

AGENDA CITY OF WATSONVILLE CITY COUNCIL MEETING



Opportunity Through Diversity; Unity Through Cooperation.

Working with our community to create positive impact through service with heart.

***Mayor Jimmy Dutra, District 6
Ari Parker Mayor Pro Tempore, District 7***

***Eduardo Montesino, Council Member, District 1
Aurelio Gonzalez, Council Member, District 2
Lowell Hurst, Council Member, District 3
Francisco Estrada, Council Member, District 4
Rebecca J. Garcia, Council Member, District 5***

***Matthew D. Huffaker, City Manager
Alan J. Smith, City Attorney
Beatriz Vázquez Flores, City Clerk***

Remote Teleconference Meeting

<https://cityofwatsonville-org.zoomgov.com/j/1604661504>

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Webinar ID: 160 466 1504

This meeting is being held in accordance with the Brown Act as currently in effect under the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, the Santa Cruz County Health Officer Extended and Modified Shelter in Place Orders, and the Governor's Executive Orders N-25-20 and N-29-20, that allows attendance by members of the City Council, City staff, and the public to participate and the Council to conduct the meeting by teleconference, videoconference, or both.

Meetings are streamed live via the City's website. Meeting are also televised live on Charter Cable Communications Channel 70 and AT&T Channel 99.

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HOW TO PARTICIPATE BEFORE THE MEETING: Members of the public are encouraged to submit written comments by emailing citycouncil@cityofwatsonville.org. All comments will be part of the meeting record. Emails received three hours before the meeting may not be uploaded to the Agenda and may not be seen by the Council or staff. They will be added to the agenda the day after the meeting.

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Webinar ID: 160 466 1504 to express their comments.

For information regarding this agenda, please call the City Clerk's Office at (831) 768-3040.

SPANISH INTERPRETATION AVAILABLE VIA THE ZOOM WEBINAR

Americans with Disabilities Act

The Council Chambers is an accessible facility. If you wish to attend a meeting and you will require assistance in order to attend and/or participate, please call the City Clerk's Office at least three (3) business days in advance of the meeting to make arrangements. The City of Watsonville TDD number is (831) 763-4075.





**AGENDA
CITY OF WATSONVILLE
CITY COUNCIL MEETING**

Opportunity Through Diversity; Unity Through Cooperation.

Tuesday, April 27, 2021, 4:30 p.m.

Pages

1. CLOSED SESSION CORRESPONDENCE (IF ANY)

2. CLOSED SESSION

CLOSED SESSION ANNOUNCEMENT:

PUBLIC COMMENTS REGARDING THE CLOSED SESSION AGENDA WILL ONLY BE ACCEPTED BY THE CITY COUNCIL AT THIS TIME.

The City Council of the City of Watsonville will recess to Closed Session to discuss the matters that follow:

2.a. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Government Code Section 54956.9)

Pending Litigation pursuant to subdivision (d)(1):

1) Name of case: Monterey Bay Aviation, Inc., dba United Flight Services v City of Watsonville, et al - Santa Cruz Superior Court (Case No. 19C03692)

2) Name of case: Monterey Bay Aviation, Inc., dba United Flight Services v City of Watsonville, et al - Santa Cruz Superior Court (Case No. 20CV01562)

2.b. CONFERENCE WITH LABOR NEGOTIATOR

(Government Code Section 54957.6)

Agency Negotiator: Nathalie Manning, Matt Huffaker

Employee organization: Service Employees International Union, Local 521 Clerical Technical (SEIU)

CITY COUNCIL RESUMES AT 5:30 P.M.

3. ROLL CALL

4. PLEDGE OF ALLEGIANCE

5. INFORMATION ITEMS

- 5.a. REPORT OF DISBURSEMENTS 8
- 5.b. MISCELLANEOUS DOCUMENTS REPORT 48
- 5.c. WRITTEN REPORTS BY COUNCIL MEMBERS REGARDING ACTIONS
TAKEN ON THEIR REGIONAL COMMISSIONS/BOARD MEETINGS THAT
MAY AFFECT THE CITY OF WATSONVILLE (IF ANY)

6. PRESENTATIONS & ORAL COMMUNICATIONS

This time is set aside for members of the general public to address the Council on any item not on the Council Agenda, which is within the subject matter jurisdiction of the City Council. No action or discussion shall be taken on any item presented except that any Council Member may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Council will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. ALL SPEAKERS ARE ASKED TO ANNOUNCE THEIR NAME IN ORDER TO OBTAIN AN ACCURATE RECORD FOR THE MINUTES.

- 6.a. ORAL COMMUNICATIONS FROM THE PUBLIC (2 MINUTES EACH)
- 6.b. ORAL COMMUNICATIONS FROM THE COUNCIL (2 MINUTES EACH)
- 6.c. REPORT OUT OF CLOSED SESSION
- 6.d. PROCLAMATION RECOGNIZING MATT EGUCHI & BODY ZONE HEALTH & FITNESS 61
MAYOR'S PROCLAMATION RECOGNIZING MATT EGUCHI & THE ENTIRE
BODY ZONE HEALTH & FITNESS CLUB TEAM FOR THEIR COMMITMENT
TO PROVIDING A FAMILY ENVIRONMENT, WHERE ALL FEEL WELCOME
& SAFE WHILE EXERCISING
- 6.e. PROCLAMATION RECOGNIZING MAY 2021 AS BUILDING SAFETY MONTH 62
MAYOR'S PROCLAMATION RECOGNIZING MAY 2021 AS BUILDING
SAFETY MONTH & ENCOURAGING EVERYONE IN THE COMMUNITY TO
EDUCATE THEMSELVES ON THIS IMPORTANT TOPIC, & THANK OUR
BUILDING OFFICIALS FOR THE EXCELLENT WORK THEY DO ON A DAILY
BASIS

7. REPORTS TO COUNCIL -- No Action Required

- 7.a. PRESENTATION ON BUDGET FORECAST BY ADMINISTRATIVE
SERVICES DIRECTOR CZERWIN

8. CONSENT AGENDA

All items appearing on the Consent Agenda are recommended actions which are considered to be routine and will be acted upon as one consensus motion. Any items removed will be considered immediately after the consensus motion. The Mayor will allow public input prior to the approval of the Consent Agenda.

PUBLIC INPUT (2 MINUTES EACH)

8.a.	MOTION APPROVING MINUTES OF APRIL 10 & 13, 2021	63
8.b.	CHANGE ORDER WITH K. J. WOODS CONSTRUCTION (Recommended by Public Works & Utilities Director Palmisano) RESOLUTION APPROVING CONTRACT CHANGE ORDER NUMBER 2 WITH K. J. WOODS CONSTRUCTION, INC., FOR THE MADISON ALLEY SANITARY SEWER REPLACEMENT PROJECT NO. SS-20-02; INCREASING THE SCOPE OF WORK & CONTRACT AMOUNT NOT TO EXCEED \$23,076.47	75
8.c.	ASSISTANT CITY CLERK – JOB DESCRIPTION & CLASSIFICATION (Recommended by Personnel Commission/City Clerk Vázquez Flores) RESOLUTION APPROVING REVISED JOB DESCRIPTION OF ASSISTANT CITY CLERK (MANAGEMENT UNIT) & THE REALLOCATION OF THE SALARY RANGE FROM \$34.59 – \$46.35 PER HOUR TO \$36.48 - \$48.89 PER HOUR	91
8.d.	ASSISTANT FINANCE MANAGER JOB DESCRIPTION (Recommended by Personnel Commission/Administrative Services Director Czerwin) RESOLUTION APPROVING & AUTHORIZING THE NEW JOB CLASSIFICATION & JOB DESCRIPTION FOR ASSISTANT FINANCE MANAGER (MANAGEMENT UNIT) AT THE ESTABLISHED SALARY RANGE OF \$48.02 - \$61.28 PER HOUR	98
8.e.	POLICE SERVICE SPECIALIST JOB DESCRIPTION (Recommended by Personnel Commission/Police Chief Honda) RESOLUTION APPROVING REVISED JOB DESCRIPTION OF POLICE SERVICE SPECIALIST (OPERATING ENGINEERS LOCAL UNION NO. 3) & REAFFIRMING THE ESTABLISHED SALARY RANGE OF \$23.84 - \$31.96 PER HOUR	104
8.f.	PARKS AND COMMUNITY SERVICES DEPARTMENT JOB DESCRIPTIONS & SALARY RANGES (Recommended by Personnel Commission/Parks & Community Services Department Director Calubaquib) 1) A RESOLUTION APPROVING REVISED JOB DESCRIPTION OF PARK MAINTENANCE WORKER I (OPERATING ENGINEERS LOCAL UNION NO. 3) & REAFFIRMING ESTABLISHED SALARY RANGE OF \$19.14 - \$25.65 PER HOUR 2) RESOLUTION APPROVING REVISED JOB DESCRIPTION OF PARK MAINTENANCE WORKER II (OPERATING ENGINEERS LOCAL UNION NO. 3) & REAFFIRMING ESTABLISHED SALARY RANGE OF \$21.19 - \$28.39 PER HOUR 3) RESOLUTION APPROVING THE REVISED JOB DESCRIPTION OF SENIOR PARK MAINTENANCE WORKER (OPERATING ENGINEERS LOCAL UNION NO. 3) & REAFFIRMING ESTABLISHED SALARY RANGE OF \$23.27 - \$31.18 PER HOUR 4) RESOLUTION APPROVING THE REVISED JOB DESCRIPTION OF	109

RECREATION SPECIALIST (MID-MANAGEMENT UNIT) & REALLOCATION OF THE SALARY RANGE FROM \$21.10 – \$28.28 PER HOUR TO \$24.67 - \$33.06 PER HOUR

5) RESOLUTION APPROVING REVISED JOB DESCRIPTION OF RECREATION COORDINATOR (MID-MANAGEMENT UNIT) & REALLOCATION OF THE SALARY RANGE FROM \$25.25 – \$34.23 PER HOUR TO \$29.02 - \$38.89 PER HOUR

6) RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE REAFFIRMING THE ESTABLISHED JOB DESCRIPTION OF RECREATION FACILITIES COORDINATOR (MID-MANAGEMENT UNIT) AND THE REALLOCATION OF THE SALARY RANGE FROM \$25.25 – \$34.23 PER HOUR TO \$29.02 - \$38.89 PER HOUR)

7) RESOLUTION APPROVING REVISED JOB DESCRIPTION OF PARK MAINTENANCE SUPERVISOR (MID-MANAGEMENT UNIT) & REALLOCATION OF SALARY RANGE FROM \$29.24 – \$39.19 PER HOUR TO \$32.65 - \$43.75 PER HOUR

8) RESOLUTION APPROVING REVISED JOB DESCRIPTION OF RECREATION SUPERVISOR (MID-MANAGEMENT UNIT) AND THE REALLOCATION OF THE SALARY RANGE FROM \$29.31 – \$39.28 PER HOUR TO \$32.65 - \$43.75 PER HOUR

9) RESOLUTION REAFFIRMING ESTABLISHED JOB DESCRIPTION OF OLDER ADULT SERVICES SUPERVISOR (MID-MANAGEMENT UNIT) & REALLOCATION OF SALARY RANGE FROM \$29.31 – \$39.28 PER HOUR TO \$32.65 - \$43.75 PER HOUR

10) RESOLUTION APPROVING REVISED JOB DESCRIPTION OF PARK SERVICES MANAGER (MID-MANAGEMENT UNIT) & REALLOCATION OF SALARY RANGE FROM \$32.16 – \$43.09 PER HOUR TO \$36.73 - \$49.22 PER HOUR

11) RESOLUTION APPROVING REVISED JOB DESCRIPTION OF RECREATION SERVICES MANAGER (MID-MANAGEMENT UNIT) & REALLOCATION OF SALARY RANGE FROM \$32.26 – \$43.23 PER HOUR TO \$36.73 - \$49.22 PER HOUR

12) RESOLUTION APPROVING REVISED JOB DESCRIPTION OF PARKS SUPERINTENDENT (MANAGEMENT UNIT) & REALLOCATION OF THE SALARY RANGE FROM \$36.87 – \$49.41 PER HOUR TO \$41.32 - \$55.37 PER HOUR

13) RESOLUTION APPROVING REVISED JOB DESCRIPTION OF RECREATION SUPERINTENDENT (MANAGEMENT UNIT) & REALLOCATION OF THE SALARY RANGE FROM \$36.87 – \$49.41 PER HOUR TO \$41.32 - \$55.37 PER HOUR

14) RESOLUTION APPROVING REVISED JOB DESCRIPTION OF ASSISTANT PARKS & COMMUNITY SERVICES DIRECTOR (MANAGEMENT UNIT)& REALLOCATION OF SALARY RANGE FROM \$44.91 – \$60.18 PER HOUR TO \$46.49 - \$62.29 PER HOUR

15) RESOLUTION APPROVING REVISED JOB DESCRIPTION OF PARKS & COMMUNITY SERVICES DIRECTOR (EXECUTIVE TEAM) & REAFFIRMING ESTABLISHED SALARY RANGE OF \$62.87 - \$84.26 PER HOUR

8.g. PUBLIC WORKS & UTILITIES CLASSIFICATIONS (Recommended by Personnel Commission & Public Works & Utilities Director Palmisano)

190

1) RESOLUTION APPROVING REVISED JOB DESCRIPTION OF COLLECTION SYSTEMS MANAGER (MID-MANAGEMENT UNIT) & REALLOCATION OF SALARY RANGE FROM \$35.40 – \$47.43 PER HOUR TO \$39.57 - \$53.03 PER HOUR

2) RESOLUTION APPROVING & AUTHORIZING NEW JOB CLASSIFICATION & JOB DESCRIPTION FOR FLEET & WAREHOUSE COORDINATOR (MID-MANAGEMENT UNIT) AT THE ESTABLISHED SALARY RANGE OF \$27.38 - \$36.69 PER HOUR

3) RESOLUTION APPROVING AND AUTHORIZING NEW JOB CLASSIFICATION & JOB DESCRIPTION FOR WASTE & RECYCLING CENTER SUPERVISOR (MID-MANAGEMENT UNIT) AT THE ESTABLISHED SALARY RANGE OF \$29.00 - \$38.87 PER HOUR & REPEALING THE JOB CLASSIFICATION & DESCRIPTION OF PROCESSING CENTER COORDINATOR

4) RESOLUTION APPROVING THE REVISED JOB DESCRIPTION OF ENVIRONMENTAL PROJECTS ANALYST (MANAGEMENT UNIT) & REALLOCATION OF SALARY RANGE FROM \$30.54 – \$40.93 PER HOUR TO \$31.82 - \$42.65 PER HOUR

5) RESOLUTION APPROVING & AUTHORIZING NEW JOB CLASSIFICATION & JOB DESCRIPTION FOR SENIOR ENVIRONMENTAL PROJECTS ANALYST (MANAGEMENT UNIT) AT THE ESTABLISHED SALARY RANGE OF \$36.48 - \$48.89 PER HOUR

6) RESOLUTION APPROVING REVISED JOB DESCRIPTION OF WATER SERVICES SUPERVISOR (MID-MANAGEMENT UNIT) & REAFFIRMING ESTABLISHED SALARY RANGE OF \$41.04 - \$55.00 PER HOUR

7) RESOLUTION APPROVING REVISED JOB DESCRIPTION OF WASTEWATER OPERATIONS SUPERVISOR (MID-MANAGEMENT UNIT) & REALLOCATION OF SALARY RANGE FROM \$42.08 – \$56.39 PER HOUR TO \$44.18 - \$59.21 PER HOUR

8) RESOLUTION APPROVING REVISED JOB DESCRIPTION OF SOURCE CONTROL INSPECTOR (OPERATING ENGINEERS LOCAL UNION NO. 3) & REAFFIRMING ESTABLISHED SALARY RANGE OF \$29.58 - \$39.64 PER

HOUR

- 8.h. **NEW FIRE MANAGEMENT GROUP (Recommended by Deputy City Manager Manning)** 237
RESOLUTION RECOGNIZING THE FIRE MANAGEMENT GROUP REPRESENTING THE DIVISION FIRE CHIEF & BATTALION CHIEF CLASSIFICATIONS ON MATTERS WITHIN THE SCOPE OF REPRESENTATION INCLUDING WAGES, HOURS, & OTHER TERMS AND CONDITIONS OF EMPLOYMENT
- 8.i. **NEW POLICE MANAGEMENT GROUP (Recommended by Deputy City Manager Manning)** 241
RESOLUTION RECOGNIZING POLICE MANAGEMENT GROUP REPRESENTING THE ASSISTANT POLICE CHIEF & POLICE CAPTAIN CLASSIFICATIONS ON MATTERS WITHIN THE SCOPE OF REPRESENTATION INCLUDING WAGES, HOURS, & OTHER TERMS AND CONDITIONS OF EMPLOYMENT
- 8.j. **HENRY J. MELLO PERFORMING ARTS CENTER BOARD OF DIRECTORS JOINT POWERS AUTHORITY** 245
RESOLUTION APPOINTING MEMBERS TO THE HENRY J. MELLO PERFORMING ARTS CENTER BOARD OF DIRECTORS JOINT POWERS AUTHORITY
9. **ITEMS REMOVED FROM CONSENT AGENDA**
PUBLIC INPUT (2 MINUTES EACH)
10. **NEW BUSINESS**
- 10.a. **PROPOSED PROCESS FOR REDISTRICTING (Recommended by City Clerk Vázquez Flores)** 247
1) Report by Special Counsel Willis
2) City Council Clarifying & Technical Questions
3) Public Input
4) Motion to:
• Establish a seven-member Community Redistricting Advisory Committee by resolution on May 25, 2021
• Approve Community Redistricting Advisory Committee Application
• Approve a tentative calendar for the City's redistricting process
• Authorize City staff to undertake the public outreach pro
- 10.b. **HOUSING FOR A HEALTHY SANTA CRUZ: A STRATEGIC FRAMEWORK FOR ADDRESSING HOMELESSNESS IN SANTA CRUZ COUNTY** 277
1) Report by Human Services Department Director Randy Morris & Human Services Department Director Robert Ratner, MPH, MD
2) City Council Clarifying & Technical Questions
3) Public Input
4) Motion to Accept and file the final version of the Housing for a Healthy Santa Cruz: A Strategic Framework for Addressing Homelessness in Santa Cruz

11. EMERGENCY ITEMS ADDED TO AGENDA

12. REQUESTS & SCHEDULING FUTURE AGENDA ITEMS

13. ADJOURNMENT

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day and on the City of Watsonville website at <https://www.cityofwatsonville.org/2123/City-Council-Agendas-Minutes>

Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office (275 Main Street, 4th Floor) during normal business hours.

