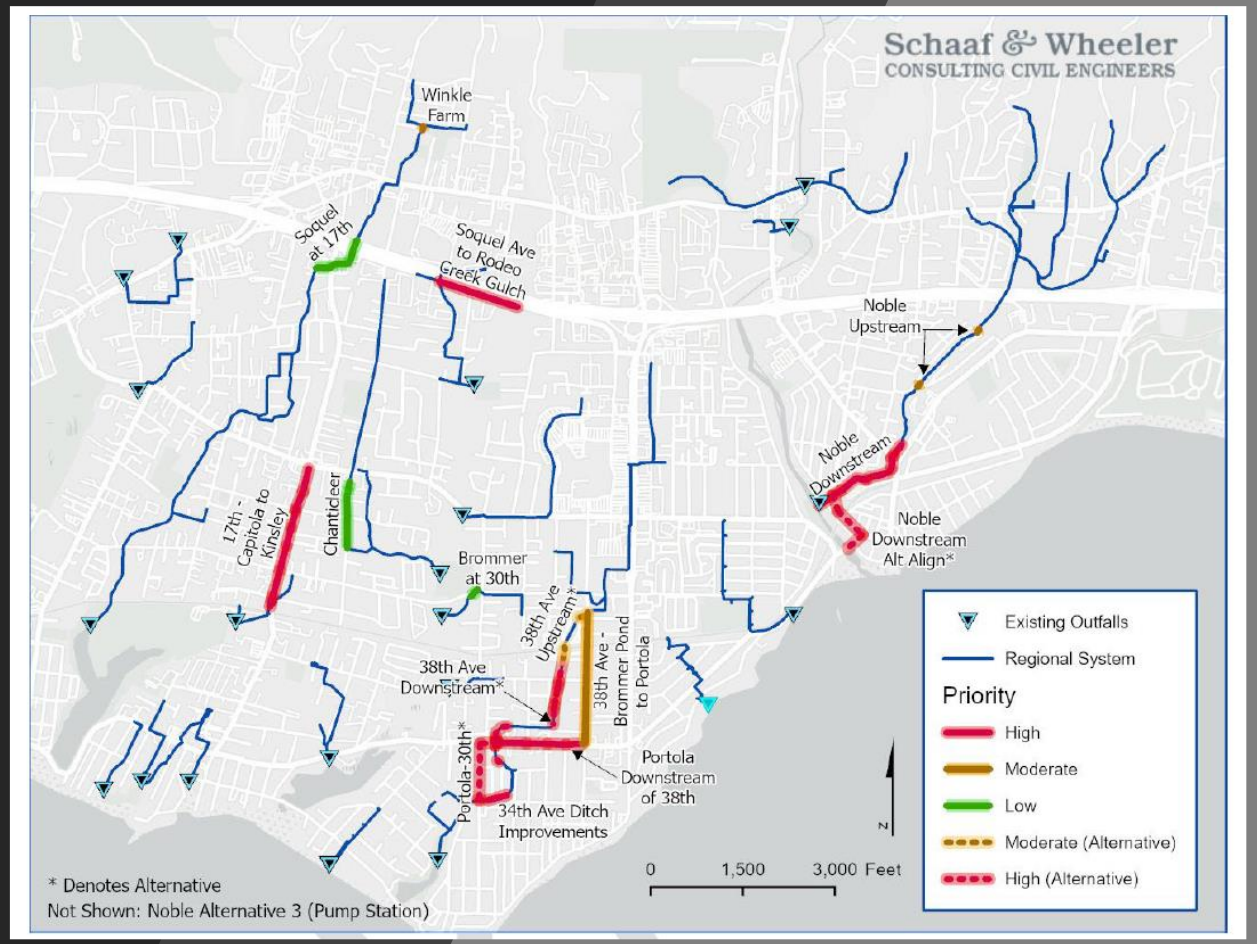
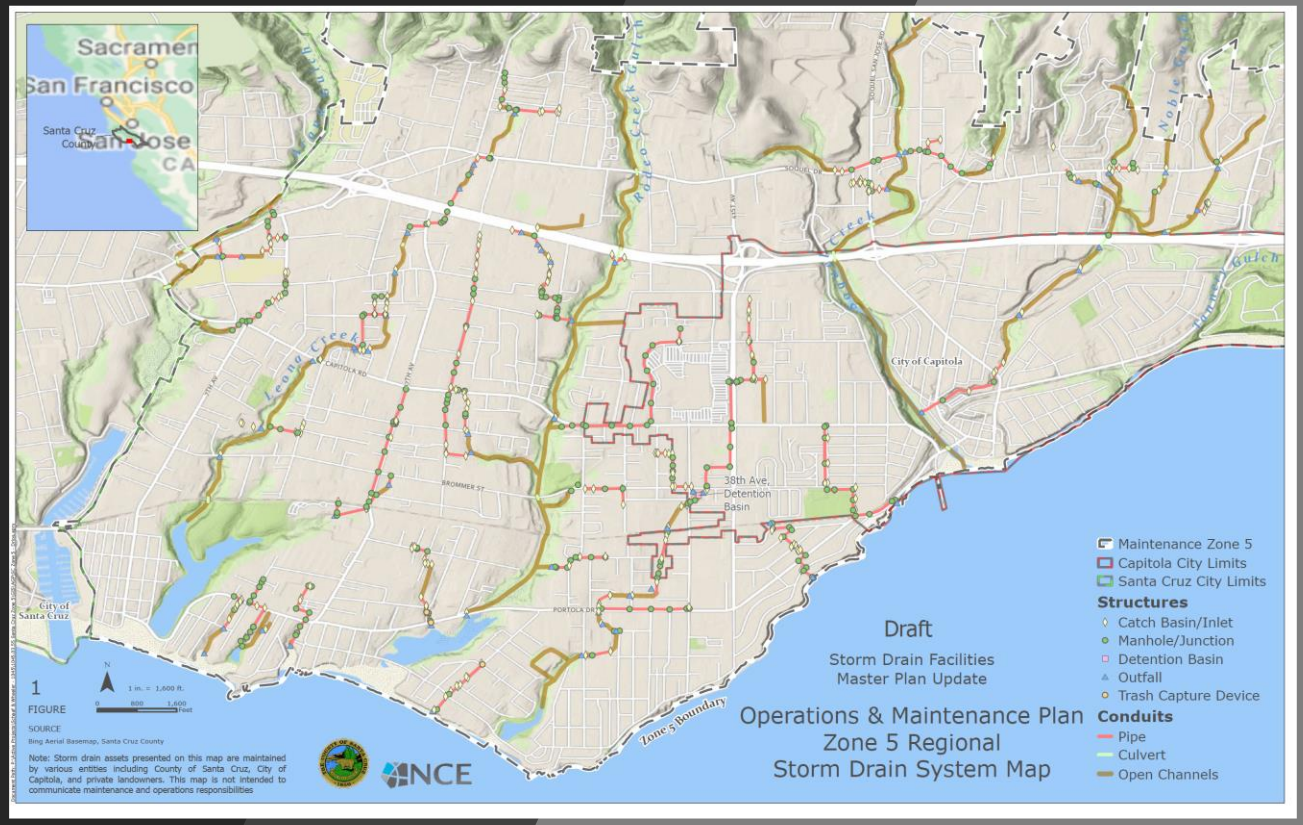
Capacity Recommendations

- Capacity CIPs
  - ✓ Phase the High Priority Projects
  - ✓ Study Alternatives
  - ✓ Coordinate w/ Other Agencies
- Condition CIPs
  - ✓ Address Critical Issues First
  - ✓ Study Alternatives
  - ✓ Couple with Capacity Projects



Operations Recommendations

- O&M Program
  - ✓ Implement Study Findings
    - Phased Approach
    - Get Training
    - Procedural Changes Take Time
    - Purchase and Implement Lucidity
  - ✓ Reporting
  - ✓ Continue to Improve Program



