

City of Capitola

City Council Meeting Agenda

Thursday, April 25, 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 – 5:30 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 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
- ii. CONFERENCE WITH LEGAL COUNSEL—LIABILITY CLAIMS (Gov. Code § 54956.95)
1) Mark and Nancy Nicholson
Claim against the City of Capitola
- iii. 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

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. Presentations

Presentations are limited to eight minutes.

- A. Presentations of Certificates of Recognition to Capitola Local Government Academy Participants
- B. Introduction of Finance Department Account Clerk Kathryn Haney

4. Report on Closed Session

5. Additional Materials

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

A. Item 9A - Correspondence Received

6. 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.*

7. Staff / City Council Comments

Comments are limited to three minutes.

8. Consent Items

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

A. City Council Meeting Minutes

Recommended Action: Approve minutes from the regular meeting on April 11, 2024.

B. City Check Registers

Recommended Action: Approve check registers dated March 22, 2024, March 29, 2024, April 5, 2024, and April 12, 2024.

C. Liability Claims Against the City of Capitola

Recommended Action: Deny liability claim submitted by Mark and Nancy Nicholson.

D. Setting Mobile Home Park Rent Stabilization Anniversary Date

Recommended Action: Adopt a resolution establishing July 1 as the anniversary date for rent increases for mobile home parks pursuant to Capitola Municipal Code Chapter 2.18 Mobile Home Park Rent Stabilization.

E. Agreement for Auditing Services

Recommended Action: Authorize the City Manager to execute a five-year agreement for professional auditing services with Chavan & Associates, LLP, certified public accountants, to conduct the 2023-24 through 2027-28 fiscal year audits and required reports in an amount not to exceed \$51,000 annually, for a total contract amount not to exceed \$255,000.

F. Opposition to the California Taxpayer Protection and Government Accountability Act

Recommended Action: Adopt a resolution opposing Initiative #21-0042A1, the California Taxpayer Protection and Government Accountability Act.

G. Surplus Land Declaration

Recommended Action: Adopt a resolution declaring a portion of Monterey Park, comprising approximately 4,284 square feet, to be exchanged for a portion of New Brighton Middle School,

comprising approximately 5,592 square feet, by and between the City of Capitola and the Soquel Union Elementary School District, as exempt surplus land pursuant to California Government Code §§ 54221 (f)(1)(C) and 54221 (f)(1)(D).

Environmental Determination: Categorically exempt pursuant to State CEQA Guideline §15312.

9. 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. City Hall Needs Assessment

Recommended Action: Receive presentation from Group 4 Architecture on the findings of Phase 1 of the City Hall Needs Assessment and Alternatives Analysis.

B. Jade Street Park UA Playground Project

Recommended Action: Authorize the City Manager to execute Amendment 1 to the Professional Services Agreement with Verde Design in the amount of \$107,030 for final Plans, Specifications, and Estimates for the Jade Street Park Universally Accessible Playground Project.

10. Adjournment - The next regularly scheduled City Council meeting is on May 9, 2024, at 6:00 PM.

How to View the Meeting

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

Other ways to Watch:

Spectrum Cable Television channel 8

City of Capitola, California YouTube Channel

To Join Zoom Application or Call in to Zoom:

Meeting

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

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

Meeting ID: **833 2817 3113**

Meeting Passcode: **678550**

How to Provide Comments to the City Council

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

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

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

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

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

Si desea asistir a esta reunión pública y necesita ayuda - como un intérprete de lenguaje de señas americano, español u otro equipo especial - favor de llamar al Departamento de la Secretaría de la Ciudad al 831-475-7300 al menos tres días antes para que podamos coordinar dicha asistencia especial o envíe 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 by clicking on the Home Page link “Meeting Agendas/Videos.” Archived meetings can be viewed from the website at any time.

Gautho, Julia

From: Mick <qwakwak@gmail.com>
Sent: Friday, April 19, 2024 5:48 PM
To: City Council
Subject: Agenda item - City hall needs assessment

Follow Up Flag: Follow up
Flag Status: Flagged

City Hall needs assessment

Mayor and Council Members,

Prior to determining the possible expansion of city hall facilities, please authorize a management audit to determine if staffing levels are appropriate. To my knowledge, no management audit has been undertaken since Jamie was appointed city manager. Determining if staffing levels are appropriate through a management audit seems to be a logical step prior to determining what the needs of city hall might be.

Mick Routh
Capitola

Sent from my iPhone

Gautho, Julia

From: Janet Edwards <bsjedwards@aol.com>
Sent: Tuesday, April 23, 2024 3:31 PM
To: City Council
Subject: City council meeting 4-25-24
Attachments: Sidewalk project.docx

Please include my report on parking in and around the city building for handicap people in reference to adding a sidewalk in the parking lot on the end away from City Hall. It also includes some comments about finding and using the elevator.

Thank you

Janet Edwards

part of the E&D TAC (Elderly & Disabled Transportation Advisory Committee) part of the county Regional Transportation Commission

1. The proposed sidewalk is on a section of land that is very steep. It would be helpful if the sidewalk would have less slope than the current driveway. I was able to get up the driveway in my electric wheelchair but I am not sure if a person in a manual wheelchair would be able to get up the driveway without assistance.
2. The upper lot has no handicapped parking at all. There currently are two spaces for electric vehicle charging. How did this happen, NO handicap parking at all. Just so you know when a person uses their own car they have to choose which side of the car to get in and out of. There is no switching between driver or passenger sides, I use a ramp, but when I had my two door car, it was almost impossible to change sides and then only if someone came with me. What this means is that I have to find a parking space where I can get out of the correct side. I can only use about one-half of all handicap parking spaces. You must have handicap parking spaces in pairs giving people the option of which way they can get out of their vehicle. Backing a large van or other vehicle into a space is difficult, think about how a regular person backs up, you put one arm across the seat and one hand on the wheel. I cannot do that, I must have one hand on the wheel and one hand on the hand controls that control the gas and brake. I rely mostly on my mirrors to see behind me. Also if I want to get into my "trunk" there has to be space for my chair to get between the trunk and any obstruction to the back, like a pole or a wall. Parking backwards is not a good thing for me.
3. Driving up the lot entrance from behind the city hall building is very steep and a wheelchair would have a difficult time going up that even in an electric wheelchair. I did go up the sidewalk on the right side but it was difficult. When I got there, no curb cut was at the top and only a very small space was available to turn around. A person in a manual chair would have a difficult time going up or down that sidewalk as it is very steep. With my electric chair it was fairly easy but still scary as it is narrow. I suggest that you put up a sign near that sidewalk on the lower end telling people in a wheelchair where to go to get to the upper lot.

If I parked in the upper lot and wanted to go down to city hall building for the first time choosing the driveway is bad and the sidewalk is also inaccessible. There are no signs that point to the ramp that goes down to the back of the city hall building. When I was there several cars covered the entrance and I could not find the way down, except for the help of a great city staffer who showed me the way. She had come out of a meeting for a break so one could not expect a person to be on duty all the time to direct people. A sign needs to be there to show the way down to the base of the city hall building. (Maybe two signs, one by the ramp and one near the roadway entrance.)
4. If a person wanted to go to the upper lot from the city hall building there are no signs telling anyone that you need to take the elevator or a map directing them to go that way. A map would be a good idea for everyone as it might help people who pull into the parking area in front of city hall and get directions for more parking if that lot was full. It should include Parking this way and walking and handicap this way with an arrow.
5. The elevator is also a problem, it is easy to get into it, but I cannot turn around in it. So that means that I might have a problem reaching the buttons to press. The elevator might go to the next floor automatically but maybe not. I am fairly able to reach buttons but sometimes not. I did not go in the elevator by myself so I do not know. If I was a person with more limited mobility, like a quadriplegic

person went in they would almost definitely not be able to reach the buttons. Oh so I should go in backwards into the elevator, that may or may not work, it depends on how fast the door closes. The night I was there it tried to close on me when I was getting out of the elevator so that I got hit by the door. In addition I might not be able to reach the buttons facing forward and a quadriplegic person might not as well.

6. Just so you know the lower lot does have 5 handicap spaces and they are all on asphalt but sometimes if I can find the right spot I might park in regular space if the handicap spaces are full. But almost all the parking spaces in that lot are on some sort of metal with plant debris in them, I would not park in one of these spaces for fear of getting stuck and/or tearing up my wheels.

Thank you so much for asking and receiving this information, it is so much better to do some handicap changes when you are doing another project. I am always willing to come out and see any project and show you my special issues when it comes to a wheelchair.

Janet Edwards

From E&D TAC(Elderly & Disabled Transportation Advisory Committee of the Santa Cruz Country Regional Transportation Commission)

Capitola City Council Agenda Report

Meeting: April 25, 2024

From: City Manager Department

Subject: City Council Meeting Minutes



Recommended Action: Approve minutes from the regular meeting on April 11, 2024.

Background: Attached for City Council review and approval are the draft minutes from the regular City Council meeting on April 11, 2024.

Attachments:

1. Regular Meeting Minutes

Report Prepared By: Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager

City of Capitola

City Council Meeting Minutes

Thursday, April 11, 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 – 5:15 PM

- i. 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

Regular Meeting of the Capitola City Council – 6 PM

1. **Roll Call and Pledge of Allegiance** – *The meeting was called to order at 6:00 PM. In attendance: Council Members Clarke, Morgan, Pedersen, Brooks, and Mayor Brown.*
2. **Additions and Deletions to the Agenda** – *None*
3. **Presentations**
 - A. *Robert Seals performed an original song, “Capitola Village Sunday.” The Mayor declared that “Capitola Village Sunday” shall be the City of Capitola’s official song.*
4. **Report on Closed Session** – *The City Council met and discussed one item on the Closed Session Agenda. No reportable action was taken.*
5. **Additional Materials**
 - A. *One email was received relating to Item 9B.*
6. **Oral Communications by Members of the Public**
 - *Alex Fowler*
 - *Goran Klepic*
 - *Nick Hart*
 - *Kory Asfour*
 - *Kyle Josephson*
 - *Marilyn Garrett*
 - *Kyle*
7. **Staff / City Council Comments**
 - *Council Member Morgan congratulated staff on the Bicycle Docking Station ribbon cutting event and encouraged the public to use this new service.*
 - *Vice Mayor Brooks requested that staff ensure that feminine hygiene dispensers are filled regularly; that staff respond to public comments about the Pump Track; that staff provide*

information to the City Council about receiving a Sister City designation; that staff affirm that the City Council can use City Council Training funds to buy branded gear; and recognized the Mayor for her contributions to the RTC at the RTC Groundbreaking Event on April 11th.

- *The City Manager addressed the Pump Track requests by informing the City Council that it will be brought back during the Budget process.*
- *Mayor Brown congratulated Recreation staff on the CSLSA Event that is being held in Capitola.*

8. Consent Items

- A. City Council Meeting Minutes

Recommended Action: Approved minutes from the regular meeting on March 28, 2024.

- B. COE Bylaws & FY 2023-25 Goals

Recommended Action: Adopt a resolution adopting amended Commission on the Environment Bylaws and approved the list of Commission on the Environment Goals for FY 2023-25.

- C. Pedestrian Pathway from the Upper Beach and Village Parking Lot to Monterey Avenue

Recommended Action: Approved the plans, specifications, and construction budget of \$370,000 for a Pedestrian Pathway from the Upper Beach and Village Parking Lot to Monterey Avenue; approved the Coastal Development Permit; and authorized the Department of Public Works to advertise for construction bids.

Vice Mayor Brooks pulled Item 8B and requested that the Commission on the Environment provide a City Council presentation at a future meeting.

Motion to approve Items 8A and 8C: Vice Mayor Brooks

Second: Council Member Morgan

Voting Yea: Council Members Clarke, Morgan, Pedersen, Brooks, and Mayor Brown

9. General Government / Public Hearings

- A. Potential Ballot Measures

Recommended Action: Provided staff direction regarding potential tax measure(s) for placement on the November 5, 2024, General Election Ballot.

Chloe Woodmansee, Assistant to the City Manager, presented the staff report.

Public Comments:

- ***Marilyn Garrett***

The City Council provided direction to staff to prepare a ballot measure replacing Measure F with a half-cent sales tax for the length of 10 years beginning in January 2025, and requested staff to research and refer to other agency measure language to ensure Capitola’s measure is competitive to voters.

- B. Wharf Resiliency and Public Access Project Update

Recommended Action: Adopted Resolution No. 4361 amending the FY 2023-24 Adopted Budget to allocate an amount not to exceed \$430,000 in funding for the Wharf Project for additional project expenditures.

Public Works Director Kahn presented the staff report.

Public Comments:

- ***Gerry Jensen***
- ***Carin Hanna***

- **Marilyn Garrett**

The City Council directed staff to reduce utility hookups to two, remove vehicle runners from the current project scope, add wood cladding to the restroom, and add \$50,000 to the project budget to cover contingency costs from the Facilities Reserve Fund.

Motion to amend the FY 2023-24 Budget to increase the Wharf Project budget by \$480,000: Vice Mayor Brooks

Second: Mayor Brown

Voting Yea: Council Members Clarke, Morgan, Brooks, and Mayor Brown

Voting Nay: Council Member Pedersen

10. Adjournment – Adjourned at 8:00 PM. The next regularly scheduled City Council meeting is on April 25, 2024, at 6:00 PM.

ATTEST:

Kristen Brown, Mayor

Julia Gautho, City Clerk

Capitola City Council

Agenda Report

Meeting: April 25, 2024

From: Finance Department

Subject: City Check Registers



Recommended Action: Approve check registers dated March 22, 2024, March 29, 2024, April 5, 2024, and April 12, 2024.

Account: City Main				
Date	Starting Check #	Ending Check #	Payment Count	Amount
03/22/2024	105736	105789	54	\$ 1,188,296.26
03/29/2024	105790	105846	65	\$ 343,294.69
04/05/2024	105847	105907	62	\$ 288,670.46
04/12/2024	105908	105961	59	\$ 233,277.59

The main account check register dated March 15, 2024, ended with check #105735.

Account: Payroll				
Date	Starting Check/EFT #	Ending Check/EFT #	Payment Count	Amount
03/22/2024	24557	24668	112	\$ 198,658.81
03/29/2024	5859	5859	1	\$ 2,411.28
04/05/2024	24669	24783	115	\$ 195,630.32
04/12/2024	-	-	-	-

The payroll account check register dated March 08, 2024, ended with EFT #24556.

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

Check/EFT	Issued to	Dept	Description	Amount
105743	Cushman Contracting Corp Escrow	PW	February Wharf Project Retainer	\$ 48,763.50
105744	Cushman Contracting Corporation	PW	February Wharf Resiliency and Public Access Project	\$ 926,506.47
105745	EMC Research Inc	CM	Quantitative Research – Polling for Tax Measure	\$ 12,000.00
105756	Kimley Horn And Associates Inc	PW	Bay Ave / Hill St Intersection Analysis Services	\$ 15,530.00
105763	Pacific Gas & Electric	PW	March Utilities	\$ 20,390.73
105768	Santa Cruz Regional 911	PD	FY23/24 Q4 Operating Contribution & Capital/Debt Service	\$ 123,680.95

105802	Burke Williams & Sorensen LLP	CM	February Legal Services	\$ 51,760.42
105812	Kimley Horn And Associates Inc	PW	Upper Pac Cove Sidewalk Project Design Services through 2/29/24	\$ 41,366.30
105828	Second Harvest Food Bank	CDD	21-CDBG-NH-20010 July - December	\$ 42,743.99
1688	Wells Fargo Bank	Fin	February Credit Card Charges	\$ 10,306.77
1690	CalPERS Member Services Division	CM	PERS Contributions PPE 3/16/24	\$ 65,115.92
1691	Employment Development Department	CM	State Taxes PPE 3/16/24	\$ 11,332.31
1692	Internal Revenue Service	CM	Federal Taxes & Medicare PPE 3/16/24	\$ 37,586.66
105859	Clean Building Maintenance Co.	PW	Janitorial Services	\$ 19,349.84
105880	McKim Corporation	PW	Capitola Road Pavement Rehabilitation Project Retention Release	\$ 80,060.04
105891	Santa Cruz County Dept of Public Works	PW	FY23/24 Household Hazardous Waste Program Cost Sharing	\$ 32,961.00
1689	CalPERS Health Insurance	CM	April Health Insurance	\$ 80,993.28
105915	Boone Low Ratliff Architects Inc	PW	March Community Center Design Services	\$ 13,903.04
105922	Earthworks Paving Contractors Inc	PW	2012 CAT 304 E Excavator	\$ 32,800.00
1697	CalPERS Member Services Division	CM	PERS Contributions PPE 3/30/24	\$ 64,786.63
1698	Employment Development Department	CM	State Taxes PPE 3/30/24	\$ 10,214.14
1699	Internal Revenue Service	CM	Federal Taxes & Medicare PPE 3/30/24	\$ 34,341.72

Attachments:

1. 03-22-24 Check Register
2. 03-29-24 Check Register
3. 04-05-24 Check Register
4. 04-12-24 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 March 22, 2024, numbered 105736 to 105789 totaling \$1,188,296.26, and 112 payroll EFTs totaling \$198,658.81 for a grand total of \$1,386,955.07, have been reviewed and authorized for distribution by the City Manager.

As of March 22, 2024, the unaudited cash balance is \$5,424,134.10.

CASH POSITION - CITY OF CAPITOLA
March 22, 2024

	<u>3/22/2024</u>
General Fund ⁽¹⁾	\$ 860,709.42
Payroll Payables	\$ 214,850.59
Contingency Reserve Fund	\$ 2,192,345.66
PERS Contingency Fund	\$ 1,154,274.68
Emergency Reserve Fund	\$ 1,381,505.54
Facilities Reserve Fund	\$ 432,714.09
Capital Improvement Fund	\$(1,458,713.05)
Stores Fund	\$ 57,995.45
Information Technology Fund	\$ 209,428.99
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	<u><u>\$ 5,424,134.10</u></u>

(1) Mar. 22nd balance includes \$3.99 million non-current investments

	3/22/24
Jamie Goldstein, City Manager	Date
	3/22/24
Jim Malberg, City Treasurer	Date

City Checks Issued March 22, 2024

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105736	03/20/2024			Nextstage Productions	\$150.00
	Invoice	Date	Description		Amount
	NP013122	01/31/2022	Window decoration contest winner		\$150.00
			1321 - BIA - Capitola Village-Wharf BIA		
105737	03/22/2024			ALEX FERBER	\$71.50
	Invoice	Date	Description		Amount
	AF031124	03/11/2024	Instructor payment		\$71.50
105738	03/22/2024			AMAZON CAPITAL SERVICES	\$1,488.97
	Invoice	Date	Description		Amount
	1D9D-R96M-NG1R	03/10/2024	Battery return credit		(\$228.80)
	1CWL-KC46-1CWT	03/13/2024	Dewalt 60V Batteries		\$528.81
	11YR-LC4C-G7GV	03/15/2024	Work gloves		\$287.80
	1YNF-GP79-7LYN	03/12/2024	Ice packs, stainless steel washer		\$123.13
	1LJD-MQQW-RJ11	03/17/2024	Light bulbs		\$58.99
	1Q1J-T1MW-C7WP	03/14/2024	Display poster holders		\$670.00
	14PL-MRCC-6VPV	03/14/2024	Zip Ties		\$49.04
105739	03/22/2024			AT&T/CALNET 3	\$266.27
	Invoice	Date	Description		Amount
	000021413015	03/13/2024	March telephone service		\$266.27
			1000 - General Fund		\$203.53
			2211 - ISF - Information Technology		\$62.74
105740	03/22/2024			AT&T/CALNET 3	\$1,692.51
	Invoice	Date	Description		Amount
	000021413683	03/13/2024	March T-1 access		\$1,692.51
105741	03/22/2024			BIOBAG AMERICAS INC.	\$2,986.60
	Invoice	Date	Description		Amount
	INV504300	03/13/2024	Dog waste bags		\$2,986.60
105742	03/22/2024			CLAUDIO FRANCA	\$234.00
	Invoice	Date	Description		Amount
	CF031124	03/11/2024	Instructor payment		\$234.00
105743	03/22/2024			CUSHMAN CONTRACTING CORP ESCROW #80013175634	\$48,763.50
	Invoice	Date	Description		Amount
	CCC#07retention	02/29/2024	February Wharf Project retainer		\$48,763.50
			1200 - Capital Improvement Fund		

City Checks Issued March 22, 2024

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105744	03/22/2024			CUSHMAN CONTRACTING CORPORATION	\$926,506.47
	Invoice	Date	Description		Amount
	CCC#07	02/29/2024	February Wharf Resiliency and Public Access Project Services		\$926,506.47
			1200 - Capital Improvement Fund		
105745	03/22/2024			EMC RESEARCH, INC	\$12,000.00
	Invoice	Date	Description		Amount
	17574	12/08/2023	Quantitative Research - November 2024 Revenue Tax Measure		\$12,000.00
105746	03/22/2024			ESMERALDA GONZALEZ	\$180.00
	Invoice	Date	Description		Amount
	EG031324	03/13/2024	Reimbursement - Breakfast & Coffee for drone training		\$180.00
			1300 - SLESF - Supl Law Enfc		
105747	03/22/2024			EXTREME TOWING	\$285.00
	Invoice	Date	Description		Amount
	020670	03/12/2024	Tow for 24C-00245		\$285.00
105748	03/22/2024			FASTRAK	\$7.00
	Invoice	Date	Description		Amount
	I712271850293	03/13/2024	Bridge toll		\$7.00
105749	03/22/2024			FedEx Freight	\$974.94
	Invoice	Date	Description		Amount
	8105764332	03/12/2024	Street sweeper freight fee		\$974.94
			1310 - Gas Tax		
105750	03/22/2024			GROUP 4 ARCHITECTURE RESEARCH & PLANNING INC.	\$3,840.00
	Invoice	Date	Description		Amount
	12144	02/29/2024	City Hall Facilities Need Assessment		\$3,840.00
105751	03/22/2024			HINDERLITER DELLAMAS AND ASSOCIATES	\$1,200.00
	Invoice	Date	Description		Amount
	SIN036537	03/11/2024	District Sales tax auditing services Q3 60113		\$600.00
	SIN036652	03/15/2024	District Sales tax auditing services Q3 60334		\$600.00
105752	03/22/2024			HOME DEPOT CREDIT SERVICES	\$298.16
	Invoice	Date	Description		Amount
	3271343	03/14/2024	Mulch		\$72.10
	2623511	03/15/2024	Picture hanging strips		\$82.26
	3271330	03/14/2024	Landscape mulch, picture hanging strips, painters touch		\$143.80

City Checks Issued March 22, 2024

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Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105753	03/22/2024			INTERSTATE BATTERY SYSTEM OF SAN JOSE INC	\$434.21
	Invoice	Date	Description		Amount
	4503291	03/12/2024	Batteries		\$434.21
105754	03/22/2024			JEANI MITCHELL	\$463.32
	Invoice	Date	Description		Amount
	JM031124	03/11/2024	Instructor payment		\$463.32
105755	03/22/2024			KELLY BARRETO	\$412.68
	Invoice	Date	Description		Amount
	KB030124	03/01/2024	CPRS Conference Travel Reimbursement		\$412.68
105756	03/22/2024			KIMLEY HORN AND ASSOCIATES INC	\$15,530.00
	Invoice	Date	Description		Amount
	27257471	01/31/2024	Bay Ave / Hill St intersection analysis services through 1.31.24 1310 - Gas Tax		\$15,530.00
105757	03/22/2024			LABORMAX STAFFING	\$1,393.20
	Invoice	Date	Description		Amount
	26-368113	03/15/2024	Public works seasonal labor 3/11 - 3/15		\$1,393.20
105758	03/22/2024			MID COUNTY AUTO SUPPLY	\$70.59
	Invoice	Date	Description		Amount
	M-2500387	03/14/2024	Spark plug, wires		\$70.59
105759	03/22/2024			MISSION LINEN SUPPLY	\$242.66
	Invoice	Date	Description		Amount
	521206654	03/13/2024	Corp. Yard linen service		\$124.23
	521143514	03/04/2024	Community Center mop and mat service		\$83.45
	521206653	03/13/2024	Fleet towels, uniform cleaning		\$34.98
105760	03/22/2024			O'REILLY AUTO PARTS	\$298.27
	Invoice	Date	Description		Amount
	2763-421225	03/14/2024	Conduits, magnet tray, ratchet		\$83.33
	2763-421058	03/13/2024	Wrench holder, parts trays, wrench set, socket set, shop towel		\$214.94
105761	03/22/2024			ORIGINAL WATERMEN	\$759.88
	Invoice	Date	Description		Amount
	86875	03/08/2024	Rescue Tubes		\$759.88

City Checks Issued March 22, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105762	03/22/2024			OUTDOOR SUPPLY HARDWARE	\$165.94
	Invoice	Date	Description		Amount
	J02451	03/13/2024	Hook driver set, gloves, bit sockets, adaptors, pry bar		\$165.94
105763	03/22/2024			PACIFIC GAS & ELECTRIC	\$20,390.73
	Invoice	Date	Description		Amount
	PGE031424-acct9	03/14/2024	March Monthly utilities		\$17,901.25
	PGE031224-acct0	03/12/2024	March Wharf Road Rispin Mansion utilities		\$12.21
	PGE031424-acct5	03/14/2024	March Pacific Cove parking lot utilities		\$2,477.27
			1000 - General Fund		\$11,243.46
			1300 - SLESF - Supl Law Enfc		\$93.84
			1310 - Gas Tax		\$8,410.10
			1311 - Wharf		\$643.33
105764	03/22/2024			PALACE BUSINESS SOLUTIONS	\$138.46
	Invoice	Date	Description		Amount
	2327758-0	03/07/2024	Copier paper		\$138.46
105765	03/22/2024			ROYAL WHOLESALE ELECTRIC	\$91.37
	Invoice	Date	Description		Amount
	7719-1037908	03/14/2024	Heat shrink		\$91.37
105766	03/22/2024			SANTA CRUZ COUNTY ANIMAL SHELTER	\$8,779.30
	Invoice	Date	Description		Amount
	23/24-4CA	03/15/2024	Quarterly animal services contribution		\$8,779.30
105767	03/22/2024			SANTA CRUZ MUNICIPAL UTILITIES	\$745.75
	Invoice	Date	Description		Amount
	SCMU030824	03/08/2024	February water service for medians		\$745.75
105768	03/22/2024			SANTA CRUZ REGIONAL 911	\$123,680.95
	Invoice	Date	Description		Amount
	SCR031524	03/15/2024	FY23/24 Fourth Quarter Operating Contribution		\$89,455.95
	SCR031524-2	03/15/2024	FY23/24 Second Half Capital/Debt Service		\$34,225.00
105769	03/22/2024			SANTA CRUZ SENTINEL	\$865.60
	Invoice	Date	Description		Amount
	0001401131	01/31/2024	January legal notices		\$865.60
105770	03/22/2024			SANTA CRUZ SENTINEL	\$345.30
	Invoice	Date	Description		Amount
	0001403650	02/29/2024	February legal notices		\$345.30

City Checks Issued March 22, 2024

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Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105771	03/22/2024			SCC ENVIRONMENTAL HEALTH SVC	\$787.50
	Invoice	Date	Description		Amount
	IN0118528	03/08/2024	Environmental cleanup oversight - McGregor Park		\$787.50
105772	03/22/2024			SOQUEL CREEK WATER DISTRICT	\$121.73
	Invoice	Date	Description		Amount
	06-14476-0031124	03/11/2024	06-14476-00 430 Kennedy Drive water service		\$121.73
105773	03/22/2024			STAPLES ADVANTAGE	\$101.32
	Invoice	Date	Description		Amount
	3562241813	03/16/2024	Pens, Post-Its, Sharpies and Receipt Paper		\$101.32
105774	03/22/2024			THE HOME DEPOT PRO	\$2,051.12
	Invoice	Date	Description		Amount
	794519975	03/14/2024	Cleaning supplies		\$1,656.76
	794701508	03/14/2024	Compostable can liner		\$394.36
105775	03/22/2024			UNITED STATES POSTAL SERVICE	\$320.00
	Invoice	Date	Description		Amount
	USPS032024	03/20/2024	Permit #7013 fee- USPS Marketing Mail		\$320.00
			2210 - ISF - Stores Fund		
105776	03/22/2024			VERIZON WIRELESS	\$7,663.66
	Invoice	Date	Description		Amount
	9956356774	02/10/2024	February telephone charges		\$2,790.18
	9958824714	03/10/2024	March telephone charges		\$4,873.48
105777	03/22/2024			VICTORIA M JOHNSON	\$254.80
	Invoice	Date	Description		Amount
	VMJ031724	03/17/2024	Instructor payment		\$254.80
105778	03/22/2024			Bennett, Mary	\$4.00
	Invoice	Date	Description		Amount
	MB031324	03/13/2024	Citation # 900128333		\$4.00
105779	03/22/2024			Bosacco, John	\$36.00
	Invoice	Date	Description		Amount
	JB031324	03/13/2024	Citation # 900128007		\$36.00

City Checks Issued March 22, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105780	03/22/2024			Chang, Su	\$72.00
	Invoice	Date	Description		Amount
	SC031324	03/13/2024	Citation # 501123520		\$72.00
105781	03/22/2024			Emma, Ussat	\$72.00
	Invoice	Date	Description		Amount
	UE031324	03/13/2024	Citation # 900128280		\$72.00
105782	03/22/2024			Fisher, Chase	\$36.00
	Invoice	Date	Description		Amount
	CF031324	03/13/2024	Citation # 544126610		\$36.00
105783	03/22/2024			FRANK PERRY	\$300.00
	Invoice	Date	Description		Amount
	031324	03/13/2024	Geology of Monterey Bay Region		\$300.00
105784	03/22/2024			Keane, Lorette	\$10.00
	Invoice	Date	Description		Amount
	LK031324	03/13/2024	Citation # 900128361		\$10.00
105785	03/22/2024			MICHAEL WHITE	\$500.00
	Invoice	Date	Description		Amount
	MW031424	03/14/2024	#24-0022 2235 Wharf Road Tree Deposit Refund		\$500.00
105786	03/22/2024			Roach, Christopher	\$36.00
	Invoice	Date	Description		Amount
	CR031324	03/13/2024	Citation # 544125473		\$36.00
105787	03/22/2024			Samarin, Irene	\$36.00
	Invoice	Date	Description		Amount
	IS031324	03/13/2024	Citation # 501124134		\$36.00
105788	03/22/2024			SANTA CRUZ COUNTY CHAMBER OF COMMERCE	\$69.00
	Invoice	Date	Description		Amount
	47854	03/18/2024	2024 Legislative & Community Affairs Luncheon		\$69.00
105789	03/22/2024			Vanbeveren, David	\$72.00
	Invoice	Date	Description		Amount
	DV031324	03/13/2024	Citation # 900126787		\$72.00
Type Check Totals:					\$1,188,296.26

City Checks Issued March 22, 2024

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
Main City Totals			Count		Total
Checks			54		\$1,188,296.26
EFTs			0		\$0.00
All			54		\$1,188,296.26
Payroll Totals					
Checks			0		\$0.00
EFTs			112		\$198,658.81
All			112		\$198,658.81
Grand Totals:					
Checks			54		\$1,188,296.26
EFTs			112		\$198,658.81
All			166		\$1,386,955.07

City main account checks dated March 29, 2024, numbered 105790 to 105846 totaling \$209,043.69, 8 EFTs totaling \$134,251.00, and 1 payroll check totaling \$2,411.28 for a grand total of \$345,705.97, have been reviewed and authorized for distribution by the City Manager.

As of March 29, 2024, the unaudited cash balance is \$5,912,138.50.

CASH POSITION - CITY OF CAPITOLA
March 29, 2024

	<u>3/29/2024</u>
General Fund ⁽¹⁾	\$ 1,534,204.59
Payroll Payables	\$ 78,402.58
Contingency Reserve Fund	\$ 2,192,345.66
PERS Contingency Fund	\$ 1,154,274.68
Emergency Reserve Fund	\$ 1,381,505.54
Facilities Reserve Fund	\$ 432,714.09
Capital Improvement Fund	\$ (1,503,535.77)
Stores Fund	\$ 57,825.41
Information Technology Fund	\$ 205,378.99
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	<u><u>\$ 5,912,138.50</u></u>

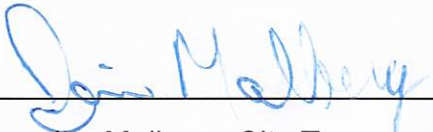
(1) Mar. 29th balance includes \$3.98 million non-current investments



Jamie Goldstein, City Manager

4/8/24

Date



Jim Malberg, City Treasurer

3/29/24

Date

City Checks Issued March 29, 2024

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105790	03/29/2024			A TOOL SHED	\$384.00
	Invoice	Date	Description		Amount
	C4447	12/04/2023	Credit		(\$6.00)
	1683194-5	03/25/2024	Weed mower rental		\$390.00
105791	03/29/2024			ADAMS ASHBY GROUP INC.	\$7,500.00
	Invoice	Date	Description		Amount
	5905	03/04/2024	Preparation of Grant Application CDBG NOFA for Community Cente 1350 - CDBG Grants		\$7,500.00
105792	03/29/2024			ADRIENNE HARRELL	\$305.50
	Invoice	Date	Description		Amount
	AH032524	03/25/2024	Instructor payment		\$305.50
105793	03/29/2024			AFLAC	\$1,865.14
	Invoice	Date	Description		Amount
	406158	03/22/2024	March supplemental insurance 1001 - Payroll Payables		\$1,865.14
105794	03/29/2024			ALLSAFE LOCK COMPANY	\$87.47
	Invoice	Date	Description		Amount
	89897	03/01/2024	Padlocks & keys		\$87.47
105795	03/29/2024			AMAZON CAPITAL SERVICES	\$1,786.06
	Invoice	Date	Description		Amount
	1Q1V-NNLC-FMX3	03/20/2024	Disposable paper cups		\$22.88
	1RPV-D7CY-N6XL	03/21/2024	Custom seat covers		\$337.88
	17WW-XYPP-VH41	03/22/2024	Lumbar support roll, swivel task upholstered fabric desk chair		\$115.04
	16NJ-4QJ9-3WJC	03/24/2024	Keurig cleaning kit		\$25.06
	1LCR-KQCK-7GYT	03/24/2024	Business prime membership fee		\$543.91
	1HV4-GWXJ-CWTV	03/25/2024	Dell laptop		\$653.64
	14NR-41VJ-3QNJ	03/25/2024	Swivel task upholstered fabric desk chair credit memo		(\$84.57)
	17QW-6VY3-KGDH	03/27/2024	Bathroom lights		\$172.22
105796	03/29/2024			APTOS LANDSCAPE SUPPLY INC.	\$1,733.10
	Invoice	Date	Description		Amount
	626843	03/19/2024	Champagne fines dirt		\$340.08
	626947	03/20/2024	Champagne fines dirt		\$340.08
	627056	03/21/2024	Sod mix		\$186.39
	627092	03/21/2024	Sod mix		\$186.39
	626870	03/19/2024	Champagne fines dirt		\$340.08
	626930	03/20/2024	Champagne fines dirt		\$340.08

City Checks Issued March 29, 2024

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105797	03/29/2024			B & B SMALL ENGINE REPAIR	\$40.36
	Invoice	Date	Description		Amount
	2615	03/19/2024	Chain loop		\$40.36
105798	03/29/2024			BEAR ELECTRICAL SOLUTIONS INC.	\$1,221.28
	Invoice	Date	Description		Amount
	22072	02/28/2024	February traffic signal maintenance services - response		\$574.48
	21867	02/28/2024	February traffic signal maintenance services - routine		\$646.80
			1310 - Gas Tax		
105799	03/29/2024			BENEFIT COORDINATORS CORP.	\$5,582.90
	Invoice	Date	Description		Amount
	B0CRL0	03/22/2024	March dental & vision insurance		\$5,582.90
			1001 - Payroll Payables		
105800	03/29/2024			BERRY, DUNN, McNEIL & PARKER LLC	\$3,640.00
	Invoice	Date	Description		Amount
	443190	03/25/2024	Project Planning & Management Services through 3/25/24		\$3,640.00
105801	03/29/2024			Bryan Pybas	\$325.00
	Invoice	Date	Description		Amount
	BP032524	03/25/2024	Instructor payment		\$325.00
105802	03/29/2024			BURKE WILLIAMS AND SORENSEN LLP	\$51,760.42
	Invoice	Date	Description		Amount
	318211	03/25/2024	February Police legal services		\$4,290.00
	318210	03/25/2024	February Parks and Recreation		\$3,190.00
	318209	03/25/2024	February Planning Legal Services		\$4,675.00
	318208	03/25/2024	February Litigation Legal Services		\$8,100.00
	318207	03/25/2024	February City Attorney Services		\$13,766.92
	318215	03/25/2024	February 1098 38th Street Legal Services		\$7,018.50
	318214	03/25/2024	February Public Records Act Requests		\$990.00
	318213	03/25/2024	February Labor Negotiations Legal Services		\$6,870.00
	318212	03/25/2024	February Public Works Legal Services		\$2,860.00
105803	03/29/2024			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,069.50
	Invoice	Date	Description		Amount
	POA032224	03/22/2024	POA & gym dues PPE 3/16/24		\$1,069.50
			1001 - Payroll Payables		
105804	03/29/2024			CARIN HANNA	\$1,450.00
	Invoice	Date	Description		Amount
	CH032524	03/25/2024	ABC Permits		\$1,450.00
			1321 - BIA - Capitola Village-Wharf BIA		

City Checks Issued March 29, 2024

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Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105805	03/29/2024			CAROLYN FLYNN	\$1,160.00
	Invoice	Date	Description		Amount
	CBF-03-2024	03/20/2024	Jan - Mar Affordable Housing Program Management 5552 - Cap Hsg Succ- Program Income		\$1,160.00
105806	03/29/2024			DANA LYNN SCHMIDT	\$585.00
	Invoice	Date	Description		Amount
	DLS032524	03/25/2024	Instructor payment		\$585.00
105807	03/29/2024			EQUITABLE	\$3,084.00
	Invoice	Date	Description		Amount
	1531357	03/22/2024	March LTD, STD, AD&D, life insurance 1001 - Payroll Payables		\$3,084.00
105808	03/29/2024			EWING IRRIGATION	\$67.63
	Invoice	Date	Description		Amount
	21665558	03/05/2024	PVC couplings, bucket, pvc cement, rubber repair coup,		\$67.63
105809	03/29/2024			FLYERS ENERGY LLC	\$1,550.25
	Invoice	Date	Description		Amount
	24-055408	03/25/2024	320 gallons gasoline		\$1,550.25
105810	03/29/2024			FRANCHISE TAX BOARD	\$310.10
	Invoice	Date	Description		Amount
	626309514	03/22/2024	Employee garnishment 3/2024 1001 - Payroll Payables		\$310.10
105811	03/29/2024			HOME DEPOT CREDIT SERVICES	\$381.50
	Invoice	Date	Description		Amount
	7284844	03/20/2024	Picture hanging strips		\$50.58
	9623973	03/18/2024	Black patch cable		\$28.32
	6523729	03/11/2024	Spanner wrench, hoses, couplings		\$59.98
	5622857	03/12/2024	Sakrete concrete, grid sticks		\$39.22
	5615382	03/12/2024	Plywood		\$72.21
	6511308	03/11/2024	Epoxy mixing nozzle, chisel		\$40.38
	5511480	03/12/2024	Drain opener, roller, bucket, brushes, paint		\$66.87
	5511482	03/12/2024	Wax ring with bolts		\$23.94
105812	03/29/2024			KIMLEY HORN AND ASSOCIATES INC	\$41,366.30
	Invoice	Date	Description		Amount
	27543123	02/29/2024	Upper Pacific Cove Sidewalk Project Design Services through 2/29 1200 - Capital Improvement Fund		\$41,366.30

City Checks Issued March 29, 2024

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105813	03/29/2024			KING'S PAINT AND PAPER INC.	\$418.81
	Invoice	Date	Description		Amount
	PXM3N	03/06/2024	Paint		\$418.81
105814	03/29/2024			LABORMAX STAFFING	\$1,393.20
	Invoice	Date	Description		Amount
	26-369433	03/22/2024	Public works seasonal labor 3/18 - 3/22/24		\$1,393.20
105815	03/29/2024			LINDE GAS & EQUIPMENT INC.	\$228.64
	Invoice	Date	Description		Amount
	41840701	03/22/2024	Acetylene rental		\$228.64
105816	03/29/2024			MBS BUSINESS SYSTEMS	\$540.09
	Invoice	Date	Description		Amount
	466762	03/22/2024	PD copier usage charges		\$540.09
105817	03/29/2024			MICHAEL G LEW	\$78.00
	Invoice	Date	Description		Amount
	ML032524	03/25/2024	Instructor payment		\$78.00
105818	03/29/2024			MISSION LINEN SUPPLY	\$272.83
	Invoice	Date	Description		Amount
	521252091	03/20/2024	Corp. Yard linen service		\$154.40
	521252090	03/20/2024	Fleet towels, uniform cleaning		\$34.98
	521240180	03/18/2024	Community Center mop and mat service		\$83.45
105819	03/29/2024			MOFFATT AND NICHOL	\$2,814.00
	Invoice	Date	Description		Amount
	00787173	03/21/2024	Stockton Ave Bridge Repairs through 2/24/2024 1200 - Capital Improvement Fund		\$2,814.00
105820	03/29/2024			NEW PIG CORPORATION	\$1,228.21
	Invoice	Date	Description		Amount
	24270610-00	03/15/2024	Build a barrier kit, discharge hoses, coper tumblers		\$1,228.21
105821	03/29/2024			OPPOSITE OF EAST	\$3,000.00
	Invoice	Date	Description		Amount
	041848-001	03/25/2024	BIA Communications Manager Services 1321 - BIA - Capitola Village-Wharf BIA		\$3,000.00
105822	03/29/2024			OUTDOOR SUPPLY HARDWARE	\$544.39
	Invoice	Date	Description		Amount
	J02917	03/14/2024	Bulk Fasteners		\$86.66
	J01935	03/12/2024	Queen palm trees		\$457.73

City Checks Issued March 29, 2024

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105823	03/29/2024			PHIL ALLEGRI ELECTRIC INC.	\$877.12
	Invoice	Date	Description		Amount
	33916	03/20/2024	Troubleshoot pumps		\$300.00
	33932	03/25/2024	Esplanade park electrical work		\$577.12
105824	03/29/2024			PITNEY BOWES	\$170.04
	Invoice	Date	Description		Amount
	PB031924	03/19/2024	City Hall postage meter rental		\$170.04
			2210 - ISF - Stores Fund		
105825	03/29/2024			SAN LORENZO LUMBER	\$6.35
	Invoice	Date	Description		Amount
	55-0871872	03/12/2024	Washer, rivet alum		\$6.35
105826	03/29/2024			SANTA CRUZ BACKFLOW TESTING & REPAIR	\$2,145.00
	Invoice	Date	Description		Amount
	32424A	03/23/2024	Annual backflow test		\$2,145.00
105827	03/29/2024			SCRATCHSPACE INC.	\$225.00
	Invoice	Date	Description		Amount
	13329	01/26/2024	BIA blog page		\$225.00
			1321 - BIA - Capitola Village-Wharf BIA		
105828	03/29/2024			SECOND HARVEST FOOD BANK	\$42,743.99
	Invoice	Date	Description		Amount
	21-CDBG-NH-20010	03/20/2024	21-CDBG-NH-20010 July - December		\$42,743.99
			1350 - CDBG Grants		
105829	03/29/2024			SHANTA SHENOY	\$884.00
	Invoice	Date	Description		Amount
	SS032524	03/25/2024	Instructor payment		\$884.00
105830	03/29/2024			SOQUEL CREEK WATER DISTRICT	\$1,198.26
	Invoice	Date	Description		Amount
	08-15299-0031824	03/18/2024	08-15299-00 Monterey Ave. water		\$52.34
	08-15562-0031824	03/18/2024	08-15562-00 Cliff and Fairview water service		\$52.34
	09-15964-0031824	03/18/2024	09-15964-00 Monterey Ave. Esplanade water		\$1,093.58
105831	03/29/2024			STOP COMPANY	\$32.70
	Invoice	Date	Description		Amount
	1711	03/20/2024	Metal detour sign		\$32.70
105832	03/29/2024			SUPER SEAL AND STRIPE	\$5,855.83
	Invoice	Date	Description		Amount
	4251	02/15/2024	Overpass work, pavement markings		\$5,855.83