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CITY OF WATSONVILLE
FINANCE DEPARTMENT
SUMMARY OF DISBURSEMENTS
WARRANT REGISTER DATED 04/02/2021 to 04/23/2021

FUND NO.	FUND NAME	AMOUNT
	130 EMPLOYEE CASH DEDUCTIONS FUND	1,446,912.56
	150 GENERAL FUND	284,966.23
	170 INVESTMENT FUND	838.37
	202 RDA OBLIGATION	353.51
	205 COMMUNITY DEV BLOCK GRANT	371.52
	207 HUD GRANTS	98.24
	246 CIVIC CENTER COMMON AREA	3,542.05
	260 SPECIAL GRANTS	150,573.45
	281 PARKS DEVELOPMENT FUND	11,424.18
	305 GAS TAX	72,502.55
	309 PARKING GARAGE FUND	5,231.67
	310 SALES TAX MEASURE G	37,302.45
	312 MEASURE D - TRANSPORTATION FUND	26,415.50
	340 CITYWIDE TRAFFIC	98,516.50
	354 SPECIAL DISTRICT FUNDS	350.56
	710 SEWER SERVICE FUND	190,613.08
	720 WATER OPERATING FUND	525,573.34
	730 AIRPORT ENTERPRISE FUND	89,642.27
	740 WASTE DISPOSAL FUND	258,066.41
	780 WORKER'S COMP/LIABILITY FUND	129,684.20
	787 HEALTH INSURANCE FUND POOL	646,794.65
	789 FIBER OPTIC FUND	4,850.00
	790 INNOVATION AND TECHNOLOGY	10,283.95
	TOTAL	3,994,907.24
TOTAL ACCOUNTS PAYABLE 04/02/2021 to 04/23/2021		<u>2,547,994.68</u>
PAYROLL INVOICES		<u>1,446,912.56</u>
TOTAL OF ALL INVOICES		<u>3,994,907.24</u>

Check Register

For the Period 4/2/2021 through 4/23/2021

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0130	AFLAC	43839	4/23/2021	75022	Payroll Run 1 - Warrant 210423	\$9,584.99
		43506	4/9/2021	74591	Payroll Run 1 - Warrant 210409	\$9,584.99
	BENEFIT COORDINATORS CORPORATION	43840	4/23/2021	75009	Payroll Run 1 - Warrant 210423	\$814.60
		43507	4/9/2021	74575	Payroll Run 1 - Warrant 210409	\$3,879.06
	CA STATE DISBURSEMENT UNIT	714	4/8/2021	74593	Payroll Run 1 - Warrant 210409	\$3,953.31
		716	4/22/2021	75024	Payroll Run 1 - Warrant 210423	\$4,139.65
	CINCINNATI LIFE INSURANCE CO	43841	4/23/2021	75021	Payroll Run 1 - Warrant 210423	\$45.13
		43508	4/9/2021	74590	Payroll Run 1 - Warrant 210409	\$45.13
	CITY EMPLOYEES ASSOCIATION	43509	4/9/2021	74577	Payroll Run 1 - Warrant 210409	\$435.00
	COLONIAL LIFE & ACCIDENT INS	43842	4/23/2021	75011	Payroll Run 1 - Warrant 210423	\$198.40
		43510	4/9/2021	74578	Payroll Run 1 - Warrant 210409	\$198.40
	COUNTY OF SANTA CRUZ-SHERIFF-CORONER	43843	4/23/2021	75012	Payroll Run 1 - Warrant 210423	\$617.56
		43511	4/9/2021	74579	Payroll Run 1 - Warrant 210409	\$617.56
	ICMA RETIREMENT TRUST 457	710	4/8/2021	74580	Payroll Run 1 - Warrant 210409	\$51,828.51
		711	4/8/2021	74596	Payroll Run 1 - Warrant 210409	\$2,105.57
		721	4/22/2021	75026	Payroll Run 1 - Warrant 210423	\$2,478.68
		719	4/22/2021	75013	Payroll Run 1 - Warrant 210423	\$49,312.64
	OPERATING ENGINEERS LOCAL #3	43512	4/9/2021	74581	Payroll Run 1 - Warrant 210409	\$5,742.00
	PRE-PAID LEGAL SERVICES INC.	43513	4/9/2021	74594	Payroll Run 1 - Warrant 210409	\$207.20
	PROF FIRE FIGHTERS-WATSONVILLE	43844	4/23/2021	75014	Payroll Run 1 - Warrant 210423	\$2,295.00
		43514	4/9/2021	74582	Payroll Run 1 - Warrant 210409	\$2,295.00
	PUBLIC EMP RETIREMENT SYSTEM	715	4/8/2021	74583	Payroll Run 1 - Warrant 210409	\$278,680.27
		720	4/22/2021	75015	Payroll Run 1 - Warrant 210423	\$276,480.17
	SALLY MCCOLLUM	43845	4/23/2021	75010	Payroll Run 1 - Warrant 210423	\$500.00

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0130	SALLY MCCOLLUM	43515	4/9/2021	74576	Payroll Run 1 - Warrant 210409	\$500.00
	SECOND HARVEST FOOD BANK	43846	4/23/2021	75016	Payroll Run 1 - Warrant 210423	\$42.00
		43516	4/9/2021	74584	Payroll Run 1 - Warrant 210409	\$42.00
	SEIU LOCAL 521	43848	4/23/2021	75025	Payroll Run 1 - Warrant 210423	\$35.00
		43847	4/23/2021	75017	Payroll Run 1 - Warrant 210423	\$1,262.03
		43518	4/9/2021	74595	Payroll Run 1 - Warrant 210409	\$25.00
		43517	4/9/2021	74585	Payroll Run 1 - Warrant 210409	\$1,234.95
	STATE OF CALIFORNIA TAX BOARD	43849	4/23/2021	75019	Payroll Run 1 - Warrant 210423	\$789.01
		43519	4/9/2021	74587	Payroll Run 1 - Warrant 210409	\$698.12
	WAGeworks INC	43850	4/23/2021	75023	Payroll Run 1 - Warrant 210423	\$3,908.62
		43520	4/9/2021	74592	Payroll Run 1 - Warrant 210409	\$3,908.62
	WATSONVILLE POLICE ASSOCIATION	43521	4/9/2021	74588	Payroll Run 1 - Warrant 210409	\$7,044.00
	WIRE TRANSFER-IRS	713	4/8/2021	74589	Payroll Run 1 - Warrant 210409	\$303,776.14
		717	4/22/2021	75020	Payroll Run 1 - Warrant 210423	\$298,266.52
	WIRE TRANSFER-STATE OF CALIFORNIA	712	4/8/2021	74586	Payroll Run 1 - Warrant 210409	\$60,662.27
		718	4/22/2021	75018	Payroll Run 1 - Warrant 210423	\$58,679.46
	Fund Total					\$1,446,912.56
0150	A TOOL SHED RENTALS, INC.	43522	4/13/2021	1458434-6 BAL	FUEL FOR INVOICE #1458434-6	\$8.00
		43522	4/13/2021	1485467-6	TOOL RENTALS	\$173.60
	ABBOTT & KINDERMANN, INC.	43524	4/13/2021	45	ON-CALL LEGAL SERVICES	\$2,644.82
		43524	4/13/2021	1	ON-CALL LEGAL SERVICES THROUGH 02/20/2021-PARTIAL	\$7,355.18
	AIR EXCHANGE, INC.	43527	4/13/2021	91604363	Repair on Plymovent at Station 1	\$672.35
	AIRTEC SERVICE, INC	43529	4/13/2021	16538	PREVENTATIVE MAINTENANCE	\$421.00
		43529	4/13/2021	16639	SERVICE	\$228.00
		43529	4/13/2021	16540	PREVENT MAINT	\$1,122.00

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0150	AMERICAN LEADERSHIP FORUM-SILICON VALLEY	43488	4/7/2021	03/03/2021	FACILITATION OF AD HOC FEB 2021	\$10,000.00
		43489	4/7/2021	04/05/2021	FACILITATION OF AD HOC - MARCH 2021	\$10,000.00
	ANALGESIC SERVICES, INC.	43533	4/13/2021	320448	OXYGEN	\$83.50
		43533	4/13/2021	320471	FIRST AID SUPPLIES- OXYGEN	\$67.00
		43533	4/13/2021	320898	FIRST AID SUPPLIES- OXYGEN	\$66.00
		43533	4/13/2021	320817	SUPPLIES- OXYGEN	\$50.00
	ANIMAS CONSTRUCTION	43534	4/13/2021	169172	04/07/2021, INV#169172 - PINTO LAKE EMERGENCY MOBI	\$5,750.00
	AQUA GREEN LANDSCAPE IRRIGATION COMPANY	43536	4/13/2021	20111878	Invoice 20111878 Installation of Landscape Irrigat	\$5,256.00
	ARTS COUNCIL SANTA CRUZ COUNTY	43538	4/13/2021	2ND PAYMENT	Social and Community Service G	\$2,250.00
		43538	4/13/2021	FINAL PAYMENT	Social and Community Service G	\$2,250.00
	ASSOCIATION OF BAY AREA GOVERNMENTS	43540	4/13/2021	AR025304	FY21-LEVELIZED-NAT GAS	\$528.56
		43540	4/13/2021	AR025304	FY21-LEVELIZED-NAT GAS	\$198.21
		43540	4/13/2021	AR025304	FY21-LEVELIZED-NAT GAS	\$2,246.38
		43540	4/13/2021	AR025304	FY21-LEVELIZED-NAT GAS	\$528.57
	AT&T	43817	4/14/2021	138890679-03/14/21	SERVICE FOR 03/15/21-04/14/21	\$41.35
		43541	4/13/2021	292375992-03/24/21	SERVICE	\$191.78
		43541	4/13/2021	138890696 03.17.2021	TV/INTERNET	\$212.17
	AT&T-CAL NET 2	43542	4/13/2021	000016222476	CALNETC60 CITY BILL FROM 02/24/21-03/23/21	\$16.28
		43542	4/13/2021	000016222476	CALNETC60 CITY BILL FROM 02/24/21-03/23/21	\$1,330.41
		43542	4/13/2021	000016222476	CALNETC60 CITY BILL FROM 02/24/21-03/23/21	\$52.51
		43542	4/13/2021	000016222476	CALNETC60 CITY BILL FROM 02/24/21-03/23/21	\$85.12

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0150	AT&T-CAL NET 2	43542	4/13/2021	000016222476	CALNETC60 CITY BILL FROM 02/24/21-03/23/21	\$16.27
		43542	4/13/2021	000016222476	CALNETC60 CITY BILL FROM 02/24/21-03/23/21	\$68.78
		43542	4/13/2021	000016222476	CALNETC60 CITY BILL FROM 02/24/21-03/23/21	\$740.78
		43542	4/13/2021	000016222476	CALNETC60 CITY BILL FROM 02/24/21-03/23/21	\$326.90
		43542	4/13/2021	000016222476	CALNETC60 CITY BILL FROM 02/24/21-03/23/21	\$43.36
		43542	4/13/2021	000016222476	CALNETC60 CITY BILL FROM 02/24/21-03/23/21	\$1,277.95
		43542	4/13/2021	000016222476	CALNETC60 CITY BILL FROM 02/24/21-03/23/21	\$2,413.02
		43542	4/13/2021	000016222476	CALNETC60 CITY BILL FROM 02/24/21-03/23/21	\$23.49
	AVENU MUNISERVICES, LLC	43543	4/13/2021	INV06-011204	SUTA SERVICES	\$268.29
		43543	4/13/2021	INV06-011203	SUTA SERVICES	\$1,817.05
	BEWLEY'S CLEANING, INC.	43552	4/13/2021	009973	SERVICE CIVIC PLAZA	\$296.70
		43552	4/13/2021	009949	SERVICE	\$156.57
	BIG CREEK LUMBER COMPANY	43553	4/13/2021	4/1/2021	SUPPLIES	\$29.75
	BOUND TREE MEDICAL LLC	43556	4/13/2021	83988902	EMS Supplies	\$342.67
		43556	4/13/2021	83935365	EMS Supplies	\$735.31
		43556	4/13/2021	83995228	EMS Supplies	\$14.21
		43556	4/13/2021	83998817	EMS Supplies	\$853.95
		43556	4/13/2021	84001059	EMS Supplies	\$223.75
	BRODART CO.	43560	4/13/2021	040352-030121	FEBRUARY STATEMENT - BOOKS	\$1,033.01
	CABRILLO STROKE & DISABILITY CENTER	43563	4/13/2021	FINAL PAYMENT	2019-2021 Social and Community	\$2,500.00
	CALIFORNIA GREY BEARS INC	43567	4/13/2021	FINAL PAYMENT	Social and Community Service G	\$1,500.00
	CASA OF SANTA CRUZ COUNTY	43570	4/13/2021	FINAL PAYMENT	Social and Community Service G	\$5,000.00

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0150	CDW GOVERNMENT, INC.	43572	4/13/2021	9265096	MOBILEIRON MANAGEMENT LICENSES FOR VARIOUS DEPTS	\$657.28
		43572	4/13/2021	9265096	MOBILEIRON MANAGEMENT LICENSES FOR VARIOUS DEPTS	\$82.16
		43572	4/13/2021	9265096	MOBILEIRON MANAGEMENT LICENSES FOR VARIOUS DEPTS	\$164.32
		43572	4/13/2021	9265096	MOBILEIRON MANAGEMENT LICENSES FOR VARIOUS DEPTS	\$903.76
		43572	4/13/2021	9265096	MOBILEIRON MANAGEMENT LICENSES FOR VARIOUS DEPTS	\$1,068.08
		43572	4/13/2021	9265096	MOBILEIRON MANAGEMENT LICENSES FOR VARIOUS DEPTS	\$82.16
		43572	4/13/2021	9265096	MOBILEIRON MANAGEMENT LICENSES FOR VARIOUS DEPTS	\$82.16
		43572	4/13/2021	9265096	MOBILEIRON MANAGEMENT LICENSES FOR VARIOUS DEPTS	\$82.16
	CHAZ CUSTOM EMBROIDERY & DIGITIZING	43576	4/13/2021	3248	VEHICLE MAINTENANCE	\$750.00
	CHAZ TOWING	43577	4/13/2021	74097	TOW SERVICES	\$54.00
		43577	4/13/2021	70388	TOW SERVICES	\$135.00
		43577	4/13/2021	70504	TOW SERVICES	\$135.00
		43577	4/13/2021	74301	TOW SERVICES	\$165.00
	CHEVROLET OF WATSONVILLE	43578	4/13/2021	244710	SERVICE	\$106.06
		43578	4/13/2021	245635	VEHICLE SERVICE & REPAIRS	\$219.44
	COAST AUTO SUPPLIES & DISMANTLING, INC.	43581	4/13/2021	153712	Auto Extrication Training for Academy 21-01	\$327.75
	COAST PAPER SUPPLY INC	43582	4/13/2021	613070	HAND SOAP	\$53.53
		43582	4/13/2021	613069	SUPPLIES	\$148.75
	COMMUNITY ACTION BOARD	43584	4/13/2021	FINAL PAYMENT	Social and Community Service G	\$5,000.00
	COMMUNITY BRIDGES	43585	4/13/2021	FINAL PAYMENT	Social and Community Service G	\$4,250.00
	CONTINUANT, INC.	43491	4/7/2021	SI-0000007239	MANAGED SERVICES AGREEMENT FOR	\$1,011.65

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0150	CONTINUANT, INC.	43491	4/7/2021	SI-0000007239	MANAGED SERVICES AGREEMENT FOR	\$82.41
	COUNTY OF SANTA CRUZ	43588	4/13/2021	FINAL PAYMENT	AZETECAS YOUTH SOCCER-GRANT	\$2,500.00
		43589	4/13/2021	2ND INSTALLMENT GRAN	AZTECAS YOUTH SOCCER GRANT	\$2,500.00
	COUNTY OF SANTA CRUZ COLLECTIONS	43818	4/14/2021	1/1/2021- 1/31/2021	PKG TICKET SURCHARGE	\$2,553.00
	COUNTY OF SANTA CRUZ ISD RADIO SHOP	43591	4/13/2021	Radio Shop12/20	Radio Shop 2nd Quarter Charges: October - December	\$355.50
	COUNTY OF SANTA CRUZ-ISD	43590	4/13/2021	QUERY_03.18.202 1	OPEN QUERY CHARGES	\$1,311.55
	CRIME SCENE CLEANERS INC	43593	4/13/2021	80573	SERVICE	\$300.00
	CSG CONSULTANTS, INC	43595	4/13/2021	35721	ON-CALL ENGINEERING BUILDING P	\$7,855.00
		43595	4/13/2021	35690	FIRE PLAN REVIEW/BLDG INSPECT/	\$3,047.50
		43595	4/13/2021	35673	FIRE PLAN REVIEW/BLDG INSPECT/	\$1,360.00
	CSI FORENSIC SUPPLY	43596	4/13/2021	3041	EVIDENCE SUPPLIES	\$56.90
	DAVIS AUTO PARTS	43599	4/13/2021	03/26/2021	PARTS	\$212.38
	DEPARTMENT OF JUSTICE	43602	4/13/2021	497988	DOJ FINGERPRINTING	\$160.00
	DIAMOND D COMPANY	43603	4/13/2021	4468	CITYWIDE SIDEWALK REPAIR PROJE	\$1,988.00
	DIGITAL NEST, INC.	43605	4/13/2021	FINAL PAYMENT	Social and Community Service G	\$1,250.00
	DIVISION OF STATE ARCHITECT	43829	4/21/2021	01/01-03/31/2021	SB 1186 DISABILTY & ACCESS FOR Q3- 01/01-03/31/202	\$42.00
		43830	4/21/2021	10/01-12/31/2020	SB 1186 DISABILITY ACCESS & EDUCATION- Q2	\$33.20
	DIXON & SONS TIRES INC.	43492	4/7/2021	3/29/2021	TIRES AND REPAIRS	\$70.00
		43492	4/7/2021	3/29/2021	TIRES AND REPAIRS	\$25.00
		43492	4/7/2021	3/29/2021	TIRES AND REPAIRS	\$20.00
	EBSCO INFORMATION SERVICES	43608	4/13/2021	1000152464-1	SUBSCRIPTION RENEWAL TO LIBRARYAWARE	\$1,736.00
	EDUARDO VALADEZ	43609	4/13/2021	0077	SERVICE	\$436.00