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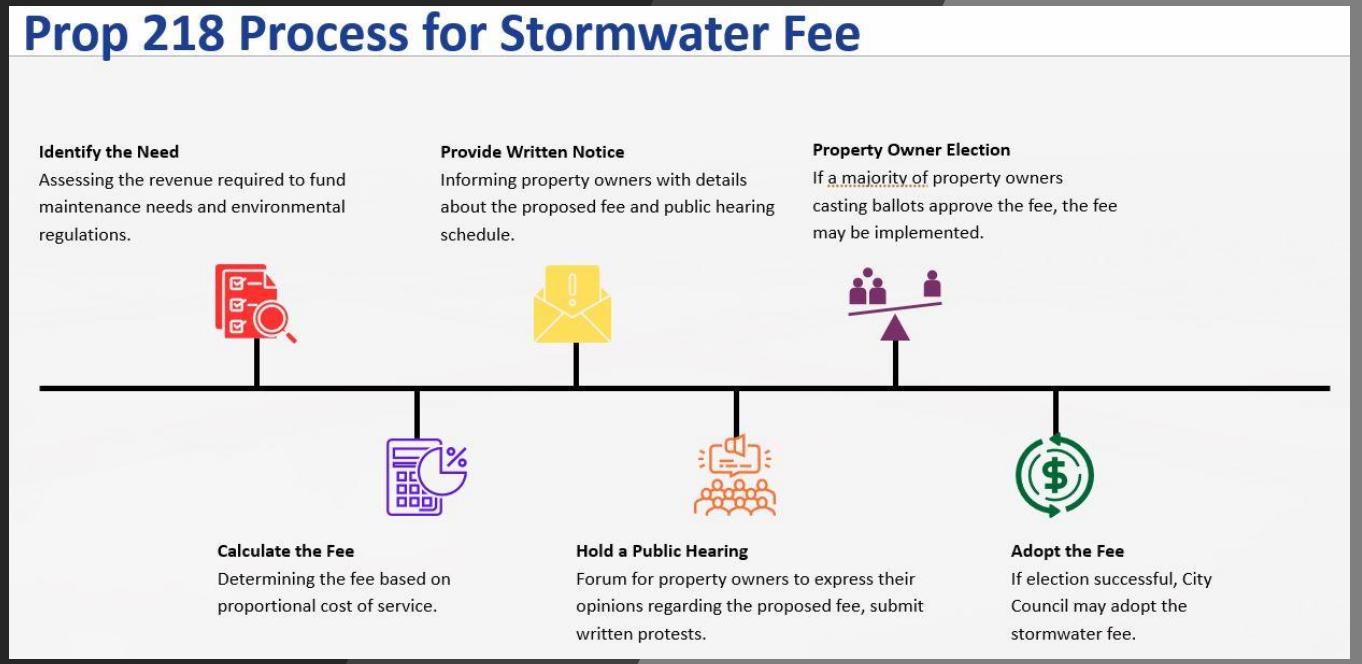
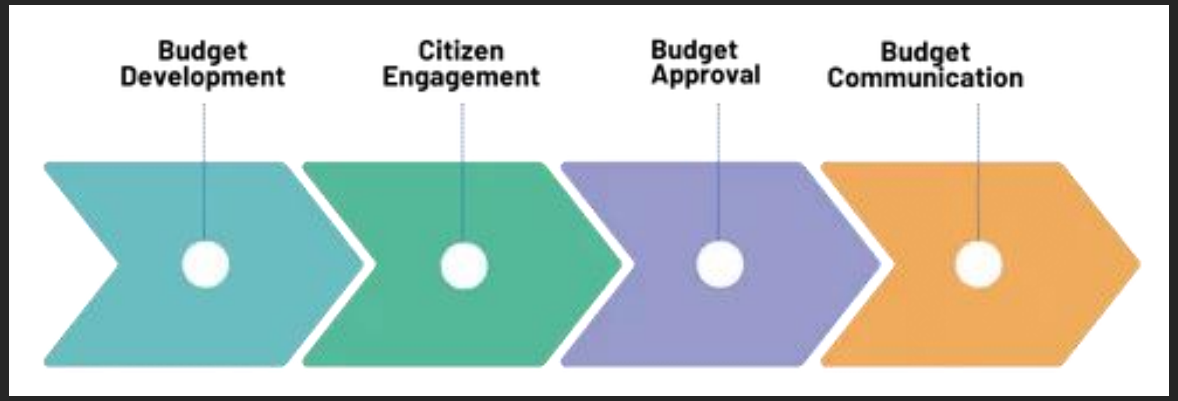
Funding Recommendations

- Involve County and City Staff
- Find Best Mechanism(s)
- Public Outreach
- Identify Key Stakeholder
- Identify Champions
- Polling





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Next Steps

- Alternatives Analyses
- Monitor System Performance
- Start Implementing O&M Program
- Develop a Funding Strategy
- Design
- Construction

Capitola City Council

Agenda Report

Meeting: February 22, 2024

From: Police Department
Recreation Department
City Manager Department

Subject: Special Events and Park Regulations

Recommended Action: Introduce, by title only, waiving further reading of the text, an ordinance of the City of Capitola repealing and replacing Capitola Municipal Code Chapter 9.36 "Special Events" and Chapter 12.40 "Park Regulations" to create a comprehensive permitting system for public assemblies, events, and use of City property.

Background: The proposed ordinance replaces the existing Capitola Municipal Code Chapter 9.36 regarding Special Events and Chapter 12.40 regarding City Parks.

Special Events

The City's permitting process for special events is established largely by administrative policies. This has resulted in confusion from the public regarding procedure and requirements for obtaining permits to conduct special events on City Property, such as streets and sidewalks. The proposed ordinance replaces Capitola Municipal Code Chapter 9.36 and the existing administrative policies with a procedure for obtaining permits to conduct special events on City property while protecting the public's First Amendment rights of assembly and speech.

Park Regulations

The City's parks currently operate on a first-come, first-served basis. The Recreation Division manages the scheduling and rental of all park fields and courts, each with associated rental fees; however, the Municipal Code does not include a process for the public to reserve areas of City parks for exclusive use for small, personal events such as birthday or graduation parties. Additionally, the City has no means of regulating the activities, like bounce houses or erecting shade structures, at these events.

Discussion: The proposed ordinance intends to protect the Constitutional rights of the people of Capitola to peaceably assemble and protest in the City's public spaces. The proposed revisions to the Municipal Code also create a mechanism for cost recovery and use charges to the extent authorized by law, while not unduly impacting the viability of special events in the City.

Special Events

The proposed revision to Municipal Code Chapter 9.36 establishes a permitting system for special events in the City, which generally mirrors the existing process the City has used over the last decade to permit special events. The primary changes are intended to clarify what differentiates a minor from a major event, and explicitly allowing Constitutionally protected expressive activity. Similar to the City's existing processes, the proposed ordinance identifies three categories of special events on public property that would require a permit:

1. Minor Special Events: an organized assemblage between 75 and 200 people, not requiring closure of a major street (as defined in proposed Section 9.36.020(H)) or a street in a single-family or multi-family zone.

2. Neighborhood Special Events: an event organized for up to 200 people requiring closure of a street in a single-family or multi-family zone. This replaces the City's Block Party Permit.
3. Major Special Events: any of the following:
    a. Any organized assemblage of more than 200 people on any public property gathering for a common purpose under the direction or control of a person; or
    b. Any organized assemblage on any public property gathering for a common purpose under the direction or control of a person or organization and that requires closure of a Major Street; or
    c. Any other organized assemblage conducted by a person for a common or collective use, purpose, or benefit which shall require extensive use of City public services for police regulation, monitoring or control, erecting barriers, or traffic control, parking needs that will exceed the capacity of the venue, or that will significantly interfere with normal use and operation of public right-of-way for travel.

The following events/activities would not require permits under the proposed Chapter 9.36:

1. Constitutionally protected expressive activity on City-owned, controlled, or maintained property that is not a Minor, Neighborhood, or Major Special Event;
2. Activities on school grounds;
3. Spontaneous events, under certain conditions;
4. Activities comprising or involving construction, maintenance, or requiring a City-issued encroachment permit; or
5. Filming, as regulated by Chapter 9.62. (Proposed § 9.36.030(B).)

The proposed ordinance defines expressive activity as "conduct, the sole or principal object of which is the expression of opinion, views, or ideas protected by the First Amendment of the U.S. Constitution," and includes, but is not limited to, "public oratory and distribution of literature" (Proposed § 9.36.020(E).)

The Police Chief (or his/her designee) would issue Minor and Neighborhood Special Event Permit applications. In general, the City Council would issue Major Special Event Permit applications. However, permit applications for *recurring* Major Special Events*,* defined as Major Special Events that recur every year, do not require new or different levels of City services from year to year, and that did not present major public safety or traffic issues in the prior year may be reviewed and issued by the Police Chief or designee without City Council approval. The proposed Chapter 9.36 also requires the Police Chief or designee to provide annual updates to the City Council regarding Minor and Major Special Events from the prior year. (Proposed § 9.36.070(E).)

The proposed ordinance provides that the City Council shall set Special Event application fees and fees to recover costs for safety services (such as public safety personnel, solid waste and recycling services, City lifeguard services, and traffic control costs) by resolution.

Parks Regulations

The proposed revision to Municipal Code Chapter 12.40 establishes a permitting procedure for renting portions of City parks and recreation facilities for exclusive use and to ensure compliance with Constitutional prerogatives protecting freedom of speech and assembly. Under these proposed revisions, organizers of events requiring exclusive use of the Park at Rispin Mansion, Esplanade Park, Monterey Park, Jade Street Park, or McGregor Park must obtain a permit from the City Manager, or his/her designee. Moreover, individuals who wish to use powered equipment or temporary structures (such as a bounce house or shade structure) in a City park or recreation facility must also obtain a permit pursuant to the requirements of the Chapter. However, if the event requiring exclusive use of one of the named parks above would be considered "expressive activity," it would instead be subject to the Special Events permitting requirements discussed above. The proposed ordinance also requires a permit for exclusive use of a City Recreation facility, such as softball fields or the bandstand.

Similar to the proposed Special Events Chapter above, the City Council may also adopt a resolution establishing fees to recover the City's cost of processing applications or for providing services for events in City parks and recreation facilities. (Proposed § 12.40.120.)