City Checks Issued March 29, 2024

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105833	03/29/2024			T MOBILE	\$346.00
	Invoice	Date	Description		Amount
	TM032124-2	03/21/2024	March cell phone usage - acct # 947590665		\$43.60
	TM032124	03/21/2024	March cell phone usage - acct # 947590665		\$302.40
105834	03/29/2024			THE HONEY BUCKET MAN	\$520.00
	Invoice	Date	Description		Amount
	HBM031524	03/15/2024	Community Center Inspection		\$520.00
105835	03/29/2024			THE SKYLIGHT PLACE INC.	\$114.45
	Invoice	Date	Description		Amount
	50114A	03/20/2024	Glass		\$114.45
105836	03/29/2024			TRAFFIC LOGIX CORPORATION	\$4,050.00
	Invoice	Date	Description		Amount
	QUO-36209-H7Q3Y5	03/20/2024	3 year cloud service for speed signs		\$4,050.00
			2211 - ISF - Information Technology		
105837	03/29/2024			UNITED WAY OF SANTA CRUZ COUNTY	\$20.00
	Invoice	Date	Description		Amount
	UW033124	03/22/2024	March United Way contributions		\$20.00
			1001 - Payroll Payables		
105838	03/29/2024			UPEC LIUNA LOCAL 792	\$1,060.50
	Invoice	Date	Description		Amount
	UPEC033124	03/22/2024	March UPEC dues		\$1,060.50
			1001 - Payroll Payables		
105839	03/29/2024			US BANK PARS Acct 6746022400	\$579.62
	Invoice	Date	Description		Amount
	PARS032224	03/22/2024	PARS contributions PPE 3/16/24		\$579.62
			1001 - Payroll Payables		
105840	03/29/2024			VISTA 500 CONSULTING, LLC	\$1,800.00
	Invoice	Date	Description		Amount
	RE031424	03/14/2024	Personnel investigation		\$1,800.00
105841	03/29/2024			WESCO GRAPHICS, INC.	\$4,881.00
	Invoice	Date	Description		Amount
	53175	03/20/2024	2024 Summer Guide Printing		\$4,881.00
105842	03/29/2024	03/29/2024		WEX HEALTH INC.	\$135.00
	Invoice	Date	Description		Amount
	001913901-IN	02/29/2024	February COBRA and FSA admin.		\$135.00

City Checks Issued March 29, 2024

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Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105843	03/29/2024			CLAIRE WHITELAW	\$2,774.69
	Invoice	Date	Description		Amount
	CW032524	03/25/2024	TMD + Penalties & Interest Refund		\$2,774.69
105844	03/29/2024			FRIENDS OF THE SANTA CRUZ STATE PARKS	\$30.00
	Invoice	Date	Description		Amount
	FSCSP032524	03/25/2024	SCC History Fair, Capitola Historical Museum		\$30.00
105845	03/29/2024			UNITED WAY OF SANTA CRUZ-YOUTH ACTION NETWORK	\$111.00
	Invoice	Date	Description		Amount
	UWSC032524	03/25/2024	Refund of Security Deposit		\$111.00
105846	03/28/2024			CALIFORNIA COAST UNIFORM COMPANY	\$709.46
	Invoice	Date	Description		Amount
	9231	02/01/2022	Tailoring changes		\$50.00
	9230	02/01/2022	Tailoring changes		\$90.00
	9244	02/01/2022	Eagle hat piece, Sergeant hat piece		\$346.46
	9243	02/01/2022	Tailoring changes		\$58.00
	9234	02/01/2022	Tailoring changes		\$60.00
	9233	02/01/2022	Tailoring changes		\$45.00
	9232	02/01/2022	Tailoring changes		\$60.00
Type Check Totals:					\$209,043.69
<u>EFT</u>					
1688	03/28/2024			WELLS FARGO BANK	\$10,306.77
	Invoice	Date	Description		Amount
	WF030324	03/03/2024	February Credit Card Charges		\$10,306.77
			1000 - General Fund		\$8,769.57
			1200 - Capital Improvement Fund		\$642.42
			1300 - SLESF - Supl Law Enfc		\$894.78
1690	03/25/2024			CalPERS Member Services Division	\$65,115.92
	Invoice	Date	Description		Amount
	1002605635-8	03/22/2024	PERS contributions PPE 3/16/24		\$65,115.92
			1000 - General Fund		\$0.32
			1001 - Payroll Payables		\$65,115.60
1691	03/25/2024			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$11,332.31
	Invoice	Date	Description		Amount
	0-770-754-832	03/22/2024	State taxes PPE 3/16/24		\$11,332.31
			1001 - Payroll Payables		

City Checks Issued March 29, 2024

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
1692	03/25/2024			INTERNAL REVENUE SERVICE	\$37,586.66
	Invoice	Date	Description		Amount
	00292576	03/22/2024	Federal taxes & Medicare PPE 3/16/24		\$37,586.66
			1001 - Payroll Payables		
1693	03/25/2024			STATE DISBURSEMENT UNIT	\$1,955.06
	Invoice	Date	Description		Amount
	47649406	03/22/2024	Employee garnishments PPE 3/16/24		\$1,955.06
			1001 - Payroll Payables		
1694	03/25/2024			VOYA FINANCIAL	\$7,649.23
	Invoice	Date	Description		Amount
	VOYA032224	03/22/2024	Employee 457 contributions PPE 3/16/24		\$7,649.23
			1001 - Payroll Payables		
1695	03/27/2024			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$127.75
	Invoice	Date	Description		Amount
	0-947-349-776	03/26/2024	State Taxes Employee Final Pay		\$127.75
			1001 - Payroll Payables		
1696	03/27/2024			INTERNAL REVENUE SERVICE	\$177.30
	Invoice	Date	Description		Amount
	94215627	03/26/2024	Federal taxes & Medicare employee final paycheck		\$177.30
			1001 - Payroll Payables		

Type EFT Totals: \$134,251.00

Main City Totals	Count	Total
Checks	57	\$209,043.69
EFTs	8	\$134,251.00
All	65	\$343,294.69

Payroll Totals	Count	Total
Checks	1	\$2,411.28
EFTs	0	\$0.00
All	1	\$2,411.28

Grand Totals:	Count	Total
Checks	58	\$211,454.97
EFTs	8	\$134,251.00
All	66	\$345,705.97


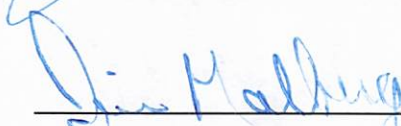
City main account checks dated April 5, 2024, numbered 105847 to 105907 totaling \$207,677.18, 1 EFTs totaling \$80,993.28, and 115 payroll EFTs totaling \$195,630.32 for a grand total of \$484,300.78, have been reviewed and authorized for distribution by the City Manager.

As of April 5, 2024, the unaudited cash balance is \$5,504,535.25.

**CASH POSITION - CITY OF CAPITOLA
April 5, 2024**

	<u>4/5/2024</u>
General Fund ⁽¹⁾	\$ 738,966.55
Payroll Payables	\$ 164,609.37
Contingency Reserve Fund	\$ 2,192,345.66
PERS Contingency Fund	\$ 1,154,274.68
Emergency Reserve Fund	\$ 1,381,505.54
Facilities Reserve Fund	\$ 432,714.09
Capital Improvement Fund	\$ (1,593,551.36)
Stores Fund	\$ 64,086.00
Information Technology Fund	\$ 260,601.74
Equipment Replacement	\$ 346,888.80
Self-Insurance Liability Fund	\$ 24,385.58
Workers' Comp. Ins. Fund	\$ 6,822.54
Compensated Absences Fund	\$ 330,886.06
TOTAL AVAILABLE GENERAL FUNDS	<u><u>\$ 5,504,535.25</u></u>

(1) Apr. 5th balance includes \$4.38 million non-current investments

 _____ Jamie Goldstein, City Manager	4/8/24 _____ Date
 _____ Jim Malberg, City Treasurer	4/5/24 _____ Date

City Checks Issued April 5, 2024

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105847	04/05/2024			ADRIENNE HARRELL	\$136.50
	Invoice	Date	Description		Amount
	AH033124	03/31/2024	Instructor payment		\$136.50
105848	04/05/2024			AIMEE FITZGERALD	\$716.63
	Invoice	Date	Description		Amount
	AF033124	03/31/2024	Instructor payment		\$716.63
105849	04/05/2024			ALLIED UNIVERSAL	\$1,117.61
	Invoice	Date	Description		Amount
	15459003	04/04/2024	April McGregor skate park foot patrol		\$539.08
	15459004	04/04/2024	April Esplanade park foot patrol		\$578.53
105850	04/05/2024			ALLSAFE LOCK COMPANY	\$21.52
	Invoice	Date	Description		Amount
	89884	02/20/2024	Keys		\$21.52
105851	04/05/2024			AMAZON CAPITAL SERVICES	\$1,684.50
	Invoice	Date	Description		Amount
	1C4R-7RVD-9NLM	03/28/2024	Swivel task upholstered fabric desk chair		\$83.72
	13JP-Q7YT-D9L4	03/28/2024	Laptop charger		\$21.79
	1NWF-KNGJ-QGMF	03/29/2024	LED bathroom lights		\$1,559.70
	1MDX-WG7Y-7RXK	03/28/2024	Brochure holder		\$19.17
	1DLG-LVKR-7DF7	03/27/2024	Batteries and Index Cards		\$40.26
	1YTQ-VTGW-G1YW	03/15/2024	Drone Program Supplies		\$43.58
	1TDN-FNNJ-3WLW	04/02/2024	Home office modern linen swivel task upholstered fabric credit		(\$83.72)
			1000 - General Fund		
			1300 - SLESF - Supl Law Enfc		
105852	04/05/2024			AXCIENT	\$140.00
	Invoice	Date	Description		Amount
	FY24INEF165683	03/31/2024	March AppAssure storage		\$140.00
			2211 - ISF - Information Technology		
105853	04/05/2024			BECKY ADAMS	\$373.75
	Invoice	Date	Description		Amount
	BA033124	03/31/2024	Instructor payment		\$373.75
105854	04/05/2024			BIG CREEK LUMBER	\$417.80
	Invoice	Date	Description		Amount
	2114820	02/29/2024	Lumber		\$167.00
	2115107	02/29/2024	Lumber, saw blades		\$250.80
			1200 - Capital Improvement Fund		

City Checks Issued April 5, 2024

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Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105855	04/05/2024			Bryan Pybas	\$60.00
	Invoice	Date	Description		Amount
	BP033124	03/31/2024	Instructor payment		\$60.00
105856	04/05/2024			CALIFORNIA COAST UNIFORM COMPANY	\$181.33
	Invoice	Date	Description		Amount
	10953	04/01/2024	536 Hat and Tailoring Charges		\$99.33
	10955	04/01/2024	534 Tailoring Charges		\$50.00
	10954	04/01/2024	565 Tailoring Charges		\$32.00
105857	04/05/2024			CHEVROLET OF WATSONVILLE	\$46.20
	Invoice	Date	Description		Amount
	517092	03/28/2024	Sp-Ord Switch		\$46.20
105858	04/05/2024			CINTAS CORPORATION	\$325.22
	Invoice	Date	Description		Amount
	5203426949	03/22/2024	First Aid Replenishment		\$325.22
105859	04/05/2024			CLEAN BUILDING MAINTENANCE CO.	\$19,349.84
	Invoice	Date	Description		Amount
	33486	11/30/2023	November janitorial services		\$9,464.92
	33673	12/31/2023	December janitorial services		\$9,884.92
105860	04/05/2024			COMMUNITY TELEVISION OF SANTA CRUZ COUNTY	\$2,005.75
	Invoice	Date	Description		Amount
	3403	03/28/2024	February televised meetings		\$2,005.75
105861	04/05/2024			CONSUELO ENDRIGO-WILLIAMS	\$858.00
	Invoice	Date	Description		Amount
	CEW033124	03/31/2024	Instructor payment		\$858.00
105862	04/05/2024			CRAIG FEENEY	\$1,020.57
	Invoice	Date	Description		Amount
	176	03/21/2024	Community Center programmed thermostat install		\$1,020.57
105863	04/05/2024			CYNTHIA KASKEY	\$364.00
	Invoice	Date	Description		Amount
	CK033124	03/31/2024	Instructor payment		\$364.00
105864	04/05/2024			DAVID SCOTT COBABE	\$1,696.50
	Invoice	Date	Description		Amount
	DC033124	03/31/2024	Instructor payment		\$1,696.50

City Checks Issued April 5, 2024

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Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105865	04/05/2024			Division of the State Architect	\$293.60
	Invoice	Date	Description		Amount
	DSA033124	03/31/2024	January - March disability education & access fees		\$293.60
105866	04/05/2024			ENVIRONMENTAL INNOVATIONS INC.	\$3,418.58
	Invoice	Date	Description		Amount
	2502	03/29/2024	CalRecycle March outreach		\$3,418.58
105867	04/05/2024			EXCEEDIO	\$9,088.41
	Invoice	Date	Description		Amount
	15266	04/01/2024	April IT services		\$9,088.41
			2211 - ISF - Information Technology		
105868	04/05/2024			FIRST ALARM	\$282.87
	Invoice	Date	Description		Amount
	811669	03/15/2024	Monitoring Service for 4/1/24 - 6/30/24		\$282.87
105869	04/05/2024			FLYERS ENERGY LLC	\$3,981.85
	Invoice	Date	Description		Amount
	24-059690	03/29/2024	833 Gallons Gasoline		\$3,981.85
105870	04/05/2024			GALLS LLC	\$43.48
	Invoice	Date	Description		Amount
	027320948	03/08/2024	Nametags		\$43.48
105871	04/05/2024			Hi-Line Inc.	\$518.34
	Invoice	Date	Description		Amount
	11113800	03/28/2024	Lock washer, chisel points, frame bolts, sheet metal. pin clip		\$518.34
105872	04/05/2024			HINDERLITER DELLAMAS AND ASSOCIATES	\$1,408.03
	Invoice	Date	Description		Amount
	SIN036979	02/29/2024	February TOT and STR admin fees		\$1,408.03
105873	04/05/2024			HOME DEPOT CREDIT SERVICES	\$360.47
	Invoice	Date	Description		Amount
	7624456	03/20/2024	Tuber square, black marker, socket set, wrench set		\$257.81
	5626818	04/01/2024	Towels, planter, scour pad		\$102.66
105874	04/05/2024			JANET RUSSELL KELLER	\$349.62
	Invoice	Date	Description		Amount
	JRK033124	03/31/2024	Instructor payment		\$349.62

City Checks Issued April 5, 2024

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Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105875	04/05/2024			KBA Document Solutions LLC	\$423.29
	Invoice	Date	Description		Amount
	55Y1443132	03/22/2024	City Hall copier usage charges		\$423.29
			2211 - ISF - Information Technology		
105876	04/05/2024			LABORMAX STAFFING	\$1,027.91
	Invoice	Date	Description		Amount
	26-370836	03/29/2024	Public works seasonal labor 3/25 - 3/28		\$1,027.91
105877	04/05/2024			LAURA ALIOTO	\$52.50
	Invoice	Date	Description		Amount
	LA033124	03/31/2024	Instructor payment		\$52.50
105878	04/05/2024			LINDE GAS & EQUIPMENT INC.	\$169.98
	Invoice	Date	Description		Amount
	42101531	03/31/2024	Welding wire, nozzle copper, saw blades		\$169.98
105879	04/05/2024			LIUNA PENSION FUND	\$1,164.80
	Invoice	Date	Description		Amount
	FR8995	03/22/2024	March LIUNA pension dues		\$1,164.80
			1001 - Payroll Payables		
105880	04/05/2024			McKim Corporation	\$80,060.04
	Invoice	Date	Description		Amount
	MKNOC032924	03/29/2024	Capitola Road Pavement Rehabilitation Project Retention Release		\$80,060.04
			1200 - Capital Improvement Fund		
105881	04/05/2024			MICHAEL KILROY	\$1,378.60
	Invoice	Date	Description		Amount
	MK032224	03/22/2024	Training - NIST Test Methods Reimbursement		\$1,378.60
			1300 - SLESF - Supl Law Enfc		
105882	04/05/2024			MID COUNTY AUTO SUPPLY	\$85.90
	Invoice	Date	Description		Amount
	M-2507120	03/20/2024	Brake fluid		\$32.55
	M-2511942	03/25/2024	Valve core, valve caps, socket set, chisel set, repair kit		\$53.35
105883	04/05/2024			MISSION LINEN SUPPLY	\$159.21
	Invoice	Date	Description		Amount
	521292748	03/27/2024	Corp. Yard linen service		\$124.23
	521292747	03/27/2024	Fleet towels, uniform cleaning		\$34.98

City Checks Issued April 5, 2024

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Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105884	04/05/2024			MOTOROLA SOLUTIONS INC.	\$441.84
	Invoice	Date	Description		Amount
	8230414455	06/04/2023	Command Central Analytics Subscription for 7/1/23 - 9/30/23		\$441.84
105885	04/05/2024			NORTH BAY FORD	\$1,034.59
	Invoice	Date	Description		Amount
	376609	03/13/2024	Vehicle service repair		\$833.83
	292084	03/19/2024	Rotor assembly brake		\$200.76
105886	04/05/2024			O'REILLY AUTO PARTS	\$281.11
	Invoice	Date	Description		Amount
	2763-424460	03/28/2024	Wiper blades, ratchet, sockets		\$202.67
	2763-422856	03/21/2024	Ratchets, adapter set, absorbent		\$78.44
105887	04/05/2024			PALACE BUSINESS SOLUTIONS	\$95.58
	Invoice	Date	Description		Amount
	2328708-0	03/12/2024	Clue border certificate		\$9.28
	2328948-0	03/13/2024	Report cover		\$38.00
	2329545-0	03/15/2024	Report cover		\$38.00
	2332847-0	03/28/2024	Highlighters and Clipboard		\$10.30
105888	04/05/2024			PETERSON CATERPILLAR	\$1,581.11
	Invoice	Date	Description		Amount
	PC080205892	03/22/2024	Bearing, seal dust, Seat		\$1,581.11
105889	04/05/2024			PHOENIX GROUP INFORMATION SYSTEMS	\$4,456.81
	Invoice	Date	Description		Amount
	022024070	03/21/2024	February 2024 Citation Processing		\$4,456.81
105890	04/05/2024			SANTA CRUZ COUNTY DEPT OF PUBLIC WORKS	\$32,961.00
	Invoice	Date	Description		Amount
	SCCO032824	03/28/2024	FY23-24 Household Hazardous Waste Program Cost Sharing		\$32,961.00
105891	04/05/2024			SANTA CRUZ FIRE EQUIPMENT CO.	\$437.38
	Invoice	Date	Description		Amount
	112253	03/27/2024	Fire Extinguishers		\$437.38
105892	04/05/2024			SANTA CRUZ JUNK REMOVAL	\$647.00
	Invoice	Date	Description		Amount
	00629	03/02/2024	Trash removal cleanup		\$647.00

City Checks Issued April 5, 2024

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Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105893	04/05/2024			SANTA CRUZ LIVE SCAN INC.	\$120.00
	Invoice	Date	Description		Amount
	25004	04/01/2024	New hire live scans		\$120.00
105894	04/05/2024			SAVE OUR SHORES	\$1,400.00
	Invoice	Date	Description		Amount
	2024-068	03/27/2024	Beach cleanup, flyers and advertising		\$1,400.00
105895	04/05/2024			SCOTT NEWTON	\$485.05
	Invoice	Date	Description		Amount
	SN032224	03/22/2024	UAS NIST Train-the-trainer Course Reimbursement 1300 - SLESF - Supl Law Enfc		\$485.05
105896	04/05/2024			SOQUEL CREEK WATER DISTRICT	\$422.01
	Invoice	Date	Description		Amount
	10-16317-0032524	03/25/2024	10-16317-00 420 Capitola Ave. water		\$245.68
	10-16315-0032524	03/25/2024	10-16315-00 504 Beulah Dr. water		\$58.29
	10-16316-0032524	03/25/2024	10-16316-00 426 Capitola Ave. water		\$118.04
105897	04/05/2024			SPECTRUM BUSINESS	\$3,771.37
	Invoice	Date	Description		Amount
	170005701032124	03/21/2024	April internet service 1000 - General Fund 2211 - ISF - Information Technology		\$3,771.37
105898	04/05/2024			STATE STEEL COMPANY	\$1,341.79
	Invoice	Date	Description		Amount
	128432	03/22/2024	Steel cuts, wheels for gates		\$1,341.79
105899	04/05/2024			THE HOME DEPOT PRO	\$2,702.28
	Invoice	Date	Description		Amount
	796570216	03/27/2024	Cleaning supplies		\$2,702.28
105900	04/05/2024			TPX COMMUNICATIONS	\$1,583.88
	Invoice	Date	Description		Amount
	178205428-0	03/23/2024	March phone service 1000 - General Fund 2211 - ISF - Information Technology		\$1,583.88 \$830.12 \$753.76
105901	04/05/2024			TRANSPORTATION ALLIANCE BANK INC.	\$240.50
	Invoice	Date	Description		Amount
	682870	03/27/2024	Clamps, rubber elbow 1310 - Gas Tax		\$240.50

City Checks Issued April 5, 2024

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105902	04/05/2024			TRIAD ELECTRIC INC.	\$9,011.34
	Invoice	Date	Description		Amount
	TENOC032924	03/29/2024	City Hall & PD backup generator retention release 1200 - Capital Improvement Fund		\$9,011.34
105903	04/05/2024			UNITED STATES POSTAL SERVICE	\$6,256.29
	Invoice	Date	Description		Amount
	USPS040324	04/03/2024	Permit #7013 fee- USPS Marketing Mail		\$6,256.29
105904	04/05/2024			US BANK EQUIPMENT FINANCE	\$489.41
	Invoice	Date	Description		Amount
	525380028	03/25/2024	City Hall Copier Lease		\$174.40
	525790432	03/29/2024	City Hall Copier Lease 2210 - ISF - Stores Fund		\$315.01
105905	04/05/2024			WATSONVILLE BLUEPRINT	\$526.41
	Invoice	Date	Description		Amount
	115495	03/21/2024	Community center blueprints 1200 - Capital Improvement Fund		\$526.41
105906	04/05/2024			WE ALL RIDE SANTA CRUZ	\$107.23
	Invoice	Date	Description		Amount
	4180171	01/04/2024	Helmet clean, clear coat, gloves, slick mist		\$107.23
105907	04/05/2024			PETER SHAMSHOIAN	\$2,500.00
	Invoice	Date	Description		Amount
	PS040124	04/01/2024	#22-0094 - 1515 Prospect Avenue Landscape Installation Refund		\$2,500.00
Type Check Totals:					\$207,677.18

City Checks Issued April 5, 2024

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
<u>EFT</u>					
1689	04/01/2024			CalPERS Health Insurance	\$80,993.28
	Invoice	Date	Description		Amount
	1002606227	03/14/2024	April health insurance		\$80,993.28
		1000 - General Fund			\$4,394.02
		1001 - Payroll Payables			\$76,599.26

Type EFT Totals: \$80,993.28

Main City Totals	Count	Total
Checks	61	\$207,677.18
EFTs	1	\$80,993.28
All	62	\$288,670.46

Payroll Totals	Count	Total
Checks	0	\$0.00
EFTs	115	\$195,630.32
All	115	\$195,630.32

Grand Totals:	Count	Total
Checks	61	\$207,677.18
EFTs	116	\$276,623.60
All	177	\$484,300.78

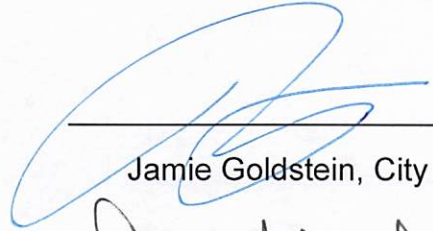
City main account checks dated April 12, 2024, numbered 105908 to 105961 totaling \$114,430.44, and 5 EFTs totaling \$118,847.15 for a grand total of \$233,277.59, have been reviewed and authorized for distribution by the City Manager.

As of April 12, 2024, the unaudited cash balance is \$6,386,142.07.

CASH POSITION - CITY OF CAPITOLA
April 12, 2024

	<u>4/12/2024</u>
General Fund ⁽¹⁾	\$ 742,698.88
Payroll Payables	\$ 44,025.66
Contingency Reserve Fund	\$ 2,192,345.66
PERS Contingency Fund	\$ 1,154,274.68
Emergency Reserve Fund	\$ 1,381,505.54
Facilities Reserve Fund	\$ 432,714.09
Capital Improvement Fund	\$ (562,497.91)
Stores Fund	\$ 64,086.00
Information Technology Fund	\$ 260,806.49
Equipment Replacement	\$ 314,088.80
Self-Insurance Liability Fund	\$ 24,385.58
Workers' Comp. Ins. Fund	\$ 6,822.54
Compensated Absences Fund	\$ 330,886.06
TOTAL AVAILABLE GENERAL FUNDS	<u><u>\$ 6,386,142.07</u></u>

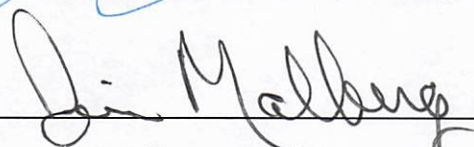
(1) Apr. 12th balance includes \$4.34 million non-current investments



Jamie Goldstein, City Manager

4/12/24

Date



Jim Malberg, City Treasurer

4/12/24

Date

City Checks Issued April 12, 2024

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105908	04/12/2024			ADT SECURITY SERVICES INC.	\$267.54
	Invoice	Date	Description		Amount
	ADT032924	03/29/2024	Corp. yard & museum ADT monitoring		\$267.54
105909	04/12/2024			AJ'S FUEL MARKET OF CAPITOLA INC	\$108.00
	Invoice	Date	Description		Amount
	AJ033124	03/31/2024	Carwash Closing Date 3/31/2024		\$108.00
105910	04/12/2024			ALLIED UNIVERSAL	\$521.70
	Invoice	Date	Description		Amount
	15458992	04/04/2024	April 2024 Jade Street Park Patrol		\$521.70
105911	04/12/2024			AMAZON CAPITAL SERVICES	\$693.97
	Invoice	Date	Description		Amount
	13GQ-G9XG-G4LF	04/06/2024	Strobe lights for trucks		\$137.32
	1JQ4-G674-44DW	04/05/2024	Plastic cleaner & polish		\$18.52
	1PLQ-364Q-M49Q	04/07/2024	Drone Program Supplies		\$217.12
	16KD-4GKD-N3M6	04/08/2024	Drone Program Supplies		\$90.50
	1Y9X-JN74-6VXT	04/10/2024	Spray tips, spray gun filter		\$230.51
			1000 - General Fund		\$386.35
			1300 - SLESF - Supl Law Enf		\$307.62
105912	04/12/2024			APTOS LANDSCAPE SUPPLY INC.	\$131.88
	Invoice	Date	Description		Amount
	627398	03/26/2024	Champagne fines dirt, tarp		\$131.88
105913	04/12/2024			AT&T	\$8.73
	Invoice	Date	Description		Amount
	ATT040124	04/01/2024	April long distance charges		\$8.73
			1000 - General Fund		\$4.30
			2211 - ISF - Information Technology		\$4.43
105914	04/12/2024			BAYSIDE OIL II INC.	\$456.00
	Invoice	Date	Description		Amount
	53379	04/04/2024	Fuel waste recycling		\$456.00
105915	04/12/2024			BOONE LOW RATLIFF ARCHITECTS INC	\$13,903.04
	Invoice	Date	Description		Amount
	4022	04/01/2024	March Community Center renovation design services Phase II		\$13,903.04
			1200 - Capital Improvement Fund		
105916	04/12/2024			CA DEPARTMENT OF CONSERVATION	\$1,713.04
	Invoice	Date	Description		Amount
	CDC033124	04/05/2024	Jan - Mar strong motion & seismic hazard mapping fees		\$1,713.04

City Checks Issued April 12, 2024

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105917	04/12/2024			CAPITOLA PEACE OFFICERS ASSOCIATION	\$1,037.00
	Invoice	Date	Description		Amount
	POA040524	04/05/2024	POA & gym dues PPE 3/30/24		\$1,037.00
			1001 - Payroll Payables		
105918	04/12/2024			CINTAS CORPORATION	\$245.50
	Invoice	Date	Description		Amount
	5204066601	03/27/2024	Corp yard first aid supplies		\$186.40
	5203426936	03/22/2024	Community Center first aid supplies		\$59.10
105919	04/12/2024			CLEAN BUILDING MAINTENANCE CO.	\$6,372.42
	Invoice	Date	Description		Amount
	34234	03/31/2024	March janitorial services		\$6,372.42
105920	04/12/2024			CRYSTAL SPRINGS WATER CO.	\$424.00
	Invoice	Date	Description		Amount
	CSW033124	03/31/2024	March drinking water		\$424.00
105921	04/12/2024			CYNTHIA KASKEY	\$877.50
	Invoice	Date	Description		Amount
	CK040724	04/07/2024	Instructor payment		\$877.50
105922	04/12/2024			EARTHWORKS PAVING CONTRACTORS INC	\$32,800.00
	Invoice	Date	Description		Amount
	CAT304ECTTNOO29	04/01/2024	2012 CAT 304 E Excavator		\$32,800.00
			2212 - ISF - Equipment Replacement		
105923	04/12/2024			EXCEEDIO	\$120.00
	Invoice	Date	Description		Amount
	15388	04/05/2024	IT assets		\$120.00
			2211 - ISF - Information Technology		
105924	04/12/2024			FLYERS ENERGY LLC	\$1,321.15
	Invoice	Date	Description		Amount
	24-064903	04/03/2024	257 gallons gasoline		\$1,321.15
105925	04/12/2024			GABE CUZICK	\$290.92
	Invoice	Date	Description		Amount
	GC040524	04/05/2024	Pliers, drill bits, blow gun		\$290.92
105926	04/12/2024			GALLS LLC	\$326.06
	Invoice	Date	Description		Amount
	027494026	03/27/2024	Nametags		\$326.06

City Checks Issued April 12, 2024

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105927	04/12/2024			GARDAWORLD	\$422.33
	Invoice	Date	Description		Amount
	10776080	04/01/2024	April 2024 Armored Transportation Service		\$422.33
105928	04/12/2024			GEORGE McMENAMIN	\$1,568.75
	Invoice	Date	Description		Amount
	GM040424	04/04/2024	Bay St. & Peery Park maintenance		\$1,568.75
105929	04/12/2024			GINA ENRIQUEZ	\$8,520.40
	Invoice	Date	Description		Amount
	GE040724	04/07/2024	Instructor payment		\$8,520.40
105930	04/12/2024			HOME DEPOT CREDIT SERVICES	\$2,821.55
	Invoice	Date	Description		Amount
	1523742	04/05/2024	Poster strips, picture hanging strips		\$45.00
	5514624	04/01/2024	Gloves, compact blade, pins, drill bits, flap discs, saw blades		\$339.88
	6511372	03/11/2024	Screws, rivets		\$22.37
	4524182	03/13/2024	Stencils, paint rollers, roller frames, paint, caulk gun		\$127.30
	4524183	03/13/2024	Paint mixers, tape, wall texture		\$55.80
	3610051	03/14/2024	Saw blades, sand net, turbo gloss		\$84.89
	8512648	03/19/2024	Parawedge		\$38.86
	7512808	03/20/2024	Lumber		\$17.95
	6611219	03/21/2024	Acrylics		\$324.82
	6624718	03/21/2024	Fertilizer, drain opener, pliers, bucket, blades		\$68.98
	2513679	03/25/2024	Grommet, hole cover, saws		\$51.10
	1011639	03/26/2024	Liner, roller pail, frame		\$37.45
	1513778	03/26/2024	Respirator, sandnet, quick strips		\$59.61
	513982	03/27/2024	Exterior paint		\$27.56
	9011933	03/28/2024	Wires, spring links		\$71.68
	9514103	03/28/2024	Epoxy, lumber, bit set		\$63.14
	9612413	03/28/2024	White angle plug, satin		\$35.14
	6522812	03/31/2024	Jobsite wireless headphones		\$42.49
	5522888	04/01/2024	Concrete mix		\$33.72
	5522901	04/01/2024	Concrete mix		\$14.45
	5612877	04/01/2024	Toilet auger, auger driver, urinal auger, drum auger		\$290.99
	5626776	04/01/2024	Plugs, scuff defense		\$88.00
	4523065	04/02/2024	Recycle bins, stainless steel, spring links		\$154.29
	3643119	04/03/2024	Nut drivers, spring links, luggage lock, cables		\$203.18
	2033723	04/04/2024	Acetone		\$153.05
	2620432	04/04/2024	Hand weeder, garden knife, folding knife, saw		\$187.33
	1510172	04/05/2024	Saw blades, flap discs, paint marker, patch cable, sealant		\$182.52

City Checks Issued April 12, 2024

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105931	04/12/2024			KBA Document Solutions LLC	\$9.82
	Invoice	Date	Description		Amount
	55Y1445063	04/01/2024	City Hall copier usage charges		\$9.82
			2211 - ISF - Information Technology		
105932	04/12/2024			KING'S PAINT AND PAPER INC.	\$568.23
	Invoice	Date	Description		Amount
	PVCP8	03/27/2024	Paint		\$59.49
	9UGA3	03/19/2024	Paint		\$397.83
	R7J5S	03/04/2024	Paint		\$110.91
105933	04/12/2024			LABORMAX STAFFING	\$2,786.40
	Invoice	Date	Description		Amount
	26-372179	04/05/2024	Public works seasonal labor 4/1 - 4/5		\$2,786.40
105934	04/12/2024			LAURA ALIOTO	\$312.50
	Invoice	Date	Description		Amount
	LA040724	04/07/2024	Instructor payment		\$312.50
105935	04/12/2024			MASTER CLEANERS	\$962.17
	Invoice	Date	Description		Amount
	MC033024	03/30/2024	March 2024 Uniform Cleaning		\$962.17
105936	04/12/2024			MID COUNTY AUTO SUPPLY	\$66.12
	Invoice	Date	Description		Amount
	M-2524699	04/04/2024	LED stop & tail		\$66.12
105937	04/12/2024			MISSION LINEN SUPPLY	\$272.83
	Invoice	Date	Description		Amount
	521334796	04/03/2024	Fleet towels, uniform cleaning		\$34.98
	521334797	04/03/2024	Corp. Yard linen service		\$154.40
	521315788	04/01/2024	Community Center mop and mat service		\$83.45
105938	04/12/2024			MISSION PRINTERS	\$54.22
	Invoice	Date	Description		Amount
	65472	04/10/2024	Employee business cards		\$54.22
105939	04/12/2024			MOFFATT AND NICHOL	\$8,709.42
	Invoice	Date	Description		Amount
	00787598	04/09/2024	Wharf design services through 3/30/2024		\$8,709.42
			1200 - Capital Improvement Fund		

City Checks Issued April 12, 2024

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105940	04/12/2024			MOTOR SQUAD TRAINING INSTITUTE	\$325.00
	Invoice	Date	Description		Amount
	24-093-001	04/02/2024	531 Motor Pre-Training Course		\$325.00
105941	04/12/2024			OPPOSITE OF EAST	\$3,000.00
	Invoice	Date	Description		Amount
	043652-001	04/10/2024	BIA Communications Manager Services 1321 - BIA - Capitola Village-Wharf BIA		\$3,000.00
105942	04/12/2024			ORIGINAL WATERMEN	\$50.00
	Invoice	Date	Description		Amount
	86875-2	03/19/2024	Balance due		\$50.00
105943	04/12/2024			OUTDOOR SUPPLY HARDWARE	\$114.40
	Invoice	Date	Description		Amount
	J13757	04/04/2024	Power strips, LED trailer light kit		\$114.40
105944	04/12/2024			PHIL ALLEGRI ELECTRIC INC.	\$2,261.21
	Invoice	Date	Description		Amount
	33950	03/27/2024	Sub-panel replacement, wiring		\$2,261.21
105945	04/12/2024			REGIONAL GOVERNMENT SERVICES AUTH	\$459.10
	Invoice	Date	Description		Amount
	16506	02/29/2024	2023 Compensation Study Services through 2/29/24		\$459.10
105946	04/12/2024			ROBIN H EVEREST	\$81.90
	Invoice	Date	Description		Amount
	RE040724	04/07/2024	Instructor payment		\$81.90
105947	04/12/2024			RRM DESIGN GROUP	\$2,040.50
	Invoice	Date	Description		Amount
	2757-01-0324	04/09/2024	March Housing Element Update Services 1313 - General Plan Update and Maint		\$2,040.50
105948	04/12/2024			SAN LORENZO LUMBER	\$386.52
	Invoice	Date	Description		Amount
	55-0874881	03/25/2024	Primer, saw blades, sanding disc		\$182.58
	55-0875256	03/27/2024	Lumber		\$203.94
105949	04/12/2024			SANTA CRUZ COUNTY DEPT OF PUBLIC WORKS	\$211.95
	Invoice	Date	Description		Amount
	ZONEV-20240072	04/05/2024	Zone V pass through payment		\$211.95

City Checks Issued April 12, 2024

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105950	04/12/2024			SANTA CRUZ COUNTY INFORMATION SERVICES	\$704.99
	Invoice	Date	Description		Amount
	Radio Shop 3/24	01/05/2024	January - March 2024 Radio Shop Charges		\$704.99
105951	04/12/2024			SANTA CRUZ SENTINEL	\$507.20
	Invoice	Date	Description		Amount
	0001406467	03/31/2024	March legal notices		\$507.20
105952	04/12/2024			SOQUEL CREEK WATER DISTRICT	\$3,545.11
	Invoice	Date	Description		Amount
	13-10919-0040124	04/01/2024	13-10919-00 2000 Wharf Road water service		\$52.34
	42-14952-0040124	04/01/2024	42-14952 Cortez Park irrigation		\$170.18
	42-15297-0040124	04/01/2024	42-15297-00 426 Capitola Ave irrigation		\$162.71
	42-15969-0040124	04/01/2024	42-15969-00 Lawn Way irrigation		\$70.20
	42-16122-0040124	04/01/2024	42-16122-00 Esplanade fountain irrigation		\$76.61
	42-10504-0040124	04/01/2024	42-10504-00 Cliff Drive irrigation		\$70.20
	42-11090-0040124	04/01/2024	42-11090-01 Capitola Road irrigation		\$162.71
	42-11467-0040124	04/01/2024	42-11467-00 Jade Street park irrigation		\$1,284.06
	42-11517-0040124	04/01/2024	42-11517-00 41st Avenue irrigation		\$162.71
	42-14404-0040124	04/01/2024	42-14404-00 Monterey Ave. Nobel Gulch Park irrigation		\$70.20
	42-16130-0040124	04/01/2024	42-16130-00 Wharf Road irrigation		\$70.20
	42-16136-0040124	04/01/2024	42-16136-00 1400 Wharf Road irrigation		\$117.32
	42-16407-0040124	04/01/2024	42-16407-00 Bay Ave. irrigation		\$70.20
	34-18508-0040124	04/01/2024	34-18508-00 1510 McGregor Drive water service		\$34.85
	42-14431-0040124	04/01/2024	42-14431-00 Monterey Ave irrigation		\$830.22
	42-17688-0040124	04/01/2024	42-17688-00 Lawn Way irrigation 2		\$70.20
	42-18238-0040124	04/01/2024	42-18238-00 Capitola Road irrigation		\$70.20
			1000 - General Fund		\$3,427.79
			1311 - Wharf		\$117.32
105953	04/12/2024			THE CLEANING MACHINE INC.	\$2,950.00
	Invoice	Date	Description		Amount
	6673	04/05/2024	Village sidewalk cleaning		\$2,950.00
105954	04/12/2024			US BANK PARS Acct 6746022400	\$699.89
	Invoice	Date	Description		Amount
	PARS040524	04/05/2024	PARS contributions PPE 3/30/24		\$699.89
			1001 - Payroll Payables		
105955	04/12/2024			VISIT SANTA CRUZ COUNTY	\$700.00
	Invoice	Date	Description		Amount
	13233	04/02/2024	BIA Advertising		\$700.00
			1321 - BIA - Capitola Village-Wharf BIA		

City Checks Issued April 12, 2024

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
105956	04/12/2024			WATSONVILLE BLUEPRINT	\$58.09
	Invoice	Date	Description		Amount
	115276	03/11/2024	Blueprint prints		\$58.09
			1200 - Capital Improvement Fund		
105957	04/12/2024			WE ALL RIDE SANTA CRUZ	\$210.40
	Invoice	Date	Description		Amount
	4181305	04/05/2024	Oil filter, brake pads, battery charger, protaper		\$210.40
105958	04/12/2024			ABBY AHRENS C/O ENCHANTE HOTEL	\$7,096.79
	Invoice	Date	Description		Amount
	AA040824	04/08/2024	#23-0254 723 El Salto PCR Refund		\$7,096.79
105959	04/12/2024			HAYDEN INCOME PROPERTY, LLC	\$259.20
	Invoice	Date	Description		Amount
	HIP040924	04/09/2024	1500 Wharf Rd #3 TMD Refund		\$259.20
105960	04/12/2024			YVETTE ZUNIGA-ONOFRE	\$60.00
	Invoice	Date	Description		Amount
	YZO040924	04/09/2024	GoKids Reimbursement		\$60.00
105961	04/11/2024			Michelle Chao	\$15.00
	Invoice	Date	Description		Amount
	2005575.002	03/07/2022	Tennis class refund		\$15.00
Type Check Totals:					\$114,430.44
<u>EFT</u>					
1697	04/08/2024			CalPERS Member Services Division	\$64,786.63
	Invoice	Date	Description		Amount
	1002614984-7	04/05/2024	PERS contributions PPE 3/30/24		\$64,786.63
			1000 - General Fund		\$0.33
			1001 - Payroll Payables		\$64,786.30
1698	04/08/2024			EMPLOYMENT DEVELOPMENT DEPARTMENT	\$10,214.14
	Invoice	Date	Description		Amount
	1-719-982-352	04/05/2024	State taxes PPE 3/30/24		\$10,214.14
			1001 - Payroll Payables		
1699	04/08/2024			INTERNAL REVENUE SERVICE	\$34,341.72
	Invoice	Date	Description		Amount
	43388483	04/05/2024	Federal taxes & Medicare PPE 3/30/24		\$34,341.72
			1001 - Payroll Payables		

City Checks Issued April 12, 2024

Item 8 B.

Check Number	Invoice Number	Invoice Date	Description	Payee Name	Transaction Amount
1700	04/08/2024			STATE DISBURSEMENT UNIT	\$1,955.06
	Invoice	Date	Description		Amount
	47816060	04/05/2024	Employee garnishments PPE 3/30/24		\$1,955.06
			1001 - Payroll Payables		
1701	04/08/2024			VOYA FINANCIAL	\$7,549.60
	Invoice	Date	Description		Amount
	VOYA040524	04/05/2024	Employee 457 contributions PPE 3/30/24		\$7,549.60
			1001 - Payroll Payables		

Type EFT Totals: \$118,847.15

Main City Totals	Count	Total
Checks	54	\$114,430.44
EFTs	5	\$118,847.15
All	59	\$233,277.59

Payroll Totals	Count	Total
Checks	0	\$0.00
EFTs	0	\$0.00
All	0	\$0.00

Grand Totals:	Count	Total
Checks	54	\$114,430.44
EFTs	5	\$118,847.15
All	59	\$233,277.59

Capitola City Council

Agenda Report



Meeting: April 25, 2024

From: Community Development Department

Subject: Setting Mobile Home Park Rent Stabilization Anniversary Date

Recommended Action: Adopt a resolution establishing July 1 as the anniversary date for rent increases for mobile home parks pursuant to Capitola Municipal Code Chapter 2.18 Mobile Home Park Rent Stabilization.