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0150	EDUARDO VALADEZ	43609	4/13/2021	0078	SERVICE	\$436.00
		43609	4/13/2021	0075	VEHICLE SERVICE	\$436.00
		43609	4/13/2021	0076	VEHICLE SERVICE	\$436.00
	EFFICIENT TECHNOLOGY SOLUTIONS, INC.	43610	4/13/2021	2013-765x	SWITCHES FOR MSC WITH SUPPORT	\$13,047.80
	ELEVATOR SERVICE COMPANY, INC.	43612	4/13/2021	31961J10672	REPAIRS	\$4,895.00
		43612	4/13/2021	31806	SERVICE	\$400.00
		43612	4/13/2021	31806	SERVICE	\$530.00
		43612	4/13/2021	31806	SERVICE	\$200.00
		43612	4/13/2021	31962J10570	SERVICE	\$2,205.00
		43612	4/13/2021	32210	MONTHLY SERVICE	\$400.00
		43612	4/13/2021	32210	MONTHLY SERVICE	\$530.00
		43612	4/13/2021	32210	MONTHLY SERVICE	\$200.00
	ETERNITY WORKS	43614	4/13/2021	FINAL PAYMENT	Social/Community Service Grant	\$2,500.00
	EWING IRRIGATION PRODUCTS, INC.	43615	4/13/2021	13759155	RETURNED SUPPLIES	(\$271.00)
		43615	4/13/2021	13759010	SUPPLIES	\$648.56
		43615	4/13/2021	13759165	SUPPLIES	\$160.57
	FAMILY SERVICE AGENCY OF THE CENTRAL COAST	43616	4/13/2021	FINAL PAYMENT	Social and Community Service G	\$1,250.00
	FASTENAL COMPANY	43617	4/13/2021	CAWAT113807	SUPPLIES	\$215.33
		43617	4/13/2021	CAWAT114232	SUPPLIES	\$1,508.74
	FIRST ALARM, INC.	43620	4/13/2021	600803	ALARM SERVICES AT 280 MAIN ST	\$423.54
		43620	4/13/2021	100138080	ALARM SERVICES 280 MAIN ST.	\$423.54
		43620	4/13/2021	601298	SERVICE	\$30.00
	FOODWHAT, INC.	43621	4/13/2021	FINAL PAYMENT	Social and Community Service G	\$5,000.00
	GALE CENGAGE LEARNING	43623	4/13/2021	73779654	BOOKS	\$81.91
		43623	4/13/2021	73904109	BOOKS	\$80.91

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0150	GIRLS INC. OF THE CENTRAL COAST	43626	4/13/2021	FINAL PAYMENT	2019-2021 Social and Community	\$2,500.00
	H & M GOPHER CONTROL	43631	4/13/2021	4729	3/10/21, INV4729 - EQUIPMENT FOR PEST CONTROL.	\$110.09
	HARBOR FREIGHT TOOLS	43632	4/13/2021	942048	1/2IN DR. PRO BREAKER BAR 25IN	\$21.84
		43632	4/13/2021	942372	SUPPLIES	\$88.47
	HINDERLITER, DE LLAMAS & ASSOCIATES	43634	4/13/2021	SIN007401	SALES AND USE TRANS. AUDIT & I	\$300.00
	INTERSTATE ALL BATTERY CENTER	43637	4/13/2021	1905501031944	BATTERIES	\$69.76
	INTERSTATE TRAFFIC CONTROL PRODUCTS	43639	4/13/2021	243272	03/23/2021-INV243272, SIGNS FOR NO OVER NIGHT PARK	\$325.79
	JESUS ROCHA	43641	4/13/2021	REFUND	SPRING SOCCER CAMP	\$150.00
	JORGE ROCHA	43644	4/13/2021	BOOT REIMB. FY20/21	PCS- BOOT REIMBURSEMENT FY20/21	\$200.00
	JOSE G ROCHA	43645	4/13/2021	BOOT REIMB. FY20/21	PCS- BOOT REIMBURSEMENT FY20/21	\$175.00
	KELLY-MOORE PAINT COMPANY, INC.	43647	4/13/2021	818-00000322743	PAINT	\$153.59
	KME FIRE APPARATUS	43652	4/13/2021	ca555369	Parts for aerial ladder on 4470	\$306.99
	LADORIS CORDELL	43653	4/13/2021	03/19/2021	PRESENTATION ON INDEPENDENT POLICE OVERSIGHT 03/18	\$650.00
	LEAHY, JORDAN	43655	4/13/2021	031821	031821 MEDITATION CLASS	\$75.00
		43655	4/13/2021	021821	021821 MEDITATION CLASS	\$75.00
	LEHR	43656	4/13/2021	SI-57554	VEHICLE MAINTENANCE	\$1,591.14
	LEON, MICHAEL	43657	4/13/2021	BOOT REIMB. FY20/21	PCS- BOOT REIMBURSEMENT FY20/21	\$174.79
	LIEBERT CASSIDY WHITMORE	43661	4/13/2021	1516602	LEGAL SERVICES WITH LABOR AND	\$107.00
	MARIA DE JESUS OROZCO	43668	4/13/2021	REFUND	SPRING SOCCER	\$150.00
	MBS BUSINESS SYSTEMS	43672	4/13/2021	401668	COPIER CHARGES	\$278.36
		43672	4/13/2021	401981	COPIER CHARGES	\$167.25

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0150	MIDWEST TAPE	43675	4/13/2021	500108155	BOOKS	\$42.60
		43675	4/13/2021	500121949	BOOKS	\$76.95
		43675	4/13/2021	500185309	BOOKS	\$43.69
		43675	4/13/2021	500175328	BOOKS	\$21.00
		43675	4/13/2021	500175326	BOOKS	\$76.13
		43675	4/13/2021	500210680	BOOKS	\$45.29
		43675	4/13/2021	500175327	BOOKS	\$30.02
		43675	4/13/2021	500175880	BOOKS	\$69.56
		43675	4/13/2021	500122230	BOOKS	\$63.83
		43675	4/13/2021	500081613	BOOKS	\$38.23
		43675	4/13/2021	500109634	BOOKS	\$26.74
	MIGRANT MEDIA PRODUCTIONS	43676	4/13/2021	1119	BOOKS	\$200.00
	MIGUEL MELGOZA	43677	4/13/2021	REFUND	SPRING SOCCER CAMP	\$150.00
	MISSION LINEN SUPPLY	43678	4/13/2021	292109-03/31/2021	UNIFORM RENTAL AND LAUNDRY SER	\$801.67
	MONARCH SERVICES	43680	4/13/2021	FINAL PAYMENT	Social and Community Service G	\$3,750.00
	NAPA AUTO PARTS	43688	4/13/2021	134515	PARTS	\$44.33
	ONE TIME VENDOR	43704	4/13/2021	26238214	REFUND- SPRING 2021 UB SOCCER ENROLLMENT	\$76.00
		43708	4/13/2021	261039505	REFUND- PINTO LAKE RV RESERVATION	\$260.00
		43709	4/13/2021	26105324	REFUND- PINTO LAKE RV EXTRA ADULT CHARGE	\$10.00
		43693	4/13/2021	05-2020-018063	REFUND- SPRING 2020 SOCCER FOR ADRIAN MALDONADO	\$150.00
		43699	4/13/2021	05-2020-018064	REFUND- SPRING 2020 SOCCER FOR ALAN ALONSO	\$150.00
		43700	4/13/2021	05-2020-018058	REFUND- SPRING 2020 SOCCER FOR FABIAN A. NUNEZ	\$150.00

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0150	ONE TIME VENDOR	43696	4/13/2021	05-2020-018062	REFUND- 2020 SOCCER FOR DANIEL VIDAL JR.	\$150.00
		43707	4/13/2021	05-2020-018050	REFUND- SPRING 2020 SOCCER FOR EDGAR ARAMBULO	\$150.00
		43701	4/13/2021	05-2020-018052	REFUND- SPRING 2020 SOCCER FOR JACOB FLORES	\$150.00
		43706	4/13/2021	10-2018-007905	REFUND- 2018 FALL GYMNASTICS FOR MIA CHAVEZ	\$16.00
		43697	4/13/2021	12-2018-008288	REFUND- 2018 FALL GYMNASTICS FOR NATALIE BERUMEN	\$16.00
		43703	4/13/2021	06-2019-012085	REFUND- 2018 FALL GYMNASTICS FOR JULIA B.	\$16.00
		43698	4/13/2021	05-2020-018053	REFUND- SPRING SOCCER 2020 FOR GIOVANNI & ALEXAND	\$300.00
		43705	4/13/2021	05-2020-018055	REFUND- SPRING 2020 SOCCER FOR MOSE MIGEL JR. VARG	\$150.00
		43695	4/13/2021	05-2020-018057	REFUND- SPRING 2020 SOCCER FOR FABIAN G. & DAVID V	\$300.00
		43694	4/13/2021	05-2020-018051	REFUND- SPRING 2020 SOCCER FOR ANDRES VELAZQUEZ	\$150.00
		43702	4/13/2021	05-2020-018060	REFUND-SPRING 2020 SOCCER FOR MARCOS CORTES	\$150.00
	OSUNA AUTO ELECTRIC & SMALL ENGINE REPAIR	43710	4/13/2021	41939	MAINTENANCE WORK ON WATER BUFFALO	\$110.63
		43710	4/13/2021	41565	HEAD LIGHT REPAIR	\$269.37
	OVERHEAD DOOR CO. SALINAS, INC.	43711	4/13/2021	1037-11905	STEEL DOOR	\$4,148.00
	PACIFIC COAST FLAG	43713	4/13/2021	24634	FLAGS	\$165.84
	PAJARO VALLEY ART COUNCIL	43715	4/13/2021	FINAL PAYMENT	Social and Community Service G	\$5,000.00
	PAJARO VALLEY HISTORICAL ASSN	43717	4/13/2021	FINAL PAYMENT	Social and Community Service G	\$1,500.00
	PAJARO VALLEY LOAVES AND FISHES	43714	4/13/2021	FINAL PAYMENT	Social and Community Sevice Gr	\$4,000.00
	PAJARO VALLEY LOCK SHOP	43501	4/7/2021	2/28/2021	REPAIRS & SUPPLIES	\$293.82

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0150	PAJARO VALLEY LOCK SHOP	43501	4/7/2021	2/28/2021	REPAIRS & SUPPLIES	\$208.46
		43501	4/7/2021	2/28/2021	REPAIRS & SUPPLIES	\$156.99
		43501	4/7/2021	2/28/2021	REPAIRS & SUPPLIES	\$18.50
	PAJARO VALLEY PREVENTION & STUDENT ASSISTANCE INC	43719	4/13/2021	2ND PAYMENT	Social and Community Service G	\$5,000.00
	PAJARO VALLEY PRINTING	43720	4/13/2021	41822	GENERAL PROVISIONS FOR FIRE/ LIFE SAFETY RE-INSPEC	\$191.19
		43720	4/13/2021	41805	NOTICES & REPORTS	\$1,300.08
		43720	4/13/2021	41829	BUSINESS CARDS-FULGONI	\$81.94
	PAJARO VALLEY SHELTER SERVICES	43721	4/13/2021	2ND PAYMENT	Social and Community Service G	\$3,000.00
		43721	4/13/2021	FINAL PAYMENT	Social and Community Service G	\$3,000.00
	PAJARO VALLEY UNIFIED SCHOOL DISTRICT	43722	4/13/2021	MELLO CENTER RENTALS	MELLO CENTER- FUND BAL. TO BE USED FOR LIGHTING	\$3,611.10
	PICHARDO, CARMEN	43731	4/13/2021	SHOP WITH A COP 2020	REIMBURSEMENT- SHOP WITH A COP 2020	\$353.77
	PREFERRED PLUMBING, INC.	43738	4/13/2021	2014	Gas valve repairs at the Youth Center.	\$1,011.84
		43738	4/13/2021	1611	SERVICE	\$305.00
	QUENCH USA, INC.	43741	4/13/2021	INV03032756	WATER SERVICE	\$65.55
		43741	4/13/2021	INV02992608	WATER SERVICE	\$15.03
		43741	4/13/2021	INV02992608	WATER SERVICE	\$15.03
		43741	4/13/2021	INV02992608	WATER SERVICE	\$15.03
		43741	4/13/2021	INV02992608	WATER SERVICE	\$15.03
		43741	4/13/2021	INV02992608	WATER SERVICE	\$15.00
	RAIMI + ASSOCIATES, INC.	43743	4/13/2021	21-4189	DOWNTOWN SPECIFIC PLAN, EIR &	\$1,725.87
	RICOH USA, INC	43746	4/13/2021	5061678171	MONTHLY MAINTENANCE COPIERS	\$85.91
		43746	4/13/2021	5061678171	MONTHLY MAINTENANCE COPIERS	\$85.91
		43746	4/13/2021	5061678171	MONTHLY MAINTENANCE COPIERS	\$85.91
		43746	4/13/2021	5061678171	MONTHLY MAINTENANCE COPIERS	\$195.89
		43746	4/13/2021	5061678171	MONTHLY MAINTENANCE COPIERS	\$85.90

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0150	RICOH USA, INC	43746	4/13/2021	5061678171	MONTHLY MAINTENANCE COPIERS	\$98.63
		43746	4/13/2021	5061678171	MONTHLY MAINTENANCE COPIERS	\$54.87
		43746	4/13/2021	5061678171	MONTHLY MAINTENANCE COPIERS	\$54.87
		43746	4/13/2021	5061678171	MONTHLY MAINTENANCE COPIERS	\$36.58
		43746	4/13/2021	5061678171	MONTHLY MAINTENANCE COPIERS	\$36.59
		43746	4/13/2021	5061476819	MONTHLY MAINTENANCE- COPIERS	\$85.91
		43746	4/13/2021	5061476819	MONTHLY MAINTENANCE- COPIERS	\$85.92
		43746	4/13/2021	5061476819	MONTHLY MAINTENANCE- COPIERS	\$85.91
		43746	4/13/2021	5061476819	MONTHLY MAINTENANCE- COPIERS	\$429.41
		43746	4/13/2021	5061476819	MONTHLY MAINTENANCE- COPIERS	\$85.92
		43746	4/13/2021	5061476819	MONTHLY MAINTENANCE- COPIERS	\$99.37
		43746	4/13/2021	5061476819	MONTHLY MAINTENANCE- COPIERS	\$42.89
		43746	4/13/2021	5061476819	MONTHLY MAINTENANCE- COPIERS	\$42.89
		43746	4/13/2021	5061476819	MONTHLY MAINTENANCE- COPIERS	\$28.59
		43746	4/13/2021	5061476819	MONTHLY MAINTENANCE- COPIERS	\$28.57
		43747	4/13/2021	104800248	COPIER RENTAL	\$1,256.09
	RIDGECREST PRODUCTS, INC.	43748	4/13/2021	352146	Custom Badges	\$1,465.00
	ROCHA, NOE	43751	4/13/2021	BOOT REIMB. FY20/21	PCS- BOOT REIMBURSEMENT FY20/21	\$169.33
	SAN JOSE HARLEY-DAVIDSON	43753	4/13/2021	97475	MOTOR MAINTENANCE	\$351.34
	SANTA CRUZ COMMUNITY VENTURES	43755	4/13/2021	FINAL PAYMENT	Social and Community Service G	\$5,000.00
	SECOND HARVEST FOOD BANK	43760	4/13/2021	FINAL PAYMENT	Social and Community Service G	\$5,000.00
	SENIOR NETWORK SERVICES	43763	4/13/2021	FINAL PAYMENT	Social and Community Service G	\$1,250.00
	SENTRY ALARM SYSTEM	43765	4/13/2021	2161759	SERVICE	\$262.50
	SERVICE PRINTERS	43766	4/13/2021	1812	ENVELOPES	\$475.24
	SHERWIN WILLIAMS	43768	4/13/2021	9385-1	PAINT BRUSHES AND TAPE	\$56.90