Fiscal Impact: The proposed ordinance provides for the City Council to adopt, by resolution, fees to recover the City's costs of processing applications for Special Events and Parks permits (discussed above), and costs associated with providing services to support and staff these proposed events. The City's fee schedule currently sets some of these fees. However, staff intends to conduct an internal review of the costs associated with these events and return to the City Council with proposed revisions to the City's fee schedule if necessary.

Attachments:

1. Ordinance – Chapter 9.36
2. Ordinance – Chapter 12.40

Report Prepared By: Sarah Ryan, Administrative Captain, Nikki Bryant, Recreation Division Manager

Reviewed By: Tamar Burke, Assistant City Attorney

Approved By: Jamie Goldstein, City Manager

ORDINANCE NO. ____

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CAPITOLA REPEALING AND REPLACING CHAPTER 9.36 "SPECIAL EVENTS" AND REPEALING AND REPLACING CHAPTER 12.40 "PARK REGULATIONS" OF THE CITY OF CAPITOLA MUNICIPAL CODE

WHEREAS, the United States Constitution and California Constitution guarantee the right of the people to peaceably assemble and speak or protest in public places; and

WHEREAS, the City of Capitola intends to protect these Constitutional rights of the people of Capitola to peaceably assemble and protest in the City's public spaces; and

WHEREAS, the City wishes to provide a coordinated process for managing special events and events in City parks and recreation facilities to ensure the health and safety of event patrons, residents, workers, and other visitors, and to prohibit illegal activities from occurring at special events consisting of expressive activities; and

WHEREAS, the City also wishes to create a mechanism for cost recovery and use charges, to the extent authorized by law, while not unduly impacting the viability of events; and

WHEREAS, the City intends to update its existing permitting requirements for the City's streets, sidewalks, parks, and open spaces to protect the rights of the people to peaceably assemble, as well as to protect and conserve those parks and open spaces.

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

Section 1: Findings. The above recitals are hereby declared to be true and correct findings of the City Council of the City of Capitola.

Section 2: Repeal and Replace Chapter 9.36 – Special Events, of Title 9 – Public Peace, Morals and Welfare of the Capitola Municipal Code. Chapter 9.36 – Special Events, of Title 9 – Public Peace, Morals and Welfare is hereby repealed in its entirety and replaced to read as set forth in Exhibit A, attached hereto and incorporated herein by reference.

Section 3: Repeal and Replace Chapter 12.40 – Park Regulations, of Title 12 – Streets, Sidewalks and Public Places of the Capitola Municipal Code. Chapter 12.40 – Park Regulations, of Title 12 – Streets, Sidewalks and Public Places is hereby repealed in its entirety and replaced to read as set forth in Exhibit B, attached hereto and incorporated herein by reference.

Section 4: Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

Section 5: Codification. This ordinance shall be codified in the Capitola Municipal Code.

Section 6: CEQA. The City Council finds that the adoption and implementation of this Ordinance are exempt from the provisions of the California Environmental Quality Act under section 15061(b)(3) in that the City Council finds there is no possibility that the implementation of this Ordinance may have significant effects on the environment.

Section 7: Publication; Effective Date. This Ordinance shall be in full force and effect thirty (30) days from its passage and adoption.

Section 8: Certification. The City Clerk shall cause this ordinance to be posted and/or published in the manner required by law.

This Ordinance was introduced at the meeting of the City Council on the 22nd day of February, 2024, and was adopted at a regular meeting of the City Council on the 14th day of March, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Kristen Brown, Mayor

Attest: _____
Julia Gautho, City Clerk

Approved as to form:

_____
Samantha W. Zutler, City Attorney

Exhibits:
A. Chapter 9.36 – SPECIAL EVENTS
B. Chapter 12.40 – PARKS REGULATIONS

Exhibit A

Chapter 9.36 – SPECIAL EVENTS

Sections:

9.36.010 – Purpose and intent.

The purpose of this Chapter is to protect the First Amendment rights of the people of Capitola to peaceably assemble and/or protest in the City's public places and to establish the least restrictive and reasonable time, place, and manner regulation of these activities. It is further intended to provide a coordinated process for managing special events to ensure the health and safety of event patrons, residents, workers, and other visitors, to prohibit illegal activities from occurring at special events, and to create mechanisms for cost recovery and use charges, to the extent authorized by law, while not unduly impacting the viability of special events.

9.36.020 – Definitions.

The following words and phrases, whenever used in this chapter, shall be construed as defined in this Chapter:

1. "Applicant" means any individual, corporation, partnership, trust, non-profit organization, association, group or other business entity or organization who seeks a Special Event Permit under this chapter to Organize a Special Event. For purposes of this Chapter, "Applicant" includes sponsors of the proposed Special Event.

2. "Application" means a form approved by the city manager or his/her designee, which an Applicant must submit pursuant to Section 9.36.030.

3. "Assembly" means the assembling or coming together of a number of persons for a particular purpose.

4. "City property" means all real property and improvements owner, operated or controlled by the City within the City's jurisdiction. City property includes, but is not limited to, City Hall, police and fire facilities, recreational facilities, parks, libraries, and streets and sidewalks.

5. "Expressive Activity" means conduct, the sole or principal object of which is the expression of opinion, views, or ideas, protected by the First Amendment of the U.S. Constitution. Expressive activity includes, but is not limited to, public oratory and distribution of literature.

6. "Issuing Entity" means either:
   A. the police chief or designee for Minor Special Events, Neighborhood Street Closure Events, and recurring Major Special Events that were held in the prior year with no major public safety or traffic issues and which do not require new or different levels of City services from the prior year;
   B. the City Council for Major Special Events or upon referral by the police chief or designee.

7. "Major Special Event" means any of the following:

A. Any organized assemblage of more than two hundred (200) persons at any public place, public property, or public facility which is to gather for a common purpose under the direction or control of a person; or

B. Any organized assemblage at any public place, public property, or public facility which is to gather for a common purpose under the direction or control of a person or organization and that requires closure of a Major Street; or

C. Any other organized assemblage conducted by a person for a common or collective use, purpose or benefit which shall require extensive use of City public services for police regulation, monitoring or control, erecting barriers, or traffic control, parking needs that will exceed the capacity of the venue, or that will significantly interfere with normal use and operation of public right-of-way for travel.

8. "Major Streets" means the streets in the City of Capitola which serve to deliver significant traffic through the City, and include: 38th Avenue, 41st Avenue, 42nd Avenue between Jade Street and Capitola Road, 45th Avenue, 47th Avenue between Portola Drive and Capitola Road, 49th Avenue between Capitola Road and Wharf Road, Bay Avenue, Capitola Avenue, Capitola Road, Clares Street, Cliff Drive, Esplanade (not including the portion of the Esplanade directly adjacent to Esplanade Park), Gross Road, Hill Street, Jade Street, Kennedy Drive, McGregor Drive, Monterey Avenue, Park Avenue, San Jose Avenue between Esplanade and Capitola Avenue, Stockton Avenue, and Wharf Road..

9. "Minor Special Event" means an organized assemblage of at least seventy-five (75) and at most two hundred (200) persons at any public place, public property, or public facility which is to gather for a common purpose under the direction or control of a person and which does not

require Major Street closure and does not require closure of a street in a single-family or multi-family zone.

10. “Neighborhood Street Closure Event” means an event organized for the assemblage of up to two hundred (200) persons requiring the closure of a street in a single-family or multi-family zone.

11. “Organize” means to organize, operate, manage, stage, promote, sponsor or carry on a Special Event, as defined.

12. “Organizer” means the person responsible for managing and leading the proposed Special Event, as defined, on the day or days of the Special Event.

13. “Permittee” means any person that has been issued a Special Event Permit in accordance with this Chapter.

14. “Special Event” refers to any or all of a Major Special Event, Minor Special Event, or a Neighborhood Street Closure Event.

15. “Special Event Permit” means a permit issued by the Issuing Entity to Organize a Major Special Event, a Minor Special Event, or a Neighborhood Street Closure Event, as defined, consistent with the provisions of this Chapter.

9.36.030 – General provisions.

A. Permit Required. Except when expressly provided pursuant to the terms of a permit, lease, or contract which has been specifically authorized by the City Council, no person shall operate any Special Event regulated by this Chapter without first obtaining a Special Event Permit in accordance with the provisions of this Chapter, unless exempt as set forth below. Special Event Permits must set forth the applicable noise limit if the proposed event shall exceed the noise regulations set forth in Chapter 9.12.

B. Exempt Activities:

1. Any Expressive Activity on City owned, controlled, or maintained property not otherwise considered a Minor Special Event, Major Special Event, or Neighborhood Street Closure Event.
2. Activities on school grounds, which are exempt from the requirements of this Chapter.
3. Spontaneous events which are occasioned by news or affairs coming into public knowledge less than forty-eight hours prior to such event may be conducted on City property without the Organizers having to obtain a Special Event Permit if all of the following factors are satisfied:
    i. The spontaneous event does not impede vehicular traffic or violate regulations regarding pedestrian and vehicular traffic;
    ii. The Organizer provides the police chief or designee with at least four (4) hours of prior notice of the spontaneous event; and

iii. The location where the spontaneous event it to be conducted has not been previously rented, reserved, or otherwise obligated to another use in accordance with established City policies and procedures for use and/or rental of City facilities.