Background: On May 25, 2023, the City Council established mobile home rent stabilization regulations through Ordinance Nos. 1059 and 1060, codified in the Capitola Municipal Code as Chapter 2.18.

Discussion: Capitola Municipal Code Chapter 2.18: Mobile Home Rent Stabilization sets parameters for rent control regulations. CMC Section 2.18.060 specifies that the City Council shall establish an anniversary date for all rent increases unless the space or park is exempt by law. Mobile home park owners are required to post the anniversary date in the park office or areas where it can easily be seen by homeowners.

To ensure Chapter 2.18 is uniformly applied, the City should establish a specific anniversary date of rent increases within the City. The rent stabilization ordinance went into effect in June of 2023. The resolution in Attachment 1 establishes a July 1 anniversary date for rent increases. Mobile home park owners must continue to comply with provisions of California's Mobile Home Residency Law for instituting rent increases, including Civil Code section 798.30, which requires at least 90 days' notice prior to imposing a rent increase.

Fiscal Impact: N/A

Attachments:

1. Resolution

Report Prepared By: Katie Herlihy, Community Development Director

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

Approved By: Jamie Goldstein, City Manager

RESOLUTION NO. _____
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
SETTING FORTH THE ANNIVERSARY DATE FOR RENT INCREASES FOR MOBILE
HOME PARKS PURSUANT TO CAPITOLA MUNICIPAL CODE SECTION 2.18.060

WHEREAS, on May 25, 2023, the City of Capitola City Council established mobile home rent stabilization regulations through Ordinance Nos. 1059 and 1060, codified in the Capitola Municipal Code as Chapter 2.18.

WHEREAS, Section 2.18.060 specifies that the City Council shall establish an anniversary date for all rent increases, unless the space or park is exempt by law.

WHEREAS, mobile home park owners are required to post the anniversary date in the park office or areas where it can easily be seen by homeowners.

WHEREAS, in order to ensure Chapter 2.18 is uniformly applied, the City Council is setting forth July 1 as the anniversary date of rent increases within the City.

WHEREAS, as required Civil Code section 798.30, mobile home park owners are required to provide at least 90 days' notice before the date of the increase.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Capitola that the foregoing recitals are true and correct.

BE IT FURTHER RESOLVED that the City Council does hereby find and adopt as follows:

1. The anniversary date for all rent increases in a mobile home park or space under Chapter 2.18 of the Capitola Municipal Code shall be July 1 of each year.
2. Park Owners subject to Chapter 2.18 shall post the anniversary date in the park office or areas where it can easily be seen by homeowners.

Section 1. Effective Date. This resolution shall take effect immediately upon its adoption.

Section 2. The City Clerk shall certify the adoption of this Resolution and shall cause a certified Resolution to be filed in the Office of the City Clerk.

I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the ___ day of April 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____
Julia Gautho, City Clerk

Capitola City Council Agenda Report



Meeting: April 25, 2024
From: Finance Department
Subject: Agreement for Auditing Services

Recommended Action: Authorize the City Manager to execute a five-year agreement for professional auditing services with Chavan & Associates, LLP, certified public accountants, to conduct the 2023-24 through 2027-28 fiscal year audits and required reports in an amount not to exceed \$51,000 annually, for a total contract amount not to exceed \$255,000.

Background: After six years of partnership with Eide Bailly, the City of Capitola concluded its contract with the firm upon the completion of FY 2022-23 financial statements and reports. Generally Accepted Accounting Principles (GAAP) regarding auditor objectivity and rotation recommend a change of auditors periodically as a best management practice. The impact of the Sarbanes-Oxley Act (SOA) of 2002 has led many local government agencies to change financial audit services every 5 to 7 years. Section 203 of the SOA requires a five-year rotation cycle for the external lead and reviewing audit partners. Similarly, a California Society of Municipal Financial Officers survey of cities revealed that most rotate their audit firm on average every 5 years.

Discussion: On February 7, 2024, the Finance Department issued a Request for Proposals (RFP) for Professional Auditing Services. The RFP was sent electronically to 12 audit firms, with 5 highly qualified firms submitting proposals for consideration. The proposals were evaluated by Finance Department staff, who considered services offered, audit team experience, level of support, and cost. The top two ranked firms were invited to participate in an interview. Reference checks were utilized for gathering further information regarding the top firm.

Both of the top firms are highly regarded within the governmental audit industry. After reviewing the proposal, conducting an interview, and taking into account the overall cost of services, staff agreed that Chavan & Associates, LLP offered the best value to the City. The following table summarizes the Audit and Comprehensive Annual Financial Report costs as well as the cost for all optional services quoted by each of the firms:

Firm	Avg. Annual Cost	Total Cost
Badawi & Associates, LLP	\$ 50,861	\$ 254,307
Chavan & Associates, LLP	\$ 51,000	\$ 255,000
Eide Bailly	\$ 73,918	\$ 369,588
Lance, Soll & Lunghard, LLP	\$ 78,628	\$ 393,141
Rodgers, Anderson, Malody, & Scott, LLP	\$ 58,063	\$ 290,315

Based on an analysis of the proposals and associated costs, staff recommends contracting with Chavan & Associates, LLP as our new auditors for the City financial audits beginning in FY 2023-24 and continuing through FY2027-28.

Fiscal Impact: The adopted 2023-24 fiscal year budget for auditing services is \$54,000. The total new contract cost for auditing and all optional services is \$ 51,000 annually which includes \$2,000 of services that staff does not anticipate will be needed. The costs associated with the audits in subsequent years under this agreement will be included in the proposed annual budgets subject to City Council approval each year.

Attachments:

1. Professional Services Agreement

Report Prepared By: Jim Malberg, Finance Director

Reviewed By: Julia Gautho, City Clerk, Samatha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager

Attachment A

**CITY OF CAPITOLA
PROFESSIONAL SERVICES AGREEMENT**
For Professional Auditing Services with
Chavan & Associates, LLP

THIS AGREEMENT is entered into on April 25, 2024, by and between the City of Capitola, a Municipal Corporation, hereinafter called "City" and Chavan & Associates, LLP, hereinafter called "Consultant".

WHEREAS, City desires certain services described in Appendix One and Consultant is capable of providing and desires to provide these services;

NOW, THEREFORE, City and Consultant for the consideration and upon the terms and conditions hereinafter specified agree as follows:

**SECTION 1
Scope of Services**

The services to be performed under this Agreement are for annual professional auditing and financial reporting services for fiscal years ending June 30, 2024, through June 30, 2028, as further detailed in Appendix One.

**SECTION 2
Duties of Consultant**

All work performed by Consultant, or under its direction, shall be sufficient to satisfy the City's objectives for entering into this Agreement and shall be rendered in accordance with the generally accepted practices, and to the standards of, Consultant's profession.

Consultant shall not undertake any work beyond the scope of work set forth in Appendix One unless such additional work is approved in advance and in writing by City. The cost of such additional work shall be reimbursed to Consultant by City on the same basis as provided for in Section 4.

If, in the prosecution of the work, it is necessary to conduct field operations, security and safety of the job site will be the Consultant's responsibility excluding, nevertheless, the security and safety of any facility of City within the job site which is not under the Consultant's control.

Consultant shall meet with the Finance Director, called "Director," or other City personnel, or third parties as necessary, on all matters connected with carrying out of Consultant's services described in Appendix One. Such meetings shall be held at the request of either party hereto. Review and City approval of completed work shall be obtained monthly, or at such intervals as may be mutually agreed upon, during the course of this work.

**SECTION 3
Duties of the City**

City shall make available to Consultant all data and information in the City's possession which City deems necessary to the preparation and execution of the work, and City shall actively aid and assist Consultant in obtaining such information from other agencies and individuals as necessary.

The Director may authorize a staff person to serve as his or her representative for conferring with Consultant relative to Consultant's services. The work in progress hereunder shall be reviewed from time to time by City at the discretion of City or upon the request of Consultant. If the work is satisfactory, it will be approved. If the work is not satisfactory, City will inform Consultant of the changes or revisions necessary to secure approval.

Professional Services Agreement April 25, 2024
Professional Auditing Services
Chavan & Associates, LLP
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SECTION 4 **Fees and Payment**

Payment for the Consultant's services shall be made upon a schedule and within the limit, or limits shown, upon Appendix Two. Such payment shall be considered the full compensation for all personnel, materials, supplies, and equipment used by Consultant in carrying out the work. If Consultant is compensated on an hourly basis, Consultant shall track the number of hours Consultant, and each of Consultant's employees, has worked under this Agreement during each fiscal year (July 1 through June 30) and Consultant shall immediately notify City if the number of hours worked during any fiscal year by any of Consultant's employees reaches 900 hours. In addition, each invoice submitted by the Consultant to City shall specify the number of hours to date Consultant, and each of Consultant's employees, has worked under this Agreement during the current fiscal year.

SECTION 5 **Changes in Work**

City may order major changes in scope or character of the work, either decreasing or increasing the scope of Consultant's services. No changes in the Scope of Work as described in Appendix One shall be made without the City's written approval. Any change requiring compensation in excess of the sum specified in Appendix Two shall be approved in advance in writing by the City.

SECTION 6 **Time of Beginning and Schedule for Completion**

This Agreement will become effective when signed by both parties and will terminate on the earlier of:

- The date Consultant completes the services required by this Agreement, as agreed by the City; or
- The date either party terminates the Agreement as provided below.

Work shall begin on or about April 25, 2024.

In the event that major changes are ordered, or Consultant is delayed in performance of its services by circumstances beyond its control, the City will grant Consultant a reasonable adjustment in the schedule for completion provided that to do so would not frustrate the City's objective for entering into this Agreement. Consultant must submit all claims for adjustments to City within thirty calendar days of the time of occurrence of circumstances necessitating the adjustment.

SECTION 7 **Termination**

City shall have the right to terminate this Agreement at any time upon giving ten days written notice to Consultant. Consultant may terminate this Agreement upon written notice to City should the City fail to fulfill its duties as set forth in this Agreement. In the event of termination, City shall pay the Consultant for all services performed and accepted under this Agreement up to the date of termination.

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 Professional Auditing Services
 Chavan & Associates, LLP
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SECTION 8 Insurance

Consultant shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, or employees.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 0001).
2. Insurance Services office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California, and Employer's Liability Insurance.
4. Professional (Errors and Omissions) Liability insurance appropriate to the consultant's profession. Architects' and engineers' coverage shall include contractual liability.

Minimum Limits of Insurance

Consultant shall maintain limits no less than:

- | | |
|--|---|
| 1. General Liability:
(including operations, products and completed operations) | \$1,000,000 per occurrence and \$2,000,000 in aggregate (including operations, for bodily injury, personal and property damage. |
| 2. Automobile Liability: | \$1,000,000 per accident for bodily injury and property damage. |
| 3. Employer's Liability Insurance | \$1,000,000 per accident for bodily injury and property damage. |
| 4. Errors and Omissions Liability:
Limits | \$1,000,000 per claim and \$2,000,000 in the aggregate. |

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Other Insurance Provisions

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City of Capitola, its officers, officials, employees and volunteers are to be covered as additional insured's as respects: liability arising out of work or operations performed by or on behalf of the Consultant or automobiles owned, leased, hired or borrowed by the Consultant.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled except after prior written notice has been given to the City.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Waiver of Subrogation

Contractor hereby agrees to waive rights of subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. **The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Capitola** for all work performed by the Contractor, its employees, agents and subcontractors.

Verification of Coverage

Consultant shall furnish the City with original certificates and amendatory endorsements affecting coverage by this clause. The endorsements should be on forms provided by the City or on other than the City's forms provided those endorsements conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

SECTION 9 Indemnification

For General Services: To the fullest extent permitted by law, Consultant agrees to indemnify, defend, and hold harmless the City, its directors, officers, employees from and against any and all claims, demands, actions, liabilities, damages, judgments, or expenses (including attorneys' fees and costs) arising from the acts or omissions of Consultant's employees or agents in any way related to the obligations or in the performance of services under this Agreement, except for design professional services as defined in Civil Code § 2782.8, and except where caused by the sole or active negligence, or willful misconduct of the City.

For Design Professional Services under Civil Code §2782.8: To the fullest extent permitted by law, Consultant agrees to indemnify, defend, and hold harmless the City, its directors, officers, and employees

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Professional Auditing Services
Chavan & Associates, LLP
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from and against any and all claims, demands, actions, liabilities, damages, or expenses (including attorneys' fees and costs) arising from the negligence, recklessness, or willful misconduct of the Consultant, Consultant's employees, or agents in any way related to the obligations or in the performance of design professional services under this Agreement as defined in Civil Code §2782.8, except where caused by the sole or active negligence, or willful misconduct of the City. The costs to defend charged to the Consultant relating to design professional services shall not exceed the Consultant's proportionate percentage of fault per Civil Code §2782.8 and against all claims, damages, losses, and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the Consultant, Consultant's employees, agents or subcontractors, except where caused by the active negligence, sole negligence, or willful misconduct of the City.

SECTION 10 **Civil Rights Compliance/Equal Opportunity Assurance**

Every supplier of materials and services and all consultants doing business with the City of Capitola shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990 and shall be an equal opportunity employer as defined by Title VII of the Civil Rights Act of 1964 and including the California Fair Employment and Housing Act of 1980. As such, consultant shall not discriminate against any person on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, age, or sex with respect to hiring, application for employment, tenure or terms and conditions of employment. Consultant agrees to abide by all of the foregoing statutes and regulations.

SECTION 11 **Legal Action/Attorneys' Fees**

If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which he or she may be entitled. The laws of the State of California shall govern all matters relating to the validity, interpretation, and effect of this Agreement and any authorized or alleged changes, the performance of any of its terms, as well as the rights and obligations of Consultant and the City.

SECTION 12 **Assignment**

This Agreement shall not be assigned without first obtaining the express written consent of the Director after approval of the City Council.

SECTION 13 **Amendments**

This Agreement may not be amended in any respect except by way of a written instrument which expressly references and identifies this particular Agreement, which expressly states that its purpose is to amend this particular Agreement, and which is duly executed by the City and Consultant. Consultant acknowledges that no such amendment shall be effective until approved and authorized by the City Council, or an officer of the City when the City Council may from time to time empower an officer of the City to approve and authorize such amendments. No representative of the City is authorized to obligate the City to pay the cost or value of services beyond the scope of services set forth in Appendix Two. Such authority is retained solely by the City Council. Unless expressly authorized by the City Council, Consultant's compensation shall be limited to that set forth in Appendix Two.

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Professional Auditing Services
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SECTION 14 Miscellaneous Provisions


1. *Project Manager.* Director reserves the right to approve the project manager assigned by Consultant to said work. No change in assignment may occur without prior written approval of the City.
2. *Consultant Service.* Consultant is employed to render professional services only and any payments made to Consultant are compensation solely for such professional services.
3. *Licensure.* Consultant warrants that he or she has complied with any and all applicable governmental licensing requirements.
4. *Other Agreements.* This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter, and no other agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.
5. *City Property.* Upon payment for the work performed, or portion thereof, all drawings, specifications, records, or other documents generated by Consultant pursuant to this Agreement are, and shall remain, the property of the City whether the project for which they are made is executed or not. The Consultant shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information and reference in connection with the City's use and/or occupancy of the project. The drawings, specifications, records, documents, and Consultant's other work product shall not be used by the Consultant on other projects, except by agreement in writing and with appropriate compensation to the City.
6. *Consultant's Records.* Consultant shall maintain accurate accounting records and other written documentation pertaining to the costs incurred for this project. Such records and documentation shall be kept available at Consultant's office during the period of this Agreement, and after the term of this Agreement for a period of three years from the date of the final City payment for Consultant's services.
7. *Independent Contractor.* In the performance of its work, it is expressly understood that Consultant, including Consultant's agents, servants, employees, and subcontractors, is an independent contractor solely responsible for its acts and omissions, and Consultant shall not be considered an employee of the City for any purpose.
8. *Conflicts of Interest.* Consultant stipulates that corporately or individually, its firm, its employees and subcontractors have no financial interest in either the success or failure of any project which is, or may be, dependent on the results of the Consultant's work product prepared pursuant to this Agreement.
9. *Notices.* All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given and fully received when made in writing and deposited in the United States mail, certified and postage prepaid, and addressed to the respective parties as follows:

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Professional Auditing Services
Chavan & Associates, LLP
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CITY
CITY OF CAPITOLA
420 Capitola Avenue
Capitola, CA 95010
831-475-7300

CONSULTANT
Name
Address
Phone

By: _____
Benjamin Goldstein, City Manager

By:  _____
8BE45E1292E9427

Dated: _____

Dated: 4/12/2024 _____

Approved as to Form:

Samantha Zutler, City Attorney

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APPENDIX ONE

Scope of Services

- A.** Independent Auditor's Reports for the City on the fair presentation of the financial statements in conformity with generally accepted accounting principles based upon audits of the Basic Financial Statements of the City. The other supplementary information listed in the Table of Contents in the City's ACFR, including combining schedules and additional budgetary comparison schedules, are not a required part of the basic financial statements, however, C&A is to provide a report on the combining and individual fund financial statements and supporting schedules. The information presented shall be based on the auditing procedures applied during the audits of these basic financial statements.
- B.** Management and Statements on Auditing Standards (SAS) 114 Letters, which include findings, statements, observations, opinions, comments, or recommendations, related to:
 - 1. Systems of internal control based upon C&As' understanding of the control structure and assessment of control risk.
 - 2. Compliance with applicable laws and regulations.
 - 3. Accounting systems, functions, procedures and processes, especially with regard to cost effectiveness.
- C.** GANN Appropriations Limit Agreed Upon Procedures.
- D.** Single Audit Report of Federal Financial Assistance (if required).
- E.** City's Financial Transactions Report to the State Controller (optional).
- F.** State Compensation Report (optional).
- G.** Reports on other audits or agreed-upon procedures may be agreed to in writing and as stated in a supplemental audit agreement. Prior to beginning work, the scope of the study and associated costs shall be approved by the City.
- H.** ACFR - 10 bound copies and 1 pdf file.
- I.** Management and SAS 114 Letters - 10 bound copies and 1 pdf file.
- J.** Single Audit, if applicable, - 10 bound reports and 1 pdf file.
- K.** To meet the requirements of this request for proposal, these audits are to be performed in accordance with all applicable and generally accepted auditing standards including, but not limited to: the standards set forth for financial audits by the Governmental Accounting Standards Board (GASB), in the General Accounting Office's (GAO) Government Auditing Standards, and in the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations.
- L.** The schedule of federal financial assistance and related auditor's report, as well as the reports on the internal controls and compliance, are not to be included in the ACFR, but are to be issued separately.
- M.** The City has received awards from the Government Finance Officers Association (GFOA) for the "Certificate of Achievement for Excellence in Financial Reporting" since Fiscal Year 2012. Prior to receiving the GFOA Award, the City received the Certificate for Outstanding Financial Reporting for its ACFR by the California Society of Municipal Finance Officers (CSMFO). This award was received consistently since FY 2000.

The City anticipates that it will continue to send its comprehensive annual financial report to the GFOA for review in their Certificate of Achievement for Excellence in Financial Reporting program. The format of reports shall allow the City to meet the requirements of that program. This also requires that C&A ensure that the audit report and financial statements are complete in time for submission to GFOA. C&A shall also assist with developing responses to any comments or deficiencies noted by GFOA.

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- N.** All working papers and reports must be retained, at C&A's expense, for a minimum of five (5) years following completion of the audit, unless the firm is notified in writing by the City of the need to extend the retention period. C&A will be required to make working papers available, upon request, to the following parties or their designees:
 - 1. Parties designated by the federal or state governments or by the City as part of an audit quality review process.
 - 2. Auditors of entities of which the City of Capitola is a sub-recipient of grant funds.
 - 3. State of California, Office of the State Controller.
- O.** In addition, C&A shall respond to the inquiries of successor auditors and allow successor auditors to review working papers relating to matters of accounting significance.

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APPENDIX TWO Fees and Payments

For the services performed, City will pay consultant on a not-to-exceed, lump sum basis upon satisfactory completion of the services and delivery of work products. Payments will be issued monthly as charges accrue, the sum of consultant's salary expenses and non-salary expenses.

Consultant hereby represents and warrants, based upon Consultant's independent determination of the time and labor, including overtime, which will be required to perform said services, that Consultant will provide all said services at a cost which will not exceed the maximum price set forth in this agreement for Consultant's services. Consultant hereby assumes the risk that Consultant will perform said services within this maximum price constraint and Consultant acknowledges that its inability to do so shall not excuse completion of the services and shall not provide a basis for additional compensation.

Salary expenses include the actual direct pay of personnel assigned to the project (except for routine secretarial and account services) plus payroll taxes, insurance, sick leave, holidays, vacation, and other fringe benefits. The percentage of compensation attributable to salary expenses includes all of Consultant's indirect overhead costs and fees. For purposes of this Agreement, Consultant's salary expenses and non-salary expenses will be compensated at the rates set forth in the fee schedule attached to this appendix and in accordance with the terms set forth therein. Non-salary expenses include travel, meals and lodging while traveling, materials other than normal office supplies, reproduction and printing costs, equipment rental, computer services, service of subconsultants or subcontractors, and other identifiable job expenses. The use of Consultant's vehicles for travel shall be paid at the current Internal Revenue Service published mileage rate.

Salary payment for personnel time will be made at the rates set forth in the attached fee schedule for all time charged to the project. Normal payroll rates are for 40 hours per week. Consultant shall not charge the City for personnel overtime salary at rates higher than those set forth in the attached fee schedule without the City's prior written authorization.

In no event shall the total fee charged for the scope of work set forth in Appendix One exceed the annual budget of \$51,000 (Fifty-One Thousand Dollars and Zero Cents) or total budget of \$255,000 (Two Hundred Fifty-Five Thousand Dollars and Zero Cents) as detailed below, without specific, written advance authorization from the City.

Payments shall be made monthly by the City, based on itemized invoices from the Consultant which list actual costs and expenses. Such payments shall be for the invoice amount. The monthly statements shall contain the following affidavit signed by a principal of the Consultant's firm:

"I hereby certify as principal of the firm of Chavan & Associates, LLP, that the annual charge of \$51,000 (Fifty-One Thousand Dollars and Zero Cents) and total charge of \$255,000 (Two Hundred Fifty-Five Thousand Dollars and Zero Cents) for auditing services for fiscal years ending June 30, 2024, through June 30, 2028, as summarized above and shown in detail on the attachments is fair and reasonable, is in accordance with the terms of the Agreement dated April 25, 2024, and has not been previously paid."

Capitola City Council

Agenda Report

Meeting: April 25, 2024

From: City Manager Department

Subject: Opposition to the California Taxpayer Protection and Government Accountability Act



Recommended Action: Adopt a resolution opposing Initiative #21-0042A1, the California Taxpayer Protection and Government Accountability Act.

Background: On February 27th, the League of California Cities requested support from the City of Capitola in opposing Initiative #21-0042A1, a measure appearing on the November 2024 ballot. The Taxpayer Protection and Government Accountability Act would revise the California Constitution with provisions that limit voters' authority and input, adopt new and stricter rules for raising taxes and fees, and may make it more difficult to impose fines and penalties for violation of state and local laws.

The measure puts billions of local government tax and fee revenues at risk statewide with related core public service impacts.

The measure could have significant negative impacts on the City's operations and core service delivery.

The proposed constitutional initiative is sponsored by the California Business Roundtable.

Discussion: On Jan. 4, 2022, the California Business Roundtable filed the "Taxpayer Protection and Government Accountability Act" or AG# 21-0042A1. On Feb. 1, 2023, the measure qualified for the November 2024 ballot.

The League of California Cities, along with a broad coalition of local governments, labor and public safety leaders, infrastructure advocates, and businesses, strongly opposes this initiative.

Local government revenue-raising authority is currently substantially restricted by state statute and constitutional provisions, including the voter-approved provisions of Proposition 13 of 1978, Proposition 218 of 1996, and Proposition 26 of 2010. The Taxpayer Protection and Government Accountability Act adds and expands restrictions on voters and local government tax and fee authority.

Fiscal Impact: Potential severe negative impacts on future revenues, amount undetermined.

Attachments:

1. Resolution
2. Link to full text of ballot initiative: <https://oag.ca.gov/system/files/initiatives/pdfs/21-0042A1%20%28Taxes%29.pdf>

Report Prepared By: Julia Gautho, City Clerk Report

Approved By: Jamie Goldstein, City Manager

RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
OPPOSING INITIATIVE #21-0042A1**

WHEREAS, an association representing California’s wealthiest corporations is spending tens of millions of dollars to promote a deceptive ballot measure currently eligible for the November 2024 statewide ballot; and

WHEREAS, the measure creates constitutional loopholes that allow corporations to pay far less than their fair share for the impacts they have on our communities, which could force residents and taxpayers to pay more to maintain services; and

WHEREAS, the measure threatens billions of dollars every year in local government funding for services like fire and emergency response, law enforcement, affordable housing, services to support homeless residents, mental health services, and more; and

WHEREAS, the measure, if passed, would have substantial negative impacts on the City’s future revenues in an amount yet to be determined; and

WHEREAS, the measure is an attack on voters’ rights, containing undemocratic provisions that would make it more difficult for local voters to pass measures to fund services, provisions that retroactively cancel measures recently passed by voters, and provisions that prevent voters from passing advisory measures that provide direction on how they want their local tax dollars spent; and

WHEREAS, the measure contains intentionally restrictive language that will encourage hundreds of frivolous lawsuits against cities and local governments – costing taxpayers many millions and stopping investments in vital local services; and

WHEREAS, the measure would make it much more difficult for state and local regulators to issue fines and levies on corporations that violate laws intended to protect our environment, public health and safety, and our neighborhoods; and

WHEREAS, the measure is opposed by hundreds of local governments, teachers, firefighters, working families and local elected officials.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Capitola that the City of Capitola opposes Initiative #21-0042A1;

BE IT FURTHER RESOLVED that the City of Capitola will join the “Stop the Taxpayer Deception Act” coalition, a growing coalition of public safety, education, labor, local government, and infrastructure groups throughout the state. We direct staff to email a copy of this adopted resolution to the League of California Cities at BallotMeasures@calcities.org.

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 25th day of April, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Kristen Brown, Mayor

ATTEST:

Julia Gautho, City Clerk

Capitola City Council

Agenda Report

Meeting: April 25, 2024

From: Community Development Department

Subject: Surplus Land Declaration



Recommended Action: Adopt a resolution declaring a portion of Monterey Park, comprising approximately 4,284 square feet, to be exchanged for a portion of New Brighton Middle School, comprising approximately 5,592 square feet, by and between the City of Capitola and the Soquel Union Elementary School District, as exempt surplus land pursuant to California Government Code §§ 54221 (f)(1)(C) and 54221 (f)(1)(D)¹.

Environmental Determination: Categorically exempt pursuant to State CEQA Guideline §15312.

Background: The Soquel Union Elementary School District (“District”) owns 4.9 acres of property located at 700 Monterey Avenue which is home to New Brighton Middle School (“District Parcel”). The City of Capitola (“City”) is the owner of 3.9 acres of property known as Monterey Park, located adjacent to the District Parcel on Monterey Avenue (“City Parcel”). The District Parcel and City Parcel are more particularly identified on the assessor parcel map attached to this report as Attachment 1.

The District and the City have been discussing the exchange of a portion of the District Parcel, consisting of approximately 5,592 square feet, as more particularly identified as the two (2) sections highlighted in orange in the Aerial View Map attached to this report as Attachment 2 (“District Exchange Parcel”), for an approximately 4,284 square foot portion of the City Parcel, as more particularly identified as the section highlighted in blue in Attachment 2 (“City Exchange Parcel”). A future agreement governing the exchange of these portions of real property will require the approval of the City Council of the City of Capitola and the School Board of the Soquel Union Elementary School District which will be presented to the City Council at a later meeting.

The District has undertaken master planning of its educational facilities and enclosed as Attachment 3 to this report is the most recent plan for New Brighton Middle School. However, the contemplated exchange of the City Exchange Parcel and District Exchange Parcel as depicted in Attachment 2 would significantly improve the layout of the recreational facilities. Thus, the City Exchange Parcel to be disposed of by the City and acquired by the District would be used and developed by the District to enhance the recreational facilities at the New Brighton Middle School as part of a larger redevelopment of the District Parcel as depicted on Attachment 2.

As depicted on Attachment 2, the District Exchange Parcel to be acquired by the City is made up of 2 separate areas, Area A and Area C. The larger of the 2 areas, Area C, can be used and developed by the City to enhance the recreational facilities at Monterey Park, whereas the long and narrow area, Area A, will serve to ensure and enhance pedestrian access to the Park from the Cliffwood Heights neighborhood.

California Government Code § 65402(a) provides that if a general plan has been adopted, no real property shall be acquired or disposed of by the City until the location, purpose, and extent of such disposal has been submitted to and reported upon by the planning agency as to the conformity the adopted general plan. On April 4, 2024, the City of Capitola Planning Commission considered the

¹ 54221. As used in this article, the following definitions shall apply:

(f) (1) Except as provided in paragraph (2), “exempt surplus land” means any of the following:

(C) Surplus land that a local agency is exchanging for another property necessary for the agency’s use. “Property” may include easements necessary for the agency’s use.

(D) Surplus land that a local agency is transferring to another local, state, or federal agency, or to a third-party intermediary for future dedication for the receiving agency’s use, or to a federally recognized California Indian tribe.

proposed disposal of the City Exchange Parcel and acquisition of the District Exchange Parcel by the City of Capitola and determined that said actions were consistent with and conform with the Capitola General Plan.

During the meeting, the Planning Commission recommended the fence for the extended pathway between Orchid Avenue and Monterey Park be composed of material like chainlink or similar to ensure visibility and safety. The staff report and supporting documentation presented to and considered by the Planning Commission can be found at:

<https://meetings.municode.com/adaHtmlDocument/index?cc=CAPITOLACA&me=7a1699cfde7f4d0f8d2bce5df22a5e22&ip=True>.

Discussion: The Surplus Land Act, California Government Code §§54220 *et. seq.*, establishes procedures for the disposition of “surplus land” owned by a “local agency” which generally requires said “surplus land” to be made available for affordable housing purposes, park and recreation purposes or open-space purposes before disposition. However, as provided by Section 54222.3, these procedures do not apply to the disposal of “exempt surplus land” as defined in Section 54221 (f)(1)(A) through 54221 (f)(1)(S).

With respect to the District’s proposed disposition of the District Exchange Parcel, on February 7, 2024, the District adopted Resolution No. 6-2023-24, determining the District Exchange Parcel to be “exempt surplus land” pursuant to Section 54221 (f)(1)(C) because the property (i.e. the District Exchange Parcel) is being exchanged for another property (i.e. the City Exchange Parcel) necessary for the District’s use.

With respect to the City’s proposed disposition of the City Exchange Parcel, it too is “exempt surplus land” pursuant to Section 54221 (f)(1)(C) because the property (i.e. the City Exchange Parcel) is being exchanged for another property (i.e. the District Exchange Parcel) necessary for the City’s use. In addition, it also qualifies as “exempt surplus land” pursuant to Section 54221 (f)(1)(D) because the property (i.e. the City Exchange Parcel) is being transferred to another local agency.

CEQA: The adoption of the attached Resolution is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to the Class 12 exemption set forth in State CEQA Guideline §15312. While the action before the City Council does not involve the approval of the agreement governing the proposed exchange of property, the finding regarding exemption from the Surplus Land Act nevertheless relates to the City’s proposed acquisition of the District Exchange Parcel and disposition of the City Exchange Parcel.

The Class 12 exemption from CEQA set forth in State CEQA Guideline §15312 exempts the sale of surplus government property. While the District Exchange Parcel and City Exchange Parcel are defined as “exempt surplus land” for purposes of the Surplus Land Act, both parcels are nevertheless surplus government property for purposes of State CEQA Guideline §15312. However, §15312 goes on to provide that there is an *exception to the exemption* with respect to parcels located within an area of statewide, regional or areawide concern per Section 15206(b)(4), including parcels within the California Coastal Zone defined in and mapped pursuant to Public Resources Code §30103. The City Exchange Parcel and District Exchange Parcel are both located within the mapped California Coastal Zone applicable to Capitola (See Attachment 4).

Nevertheless, the exemption from CEQA is still applicable if (i) the property does not have significant value for wildlife habitat or other environmental purposes and (ii) the property is of such size, shape or inaccessibility that it is incapable of independent development, or the property sold would qualify for other categorical exemptions, or the use of the property and adjacent property has not changed since the time of purchase by the public agency.

In this instance, neither the City Exchange Parcel nor District Exchange Parcel have significant value for wildlife habitat or other environmental purposes, as one parcel is currently a portion of an urban city park and the other a portion of an operational school sports field. In addition, given the size and shape of the parcels, as well as their inaccessibility due to their interior location within larger parcels, the parcels are incapable of independent development. Accordingly, the Class 12 exemption set forth in State CEQA Guideline §15312 applies to the adoption of the enclosed Resolution.

Recommendation: Staff recommends that the City Council adopt the attached Resolution which includes the following findings:

1. The adoption of the Resolution, which relates to the City's determination that the City Exchange Parcel is "exempt surplus land" pursuant to California Government Code §§ 54221 (f)(1)(C) and 54221 (f)(1)(D), is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines §15312; and
2. The City Exchange Parcel to be disposed of by the City and acquired by the District is "exempt surplus land" pursuant to California Government Code §§ 54221 (f)(1)(C) and 54221 (f)(1)(D).

Public Noticing: The meeting agenda, City Council staff report, resolution, and attachments were posted on the City website.

Fiscal Impact: There is no fiscal impact associated with the recommended action.

Attachments:

1. Assessor Parcel Map
2. Map of City Exchange Parcel (blue) and District Exchange Parcels (orange)
3. New Brighton Middle School Master Plan
4. Capitola Coastal Zone Map
5. Resolution and Exhibit A to Resolution

Report Prepared By: Katie Herlihy, Community Development Director

Reviewed By: Julia Gautho, City Clerk; Michael Biddle, Assistant City Attorney

Approved By: Jamie Goldstein, City Manager

Exhibit A

FOR TAX PURPOSES ONLY
THE INFORMATION SHOWN ON THIS MAP IS FOR INFORMATIONAL PURPOSES ONLY.
IT IS NOT TO BE USED FOR ANY OTHER PURPOSE. ALL RIGHTS ARE RESERVED.
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CITY OF CAPITOLA

Tax Area Code
3-108

36-15



Assessor's Map No. 36-15
City of Capitola
County of Santa Cruz, Calif.

Estimated from VTM 08
For 2017 map use (CA Department)
For 2018 map use (Department)
For 2019 map use (Department)
For 2020 map use (Department)

Item 8 G.



- 01 DEMOLISH EXISTING PORTABLES
- 02 NEW CLASSROOMS
- 03 NEW WOODSHOP
- 04 NEW LOCKER ROOMS
- 05 NEW JOGGING TRACK
- 06 NEW ART CLASSROOM
- 07 NEW SHADE STRUCTURE
- 08 FUTURE PHOTOVOLTAIC POWER GENERATION
- 09 NEW PHYSICAL EDUCATION CLASSROOMS
- 10 NEW PATHWAY
- 11 NEW ASPHALT PARKING AREA
- 12 FOODSERVICE UPGRADE
- 13 CLASSROOM/MODERNIZATION
- 14 CAMPUS TECHNOLOGY UPGRADE
- 15 FUTURE PARKING
- 16 NEW FENCING - 6'-0"
- 17 LIBRARY MODERNIZATION
- 18 RE-ROOFING
- 19 NEW FIELD UPGRADES
- 20 GARDEN / OUTDOOR CLASSROOM



A1.1
SITE
Item 8 G.

MASTER PLAN

NEW BRIGHTON MIDDLE SCHOOL

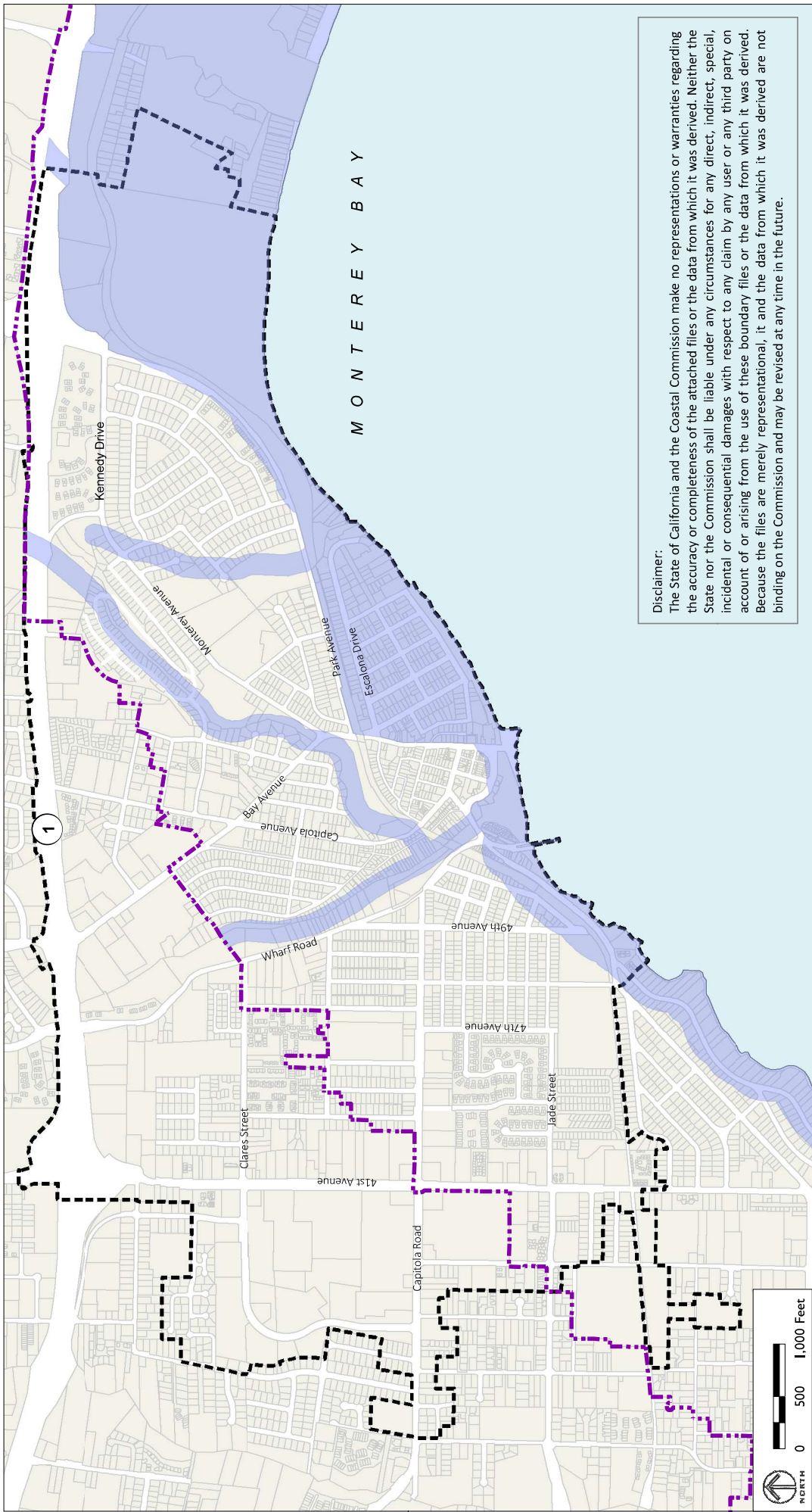
MASTER PLAN

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TEL: 800.725.0571



SCHOOL DISTRICT



Disclaimer:
The State of California and the Coastal Commission make no representations or warranties regarding the accuracy or completeness of the attached files or the data from which it was derived. Neither the State nor the Commission shall be liable under any circumstances for any direct, indirect, special, incidental or consequential damages with respect to any claim by any user or any third party on account of or arising from the use of these boundary files or the data from which it was derived. Because the files are merely representational, it and the data from which it was derived are not binding on the Commission and may be revised at any time in the future.

Source: ESRI, 2017; PlaceWorks, 2017.

- - - Santa Cruz Coastal Zone Boundary
- - - Coastal Zone Appeal Jurisdiction Boundary
- City Limit

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA DECLARING PORTION OF CITY OWNED PROPERTY KNOWN AS MONTEREY AVENUE PARK AS EXEMPT SURPLUS LAND PURSUANT TO CALIFORNIA GOVERNMENT CODE §§ 54221 (f)(1)(C) AND 54221 (f)(1)(D)

WHEREAS, the Soquel Union Elementary School District (“District”) is the fee owner of 4.9 acres of real property located at 700 Monterey Avenue, Capitola, Santa Cruz County, California, Assessor’s Parcel Number 036-151-01, which real property is the site of the New Brighton Middle School and related playing fields (“District Parcel”); and

WHEREAS, the City of Capitola (“City”) is the fee owner of 3.9 acres of real property known as Monterey Avenue Park, located adjacent to the District Parcel on Monterey Avenue in the City of Capitola, Santa Cruz County, California, Assessors’ parcel Number 036-151-02 (“City Parcel”); and

WHEREAS, the District and the City have been discussing the exchange of a portion of the District Parcel, consisting of approximately 5,592 square feet, as more particularly identified as the two (2) sections highlighted in orange (Areas A and C) in the Aerial View Map attached hereto as Exhibit A (“District Exchange Parcel”), for an approximately 4,284 square foot portion of the City Parcel, as more particularly identified as the section highlighted in blue (Area B) in the Aerial View Map attached hereto as Exhibit A (“City Exchange Parcel”); and

WHEREAS, California Government Code section 65402(a) requires that if a general plan has been adopted, no real property shall be acquired or disposed of until the location, purpose, and extent of such acquisition or disposal has been submitted to and reported upon by the planning agency as to the conformity with said adopted general plan; and

WHEREAS, on April 4, 2024, the City of Capitola Planning Commission considered the proposed disposal of the City Exchange Parcel and acquisition of the District Exchange Parcel by the City of Capitola and determined that said actions were consistent with and conform with the Capitola General Plan; and

WHEREAS, the Surplus Land Act, California Government Code §§54220 *et.seq.*, establishes procedures for the disposition of “surplus land” owned by a “local agency” which generally requires said “surplus land” to be made available for affordable housing purposes, park and recreation purposes or open-space purposes before disposition; however, as provided by Section 54222.3, these procedures do not apply to the disposal of “exempt surplus land” as defined in Section 54221 (f)(1)(A) through 54221 (f)(1)(S); and

WHEREAS, on February 7, 2024, the District adopted Resolution No. 6-2023-24, determining the District Exchange Parcel to be “exempt surplus land” pursuant to Section 54221 (f)(1)(C) because the property (i.e. the District Exchange Parcel) is being exchanged for another property (i.e. the City Exchange Parcel) necessary for the District’s use for redevelopment of New Brighton Middle School; and

WHEREAS, the City Exchange Parcel is likewise “exempt surplus land” pursuant to Section 54221 (f)(1)(C) because the property (i.e. the City Exchange Parcel) is being exchanged for another property (i.e. the District Exchange Parcel) necessary for the City’s use at Monterey Avenue Park; and

WHEREAS, the City Exchange Parcel also qualifies as “exempt surplus land” pursuant to Section 54221 (f)(1)(D) because the property (i.e. the City Exchange Parcel) is being transferred to another local agency, namely the District;

NOW, THEREFORE, THE CITY OF CAPITOLA CITY COUNCIL DOES HEREBY RESOLVE AS FOLLOWS:

- SECTION 1.** The City Council hereby finds that all the facts set forth in the recitals above of this Resolution are true, correct, and incorporated herein.

- SECTION 2.** The City Exchange Parcel to be disposed of by the City and acquired by the District is to be used and developed by the District to enhance the recreational facilities at the New Brighton Middle School as part of a larger redevelopment of the District Parcel.

- SECTION 3.** The District Exchange Parcel to be acquired by the City is to be used and developed by the City to enhance the recreational facilities at Monterey Avenue Park, as well as to enhance pedestrian access to the Park from within the Cliffwood Heights neighborhood.

- SECTION 4.** The Planning Commission has reviewed and considered the proposed exchange of the District Exchange Parcel and City Exchange Parcel by and between the District and the City and determined the City’s proposed acquisition of the District Exchange Parcel and disposition of the City Exchange Parcel is consistent with the Capitola General Plan.

