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September 14, 2023

Robin Woodman  
10186 East Zayante Road  
Felton, California 95018

Subject: Retired Annuitant Appointment

Dear Robin,

This letter is to confirm your appointment as the Interim Building Official for the City of Capitola. Your appointment will begin on September 18, 2023, and end on September 18, 2024. You will be paid the maximum hourly rate in effect at the time for employees performing comparable duties. You will work no more than 960 hours/fiscal year. As a Retired Annuitant – Interim Building Official, you will not receive any other benefit, incentive, or compensation in addition to your hourly rate.

Your appointment as the Interim Building Official is to ensure the City of Capitola temporarily fills this critical role while it actively recruits a permanent Building Official. You will also assist with the current backlog of work associated with: 1) continued storm recovery of both residential and commercial owners in Capitola Village; and 2) inordinate public infrastructure repairs the City anticipates beginning late summer 2023 due to historic rainfall this past winter. Your appointment will further assist the Building Division with the following special projects: 1) the 2023-2031 Housing Element Update; 2) the 720 Hill Street hotel project; 3) the 4401 Capitola Avenue affordable housing project; and 4) the anticipated 1698 38th Avenue affordable housing project.

If you have any questions, please contact Renee DeMar, HR Analyst, or Chloé Woodmansee, Assistant to the City Manager.

Sincerely,

Jamie Goldstein, City Manager