4. Activities comprising or involving construction, maintenance, or requiring a City-issued encroachment permit.
5. Filming, as regulated by Chapter 9.62.

C. Events or gatherings which require a permit pursuant to other chapters of the Municipal Code, including but not limited to group activities in City-owned parks pursuant to Chapter 12.40, shall not be considered spontaneous events.

D. Major Streets: The police chief or designee shall review all Applications to determine whether closure of Major Streets is required. The police chief or designee shall make factual findings supporting his or her determination, including whether the proposed Special Event poses specific health or and safety issues requiring closure of Major Streets, including but not limited to impacts to traffic and use of City resources, as a result of the proposed Special Event.

9.36.040 – Minor Special Event Permit Application.

A. To receive a Minor Special Event permit, an Applicant must file a complete Application with the police chief or his/her designee on a form approved by the city manager at least forty-five (45) days before the proposed Minor Special Event. An Application is considered complete when it includes all of the following information:

1. A description of the proposed use, event, or activity;
2. The street or other public property and the specific area or areas thereof which will be utilized in connection with the proposed Minor Special Event, including a whether the proposed Minor Special Event will require closure of any street, a description of noise generating equipment, as well as circulation plan and site layout;
3. The manner in which the public property will be utilized;
4. Proof of insurance, as required by the City;
5. The date or dates and the specific times thereof, including set-up and tear-down, that the public property is to be utilized for the proposed Minor Special Event;
6. The name, address, and telephone number of the Applicant(s) for the proposed Minor Special Event permit;
7. The name, address, and telephone number of the Organizer, in the event the City must contact said individual on the day or day(s) of the proposed Minor Special Event; and
8. Other information as deemed necessary by the police chief or his/her designee to ensure public safety.

B. The police chief or designee shall review and issue or deny the Minor Special Event Application within thirty days (30) of receipt of a completed Application, unless the applicant and the City mutually agree to a later date.

C. Minor Special Event permits are issued on the condition that the Applicant receives approvals and/or any other necessary permits from relevant governmental agencies.

9.36.050 – Neighborhood Street Closure Permit Application

A. To receive a Neighborhood Street Closure permit, the applicant must file a complete Application with the police chief or his/her designee on a form approved by the city manager at least thirty days (30) days before the proposed Neighborhood Street Closure Event. An Application is considered complete when it includes all of the following information:

1. A description of the proposed use, event, or activity;
2. The specific area of the street that will be closed in connection with the Neighborhood Street Closure Event;
3. Evidence of the Applicant's and Organizer's residence on the specific area of the street request for closure.
4. Consent of at least six (6) additional households or fifty percent (50%) of the households located within the requested street closure area, whichever is less;
5. Map or site layout of the Neighborhood Street Closure Event site;
6. Proof of insurance, as required by the City;
7. The manner in which the public property will be utilized;
8. The date and the specific times thereof, including set-up and tear-down that the street is to be closed;
9. The name, address, and telephone number of the Applicant and Organizer(s) to be contacted regarding the Application, permit, and the Neighborhood Special Event;
10. Other information as deemed necessary by the police chief or his/her designee to ensure public safety.

B. The police chief or designee shall review and issue or deny the Neighborhood Street Closure Event Permit Application within thirty (30) days of receipt of a completed Application unless the applicant and the City mutually agree to a later date.

C. Neighborhood Street Closure Event permits are issued on the following conditions:

1. The Applicant submits proof that all households within the street closure area are notified of the street closure ten (10) days prior to the Neighborhood Street Closure Event; and
2. The Applicant has received approvals and/or any other necessary permits from relevant governmental agencies.
3. All households located within the street closure area shall be permitted to attend Neighborhood Street Closure Events free of charge.

9.36.060 – Major Special Event Permit Application

A. To receive a Major Special Event permit, an Applicant must file a complete Application with the police chief or his/her designee on a form approved by the city manager at least ninety (90) days before the proposed Major Special Event. An Application is considered complete when it includes all of the following information:

1. A description of the proposed use, event, or activity;
2. The street or other public property and the specific area or areas thereof which will be utilized in connection with the proposed Major Special Event, including a whether the proposed Major Special Event will require closure of Major Streets or other streets, a description of noise generating equipment, a circulation plan and site layout, including a parking or shuttle plan for transportation to and from the proposed Major Special Event;

3. The manner in which the public property will be utilized;
4. The date or dates and the specific times thereof, including set-up and tear-down, that the public property is to be utilized for the described Major Special Event;
5. The name, address and telephone number of the Applicant(s);
6. Proof of insurance, as required by the City;
7. The name, address and telephone number of the Organizer of the proposed Major Special Event, in the event the City must contact said Organizer on the day or day(s) of the proposed Major Special Event;
8. A completed safety and security plan;
9. Other information as deemed necessary by the police chief or his/her designee to ensure public safety;
10. Certification of completeness by the police chief or his/her designee.

B. The City Council shall review and issue or deny the Application no later than the second regular City Council meeting following the submission of a completed Application or thirty days, whichever is later, unless the applicant and the City mutually agree to a later date.

C. Major Special Event permits are issued on the condition that the Applicant receives approvals and/or any other necessary permits from relevant governmental agencies.

9.36.070 – Review process.

A. Subject to the criteria for denial set forth in Section 9.36.080, the Issuing Entity shall issue a Special Event Permit if it is determined that all of the following criteria have been met:

1. The proposed use of City property for the Special Event is not otherwise governed by or subject to any other permit procedures provided elsewhere in this Code.

2. The Application is complete and includes all the information required by this Chapter.

3. The preparation for or the conduct of the proposed Special Event will not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment in or through the particular Special Event area or adversely affect the City's ability to perform municipal functions or furnish City services in the vicinity of the Special Event area.

4. The proposed Special Event does not otherwise present a substantial safety, noise, environmental, or traffic hazards, considering the number of participants and proposed location, such as to endanger the health or safety of the event participants, general public, or City employees, which cannot be adequately remedied by reasonable traffic control and other safety measures.

B. In deciding whether to approve an Application, no consideration may be given to the message of the proposed Special Event, the content of speech, or the identity or associational relationships of the Applicant(s) or Organizer(s).

C. The Issuing Entity may condition the Special Event Permit to mitigate health, safety, and impacts to City services.

D. Recurring Special Events: Major Special Events that recur every year, and which do not require new or different levels of City services from year to year and which did not present major public safety or traffic issues in the prior year may be reviewed and issued by the police chief or designee without City Council approval.

E. Annual Special Event Update: The police chief or designee shall provide the City Council with an annual report on the Minor and Major Special Event Permits that were issued in the prior year, summarizing any issues that were identified and, to the extent necessary, outlining any procedural changes for the following year.

9.36.080 – Denial/revocation of Special Event Permit.

The Issuing Entity may deny any Application for a Special Event Permit or revoke such a Permit if the Issuing Entity finds any of the following:

A. One or more of the approval criteria specified in Section 9.36.070 is not or can no longer be met;

B. The Applicant has knowingly made a false, misleading or fraudulent statement of fact to the City in the Application process;

C. The Application is incomplete or does not contain the information required by this Chapter;

D. The Application does not satisfy the requirements of this Chapter;

E. The Applicant fails to comply with any conditions of approval, including, but not limited to:

1. Remittance of fees, charges, or deposits,
2. Submittal of an indemnification agreement and/or proof of insurance for the Special Event as required by the City;
3. Timely submittal of all required documents; or
4. Obtaining approvals and/or any other necessary permits from relevant governmental agencies.

F. The Applicant or Organizer has damaged City property and has not paid in full for such damage or has other outstanding and unpaid debts related to a prior Special Event Permit issued by the City.

G. The proposed Special Event is scheduled to occur at a location and time in conflict with another Special Event already permitted or that can be permitted to another Applicant that submitted an Application first in time, or is in conflict with City-sponsored programming.

H. The proposed Special Event would require the diversion of public safety or other City employees from their normal duties so as to unreasonably reduce adequate levels of service to any other portion of the City, or the proposed Special Event will adversely affect the City's ability to reasonably perform municipal functions or furnish City services.

I. The proposed Special Event is in conflict with applicable provisions of any federal, state and/or local laws.

J. The Application was submitted less than 30 days before the proposed Neighborhood Street Closure Event, 45 days before the proposed Minor Special Event, or 90 days before the proposed Major Special Event.

9.36.090 – Applicable fees.

Special Event Permit Application fees pursuant to this Chapter shall be established by Resolution of the City Council. Applicants shall pay Application fees upon submittal of the Application to

the City for review. Where a Special Event requires street closure, barriers, or other infrastructure, the Applicant shall pay such fees as may be established by resolution of the City Council for traffic control and relating municipal expenses, including, but not limited to, public safety, services, solid waste and recycling services, building inspections, City lifeguard services, traffic control, and any other applicable fees. Additionally, use of City buildings or facilities shall be subject to any use or rental fees established by the City.

9.36.010 – Appeals.

An Applicant may appeal the denial or revocation of a Special Event Permit by the police chief or designee in accordance with the appeal process set forth in Chapter 2.52 of this Code.