- SECTION 5.** The adoption of this Resolution, which relates to the City’s determination that the City Exchange Parcel is “exempt surplus land” pursuant to California Government Code §§ 54221 (f)(1)(C) and 54221 (f)(1)(D), is categorically exempt from the requirements of the California Environmental Quality Act pursuant to State CEQA Guidelines §15312.

- SECTION 6.** The City Exchange Parcel is exempt surplus land pursuant to California Government Code § 54221 (f)(1)(C), because the property (i.e. the City Exchange Parcel) is being exchanged for another property (i.e. the District Exchange Parcel) necessary for the City’s use at Monterey Avenue Park, and pursuant to California Government Code § 54221 (f)(1)(D), because the property (i.e. the City Exchange Parcel) is being transferred to another local agency, namely the District, and therefore as provided by California Government Code § 54222.3 the provisions of the Surplus Land Act do not apply to the disposition of the City Exchange Parcel.

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 28th day of March, 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Kristen Brown, Mayor

ATTEST:

Julia Gautho, City Clerk



Capitola City Council

Agenda Report

Meeting: April 25, 2024

From: Community Development Department

Subject: City Hall Needs Assessment



Recommended Action: Receive presentation from Group 4 Architecture on the findings of Phase 1 of the City Hall Needs Assessment and Alternatives Analysis.

Background: Capitola's City Hall and Police Station are located at 420 and 421 Capitola Avenue, respectively. The greater City Hall site includes the Capitola History Museum, City Hall, Police Station, Police storage facility, and the adjacent Upper and Lower Village parking lots. The entire site is approximately seven acres. City Hall and the Police Station were expanded into the current configuration in 1976 and are nearing a stage where they will require significant investment to maintain current functionality.

All structures on the seven-acre site are located in the floodplain. In 2011, the Police Station and portions of the lower level of City Hall flooded due to a culvert failure at the east end of the Lower Village parking lot near Monterey Avenue.

In 2010, a study was completed using funding from the State of California Community Development Block Grant (CDBG) Program to assess reuse options for the Capitola City Hall site and adjacent City-owned parking lots. The study addressed potential redevelopment alternatives, market analysis at the time for possible alternative uses, alternative sites for the location of City Hall, and future ownership alternatives for the site. At the time, there was some concern the study had been developed without a high level of public input. The current study is structured to help the City better understand current circumstances on the site and provide multiple opportunities for public input prior to drafting alternatives.

During the FY 2022-23 Budget and Goal Setting Workshop held on March 1, 2022, the City Council designated \$50,000 to study long-term City Hall options. On September 14, 2023, the City Council authorized a contract in the amount of \$49,950 with Group 4 Architecture for Phase 1 of the City Hall Needs Assessment and Alternatives Analysis.

Discussion: The project is comprised of two phases with separate deliverables. The first phase is the City Hall Site Needs Assessment which includes an existing conditions report, an analysis of existing operations, a staff survey, 20-year population projections, and identified needs. The existing conditions report for the site was completed by City staff with an overview of the existing site and structures, a visual assessment of the buildings, and an evaluation of the environmental constraints and hazards. Group 4 Architecture completed the rest of the assessment, including two surveys, the evaluation of the space relative to industry standards, twenty-year population projections, and identifying existing and future needs.

Group 4 Architecture will present the findings of the City Hall Needs Assessment during the April 25, 2024, meeting. The assessment concluded the following:

Building Conditions

- City Hall and Police Stations are built in a flood plain.
- Staff survey results show inadequacy with the City Hall staff workspaces; examples include overall lack of space, poor building conditions, and inadequate space to assist the public with daily requests.
- Based on the existing conditions report, the building is nearing its end of life and plans should be made for either an extensive full building renovation or new construction.

Space Standards

- City Hall should feature a modern community space and Council Chambers to meet community needs.
- To enhance the customer service experience for the community at City Hall and the Police Station, Group 4 Architects recommends that the lobby areas are improved.
- The existing offices do not meet accepted industry standards relative to current and historic staff levels.
 - City Hall - 1,000 sf below industry standards
 - Police Department 1,840 sf below industry standard
- Current facilities do not provide the right balance of meeting rooms and amenities for City and Police staff.

Projections

- City Hall FTE history shows that current staffing numbers have reached pre-recession levels, the City Hall space is currently at capacity.
- Growth projections for Capitola range from 11% to 36% over the next 20 years based on four different development scenarios.
- Best practice would be to plan for future growth to accommodate changes in staff, services, and operations.
- Based on current space standards, and limited projected growth, a combined City Hall and Police Station would range from 16,500 to 17,900 SF.

The next phase of the project would involve identifying goals for the future of City Hall through a robust public outreach process, including a community meeting, City Council meetings, and stakeholder meetings. Following the establishment of goals, the consultant would draft alternatives for the future of City Hall that align with the identified goals. A final report would provide the City Council with recommendations regarding various alternatives.

During the Goal Setting session in March 2024, City Council deferred Phase II of this study due to other high-priority needs.

Fiscal Impact: The estimated cost for Phase 2 is \$67,150 which is currently unfunded.

Attachments:

1. City Hall Needs Assessment Findings

Report Prepared By: Katie Herlihy, Community Development Director

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

Approved By: Jamie Goldstein, City Manager



City of Capitola City Hall Facility Needs Assessment

DRAFT REPORT | 18 APRIL 2024





G R O U P 4

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RESEARCH +
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INTRODUCTION



EXECUTIVE SUMMARY

Located just five miles south of Santa Cruz, the City of Capitola sits on the Northern coast of the Monterey Bay. The Capitola community has held a presence here for over a century, evolving to welcome shipping and fishing industries, building up an economy and a community, to become the popular beach town that is today.

Today, the City of Capitola has nearly 10,000 residents and is served by small City Hall and Police Station buildings located in Capitola Village. Because Capitola is a tight-knit community with strong roots in Santa Cruz County, it's important that the city's facilities be maintained and can serve the needs of city employees. The investments that Capitola makes in their City Hall facilities will work to propel the city into a new era of service.

The City of Capitola began a Facility Needs Assessment project for City Hall and the Police Station in 2023 with Group 4 Architecture in order to account for the city's future growth and continually evolving needs. The objectives of this project included an implementation plan for the near future (1-3 years), and long term (5-10+ years). Throughout this process, the city staff of Capitola have been involved every step of the way to ensure that these findings reflect the current state of the building and accurately depict staff needs.

The thorough documentation of existing conditions helped to form a plan tailored to specific Capitola needs. The project process included site visits and tours of the City Hall and Capitola Police spaces as well as department head interviews with city staff. Over several months, both the Project Management Team (PMT) and Group 4 met to go over the findings and draft space needs to create a snap shot of Capitola City Hall today.

Located at 420 and 422 Capitola Ave, Capitola, CA 95010 with around 12,500 square feet, the two-story City Hall was built in 1976 and houses the following city departments: City Administration, Public Works, Community Development, Finance, and Police.



PROJECT GOALS + PURPOSE

The goals for this planning process align with the City of Capitola’s original vision for the project and created a detailed and focused framework for the planning approach.

- Existing conditions report: City Staff completed an existing conditions report of the City Hall site
- Evaluation of the existing City Hall functionality in alignment with accepted architectural standards for workspaces and community meeting needs
- Develop projections for future staffing and facility needs over a 20-year period
- Compile and summarize findings in a comprehensive City Hall Facilities Needs Assessment report

City Hall’s staff conference room on the building’s second floor

STEP 1: EXISTING CONDITIONS REPORT

The first step in the Facility Needs Assessment for the Capitola City Hall was completed by the City of Capitola; an Existing Conditions Report that details the site information of City Hall, Capitola Museum, Police Station, accessory structures, and lower and upper parking lots. Additionally, the report includes the history, number of current staff, square footage of each workspace and office, and details about each structure's integrity. This report was used by Group 4 to inform the subsequent analysis of City Hall's existing conditions.

The Existing Conditions Report created by the City of Capitola content can be found in the "Existing Conditions" chapter on page 9.

STEP 2: EXISTING CONDITIONS ANALYSIS

The Existing Conditions Analysis focused on the functionality of the buildings and workstations on the City Hall site and whether they are adequate for the purpose they serve and whether they adhere to architectural standards for workspaces. Additionally, Group 4 performed a qualitative analysis of the current City Hall's site advantages and disadvantages.

STEP 3: 20-YEAR PROJECTIONS

The 20-Year Projections focused on future staffing and facility needs for the City of Capitola's office space and workstations. The staffing and space needs projections look out to the next 20 years and are based on several sources provided by the City of Capitola.

To consolidate all findings and analyses from the three project steps, this summary of findings report was written.

PROJECT PARTICIPATION

PROJECT MANAGEMENT TEAM (PMT), CITY OF CAPITOLA

Katie Herlihy, Community Development Director

Jamie Goldstein, Capitola City Manager

Jessica Kahn, Director of Public Works



Public Works staff area

CONSULTANT TEAM

Group 4 Architecture, Research + Planning, Inc.

211 Linden Avenue

South San Francisco, CA 94080

Andrea Gifford, Principal

Grace Tilghman, Planner

650.871.0709 | www.g4arch.com



EXISTING CONDITIONS



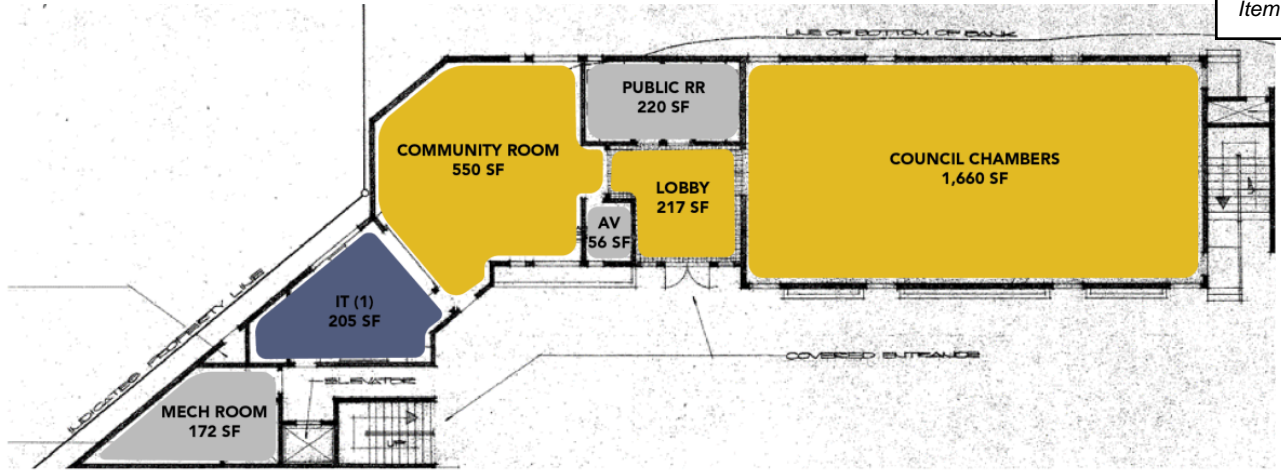
EXISTING CONDITIONS REPORT

THE SITE

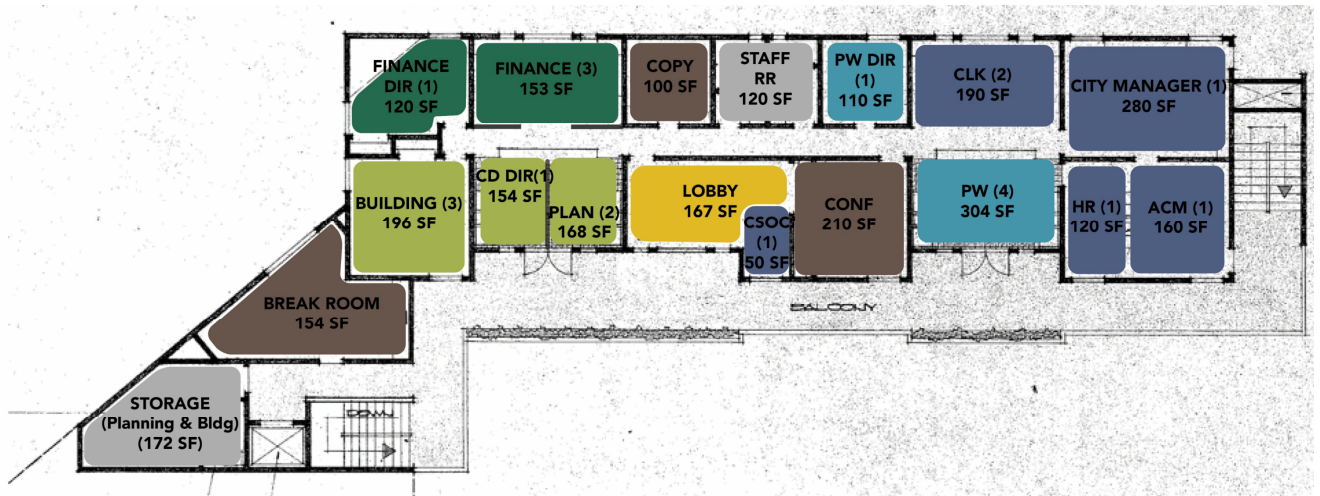
The City Hall Existing Conditions Report offers a comprehensive overview of the City-owned property situated at 420 and 422 Capitola Avenue. This property is bordered by Capitola Avenue to the east, residential areas to the north, Monterey Avenue to the west, and the rail corridor to the south. Spanning seven acres, the site encompasses two parcels: the Capitola City Hall site covering 0.93 acres, and the adjacent Pacific Cove parking lots spanning 6 acres. Presently, the City Hall site accommodates the City’s administrative offices, the police department, council chambers, a community room, the Capitola History Museum, as well as a historic cottage and changing room/outhouse.

The current configuration of City Hall and the Police Department was constructed in 1976. Prior to 1976, the site housed a smaller City Hall and a maintenance building. The 1976 expansion resulted in the current 10,500 square feet, two-story structure, shared between City Hall (420 Capitola Avenue) and the Police Department (422 Capitola Avenue). While there is a shared wall between City Hall and the Police, there is no shared access. The City Hall and Police Department structure was constructed using concrete masonry units (CMU) on the ground level and wood frame construction on the second story. The museum, cottage, and changing room/outhouse are separate wood frame structures.





EXISTING CONDITIONS



CITY HALL

First Story: City Hall’s first story comprises Council Chambers, two public bathrooms with two stalls each, a public lobby, an information technology (IT) room, and a community room. One employee’s office is located within the IT room.

Second Story: The second story houses individual and shared administrative offices for 20 employees, a main lobby, a staff conference room, two gender-neutral bathrooms, a storage room for records and supplies, a copy room, and a lounge/break room.

CAPITOLA CITY HALL FACILITY NEEDS ASSESSMENT – DRAFT



CITY HALL AREA CALCULATIONS BY DEPARTMENTS AND FUNCTION

The following tables break down the area within City Hall by department and functions.

City Manager Department	# of Employees	Area of Space
City Manager Office	1	280 sf
Assistant to City Manager	1	160 sf
Human Resources	1	120 sf
City Clerk Office	2	190 sf
Front Lobby	1	217 sf
IT	1	205 sf
AV	0	56 sf
Total	7	1,228 sf

Public Works Department	# of Employees	Area of Space
Public Works Director	1	110 sf
Public Works Shared Office	4	304 sf
Total	5	414 sf

Community Development Department	# of Employees	Area of Space
Community Dev. Director	1	154 sf
Planning Office	2	168 sf
Building Office	3	196 sf
Total	6	418 sf

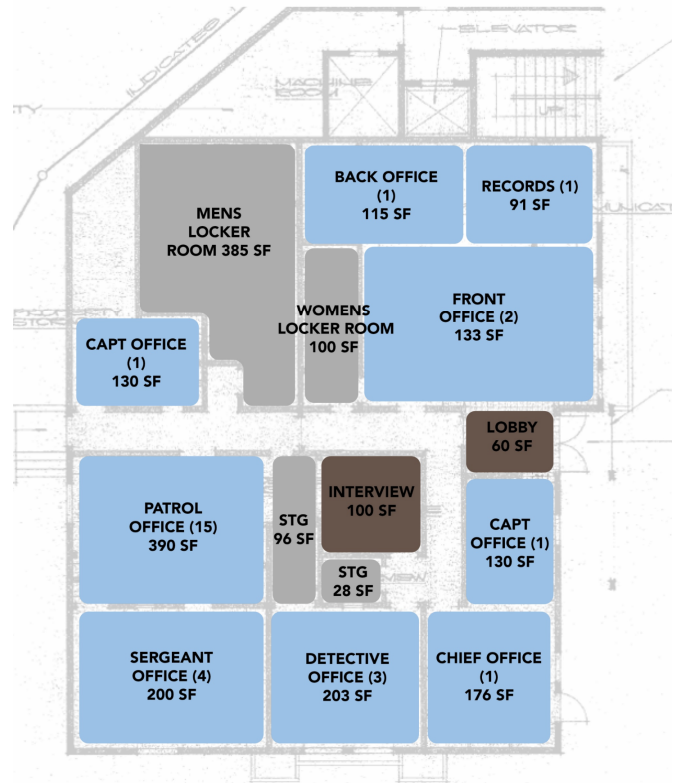
Finance Department	# of Employees	Area of Space
Finance Director	1	120 sf
Finance Shared Office	3	153 sf
Total	4	253 sf

Shared Staff Space	Area of Space
Staff Conference Room	210 sf
2 nd story Staff Restrooms	120 sf
Copy Room	100 sf
Staff Break Room	154 sf
Storage/Records Room	172 sf
Mechanical Room	172 sf
Total	928 sf

Community Space	Area of Space
Community Room	550 sf
Council Chambers	1,660 sf
Public Restrooms	220 sf
1 st story Lobby	217 sf
Total	2,647 sf



Police Department	# of Emp	Area of Space
Chief Office	1	176 sf
Captains Office 1	1	130 sf
Captain Office 2	1	130 sf
Lobby	0	60 sf
Front Office	2	133 sf
Back Office	1	115 sf
Break Room	0	49 sf
Men's Locker Room	0	380 sf
Women's Locker Room	0	236 sf
Patrol Office	4	390 sf
Traffic & Parking	3	200 sf
Detective Office	2	203 sf
Interview Room	0	100 sf
Storage	0	124 sf
Total	15	2,426 sf



POLICE DEPARTMENT

The Police Department is situated at 422 Capitola Avenue, directly attached to the City Hall structure via a shared wall. This section of the structure consists of a single-story layout. It encompasses a front lobby, office space, an interview room, two locker rooms, and storage facilities. Within the patrol office, four desks are arranged around the periphery, with a larger table positioned in the center for use as a staff meeting space. The Police Department currently does not have a break room and staff use the patrol office in place of one.





CAPITOLA MUSEUM AND HISTORIC COTTAGE

The Capitola History Museum is a separate 900-square-foot building and includes a historic cottage and changing room/outhouse. The museum, cottage, and changing room/outhouse are located along the frontage of Capitola Avenue and occupy approximately one-quarter of the City Hall property. The museum and cottage are wood-framed buildings with an accessory beach/changing cabin of the same construction.

STORAGE BUILDING

This building is a manufactured mobile home that was moved to its current location after the demolition of the Lower Pac Cove mobile home park around 2012.

PARKING

There are 28 parking spaces located in front of the City Hall site along Capitola Avenue. These parking spaces are used mainly for ADA parking, the Capitola History Museum, and Police patrol vehicles.

The Upper and Low Village Parking Lots are just over 6 acres in area and include 454 parking spaces, a police storage trailer, a generator, and parking fee kiosks. The lots can be accessed from three entrances, two on Bay Avenue and one on Capitola Avenue. A ramp is located from the upper parking lot to the City Hall building that contains an elevator to the first floor.



VISUAL ASSESSMENT OF INTEGRITY OF BUILDING STRUCTURES

The following is a visual assessment conducted in 2023 by the Capitola Building Official of various areas within each building.

Upper Storage Room

- The upper storage room is significantly filled with boxes obstructing access to the mop sink and electric panel, as well as roof access.

Staff Break Room

- The upper floor breakroom appears to be in acceptable condition, although the cabinets are showing signs of aging and may warrant replacement. A new refrigerator was installed in 2023. Heating is provided by an aging and inefficient electric resistance heater, the status of which remains unknown regarding maintenance or replacement, but it seems to have surpassed its serviceable life.

Council Chambers:

- The furniture in the council chambers is outdated and worn, contributing to a generally dark and unwelcoming atmosphere.
- It is unclear whether the wood interior finish meets fire-resistant requirements for public buildings, and the outdated wood finishes exacerbate the dim environment.
- Lighting fixtures do not comply with current Electrical and Energy Code requirements for efficiency, potentially leading to increased operational costs. Replacement of incandescent and fluorescent fixtures with more efficient LED lighting is recommended. Some of the lights have been replaced over the past decade.
- The public restrooms do not meet accessibility requirements, necessitating significant construction to achieve compliance.
- The furnace serving the Community Room, Council Chambers, IT office, and restrooms is outdated and likely fails to meet Energy Code requirements for efficiency. The IT office lacks proper heating, relying on an electric space heater due to the inefficient furnace. Air balancing is necessary for the system to ensure proper heating, cooling, and airflow volumes.
- The carpet is approximately five years old.

Community Room:

- The Community Room features Wi-Fi and modern technology capabilities.
- The carpet and furniture is approximately five years old.

IT Office

- HVAC does not service the IT office. Refer to the section on the furnace for details.

The Lower-Level Electrical room

- The room contains computer equipment, racks, and several electric panels.
- An outdated air conditioning unit mounted above the door is non-functional. Currently, a portable AC room floor unit is utilized during hot weather, necessitating leaving the door open for cooling purposes. This arrangement may pose security risks and is inefficient, leading to excessive energy consumption.



Upstairs Offices

- The carpet is outdated and exhibits water damage. New carpet has been installed in the staff meeting room and copy room.
- Ceilings show signs of water damage from a leaking roof.
- Recent termite damage has been identified near the staff restrooms.

Roof

- Despite patching in 2023, the roof requires replacement, having last been replaced in 1996. The aging concrete tiles on the mansard walls are no longer manufactured and are deteriorating, necessitating consideration for replacement with alternative materials. The galvanized sheet metal cap on the mansard wall is failing in multiple areas, allowing water infiltration. Due to these leaks, the base layer of plywood may be compromised, necessitating further investigation.
- Roof tiles from the mansard roof hang down into the undersized gutters, facilitating leaf accumulation and blockage. The drainage system, utilizing scuppers, has caused dry rot in the wood trim surrounding the gutters.
- Trees on the south and east ends drop leaves, contributing to gutter blockage.
- Vents in the roof overhangs or soffits, intended to prevent dry rot, have been painted over in many areas, reducing required ventilation and potentially leading to dry rot. Replacement of these vents is recommended, and painting should be avoided in venting areas.

Drainage

- Short or disconnected downspouts can lead to water pooling on the roof and around the building, potentially causing damage and undermining walkways and the building's foundation.

Lighting

- Lighting does not meet current energy efficiency standards.

HVAC

- The heating system, installed in 1994, is inefficient and requires frequent repairs and part replacements due to aging. The rooftop units' ducting displays signs of degradation and rust, potentially leading to leaks. The system lacks proper balancing, necessitating modifications to accommodate the current building layout.

Fire

- Fire sprinklers and an automatic fire alarm system are not installed in the building. Smoke alarms are present but not in every room. A bluetooth notification system, activated by staff, is used to alert occupants in case of fire. Additional lighted EXIT signs need to be installed.
- A fire extinguisher is located behind the reception area in the hallway.
- In 2023, staff is collaborating with Central Fire to update emergency maps and identify safe meeting places during fire emergencies.



Water Heater

- The water heater in City Hall was replaced with an on-demand water heater in recent years. Compliance with flood zone requirements should be verified for systems located on the ground floor, given the building’s location in a floodplain.

Electric

- The condition of the electrical system cannot be fully assessed through visual inspection. However, the panels are well marked and appear to be in reasonable condition despite their age. No issues with electric breakers have been reported to date.
- A new generator, installed in 2023 and located in the upper parking lot, is tied into the main panel in the electrical room.

Plumbing

- The sewer lateral was replaced in 2023.
- The staff restrooms on the upper floor were recently updated but require further modifications to comply with current accessibility requirements.

Exterior Walkway and Stairs

- The exterior walkway deck requires replacement of the waterproof finish. The guardrail spacing does not meet current code requirements, with intermediate pickets spaced 8” apart instead of the mandated less than 4”. Guards should be 42” in height, a standard not met by the current guardrail, posing potential liability issues for the City. Consideration should be given to upgrading for safety concerns. The stairway guardrails exhibit the same issues regarding height requirements. Additionally, the surface treatment on the second-floor exterior walkway is aging and heavily stained.

Windows

- Single-pane windows are installed throughout the building. Replacing them with dual-pane windows would result in energy savings by reducing heat loss or gain.

Building Exterior

- Stucco extends below the grade line. Not compliant with California Building Code. Weep Screed for Stucco should be minimum 2 inches above concrete or 6 inches above grade.
- The exterior stucco has several cracks as a result of moisture intrusion and seismic activity.
- Evidence of termite damage in restrooms area. May exist building wide.

Parking Areas

- The parking lot in front of City Hall is in poor condition with crazed and spalled asphalt. Water collects in low spots throughout the parking lot.
- Lower Capitola Village parking lot was built as a temporary parking facility in 2013. Lifespan is limited.
- Accessible parking needs to be updated. The parking lot in front of building needs to be repaved and re-marked with accessible spaces being marked according to current standards. The access aisle for the accessible space nearest to the museum ramp is not



compliant with the code for accessibility. The top landing of the accessible ramp does not meet current accessibility requirements.

Elevator

- Substandard size
- The elevator is near or at its useful lifespan. Breaks down often.
- The location of the elevator on the lower floor is difficult to find do to the location at the end of a hallway.

Police Department

- The Police Department Building shares roofing issues with the main City Hall Building. Records indicate that the roof was last replaced in 1982, suggesting it has exceeded its useful life.
- The HVAC system, installed in 2008, exhibits inefficiencies in heating and cooling due to unbalanced zones. Evaluation for proper air flow requirements is recommended. All rooms currently feature both supply and return air outlets in the ceiling.
- Previous flooding incidents have occurred in the building, located within a flood zone. Recent termite damage has been identified, and spot treatments have been administered. Vermin infiltration remains a concern.
- At the time of inspecting the structure, active repairs in the women's locker and restroom were underway due to a chronic sewer backup. A new sewer line was installed following the original observations. Other existing drain lines appear to be cast iron and are degrading. Lockers have been placed on a permanent platform to mitigate water intrusion during backups. The attic access in the women's restroom does not meet code requirements.
- A 150 Amp electric panel in the PD, while serviceable, is aged. Breakers appear to be appropriately sized.
- An attic access panel in the patrol room is undersized and does not meet code requirements for ease of access. Attic areas were not observed during the walkthrough.
- The men's locker and restroom features a water heater closet with a solid core door and full weather stripping as per current codes. Combustion air ventilation is provided, meeting installation requirements.
- Additional exit signs are recommended to align with the current office layout.
- The previously unreliable generator was decommissioned in 2023.

Police Storage Building/Parking Office

- This manufactured mobile home was relocated to its current position in 2012 following the demolition of a mobile home park. It is supported by a State-approved standard foundation consisting of jack stands attached to steel beams with clips. Concrete pier footings support specific areas.
- The floor in the room containing an explosive-proof safe has been reinforced with 1 ½" plywood. The underfloor access panel is secured to prevent unauthorized access.



- The building appears inadequately designed to support the weight of stored files, leading to floor reinforcement in certain areas. The full extent of reinforcement remains unknown due to a lack of comprehensive assessment.
- Lighting does not meet current Electrical and Energy Code requirements for efficiency, potentially increasing operating costs. Upgrading to LED lighting is recommended.
- An accessible restroom in the building meets clearance requirements, though part of it is utilized for storage, reducing required clearances.
- The water closet does not comply with code requirements for the location of the flush mechanism.
- The larger storage trailer features exterior T1-11 Plywood finish, which is not fire-resistant. According to current codes, a fire-resistant surface such as drywall would be required for storage areas.
- While smoke detectors are present, a fire sprinkler system is absent. Installation of a fire sprinkler system is advisable to protect stored files, as per current codes.
- An outdoor storage area for recovered bicycles is enclosed by chain link and slat fencing, in reasonable condition.

Museum & Cottage

- The museum, cottage, and changing room/outhouse are of historic significance and were relocated to the City Hall site.
- The Public Works Maintenance Division plans to tent the museum due to the discovery of termites.
- The museum lacks both a fire sprinkler system and an alarm system.
- Moss growth on the museum's roof is attributed to limited sun exposure, posing a threat to the shingles' integrity. Removal of the moss could further damage the shingles. There is no available information regarding past roofing work.
- Documentation regarding the placement of the cottage is unavailable in building records.
- The roofs of the museum, cottage, and changing room/outhouse are shaded by a redwood tree, leading to debris accumulation. Regular removal of debris is necessary to maintain the roofs, as debris buildup can lead to dry rot and attract vermin or insects around the buildings' bases.

Structural Considerations

- The buildings were originally build for different purposes and prior to current building code, so while an inspection of the existing foundation/structural building elements was beyond scope of this study it is likely that there are structural components that do not meet the level of structural strength that is needed to withstand a high water level flood or certain seismic events.
- The existing roof structure was not originally designed to support the HVAC equipment that has been placed on it. The weight of the equipment creates a deflection in the roof deck that holds water and prevents it from draining properly



- The current roof design does not allow for easy removal of debris from the surrounding trees, the debris collects and plugs the drains, and water will collect until the roof either structurally fails or starts to leak into the offices below.
- The building was built to its current configuration at different times. There are different building materials and styles that have been used that may create issues on how the building withstands a high seismic event. The Police Department area was built with CMU walls as is the first floor below City Hall. The second floor is wood framed and does not possess the strength that CMU walls have. Seismic review should be completed.

Floodplain

One critical concern facing the City is the location of its first responders, including the City's Police Department, within the floodway. In the event of a flood emergency, Capitola may be unable to respond at full capacity if City Hall and the Police Department are affected by flooding.

Any redevelopment within the floodplain must adhere to federal floodplain regulations and Chapter 15.20 of the Capitola Municipal Code. Essentially, new development must be designed to avoid altering the floodplain. A no-rise study would be mandatory for any future development plans. Residential usage is prohibited within the floodplain. Certification from a registered civil engineer or architect is required to ensure that any non-residential structure meets the floodproofing criteria outlined in CMC Section 15.20.160(C) (2). Additions to existing structures would be permitted in accordance with floodplain management standards.

The following information is from the 2005 City of Capitola Parking Garage and Housing Feasibility Study by RBF Consulting.

ENVIRONMENTAL SETTING

Vegetation and Hydrology

Because the site is largely covered with asphalt, there are no environmental features within the current surface parking lot. Surrounding the parking lot is relatively dense vegetation consisting of tall trees and an understory native and non-native vegetation. Trees include Eucalyptus, Coastal Live Oaks and Alders that surround virtually the entire property, providing a visual buffer between adjacent uses.

The northern edge of the lower parking lot is across the street from the Noble Gulch riparian corridor. Noble Gulch extends east to west through the lower parking lot. It is located underground in a 72-inch corrugated metal pipe. Storm water collected east of Monterey Avenue travels through this pipe, eventually discharging into Soquel Creek. Given the presence of Noble Gulch, most of the lower parking lot is located within a designated floodplain. The upper parking lot is not located within the floodplain.

Topography

Most of the lower parking lot is generally flat, with a gentle slope from east to west. The elevation of the main portion of the parking lot generally ranges from between 40 and 43 ½ feet above sea level (ASL). At the east entrance off Monterey Avenue, the roadway declines into property from elevation ~64.3 ASL to elevation ~50.0 ASL (nearly 15 feet)

before flattening out. Topography is also steeper along the western driveway to Capitola Road where the elevation drops by nearly 20 feet.

The slope between the upper parking lot and lower level (mobile home park) ranges from 50 to 60+ percent with an average change in elevation of about 20 feet. There is evidence of past instability, however, this instability is surficial involving the loose surface mantle and tree root area. To protect this instability, vegetation and retaining walls have been used. Several small retaining structures are present, particularly along the northern slope of the narrow roadway that provides access to Monterey Avenue

Soils

Three shallow exploratory boreholes were dug to a depth of 10 feet prior to construction of the parking lot (Haro, Kasunich & Associates, May 1984). The subsurface soil generally consists of dark brown silt to fine silty sand to approximately minus three feet. These materials are underlain by silty sand and/or clayey sand to the depths bored. No other soils reports are known to exist for the parking lot site. However, two nearby soil investigations are described below which provide a context for possible soil conditions on site.

James Reynolds analyzed subsurface soil conditions on the adjacent City Hall site in 1975 prior to redevelopment of the City Hall facilities. Underlying native soil stratum consists of medium dense clayey sands, which vary in thickness from six to eight feet. Below nine feet, a loose to medium dense stratum of blue-gray sand with clay binder material was encountered. At a depth of ~20 feet, a greenish-gray very dense clayey gravel with sand was encountered. The soil investigate determined that with the exception of an upper 12 to 18 inches of loose fill soils, the subsurface soils possessed adequate parameters to support the two-story city hall structures, assuming an adequate foundation, such as conventional spread footing structurally integrated with a thickened structural concrete slab-on-grade, was incorporated. The report also indicated that given the presence of loose subsoil materials located between depths of nine to 21 feet, there is a potential for liquefaction during period of strong seismic activity. Due to the depth and relatively thin interbedding of the loose soils, it was suggested that any resulting liquefaction would cause only vertical displacement or settlement and not rotational or shear failure.

A geotechnical investigation for a new single-family residence at 408 Pilgrim Drive (north of the lower parking lot) was prepared by Redwood Geotechnical Engineering in July 2002. Borings encountered about six to 12 inches of unconsolidated surficial topsoil; up to five feet of firm native clayey soil underlain by well-consolidated silty clay and silty sand. Ground water was encountered at depths of about 11 ½ and 18 feet below surface (corresponding to approximate topographic elevation EL = +1.0) and localized seepage was observed between 7 ½ and 8 ½ feet. According to the report, seasonal seepage is common in the site vicinity and may have a significant impact on site work and foundation excavation during or following winter storms.

The Santa Cruz County geologic hazard maps indicate that the site is located within a potential liquefaction hazard zone. For future planning and design of structures for this site, obtaining a site-specific geotechnical report is recommended. Foundation type will be dependent on soil conditions as well as structure type. Conventional spread footings may be appropriate for one or two level parking structures. Structures taller than two stories will likely require pile foundations. Piles would either be drilled or driven depending upon geotechnical engineer's recommendations.



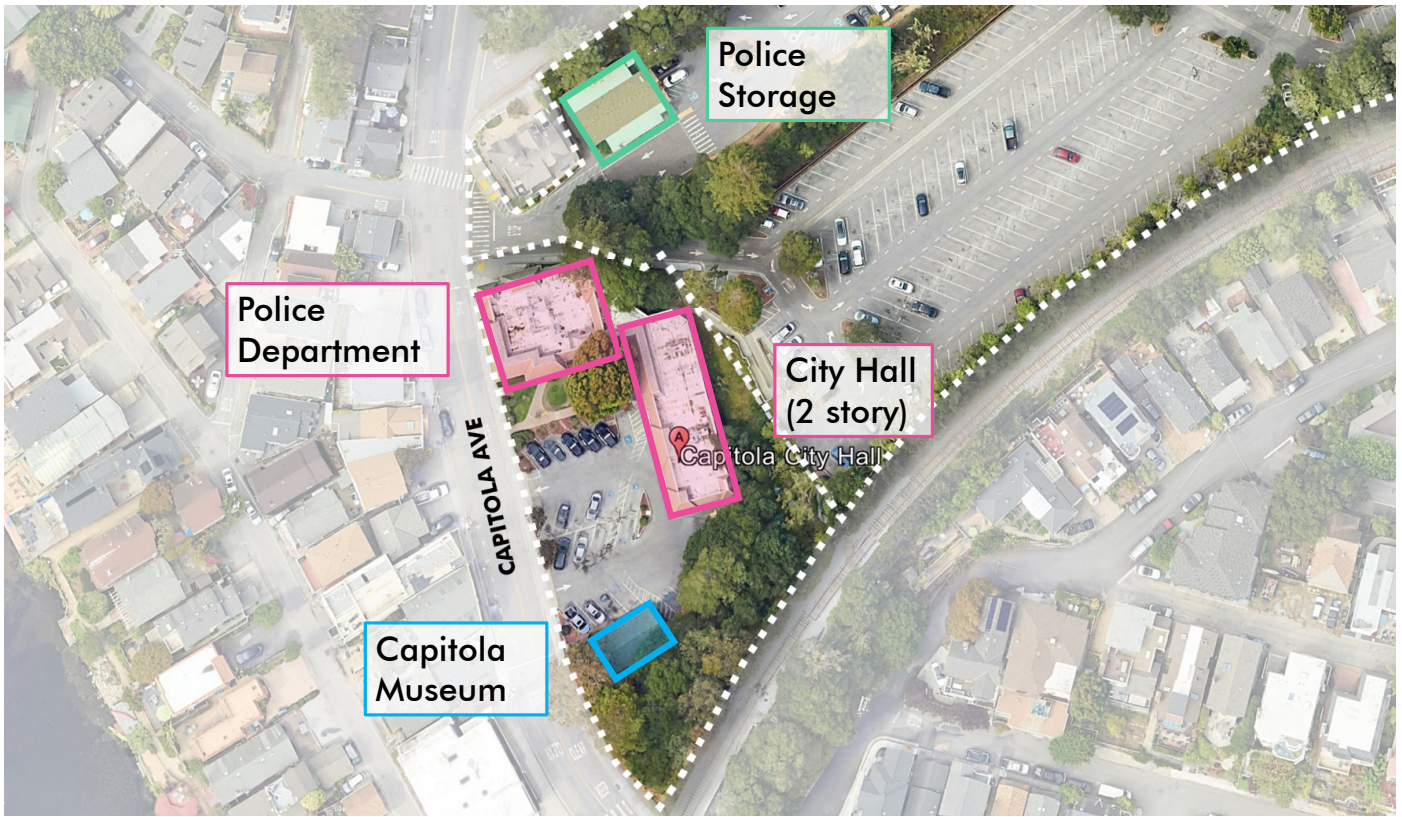
City Hall site map including the piece of land that extends back to include public parking for downtown Capitola. This site also encompasses police storage and the Capitola Museum.

WORK PLAN AND PARTICIPATION PLAN

Capitola’s City Hall building currently includes workstations and offices for five departments: City Administration, Public Works, Community Development, Finance, and Police. The current layout and size of the City Hall does not adequately house current employees, and cannot accommodate staff growth.

As part of the assessment process, Group 4 toured the City Hall building to confirm the City-provided floorplans and facility documents. Group 4 additionally examined the current utilization of each space and created bubble diagrams that were verified and confirmed by the Project Management Team to ensure that any completed analysis was based off of accurate department locations and needs.

In order for Group 4 to gather more detailed information, an online survey was distributed to the City’s department heads and staff. Department head interviews were then conducted to confirm survey responses and to give City employees an opportunity to elaborate on their personal workspace needs as well as overall department workspace needs.



ANALYSIS OF EXISTING OPERATIONS

The City Hall building has two stories and around 12,500 square feet. Presently, City Hall includes workstations for its 20 full-time employees and 1 part-time staff on the second floor as well as one staff office, a Community Room, Council Chambers, a lobby, a public restroom, and a mechanical room on its first floor.

The second floor of the City Hall building has a second public lobby that serves the Public Works, Finance, and Community Development departments. Additionally, there is a small conference room, copy room, storage room, and break room.

The first and second floors are accessible to each other by an exterior staircase and the break room and general storage rooms can be accessed by an exterior circulation path.

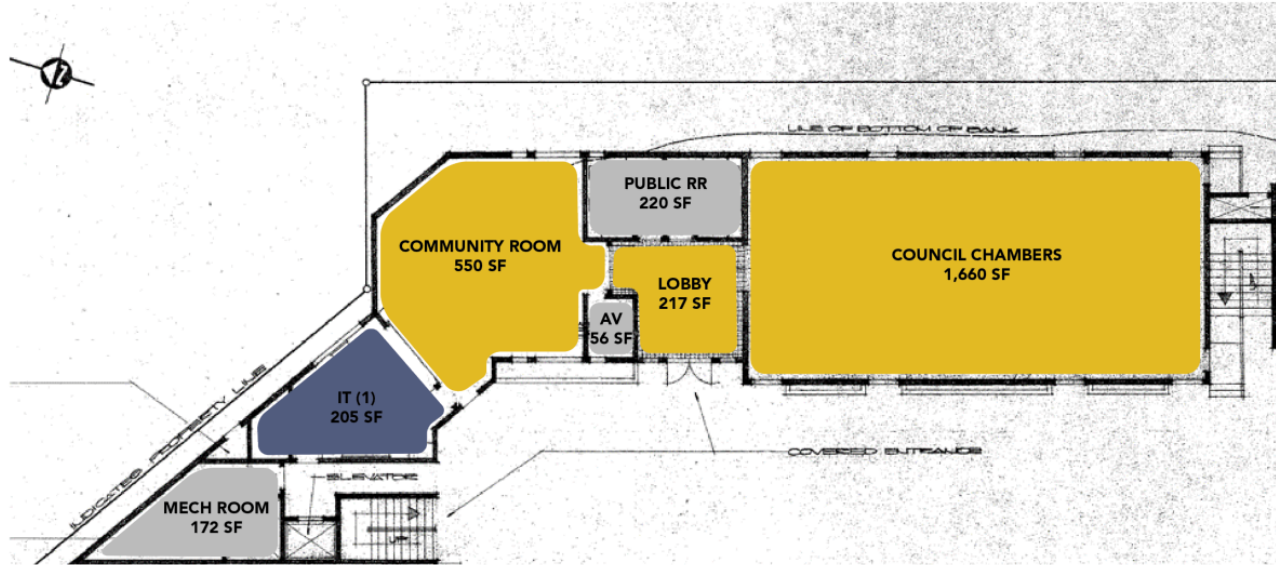


City Hall breakroom.

SPACE ANALYSIS & UTILIZATION

CITY HALL 1ST FLOOR

■	CITY MANAGER
■	PUBLIC WORKS
■	COMMUNITY DEVELOPMENT
■	FINANCE
■	SHARED SPACES (MEETING, AMENITIES)
■	COMMUNITY SPACE
■	CITY HALL BLDG SUPPORT SPACES



PUBLIC SERVICE DESK/ LOBBY SPACE

The public service desk is on the second floor of City Hall and serves the Finance, Community Development, and Public Works departments. The service point is in the City Hall office lobby where the Customer Service Office Coordinator has a workspace. The service desk is small. The space can only accommodate one customer at a time and lacks technology such as a public computer for visitors to use. It is important that the service desk is nearby to the offices of the departments that it serves.

SHARED SPACES (MEETING, AMENITIES):

Conference Room: The staff conference room is located next to the public lobby and across from the Public Works Director’s private office. It is on the smaller side with 210 square feet but includes updated furniture and a large monitor for meeting use.