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0150	SLAVIC AMERICAN CULTURAL ORGANIZATION	43771	4/13/2021	04/17/2021	SPRING LAMB 2021- L. HURST & A. PARKER	\$40.00
		43771	4/13/2021	04/17/2021	SPRING LAMB 2021- L. HURST & A. PARKER	\$40.00
	SOCIAL GOOD FUND	43772	4/13/2021	FINAL PAYMENT	Social Service Grants FY 19-21	\$2,500.00
	SORINEX EXERCISE EQUIPMENT INC.	43504	4/7/2021	66588-1	GYM EQUIPMENT: 45 DEGREE LEG PRESS	\$5,960.72
	SPRINT	43773	4/13/2021	550592226-215	CELLULAR CHARGES FOR FIRE FROM 02/26/21-03/25/21	\$26.45
	STAPLES BUSINESS CREDIT	43822	4/14/2021	1634139132	SUPPLIES	\$684.64
		43822	4/14/2021	1634139132	SUPPLIES	\$117.37
		43822	4/14/2021	1634139132	SUPPLIES	\$669.24
		43822	4/14/2021	1634139132	SUPPLIES	\$253.37
		43822	4/14/2021	1634139132	SUPPLIES	\$26.21
	STRYKER SALES CORPORATION	43774	4/13/2021	3295627	Wireless Modem for LP-15 Monitors	\$1,922.25
		43774	4/13/2021	3297176	Pouch replacement for LP-15 Monitors	\$141.83
		43774	4/13/2021	3283030	Screen Repair for LP-15 Monitors	\$632.40
		43774	4/13/2021	3265013	Carrying cases for Med Supplies on 4412 & 4411	\$783.53
		43774	4/13/2021	3285839	Service Maintenance Agreement DS022743 4 year Eff.	\$336.60
	SUPERIOR ALARM COMPANY	43776	4/13/2021	157056	ALARM SERVICES FOR PAL DAVIS SITE	\$79.50
		43776	4/13/2021	156774	SERVICE	\$181.50
	SYNCB/AMAZON	43777	4/13/2021	AMA 040521	AMAZON CREDIT CARD	\$80.34
		43777	4/13/2021	AMA 040521	AMAZON CREDIT CARD	\$88.47
		43777	4/13/2021	AMA 040521	AMAZON CREDIT CARD	\$483.96
	TARGET SPECIALTY PRODUCTS	43778	4/13/2021	INVP500399720	3/12/2021, INVP500399720 - TALPIRID MOLE WORM BAIT	\$314.64
		43778	4/13/2021	INVP500408563	3/23/2021-INVP500408563, IMIDACLORPID FOR PARKS.	\$635.40

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0150	TAYLOR'S OFFICE CITY	43836	4/21/2021	03/31/2021	OFFICE SUPPLIES	\$45.83
		43836	4/21/2021	03/31/2021	OFFICE SUPPLIES	\$260.56
		43836	4/21/2021	03/31/2021	OFFICE SUPPLIES	\$45.36
		43836	4/21/2021	03/31/2021	OFFICE SUPPLIES	\$165.19
		43836	4/21/2021	03/31/2021	OFFICE SUPPLIES	\$1,025.86
	TELEFLEX LLC	43779	4/13/2021	9503594841	EX-10 Power Driver	\$337.25
	THE BEISTLE COMPANY	43784	4/13/2021	110870	Public Education supplies	\$2,501.84
	THE SANTA CRUZ LESBIAN AND GAY COMMUNITY CTR	43785	4/13/2021	2ND PAYMENT	Social and Community Service G	\$2,500.00
		43785	4/13/2021	FINAL PAYMENT	Social and Community Service G	\$2,500.00
	TINO'S PLUMBING INC	43788	4/13/2021	131515	REPAIR	\$933.20
		43788	4/13/2021	130435	REPAIRS	\$310.65
	TRI COUNTY TROPHY & ENGRAVING	43792	4/13/2021	19-04794	BADGES	\$21.85
	TYLER TECHNOLOGIES, INC.	43794	4/13/2021	045-334719	LICENSING, IMPLEMENT, MAINT. M	\$1,663.00
		43794	4/13/2021	045-334719	LICENSING, IMPLEMENT, MAINT. M	\$226.00
	UNIFIED BUILDING MAINTENANCE	43795	4/13/2021	9724	Janitorial Services for Recrea	\$12,385.00
	UNIQUE MANAGEMENT SERVICES, INC.	43796	4/13/2021	600496	COLLECTION AGENCY FEES	\$17.90
	VERIZON WIRELESS	43800	4/13/2021	9876073102	DATA & CELL SERVICE FOR CITY FROM 02/23-03/22/21	\$228.06
		43800	4/13/2021	9876073102	DATA & CELL SERVICE FOR CITY FROM 02/23-03/22/21	\$298.09
		43800	4/13/2021	9876073102	DATA & CELL SERVICE FOR CITY FROM 02/23-03/22/21	\$476.63
		43800	4/13/2021	9876073102	DATA & CELL SERVICE FOR CITY FROM 02/23-03/22/21	\$1,064.46
		43800	4/13/2021	9876073102	DATA & CELL SERVICE FOR CITY FROM 02/23-03/22/21	\$380.10
		43800	4/13/2021	9876073102	DATA & CELL SERVICE FOR CITY FROM 02/23-03/22/21	\$28.70

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0150	VERIZON WIRELESS	43800	4/13/2021	9876073102	DATA & CELL SERVICE FOR CITY FROM 02/23-03/22/21	\$45.17
		43800	4/13/2021	9876073102	DATA & CELL SERVICE FOR CITY FROM 02/23-03/22/21	\$640.59
		43800	4/13/2021	9876073102	DATA & CELL SERVICE FOR CITY FROM 02/23-03/22/21	\$30.99
		43800	4/13/2021	9876079714	CELL & DATA CHARGES FOR MSC FROM 02/23/-03/22/21	\$52.01
		43800	4/13/2021	9876079714	CELL & DATA CHARGES FOR MSC FROM 02/23/-03/22/21	\$9.06
		43800	4/13/2021	9876079714	CELL & DATA CHARGES FOR MSC FROM 02/23/-03/22/21	\$55.86
	WATSONVILLE COMMUNITY BAND	43804	4/13/2021	FINAL PAYMENT	Social and Community Service G	\$1,250.00
	WATSONVILLE FORD	43805	4/13/2021	144038	SMOG CERTIFICATE	\$68.25
		43805	4/13/2021	144037	SERVICE	\$79.89
		43805	4/13/2021	144357	VEHICLE SERVICE	\$269.76
	WATSONVILLE LAW CENTER	43806	4/13/2021	FINAL PAYMENT	Social and Community Service G	\$2,250.00
	WATSONVILLE YOUTH TRAINING CENTER	43809	4/13/2021	FINAL PAYMENT	Social & Community Service Gra	\$2,500.00
	WEX BANK	43824	4/14/2021	71101801	FUEL	\$355.44
	WORK WELL MEDICAL GROUP	43813	4/13/2021	232584	PRE-EMPLOYMENT/DMV PHYSICALS, LAB WORK	\$5,868.00
		43813	4/13/2021	232584	PRE-EMPLOYMENT/DMV PHYSICALS, LAB WORK	\$60.00
		43813	4/13/2021	232596	TB SKIN TEST	\$30.00
	WORKTERRA	43814	4/13/2021	0099586-IN	2020 1094C FILING- ACA	\$2,748.81
		43814	4/13/2021	0099586-IN	2020 1094C FILING- ACA	\$345.23
		43814	4/13/2021	0099644-IN	CA FILINGS- ACA	\$1,374.41
		43814	4/13/2021	0099644-IN	CA FILINGS- ACA	\$172.62
	YWCA	43815	4/13/2021	FINAL PAYMENT	Social and Community Service G	\$2,500.00
	Fund Total					\$284,966.23

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0170	BRINKS INCORPORATED	43557	4/13/2021	11504527	TRANSPORTATION	\$832.05
		43557	4/13/2021	3927019	TRANSPORTATION	\$6.32
	Fund Total					\$838.37
0202	AT&T-CAL NET 2	43542	4/13/2021	000016222476	CALNETC60 CITY BILL FROM 02/24/21-03/23/21	\$61.85
	CONTINUANT, INC.	43491	4/7/2021	SI-0000007239	MANAGED SERVICES AGREEMENT FOR	\$41.21
	RICOH USA, INC	43746	4/13/2021	5061678171	MONTHLY MAINTENANCE COPIERS	\$85.91
		43746	4/13/2021	5061476819	MONTHLY MAINTENANCE- COPIERS	\$85.91
	STAPLES BUSINESS CREDIT	43822	4/14/2021	1634139132	SUPPLIES	\$52.42
		43822	4/14/2021	1634139132	SUPPLIES	\$26.21
	Fund Total					\$353.51
0205	DELL MARKETING L.P.	43601	4/13/2021	10477345850	27" DELL MONITOR FOR A.PAZ	\$371.52
	Fund Total					\$371.52
0207	WORKTERRA	43814	4/13/2021	0099586-IN	2020 1094C FILING- ACA	\$65.49
		43814	4/13/2021	0099644-IN	CA FILINGS- ACA	\$32.75
	Fund Total					\$98.24
0246	MAURA MATERA	43833	4/21/2021	03/28/2021	SERVICES	\$1,650.05
	PANTHER PROTECTIVE SERVICE	43725	4/13/2021	001-2021CPG	PATROL SERVICE	\$880.00
		43725	4/13/2021	008-2020CPG	PATROL SERVICE	\$880.00
	SUPERIOR ALARM COMPANY	43776	4/13/2021	157349	SERVICE	\$132.00
	Fund Total					\$3,542.05
0260	CASSIDY'S PIZZA	43571	4/13/2021	4318	3/12/21, INV#4318 - EXCEL IN PLACE PARTICIPATION B	\$39.18
	CRAFTWATER ENGINEERING, INC.	43592	4/13/2021	20-127.01	Green Infrastructure Implement	\$14,700.00
	GRANITE ROCK COMPANY	43628	4/13/2021	8	OHLONE PKWY TO SLOUGH TRAIL PR	\$123,878.60

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0260	RAIMI + ASSOCIATES, INC.	43743	4/13/2021	21-4189	DOWNTOWN SPECIFIC PLAN, EIR &	\$11,917.57
	SAVE MART SUPERMARKET	43821	4/14/2021	4/6/2021	SUPPLIES	\$16.07
		43821	4/14/2021	4/6/2021	SUPPLIES	\$22.03
	Fund Total					\$150,573.45
0281	ADAMS ASHBY GROUP, INC.	43525	4/13/2021	3461	2/12/2021, INV#3461 - ARCHEOLOGICAL SURVEY REPORT	\$950.00
	BRO PRINTS INC.	43559	4/13/2021	17861	03/18/2021, INV17861 - ALUMINUM CARTOON PUMP TRACK	\$819.38
	COMMUNITY PRINTERS, INC.	43586	4/13/2021	28928012	3/4/21, INV#28928012 - RAMSAY PARK PUMP TRACK RULE	\$174.80
	JORGE LUIS ROCHA	43643	4/13/2021	000120	03/16/21-INV#000120, ALL-PRO PAINTING, PRE, SAND,	\$9,480.00
	Fund Total					\$11,424.18
0305	AIR UNLIMITED	43528	4/13/2021	291755	INV#291755 GRINING WHEELS 7X1/8X5/8	\$53.88
	BIG CREEK LUMBER COMPANY	43553	4/13/2021	4/1/2021	SUPPLIES	\$66.79
	CHEVROLET OF WATSONVILLE	43579	4/13/2021	02/13/2021	2019 CHEVROLET SILVERADO 5500 TRUCK	\$60,952.14
	GRANITE ROCK COMPANY	43628	4/13/2021	1293244	INV#1293244 GRANITEPATCH	\$92.81
	MISSION LINEN SUPPLY	43678	4/13/2021	292105- 03/31/2021	UNIFORM RENTAL AND LAUNDRY SER	\$188.80
	PACIFIC CREST ENGINEERING, INC.	43712	4/13/2021	9093	INV#9093 CONCRETE PROCESSING STORAGE AND DISPOSAL	\$255.00
	PACIFIC GAS & ELECTRIC	43499	4/7/2021	0909726970-9- 3/26/	ELEC	\$10,653.13
	SEMACONNECT, INC.	43762	4/13/2021	NWS-2104037	INV#NWS-2104037 SERIAL 6 ANNUAL NETWORK SERVICE PR	\$240.00
	Fund Total					\$72,502.55
0309	AT&T-CAL NET 2	43542	4/13/2021	000016222476	CALNETC60 CITY BILL FROM 02/24/21-03/23/21	\$734.60
	ELEVATOR SERVICE COMPANY, INC.	43612	4/13/2021	31992	SERVICE CALL	\$360.00
		43612	4/13/2021	31806	SERVICE	\$400.00

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0309	ELEVATOR SERVICE COMPANY, INC.	43612	4/13/2021	31806	SERVICE	\$520.00
		43612	4/13/2021	32210	MONTHLY SERVICE	\$400.00
		43612	4/13/2021	32210	MONTHLY SERVICE	\$520.00
	FIRST ALARM, INC.	43620	4/13/2021	601298	SERVICE	\$317.67
	PANTHER PROTECTIVE SERVICE	43725	4/13/2021	001-2021-2CPG	SERVICE	\$200.00
		43725	4/13/2021	008-2020-2CPG	SERVICE	\$200.00
	SENTRY ALARM SYSTEM	43765	4/13/2021	2161759	SERVICE	\$177.00
	VENTEK INTERNATIONAL	43823	4/14/2021	125419	MARCH 2020 RENTAL FEE- PARKING MACHINE	\$701.20
		43799	4/13/2021	126175	MAY 2021 RENTAL	\$701.20
	Fund Total					\$5,231.67
0310	ANIMAS CONSTRUCTION	43534	4/13/2021	169170	04/01/2021-INV169170, POUR AND FORM CONCRETE ON BR	\$850.00
	CALIFORNIA COAST UNIFORM COMPANY	43565	4/13/2021	26561	2 Captain Bugles- AVIS	\$17.39
	CDW GOVERNMENT, INC.	43572	4/13/2021	9265096	MOBILEIRON MANAGEMENT LICENSES FOR VARIOUS DEPTS	\$5,422.56
	CENTRAL COAST LANDSCAPE & MAINTENANCE	43573	4/13/2021	21832	3/1/21-INV21832, MONTHLY LANDSCAPE MAINTENANCE SER	\$400.00
	FIRST ALARM, INC.	43620	4/13/2021	593615	SERVICE	\$38.24
	K & D LANDSCAPING INC.	43646	4/13/2021	130686	3/22/2021, INV#130686 - REPAIR OF MAIN LINE LEAK A	\$331.47
	LEXIS NEXIS RISK DATA MANAGEMENT	43659	4/13/2021	1382615-20210331	ACCURINT	\$1,620.68
	LEXIS NEXIS RISK SOLUTIONS FL INC.	43660	4/13/2021	805914-20210331	DORS	\$708.33
	MCGUIRE HARLEY-DAVID	43495	4/7/2021	28739	2021 HARLEY DAVIDSON MOTORCYCLE	\$21,239.13
	PAJARO VALLEY FABRICATION INC.	43716	4/13/2021	28703	LABOR TO REPAIR BENCH	\$183.49
	PANTHER PROTECTIVE SERVICE	43725	4/13/2021	003-2021RES	02/18/2021-INV003-2021RES, SECURITY SERVICE PROVID	\$950.00

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0310	PANTHER PROTECTIVE SERVICE	43725	4/13/2021	004-2021RES	03/22/2021-INV#004-2021RES, SECURITY SERVICE PROVI	\$950.00
	PICHARDO, CARMEN	43731	4/13/2021	12/07/2020	REIMBURSEMENT-SHOP WITH A COP 12/07/2020	\$369.24
	RICHARD COWELL TACTICAL	43745	4/13/2021	I-7880	Carriers	\$1,086.70
	TINO'S PLUMBING INC	43788	4/13/2021	131547	WATER LEAK REPAIR AT 795 VISTA MONTANA	\$467.86
	VERIZON WIRELESS	43800	4/13/2021	9876073102	DATA & CELL SERVICE FOR CITY FROM 02/23-03/22/21	\$2,381.50
	WORKTERRA	43814	4/13/2021	0099586-IN	2020 1094C FILING- ACA	\$115.01
		43814	4/13/2021	0099586-IN	2020 1094C FILING- ACA	\$75.57
		43814	4/13/2021	0099644-IN	CA FILINGS- ACA	\$37.78
		43814	4/13/2021	0099644-IN	CA FILINGS- ACA	\$57.50
	Fund Total					\$37,302.45
0312	HARRIS & ASSOCIATES INC.	43493	4/7/2021	47456	ENVIRONMENTAL CONSULT SERVICES	\$15,748.75
	RINCON CONSULTANTS, INC.	43749	4/13/2021	29165	PRECONSTRUCTION COMPLIANCE SER	\$8,666.75
	SANTA CRUZ COUNTY REGIONAL TRANSPORTATION	43756	4/13/2021	Mile Post 2.01-2.85	Invoice for Watsonville Pipeline Agreement Mile Po	\$2,000.00
	Fund Total					\$26,415.50
0340	BEAR ELECTRICAL SOLUTIONS INC.	43490	4/7/2021	11559	TRAFFIC SIGNAL W.BEACH/OHLONE	\$98,424.10
	PACIFIC CREST ENGINEEERING, INC.	43712	4/13/2021	9272	PROFESSIONAL SERVICE	\$92.40
	Fund Total					\$98,516.50
0354	K & D LANDSCAPING INC.	43646	4/13/2021	130685	REPAIR	\$145.88
	MISSION LINEN SUPPLY	43678	4/13/2021	292109-03/31/2021	UNIFORM RENTAL AND LAUNDRY SER	\$83.90
		43678	4/13/2021	292109-03/31/2021	UNIFORM RENTAL AND LAUNDRY SER	\$46.60
	TARGET SPECIALTY PRODUCTS	43778	4/13/2021	INV500408563	3/23/2021-INV500408563, IMIDACLORPID FOR PARKS.	\$62.84