9.36.110 – Interference with Expressive Activity prohibited.

It shall be unlawful for any person to interfere with a Special Event permitted under this Chapter by engaging in the following acts when done with the intent to cause interference:

A. Blocking, obstructing, or impeding the passage of participants, vehicles, or animals in the Special Event along the Special Event route;

B. Walking or running, driving a vehicle, riding a bicycle or skateboard, or using any similar device through, between, with, or among participants, vehicles, or animals in the Special Event;

C. Dropping, throwing, rolling, or flying any object toward, among, or between participants, vehicles, or animals in a Special Event.

9.36.120 – Hold harmless.

Each Permittee shall execute a hold harmless agreement in a form approved by the City agreeing to defend, indemnify, and hold harmless the City against losses and liabilities incurred from the willful or negligent acts or omissions of the Permittee or its officers, employees, and agents. If City property is destroyed or damaged by reason of Permittee's Special Event and the damage or destruction is directly attributable to the Permittee, the Permittee shall reimburse the City for the actual replacement or repair cost of the destroyed or damaged property. Nothing in this provision shall require a Permittee to indemnify the City from claims or losses occasioned by the reaction of third parties to Expressive Activity at the Permittee's Special Event.

9.36.130 – Display of Special Event Permit.

A copy of the Special Event Permit shall be available at the event site and shall be exhibited upon demand of any City official.

9.36.140 – Administrative regulations or policies.

The city manager, or designee, may adopt administrative regulations or policies that are consistent with and that further the terms and requirements set forth within this Chapter, and as may be necessary to coordinate multiple uses of public property, assure preservation of public property

and public places, prevent dangerous, unlawful uses, protect the safety of persons and property and to control vehicular and pedestrian traffic. All such administrative regulations or policies must be in writing.

9.36.150 – Penalties.

Violations of this chapter may be enforced pursuant to any laws and remedies available to the City including but not limited to enforcement as a misdemeanor and/or public nuisance pursuant to Title 4 of this Code.

Exhibit B

Chapter 12.40

PARK REGULATIONS

Sections:

12.40.010 Purpose of chapter.

The purpose of this chapter is to regulate the use of parks and other recreation facilities of the City for the optimum use and enjoyment of residents of Capitola; to establish standards to prevent the misuse and destruction of the facilities; to establish regulations to insure the safety and comfort of users of the facilities as well as persons residing or owning property in the vicinity of the facilities; and to protect the First Amendment rights of the People of Capitola to peaceably assemble in the City's public parks.

12.40.020 Definitions.

1. "Applicant" means any individual, corporation, partnership, trust, non-profit organization, association, group or other business entity or organization who seeks a Permit under this chapter. For purposes of this Chapter, "Applicant" includes the organizer of the event, responsible for coordination and management of the event on the day or days of the event.

2. "Expressive Activity" shall have the same definition as set forth in Chapter 9.36 of this Code.

3. "Park(s)" means and includes every park owned and maintained by the City together with any accompanying parking lot or staging area, which is owned, managed, or

controlled by the City of Capitola for the recreational use and/or enjoyment of the public. Parks do not include the beach.

4. "Permit" means a permit issued by the City of Capitola issued pursuant to this Chapter.

5. "Recreation Facility" means fields, courts, pools, amphitheaters, the Capitola Bandstand at Esplanade Park, areas specifically designed for organized activities such as, but not limited to, baseball, softball, soccer, tennis, basketball, skateboarding, bicycling, and organized group gatherings which are owned, managed, or controlled by the City of Capitola for the recreational use and/or enjoyment of the public.

6. "Refuse" means any garbage, trash, bottles, cans, papers, ashes, food and vegetable material, rubbish, industrial wastes, animal waste, grass clippings, tree or shrub pruning or any other discarded substance, matter, or thing, whether liquid or solid.

12.40.030 General principles.

The following principles shall govern use of Parks and Recreation Facilities:

A. Parks and Recreation Facilities primarily are intended for the use and enjoyment by residents of Capitola;

B. Public recreation services should be available to all Capitola residents without discrimination as to race, religion, gender identity, economic status, or any protected status;

C. The public recreation program should include a wide variety of activities, including passive enjoyment, to appeal to different interests, ages, and abilities, and should not merely be limited to physical activities, outdoor activities, daytime activities, or to the interests of children or others of special categories;

D. Parks and Recreation Facilities are intended to be used, subject to applicable regulations, for:

1. Informally by residents,
2. For programs sponsored by the city,
3. For joint city-school programs,
4. For organized group activities.

E. Commercial activities in Parks and Recreation Facilities are not permitted, except for activities sponsored by the City of Capitola or as otherwise authorized in this Code.

12.40.040 Permit required.

A. To ensure equal access to City Parks and open space areas, preservation of these spaces and due to limitations of size, parking availability, and open areas, activities involving the exclusive use of any area of a Park is prohibited, except with a permit for the specific Parks

listed below. Specific areas within the following Parks that are available for exclusive use shall be identified in the application forms:

1. The Park at Rispin Mansion
2. Esplanade Park
3. Monterey Park
4. Jade Street Park
5. McGregor Park

B. Activities involving the exclusive use of Recreational Facilities shall require a permit and are subject to the standards and regulations contained in this Chapter.

C. Use of Powered Equipment or Temporary Structures, including, but not limited to, shade structures and bounce houses: Any person wishing to use equipment requiring a power source or erect a structure larger than 100 square feet or taller than 10 feet in a Park shall obtain a permit therefore, and is subject to the standards and regulations contained in this chapter.

D. Applicants shall remit an application review fee upon submittal of a permit application to the City for review.

E. It shall be unlawful for any person to engage in any use of any Park or Recreational Facility for which a permit is required pursuant to this Chapter without obtaining such a permit, except where such activity is regulated by other provisions of this Code, such as Chapter 9.36. Nothing in this section shall require persons or entities to obtain a permit for Expressive Activities, where such activity is addressed by Chapter 9.36 of this Code.

12.40.050 Sound standard.

A. In recognition of the rights of residents in the vicinity of Parks to enjoy the comfort of their homes in normal peace and quiet, as well as the right of citizens to enjoy a reasonable peace and quiet in appropriately designed Parks, the use of any radio receiving set, musical instrument, machine or device for producing or reproducing sound, or any device which produces noise in such a manner as to unreasonably disturb the peace, quiet, and comfort of persons is prohibited in all Parks, unless otherwise specified on a permit issued by the City.

12.40.055 Open Play Hours at the Capitola Bandstand

A. For purposes of this Section, “Open Play Hours” means between 9:00 a.m. through 12:00 p.m. on Saturdays and Sundays.

B. The sound limitations in this Chapter shall not apply to the use of musical instruments at the Capitola Bandstand at Esplanade Park during Open Play Hours, however amplification of any kind is not permitted.

12.40.060 Application for permit.

1. Any individual or group desiring to reserve any Park or Recreation Facility, or any portion thereof, pursuant to Section 12.40.040, shall apply to the city manager, or his/her designee, in writing on a form approved by the city manager.

2. A complete application must be submitted to the city manager, or his/her designee, not less than seventy-two (72) hours prior to the desired reservation.

12.40.070 Criteria for denial.

The city manager, or his/her designee, shall deny a permit pursuant to the provisions of this Chapter if the city manager, or his/her designee, determines the application meets any of the following criteria:

A. The information contained in the application, or supplemental information provided, is not complete or is materially false or misleading.

B. The Applicant has failed to submit a complete application, supply satisfactory evidence of insurance, or has not remitted the fees or deposits as required by the Chapter.

C. The Park or Recreation Facility, or portion thereof, is unavailable for the period for which the permit is requested.

D. The area proposed for the Applicant’s use or activity could not physically accommodate the number of participants expected to participate in a safe manner.

E. The proposed use, activity or event is not compatible with the uses established for the requested Park or Recreation Facility or portion thereof during the date or time requested, in that it unreasonably interferes with use of the Park by others.

F. The proposed use has a realistic potential to create a threat to the public health, safety or welfare, or to damage public property, which may not be adequately remedied by reasonable traffic control, barriers, and/or other safety measures.

G. The proposed use would require the diversion of public safety or other City employees from their normal duties so as to unreasonably reduce adequate levels of service to any other portion of the city, or the event will adversely affect the City's ability to reasonably perform municipal functions or furnish city services.

H. The proposed use, event or activity will have a substantial adverse environmental impact.

I. The proposed use would be in conflict with applicable provisions of any federal, state and/or local law.

J. The proposed use is commercial and not otherwise authorized by this Code.

12.40.080 Conditions of approval

Permits issued pursuant to this Chapter are subject to such reasonable conditions as the city manager or his/her designee may determine necessary to coordinate multiple uses of public property, assure preservation of public property and public places, prevent dangerous, unlawful uses, protect the safety of persons and property, ensure compliance with noise requirements set forth in Chapter 9.12, and to control vehicular and pedestrian traffic in and around the Park and/or Recreation Facility. These conditions may include conditions for waste management and restoration of the Park, environmental protection, conditions to ensure safe accommodation of an event's pedestrian and vehicular traffic, indemnification and hold harmless of the City, and reasonable designation of alternate sites, times, or dates in the event of conflict with available resources.