BREAK ROOM:

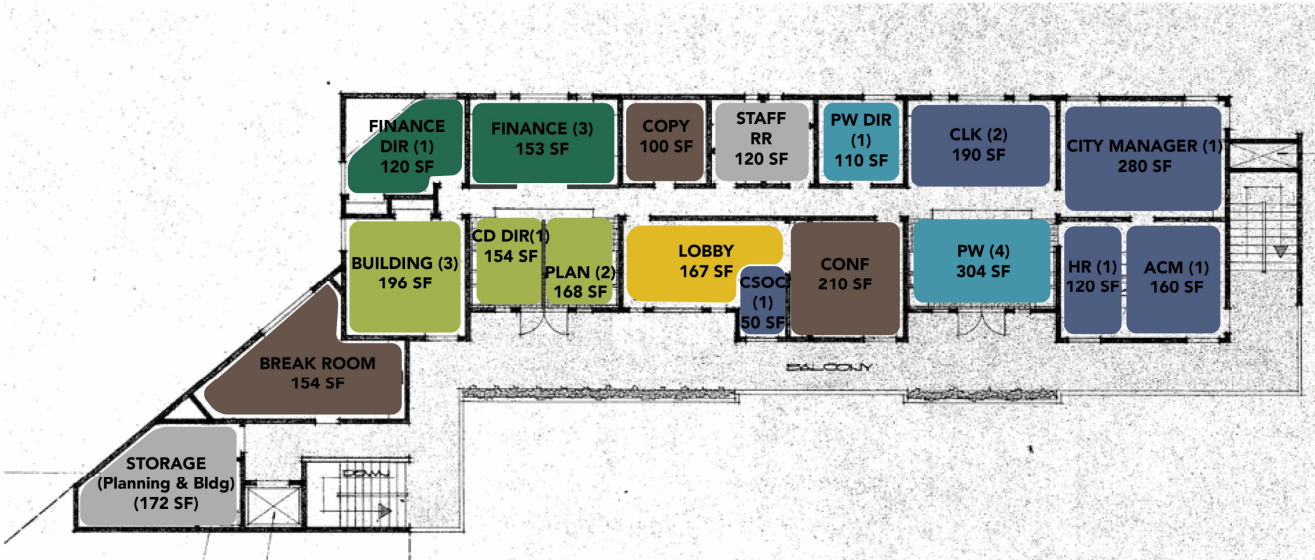
City Hall staff’s break room is on the second floor, but separated from the rest of the offices. To access the break room, staff leave through the public lobby to go outside and down the exterior circulation path. The break room is located next to the exterior stairs that connect the first and second floors.

The room itself is small with only 155 square feet. The layout is awkward, and the room has a non-standard shape. It currently fits a small table, couch, and kitchenette. The breakroom has some maintenance needs, one of the most prominent being that a piece of glass from a slatted window is missing, which lets air flow freely into the space, creating a sometimes cold and unpleasant environment.

SPACE ANALYSIS & UTILIZATION

CITY HALL 2ND FLOOR

CITY MANAGER
PUBLIC WORKS
COMMUNITY DEVELOPMENT
FINANCE
SHARED SPACES (MEETING, AMENITIES)
COMMUNITY SPACE
CITY HALL BLDG SUPPORT SPACES



CITY ADMINISTRATION DEPARTMENT:

The City Administration Department has seven employees that include the City Manager, Assistant to the City Manager, Human Resources, IT, Customer Service Office Coordinator, City Clerk, and Deputy City Clerk. All the workspaces except for IT are on the second floor; IT workspace for one employee is located on the first floor adjacent to the Community Room.

The City Manager has a large corner office that has a conference table and monitor as well as a large storage closet that is shared. This office is located next to the Assistant to the City Manager (ACM) and HR. In order to access the ACM office, staff must walk through the HR office, resulting in limited privacy and awkward circulation. The City Clerk and Deputy City Clerk have cubicles outside of the City Manager's office.

PUBLIC WORKS DEPARTMENT:

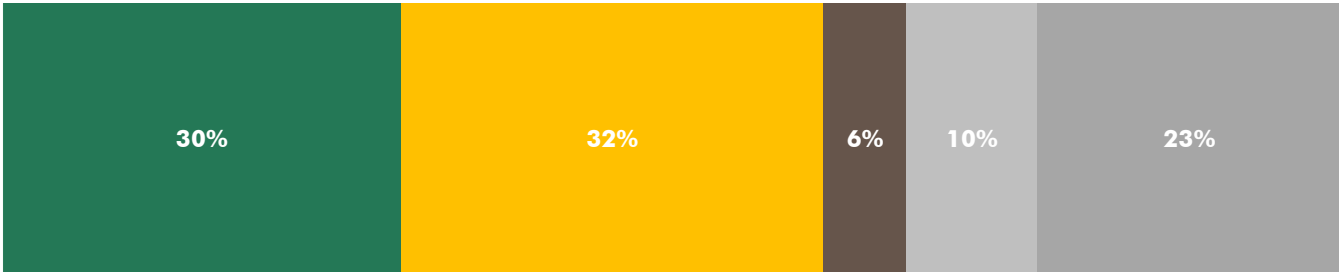
Public Works administrative staff consists of one Public Works Director and four Public Works staff members, one of whom is part time. The director has an individual office and the staff cubicle workspaces. This department is situated in adjacency to the City Administration workstations and across from the conference room. Public Works does not currently have a space to gather for a semi-private conversation or the abatement of noise from the rest of the staff.

It is important that Public Works workspaces remain close to the public service counters due to heavy daily interaction with the public.

EXISTING CONDITIONS

CAPITOLA CITY HALL FACILITY NEEDS ASSESSMENT – DRAFT

CITY HALL UTILIZATION



■ Office Space	30%
■ Community Space	32%
■ Meeting & Staff Amenities	6%
■ Storage & Building Support	10%
■ Circulation	23%

The above chart shows the utilization of space in the City Hall building; the percentage of Office Space, Community Space, shared staff amenities, storage, and circulation.

COMMUNITY DEVELOPMENT DEPARTMENT:

At the opposite end of the second floor workspaces, the Community Development Department has three offices. The Community Development Director has individual space, two Planning staff share an office, and three Building staff share another. These offices are located on either side of the Director’s office.

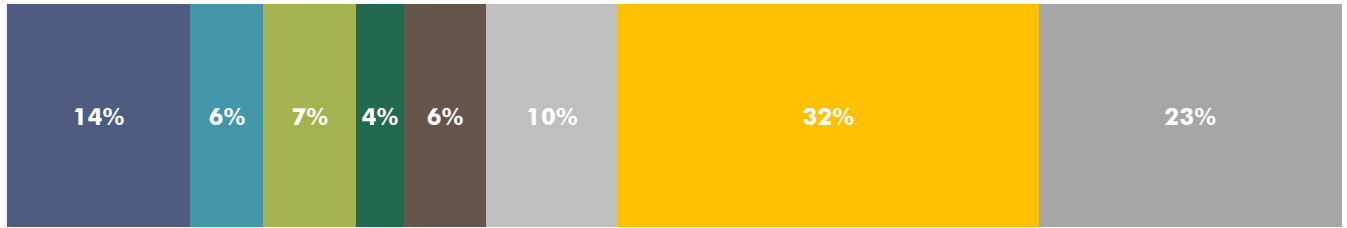
Currently the Planners’ office has one shared workspace to layout physical plans. The Building office, which is typically occupied by three employees, is also challenged with area to review full sized plans. Shared workspace located in the planning and building offices is beneficial for collaboration between team members. Additionally, the department offices lack storage space that meets the needs of the staff.

FINANCE

The Finance Department has two offices. One office is used solely by the Finance Director and is in the back corner of the building. The three Finance staff have workstations in the office next door. The space is too small for the three staff, but most importantly was not designed to be a closed-off space and therefore does not have a door, making sound mitigation and confidential payroll-related conversations difficult.

CITY HALL UTILIZATION

EXISTING CONDITIONS



■ City Administration		14%
■ Public Works		6%
■ Community Development		7%
■ Finance		4%
■ Meeting & Staff Amenities		6%
■ Storage & Building Support		10%
■ Community Space		32%
■ Circulation		23%

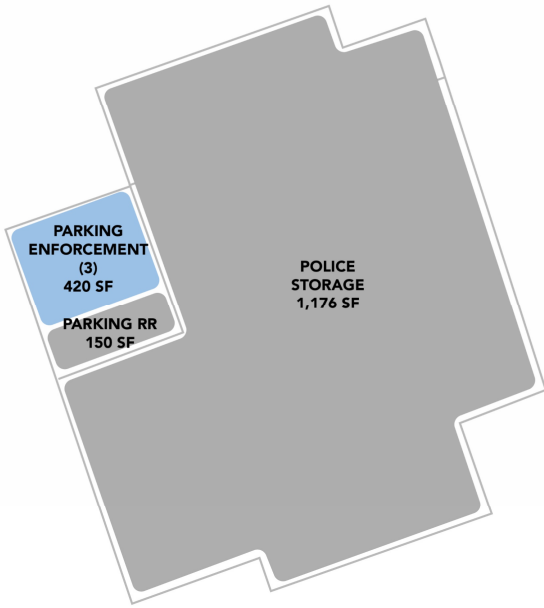
Similar to the chart on the previous page, this chart shows the utilization of space in City Hall, but breaks the “office space” down even further, showing the percentage of space that is currently dedicated to each department.

CAPITOLA CITY HALL FACILITY NEEDS ASSESSMENT – DRAFT

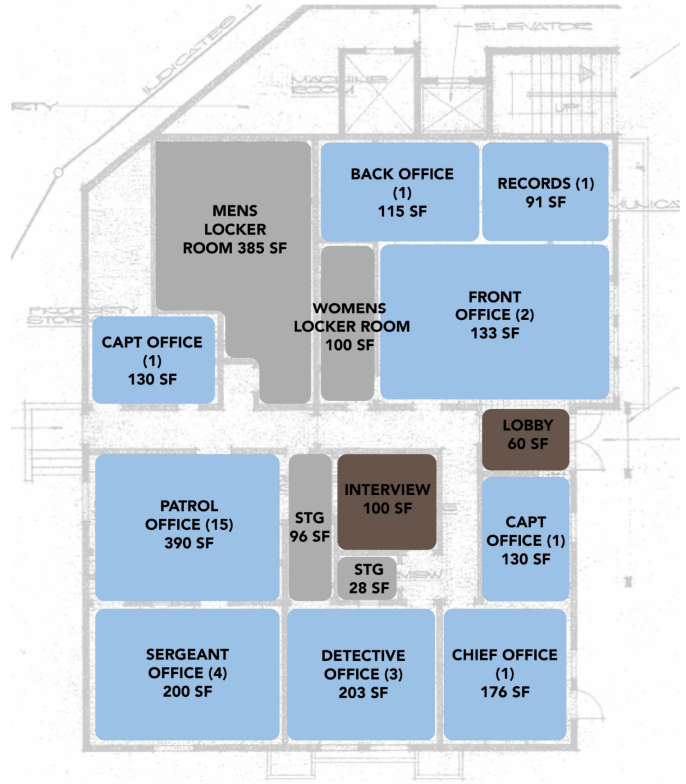
SPACE ANALYSIS & UTILIZATION

POLICE

Blue	POLICE OFFICES
Grey	SHARED SPACE
Light Grey	BUILDING SUPPORT



POLICE STORAGE



POLICE OFFICES AT CITY HALL

POLICE BUILDING:

The Police Department building is connected to City Hall and has one floor of office space, administration and public service desk areas, locker rooms, and interview spaces.

There are currently 32 Police Department staff that work out of the building, but due to the nature of Police work, many of the officers do not occupy an office or workspace in the building during the day and are out in the field. When they do come back to the station for breaks, they congregate in the Patrol Office. The Patrol Office is small and inadequate for the number of patrol officers that use it. The building is overcrowded and outdated. The building does not have secure parking for the squad cars, therefore they are accessible to the public.

The Police Department employees have outgrown the current facility both with number of staff and amount of storage. Police storage is located in a separate building that is separated by a public parking lot from the Station. The storage building is a small, portable unit that is mostly dedicated to police storage, but holds workstations for the Parking Enforcement staff members.

What works well for the Department is the proximity to City Hall and a staging area outside for press conferences and other announcements to the public.

ANALYSIS FINDINGS: CURRENT CITY HALL BUILDING ISSUES

The analysis of the City Hall's existing conditions resulted in a list of major building improvements and issues that should be addressed. See this list below:

- Lack of space and modern accommodations for all staff
- Staff breakroom is uncomfortable and small
- Public service counter and lobby size is too small and not welcoming
- Located within the flood plain
- Roof leaks for entire building
- Inadequate air circulation & HVAC for entire building

ANALYSIS FINDINGS: CURRENT POLICE DEPARTMENT BUILDING ISSUES

The analysis of the Capitola's Police Station existing conditions resulted in a list of major building improvements and issues that should be addressed. See this list below:

- Inadequate locker rooms with lack of privacy; not meeting requirements
- No staff break room
- Public service counter and lobby size is too small and not welcoming
- Lacking dedicated meeting rooms that are separate from staff workspace
- Emergency responders' facility located within floor plain

ANALYSIS FINDINGS: CITY HALL AND POLICE STAFF EFFICIENCY

The City Hall and Police Station analysis additionally helped to determine which aspects of the building should be improved to better staff efficiency. The list is detailed below:


- Physical layout of departments and staff could be improved
- Lack of department collaboration spaces and conference space
- Separated police storage
- Police cars parked in public lot
- Office for museum curator could be moved to City Hall

STAFF SURVEY SUMMARY


Staff surveys were distributed to City Hall and Police staff to provide their opinions about their current workspaces. The survey asked questions about adjacencies to other departments, the type and condition of their work and shared spaces, and information about their work days in order to determine needs of the staff.




75% are on a video conference call for 1-2 hours each



70% Interact with the public at the service counter



68% have a shared office workspace



49% interact with the public frequently daily

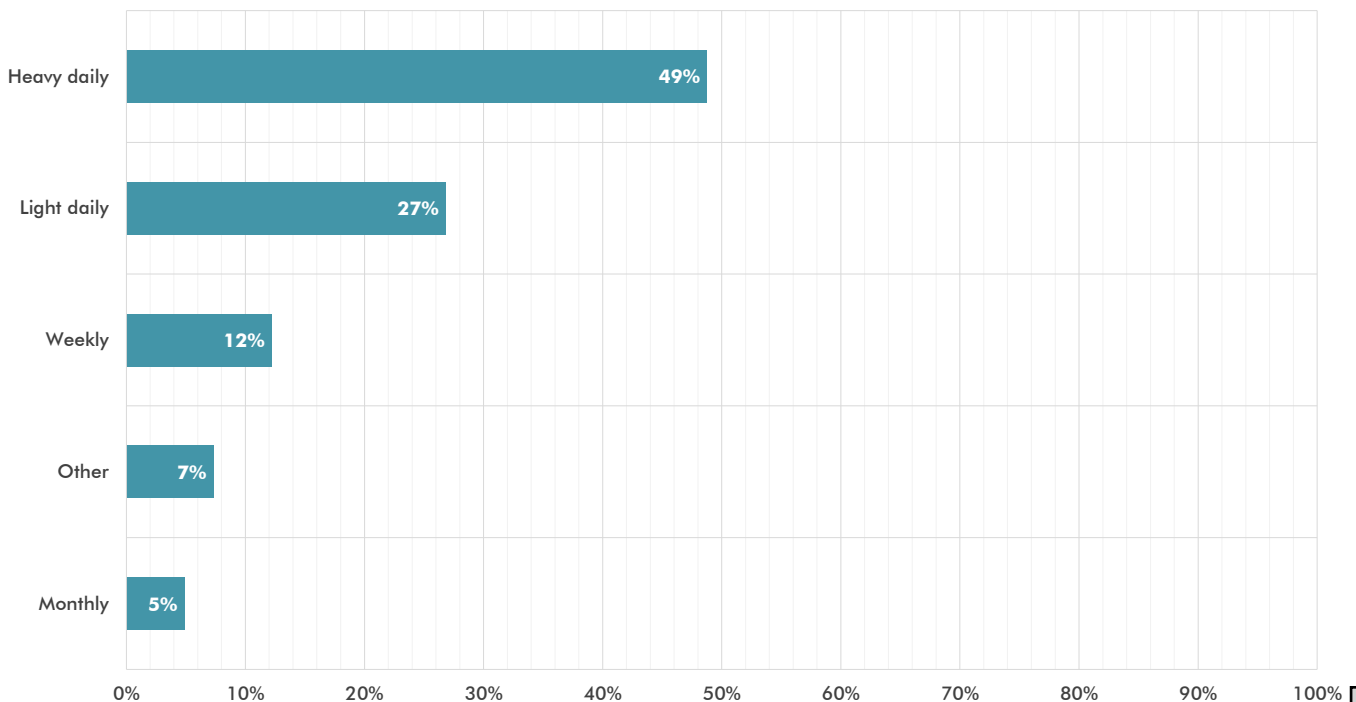


50% are at their workstations for 6-8 hours a day

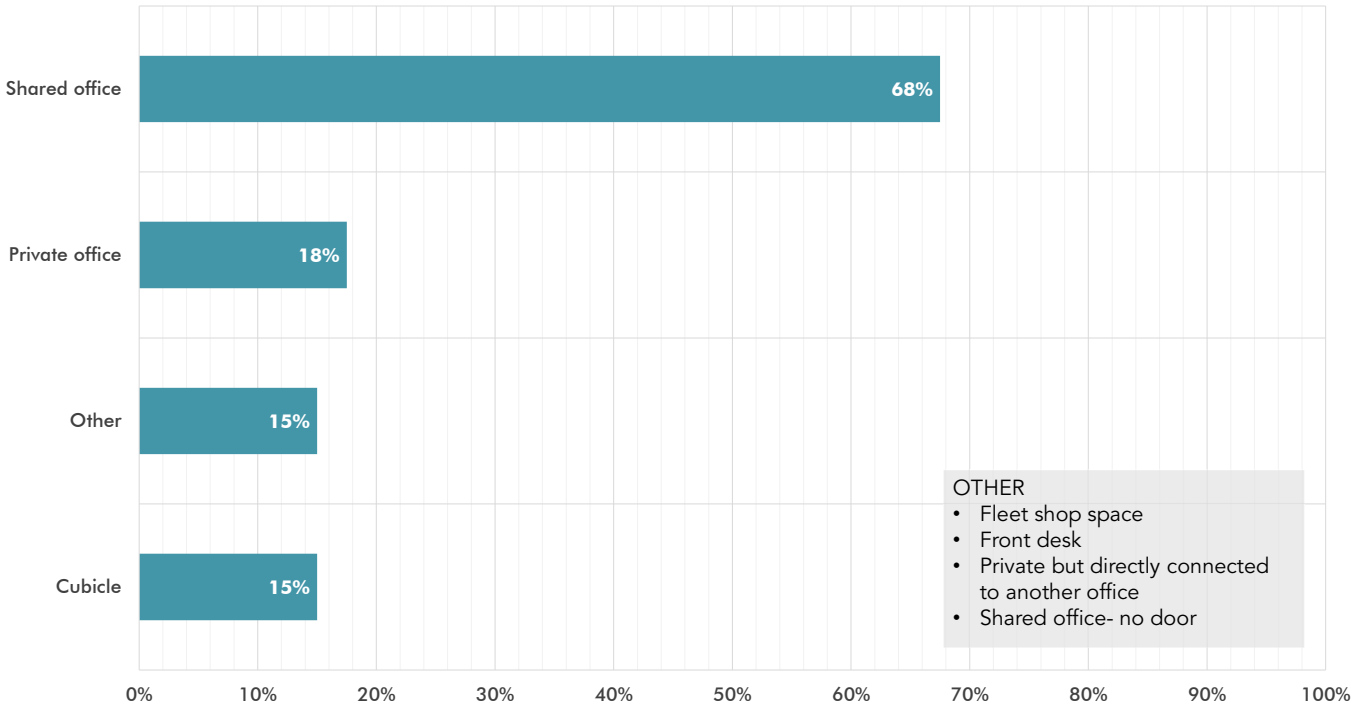


68% describe their workspace as outdated

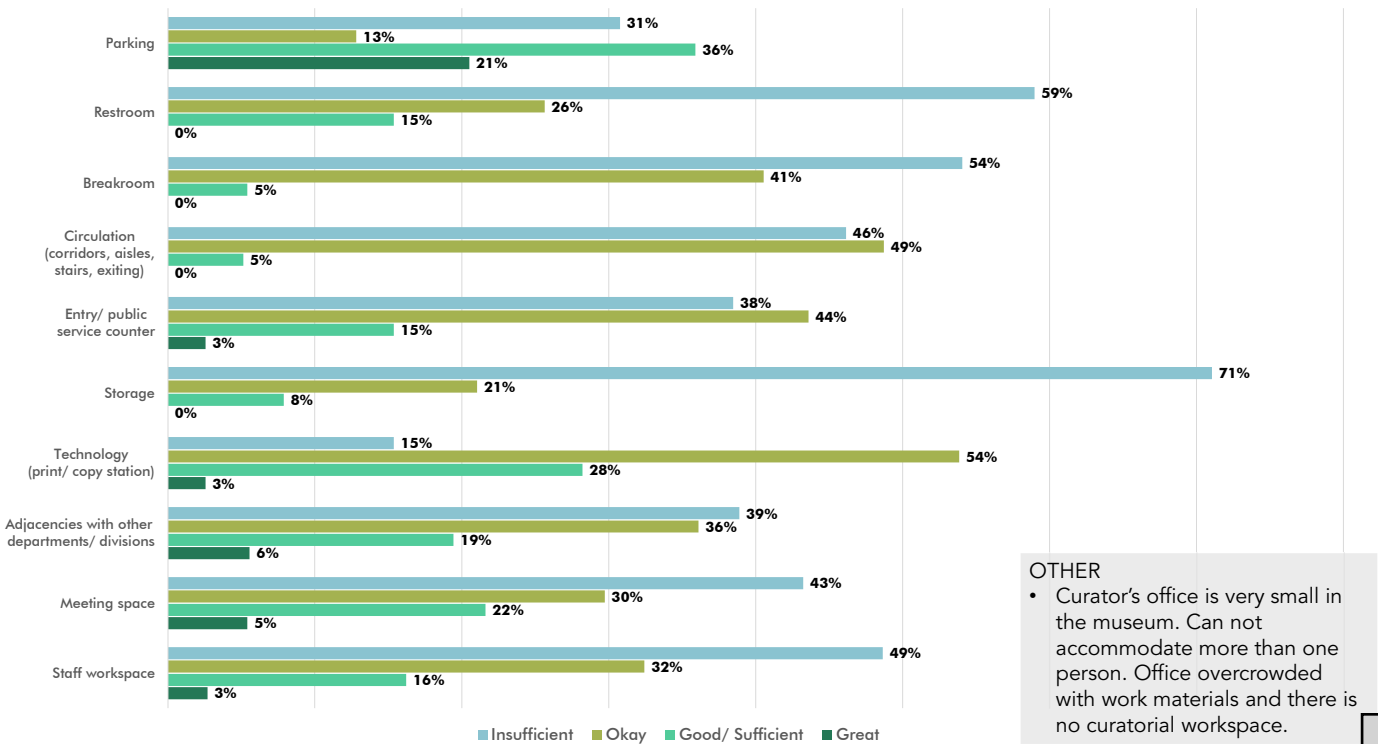
How frequent is your in-office interaction with the public?



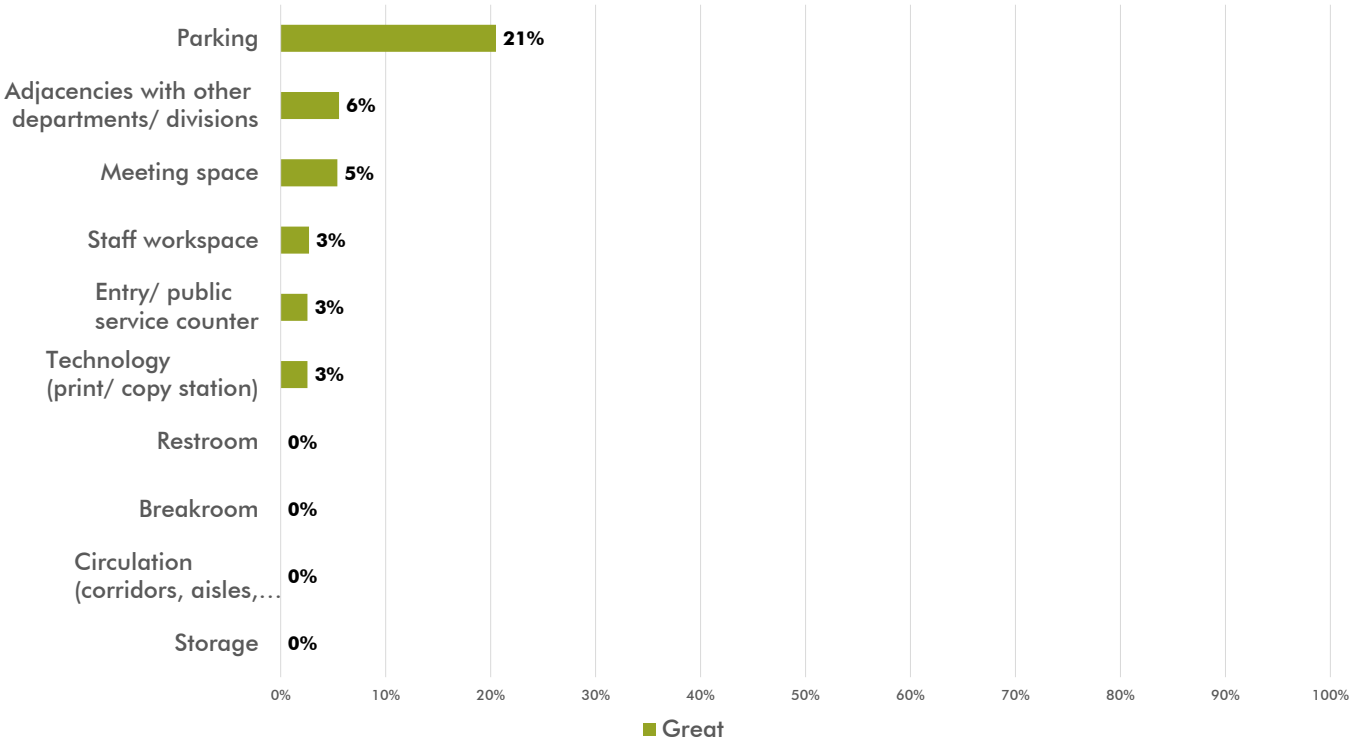
Please describe your workspace:



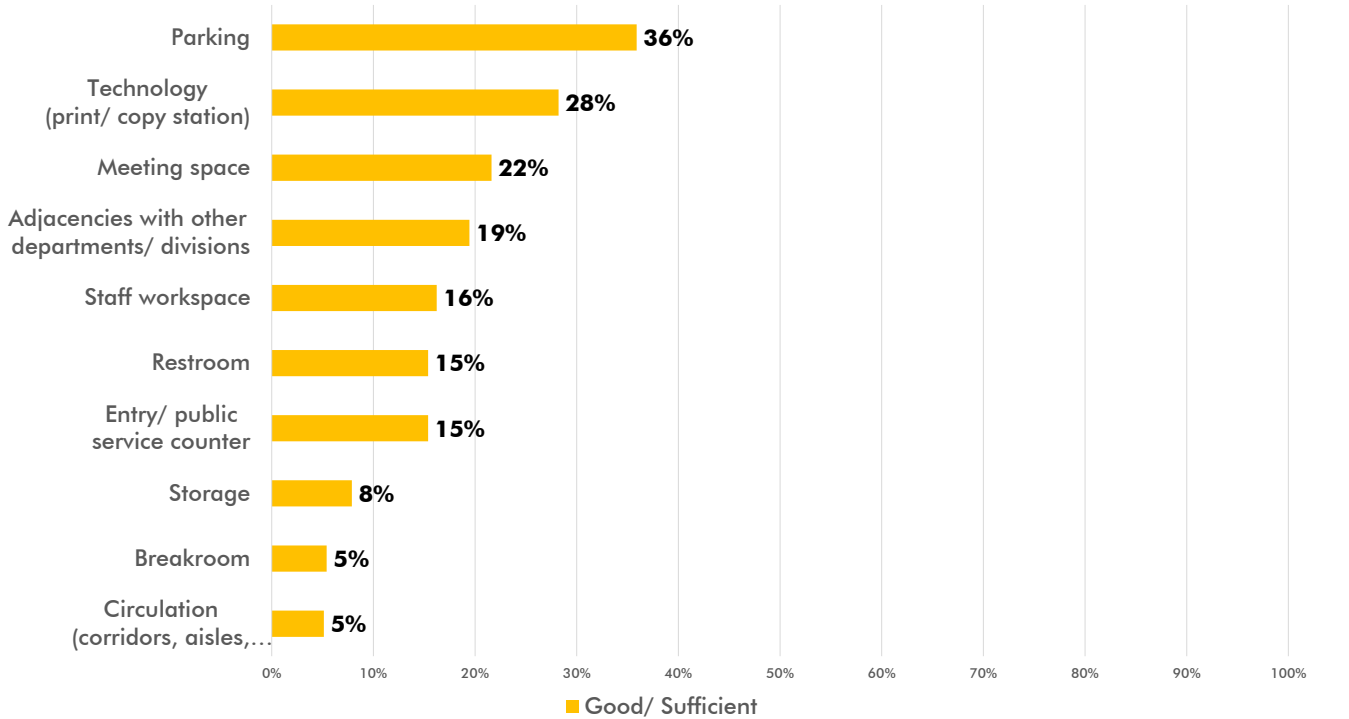
Please indicate the condition of each area within City Hall as applicable:



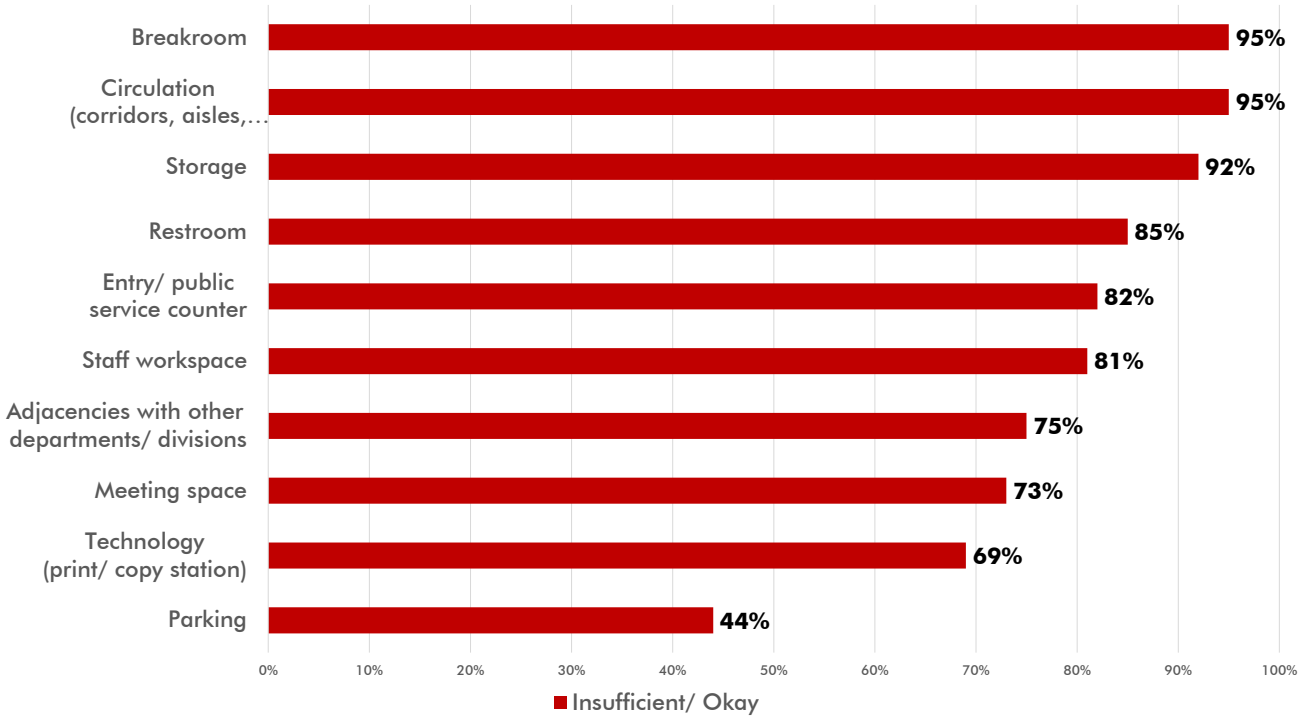
Please indicate the condition of each area within City Hall as applicable: **Great**



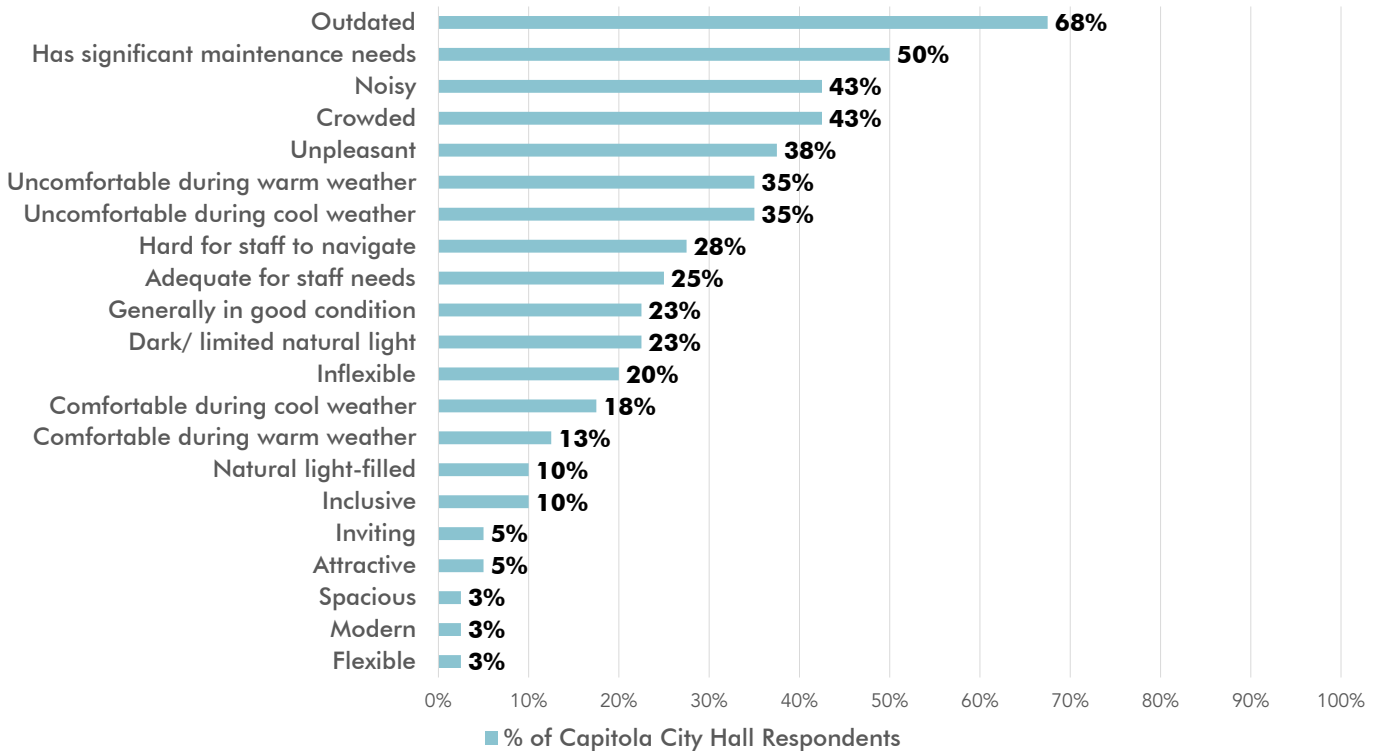
Please indicate the condition of each area within City Hall as applicable: **Good/ Sufficient**



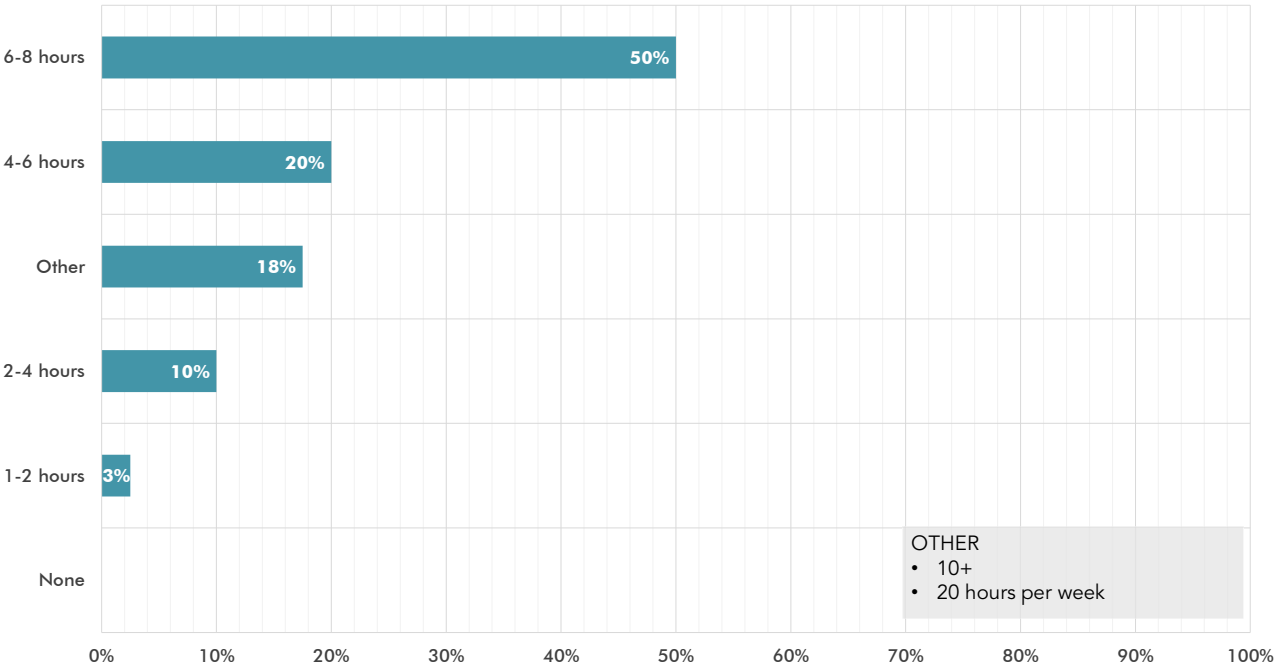
Please indicate the condition of each area within City Hall as applicable: **Insufficient/ Okay**



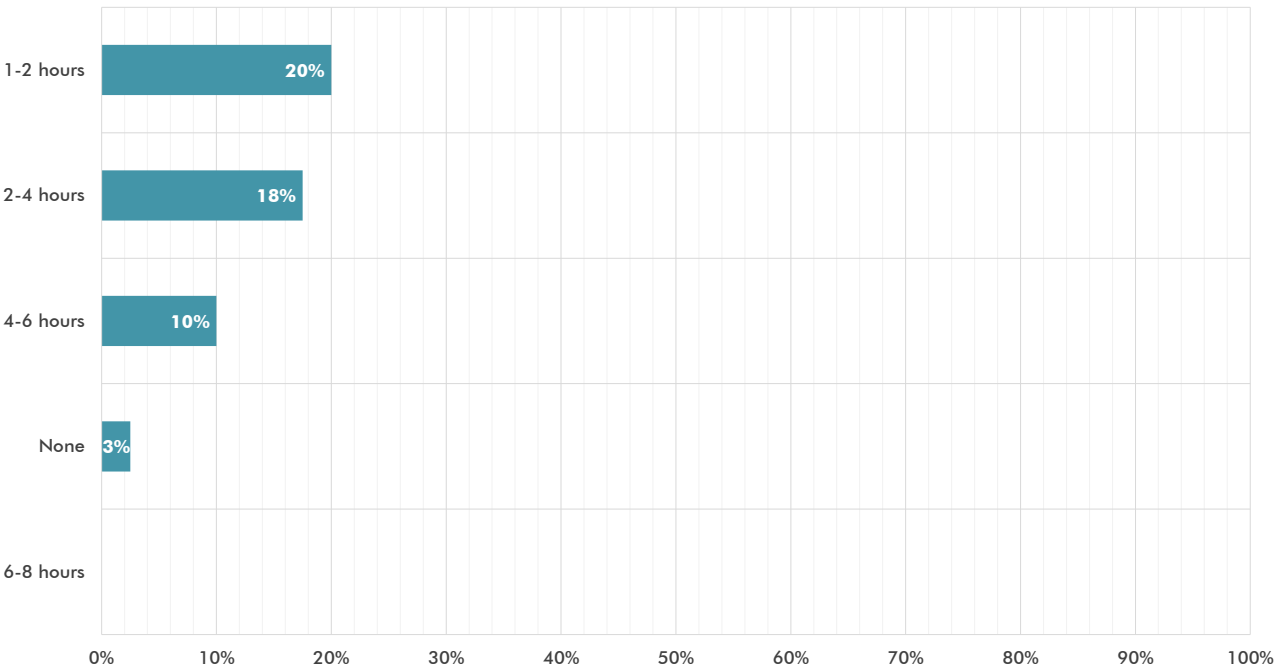
How would you describe your current workspace?



On average, how many hours do you work at your workstation per day?



On average, how many hours do you spend per day on the phone or on video conference meetings at your workstation?





PROJECTIONS + NEEDS

CAPITOLA CITY HALL

BUILDING PROGRAM

Space	CURRENT STAFF				CURRENT SPACE		
	City Hall		Other Locations		SF	SF/person	
	FTE	Part Time Seasonal	FTE	Part Time Seasonal			
1. CITY ADMINISTRATION							
2.01	City Manager	1			280	280	
2.02	Assistant to the City Manager	1			160	160	
2.03	Human Resources	1			120	120	
2.04	City Clerk Staff	2			190	95	
2.05	Customer Service Office Coordinator	1			80	80	
2.06	Information Technology (IT)		0.5		205	102.5	
2.07	Museum Curator			0.5	100	100	
2.08	Intern						
City Administration Total:		6	0.5	0	0.5	1,135	175
2. PUBLIC WORKS							
2.01	Public Works Director	1			110	110	
2.02	Public Works Staff	3	0.5		304	87	
Public Works Total:		4	0.5	0	0	414	92
3. COMMUNITY DEVELOPMENT							
3.01	Community Development Director	1			154	154	
3.02	Planning Staff	2			168	84	
3.03	Building Staff	3			196	65	
Community Development Total:		6	0	0	0	518	86
4. FINANCE							
4.01	Finance Director	1			120	120	
4.02	Finance Staff	3			153	51	
Finance Total:		4	0	0	0	273	61
CITY HALL SUBTOTAL		20	1	0	0.5	2340	111

Current Space Use
111
SF/Staff

Industry Standard
150
SF/Staff

CITY HALL STAFF + SPACE NEEDS

After reviewing existing layouts, staff and department head surveys, and interview responses, Group 4 along with the PMT, developed a space needs program. These spreadsheets show City Hall’s current and future full-time employees (FTEs), amount of square footage for each employee. These numbers were presented to the City of Capitola and adjusted as necessary throughout the duration of this project step.

METHODOLOGY AND PLANNING STANDARDS

The “Current Space Use” number is determined by using usable square feet and dividing that by the amount of staff occupying a space (square feet per capita). This number is used as a metric to determine whether enough square feet are being provided to each staff member for an adequate workspace. The standard for workplace planning is 150 square feet per staff member. As seen in the green circle above, Capitola’s City Hall currently has 111 sf/ staff. This means that the current workspaces are too small for the amount of staff in the building.