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0354	WORKTERRA	43814	4/13/2021	0099586-IN	2020 1094C FILING- ACA	\$7.56
		43814	4/13/2021	0099644-IN	CA FILINGS- ACA	\$3.78
	Fund Total					\$350.56
0710	AIRTEC SERVICE,INC	43529	4/13/2021	16412	BOILER SERVICE	\$304.00
	AMERICAN MESSAGING	43530	4/13/2021	M7023652VD	PAGER SERVICE FOR WW FROM 04/01/21-04/30/21	\$38.68
	AMERIGAS	43532	4/13/2021	3119669926	PROPANE	\$475.79
	APPLIED INDUSTRIAL TECHNOLOGIES	43535	4/13/2021	7021197856	SUPPLIES	\$75.33
		43535	4/13/2021	7021219437	PARTS- AUTOMATIC SWITCH	\$368.26
		43535	4/13/2021	7021219439	PARTS- AUTOMATIC SWITCH	\$1,988.22
		43535	4/13/2021	7021182467	SUPPLIES	\$155.22
		43535	4/13/2021	7021046944	T WEDGE	\$128.04
	ARCMATE MANUFACTURING CORP.	43537	4/13/2021	INV166420	Stormwater Trash Grabbers for Watsonville Neighbor	\$3,068.56
	ASSOCIATION OF BAY AREA GOVERNMENTS	43540	4/13/2021	AR025311	NAT GAS CHARGE	\$4,603.11
	AT&T-CAL NET 2	43542	4/13/2021	000016222476	CALNETC60 CITY BILL FROM 02/24/21-03/23/21	\$97.07
		43542	4/13/2021	000016222476	CALNETC60 CITY BILL FROM 02/24/21-03/23/21	\$269.59
	ATLAS COPCO COMPRESSORS, LLC	43826	4/21/2021	1121025510	DIGESTER PARTS	\$3,677.36
	BC LABORATORIES, INC.	43548	4/13/2021	B410756	LAB SERVICES- PRIORITY POLLUTANTS	\$1,976.00
		43548	4/13/2021	B410190	LANDFILL GROUNWATER SAMPLING	\$522.00
		43548	4/13/2021	B410191	LANDFILL GROUNDWATER SAMPLING	\$522.00
		43548	4/13/2021	B410119	LANDFILL GROUNDWATER SAMPLING	\$522.00
		43548	4/13/2021	B410122	LANDFILL GROUNDWATER SAMPLING	\$174.00

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0710	BC LABORATORIES, INC.	43548	4/13/2021	B410121	LANDFILL GROUNDWATER SAMPLING	\$174.00
		43548	4/13/2021	B410123	LANDFILL GROUNDWATER SAMPLING	\$348.00
		43548	4/13/2021	B410120	LANDFILL GROUNDWATER SAMPLING	\$174.00
	BEECHER ENGINEERING, INC.	43549	4/13/2021	0321-68	PRE-DESIGN STUDY OF THE WWTP E	\$1,800.00
	BEWLEY'S CLEANING, INC.	43552	4/13/2021	009949	SERVICE	\$114.95
	BIG CREEK LUMBER COMPANY	43553	4/13/2021	4/1/2021	SUPPLIES	\$87.19
	BIG W SALES	43554	4/13/2021	0790120-IN	PARTS	\$695.49
	C.H.BULL COMPANY	43562	4/13/2021	1205034	FESTOON TROLLEY	\$1,081.35
	CALCON SYSTEMS, INC	43564	4/13/2021	48486	ON-CALL SCADA	\$5,210.00
	CALIFORNIA SURVEYING & DRAFTING SUPPLY	43568	4/13/2021	162930/1	SUPPLIES	\$231.76
	CDW GOVERNMENT, INC.	43572	4/13/2021	B109125	SURFACE KEYBOARD FOR H.MARTINEZ	\$115.88
		43572	4/13/2021	9265096	MOBILEIRON MANAGEMENT LICENSES FOR VARIOUS DEPTS	\$492.96
		43572	4/13/2021	9265096	MOBILEIRON MANAGEMENT LICENSES FOR VARIOUS DEPTS	\$246.48
		43572	4/13/2021	9265096	MOBILEIRON MANAGEMENT LICENSES FOR VARIOUS DEPTS	\$246.48
		43572	4/13/2021	B244709	SURFACE PRO COVER FOR H.MARTINEZ	\$52.11
	CENTRAL ELECTRIC	43574	4/13/2021	3/31/2021	ELEC PARTS	\$948.52
	CHARLENE RICHIE	43575	4/13/2021	PWSR EP2020-87	SEWER LATERAL REBATE AT 113 HOPE DR	\$250.00
	CHAZ CUSTOM EMBROIDERY & DIGITIZING	43576	4/13/2021	3244	BANNERS	\$1,346.88
	COLANTUONO, HIGHSMITH & WHATLEY, PC	43583	4/13/2021	46853	PROFESSIONAL SERVICES	\$105.00
	CONTINUANT, INC.	43491	4/7/2021	SI-0000007239	MANAGED SERVICES AGREEMENT FOR	\$591.34

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0710	DC FROST ASSOCIATES INC	43600	4/13/2021	42642	ULTRAVIOLET DISINFECTION SYSTEM REPLACEMENT PARTS	\$11,445.65
	DIRECT TV LLC	43606	4/13/2021	080885008X210404	MONTHLY SERVICE AT WRC	\$146.24
	ELECTRO SCAN, INC.	43611	4/13/2021	0001340	SONAR INSPECTIONS	\$10,000.00
	ENVIRONMENTAL INNOVATIONS, INC.	43613	4/13/2021	1347	Coordination of City's Green B	\$4,834.60
	FASTENAL COMPANY	43617	4/13/2021	CAWAT114374	SUPPLIES	\$222.20
		43617	4/13/2021	CAWAT113871	GLOVES	\$387.29
		43617	4/13/2021	CAWAT113644	SUPPLIES	\$350.59
		43617	4/13/2021	CAWAT113830	PARTS	\$3.82
	FASTRAK INVOICE PROCESSING DEPT.	43831	4/21/2021	I712153793456	TOLL FEE	\$6.00
	FIRE DETECTION UNLIMITED, INC.	43618	4/13/2021	10026	ALARM SERVICE	\$972.66
	GRAINGER	43627	4/13/2021	9842013915	LATEX TUBING	\$10.46
	GREEN TOUCH	43629	4/13/2021	921	LANDSCAPE MAINTENANCE SERVICES	\$2,220.00
		43629	4/13/2021	975	LANDSCAPING MAINTENANCE	\$840.00
	GROCERY OUTLET	43630	4/13/2021	03/19/2021	SUPPLIES- 300 2902 213 2255	\$8.28
	HYDROSCIENCE ENGINEERS, INC.	43635	4/13/2021	454005001	GREEN VALLEY AND FREEDOM SEWER	\$1,511.87
	KEMIRA WATER SOLUTIONS, INC.	43648	4/13/2021	9017706626	WWTF FERRIC CHLORIDE SUPPLY	\$9,879.09
	KIMBALL MIDWEST	43649	4/13/2021	8749837	SUPPLIES	\$125.31
	KIMLEY-HORN & ASSOCIATES, INC.	43650	4/13/2021	18389968	STAFF AUGMENTATION SERVICES	\$944.02
	LIEBERT CASSIDY WHITMORE	43661	4/13/2021	1516771	LEGAL SERVICES WITH LABOR AND	\$7,752.35
	MERCURY METALS INC	43673	4/13/2021	13672	REPAIR SUPPLIES	\$89.92
	MONTEREY BAY ANALYTICAL SERVICES, INC.	43683	4/13/2021	2102WAT	LAB SERVICES	\$117.00
		43683	4/13/2021	2102WAT	LAB SERVICES	\$607.50

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0710	MONTEREY BAY ANALYTICAL	43683	4/13/2021	2102WAT	LAB SERVICES	\$22.50
	MOON MARBLE COMPANY	43686	4/13/2021	78842	Invoice 78842 Purchase of marbles for extended lea	\$1,500.00
	OLIN CORPORATION	43691	4/13/2021	2950195	SODIUM HYPOCHLORITE SOLUTION	\$4,734.33
	PACIFIC GAS & ELECTRIC	43497	4/7/2021	6994615709-1-3/30/	ELEC	\$46,328.77
		43498	4/7/2021	2914465320-0-3/29/	ELEC	\$3,711.04
		43500	4/7/2021	9335083043-1-4/1/	ELEC	\$391.75
	PAJARO VALLEY PRINTING	43720	4/13/2021	41915	EMERGENCY PREPARDNESS SAFETY TIPS BOOKLETS	\$316.83
		43720	4/13/2021	41917	ADVERTISING MATERIALS	\$437.00
		43720	4/13/2021	41932	EARTH DAY BANNERS	\$140.93
	PAN-PACIFIC SUPPLY	43724	4/13/2021	29607618	VALVE WITH LEVER	\$1,713.03
	PENINSULA PEST MANAGEMENT, INC.	43727	4/13/2021	14377	SERVICES AT CLEARWATER FACILITY	\$125.00
		43727	4/13/2021	14376	SERVICES AT CLEARWATER FACILITY	\$200.00
		43727	4/13/2021	14378	SERVICES AT PANABAKER FACILITY	\$230.00
	PHYSICS FACTORY	43730	4/13/2021	3122021	Invoice # 3122021 Purchase of Helicopter Kit for S	\$1,755.00
	PLATT	43733	4/13/2021	1K13677	PARTS	\$113.65
	POLYDYNE INC.	43735	4/13/2021	1531359	CHEMICALS FOR WASTEWATER AND R	\$5,409.45
	PRAXAIR DISTRIBUTION, INC	43737	4/13/2021	62498494	CYLINDER RENT	\$257.46
	RICOH USA, INC	43746	4/13/2021	5061678171	MONTHLY MAINTENANCE COPIERS	\$104.94
		43746	4/13/2021	5061678171	MONTHLY MAINTENANCE COPIERS	\$85.85
		43746	4/13/2021	5061678171	MONTHLY MAINTENANCE COPIERS	\$85.90
		43746	4/13/2021	5061476819	MONTHLY MAINTENANCE- COPIERS	\$109.59
		43746	4/13/2021	5061476819	MONTHLY MAINTENANCE- COPIERS	\$85.85
		43746	4/13/2021	5061476819	MONTHLY MAINTENANCE- COPIERS	\$85.91

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0710	SANDY RIVER MARKETING, INC.	43754	4/13/2021	26012	HATS WITH CITY LOGO FOR COLLECTIONS DIVISION	\$301.59
	SHAPE, INC.	43767	4/13/2021	128185	MIXING PUMP	\$13,088.15
	SILKE COMMUNICATIONS	43770	4/13/2021	106078	EQUIPMENT-RADIOS	\$1,130.85
	STAPLES BUSINESS CREDIT	43822	4/14/2021	1634139132	SUPPLIES	\$98.30
		43822	4/14/2021	1634139132	SUPPLIES	\$52.42
	SUPERIOR ALARM COMPANY	43776	4/13/2021	156754	ALARM MONITORING	\$79.50
	TAYLOR'S OFFICE CITY	43836	4/21/2021	03/31/2021	OFFICE SUPPLIES	\$33.59
		43836	4/21/2021	03/31/2021	OFFICE SUPPLIES	\$51.35
	TELSTAR INSTRUMENTS, INC.	43780	4/13/2021	107267	ELECTRICAL AND INSTRUMENTATION	\$1,576.85
	THATCHER COMPANY, INC.	43783	4/13/2021	282665	CHEMICALS FOR RECYCLE WATER	\$4,203.62
		43783	4/13/2021	282855	CHEMICALS FOR RECYCLE WATER	\$4,220.70
	THERMO ELECTRON NORTH AMERICA LLC	43787	4/13/2021	9021097887	SOFTWARE UPGRADE: CHROMELEON 6.8	\$1,875.39
		43787	4/13/2021	9021097887	SOFTWARE UPGRADE: CHROMELEON 6.8	\$549.28
		43787	4/13/2021	9021097887	SOFTWARE UPGRADE: CHROMELEON 6.8	\$549.27
		43787	4/13/2021	9021097887	SOFTWARE UPGRADE: CHROMELEON 6.8	\$549.27
	TYLER TECHNOLOGIES, INC.	43794	4/13/2021	045-334719	LICENSING, IMPLEMENT, MAINT. M	\$509.00
	VERIZON WIRELESS	43800	4/13/2021	9876073102	DATA & CELL SERVICE FOR CITY FROM 02/23-03/22/21	\$38.01
		43800	4/13/2021	9876073102	DATA & CELL SERVICE FOR CITY FROM 02/23-03/22/21	\$114.03
		43800	4/13/2021	9876073102	DATA & CELL SERVICE FOR CITY FROM 02/23-03/22/21	\$76.02
		43800	4/13/2021	9876073102	DATA & CELL SERVICE FOR CITY FROM 02/23-03/22/21	\$114.03
		43800	4/13/2021	9876079714	CELL & DATA CHARGES FOR MSC FROM 02/23/-03/22/21	\$77.10
		43800	4/13/2021	9876079714	CELL & DATA CHARGES FOR MSC FROM 02/23/-03/22/21	\$59.81
		43800	4/13/2021	9876079714	CELL & DATA CHARGES FOR MSC FROM 02/23/-03/22/21	\$59.81
		43800	4/13/2021	9876079714	CELL & DATA CHARGES FOR MSC FROM 02/23/-03/22/21	\$59.81

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0710	VERIZON WIRELESS	43800	4/13/2021	9876079714	CELL & DATA CHARGES FOR MSC FROM 02/23/-03/22/21	\$45.90
		43800	4/13/2021	9876079714	CELL & DATA CHARGES FOR MSC FROM 02/23/-03/22/21	\$38.01
	VWR INTERNATIONAL IN	43801	4/13/2021	8804032277	IODINE SOLUTION	\$35.52
		43801	4/13/2021	8804108190	LAB SUPPLIES	\$263.17
		43801	4/13/2021	8804093675	LAB SUPPLIES	\$640.34
	WATSONVILLE WETLANDS WATCH	43808	4/13/2021	2020.10CTW ENC	Native Plant Restoration & Hom	\$300.00
		43808	4/13/2021	2020.12CTW	Native Plant Restoration & Hom	\$820.00
		43808	4/13/2021	2020.11CTW	Native Plant Restoration & Hom	\$1,200.00
		43808	4/13/2021	2020.11CTW ENC	Native Plant Restoration & Hom	\$200.00
		43808	4/13/2021	2020.10CTW	Native Plant Restoration & Hom	\$1,040.00
	WECO INDUSTRIES	43810	4/13/2021	0047270-IN	LEADER HOSE	\$600.90
	WORK WELL MEDICAL GROUP	43813	4/13/2021	232584	PRE-EMPLOYMENT/DMV PHYSICALS, LAB WORK	\$2,100.00
	WORKTERRA	43814	4/13/2021	0099586-IN	2020 1094C FILING- ACA	\$555.42
		43814	4/13/2021	0099644-IN	CA FILINGS- ACA	\$277.71
	Fund Total					\$190,613.08
0720	A-1 JANITORIAL SERVICE	43825	4/21/2021	7870	Janitorial Services for the MS	\$3,820.00
	AA AUTO COLLISION CENTER	43523	4/13/2021	7928	SERVICE	\$1,013.50
		43523	4/13/2021	7881	INV#7881 SPRAY ON BED LINING	\$813.77
	AIRTEC SERVICE,INC	43529	4/13/2021	16537	SERVICE	\$568.90
	AMERICAN MESSAGING	43531	4/13/2021	M7023541VD	PAGER SERVICE FROM04/01/21-04/30/21 FOR WATER DEPT	\$77.09
	ASSOCIATION OF BAY AREA GOVERNMENTS	43540	4/13/2021	AR025304	FY21-LEVELIZED-NAT GAS	\$2,907.08
	AT&T	43817	4/14/2021	138890679-03/14/21	SERVICE FOR 03/15/21-04/14/21	\$41.35
		43817	4/14/2021	138890679-03/14/21	SERVICE FOR 03/15/21-04/14/21	\$41.35

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0720	AT&T-CAL NET 2	43542	4/13/2021	000016222476	CALNETC60 CITY BILL FROM 02/24/21-03/23/21	\$294.58
	BADGER METER	43545	4/13/2021	1425164	1", 1.5" & 2" METERS	\$0.01
		43545	4/13/2021	1425164	1", 1.5" & 2" METERS	\$9,782.25
		43545	4/13/2021	1420711	1", 1.5" & 2" METERS	\$26,923.57
	BAVCO	43546	4/13/2021	995258	INV#995258 ARBITEN MAKO 5 VALVE TEST KIT	\$967.83
	BILL FANNIN FENCING	43555	4/13/2021	JANUARY 12,2021	INVOICE DATED: JANUARY 12,2021 RE:CORRALITOS WATR	\$266.56
	BRITT MOUTAFIAN	43558	4/13/2021	28742	I QUALIFYING LANDSCAPE REBATE @ 812 TUTTLE AVE ACC	\$92.62
	BUD'S ELECTRIC SERVICE, INC	43827	4/21/2021	4900	INSTALL 4 NEW 120V DUPLEX PLUGS	\$772.00
	CDW GOVERNMENT, INC.	43572	4/13/2021	9612963	EPSON INK CARTRIDGES FOR UTILITY BILLING	\$312.67
		43572	4/13/2021	9265096	MOBILEIRON MANAGEMENT LICENSES FOR VARIOUS DEPTS	\$492.96
		43572	4/13/2021	9265096	MOBILEIRON MANAGEMENT LICENSES FOR VARIOUS DEPTS	\$82.16
		43572	4/13/2021	9265096	MOBILEIRON MANAGEMENT LICENSES FOR VARIOUS DEPTS	\$164.32
	CENTRAL COAST LANDSCAPE & MAINTENANCE	43573	4/13/2021	21909	LANDSCAPE MAINTENANCE APRIL 2021	\$627.00
	CENTRAL ELECTRIC	43574	4/13/2021	3/31/2021	ELEC PARTS	\$4.59
	CONTINUANT, INC.	43491	4/7/2021	SI-0000007239	MANAGED SERVICES AGREEMENT FOR	\$714.96
	CUMMINS INC.	43597	4/13/2021	Y4-48208	SERVICE OF ENGINE AND RADIATOR	\$25,784.38
	D&G SANITATION	43598	4/13/2021	279105	SERVICE	\$25.00
		43598	4/13/2021	279106	SERVICE	\$25.00
	DAVIS AUTO PARTS	43599	4/13/2021	03/26/2021	PARTS	\$467.88
	DIAMOND D COMPANY	43603	4/13/2021	4467	CITYWIDE SIDEWALK REPAIR PROJE	\$2,250.00
	DUSTIN GHORMELY	43607	4/13/2021	41031	41031 -UTILITY ACCOUNT CLOSED	\$29.77