12.40.090 Permit holder responsibilities.

After a person obtains a permit pursuant to the provisions of this Chapter, that permit holder must:

1. Comply with all rules and regulations and all applicable City Ordinances as though the same were incorporated into the permit.

2. Comply with all conditions imposed by the permit.

3. Inform all attendees of the conditions of the permit and the applicable rules and regulations.

4. Make Permit available at the event site and shall be exhibited upon request of any City official.

12.40.100 Revocation of permit.

Any permit for the use of the premises shall contain a provision that the city manager or his/her designee shall have the power to revoke such permit and to require the immediate removal of all persons from said premises upon their finding:

A. That the Applicant misrepresented or misstated any material fact in their application; or

B. Applicant damaged City property or violated permit conditions; or

C. That the activity or any significant part thereof taking place on said premises is contrary to State or local law or is endangering life and/or property.

12.40.110 Appeal of decision.

An Applicant may appeal the denial or revocation of a permit by the city manager or designee in accordance with the appeal process set forth in Chapter 2.52 of this Code.

12.40.120 Establishment of fees.

Application fees pursuant to this Chapter shall be established by Resolution of the City Council. Where an event organized pursuant to this Chapter requires City services or infrastructure, the Applicant shall pay such fees as may be established by resolution of the City Council for municipal services, including but not limited to public safety services, solid waste and recycling services, traffic control, and any other applicable fees. Additionally use of City buildings or facilities shall be subject to any use or rental fees established by the City.

12.40.130 Prohibited activity in Parks and Recreation Facilities.

The following activities are prohibited in any Park or Recreation Facility:

A. Exclusive use of any Park or Recreation Facility without a permit therefor, or use of any Park or Recreation Facility by any group for which a permit is required without such permit;

B. Commercial activities not otherwise authorized by this Code;

C. Golf, except in designated areas;

D. Motor-driven vehicles;

E. Discharging weapons;

F. Removal of turf, soil, grass, tree, shrub, or portion thereof; except as such work may be done by authorized City employees;

G. Lighting or maintaining fires, except as otherwise permitted by this Code or posted notices in specific Parks, however UL or ASMI listed manufactured gas (LPG or NG) outdoor flame devices (such as gas BBQs or gas fire-pits) that comply with the Fire Code are permitted at Jade Street and Monterey Parks;

H. Overnight use of parks, other than city-sponsored activities or other activities which have received a permit from the City to conduct such after-hours activities;

I. Play or practice baseball or softball in areas not specifically designated for baseball and softball activities;

J. To possess or consume alcoholic beverages, except as expressly permitted by the Department of Alcohol Beverage Control;

K. To cause, create, encourage, or threaten to cause any disturbance which may reasonably result in injury or property damage, or disturb the peace, comfort and security of the park patrons or employees;

L. Off-leash dogs, except as designated pursuant to applicable park regulations; dogs shall be permitted on leash pursuant to Section 6.14.200.

M. Use of a Park or Recreation Facility in such a fashion as to violate a posted notice restricting that Park or Recreation Facility's use to one or more specified recreational uses.

N. Bounce houses shall not be permitted at Esplanade Park.

O. Any activity that is contrary to applicable law or is endangering life and/or property.

12.40.140 Park and Recreation Facility regulations.

The city manager shall be and is authorized and directed to promulgate such rules and regulations that are consistent with and that further the terms of the requirements herein. The regulations may permit any of the activities prohibited in this chapter in any defined and prescribed area provided that a suitable area is set aside for such activity, and said areas are signed and posted, indicating the type of use permissible, and the rules applicable to said use, if any.

12.40.150 Park hours.

All Parks located in the City shall, except for areas otherwise posted, be closed from sunset (the time when the upper limb of the sun disappears below the sensible horizon as a result of the diurnal rotation of the earth) until six a.m. in the morning, unless explicitly extended in a permit issued by the City.

12.40.170 Penalty for violation.

Violations of this chapter may be enforced pursuant to any laws and remedies available to the City including, but not limited to, enforcement as a misdemeanor and/or public nuisance pursuant to Title 4 of this Code.

Nikki Bryant &
Sarah Ryan

2024 SPECIAL EVENTS & PARK REGULATIONS

Purpose

- Introduce the Special Event application process
- Introduce Park Regulation permitting process
- Create a comprehensive permitting system for public assemblies, events and use of City property

Special Events – Current Process

- Police Department issues SE permits
  1. *Major SE Permits - > 200 attendees and impacts to city services*
  2. *Minor SE Permits - < 200 attendees and minimal impacts to city services*

2023 Staff Issued 10 General SE Permits, 26 Minor SE Permits, and 5 Permits to the Art & Cultural Commission

10 Major Special Events

- Beyond the Flood Benefits Concert
- February Surfer's Path 10k/5k
- Capitola Art & Wine Festival
- May Surfer's Path Half Marathon
- Capitola Beach Festival
- Capitola Custom Classic Car Show
- Women on Waves
- Wharf to Wharf
- October Surfer's Path Wahine 10k/6k
- Oktoberfest

26 Minor Special Events

- Village Sip and Stroll (3 total)
- California Coast Classic Ride
- Operation Surf
- Veteran Surf Alliance Paddle Out
- Fill the Boot for Muscular Dystrophy
- Halloween Parade
- Skate-Tola
- Surfing Santa
- Walk for Angelman's Syndrome
- Food Truck Fridays Event at Monterey Park
- First Responder's Surf Contest
- AIDS/Lifecycle Bicycle Ride

Special Event Process

Current	Proposed Changes
Minor Event- no threshold specification	Minor Event- 75-200 people not requiring road closures.
General Event- no threshold specification	Major Event- more than 200 people requiring closure of “major” road.
No mention of constitutionally protected activity	Updated language to protect expressive activity protected by the First Amendment
No set fee schedule for special events	Council shall set special event application fees and cost recovery fees for services needed to support the event.
Encroachment Permit	Eliminated, determined not necessary based on the updated process.

Park Use Permit

- Currently first come first serve

  Recreation manages field and court rentals

- The public inquires often on process for small gatherings and allowable equipment in parks (bounce houses, BBQ)
- The Park Use permit would provide a procedure for renting portions of the City's parks for use by small groups up to 74 people and not "expressive activity"
- The application packet will detail required information for renting and location options available for permit.

Not Permitted: Bounce Houses or BBQ


Campus Kids Connection
Capitola Senior Dining Center
Jade Street Park
Park with playgrounds & athletic fields
Tennis Courts


Monterey Ave
Union Elementary School District
Monterey Avenue Park
215

Fiscal Impact

- Staff is currently working on a fee study to update to the City's fee schedule. That updated fee schedule will include recommended billing rates for City resources associated with Special Events. Staff expects the fee study and schedule to be presented to Council this Spring.

Recommendation

- Introduce, by title only, waiving further reading of the text, an ordinance of the City of Capitola repealing and replacing Capitola Municipal Code Chapter 9.36 “Special Events” and Chapter 12.40 “Park Regulations” to create a comprehensive permitting system for public assemblies, events and use of City property.

Questions

Major Streets

38th Avenue, 41st Avenue, 42nd Avenue between Jade Street and Capitola Road, 45th Avenue, 47th Avenue between Portola Drive and Capitola Road, 49th Avenue between Capitola Road and Wharf Road, Bay Avenue, Capitola Avenue, Capitola Road, Clares Street, Cliff Drive, Esplanade (not including the portion of the Esplanade directly adjacent to Esplanade Park), Gross Road, Hill Street, Jade Street, Kennedy Drive, McGregor Drive, Monterey Avenue, Park Avenue, San Jose Avenue between Esplanade and Capitola Avenue, Stockton Avenue, and Wharf Road.

Capitola City Council

Agenda Report

Meeting: February 22, 2024

From: Finance Department

Subject: FY 2023-24 Mid-Year Budget Report

Recommended Action: Receive the Fiscal Year 2023-24 Mid-Year Budget Report and adopt a resolution amending the Fiscal Year 2023-24 Budget.

Background: The Fiscal Year (FY) 2023-24 Mid-Year Budget Report provides an update on the City's financial status as of December 31, 2023, and recommends budget adjustments for FY 2023-24 that reflect current projections. The City's major revenue sources are currently tracking slightly below budget projections while General Fund expenditures are slightly ahead of projections but are expected to end the year at or below budget.

The City ended FY 2022-23 slightly ahead of budget estimates returning an additional $46,000 to the General Fund balance. The estimated June 30, 2024, General Fund Balance consists of:

FY 2022-23 City Council Goals	$400,000
Employee Down Payment Assistance Program	$100,000
Future Capital Improvement Projects	$954,000
Operating Contingency Balance	$546,000
Total Balance	**$2,000,000**

Discussion: General Fund revenues are performing below expectations, primarily due to sales tax. All other General Fund revenues are performing as expected but are showing signs of leveling off following the growth experienced over the last few years. Expenditures are tracking consistent with the FY 2023-24 Amended Budget.

Staff has reviewed the data for the first half of the fiscal year's General Fund activities and is recommending budget amendments to revenues as well as expenditures.