CAPITOLA CITY HALL							
BUILDING PROGRAM							
Space	CURRENT STAFF			CURRENT SPACE			
	City Hall	Other Locations		SF	SF/person		
5. MEETING & STAFF AMENITIES							
6.01	Staff Conference Room					210	
6.02	Copy Room					100	
6.03	Break Room					154	
Meeting and Staff Amenities Total:						464	
6. CITY HALL STORAGE & BUILDING SUPPORT SPACES							
6.01	2nd Story Restrooms					120	
6.02	Storage/ Bldg & Planning Records Room					172	
6.03	Mechanical Room					172	
6.04	Public Restrooms					220	
6.05	Parking Enforcement Restroom					150	
6.06	AV					56	
6.07	Circulation					1706	
Storage and Building Support Spaces Total:						2,596	
7. COMMUNITY SPACE							
7.01	Upstairs Lobby					167	
7.02	Community Room					550	
7.03	Council Chambers					1660	
Community Space Total:						2,377	
CITY HALL TOTAL		20	1	0	0.5	7777	111

CAPITOLA CITY HALL							
BUILDING PROGRAM							
Space	CURRENT STAFF			CURRENT SPACE			
	City Hall	Other Locations		SF	SF/person		
1. POLICE							
1.01	Police Chief	1				176	176
1.02	Police Captain	2				260	130
1.03	Police Staff (Front and Back Offices)	3				297	99
1.04	Patrol Staff (plus 2 community service officers)	15				390	26
1.05	Records Supervisor	1				91	91
1.06	Sergeant	4				200	50
1.07	Detective Staff	3				203	68
1.08	Parking Enforcement Staff	3				420	140
Police Total:		32	0	0	0	2037	64
2. POLICE STORAGE & BUILDING SUPPORT SPACES							
2.01	Police Interview Room					100	
2.02	Police Men's Locker Room					380	
2.03	Police Women's Locker Room					236	
2.04	Parking Restroom					150	
2.05	Police Lobby					60	
2.06	Police Storage					124	
2.07	Police Storage- trailer					1176	
2.08	Circulation					290	
Storage and Building Support Spaces Total:						2,516	
POLICE SUBTOTAL		32	0	0	0	4553	64



CITY HALL CURRENT VS NEW SPACE UTILIZATION*

Current Space Utilization

I/OWNED	WE/SHARED	NON-OCCUPIABLE	
42%	9%	14%	35%
Office Space	Meeting Room & Amenities	Storage & Bldg. Support	Lobby & Circulation

Future Space Utilization

I/OWNED	WE/SHARED	NON-OCCUPIABLE	
50%	15%	10%	25%
Office Space	Meeting Room & Amenities	Storage & Bldg. Support	Lobby & Circulation

* Excluding Community Room and Council Chambers

Current Vs. New Space Utilization

In the above diagram, both the "current" and "future" space utilizations for the City Hall building are shown. Currently, 42% of square footage is dedicated to office space, 9% to meeting rooms and staff amenities, 14% to storage and building support, and 35% to the lobby and circulation. These percentages show that the existing layout is slightly inefficient.

Typically, a lobby and building circulation will ideally only occupy 25% of space based on office space planning standards. Shown in the future space utilization, circulation will reflect this, and also increase the percentages of office space as well as meeting room and amenities. Storage and building support will decrease slightly to give square footage to occupiable spaces.

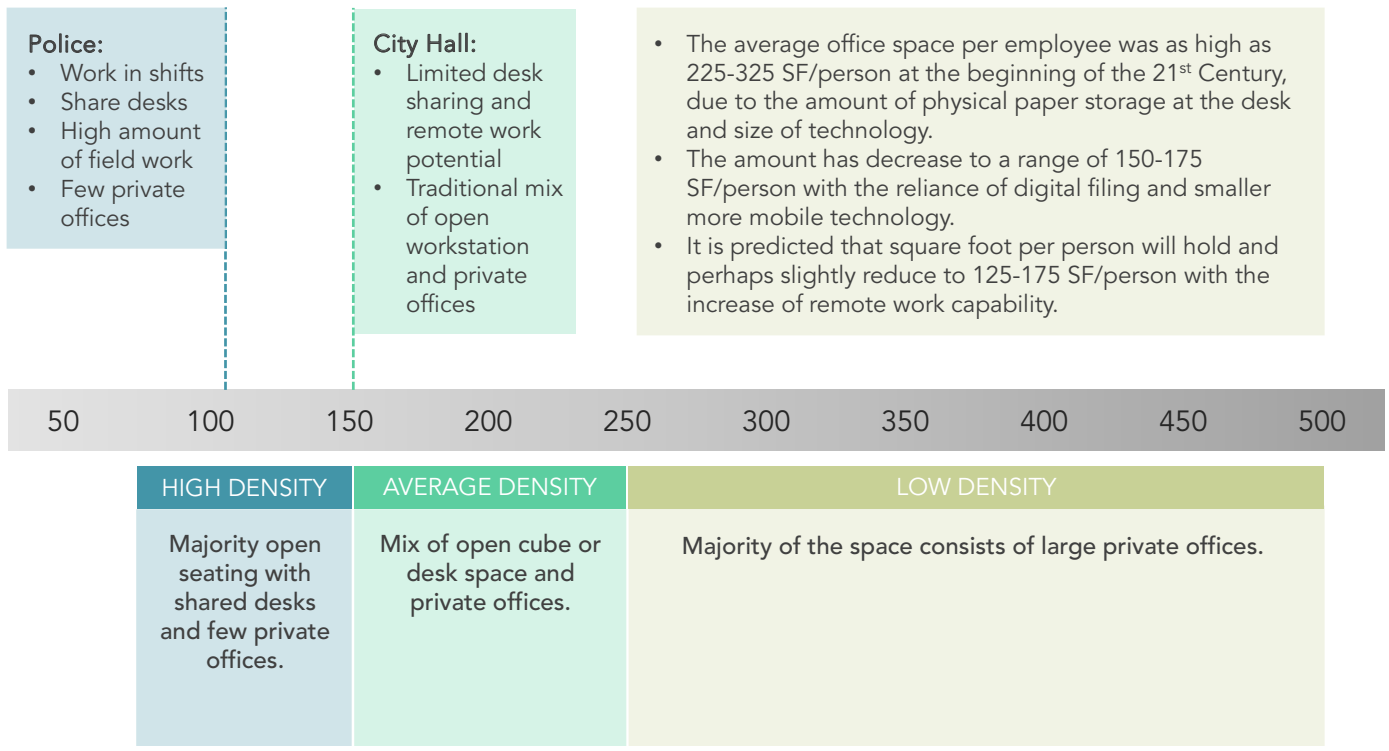
Industry Planning Standards

Industry planning standards help to identify ideal staff density in an office layout. There are several variables that dictate staff density such as remote work, desk sharing, and number of private offices needed. Because the Capitola Police work in shifts, share desks, and have work that brings them out in the field, less square footage is needed per staff member. The City Hall offices require a lower average density due to the fact that most employees are in the office every day and several staff require individual offices. Please see page 39 for further information.

Best Practices for Workplaces

Shown on page 39 are some best practices for modern workplaces. Collaborative workspace, lockers, group conference space, break hubs, efficient public service lobbies, and workplace mobility are just a few that can be implemented in the City Hall and Police Station to improve work environments.

INDUSTRY PLANNING STANDARDS



BEST PRACTICES FOR WORKPLACES

COLLABORATIVE WORKPLACE

LOCKER ROOM

GROUP CONFERENCE

COMMUNITY SPACE

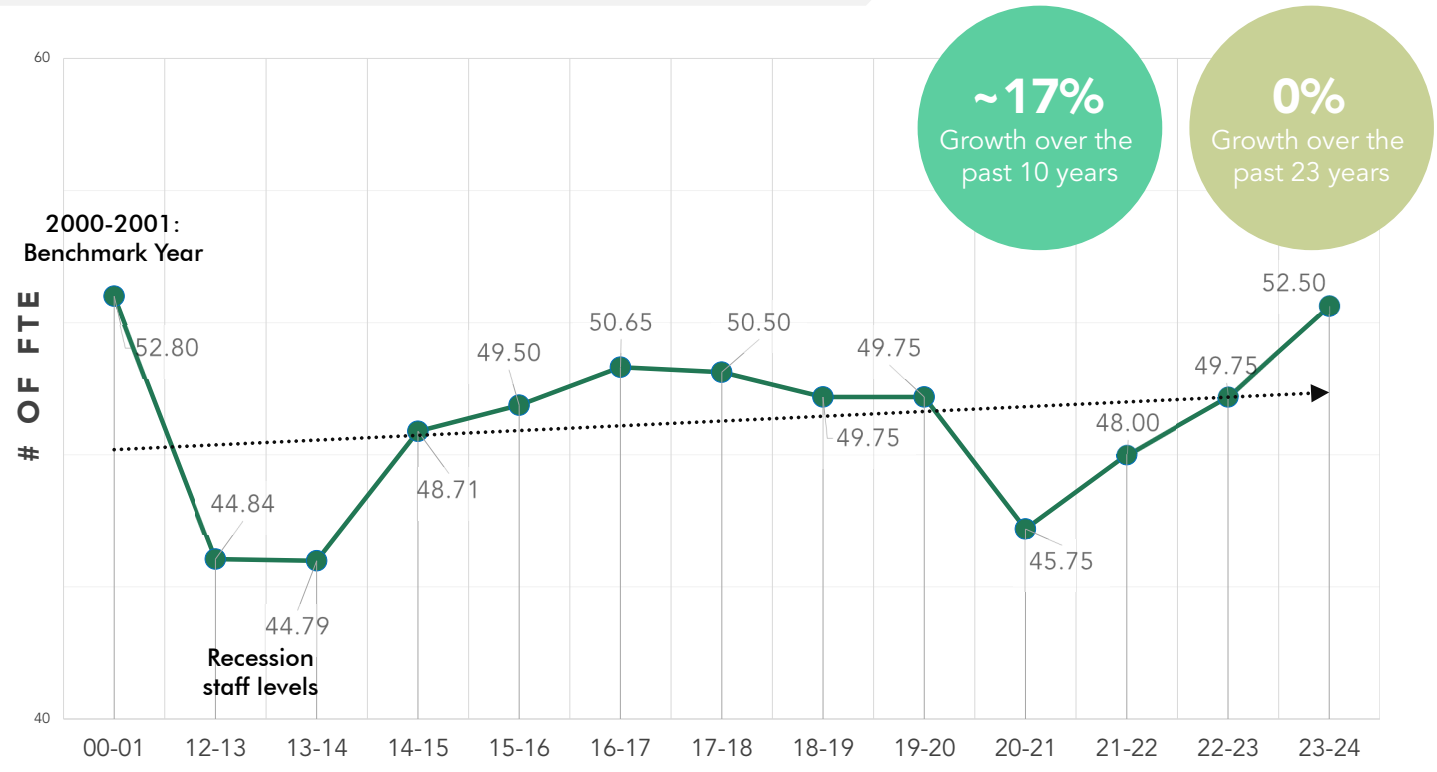
THE HUB (BREAK ROOM)

LOBBY

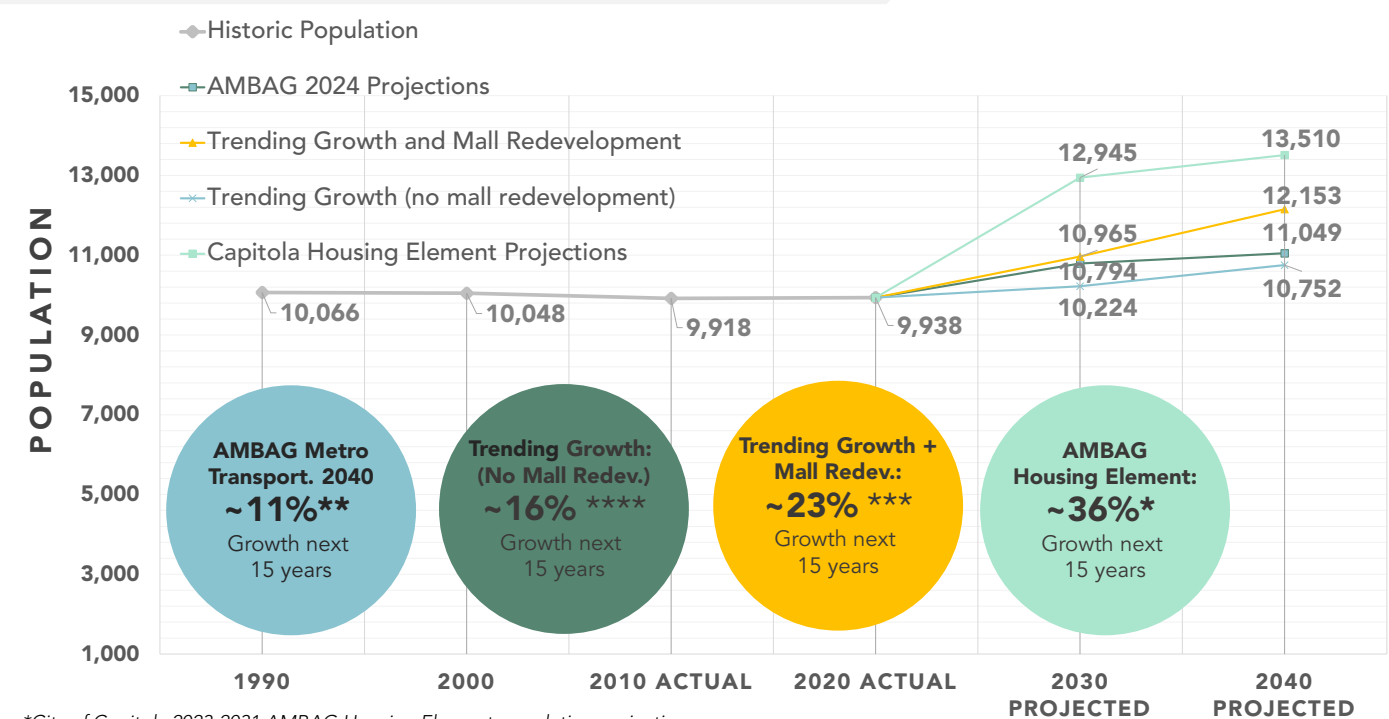
SMALL FOOTPRINT

WORKPLACE MOBILITY

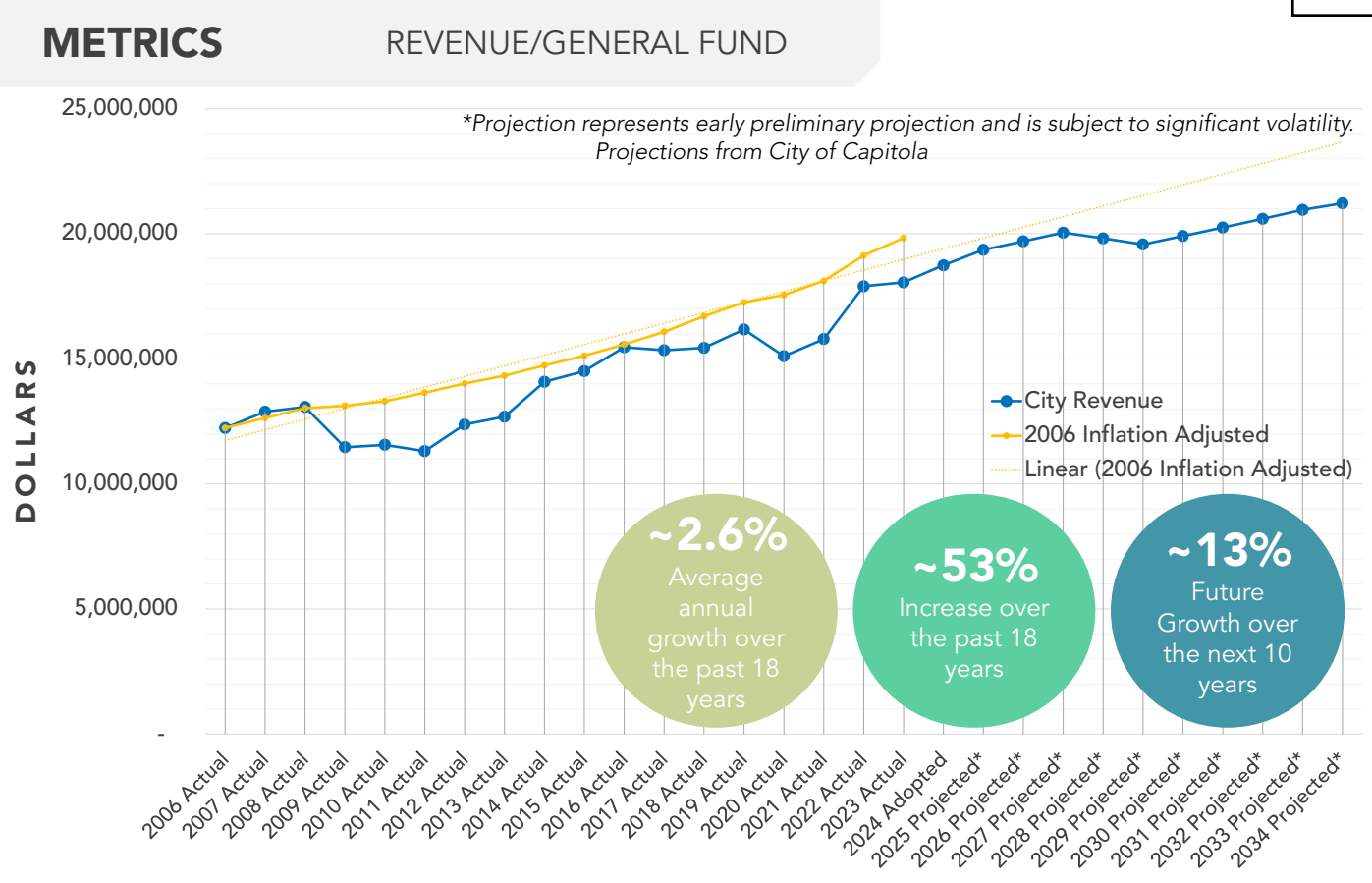
METRICS CITY HALL FTE STAFF



METRICS CAPITOLA POPULATION



*City of Capitola 2023-2031 AMBAG Housing Element population projections
 **AMBAG Metropolitan Transportation Plan population projections.
 ***City calculations based on trending growth plus mall redevelopment:
 2030: 467 new units X 2.2 people per unit = +1,027 people
 2040: 540 new units X 2.2 people per unit = +1,188 people
 **** City calculation based on trending growth with no mall redevelopment:
 2030: 130 new units X 2.2 people per unit = +286 people
 2040: 240 new units X 2.2 people per unit = +528 people



PROJECTION METRICS

As part of the project projections for the City Hall, three metrics for Capitola were projected out 10-15 years; full-time (equivalent) City employees, Capitola’s population, and the City’s general fund/ revenue. These three metrics help the City’s administrative team determine future staffing and City needs. These projections were determined through close work between the PMT and Group 4 during project meetings.

DRAFT SPACE NEEDS

The following three charts show the draft space needs for the City Hall and Police individually on page 38, and then together above. These needs were determined using office space planning standards to determine target growth. With 10%, 15%, and 20% growth, the needed square footage is shown and then divided by office space, community space, and shared staff amenity space.

Additionally, the first row in the space needs charts show the existing usable square feet per staff, and the second rows show the calculation for the "right size", the correct amount of office space if City Hall and Police maintained the number of staff they have now.

DRAFT SPACE NEEDS – CITY HALL

Growth	Community Space & Council Chambers	Office Needs	Mtg Rm, Amenities, Support, Lobby & Circulation	TOTAL CITY HALL SPACE NEEDS
Existing	2,400 SF	2,340 SF (at 111 SF/Staff)	3,060 SF	7,800 SF
Right Sized	2,500 SF*	3,150 SF (at 150 SF/Staff)	3,150 SF*	8,800 SF
10% Growth	2,600 SF	3,450 SF	3,450 SF	9,500 SF
15% Growth	2,700 SF	3,600 SF	3,600 SF	9,900 SF
20% Growth	2,800 SF	3,750 SF	3,750 SF	10,300 SF

TARGET

* Improve efficiency with a more flexible layout to accommodate a higher occupancy in lobby, meeting rooms and amenities

DRAFT SPACE NEEDS - POLICE

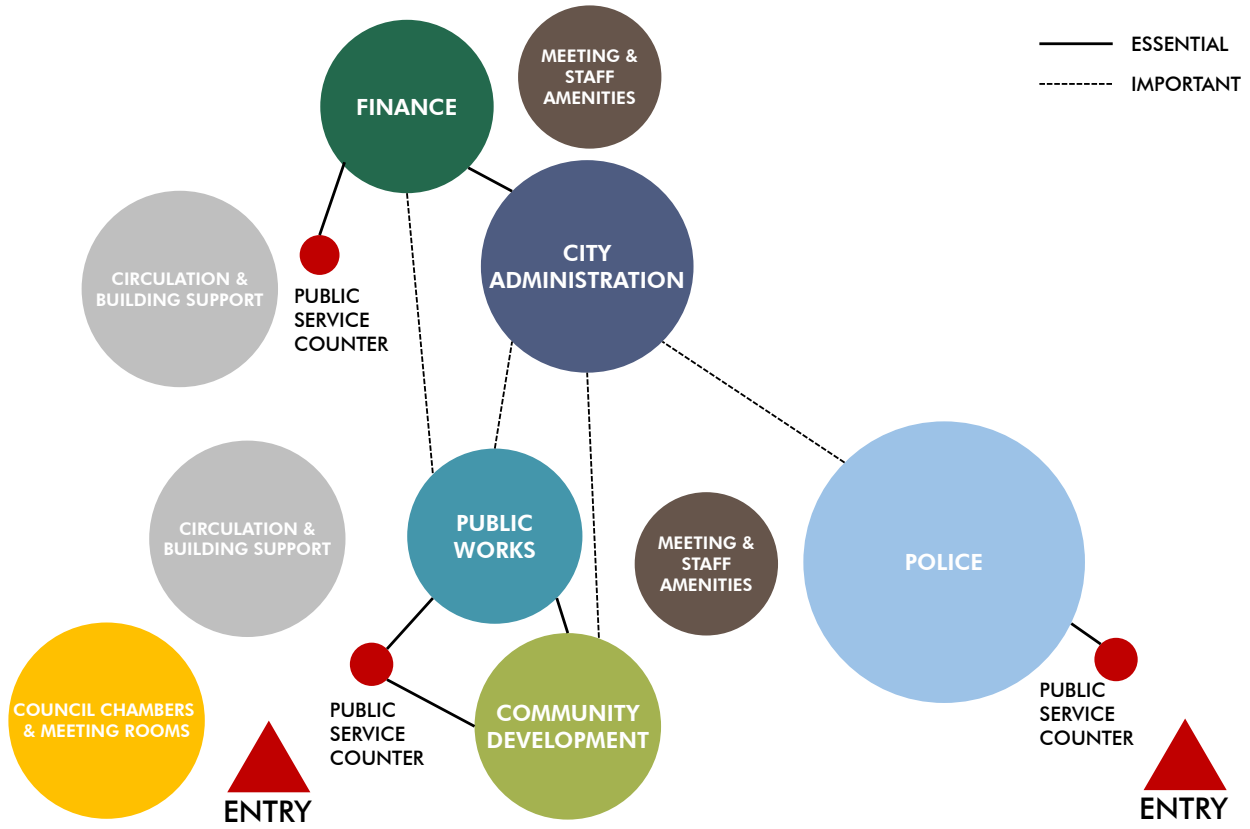
Growth	Community Space	Office Needs	Mtg Rm, Amenities, Support, Lobby & Circulation	TOTAL POLICE SPACE NEEDS
Existing	0 SF	2,040 SF (at 64 SF/Staff)	2,520 SF	4,560 SF
Right Sized	0 SF	3,200 SF (at 100 SF/ Staff)	3,200 SF*	6,400 SF
TARGET 10% Growth	0 SF	3,500 SF	3,500 SF	7,000 SF
15% Growth	0 SF	3,650 SF	3,650 SF	7,300 SF
20% Growth	0 SF	3,800 SF	3,800 SF	7,600 SF

* Additional space for lobby, meeting rooms, break room and locker rooms.

DRAFT SPACE NEEDS - TOTAL

Growth	Community Space & Council Chambers	Office Needs	Mtg Rm, Amenities, Support, Lobby & Circulation	TOTAL CITY HALL + POLICE SPACE NEEDS
Existing	2,400 SF	4,380 SF	5,580 SF	12,360 SF
Right Size	2,500 SF	6,350 SF	6,350 SF	15,200 SF
TARGET 10% Growth	2,600 SF	6,950 SF	6,950 SF	16,500 SF
15% Growth	2,700 SF	7,250 SF	7,250 SF	17,200 SF
20% Growth	2,800 SF	7,550 SF	7,550 SF	17,900 SF

DEPARTMENT ADJACENCIES



DEPARTMENT ADJACENCIES

Departments function best when they are within close proximity to other departments that they work closely with to complete their work. Above, the ideal department adjacencies are shown.

Ideally, City Hall and Police would have several public service counters. Some departments have essential adjacencies, and some are labeled as important, meaning that they should be closeby, but it's not imperative that they are placed next to eachother. Each area needs to have circulation and building support space as well as meeting and staff amenities in addition to staff workspaces.



SUMMARY + NEXT STEPS



KEY POINTS

Looking to the future growth and evolution for the City of Capitola, its civic infrastructure continues to be a high priority as the City Hall and Police Department prepare for the next 20 years of community service and governance. This facility space needs assessment serves an important function and addresses the City's various space needs and current conditions.

Alongside the Project Management Team comprised of Capitola city department heads, Group 4 took a deep dive into examining City Hall and Police Station existing conditions, population and staff projections, industry space standards, and staff survey findings. These findings paint a picture of the issues that face these existing buildings and create understanding that informs future decision-making and planning.

This report's findings show several areas in need of improvement: the inadequacies of current City Hall and Police Department staff workspaces as well as the poor condition of these buildings and environmental concerns. Because City Hall has functionality and resilience issues currently, it's important to look to the future and plan for growth and modern office needs.

The key findings from this assessment are detailed on the following page.

BUILDING CONDITIONS

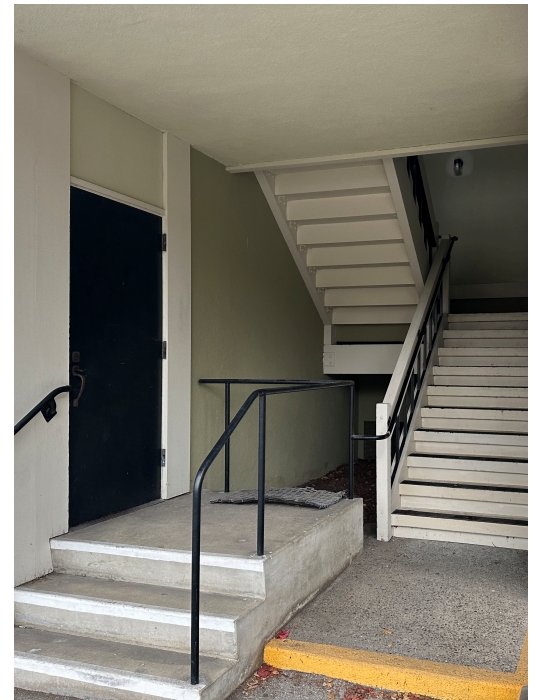
- City Hall and Police Stations are built in a flood plain.
- Staff survey results show inadequacy with the City Hall staff workspaces; examples include lack of space, poor building conditions, and inadequate space to assist the public with daily requests.
- Based on the existing conditions report, the building is nearing its end of life and plans should be made for either an extensive full building renovation or new construction.

SPACE STANDARDS

- To enhance the customer service experience for the community at City Hall and the Police Station, it is recommended that the lobby areas are improved.
- Existing conditions do not meet accepted industry standards relative to current staff levels:
 - City Hall - 1,000 square feet below industry standards
 - Police Department - 1,840 square feet below industry standards
- Current facilities do not provide the right balance of meeting rooms and amenities for City and Police staff.

PROJECTIONS

- City Hall FTE history shows that current staffing numbers have reached re-recession levels and the City Hall space is currently at capacity.
- Capitola’s population projections range from 11% to 36% growth in the next 20 years based on four development models.
- Best practice would be to plan for future growth to accommodate changes in staff, services, and operations.
- Combined City Hall and Police Station would range from 16,500 to 17,900 square feet.





NEXT STEPS

Upon adoption of this report, the City of Capitola should...

- **Identify future goals and vision** for the Capitola City Hall and Police Station through community engagement.
- **Create scenarios** to meet space planning needs; future growth projections; and vision and goals through either a:
 - Major renovation and addition of the existing City Hall and Police Station
 - New City Hall and Police Station, either on the existing or another City-owned site
- Establish **conceptual budget** for scenarios.
- **Engage community** to gather feedback on proposed scenarios.
- **Identify preferred scenario** for a proposed City Hall and Police Station.



CITY OF CAPITOLA

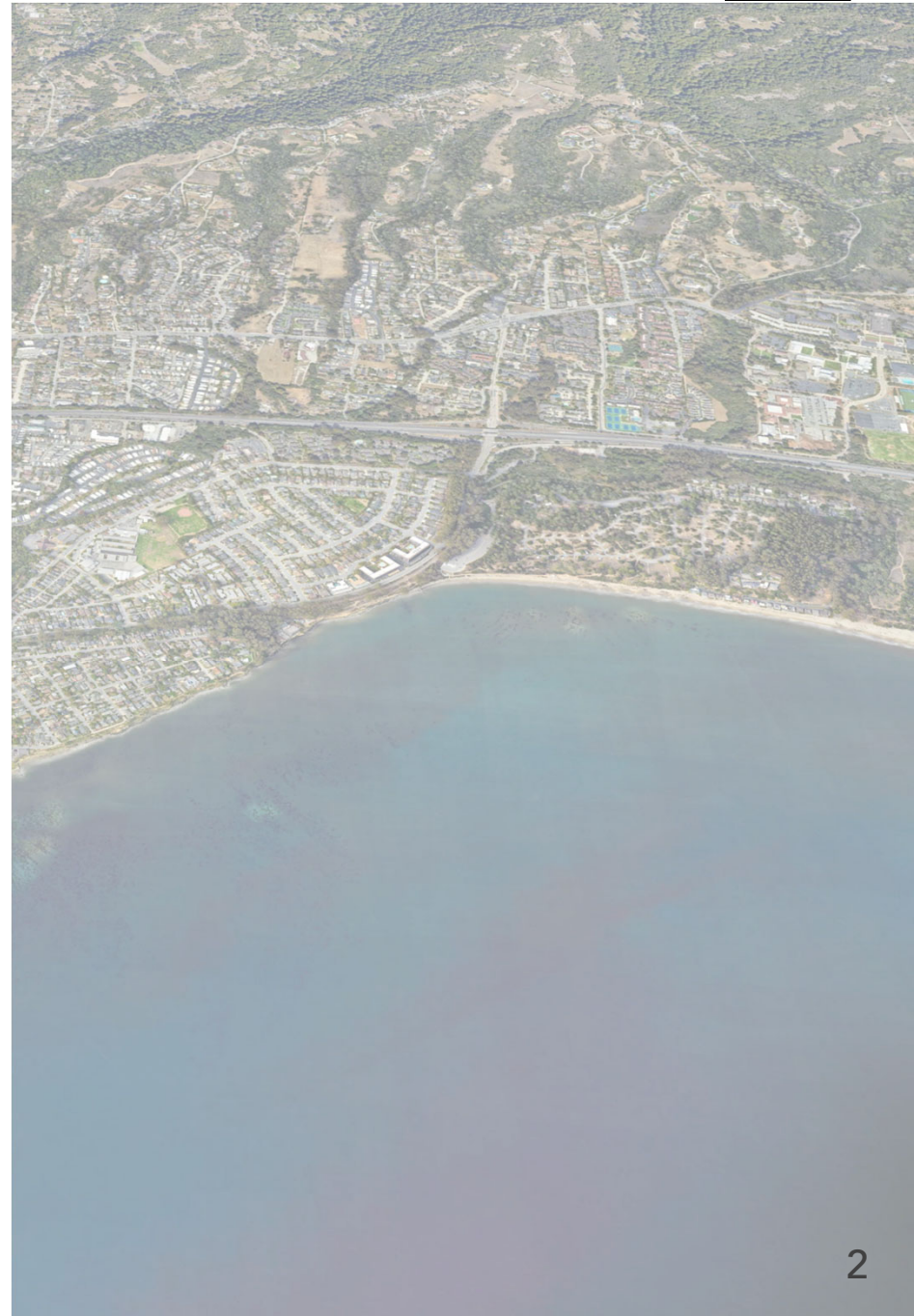
City Hall Space Planning

April 25, 2024



AGENDA

1. Project Schedule
2. Existing Conditions Analysis
3. Projections
4. Next Steps





CITY OF CAPITOLA

FACILITIES NEEDS ASSESSMENT WORK PLAN



NOV	DEC	JAN	FEB	MAR	APR
-----	-----	-----	-----	-----	-----

STEP 1: PROJECT SETUP/ EXISTING CONDITIONS ANALYSIS

STEP 2: PROJECTIONS


STEP 3: SUMMARY OF FINDINGS/ PROJECT WRAPUP

PROJECT PARTICIPATION

Project Management Team (PMT) Meetings	●	●	●	●	●	●	●	●	●	●	●
Facility Tours + Interviews											
City Council											

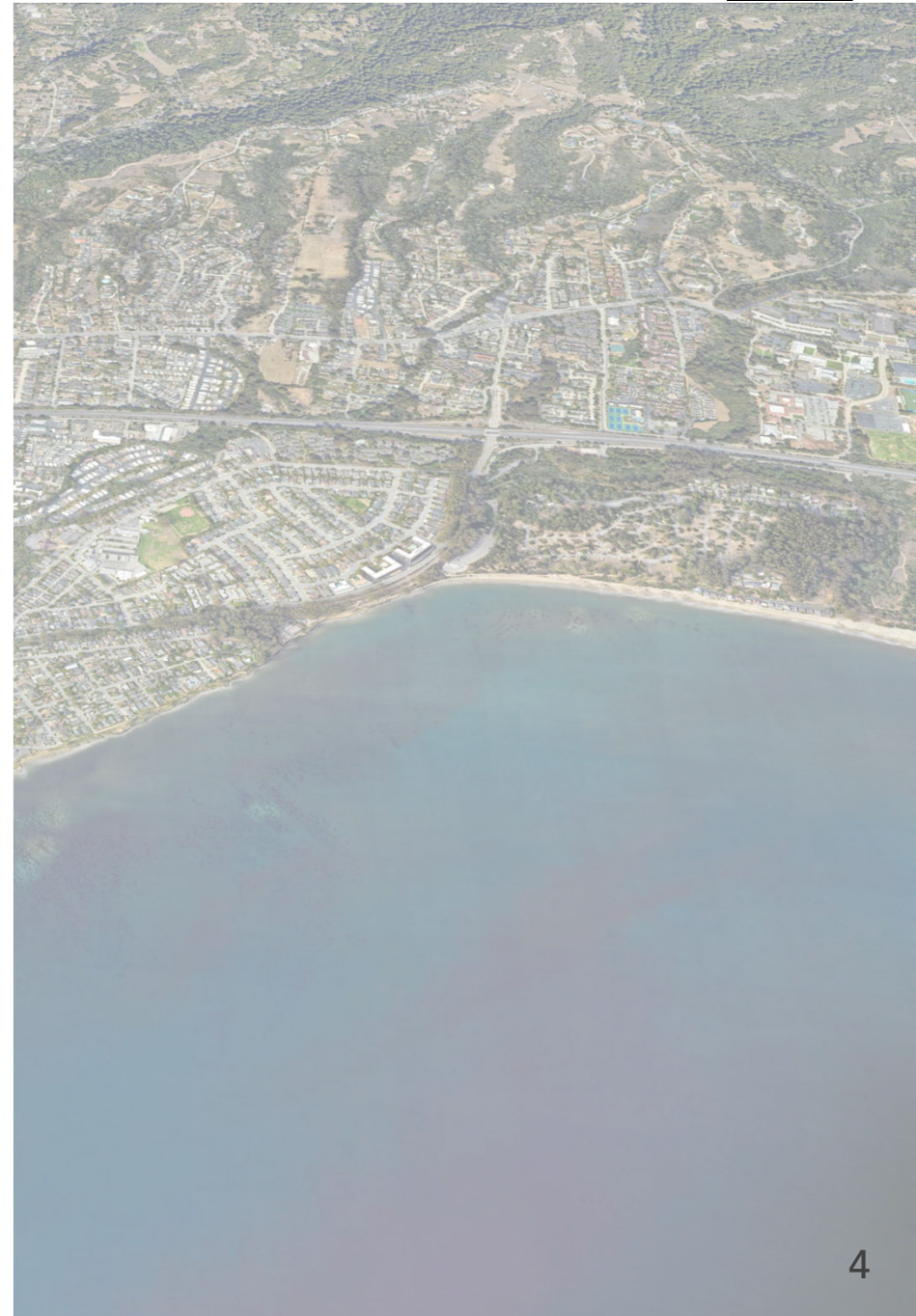
SURVEY INTERVIEWS

CITY COUNCIL PRESENTATION



AGENDA

1. Project Schedule
2. Existing Conditions Analysis
3. Projections
4. Next Steps



CAPITOLA CITY HALL SITE MAP



Size: ~ 7 acres total





CAPITOLA CITY HALL SITE MAP





CURRENT CITY HALL

Year Built

1976

Current Building Size (inc. police storage)

~ 12,300 sf

2020 Population

9,938

2023/24 CITY HALL FTE

52.5 staff





CURRENT CITY HALL

BUILDING ISSUES

Major building improvements/issues that need to be addressed:

- Lack of space and modern accommodations for all staff
- Staff breakroom is uncomfortable and small
- Public service counter and lobby size is too small and not welcoming
- Located within the flood plain
- Roof leaks for entire building
- In adequate air circulation & HVAC for entire building





CURRENT POLICE STATION

BUILDING ISSUES

Major building improvements/issues that need to be addressed:

- Inadequate locker rooms with lack of privacy and not meeting requirements.
- No staff breakroom
- Public service counter and lobby size is too small and not welcoming
- Lacking dedicated meeting rooms that are separate from staff workspace
- Emergency responders facility located within flood plain



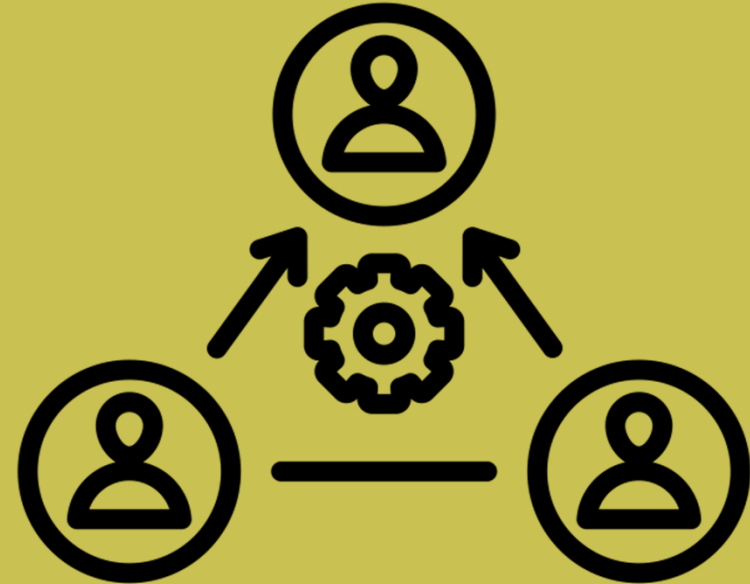


CURRENT CITY HALL AND POLICE STATION

STAFF EFFICIENCY

The following areas need improvement for better staff efficiency:

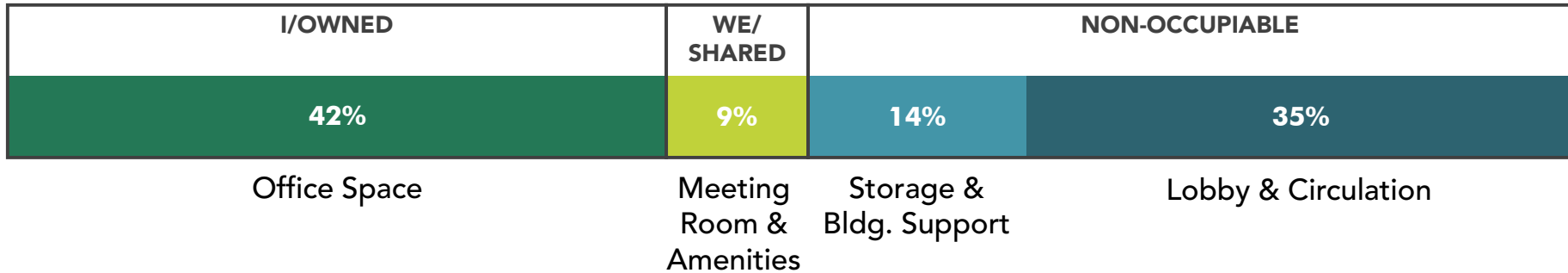
- Physical layout of departments and staff
- Lack of department collaboration spaces and conference space
- Separated police storage
- Police cars parked in public lot
- Office for museum curator in City Hall