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0720	FASTENAL COMPANY	43617	4/13/2021	CAWAT114097	PARTS	\$15.15
		43617	4/13/2021	CAWAT114186	PARTS	\$3.82
		43617	4/13/2021	CAWAT114192	SUPPLIES	\$1,030.82
	GRAINGER	43627	4/13/2021	9838870625	SUPPLIES	\$568.55
		43627	4/13/2021	9851098567	SUPPLIES	\$535.18
	GRANITE ROCK COMPANY	43628	4/13/2021	2/28/2021	PURCHASE OF CONSTRUCTION MATER	\$11,425.50
		43628	4/13/2021	2/28/2021	PURCHASE OF CONSTRUCTION MATER	\$5,668.68
		43628	4/13/2021	2/28/2021	PURCHASE OF CONSTRUCTION MATER	\$139.02
	HARRIS & ASSOCIATES INC.	43633	4/13/2021	47908	RISK & RESILIENCE ASSESSMENT &	\$6,370.50
	HYDROSCIENCE ENGINEERS, INC.	43635	4/13/2021	454005001	GREEN VALLEY AND FREEDOM SEWER	\$1,511.88
	ICONIX WATERWORKS (US) INC.	43636	4/13/2021	U2116013534	INV#U2116013534 US SAWS UTILITY PUMP/DEWALT BATTER	\$613.70
		43636	4/13/2021	3/31/2021	WATER INFRASTRUCTURE REPLACEME	\$14,886.14
	JOAQUIN VASQUEZ	43642	4/13/2021	3/17/2021	PW-STATE EXAM COURSE	\$299.99
	KELLY-MOORE PAINT COMPANY, INC.	43647	4/13/2021	818-00000322728	LOBBY PAINT	\$239.01
	KIMBALL MIDWEST	43649	4/13/2021	8751503	INV#8751503 TORQ CB III, FOAMING WHEEL CLEANER, SI	\$725.54
	KJ WOODS CONSTRUCTION INC	43651	4/13/2021	41065-1	41065- UTILITY ACCOUNT CLOSED	\$615.10
	LARGE'S METAL FABRICATION, INC	43654	4/13/2021	126940	INV#126940 REPAIR PUMP AIR	\$386.88
	LESLIE JONES	43658	4/13/2021	41186	41186 -UTILITY ACCOUNT CLOSED	\$128.92
	LUHDORFF & SCALMANINI CONSULTING ENGINEERS, INC.	43662	4/13/2021	37089	HYDROGEOLOGIC INVESTIGATION ST	\$82.50
		43662	4/13/2021	37088	ROACH ROAD MUNICIPAL WELL PUMP	\$3,393.00
	LUMENATURE	43663	4/13/2021	L-9763	DIAL DIMMERS	\$174.80

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0720	MARC MORENO	43665	4/13/2021	17675	17675 - UTILITY ACCOUNT CLOSED	\$54.95
	MARGARITA MUNOZ LANDERO	43666	4/13/2021	41177	41177 - UTILITY ACCOUNT CLOSED	\$80.39
	MARIA CRISTINA NARANJO	43667	4/13/2021	41836	41836- UTILITY ACCOUNT CLOSED	\$52.05
	MARIA SALGADO	43669	4/13/2021	41790	41790 - UTILITY ACCOUNT CLOSED	\$6.10
	MARIO AGUAS	43670	4/13/2021	09008	09008 - UTILITY ACCOUNT CLOSED	\$45.45
	MID COAST ENGINEERS, INC.	43674	4/13/2021	3624	ON CALL CONSULTING SURVEYOR SE	\$7,880.00
	MISSION LINEN SUPPLY	43678	4/13/2021	292107-03/31/2021	UNIFORM RENTAL AND LAUNDRY SER	\$900.46
	MNS ENGINEERS, INC.	43679	4/13/2021	77269	VARIOUS WATER/WASTEWATER DESIG	\$8,051.25
	MONTEREY BAY AIR RESOURCES DISTRICT	43682	4/13/2021	1015-032921	ANNUAL RENEWAL	\$7,197.00
	MONUMENT LUMBER COMPANY	43685	4/13/2021	3/25/2021	BLDG SUPPLIES	\$151.86
	OMAR GUERRERO	43692	4/13/2021	10674	ONE QUALIFYING LANDSCAPE REBATE @ 569 CEDAR DR ACC	\$330.75
	PACIFIC CREST ENGINEERING, INC.	43712	4/13/2021	9208	PROFESSIONAL SERVICES	\$218.75
	PACIFIC GAS & ELECTRIC	43819	4/14/2021	4850440932-6-4/06	ELEC	\$972.07
	PAJARO VALLEY FABRICATION INC.	43716	4/13/2021	28734	MFG BRACKETS	\$218.98
		43716	4/13/2021	28714	BEND MATERIAL	\$113.70
	PAJARO VALLEY LOCK SHOP	43501	4/7/2021	2/28/2021	REPAIRS & SUPPLIES	\$14.81
		43501	4/7/2021	2/28/2021	REPAIRS & SUPPLIES	\$18.52
		43501	4/7/2021	2/28/2021	REPAIRS & SUPPLIES	\$19.29
	PAJARO VALLEY WATER MGMT AGENCY	43723	4/13/2021	2/28/2021	GROUNDWATER AUGMENTATION CHARG	\$272,076.00
	PAPE MACHINERY, INC	43726	4/13/2021	1835788	INV#1835788 WATER SERVICES-REPAIR ON DY LG500 SERI	\$1,667.98
		43726	4/13/2021	1835873	INV#1835873 WATER SERVICES-REPAIR ON DYCC1200 SERI	\$896.64

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0720	PAPE MACHINERY, INC	43726	4/13/2021	1835767	INV#1835767 WATER SERVICE-REPAIR ON JD 444H SERIAL	\$1,669.30
	POLLARDWATER.COM	43734	4/13/2021	0187797	INV#0187797 HD PULLING CABLE	\$826.71
	POWER ENGINEERS, INC.	43736	4/13/2021	401266	CONSULTANT SERVICES FOR CITYWO	\$1,287.50
	PRAXAIR DISTRIBUTION, INC	43737	4/13/2021	62342114	WELDING SUPPLIES	\$75.43
		43737	4/13/2021	62342113	WELDING SUPPLIES	\$75.43
		43737	4/13/2021	620507367	CYLINDER CHARGES	\$40.58
	PSOMAS	43739	4/13/2021	171426	CORRALITOS FILTER CONCRETE AND	\$18,950.00
	QUILL CORPORATION	43742	4/13/2021	1314077	CREDIT FOR ITEMS RETURNED	(\$83.01)
		43742	4/13/2021	15392052	INVOICE# 15392052 OFFICE SUPPLIES	\$36.02
		43742	4/13/2021	15325510	INVOICE# 15325510	\$443.68
	RICOH USA, INC	43746	4/13/2021	5061678171	MONTHLY MAINTENANCE COPIERS	\$19.03
		43746	4/13/2021	5061678171	MONTHLY MAINTENANCE COPIERS	\$396.22
		43746	4/13/2021	5061476819	MONTHLY MAINTENANCE- COPIERS	\$23.67
		43746	4/13/2021	5061476819	MONTHLY MAINTENANCE- COPIERS	\$339.86
	SECURITY SHORING AND STEEL PLATES INC.	43761	4/13/2021	156933	INV#156933 MANHOLE COVER 3/16/2021	\$20.00
	SENSUS USA	43764	4/13/2021	ZA21005977	SENSUS ANYALYTICS SOFTWARE	\$2,500.00
		43764	4/13/2021	ZA21004130	METER EQUIPMENT	\$2,505.44
	SERVICE PRINTERS	43766	4/13/2021	1811	ENVELOPES	\$940.15
	SUNSHINE COHEN	43775	4/13/2021	34097	34097- UTILITY ACCOUNT CLOSED	\$173.87
	SUSAN VALENCIA	43505	4/7/2021	REISSUE CHECK#42320	REFUND-39225- UTILITY ACCOUNT CLOSED	\$40.63
	TAYLOR'S OFFICE CITY	43836	4/21/2021	03/31/2021	OFFICE SUPPLIES	\$15.49
		43836	4/21/2021	03/31/2021	OFFICE SUPPLIES	\$33.59
		43836	4/21/2021	03/31/2021	OFFICE SUPPLIES	\$51.35
		43836	4/21/2021	03/31/2021	OFFICE SUPPLIES	\$123.29

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0720	TAYLOR'S OFFICE CITY	43836	4/21/2021	03/31/2021	OFFICE SUPPLIES	\$314.57
	TELSTAR INSTRUMENTS, INC.	43780	4/13/2021	107038	ELECTRICAL / INSTRUMENTATION U	\$51,536.40
	TERESA VARGAS	43781	4/13/2021	17191	ONE QUALIFYING ENERGY STAR WASHER REBATE @ 87 DOLO	\$100.00
	THERESE DOHERTY	43786	4/13/2021	28222	28222 - UTILITY ACCOUNT CLOSED	\$126.07
	TYLER TECHNOLOGIES, INC.	43794	4/13/2021	045-334719	LICENSING, IMPLEMENT, MAINT. M	\$585.00
	VERIZON WIRELESS	43800	4/13/2021	9876073102	DATA & CELL SERVICE FOR CITY FROM 02/23-03/22/21	\$76.02
		43800	4/13/2021	9876073102	DATA & CELL SERVICE FOR CITY FROM 02/23-03/22/21	\$342.09
		43800	4/13/2021	9876079714	CELL & DATA CHARGES FOR MSC FROM 02/23/-03/22/21	\$374.14
		43800	4/13/2021	9876079714	CELL & DATA CHARGES FOR MSC FROM 02/23/-03/22/21	\$269.67
	WALLACE GROUP, A CALIFORNIA CORPORATION	43802	4/13/2021	52908	Water Main Replacement Program	\$11,575.00
	WORKTERRA	43814	4/13/2021	0099586-IN	2020 1094C FILING- ACA	\$416.88
		43814	4/13/2021	0099644-IN	CA FILINGS- ACA	\$208.44
	Fund Total					\$525,573.34
0730	A TOOL SHED RENTALS, INC.	43522	4/13/2021	1485253-6	AUGER RENTAL	\$44.80
	AT&T-CAL NET 2	43542	4/13/2021	000016222476	CALNETC60 CITY BILL FROM 02/24/21-03/23/21	\$351.71
	BAYSIDE OIL II INC	43547	4/13/2021	41431	OIL	\$208.00
	BENNETT AVIATION CONSULTING, INC.	43550	4/13/2021	21-104	LEGAL SERVICES FOR LITIGATION - UNITED FLIGHT SERV	\$5,812.50
	BUD'S ELECTRIC SERVICE, INC	43561	4/13/2021	4901	REPAIRS	\$650.00
	CALIFORNIA DEPARTMENT OF TAX & FEE ADMINISTRATION	43566	4/13/2021	44-027221 JAN-MAR 21	ACCT#044-027221, UNDERGROUND STORAGE JAN-MAR 2021	\$1,306.00
	CDW GOVERNMENT, INC.	43572	4/13/2021	9265096	MOBILEIRON MANAGEMENT LICENSES FOR VARIOUS DEPTS	\$246.48
	CONTINUANT, INC.	43491	4/7/2021	SI-0000007239	MANAGED SERVICES AGREEMENT FOR	\$41.21

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0730	ELEVATOR SERVICE COMPANY, INC.	43612	4/13/2021	31806	SERVICE	\$200.00
		43612	4/13/2021	32210	MONTHLY SERVICE	\$200.00
	FASTENAL COMPANY	43617	4/13/2021	CAWAT114045	SUPPLIES	\$295.75
	FIRST ALARM SECURITY & PATROL, INC.	43619	4/13/2021	11097567	SECURITY SERVICE	\$714.03
	FIRST ALARM, INC.	43620	4/13/2021	601469	AIRPORT SERVICE	\$575.16
		43620	4/13/2021	601882	AIRPORT HANGAR SERVICE	\$189.57
		43620	4/13/2021	601298	SERVICE	\$317.55
	FORENSISGROUP, INC.	43622	4/13/2021	00050626	NOV/DEC 2020 UNITED FLIGHT SERVICES V CITY OF WATS	\$2,887.50
		43622	4/13/2021	0005156	JAN/FEB 2021 UNITED FLIGHT SERVICES V CITY OF WATS	\$4,455.00
	GALISTE, PAUL	43624	4/13/2021	3/18/2021	AIRPORT SAFETY BOOTS	\$177.00
	J.S. HELD LLC	43640	4/13/2021	1210969	MARCH 2021 MONTEREY BAY AVIATION DBA UNITED FLIGHT	\$504.90
		43640	4/13/2021	1202453	JAN/FEB 2021 MONTEREY BAY AVIATION V CITY OF WATSO	\$3,052.35
	MARITIME INFORMATION SYSTEMS, INC.	43671	4/13/2021	5964	SATELLITE BASED AIRCRAFT OPERA	\$786.00
	MONUMENT LUMBER COMPANY	43685	4/13/2021	3/25/2021	BLDG SUPPLIES	\$45.96
	NAPA AUTO PARTS	43688	4/13/2021	134044	LAMP	\$11.56
	NPM, INC.	43690	4/13/2021	182708	SERVICE	\$2,455.00
		43690	4/13/2021	182721	STATE WATER RESOURCES BOARD TESTING	\$1,800.00
		43690	4/13/2021	182689	MONTHLY VISUAL INSPECTION	\$80.00
		43690	4/13/2021	182676	SERVICE- TURBINE	\$1,597.88
	PERALTA'S MACHINE SHOP	43728	4/13/2021	7374	PARTS	\$19.95
	PLATT	43733	4/13/2021	1K64298	PARTS	\$27.02
	PRAXAIR DISTRIBUTION, INC	43737	4/13/2021	62498127	CYLINDER RENT	\$50.45
	RAINBOW CARPET ONE	43503	4/7/2021	144016B	INSTALLATION OF CARPETING AT 1	\$1,659.75

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0730	ROBERT ROBERTSON	43750	4/13/2021	BOOT REIMB. FY20/21	AIRPORT- BOOT REIMBURSEMENT FY20/21	\$175.00
	SANTA CRUZ SENTINEL	43757	4/13/2021	1587182	ACCOUNT 1587182// 52 WEEK SUBSCRIPTION	\$437.94
	SAPIA LAW FIRM	43758	4/13/2021	187	FEB 2021 UNITED FLIGHT SERVICES V CITY OF WATSONVI	\$7,749.00
	STAPLES BUSINESS CREDIT	43822	4/14/2021	1634139132	SUPPLIES	\$57.89
		43822	4/14/2021	1634139132	SUPPLIES	\$174.75
		43822	4/14/2021	1634139132	SUPPLIES	\$52.42
	SUPERIOR ALARM COMPANY	43776	4/13/2021	157075	ALARM SERVICE	\$148.50
		43776	4/13/2021	156824	ALARM SERVICE	\$127.50
	TAYLOR'S OFFICE CITY	43836	4/21/2021	03/31/2021	OFFICE SUPPLIES	\$261.11
	TYLER TECHNOLOGIES, INC.	43794	4/13/2021	045-334719	LICENSING, IMPLEMENT, MAINT. M	\$383.00
	UNITED RENTALS, INC.	43797	4/13/2021	192027563-001	EQUIPMENT RENTAL	\$792.74
	UNITED SITE SERVICES INC.	43798	4/13/2021	114-11766016	SERVICE	\$80.43
	VERIZON WIRELESS	43800	4/13/2021	9876073102	DATA & CELL SERVICE FOR CITY FROM 02/23-03/22/21	\$149.95
	WORKTERRA	43814	4/13/2021	0099586-IN	2020 1094C FILING- ACA	\$114.61
		43814	4/13/2021	0099644-IN	CA FILINGS- ACA	\$57.30
	WORLD FUEL SERVICES	43838	4/21/2021	744702	PURCHASE OF AVIATION GRADE GAS	\$16,116.89
		43838	4/21/2021	744421	PURCHASE OF AVIATION GRADE GAS	\$32,000.16
	Fund Total					\$89,642.27
0740	A TOOL SHED RENTALS, INC.	43522	4/13/2021	1483773-6	SEWER SNAKE	\$38.00
	ADRIAN BRAVO	43526	4/13/2021	3/23/2021	PW SAFETY BOOTS	\$200.00
	AIR UNLIMITED	43528	4/13/2021	291846	INV#291846 PROPANE 43.5 GALLONS ON 3/17/2021	\$149.99
		43528	4/13/2021	291830	INV#291830 PROPANE 19 GALLONS ON 3/19/2021	\$65.51
	APPLIED INDUSTRIAL TECHNOLOGIES	43535	4/13/2021	7021182893	JET PUMP	\$717.77