Revenues

The FY 2023-24 adopted budget included approximately $8.6 million of sales tax revenue which is consistent with receipts in the prior fiscal year. At the mid-point of this fiscal year sales tax receipts are below the prior year by $312,000 (6.8%). Assuming a similar level of economic activity as the prior year for the remainder of this fiscal year, sales tax estimates should be reduced by $300,000.

Property tax revenues are slightly above budget estimates while TOT is slightly below budget estimates. Licenses and permits, intergovernmental revenues, and service charges are all performing as anticipated, while fines and forfeitures are down $130,000 (37%) primarily due to decreased parking citation revenue. Staff anticipates that all of these revenues will end the year close to budget projections.

Expenditures

City departments have consistently maintained expenditures within the adopted budget. Through December the General Fund has expended 59% of the budget while being 50% through the year. The primary reason is that the City prepaid the annual $2.1 million Unfunded Actuarial Pension Liability (UAL) in July 2023 as opposed to making monthly payments, resulting in a savings of approximately $75,000. This results in personnel costs showing higher as a percentage of the budget as we amortize the payment over the course of the year.

Budget Amendments

Staff is requesting budget amendments in the General Fund due to several unanticipated events as well as unanticipated cost increases. Staff suggests a sales tax revenue reduction of $300,000 as well as expenditure increases totaling $130,000.

Expenditure increases are due to additional storage needs for the Museum, additional usage of part-time employees in Police for traffic calming on Bay Avenue, Police Department overtime related to the fatal hit and run investigation, murder investigation, and emergency response during the December storm event, correction of an error in charges for the Police Department T-1-line, additional Police Officer training, repair of parking pay stations damaged during the December storm, additional funding for tree maintenance on Park Avenue, and increased costs related to fleet management as listed below.

Revenue	
Amount	Description
$ (300,000)	**Reduction of Sales Tax Revenue**
Expenditures	
$ 75,000	Personnel – Hit & Run and Murder Investigations, Dec. storm response
$ 6,000	Training – Catching up following pandemic
$ 28,000	Administrative budget amendments for supplies
$ 21,000	Billing error/correction
$ 130,000	**Total**

Additionally, staff is requesting budget amendments in Special Revenue Funds for Housing Element updates and legal fees, CDBG grant application expenses, HOME application for rehabilitation of the Dakota Apartments, and replacement pumps for the Lawn Way Pump Station as listed below:

Expenditures	
Amount	Description
$ 80,000	Emergency Reserve - Storm Damage – possible FEMA/Cal OES reimbursement if emergency declared
$ 25,000	General Plan Update Fund – Housing Element Implementation

$ 50,000	General Plan Update Fund – Legal fees – Housing Element
$ 7,500	CDBG Fund – Grant application
$ 10,000	HOME Reuse Fund – Dakota Apartments Rehab Project
$ 30,000	Equipment ISF – Lawn Way Pump Station equipment replacement
$ 202,500	**Total**

Fiscal Impact: If approved, the requested budget amendment would reduce the June 30, 2024, estimated General Fund balance to approximately $1.6 million, a reduction of $430,000 from previous estimates.

The impact on the Special Revenue Funds would be a reduction of the estimated fund balance within each of the listed funds.

Attachments:

1. Resolution
2. Budget Amendment

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 AMENDING THE 2023-24 FISCAL YEAR CITY BUDGET AND CAPITAL IMPROVEMENT PROGRAM BUDGET

WHEREAS, it is necessary to adopt the 2023-24 Fiscal Year Budget for all City funds and Capital Improvement Program; and

WHEREAS, the City Council conducted budget study sessions, heard and considered public comments, had modified and proposed a budget accordingly, and on June 22, 2023, adopted such budget for the Fiscal Year July 1, 2023, through June 30, 2024; and

WHEREAS, since the adoption of the budget staff has identified several necessary budget amendments that better reflect current FY 2023-24 projections; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Capitola that the 2023-24 Fiscal Year Budget is hereby amended, including Exhibit A (Budget Amendment) to this Resolution; 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 22nd day of February 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Kristen Brown, Mayor

ATTEST:

_____
Julia Gautho, City Clerk

MYE - Summary of Changes

General Fund				
Incr / (Decr.)$		Fund	Account	Purpose
Revenue				
$ (300,000)		1000-00-00-000	3130.xxx	Sales Tax
Expenditures				
$ 3,000		1000-50-51-000	4450.150	Supplies Museum Collection
$ 5,000		1000-20-20-000	4120.100	Wages - Temporary & Seasonal - Police
$ 70,000		1000-20-20-000	4130.000	Overtime - Police
$ 21,000		1000-20-20-000	4375.103	T-1 Line - Police
$ 6,000		1000-20-20-000	4400.100	Training & Memberships - Police
$ 15,000		1000-30-32-000	4450.500	Supplies -General - Fleet
$ 10,000		1000-30-32-000	4450.504	Supplies - Auto - Fleet
$ 130,000		Net increase in expenditures		
$ (430,000)		Total net increase/(decrease) in General Fund budget		
Other Funds				
Revenue				
$ -				
Expenditures				
$ 25,000		1313-00-00-000	4305.900	Contract Services - General - General Plan Update
$ 7,500		1351-00-00-000	4345.202	Contract Services - Grant Admin - CDBG Program Income
$ 50,000		1370-00-00-000	4320.101	Legal Services - General - HOME Reuse
$ 10,000		1370-00-00-000	4345.202	Contract Services - Grant Admin - HOME Reuse
$ 30,000		2212-00-00-000	4650.400	Capital Outlay - Machinery & Equipment - Parks - Lawn Way
$ 80,000		1020-00-00-000	4385.500	Contract Services - Disaster - Emergency Reserve
$ 202,500				
$ (202,500)		Total net increase in Other Fund budget		

				Fund	Account	Purpose
Current Budget	Amendment	Amended				
1,436,646	(150,000)	1,286,646		1000-00-00-000	3130.103	Bradley Burns
1,546,215	(150,000)	1,396,215		1000-00-00-000	3130.104	Bradley Burns

Fiscal Year 2023-24 Mid-Year Budget Report

February 22, 2024

General Fund Balance Summary

FY 2022-23 City Council Goals	$ 400,000
Employee Down Payment Assistance Program	$ 100,000
Future Capital Improvement Projects	$ 954,000
Operating Contingency	$ 546,000
Total Balance	**$ 2,000,000**

FY 2022-23 Ongoing City Council Goals

Community Center (short-term needs)	$ 150,000
Funding City Hall Options	$ 50,000
Bluff / Cliff Drive Study	$ 50,000
Noble Gulch Engineering Feasibility Analysis	$ 50,000
Fire Risk Reduction (Eucalyptus Groves)	$ 50,000
Peery Park Bridge Maintenance	$ 50,000
Total	**$ 400,000**

General Fund Balance Summary

FY 2022-23 City Council Goals	$ 400,000
Employee Down Payment Assistance Program	$ 100,000
Future Capital Improvement Projects	$ 390,000
Wharf Resiliency & Public Access Project If Item 8A. was approved earlier this evening	$ 564,000
Operating Contingency	$ 546,000
Total Balance	**$ 2,000,000**

Financial Highlights

- Sales Tax performing below projections
  - Approximately $312,000 below the prior year
- Property Tax
  - Slightly above estimates
- Transient Occupancy Tax (TOT)
  - Slightly below estimates
- All other FY 2022-23 revenues and expenditures tracking close to budget projections
  - Revenues - Fines down, building permits and recreation fees up
  - Expenditures – minor amendments due to unanticipated events and cost increases

Revenue Review

Account	Y-T-D Activity	% of Budget	Prior Year Activity	$ Change	% Change
Taxes	$ 6,440,904	43%	$ 6,777,146	($ 336,242)	(6.3%)
Licenses & Permits	282,778	44	229,774	53,004	23.1
Intergovernmental	35,470	28	59,402	(23,932)	(40.3)
Charges for Services	971,490	45	1,000,345	(28,855)	(2.9)
Fines & Forfeitures	219,011	36	348,557	(129,546)	(37.2)
Use of Money & Property	69,762	36	73,711	(3,950)	(5.4)
Other	59,989	50	30,977	29,011	9.37
Total	**$ 8,079,403**	**43%**	**$ 8,519,912**	**($ 440,509)**	**(5.2%)**

Expenditure Review

Account	Y-T-D Activity	% of Budget	Prior Year	$ Change	% Change
Personnel	$ 7,045,703	60%	$ 6,710,066	$ 335,637	5.0%
Contract Services	1,972,343	57	1,864,839	62,503	3.4
Training / Memberships	104,478	60	74,336	30,142	40.5
Supplies	519,688	86	339,244	180,443	53.2
Grants & Subsidies	62,500	50	62,500	0	0
Internal Service Funds	808,921	50	722,250	86,671	12.0
Other financing uses	1,269,394	55	1,635,662	(366,268)	(28.9)
Total	**$ 11,738,025**	**59%**	**$ 11,408,897**	**$ 329,129**	**2.**