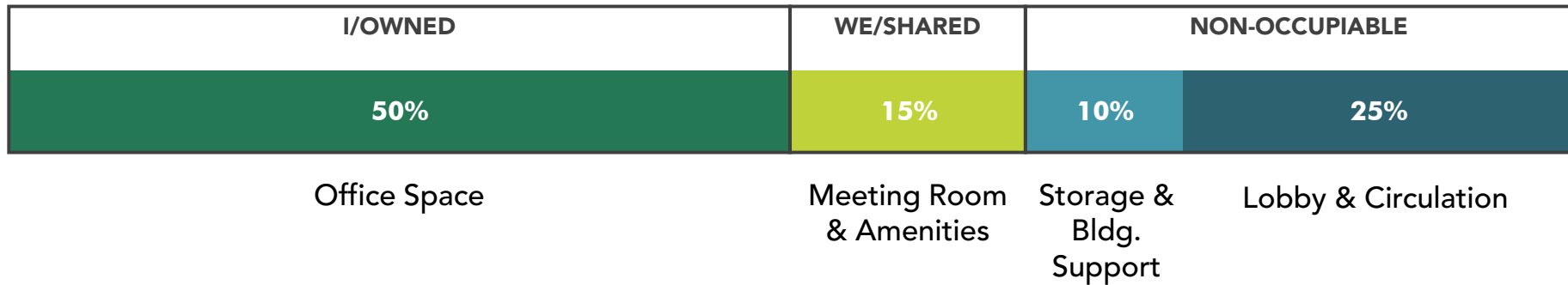


CITY HALL CURRENT VS NEW SPACE UTILIZATION*

Current Space Utilization



Future Space Utilization



* Excluding Community Room and Council Chambers



STAFF SURVEY SUMMARY

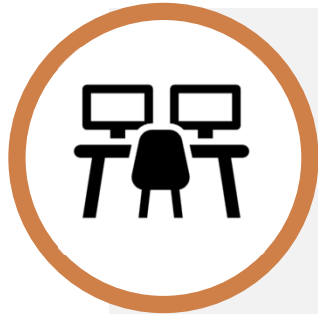
40
responses



75% are on a video conference call for 1-2 hours each



70% Interact with the public at the service counter



68% have a shared office workspace



49% interact with the public frequently daily



50% are at their workstations for 6-8 hours a day

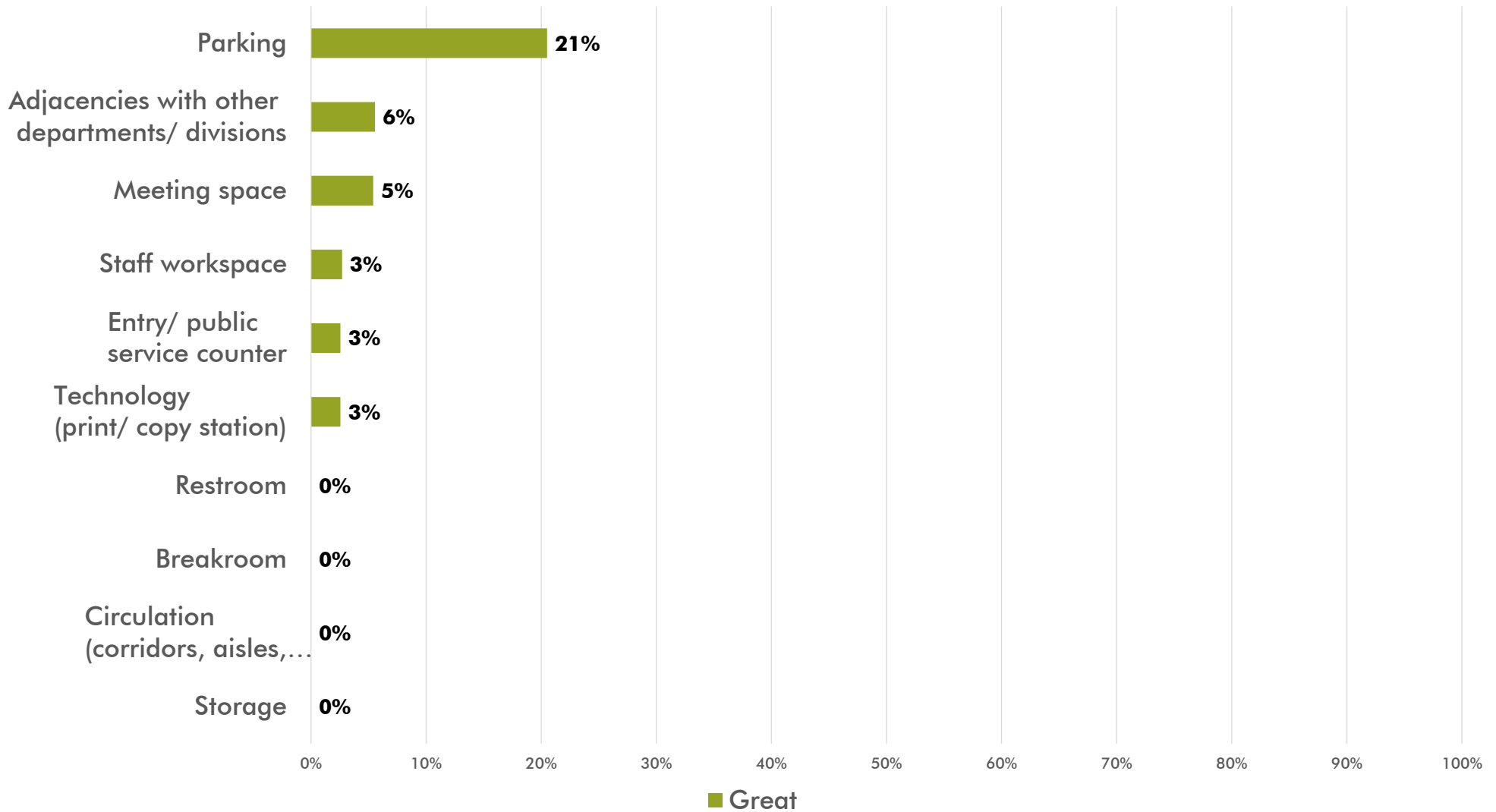


68% describe their workspace as outdated



STAFF SURVEY SUMMARY

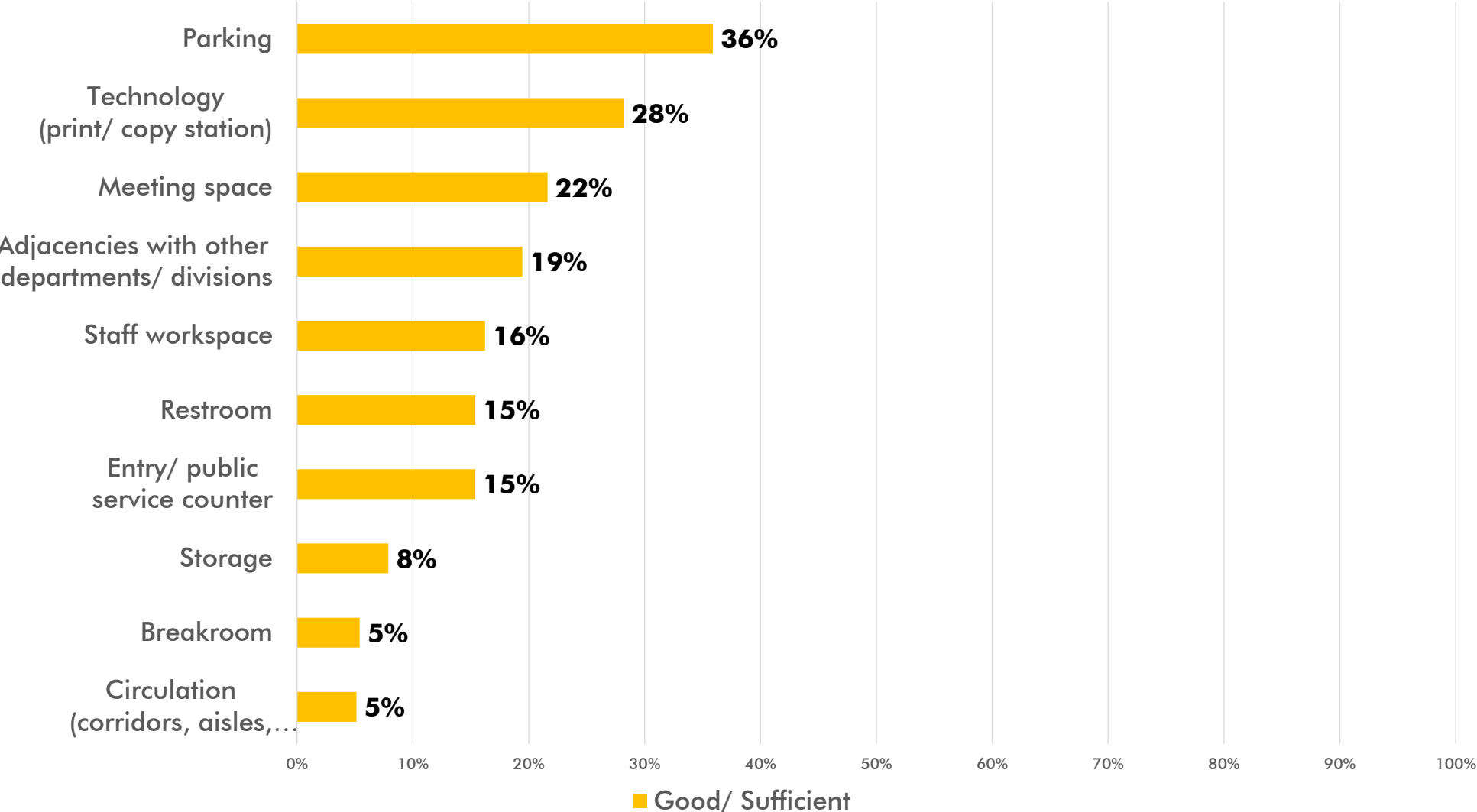
Please indicate the condition of each area within City Hall as applicable: **Great**





STAFF SURVEY SUMMARY

Please indicate the condition of each area within City Hall as applicable: **Good/ Sufficient**

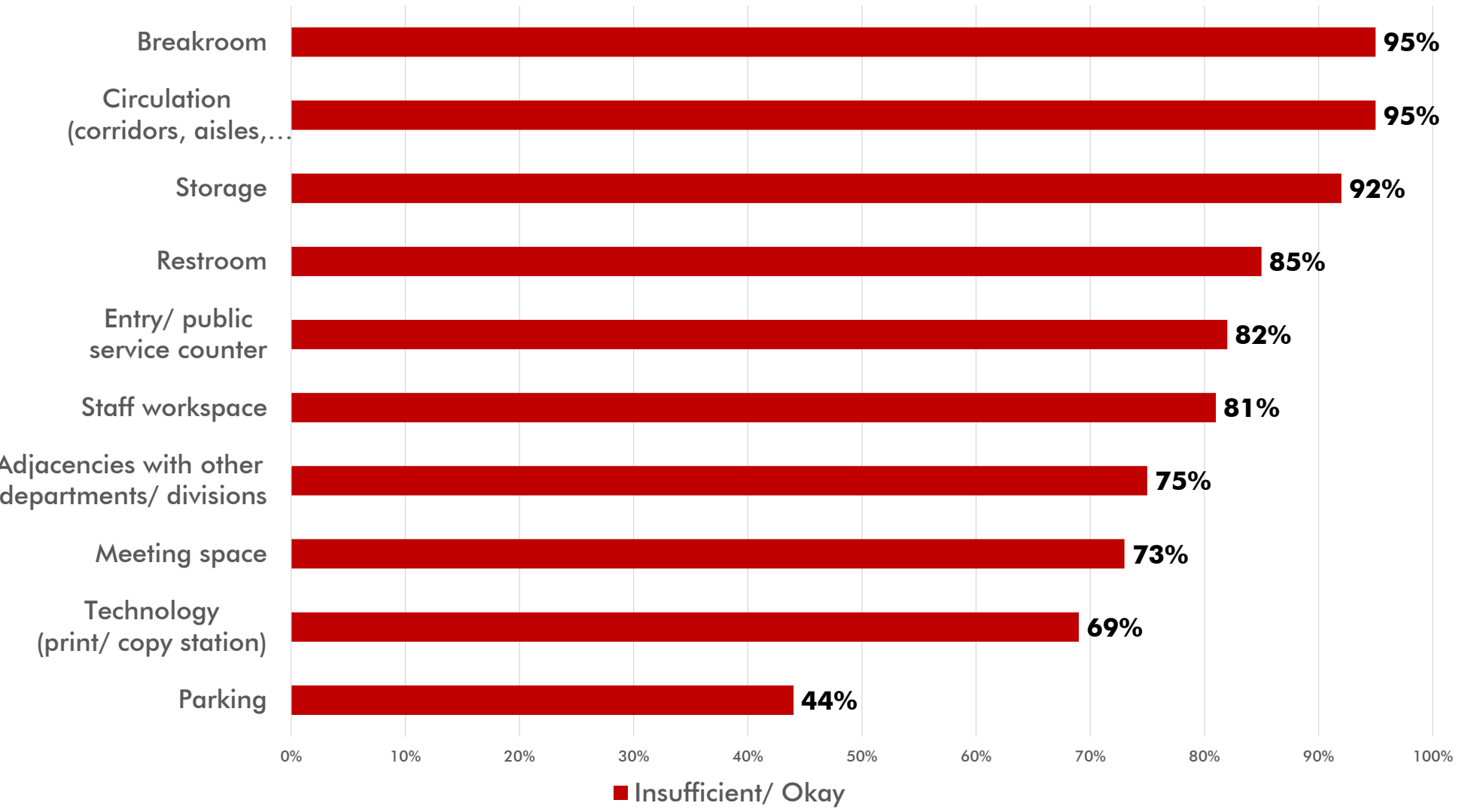


Capitola City Hall Space Needs Assessment



STAFF SURVEY SUMMARY

Please indicate the condition of each area within City Hall as applicable: **Insufficient/ Okay**

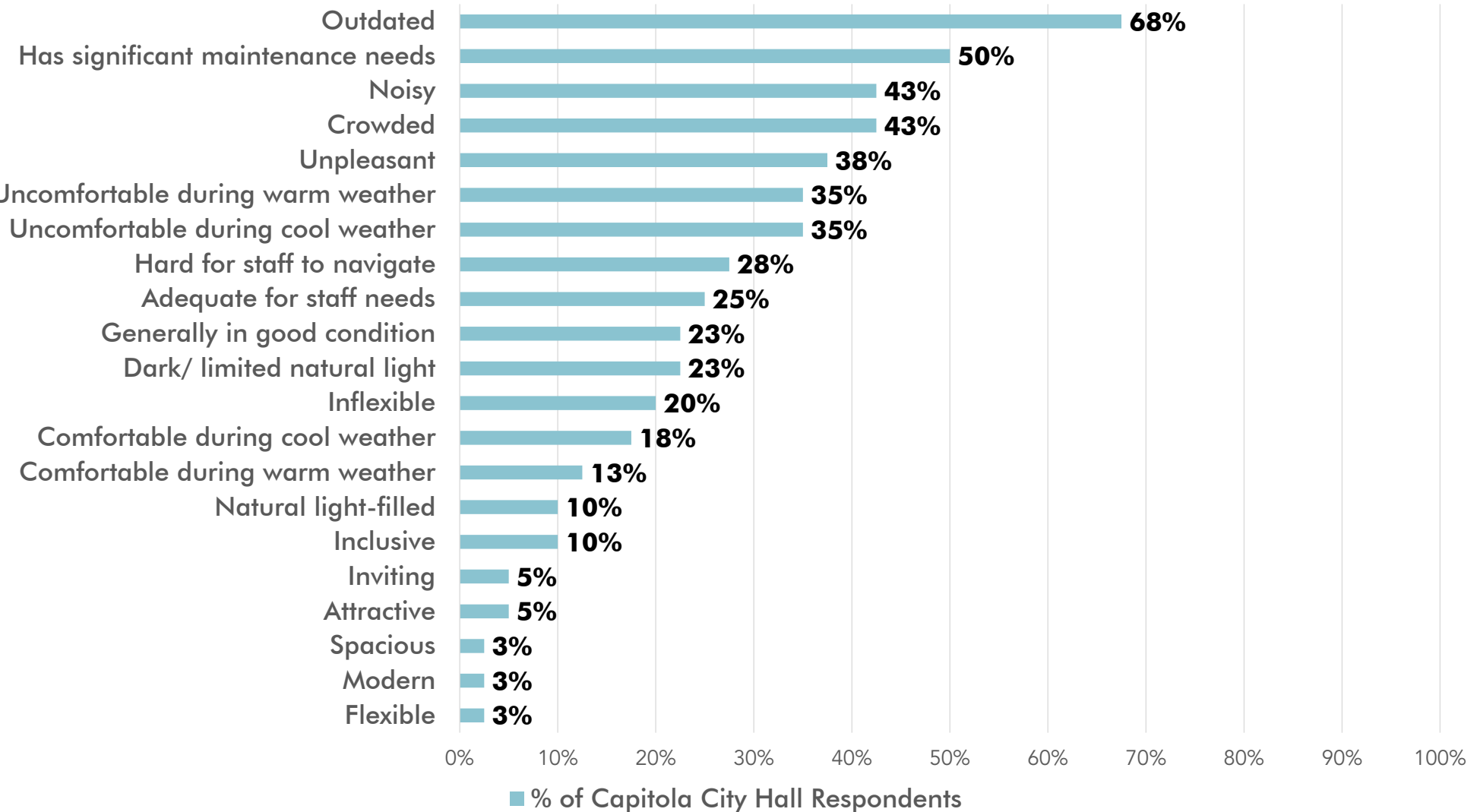


Capitola City Hall Space Needs Assessment



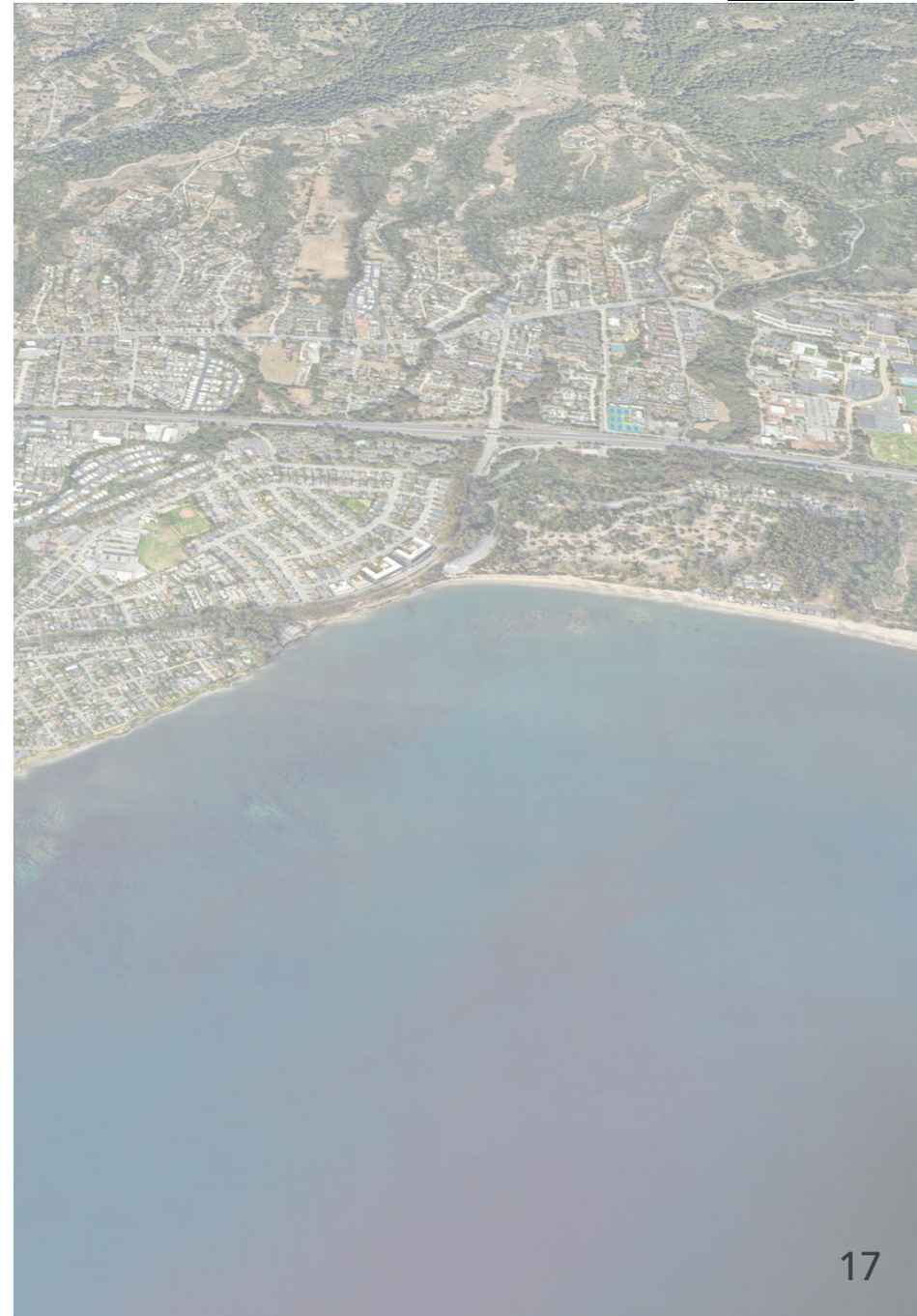
STAFF SURVEY SUMMARY

How would you describe your current workspace?



AGENDA

1. Project Schedule
2. Existing Conditions Analysis
3. Projections
4. Next Steps





INDUSTRY PLANNING STANDARDS

Police:

- Work in shifts
- Share desks
- High amount of field work
- Few private offices

City Hall:

- Limited desk sharing and remote work potential
- Traditional mix of open workstation and private offices

- The average office space per employee was as high as 225-325 SF/person at the beginning of the 21st Century, due to the amount of physical paper storage at the desk and size of technology.
- The amount has decrease to a range of 150-175 SF/person with the reliance of digital filing and smaller more mobile technology.
- It is predicted that square foot per person will hold and perhaps slightly reduce to 125-175 SF/person with the increase of remote work capability.

50 100 150 200 250 300 350 400 450 500

HIGH DENSITY

Majority open seating with shared desks and few private offices.

AVERAGE DENSITY

Mix of open cube or desk space and private offices.

LOW DENSITY

Majority of the space consists of large private offices.



CITY HALL STAFF & SPACE NEEDS

CAPITOLA CITY HALL

BUILDING PROGRAM

Space	CURRENT STAFF				CURRENT SPACE	
	City Hall		Other Locations		SF	SF/person
	FTE	Part Time	FTE	Part Time		
CITY HALL TOTAL	20	1	0	0.5	7777	111





POLICE STAFF & SPACE NEEDS

CAPITOLA CITY HALL

BUILDING PROGRAM

Space	CURRENT STAFF				CURRENT SPACE	
	City Hall		Other Locations		SF	SF/person
	FTE	Part Time	FTE	Part Time		
POLICE SUBTOTAL	32	0	0	0	4553	64





BEST PRACTICES FOR WORKPLACES



**COLLABORATIVE
WORKPLACE**



LOCKER ROOM



GROUP CONFERENCE



COMMUNITY SPACE



THE HUB (BREAK ROOM)



LOBBY



SMALL FOOTPRINT

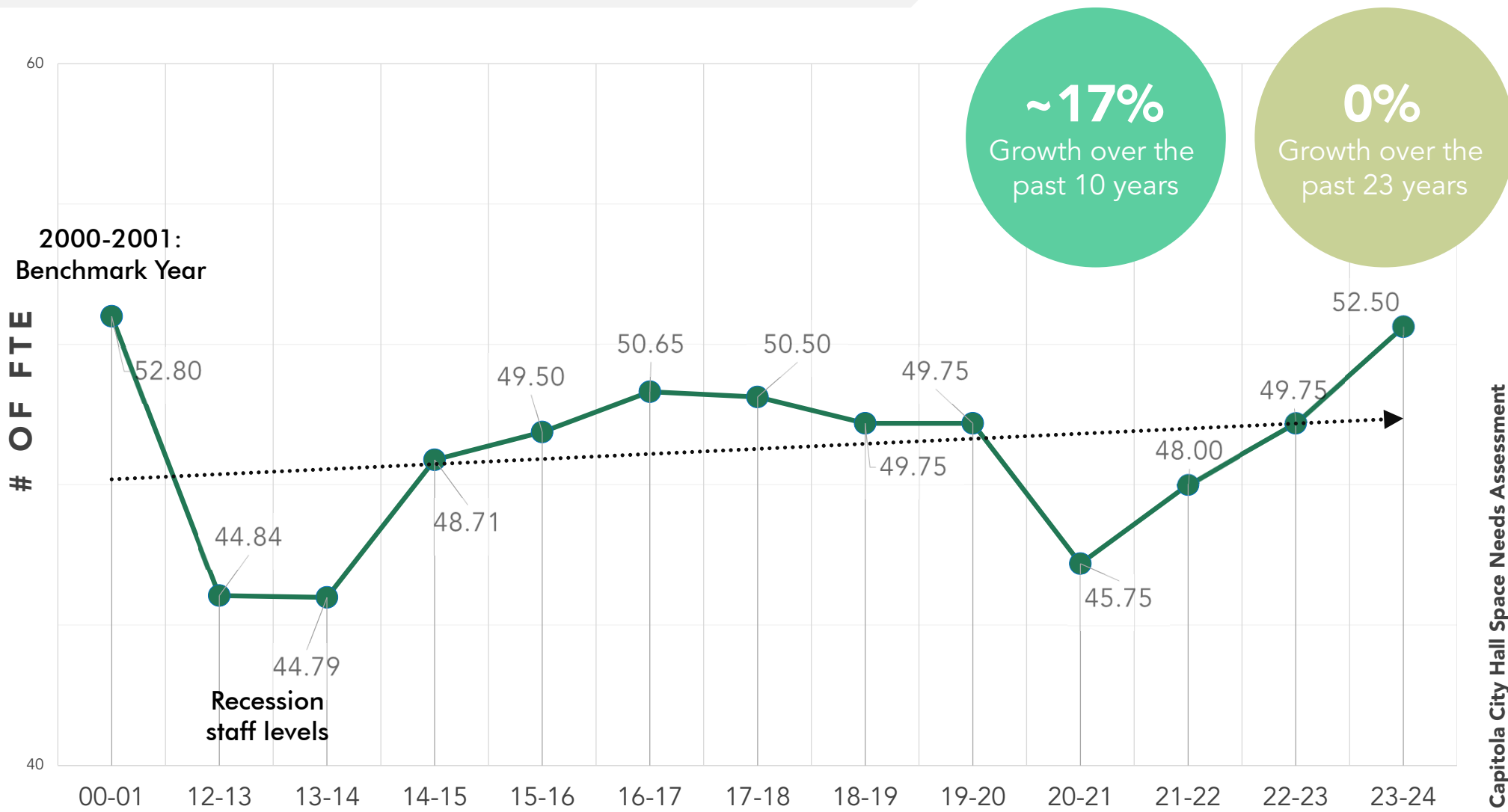


WORKPLACE MOBILITY



METRICS

CITY HALL FTE STAFF

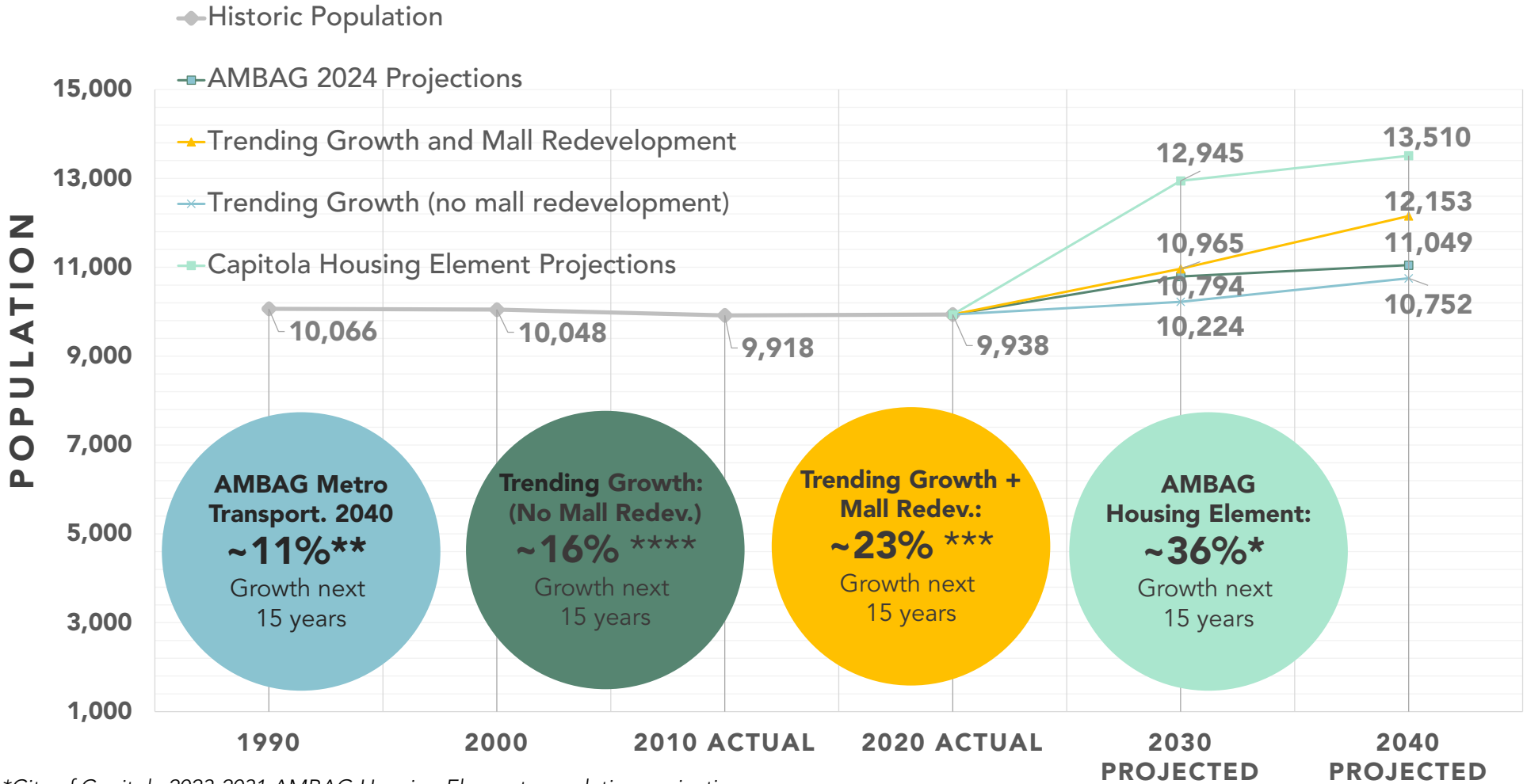


*Projection represents early preliminary projection and is subject to significant volatility.



METRICS

CAPITOLA POPULATION



*City of Capitola 2023-2031 AMBAG Housing Element population projections

**AMBAG Metropolitan Transportation Plan population projections.

***City calculations based on trending growth plus mall redevelopment:
 2030: 467 new units X 2.2 people per unit = +1,027 people
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**** City calculation based on trending growth with no mall redevelopment:
 2030: 130 new units X 2.2 people per unit = +286 people
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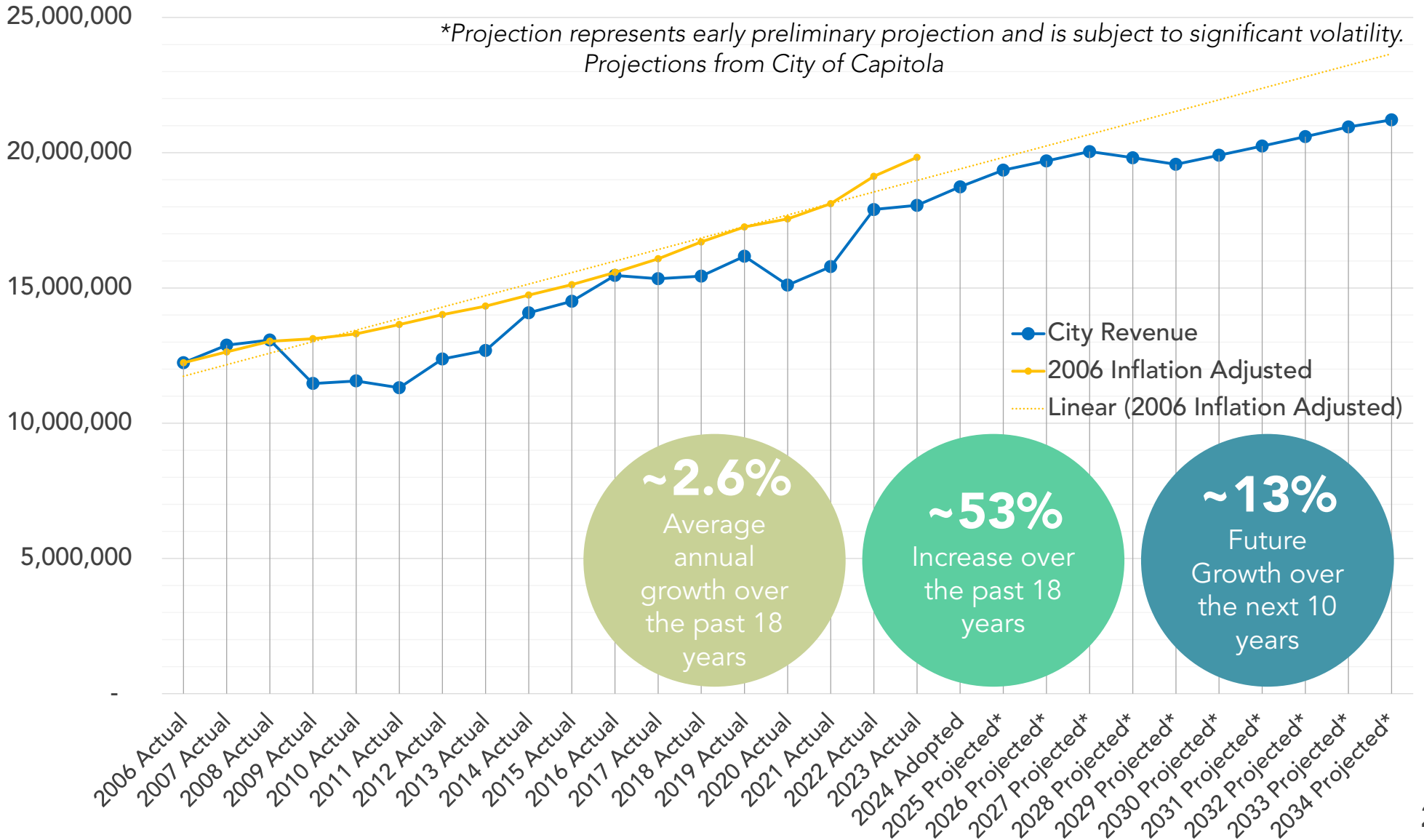


METRICS

REVENUE/GENERAL FUND

**Projection represents early preliminary projection and is subject to significant volatility.
Projections from City of Capitola*

DOLLARS



~2.6%
Average annual growth over the past 18 years

~53%
Increase over the past 18 years

~13%
Future Growth over the next 10 years

Capitola City Hall Space Needs Assessment



DRAFT SPACE NEEDS – CITY HALL

Growth	Community Space & Council Chambers	Office Needs	Mtg Rm, Amenities, Support, Lobby & Circulation	TOTAL CITY HALL SPACE NEEDS
Existing	2,400 SF	2,340 SF (at 111 SF/Staff)	3,060 SF	7,800 SF
Right Sized	2,500 SF*	3,150 SF (at 150 SF/Staff)	3,150 SF*	8,800 SF
10% Growth	2,600 SF	3,450 SF	3,450 SF	9,500 SF
15% Growth	2,700 SF	3,600 SF	3,600 SF	9,900 SF
20% Growth	2,800 SF	3,750 SF	3,750 SF	10,300 SF

TARGET

City of Capitola City Hall Space Planning

* Improve efficiency with a more flexible layout to accommodate a higher occupancy in lobby, meeting rooms and amenities



DRAFT SPACE NEEDS - POLICE

Growth	Community Space	Office Needs	Mtg Rm, Amenities, Support, Lobby & Circulation	TOTAL POLICE SPACE NEEDS
Existing	0 SF	2,040 SF (at 64 SF/Staff)	2,520 SF	4,560 SF
Right Sized	0 SF	3,200 SF (at 100 SF/ Staff)	3,200 SF*	6,400 SF
10% Growth	0 SF	3,500 SF	3,500 SF	7,000 SF
15% Growth	0 SF	3,650 SF	3,650 SF	7,300 SF
20% Growth	0 SF	3,800 SF	3,800 SF	7,600 SF

TARGET

City of Capitola City Hall Space Planning

* Additional space for lobby, meeting rooms, break room and locker rooms.



DRAFT SPACE NEEDS - TOTAL

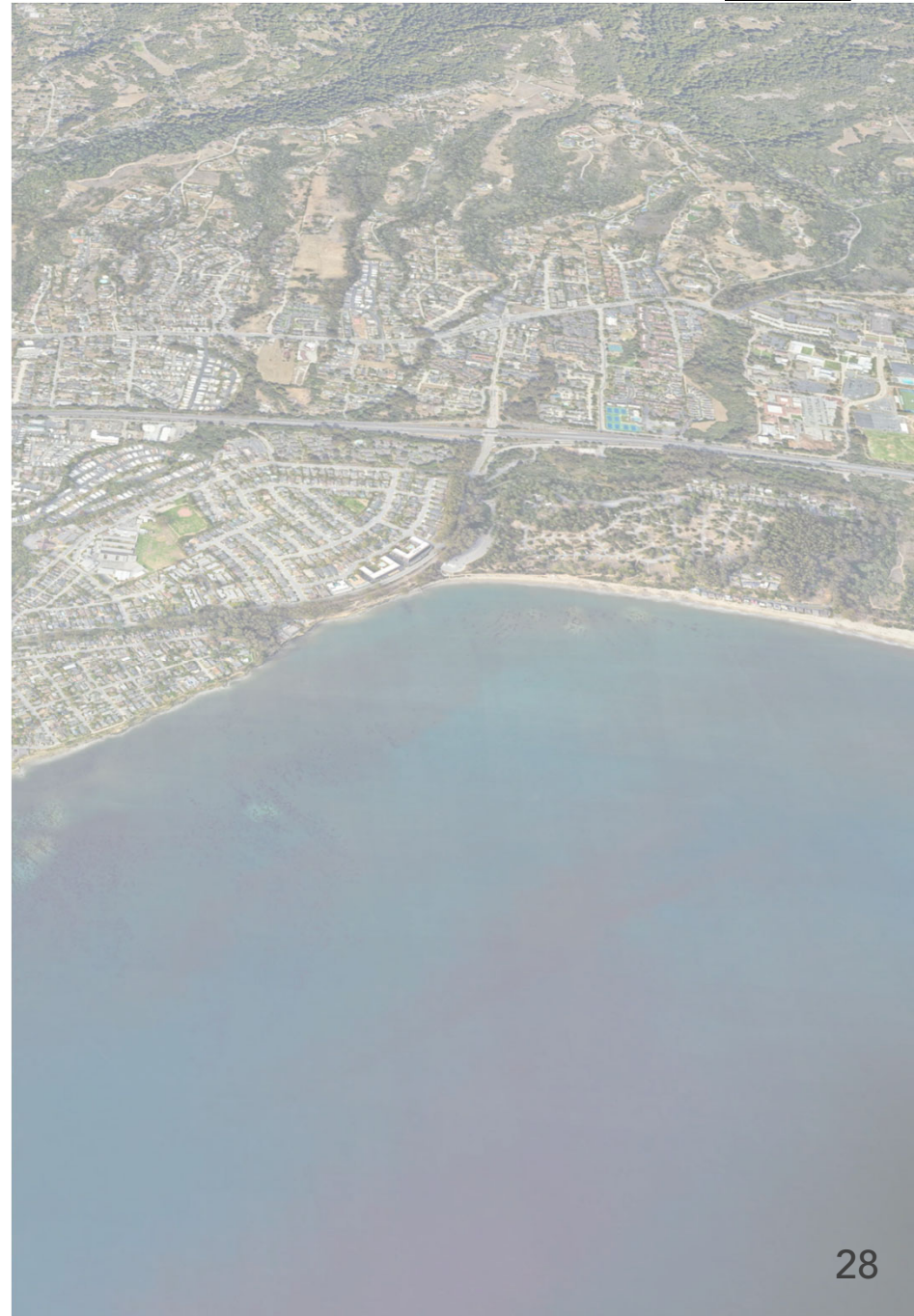
Growth	Community Space & Council Chambers	Office Needs	Mtg Rm, Amenities, Support, Lobby & Circulation	TOTAL CITY HALL + POLICE SPACE NEEDS
Existing	2,400 SF	4,380 SF	5,580 SF	12,360 SF
Right Size	2,500 SF	6,350 SF	6,350 SF	15,200 SF
10% Growth	2,600 SF	6,950 SF	6,950 SF	16,500 SF
15% Growth	2,700 SF	7,250 SF	7,250 SF	17,200 SF
20% Growth	2,800 SF	7,550 SF	7,550 SF	17,900 SF

TARGET

City of Capitola City Hall Space Planning

AGENDA

1. Project Schedule
2. Existing Conditions Analysis
3. Projections
4. Next Steps



KEY POINTS

BUILDING CONDITIONS

- City Hall and Police Stations are built in a flood plain.
- Staff survey results show inadequacy with the City Hall staff workspaces; examples include lack of space, poor building conditions, and inadequate space to assist the public with daily requests.
- Based on the existing conditions report, the building is nearing its end of life and plans should be made for either an extensive full building renovation or new construction.



KEY POINTS

SPACE STANDARDS

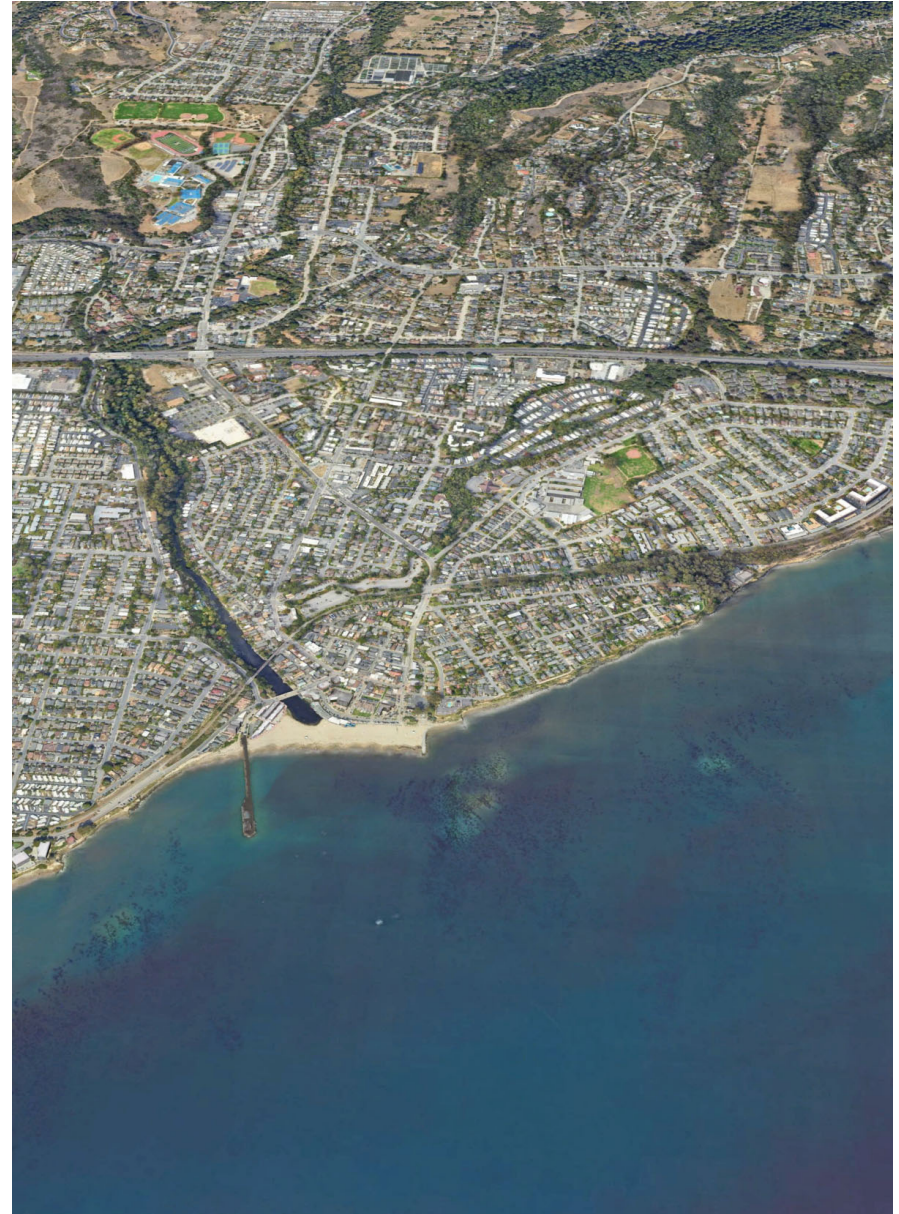
- City Hall should feature a modern community space and Council Chambers to meet community needs.
- To enhance the customer service experience for the community at City Hall and the Police Station, it is recommended that the lobby areas are improved.
- Existing conditions do not meet accepted industry standards relative to current staff levels.
 - City Hall - 1,000 sf below industry standards
 - Police Department 1,840 sf under industry standard
- Current facilities do not provide the right balance of meeting rooms and amenities for City and Police staff.



KEY POINTS

PROJECTIONS

- City Hall FTE history shows that current staffing numbers have reached pre-recession levels, the City Hall space is currently at capacity.
- Capitola's population projections range from 11% to 36% growth in the next 20 years based on 4 development models.
- Best practice would be to plan for future growth to accommodate changes in staff, services, and operations.
- Combined City Hall and Police Station would range from 16,500 to 17,900 SF.





NEXT STEPS

Upon adoption of this report, the City of Capitola should...

- **Identify future goals and vision** for the Capitola City Hall and Police Station through community engagement.
- **Create scenarios** to meet space planning needs; future growth projections; and vision and goals through either a:
 - Major renovation and addition of the existing City Hall and Police Station
 - New City Hall and Police Station, either on the existing or another City-owned site.
- **Establish conceptual budget** for scenarios.
- **Engage community** to gather feedback on proposed scenarios.
- **Identify preferred scenario** for a proposed City Hall and Police Station.



THANK YOU!



Capitola City Council

Agenda Report

Meeting: April 25, 2024

From: Public Works Department

Subject: Jade Street Park UA Playground Project



Recommended Action: Authorize the City Manager to execute Amendment 1 to the Professional Services Agreement with Verde Design in the amount of \$107,030 for final Plans, Specifications, and Estimates (PS&E) for the Jade Street Park Universally Accessible (UA) Playground Project.

Background: The Jade Street Park UA Playground Project (Project) will replace an existing playground that was installed in 1999 and updated in 2007 with an all-inclusive play area. This renovation, estimated at \$1.67 million, is part of the City's Capital Improvement Plan (CIP), with \$475,000 already allocated (\$275,000 in FY 22-23 and \$200,000 in FY 23-24). The Friends of County Parks (Friends) have agreed to help support this project and established a goal of raising \$1 million of additional funding.

On February 9, 2023, the City Council authorized an agreement with Verde Design for the conceptual design of the playground, including community outreach and analysis. On June 8, 2023, the City Council was presented with a conceptual plan that incorporated feedback from community engagement activities like online surveys, pop-up events, and meetings. The final conceptual design was approved by the City Council on July 27, 2023. This design not only aligns with the projected budget but also allows for enhancements if additional funds are secured. Friends have notified staff that they have met 50% of their fundraising goal and continue to receive significant interest from potential supporters.