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0740	ASBURY ENVIRONMENTAL SERVICES	43539	4/13/2021	I500-00694960	SERVICE	\$160.00
		43539	4/13/2021	I500-00680853	INV#I500-00680853 USED OIL/MIXED OILS	\$160.00
		43539	4/13/2021	I500-00680605	INV#I500-00680605 USED OIL/MIX OILS	\$160.00
		43539	4/13/2021	I500-00694858	INV#I500-00694858 USED OIL/MIXED OILS	\$160.00
	ASSOCIATION OF BAY AREA GOVERNMENTS	43540	4/13/2021	AR025304	FY21-LEVELIZED-NAT GAS	\$198.21
	AT&T	43817	4/14/2021	138890679-03/14/21	SERVICE FOR 03/15/21-04/14/21	\$41.33
	AWTI 3RD EYE CAM	43544	4/13/2021	202185	RECORDING MONITOR	\$1,062.37
		43544	4/13/2021	202538	LONG BRACKET FOR AWTS1714MQT	\$112.31
		43544	4/13/2021	202837	PEDESTAL MOUNT, PACKAGE OF KNOBS AND SCREWS	\$133.16
	BEST DOORS INC.	43551	4/13/2021	1205	INV#1205 CORP YARD DOOR	\$875.00
	BEWLEY'S CLEANING, INC.	43552	4/13/2021	009949	SERVICE	\$183.00
	BUD'S ELECTRIC SERVICE, INC	43827	4/21/2021	4899	INSTALL NEW SERVICE TO 5 HP SINGLE PHASE 240 VOLT	\$2,011.00
	CALIFORNIA DEPARTMENT OF TAX & FEE ADMINISTRATION	43828	4/21/2021	039-000300	FILING PERIOD 01/01-03/31/2021-INT. WASTE MGT FEE	\$11,568.00
	CAMPOS BROS. RECOVERY, INC.	43569	4/13/2021	12746	INV#12746 APPLIANCE RECYCLER 3/23/2021	\$450.00
		43569	4/13/2021	12919	INV#12919 APPLIANCE RECYCE 4/6/2021	\$450.00
		43569	4/13/2021	12813	INV#12813 APPLIANCE RECYCLER 3/16/2021	\$493.00
		43569	4/13/2021	12912	INV#12912 APPLIANCE RECYCLER 3/30/2021	\$546.00
	CDW GOVERNMENT, INC.	43572	4/13/2021	9265096	MOBILEIRON MANAGEMENT LICENSES FOR VARIOUS DEPTS	\$82.16
	CLEARBLU ENVIRONMENTAL	43580	4/13/2021	24959	ECOBLAST	\$678.34
		43580	4/13/2021	24933	MARCH SERVICE	\$344.21

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0740	CONTINUANT, INC.	43491	4/7/2021	SI-0000007239	MANAGED SERVICES AGREEMENT FOR	\$591.33
	COUCH DISTRIBUTING CO. INC.	43587	4/13/2021	06224	GARBAGE ACCOUNT ERROR #06224 @ 104 LEE RD EXCESS C	\$67,527.90
	D&G SANITATION	43598	4/13/2021	279101	SERVICE	\$103.79
		43598	4/13/2021	279104	SERVICE	\$144.07
	DAVIS AUTO PARTS	43599	4/13/2021	03/26/2021	PARTS	\$53.47
		43599	4/13/2021	03/26/2021	PARTS	\$39.11
	DIAMOND VIEW AUTO GLASS	43604	4/13/2021	INV-0754	REPAIR WINDSHIELD	\$85.00
	DIXON & SONS TIRES INC.	43492	4/7/2021	3/29/2021	TIRES AND REPAIRS	\$4,538.98
	FASTENAL COMPANY	43617	4/13/2021	CAWAT114001	PARTS	\$44.60
		43617	4/13/2021	CAWAT114071	PARTS	\$8.39
		43617	4/13/2021	CAWAT114089	PARTS	\$6.27
		43617	4/13/2021	CAWAT113828	PARTS	\$18.80
		43617	4/13/2021	CAWAT113866	PARTS	\$25.88
		43617	4/13/2021	CAWAT114424	PARTS & SUPPLIES	\$62.11
		43617	4/13/2021	CAWAT114204	SUPPLIES	\$28.49
		43617	4/13/2021	CAWAT114270	PARTS	\$33.52
		43617	4/13/2021	CAWAT114231	PARTS	\$21.29
		43617	4/13/2021	CAWAT113995	PARTS	\$15.62
		43617	4/13/2021	CAWAT110637	GLOVES	\$174.58
		43617	4/13/2021	CAWAT114138	SUPPLIES	\$624.71
		43617	4/13/2021	CAWAT114256	SUPPLIES	\$290.76
		43617	4/13/2021	CAWAT114210	SIGNS	\$490.96
		43617	4/13/2021	CAWAT114086	FACE MASKS	\$150.22
		43617	4/13/2021	CAWAT113814	SAFETY GLASSES	\$349.74
	FIRST ALARM, INC.	43620	4/13/2021	591078	LANDFILL SERVICE	\$340.65

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0740	GCS ENVIRONMENTAL EQUIPMENT SERVICES	43625	4/13/2021	22942	LAMP	\$24.63
	GOMEZ, TOMAS JR.	43790	4/13/2021	BOOT REIMB. FY20/21	PW- BOOT REIMBURSEMENT FY20/21	\$200.00
	GRAINGER	43627	4/13/2021	9841550172	MUFFLER SILENCER	\$5.97
	GRANITE ROCK COMPANY	43628	4/13/2021	1284113	INV#1284113 CONCRETE MIX	\$22.29
		43628	4/13/2021	1293208	INV#1293208 SQUEEGEE, ADAPTER & HANDLE	\$713.54
	INTERSTATE BATTERY CO	43638	4/13/2021	4/2/2021	BATTERIES	\$454.15
	MISSION LINEN SUPPLY	43678	4/13/2021	292104-03/31/2021	UNIFORM RENTAL AND LAUNDRY SER	\$679.72
		43678	4/13/2021	292103-03/31/2021	UNIFORM RENTAL AND LAUNDRY SER	\$381.70
		43678	4/13/2021	292101-03/31/2021	UNIFORM RENTAL AND LAUNDRY SER	\$671.82
	MONARCH TRUCK CENTER	43681	4/13/2021	113553	PARTS AND SERVICE	\$4,090.96
	MONTEREY REGIONAL WASTE	43684	4/13/2021	SCALES_MAR21_011	SOLID WASTE DISPOSAL AGREEMENT	\$104,709.24
	MORENO, JOHN	43687	4/13/2021	03/25/2021	REIMBURSEMENT- DMV REGISTRATION	\$79.00
	NEW AUTOMOTIVE COLOR 2004	43689	4/13/2021	1654335	PAINT	\$94.21
		43689	4/13/2021	1654329	PAINT	\$154.92
	NPM, INC.	43690	4/13/2021	182688	MONTHLY VISUAL INSPECTION MARCH 2021	\$80.00
		43690	4/13/2021	182652	REPAIR THE DROP TUBE	\$1,927.16
		43690	4/13/2021	182709	FIRE STATION 2 AIRPORT BLVD- VAPOR RECOVERY REPAIR	\$503.72
	OSUNA AUTO ELECTRIC & SMALL ENGINE REPAIR	43710	4/13/2021	41868	PARTS	\$48.05
	PAJARO VALLEY FABRICATION INC.	43716	4/13/2021	28739	LABOR TO CUT MATERIAL	\$33.40
		43716	4/13/2021	28721	SUPPLIES	\$16.61
		43716	4/13/2021	28713	LABOR TO REPAIR	\$537.10

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0740	PAJARO VALLEY FABRICATION INC.	43716	4/13/2021	28718	LABOR TO REPAIR	\$220.00
		43716	4/13/2021	28715	LABOR TO REPAIR TRUCK	\$836.00
		43716	4/13/2021	28780	CUT MATERIAL	\$39.99
		43716	4/13/2021	28777	REPAIR FORK TRK#620	\$220.00
		43716	4/13/2021	28675	CONTAINER REPAIR	\$1,082.93
		43716	4/13/2021	28762	REPAIR CONTAINER 20-33	\$3,571.09
	PAJARO VALLEY IRRIGATION	43718	4/13/2021	INV200051966	INV200051966 3"CAMLOCK GASKET, 1"PVC SLIP COUPLER,	\$15.09
	PAJARO VALLEY PRINTING	43720	4/13/2021	41850	DOOR HANGERS	\$239.26
	PAPE MACHINERY, INC	43726	4/13/2021	12433463	CREDIT- DRIVE REMAN, INVOICE #12433463	(\$1,090.00)
		43726	4/13/2021	1835905	INV#1835905 LANDFILL-REPAIR ON JD 762B-2 SERIAL NO	\$1,044.92
		43726	4/13/2021	1836020	INV#1836020 REPAIR ON RECYCLING MACHINE JD 444H SE	\$1,122.05
		43726	4/13/2021	1836090	INV#136090 REPAIR OF RECYCLING MACHINE JD 444H SER	\$2,712.15
	PKT WELDING & FABRICATION	43732	4/13/2021	1977	INV#1977 ADD SAFETY CHAIN TO TOILET TRAILER	\$125.42
	PRAXAIR DISTRIBUTION, INC	43737	4/13/2021	62377224	PARTS	\$14.55
		43737	4/13/2021	62430707	PARTS	\$20.87
		43737	4/13/2021	62397621	PARTS	\$73.27
		43737	4/13/2021	62513800	CYLINDER CHARGES	\$154.67
		43737	4/13/2021	62508385	CYLINDER CHARGES	\$93.89
		43740	4/13/2021	1184887	INV#1184887 5 GALLON BOTTLE WATER WITH STAND RENTA	\$36.51
	RESOURCES RECYCLING & RECOVERY	43744	4/13/2021	0000001345418	INV#0000001345418 LANDFILL 2ND QUARTER OCT-DEC 202	\$118.27
	ROUTESMART TECHNOLOGIES, INC.	43820	4/14/2021	M-1252116	ROUTESMART TECHNOLOGIES SOFTWARE	\$10,015.00

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0740	SALINAS RADIATOR INC	43752	4/13/2021	69009	REBUILD RADIATOR FOR KME FIRE TRUCK	\$2,271.31
	SHIELDS, HARPER & CO	43769	4/13/2021	3212995	PARTS FUEL MGMT SYSTEM	\$747.08
		43769	4/13/2021	3144124	RETURNED ITEMS	(\$505.92)
	TAYLOR'S OFFICE CITY	43836	4/21/2021	03/31/2021	OFFICE SUPPLIES	\$23.04
		43836	4/21/2021	03/31/2021	OFFICE SUPPLIES	\$64.45
		43836	4/21/2021	03/31/2021	OFFICE SUPPLIES	\$32.61
		43836	4/21/2021	03/31/2021	OFFICE SUPPLIES	\$207.52
		43836	4/21/2021	03/31/2021	OFFICE SUPPLIES	\$13.86
		43836	4/21/2021	03/31/2021	OFFICE SUPPLIES	\$41.24
	TERRA X PEST SERVICE, INC.	43782	4/13/2021	38907	INV#38907 PEST CONTROL 3/22/2021	\$126.00
	TIREHUB, LLC	43789	4/13/2021	19185436	TIRES	\$267.82
		43789	4/13/2021	19438865	TIRES	\$376.58
		43789	4/13/2021	19471766	TIRES	\$1,247.26
	TOTAL EQUIPMENT & RENTAL OF FREMONT	43791	4/13/2021	W14099	COMPACT TRACK LOAD	\$4,226.83
	TRI-COUNTY FIRE PROTECTION INC	43793	4/13/2021	55205	SERVICE	\$45.00
		43793	4/13/2021	54962	SERVICE	\$225.19
	TYLER TECHNOLOGIES, INC.	43794	4/13/2021	045-334719	LICENSING, IMPLEMENT, MAINT. M	\$459.00
	VERIZON WIRELESS	43800	4/13/2021	9876079714	CELL & DATA CHARGES FOR MSC FROM 02/23/-03/22/21	\$246.35
		43800	4/13/2021	9876079714	CELL & DATA CHARGES FOR MSC FROM 02/23/-03/22/21	\$4.23
	WATSONVILLE CHRYSLER DODGE JEEP RAM	43803	4/13/2021	28139	FILTERS	\$186.07
	WATSONVILLE FORD	43805	4/13/2021	23970	PART	\$27.97
	WATSONVILLE UPHOLSTERY	43807	4/13/2021	003294	SEAT COVER	\$120.17
	WATSONVILLE WETLANDS WATCH	43808	4/13/2021	2020.10CTW ENC	Native Plant Restoration & Hom	\$300.00

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0740	WATSONVILLE WETLANDS WATCH	43808	4/13/2021	2020.12CTW	Native Plant Restoration & Hom	\$820.00
		43808	4/13/2021	2020.11CTW	Native Plant Restoration & Hom	\$1,200.00
		43808	4/13/2021	2020.11CTW ENC	Native Plant Restoration & Hom	\$200.00
		43808	4/13/2021	2020.10CTW	Native Plant Restoration & Hom	\$1,040.00
	WEST COAST RUBBER RECYCLING	43811	4/13/2021	21-608	INV#21-608 TIRE DISPOSAL	\$1,480.00
	WESTERN TRUCK CENTER-SAN LEANDRO, CA	43812	4/13/2021	084P13315	VEHICLE SUPPLIES	\$6,909.56
	WORKTERRA	43814	4/13/2021	0099586-IN	2020 1094C FILING- ACA	\$555.42
		43814	4/13/2021	0099644-IN	CA FILINGS- ACA	\$277.71
	ZEP VEHICLE CARE INC	43816	4/13/2021	9006105836	INV#9006105836 BCL HI PH 3692 55 GAL & BCL LO PH 1	\$1,926.34
	Fund Total					\$258,066.41
0780	LWP CLAIMS SOLUTIONS INC	43832	4/21/2021	941-44302	TRUST DEPOSIT 04/01-04/15/2021	\$44,924.08
		43664	4/13/2021	19404	WORKERS COMPENSATION CLAIMS MA	\$13,574.00
		43494	4/7/2021	941-44288	DEPOSIT 3/16/21 TO 3/31/21	\$41,394.12
		43494	4/7/2021	4/6/2021	MARTINEZ-TRUST DEPOSIT	\$29,792.00
	Fund Total					\$129,684.20
0787	MES VISION	43496	4/7/2021	03/31/2021	CLAIMS WEEK 03/31/2021	\$2,098.46
		43834	4/21/2021	04/15/2021	CLAIMS WEEK 04/15/2021	\$1,281.62
	PREFERRED BENEFIT	43502	4/7/2021	39774	39774- CLAIMS WEEK ENDING 04/01/2021	\$10,901.91
		43835	4/21/2021	40042	CLAIMS WEEK ENDING 04/08/2021	\$5,598.35
		43835	4/21/2021	40063	CLAIMS WEEK ENDING 04/15/2021	\$11,666.42
	WORKTERRA	43837	4/21/2021	WAT0521	HEALTH BENEFITS MAY 2021	\$615,247.89
	Fund Total					\$646,794.65
0789	PHASE 3 COMMUNICATIONS INC.	43729	4/13/2021	2503283	ON CALL FIBER OPTIC SERVICES FR 11/01/20-01/31/21	\$4,850.00
	Fund Total					\$4,850.00

Fund #	Vendor Name	Check #	Invoice Date	Invoice	Invoice Description	Amount
0790	AT&T-CAL NET 2	43542	4/13/2021	000016222626	CALNET_PRIMARY ACCOUNT FROM 02/24/21-03/23/21	\$1,956.12
	CDW GOVERNMENT, INC.	43572	4/13/2021	9627739	APC BATTERY FOR CIVIC PLAZA SERVER ROOM	\$383.43
		43572	4/13/2021	B101935	IPADS FOR I.T STAFF K.LEW & R.CORTEZ	\$1,626.01
		43572	4/13/2021	9265096	MOBILEIRON MANAGEMENT LICENSES FOR VARIOUS DEPTS	\$164.32
		43572	4/13/2021	9265096	MOBILEIRON MANAGEMENT LICENSES FOR VARIOUS DEPTS	\$3,615.04
	CRUZIO/THE INTERNET STORE INC.	43594	4/13/2021	N29135-128	CITY WIRELESS AP FROM 05/01/21-05/31/21	\$150.00
	SDI PRESENCE LLC	43759	4/13/2021	6048	ON- DEMAND SERVICES IT GOVERNA	\$2,275.00
	VERIZON WIRELESS	43800	4/13/2021	9876073102	DATA & CELL SERVICE FOR CITY FROM 02/23-03/22/21	\$114.03
	Fund Total					\$10,283.95
Total	Total					\$3,994,907.24



MISCELLANEOUS DOCUMENTS REPORT

APRIL 27, 2021

1.0 APPLICATIONS FOR ALCOHOLIC BEVERAGE LICENSES

- Cafe Ella
April 13, 2021

2.0 MINUTES

- Board of Library Trustees
March 18, 2021
- Parks & Recreation Commission
February 1, 2021
- Personnel Commission
December 9, 2020

APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE(S)

ABC 211 (6/99)

TO: Department of Alcoholic Beverage Control
 1137 WESTRIDGE PARKWAY
 SALINAS, CA 93907
 (831) 755-1990

File Number: **625524**
 Receipt Number: **2666922**
 Geographical Code: **4403**
 Copies Mailed Date: **April 13, 2021**
 Issued Date:

DISTRICT SERVING LOCATION: **SALINAS**

First Owner: **OLSON TWINS LLC**
 Name of Business: **CAFE ELLA**
 Location of Business: **734 E LAKE AVE
 STE 1
 WATSONVILLE, CA 95076-3567**

APR 16 '21 PM 4:13

Received
 Watsonville
 City Clerk

County: **SANTA CRUZ**Is Premises inside city limits? **Yes** Census Tract: **1101.00**

Mailing Address:(If different
 from
 premises address) **272 MANFRE RD
 WATSONVILLE, CA 95076-2019**

Type of license(s): **41** Dropping Partner: Yes ☐ No ☒

Transferor's license/name:

<u>License Type</u>	<u>Transaction Type</u>	<u>Master</u>	<u>Secondary LT And Count</u>		
41 - On-Sale Beer And Wine - Eating P ORI		Y			
<u>License Type</u>	<u>Transaction Description</u>	<u>Fee Code</u>	<u>Dup</u>	<u>Date</u>	<u>Fee</u>
Application Fee	ADD PRIMARY LICENSE TYPE	NA	0	04/13/21	\$905.00
Application Fee	STATE FINGERPRINTS	NA	4	04/13/21	\$156.00
Application Fee	FEDERAL FINGERPRINTS	NA	4	04/13/21	\$96.00
41 - On-Sale Beer And Wine - Eat	ANNUAL FEE	NA	0	04/13/21	\$455.00
Total					\$1,612.00

Have you ever been convicted of a felony? **No**

Have you ever violated any provisions of the Alcoholic Beverage Control Act, or regulations of the
 Department pertaining to the Act? **No**

STATE OF CALIFORNIA County of **SANTA CRUZ**Date: **April 13, 2021**

Applicant Name(s)

OLSON TWINS LLC



**BOARD OF LIBRARY TRUSTEES MINUTES
REGULAR BOARD OF LIBRARY TRUSTEES MEETING**

March 18, 2021, 6:00 p.m.