Proposed General Fund Budget Amendments

Amount	Description
	Revenue
($300,000)	Sales Tax revenue reduction
	Expenditures
$ 75,000	Personnel – Hit & Run & Murder Investigations, Dec. storm response
6,000	Training – catching up following pandemic
28,000	Administrative budget amendments – supplies
21,000	Billing error / correction
$ 130,000	**Total**
($ 430,000)	**Net impact to General Fund Balance**

Proposed Reserve & Special Revenue Fund Budget Amendments

Amount	Description
	Expenditures
$ 80,000	Emergency Reserve – Storm Damage – possible FEMA/Cal OES reimbursement if emergency declared
25,000	General Plan Update Fund – Housing Element Implementation
50,000	General Plan Update Fund – Legal Fees – Housing Element
7,500	CDBG Fund – Grant Application
10,000	HOME Reuse Fund – Dakota Apartments Rehab Project
30,000	Equipment ISF – Lawn Way Pump Station equipment replacement
$ 202,500	**Total**

Budget Amendment Summary

- Fiscal Impact
  - If approved, reduces estimated June 30, 2024, General Fund balance by $430,000
  - Reduces estimated June 30, 2024, fund balances in respective reserve and special revenue funds

FY 2024-25 Budget Process

- Goal Setting – March 6, 2024
- Proposed Budget distribution
  - May 3rd
- Proposed Special City Council meeting budget hearings
  - May 16th
  - May 30th
  - June 6th (If necessary)
  - June 20th (If necessary)
- Proposed Finance Advisory Committee meetings
  - May 14th (special meeting)
  - May 21st
  - June 4th (special meeting, if necessary)
- Proposed Budget Adoption
  - June 27th

Recommended Action

- Receive Fiscal Year 2023-24 Mid-Year Budget Report and Adopt Proposed Resolution Amending the Fiscal Year 2023-24 Budget

Capitola City Council

Agenda Report

Meeting: February 22, 2024

From: Community Development Department

Subject: 2023/2024 CDBG Grant Application

Recommended Action: Adopt a resolution authorizing staff to prepare and submit an application under the 2023/2024 Community Development Block Grant Program for the Jade Street Community Center.

Background: The U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program authorizes the use of funds to assist low- and moderate-income families or aid in the prevention or elimination of slums or blight. There are two types of CDBG programs: "entitlement" and "non-entitlement". Large metropolitan cities and urban counties are entitled to receive annual grants under the "entitlement" program direct from HUD. The City falls within the "non-entitlement" program which is administered by the State Department of Housing and Community Development (HCD) and where the City can apply for funding under a competitive application process.

The City is required to conduct public outreach regarding potential CDBG-eligible projects that could be considered for an application, including holding a public hearing to discuss potential application(s) and allow for public input. On August 9, 2023, in anticipation of the Notice of Funding Availability (NOFA) release, staff held a public meeting to seek public input regarding the overall CDBG program and potential projects the community might be interested in seeking.

However, HCD did not release the NOFA as originally planned. Instead, only jurisdictions whose projects were applied for in 2020, but not yet funded due to insufficient funding, were eligible to apply for 2023 funding in October 2023. On January 31, 2024, HCD released an amendment that allows a jurisdiction to apply for up to one project that has been designed and is ready to construct to apply for funding, up to a maximum of $3.3 million. A total of $19 million is available for the entire State. Jurisdictions are not eligible to request funds for "programs". Therefore, only one project is being considered for this round of funding.

Discussion: In order to be considered eligible, a suggested project/activity must meet one or more of the three National Objectives listed in CDBG Federal Statutes:

- Benefit to low- and moderate-income persons;
- Prevention or elimination of slums and blight; or
- Meeting an urgent community need that poses an immediate threat to the health and welfare of the community (State designates when the "urgent need" objective is allowed for a NOFA).

The benefit to low- and moderate-income persons is the most predominately used National Objective. In order to benefit low- or moderate-income persons, the project must either benefit an area that is comprised of at least 51% low- or moderate-income households, or benefit individually qualified households (i.e., each household is income-certified). Fifty-three percent of the City's households qualify as low- or moderate-income households, based on the 2015 American Community Survey.

In addition to meeting one of the three National Objectives, the project must also fall under one of the categories listed below.

- Public Improvements: Project must be located in and serve a predominantly residential area within the city. Examples include water and sewer facilities, flood and drainage facilities, accessibility-related street improvements (i.e., curb ramps), and utilities.

- Public Facility: Examples include the acquisition, rehabilitation, or new construction of buildings used for public purposes such as training, health services, education, senior and recreation centers, nutrition, shelter, daycare, temporary housing, and fire protection.

- Housing Project:
    - Multi-Family (five or more units at a specific site) Housing Rental Rehabilitation Project (with or without acquisition): loan for repairs and improvements of renter-occupied units for sites where the majority of the tenants qualify as low- or moderate-income households.
    - Acquisition of Real Property for Multi-Family (five or more units at a specific site) Projects: acquisition of a site where the majority of the tenants qualify as low- or moderate-income households.
    - Public Improvement Project in Support of New Housing: Examples include water and sewer facilities necessary to serve new housing developments designated for low- and moderate-income households.

In order to provide the City Council with a list of potential projects, staff reviewed City Council-adopted policies, the City's Capital Improvement Program, and potential projects that fit into the category of "shovel ready". To best meet the CDBG criteria for this NOFA, staff is recommending the following project:

Public Facility: Jade Street Community Center Rehabilitation. The City of Capitola is proposing to renovate the Jade Street Community Center located at 4400 Jade Street. The entire building will be upgraded, including the interior layout, exterior finishes, and landscape. No additions to the building are proposed. The project is divided into two distinct phases. Interior improvements in Phase A, proposed to be funded by the CDBG grant, include updated layout, mechanical, ADA improvements, and finishes. Exterior improvements in Phase B, anticipated to be primarily funded by the pending $1.0M in the state budget, include an updated entryway, new siding, a new roof, and updated landscaping and flatwork.

Fiscal Impact: If successful, the $3.3 million requested would be 100% grant-funded. Adams Ashby Group, the City CDBG consultant, will be preparing the application for $7,500. The costs associated with the preparation of the application are an eligible expenditure under the existing CDBG grants that the City currently has with HCD.

Attachments:

1. Resolution

Report Prepared By: Katie Herlihy, Community Development Director

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

Approved By: Jamie Goldstein, City Manager

Resolution of the City Council of the City of Capitola, California

RESOLUTION NO. Insert Number

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2023 AND/OR 2024 FUNDING YEAR OF THE STATE CDBG PROGRAM

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

SECTION 1:

The City Council has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of $3.3 Million for the following CDBG activities, pursuant to the 2023 and 2024 CDBG NOFAs:

List activities and amounts

Activity (*e.g. Public Services, Infrastructure, etc.*)	**Dollar Amount Being Requested for the Activity**
General Administration	$ 100,000
Community Center Rehabilitation	$ 3,200,000
	$
	$
	$

SECTION 2:

The **City Council** hereby approves the use of Program Income in an amount not to exceed $0.00 for the CDBG activities described in Section 1.

SECTION 3:

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

SECTION 4:

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

SECTION 5:

If an application is approved, the City Manager or designee*, is authorized to enter into, execute and deliver the grant agreement (*i.e*., Standard Agreement) and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

SECTION 6:

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

PASSED AND ADOPTED at a regular meeting of the City Council of the **City** of Capitola held on 2/22/2024 by the following vote:

AYES: Enter # of votes or names
NOES: Enter # of votes or names
ABSENT: Enter # absentees or names
ABSTAIN: Enter # of abstains or names

Kristen Brown, Mayor
Capitola City Council

STATE OF CALIFORNIA
City of Capitola

I, Julia Gautho, City Clerk of the City of Capitola, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said City Council on this 22nd day of February, 2024 and that said resolution has not been amended, modified, repealed, or rescinded since its date of adoption and is in full force and effect as of the date hereof.

Julia Gautho, City Clerk of the City of Capitola,
State of California

Community Development Block Grant (CDBG)Program

- 2023 Notice of Funding Availability

City Council Meeting February 22, 2024

2023 Notice of Funding Availability (NOFA)

- Capitola is in non-entitlement program
- Housing and Community Development Department (HCD) released approximately $19 million on January 31, 2023
- Funds are provided as grants for wide range of activities, including housing, public services, economic development, infrastructure and more
- All CDBG funds must meet a national objective: benefit low/moderate income persons, aid in prevention of slums and blight, or meet an urgent need

2023 Notice of Funding Availability (NOFA)

- Applications for this NOFA will only be accepted for Infrastructure and Public Facility Projects
- Applications must be "shovel ready" (i.e. Environmental complete, site control in place, project is ready to go to bid upon award)
- Applicants may apply for 1 one project for up to $3.3 million
- Application window will open on March 1st

2023 Notice of Funding Availability (NOFA)

- City staff is recommending an application be submitted for Jade Street Community Center Rehabilitation
- Staff would request the full $3.3 million for this project
- Project is “shovel ready” and would meet CDBG requirements

Recommended Action

- Receive staff report
- Open public hearing
- Receive public comment
- Close public hearing
- Direct staff to submit an application to CDBG for the Community Center Project and execute attached resolution

QUESTIONS