Discussion: Apart from fundraising efforts, staff is currently preparing an application for Community Development Block Grant (CDBG) funding, seeking a maximum of \$3.5 million. Securing additional funds would enable the implementation of further site enhancements, including upgrades to restroom facilities. Anticipated Notices of Funding Availability are expected to be issued this summer. In the event of an unsuccessful bid in the current round, the City may reapply in the winter. Grant awards, typically requiring a "shovel-ready project," may occur as late as late 2024 or mid-2025, contingent upon application success. As mandated by the CDBG program, a public hearing on the CDBG application will be conducted, and a resolution will be presented to the City Council for approval.

Given the potential for additional funding, staff recommends finalizing construction documents based on the conceptual plan approved during the July 27, 2023, City Council meeting. An amendment to the current Verde contract is necessary to complete final Plans, Specifications, and Estimates (PS&E). Additional design requirements have emerged since the contract's inception, including the design of an accessible path from the playground to the restroom. The proposed contract amendment of \$107,030 (Attachment 2) reflects these expanded scopes of work, bringing the total design fee to \$194,083, approximately 11% of the estimated \$1.7M total project cost.

Fiscal Impact: A total of \$87,000 has been expended on the design phase of the Project. Presently, \$475k is allocated in the FY 23-24 budget for the completion of both design and construction. Anticipated fundraising efforts with the County Park Friends are expected to yield \$850k by the end of 2024. Additionally, CDBG grant awards are projected for late 2024 or mid-2025.

Amending the Verde Design contract for an additional \$107,030 will facilitate the production of construction documents. These documents will offer flexibility for implementing improvements under various funding scenarios, as outlined in Table 1.

Table 1. Estimate Project Costs

Allocations		
FY 22-23		\$275,000
FY 23-24		\$200,000
Fundraising		\$850,000
Total Allocation		\$1,325,000
Estimated Project Cost		
	Final Conceptual Design	Enhanced Design
Design Costs	\$194,000	\$194,000
Construction Costs	\$1,157,000	\$1,257,000
Soft Costs	\$209,000	\$227,000
Contingencies	\$127,000	\$138,000
Total Costs	\$1,687,000	\$1,816,000

California Environmental Quality Act (CEQA): CEQA for the Jade Street Park UA Park Project has not yet been completed, pending final PS&E. A Categorical Exemption is anticipated on this project. The project area is an existing playground and no substantial use change is proposed with this project. Upon completion of the CEQA review and if the City determines the project is exempt from CEQA requirements, the next step for the City on this project will be to file a Notice of Exemption finding that the park renovation is categorically exempt from CEQA per Section 15301 ("Class 1") of the CEQA Guidelines, which exempts repair and maintenance of existing structures and facilities, involving negligible or no expansion of use.

Attachments:

1. Final and Enhanced Conceptual Design Plans and Estimates
2. Verde Design Contract Amendment No. 1
3. Verde Design Scope of Work

Report Prepared By: Jessica Kahn, Public Works Director

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

Approved By: Jamie Goldstein, City Manager

Final Conceptual Design

SURFACE LEGEND

-  GRAY CONCRETE PAVING
-  RUBBER RESILIENT SURFACE
-  RESILIENT WOOD WALKWAY
-  SOD
-  RAIN GARDEN PLANTING
-  CALIFORNIA MEADOW - NATIVE HYDROSEED
-  SENSORY PLANTING

CONCEPT LEGEND

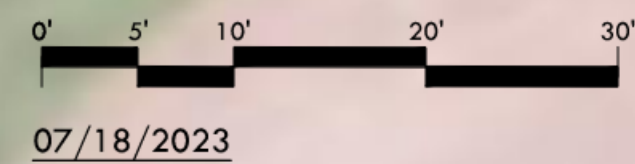
- ① EXISTING PARKING LOT
- ② ENTRY MONUMENT
- ③ GROUP PICNIC TABLE (3)
- ④ TRASH CONTAINERS
- ⑤ FENCING - 48" TALL
- ⑥ SEATING PAD
- ⑦ SLOPED WALKWAY
- ⑧ GAME TABLE
- ⑨ BANNER POLE
- ⑩ BENCH (4)
- ⑪ TRIKE TRACK
- ⑫ HANDRAIL AT THE CLIMBING SLOPE

PLAY EQUIPMENT

- A 3-BAY SWING
- B VOLTA SPINNER
- C 4-SEATS ROCKER
- D 5-12 COMPOSITE PLAY STRUCTURE
- E INCLUSIVE WHIRL
- F WHIMSY RIDER DOLPHIN (2)
- G PLAY SHIP
- H COZY DOME
- I STRAIGHT SLIDE (2)
- J PERCUSSION CAJON BOX (2)
- K SANSA RIMBA
- L NOVO TEARDROP COUNTER
- M LOOP CLIMBERS (2)
- N ROCK CLIMBERS
- O RUBBER BALL CLIMBERS (4)
- P COMMUNICATION BOARD



NORTH



07/18/2023



Preferred Plan
 Jade Street Park Universally Accessible Playground
 City of Capitola
 4400 Jade St, Capitola, CA 95010



LANDSCAPE ARCHITECTURE
 CIVIL ENGINEERING
 SPORT PLANNING & DESIGN
 2455 The Alameda, Ste. 200
 Santa Clara, CA 95050
 Tel: 408.985.7200
 Fax: 408.985.7260
 www.verdedesigninc.com

Jade Street Playground Project - Preferred Plan

July 18, 2023

City of Capitola

Verde Design Inc.

Preliminary Construction Cost Estimate

Completed by: DL

VERDE DESIGN PROJECT NO. 2300300

Reviewed by: TY

Cost Estimate: Play Area

\$1,157,089

Cost Estimate: Play Area with Construction Contingencies

\$1,492,644

ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1 Site Clearing and Demolition				\$54,538.60
Tree Protection	5	ea.	\$500.00	\$2,500.00
Spray, Clear, Grub and Strip existing landscape areas	16,425	sf	\$0.50	\$8,212.50
Demolish DG Paving	1,224	sf	\$2.50	\$3,060.00
Demolish and Remove Existing Play Equipment	1	allow	\$20,000.00	\$20,000.00
Demolish Hardscape	896	sf	\$1.60	\$1,433.60
Demolish 24" Concrete Curb at Play Area	405	lf	\$10.00	\$4,050.00
Demolish Concrete Edgeband	51	sf	\$15.00	\$765.00
Remove and Reused at Dog Walkway	9,235	sf	\$0.50	\$4,617.50
Remove and Salvage Bench	6	ea.	\$200.00	\$1,200.00
Remove and Salvage Trash Receptcle	3	ea.	\$200.00	\$600.00
Remove Drinking Fountain	1	ea.	\$1,000.00	\$1,000.00
Remove Signage	1	ea.	\$500.00	\$500.00
Remove Irrigation Pipe, Valves, and Heads, and Cap Main and Lateral Lines	1	ls	\$1,500.00	\$1,500.00
Demolish and Remove Existing Tree	3	ea.	\$1,200.00	\$3,600.00
Miscellaneous Demolition	1	ls	\$1,500.00	\$1,500.00
2 Site Grading and Earthwork				\$60,201.93
Rough Grading	31,049	sf	\$1.40	\$43,468.60
Off-haul and Disposal (allowance 6")	279	cy	\$60.00	\$16,733.33
3 Drainage / Utilities				\$56,277.83
Drainage	14,122	sf	\$2.50	\$35,305.00
Drainage Point of Connection	1	ls	\$1,500.00	\$1,500.00
C3 Area (Hardscape)				
Biofiltration Soil -24"	69	cy	\$85.00	\$5,899.63
Biofiltration Drain Rock Base - 24" depth	937	sf	\$3.60	\$3,373.20
6" Perforated Underdrain	80	lf	\$60.00	\$4,800.00
Cleanouts	2	ea	\$500.00	\$1,000.00
Rasied Catch Basin -18"	2	ea	\$2,200.00	\$4,400.00
4 Hardscape				\$352,768.00
Std. Concrete Paving - Pedestrian	3,621	sf	\$14.00	\$50,694.00
Concrete Paving with Thickened Edge	487	lf	\$50.00	\$24,350.00
Resilient Surfacing with Aggregate Base	7,814	sf	\$25.00	\$195,350.00
Resilient Surfacing at Sloped Concrete Slab at Toddler Play Area	451	sf	\$40.00	\$18,040.00
Resilient Wood Walkway on Grade w/ recycled Existing Wood Fiber	0	sf	\$1.75	\$0.00
Wood Header at Resilient Wood Walkway	633	lf	\$8.00	\$5,064.00
Concrete Seating Pad	1	ea	\$2,000.00	\$2,000.00
Concrete Trike Track	1,520	sf	\$14.00	\$21,280.00
Sloped Walkway at Toddler Area - Concrete Paving	515	sf	\$25.00	\$12,875.00
Edgeband / Curb				
12" Wide Concrete Edgeband	46	lf	\$75.00	\$3,450.00
6" Wide Concrete Curb	81	lf	\$65.00	\$5,265.00
12" Wide Concrete Curb	92	lf	\$100.00	\$9,200.00
Footing for Sloped Concrete at Resilient Surfacing	80	lf	\$65.00	\$5,200.00
5 Gateway & Fencing				\$89,675.00
Entry Monument	1	ls	\$50,000.00	\$50,000.00
48" Tall Metal Fence	405	lf	\$95.00	\$38,475.00
Handrail at Climbing Slope	10	lf	\$120.00	\$1,200.00
6 Site Furnishings				\$20,528.00
Group Picnic Table - 4 Seat w/ 1 ADA	3	ea.	\$3,528.00	\$10,584.00
Reinstall Existing Bench	6	ea	\$200.00	\$1,200.00
Game Table	1	ea.	\$2,344.00	\$2,344.00
Reinstall Existing Trash Receptcle	2	ea.	\$200.00	\$400.00
Banner Pole	1	ea.	\$2,500.00	\$2,500.00
Communication Board	1	ea.	\$3,500.00	\$3,500.00

7 Playground Equipment				\$399,786.04
5-12 Years PlayArea				
Climber and Slide Zone				
5-12 Composite play Struture (simplified)	1	ea.	\$145,000.00	\$145,000.00
Burke 4 Seat Orb Rocker	1	ea.	\$8,550.00	\$8,550.00
Swing and Sway Zone				
3-Bay Swing w/ (2) Belt, (2) Full Bucket & (1) Molded Bucket seats	1	ea.	\$12,000.00	\$12,000.00
Volta Spinner	1	ea.	\$8,000.00	\$8,000.00
Inclusive Whirl (Gametime)	1	ea.	\$18,000.00	\$18,000.00
Tot Play				
Climber and Slide Zone				
Small Embankment Slide	2	ea.	\$3,000.00	\$6,000.00
Cozy Dome	1	ea.	\$5,680.00	\$5,680.00
Novo Teardrop Counter Climber	1	ea.	\$3,000.00	\$3,000.00
Imagination Play Ship	1	ea.	\$17,995.00	\$17,995.00
Whimsy Rider Dolphin w/ Coil Spring	2	ea.	\$1,840.00	\$3,680.00
Hillside Loop Climber	2	ea.	\$180.00	\$360.00
Rock Climber	1	ls	\$1,250.00	\$1,250.00
Rubber Ball Climber	4	ea.	\$180.00	\$720.00
Sensory Play Zone				
Percussion Cajon Box	2	ea.	\$2,500.00	\$5,000.00
Sansa Rimba	1	ea.	\$3,800.00	\$3,800.00
Play Equipment Subtotal Estimate:				\$239,035.00
Tax, 9.25%				\$22,110.74
Freight, approx. 10%				\$23,903.50
Installation, approx. 35%				\$83,662.25
Contractor mark-up, at 10%				\$23,903.50
Manufacturer's schedule surcharge 3%				\$7,171.05
8 Irrigation and Planting				\$123,313.10
Planting (Shrubs, Ground Covers, Mulch, Fine Grading)	2138	sf	\$2.50	\$5,345.00
Sod Grass	6102	sf	\$2.30	\$14,034.60
Native Hydroseed	6726	sf	\$0.50	\$3,363.00
Tree 1.5 gallon	36	ea.	\$800.00	\$28,800.00
Bark Mulch	8,864	sf	\$0.75	\$6,648.00
Landscape - 90 day Maintenance Period	14,966	sf	\$0.25	\$3,741.50
Irrigation (Main/Lateral Line, Drip & Bubbler)	14,966	sf	\$3.50	\$52,381.00
Remote Control Valves	3	ea.	\$1,000.00	\$3,000.00
Quick Coupler Valves	3	ea.	\$500.00	\$1,500.00
Gate Valves	4	ea.	\$500.00	\$2,000.00
Wiring	1	ls	\$1,000.00	\$1,000.00
Retrofit Existing Irrigation	1	ls	\$1,500.00	\$1,500.00
Estimated Construction Subtotal				\$1,157,088.50
Survey, Permits, Traffic, SWPPP, etc. - 3%				\$34,713.00
Mobilization, Bonding & Project Management -10%				\$115,709.00
Bidding & Inflation Contingency 5% (First Year)				\$57,854.00
Construction Contingency 6%				\$69,425.00
Design Contingency 5%				\$57,854.00
Total Estimated Project Field Construction Costs:				\$1,492,643.50

Enhanced Conceptual Design

Item 9.B

SURFACE LEGEND

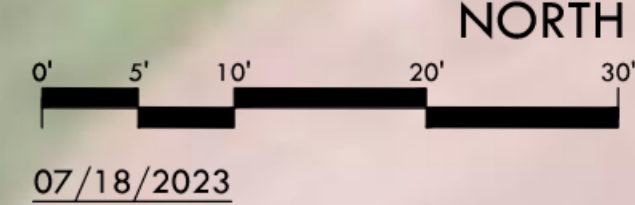
-  GRAY CONCRETE PAVING
-  RUBBER RESILIENT SURFACE
-  RESILIENT WOOD WALKWAY
-  SOD
-  RAIN GARDEN PLANTING
-  CALIFORNIA MEADOW - NATIVE HYDROSEED
-  SENSORY PLANTING

CONCEPT LEGEND

- ① EXISTING PARKING LOT
- ② ENTRY MONUMENT
- ③ GROUP PICNIC TABLE (3)
- ④ TRASH CONTAINERS
- ⑤ FENCING - 48" TALL
- ⑥ SEATING PAD
- ⑦ SLOPED WALKWAY
- ⑧ GAME TABLE (3)
- ⑨ PICNIC TABLE - 4 SEATS (3)
- ⑩ BANNER POLE (3)
- ⑪ BENCH (4)
- ⑫ TRIKE TRACK
- ⑬ HANDRAIL AT CLIMBING SLOPE

PLAY EQUIPMENT

- Ⓐ 3-BAY SWING
- Ⓑ 4-SEATS ROCKER
- Ⓒ 5-12 COMPOSITE PLAY STRUCTURE
- Ⓓ INCLUSIVE WHIRL
- Ⓔ ADA CYCLONE SPINNER
- Ⓕ REVIROCK BOUNCER
- Ⓖ WHIMSY RIDER DOLPHIN (2)
- Ⓗ KID FORCE SPINNER (2)
- Ⓘ PLAY SHIP
- Ⓙ COZY DOME
- Ⓚ ROLLER SLIDE
- Ⓛ DOUBLE SLIDE
- Ⓜ PERCUSSION CAJON BOX (2)
- Ⓝ SANSA RIMBA
- Ⓞ KINDERBELLS
- Ⓟ NOVO TEARDROP COUNTER
- Ⓠ LOOP CLIMBERS (3)
- Ⓡ ROCK CLIMBERS
- Ⓢ RUBBER BALL CLIMBERS (4)
- Ⓣ SWIFT TWIST SPINNER
- Ⓤ COMMUNICATION BOARD



Enhanced Plan
 Jade Street Park Universally Accessible Playground
 City of Capitola
 4400 Jade St, Capitola, CA 95010



LANDSCAPE ARCHITECTURE
 CIVIL ENGINEERING
 SPORT PLANNING & DESIGN
 2455 The Alameda, Ste. 200
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 Fax: 408.985.7260
 www.verdedesigninc.com

Jade Street Playground Project - Enhanced Plan

July 18, 2023

City of Capitola

Verde Design Inc.

Preliminary Construction Cost Estimate

Completed by: DL

VERDE DESIGN PROJECT NO. 2300300

Reviewed by: TY

Cost Estimate: Play Area

\$1,257,385

Cost Estimate: Play Area with Construction Contingencies

\$1,622,027

ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1 Site Clearing and Demolition				\$54,538.60
Tree Protection	5	ea.	\$500.00	\$2,500.00
Spray, Clear, Grub and Strip existing landscape areas	16,425	sf	\$0.50	\$8,212.50
Demolish DG Paving	1,224	sf	\$2.50	\$3,060.00
Demolish and Remove Existing Play Equipment	1	allow	\$20,000.00	\$20,000.00
Demolish Hardscape	896	sf	\$1.60	\$1,433.60
Demolish 24" Concrete Curb at Play Area	405	lf	\$10.00	\$4,050.00
Demolish Concrete Edgeband	51	sf	\$15.00	\$765.00
Remove and Reused at Dog Walkway	9,235	sf	\$0.50	\$4,617.50
Remove and Salvage Bench	6	ea.	\$200.00	\$1,200.00
Remove and Salvage Trash Receptcle	3	ea.	\$200.00	\$600.00
Remove Drinking Fountain	1	ea.	\$1,000.00	\$1,000.00
Remove Signage	1	ea.	\$500.00	\$500.00
Remove Irrigation Pipe, Valves, and Heads, and Cap Main and Lateral Lines	1	ls	\$1,500.00	\$1,500.00
Demolish and Remove Existing Tree	3	ea.	\$1,200.00	\$3,600.00
Miscellaneous Demolition	1	ls	\$1,500.00	\$1,500.00
2 Site Grading and Earthwork				\$60,201.93
Rough Grading	31,049	sf	\$1.40	\$43,468.60
Off-haul and Disposal (allowance 6")	279	cy	\$60.00	\$16,733.33
3 Drainage / Utilities				\$56,287.73
Drainage	14,122	sf	\$2.50	\$35,305.00
Drainage Point of Connection	1	ls	\$1,500.00	\$1,500.00
C3 Area (Hardscape)				
Biofiltration Soil -24"	69	cy	\$85.00	\$5,905.93
Biofiltration Drain Rock Base - 24" depth	938	sf	\$3.60	\$3,376.80
6" Perforated Underdrain	80	lf	\$60.00	\$4,800.00
Cleanouts	2	ea	\$500.00	\$1,000.00
Rasied Catch Basin -18"	2	ea	\$2,200.00	\$4,400.00
4 Hardscape				\$363,436.00
Std. Concrete Paving - Pedestrian	4,383	sf	\$14.00	\$61,362.00
Concrete Paving with Thickened Edge	487	lf	\$50.00	\$24,350.00
Resilient Surfacing with Aggregate Base	7,814	sf	\$25.00	\$195,350.00
Resilient Surfacing at Sloped Concrete Slab at Toddler Play Area	451	sf	\$40.00	\$18,040.00
Resilient Wood Walkway on Grade with recycled Existing Wood Fiber	0	sf	\$1.75	\$0.00
Wood Header at Resilient Wood Walkway	633	lf	\$8.00	\$5,064.00
Concrete Seating Pad	1	ea	\$2,000.00	\$2,000.00
Concrete Trike Track	1,520	sf	\$14.00	\$21,280.00
Sloped Walkway at Toddler Area - Concrete Paving	515	sf	\$25.00	\$12,875.00
Edgeband / Curb				
12" Wide Concrete Edgeband	46	lf	\$75.00	\$3,450.00
6" Wide Concrete Curb	81	lf	\$65.00	\$5,265.00
12" Wide Concrete Curb	92	lf	\$100.00	\$9,200.00
Footing for Sloped Concrete at Resilient Surfacing	80	lf	\$65.00	\$5,200.00
5 Gateway & Fencing				\$92,810.00
Entry Monument	1	ls	\$50,000.00	\$50,000.00
48" Tall Metal Fence	438	lf	\$95.00	\$41,610.00
Handrail at Climbing Slope	10	lf	\$120.00	\$1,200.00
6 Site Furnishings				\$38,586.00
Group Picnic Table	3	ea.	\$3,528.00	\$10,584.00
Reinstall Existing Bench	6	ea	\$200.00	\$1,200.00
Game Table	3	ea.	\$2,344.00	\$7,032.00
Picnic Table - 4 Seats	3	ea	\$2,790.00	\$8,370.00
Reinstall Existing Trash Receptcle	2	ea.	\$200.00	\$400.00
Banner Pole	3	ea.	\$2,500.00	\$7,500.00
Communication Board	1	ea.	\$3,500.00	\$3,500.00

7 Playground Equipment				\$468,851.93
5-12 Years PlayArea				
Climber and Slide Zone				
5-12 Composite play Struture	1	ea.	\$145,000.00	\$145,000.00
Burke 4 Seat Orb Rocker	1	ea.	\$8,550.00	\$8,550.00
Swing and Sway Zone				
3-Bay Swing w/ (2) Belt, (2) Full Bucket & (2) Molded Bucket seats	1	ea.	\$13,500.00	\$13,500.00
ADA Cyclone Spinner	1	ea.	\$22,500.00	\$22,500.00
Inclusive Whirl (Gametime)	1	ea.	\$18,000.00	\$18,000.00
Swift Twist Spinner	1	ea.	\$1,800.00	\$1,800.00
Tot Play				
Climber and Slide Zone				
Small Embankment Slide	1	ea.	\$3,000.00	\$3,000.00
Roller Slide	1	ea.	\$9,195.00	\$9,195.00
Cozy Dome	1	ea.	\$5,680.00	\$5,680.00
Novo Teardrop Counter Climber	1	ea.	\$3,000.00	\$3,000.00
Imagination Play Ship	1	ea.	\$17,995.00	\$17,995.00
Whimsy Rider Dolphin w/ Coil Spring	2	ea.	\$1,840.00	\$3,680.00
KidForce Spinner	2	ea.	\$1,000.00	\$2,000.00
ReviRock Bouncer	1	ea.	\$5,300.00	\$5,300.00
Hillside Loop Climber	2	ea.	\$180.00	\$360.00
Rock Climber	1	ls	\$1,250.00	\$1,250.00
Rubber Ball Climber	4	ea.	\$180.00	\$720.00
Sensory Play Zone				
Percussion Cajon Box	2	ea.	\$2,500.00	\$5,000.00
Sansa Rimba	1	ea.	\$3,800.00	\$3,800.00
Kinderbells	1	ea.	\$10,000.00	\$10,000.00
Play Equipment Subtotal Estimate:				\$280,330.00
Tax, 9.25%				\$25,930.53
Freight, approx. 10%				\$28,033.00
Installation, approx. 35%				\$98,115.50
Contractor mark-up, at 10%				\$28,033.00
Manufacturer's schedule surcharge 3%				\$8,409.90
8 Irrigation and Planting				\$122,673.10
Planting (Shrubs, Ground Covers, Mulch, Fine Grading)	1734	sf	\$2.50	\$4,335.00
Sod Grass	6262	sf	\$2.30	\$14,402.60
Native Hydroseed	6970	sf	\$0.50	\$3,485.00
Tree 1.5 gallon	36	ea.	\$800.00	\$28,800.00
Bark Mulch	8,704	sf	\$0.75	\$6,528.00
Landscape - 90 day Maintenance Period	14,966	sf	\$0.25	\$3,741.50
Irrigation (Main/Lateral Line, Drip & Bubbler)	14,966	sf	\$3.50	\$52,381.00
Remote Control Valves	3	ea.	\$1,000.00	\$3,000.00
Quick Coupler Valves	3	ea.	\$500.00	\$1,500.00
Gate Valves	4	ea.	\$500.00	\$2,000.00
Wiring	1	ls	\$1,000.00	\$1,000.00
Retrofit Existing Irrigation	1	ls	\$1,500.00	\$1,500.00
Estimated Construction Subtotal				\$1,257,385.28
Survey, Permits, Traffic, SWPPP, etc. - 3%				\$37,722.00
Mobilization, Bonding & Project Management -10%				\$125,739.00
Bidding & Inflation Contingency 5% (First Year)				\$62,869.00
Construction Contingency 6%				\$75,443.00
Design Contingency 5%				\$62,869.00
Total Estimated Project Field Construction Costs:				\$1,622,027.28

1ST AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT WITH VERDE DESIGN, INC. FOR JADE STREET
PARK UNIVERSALLY ACCESSIBLE PLAYGROUND PROJECT

between

CITY OF CAPITOLA AND VERDE DESIGN, INC.

The City of Capitola and Verde Design, Inc., hereby agree to the following Amendment(s) to the Contract dated February 9, 2023:

- 1) Increase the budget amount by \$107,030 for final Plans, Specifications, and Estimates.

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

CONTRACTOR: VERDE DESIGN, INC.

By:

Date: _____

CITY OF CAPITOLA

By: Benjamin Goldstein, City Manager

Date: _____

**Verde Design, Inc.
Fee Schedule**

Item 9 B.

Verde Design

Date: April 17, 2024

PROJECT: Jade Street Park Universally Accessible Playground Design Phase II

CLIENT: City of Capitola

PROJECT NUMBER: 23003002148M

TASKS 2024 rates	Andres PD	Shelby JC	Bill DOD	Todd SPM	Courtney PE	Derek PIC	Verde Total Fees	TOTAL FEES
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CONSTRUCTION DOCUMENTS - MODIFICATION #1

65% Submittal Package

1	Design Team Meeting to Review City's Direction	1.0		1.0	1.0		1.0	\$950.00	\$950.00
	Confirm design and budget with Friends and City	2.0			2.0		1.0	\$1,120.00	\$1,120.00
	Establish Add Alternates and Base Project	2.0			2.0		1.0	\$1,120.00	\$1,120.00
2	Update Base Plan as per Approved Concept	2.0			1.0			\$595.00	\$595.00
	Cover Sheet	3.0			0.5			\$637.50	\$637.50
	Existing Conditions Plan	3.0			0.5			\$637.50	\$637.50
	Access Plan	5.0			0.5			\$977.50	\$977.50
	Erosion & Sediment Control Plan	4.0			0.5			\$807.50	\$807.50
	Demolition Plan	4.0	2.0		0.5			\$1,127.50	\$1,127.50
	Grading Plan	8.0	4.0	5.0	1.0			\$3,530.00	\$3,530.00
	Drainage and Utility Plan	8.0	4.0	4.0	1.0	2.0		\$3,785.00	\$3,785.00
	Layout Plan	4.0	2.0		1.0			\$1,255.00	\$1,255.00
	Material/Detail Reference Plan	8.0	4.0		2.0			\$2,510.00	\$2,510.00
	Enlargement Plan	8.0	4.0		2.0			\$2,510.00	\$2,510.00
	Irrigation Plan	6.0	2.0		4.0			\$2,360.00	\$2,360.00
	Planting Plan	6.0			4.0			\$2,040.00	\$2,040.00
	Construction Details	8.0	4.0	1.0	2.0			\$2,765.00	\$2,765.00
	Add alt. detail sheets for equipment & layout	8.0	4.0		2.0			\$2,510.00	\$2,510.00
3	Tier 1 Calcs & Stormwater Management Plan	12.0	4.0	2.0	2.0	4.0		\$4,720.00	\$4,720.00
4	Project Specifications (Div. II)	2.0			4.0		1.0	\$1,630.00	\$1,630.00
5	Cost Estimate	4.0			1.0		0.5	\$1,070.00	\$1,070.00
6	Cut Sheets	3.0			0.5		0.5	\$772.50	\$772.50
7	Redline and Review Quality Control	2.0			2.0		2.0	\$1,390.00	\$1,390.00
8	Submittal Preparation and Coordination	2.0			1.0			\$595.00	\$595.00
9	Review meeting with City (1)	6.0			4.0			\$2,040.00	\$2,040.00
10	Project Administration	4.0			4.0			\$1,700.00	\$1,700.00
Reimbursables								\$750.00	\$750.00
SUBTOTAL:		125.0	34.0	13.0	46.0	6.0	7.0	\$45,905.00	\$45,905.00

**Verde Design, Inc.
Fee Schedule**

Item 9 B.

Verde Design

Date: April 17, 2024

PROJECT: Jade Street Park Universally Accessible Playground Design Phase II

CLIENT: City of Capitola

PROJECT NUMBER: 23003002148M

TASKS 2024 rates	Andres PD	Shelby JC	Bill DOD	Todd SPM	Courtney PE	Derek PIC	Verde Total Fees	TOTAL FEES
95% Submittal Package								
1 Review Submittal Comments from City	2.0			2.0			\$850.00	\$850.00
Cover Sheet	2.0			0.5			\$467.50	\$467.50
Existing Conditions Plan	2.0						\$340.00	\$340.00
Access Plan	2.0						\$340.00	\$340.00
Erosion & Sediment Control Plan	2.0						\$340.00	\$340.00
Demolition Plan	5.0			0.5			\$977.50	\$977.50
Grading Plan	10.0	2.0	2.0	1.0			\$2,785.00	\$2,785.00
Drainage and Utility Plan	10.0		2.0	1.0			\$2,465.00	\$2,465.00
Layout Plan	5.0	2.0		0.5			\$1,297.50	\$1,297.50
Material/Detail Reference Plan	8.0	2.0		0.5			\$1,807.50	\$1,807.50
Enlargement Plan	8.0	2.0		0.5			\$1,807.50	\$1,807.50
Irrigation Plan	5.0	2.0		4.0			\$2,190.00	\$2,190.00
Irrigation Water Use Calculation Plan		3.0		1.0			\$735.00	\$735.00
Planting Plan	5.0			2.0			\$1,360.00	\$1,360.00
Construction Details	8.0	2.0		4.0			\$2,700.00	\$2,700.00
Add Alt Detail and Layout	4.0	2.0		2.0			\$1,510.00	\$1,510.00
2 Tier 1 Calcs & Stormwater Management Plan	4.0			2.0	2.0		\$1,700.00	\$1,700.00
3 Project Specifications (Div. II)	4.0			4.0			\$1,700.00	\$1,700.00
4 Cost Estimate	4.0			2.0		0.5	\$1,325.00	\$1,325.00
5 Redline and Review Quality Control	2.0				2.0	2.0	\$1,390.00	\$1,390.00
6 Submittal Preparation and Coordination	2.0			2.0			\$850.00	\$850.00
7 Review Meeting with City (1)	6.0			4.0			\$2,040.00	\$2,040.00
8 Project Administration	4.0			4.0			\$1,700.00	\$1,700.00
Reimbursables							\$750.00	\$750.00
SUBTOTAL:	104.0	17.0	4.0	37.5	4.0	2.5	\$33,428.00	\$33,428.00
Final 100% Submittal Package								
1 Review 95% Submittal Comments	2.0	1.0		2.0		0.5	\$1,145.00	\$1,145.00
2 Revisions to Plans, Specifications and Estimate	20.0	12.0	2.0	5.0	1.0	1.0	\$7,630.00	\$7,630.00
3 Redline and Review Quality Control	2.0		2.0			2.0	\$1,390.00	\$1,390.00
4 Submittal Preparation and Coordination	2.0			2.0			\$850.00	\$850.00
6 Prepare Presentation Materials for City Council Meeting	4.0			4.0			\$1,700.00	\$1,700.00
7 Presentation Meeting with City Council				4.0			\$1,020.00	\$1,020.00
8 Project Administration	4.0			3.0		1.0	\$1,715.00	\$1,715.00
Reimbursables							\$750.00	\$750.00
SUBTOTAL:	34.0	13.0	4.0	20.0	1.0	4.5	\$16,200.00	\$16,200.00
TOTAL SERVICES MOD #1	263.0	64.0	21.0	103.5	11.0	14.0	\$95,533.00	\$95,533.00

OPTIONAL SERVICES

1 Accessible path (basketball court to playground)							\$11,497.00	\$11,497.00	
2 Drainage Calcs & Stormwater Management Plan	Included in Mod #1								
3 SWPPP	not required for sites less than 1 acre								

Verde Design, Inc.
Project Schedule

Item 9 B.

Verde Design

Date: April 17, 2024

PROJECT: Jade Street Park Universally Accessible Playground Design

CLIENT: City of Capitola

PROJECT NUMBER: 23003002148

2025

		May	June	July	Aug	Sep	Oct	Nov	Dec	2025	
										Jan	Feb
B.	Construction Documentation										
	65% Submittal Package										
1	Design Team Meeting to Review City's Direction										
	Confirm design and budget with Friends and City	◆									
	Establish Add Alternates and Base Project										
2	Update Base Plan as per Approved Concept										
	Cover Sheet										
	Existing Conditions Plan										
	Access Plan										
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C.	95% Submittal Package										
1	Review Submittal Comments from City										
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	Irrigation Water Use Calculation Plan										
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2	Tier 1 Calcs & Stormwater Management Plan										
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7	Review Meeting with City (1)										
8	Project Administration										
D	100% Submittal Package										
1	Review 95% Submittal Comments										
2	Revisions to Plans, Specifications and Estimate										
3	Redline and Review Quality Control										
4	Submittal Preparation and Coordination										
6	Prepare Presentation Materials for Planning Commission										
7	Presentation Meeting with Planning Commission										
8	Project Administration										



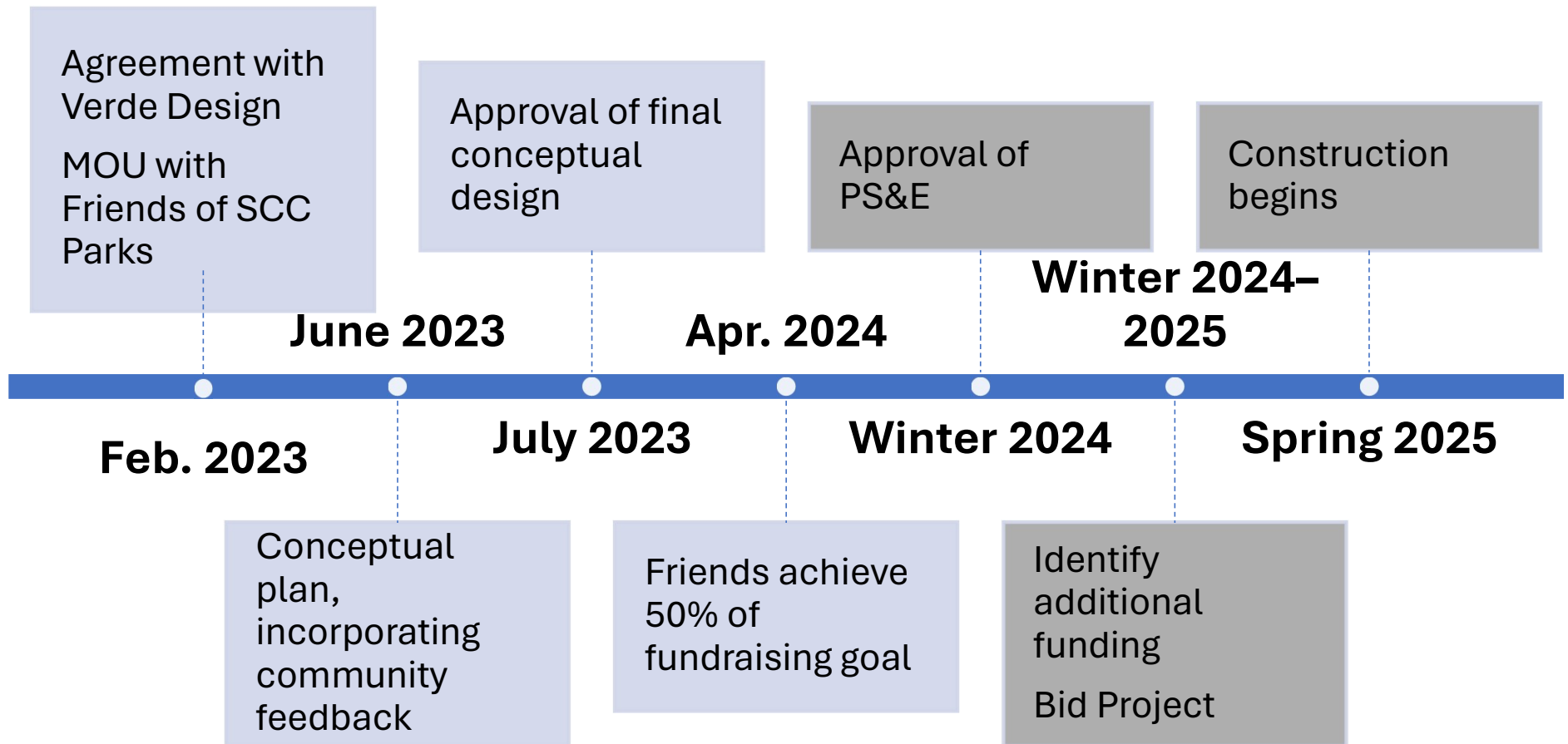
Treasure Cove at Jade Street Park

City Council
April 25, 2024



- Project Purpose: Replacement of existing playground with universally accessible play area

Jade Street Park UA Playground Project Timeline



Jade Street Park UA Playground Potential Additional Funding



Community Development Block Grant



Statewide Park Development and Community
Revitalization Program

Jade Street Park UA Playground Final Plans, Specifications, and Estimates



KEY

- Non-slip Safety Surface
- Asphalt
- Play Sand
- Concrete Edging
- Concrete Base (Optional)
- Proposed Contour with Elevation
- Center Point of Utility
- Center Point of Utility

1 Safety Surface and Concrete Edging

2 Boulder Detail

3 Play Sand and Concrete Edging

4 Embankment Slide and Cedar Landing

5 Meeting Circle Surface and Edge

6 Asphalt Paving

7 Cedar Post / Cedar Seat

1:100 @ 24x36

GENERAL NOTES

1. The Landscaper Contractor is to verify location of all existing utilities before commencing the work. The Contractor shall be responsible for the repair of any damage to utilities or structures caused by the activities of the contractor in the landscape construction. Any utility located by the Landscaper Contractor shall be referenced and constructed per current code.

2. The Landscaper Contractor shall verify all grades and dimensions in the field and bring any discrepancies to the attention of the Landscaper Contractor for a discussion and agreement with the owner.

3. All wet edge details, whether decorative regardless of water penetration, shall have drains and flow backs of building, and edges of walls, parapets, etc. to prevent the water otherwise noted.

4. Earth anchors are shown dimensionally to face and location. Riprap is shown to be installed and approved by the field by the Landscaper Contractor.

5. The Landscaper Contractor shall remove from the site all debris and materials removed generated by the Contractor's operations.

6. Performance details are to be consistent with the manufacturer's details.

7. All work details and other details are to be done of materials and methods approved for use and approved by the engineer of record.

8. The Landscaper Contractor shall be responsible for providing and installing all of the equipment in this drawing.

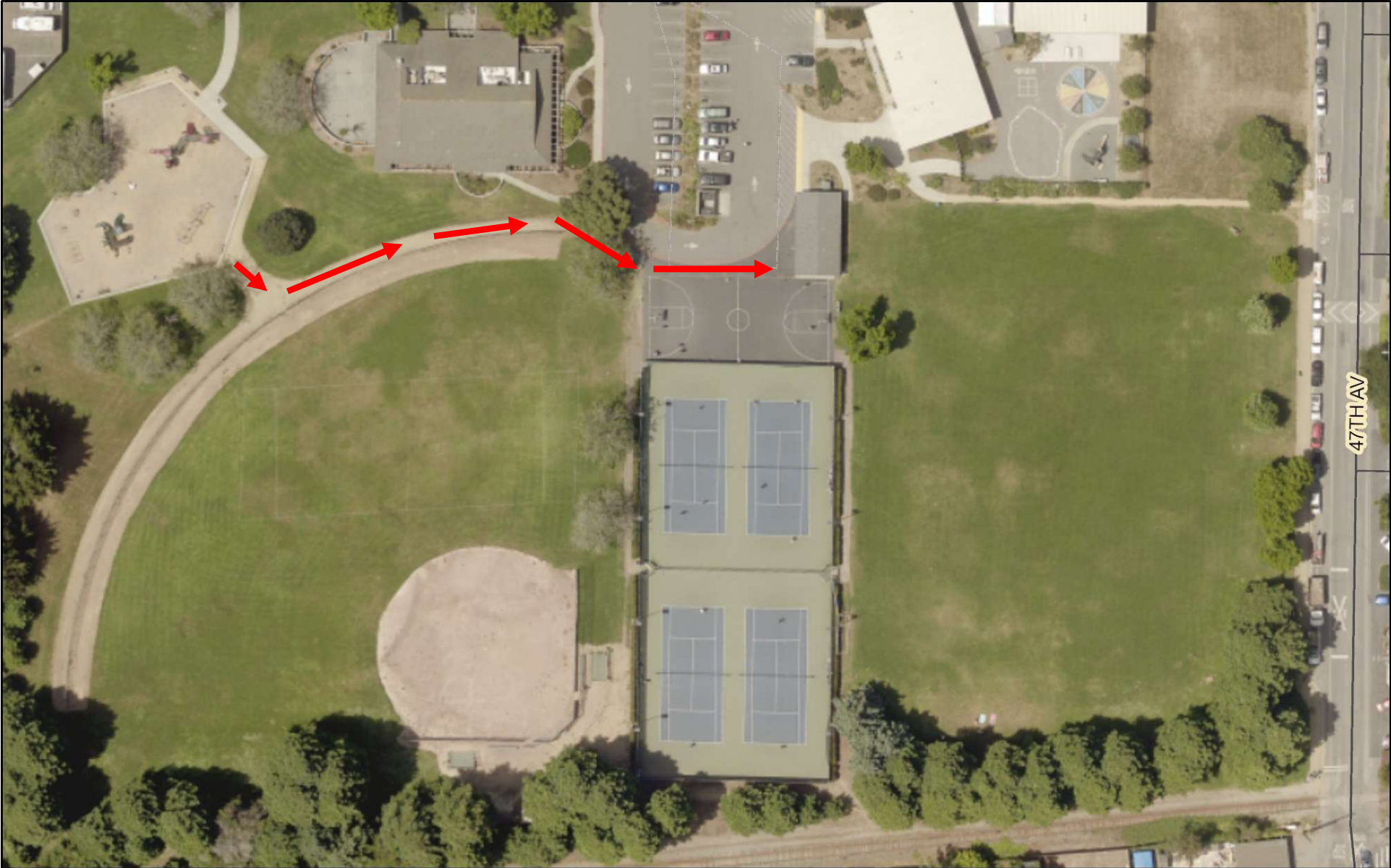
9. All equipment is shown in this drawing with a maximum depth of 150 mm (6") unless otherwise specified.

10. All playground slides are shown with 25 mm (1") clearances between slides.

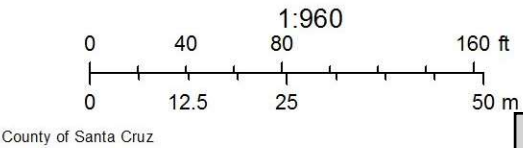
11. All equipment is shown in this drawing with a maximum depth of 150 mm (6") unless otherwise specified.

12. All concrete details shall be done as shown and approved by the engineer of record.





April 23, 2024



47TH AV

Jade Street Park UA Playground

Fiscal Impact



Allocations		
FY22/23	\$275,000	
FY23/24	\$200,000	
Fundraising	\$850,000	
Total Allocation	\$1,325,000	
Estimated Project Costs		
	Final Conceptual Design	Enhanced Design
Design Costs	\$194,000	\$194,000
Construction Costs	\$1,157,000	\$1,257,000
Soft Costs	\$209,000	\$227,000
Contingencies	\$127,000	\$138,000
Total Costs	\$1,687,000	\$1,816,000
Shortfall	\$362,000	\$491,000



Recommended Action

Authorize the City Manager to execute Amendment 1 to the Professional Services Agreement with Verde Design in the amount of \$107,030 for final Plans, Specifications, and Estimates (PS&E) for the Jade Street Park Universally Accessible (UA) Playground Project.