Trustees Present: Trustee Diane Muñoz
 Trustee Don Brown
 Trustee Providence Medrano Martinez
 Trustee Victoria M. Bañales
 Trustee Barbara Corrigan
 Trustee Joyce Parr

Trustees Absent: Trustee Blanca Baltazar-Sabbah

Staff Present: Administrative Analyst Luz Martinez
 Library Director Alicia Martinez
 Principal Librarian Watonka Addison
 Circulation Manager Alex Chavez

1. ROLL CALL

2. CONSENT AGENDA

2.a MOTION APPROVING MINUTES OF FEBRUARY 18, 2021

Administrative Analyst, Luz Martinez will review the Agenda and Minute template to correct the spelling of Trustee Muñoz's last name.

MOTION: APPROVE MINUTES OF FEBRUARY 18, 2021 AS WRITTEN

Moved by Trustee Muñoz

Seconded by Trustee Bañales

AYES (6): Trustee Muñoz, Trustee Brown, Trustee Medrano Martinez, Trustee Bañales, Trustee Corrigan, and Trustee Parr

ABSENT (1): Trustee Baltazar-Sabbah

Carried (6 to 0)

3. PRESENTATIONS & ORAL COMMUNICATIONS

3.a ORAL COMMUNICATIONS FROM THE PUBLIC & TRUSTEES

a) SEEDS Outreach

Trustee Muñoz gave a brief presentation on the program SEEDS. Santa Cruz SEEDS

program is designed to help low-income families understand the importance of higher education by setting goals, learning healthy habits and saving money. The program will open a special savings account for the newborns to help pay for their education. Trustee Muñoz thought this was a great opportunity for the library to collaborate with the program coordinator Maria Cardenas and Community Ventures. The Interim Library Director will pass along the information to the Public Services Principal Librarian.

Trustee Bañales communicated that Cabrillo College is considering changing its name. She will send a flyer that includes detailed information of five zoom events. Trustee Brown asked if the Zoom recording could be made available to the trustees. Trustee Bañales will ask and notify the Interim Library Director.

3.b ORAL COMMUNICATIONS FROM THE LIBRARY DIRECTOR

a) Reopening of Library Update

The library opened to the public on Wednesday, March 17th to provide limited in-person services. There was a great article written about the opening in the Watsonville Patch. All staff are following safe practices to ensure their and our patrons' safety. The Interim Library Director will be revising the dates listed in the WPL Phased Reopening Plan and such revisions will be posted on the library's website. The state of the library budget will determine the hours and days for operation for both the Main and Freedom Libraries.

b) Strategic Work Plan Update

The City is in the process of updating their two-year Strategic Plan. The Interim Library Director will be attending a workshop April 10, 2021 where she will include the library's Strategic Work Plan goals and objectives. She will give an update of these goals and objectives at the next board meeting. The following are updates to the Library's current Strategic Work Plan:

Goal 1: Improve the lives of Watsonville's children and families

- Teen Self-Care kits for teens that include activities, information to local resources and a craft to help support teens during this pandemic crisis. This month's theme was about how to deal with stress and a guide to create a stress ball.
- Fun on the Run kits for Adults: A fun way to engage adults to create crafts. This month's kit included coloring pencils to use on pre-made coloring sheets and coloring tips.
- The Opportunity to Read Literacy Program had their first virtual Family Literacy Services program on February 24th. Each event provides the participating families with two books for the development of a home library for children and the materials needed for a family craft that is related to the theme of the event.

Goal 2: Facilitate lifelong learning for all residents

- The BiblioVan is gearing up for community outreach this summer with a variety pop-up events in partnership with the Parks & Recreation department.
- The Summer Reading Program Theme this year is *Reading Colors your World*. The librarians are developing creative events and weekly crafts centered around a specific color theme.

- Two of our librarians assisted with the PVUSD Family Parent Night; one session was in English and the other in Spanish. More than 100 participants attended this informational session that detailed the library's free resources, programming and services.

c) Library Statistics

The Interim Library Director briefly reviewed the statistics.

- Due to COVID-19 our circulation is 30% lower than last year.
- Programming statistics are also low, as we are not having in-person events.
- Gathering new statistics: Website visits, WIFI and Hotspots use.

4.c COMMENT FORMS

No comment forms at this time.

5. UNFINISHED BUSINESS

5.a POET LAUREATE

a) Poet Laureate Discussion

Appointments of Poet Laureates at other cities coincide with National Poetry Month in April; unfortunately we will not be able to meet this deadline. Fortunately, our Poet Laureate guideline is still a work in progress and is amended to meet our current needs. The following change was made; the call for nominations will be in May with an honorarium of \$2000 for two years. The committee will consist of the Chair, currently Trustee Bañales, a library staff member and three members at large. The Interim Library Director will share the guideline and application with the Trustees. Please feel free to make edits and comments as needed. The final documents will be presented at the April meeting for approval.

6. NEW BUSINESS

6.a BOARD OF LIBRARY TRUSTEES BYLAWS

This item was tabled for the next board meeting until the City Clerk, Beatriz Flores has the opportunity to review.

7. REPORTS

7.a FRIENDS OF THE LIBRARY

The Library has expended \$11,000 of the \$20,000 programming budget. The librarians are currently working on their budget requests for the FY 21-22. The Friends' have done a remarkable job supporting our needs. Trustee Brown asked if it would be possible to purchase additional hotspots since they are a hot commodity with the remaining funds. The Interim Library Director explained that the 25 hotspots were free through a government-lending program with T-Mobile; however the cost for internet services is \$770 a month and is paid by the Friends. Any future costs would have to be absorbed into the library operational budget or she would need to make a formal request to the Friends for funding. She also explained that the remaining funds are designated for

programs in the upcoming months and any additional funds will be rolled over to the following year.

7.b PROGRAMS


- Poets' Circle - April 1st at 5:00 pm featuring Brennan DeFrisco
- April is Financial Literacy Month - Jillian Wilson, Adult Services Librarian, will be hosting workshops to help build financial literacy. She will include resource guides on a variety of topics.
- We are holding a poetry contest to celebrate National Poetry Month in April. In anticipation of our upcoming Book to Action Author Talk with Jose Antonio Vargas, author of "Dear America: Notes of an Undocumented Citizen", we encouraging participants to explore the following themes in their works: equity, immigration, citizenship, and identity. However, participants are welcome to channel their work into other creative directions.
- The Opportunity to Read Literacy department in conjunction with the California State Library is finalizing the COVID Diary submissions. If you would like to submit, a diary email Toni Notar at toni.notar@cityofwatsonville.org.
- Summer Reading Program - This year's theme is *Reading Colors your World*. Look forward to community art programs, pop-up outdoor events, and family-based craft kits centered around a weekly color theme. We will be collaborating with other City departments.

Please visit the library website for more detailed information about these and other upcoming programs and services we are offering.

Trustee Muñoz highly recommends the library to purchase *2020 Hindsight: Looking Back on a Tumultuous Year in Santa Cruz County*. It takes a look back at the tumultuous year of 2020 with nearly 100 full-color pages that explore, through photography and words, Santa Cruz County's experience with the COVID-19 pandemic, social justice, wildfires, democracy, and community. The book can be purchased at the Bookshop Santa Cruz and all proceeds are donated to the Santa Cruz Community Foundation's Fire Relief Fund. The Interim Library Director took the opportunity to demonstrate how to suggest materials for purchase via the library website.

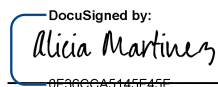
8. ADJOURNMENT

The meeting was adjourned at 7:00 p.m.

 4/19/2021 | 10:01 AM PDT
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Barbara Corrigan, Chair

ATTEST:

 4/19/2021 | 4:17 PM EDT
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Alicia Martinez, Interim Library Director



PARKS & RECREATION COMMISSION MEETING MINUTES

February 1, 2021, 6:30 p.m.

Commissioners Present: Commissioner Araseli Campos
Commissioner Vanessa Quiroz-Carter
Commissioner Brando Sencion
Commissioner Abel Sanchez
Commissioner Noe Ibarra
Commissioner Frank Barba

Commissioners Absent: Commissioner Jessica Carrasco

Staff Present: Parks and Community Services Director Nick Calubaquib
Senior Administrative Analyst Adriana Flores
Administrative Assistant II Marco Diaz
Administrative Assistant II Desiree Moya

1. OATH OF OFFICE ADMINISTERED BY CITY CLERK VÁZQUEZ FLORES TO NEWLY APPOINTED COMMISSION MEMBERS

ARASELI CAMPOS (DISTRICT 1); VANESSA QUIROZ-CARTER (DISTRICT 2); NOE IBARRA (DISTRICT 6); FRANK BARBA (DISTRICT 7) (Oath of office administered offline for Comm. Barba due to technology issues)

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. ORAL COMMUNICATIONS

4.a ORAL COMMUNICATIONS FROM THE PUBLIC – NONE

4.b ORAL COMMUNICATIONS AND LIAISON REPORTS FROM THE PARKS & RECREATION COMMISSIONERS

Commissioner Sencion commented that he enjoyed seeing Santa Claus being driven around on a fire truck throughout the City during the Santa Tour, and the positive feedback received from the community. Commissioner Sanchez enjoyed seeing the holiday light decorations in the City Plaza and thanked Parks & Community Services for their efforts. Commissioner Sanchez welcomed the newly appointed Commissioners and expressed excitement for the new year.

4.c DIRECTOR'S REPORT

Director Calubaquib welcomed the newly appointed Commissioners, and stated he is excited to work with them this year. The Director informed the Commission that the Governor's Stay-at-Home Order has ended, and the RV Park at Pinto Lake is now open. In addition, the State of California has released a guidance plan for restarting youth and adult sports. The Director provided details and requirements for the activities as progress is made through the tier system. The Director shared the Excel In Place program, in collaboration with Pajaro Valley Unified School District and Santa Cruz County Parks Department, is continuing with the start of the school calendar. The Seniors Without Limits program, partnered with Community Bridges, has secured a grant to help purchase tablets to be distributed to older adults in the community to help connect them with virtual classes. Director Calubaquib appreciates all the positive feedback received for the Santa Tour, and is in talks with the Fire Department to make this an annual event. The Director updated the Commission on the Ramsay Park Bike Pump Track, which is nearing completion, and the Mountain Bikers of Santa Cruz are adding the final landscape touches. A virtual ribbon cutting will take place in early March. Director Calubaquib followed up on the George Washington Bust, and is working with the Council to have this discussed during their meeting in February. The Director also discussed the start of the Star of Month program, similar to an Employee of the Month, in November, where PCS teammates are acknowledged and nominated by teammates for exemplary work efforts. The Stars of the Month for November through January were Katie Nunez, Valentin (Tino) Rodriguez and Eugene (Geno) Bragado.

5. CONSENT AGENDA

5.a MOTION APPROVING MINUTES OF DECEMBER 7, 2020

MOTION

Moved by Sencion

Seconded by Quiroz-Carter

AYES (5): Campos, Quiroz-Carter, Sencion, Sanchez, Ibarra

ABSENT (2): Carrasco, Barba

Carried (5 to 0)

6. NEW BUSINESS

6.a NOMINATION AND ELECTION OF PARKS & RECREATION COMMISSION

CHAIRPERSON

a) Nomination Period - Commissioner Sencion nominates Commissioner Sanchez as Parks & Recreation Commission Chairperson. Commissioner Sanchez accepts the nomination.

b) Public Input - None

c) Motion Electing New Chairperson

MOTION

Moved by Sencion

Seconded by Campos

AYES (5): Campos, Quiroz-Carter, Sencion, Sanchez, Ibarra

ABSENT (2): Carrasco, Barba

Carried (5 to 0)

6.b NOMINATION AND ELECTION OF PARKS & RECREATION COMMISSION VICE-CHAIRPERSON

a) Nomination Period - Commissioner Sanchez nominates Commissioner Sencion as Parks & Recreation Commission Vice-Chairperson. Commissioner Sencion accepts the nomination.

b) Public Input - None

c) Motion Electing New Vice-Chairperson

MOTION

Moved by Sanchez

Seconded by Ibarra

AYES (4): Campos, Sencion, Sanchez, Ibarra

NOES (1): Quiroz-Carter

ABSENT (2): Carrasco, Barba

Carried (4 to 1)

6.c PARKS AND COMMUNITY SERVICES STRATEGIC ACTION PLAN UPDATE BY DIRECTOR NICK CALUBAQUIB

a) Staff Report - Director Calubaquib provided the Commission an update on the Parks & Community Services Strategic Action Plan. The 2020 Parks and Recreation Strategic Plan was adopted by the City Council on February 11, 2020. The Strategic Plan listed long-range goals for the department for the next 5-10 years and there are three main goals: *Outstanding Parks and Facilities*, *Impactful Programs*, and *One High Performing Team*. Director Calubaquib listed objectives for achieving the goals, and explained the current status for each objective.

b) Commission Questions & Input - Commissioner Quiroz-Carter asked which three schools are being used as pilot sites for joint use with PVUSD. Director Calubaquib responded that they are E.A. Hall Middle School, Radcliffe Elementary School and Ann Soldo Elementary School. Commissioner Quiroz-Carter asked how the survey for older adults will be dispersed. Director Calubaquib answered the survey will be available in digital format and hard copy, and will rely on community partners like Meals on Wheels and Grey Bears, who work directly with older adults to distribute the survey. Commissioner Sencion asked if the Mello Center will be accessible by community groups who practice arts or solely for bigger performances where there is a charge to attend. Director Calubaquib answered that it could be potentially be used for both. The goal would be to drive revenue at the Mello Center to help cover the deferred maintenance costs and to maximize the use of the facility. Commissioner Sanchez asked how the funds generated by Measure Y will be designated - will they be spread

out to programs or focused to a specific need. Director Calubaquib answered the Measure Y funds will be used to address deferred maintenance needs and, in the future, there will be a shift to use the funds for goals outlined before the start of the pandemic.

c) Public Input - None

d) Appropriate Action -

MOTION

Moved by Quiroz-Carter

Seconded by Sencion

AYES (5): Campos, Quiroz-Carter, Sencion, Sanchez, Ibarra

ABSENT (2): Carrasco, Barba

Carried (5 to 0)

6.d PARKS AND RECREATION COMMISSION WORKPLAN BY DIRECTOR NICK CALUBAQUIB

a) Staff Report - Director Calubaquib recommends developing and adopting an annual Parks & Recreation Commission Work Plan, and appoint commissioners to lead the implementation of work plan projects to achieve the desired outcomes. Director Calubaquib explained the proposed process to develop and implement an annual work plan and reviewed the work plan adopted for the 2020 calendar year.

b) Commission Questions & Input - Commissioner Sanchez asked if all or some of the 2020 Work Plan is still possible to work on and complete this year. Director Calubaquib responded that it is possible to continue the work plans, but also reminded the Commission that some of the projects are nearing completion.

c) Public Input - None

d) Appropriate Action - tabled for the next meeting date.

6.e PARKS AND RECREATION COMMISSION LIAISON ASSIGNMENTS BY DIRECTOR NICK CALUBAQUIB

a) Staff Report - Director Calubaquib recommends appointing Commissioners as Program Liaisons to key service areas of the Department. Commissioners will obtain a more in-depth understanding of operations, which will empower Commissioners to provide informed and relevant feedback and policy recommendations to the Department's services. Commissioners will visit facilities and program sites, engage with staff and community members, and report updates to the Parks & Recreation Commission during a designated time on each meeting agenda. The Director explained the process for establishing key services areas of the department and appointing Commissioners while considering interests, expertise and conflict of interest.

b) Commission Questions & Input - Commissioner Sencion wants to prioritize Older Adult Services as a key service area. Commissioner Ibarra asked if Commissioners can


work in other key services areas they are not assigned to. Director Calubaquib answered that Commissioners are free to be liaisons to several key service areas.

c) Public Input - None

d) Appropriate Action - Tabled for next meeting date

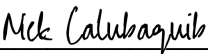
7. **ADJOURNMENT**

The meeting adjourned at 8:29 p.m.

DocuSigned by:

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Abel Sanchez, Parks & Recreation Commission Chairperson

ATTEST:

DocuSigned by:

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Nick Calubaquib, Parks & Community Services Director

DECEMBER 9, 2020
P.M.

**MINUTES
PERSONNEL COMMISSION
REMOTE TELECONFERENCE MEETING**

5:00

1. ROLL CALL

COMMISSIONERS PRESENT: Bobeda, Clark, Mariscal, Newell

COMMISSIONERS ABSENT: Dodge

OTHERS PRESENT: Rayvon Williams, Airport Director, Nathalie Manning, Deputy City Manager, Frances Delfino, Sr. Human Resources Analyst and Monica Florez, Human Resources Analyst

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA

A. A motion was made by Commissioner Bobeda, seconded by Commission Mariscal and carried to approve the minutes of October 21, 2020.

4. NEW BUSINESS

A. APPROVAL OF NEW AIRPORT OPERATIONS MANAGER JOB CLASSIFICATION, JOB DESCRIPTION AND SALARY

Rayvon Williams introduced himself to the Commission as the Airport Director and presented the staff report for the approval of the new job classification, job description and salary for the Airport Operations Manager. He stated that the City of Watsonville has invested in their employees and proceeded to present the background of the Airport which is enterprise-funded by federal mandate. He added that the City owns the fuel concessions. The City Council, he stated, has supported the Airport with fuel island safety upgrade, terminal renovation, restaurant improvement, taxiing reconstruction, lighting upgrade and runway rehabilitation.

Williams advised that the Airport currently has an Airport Operations Supervisor and 2 three-person crews (Airport Operations Specialists). He stated the Airport Operations Manager would report directly to the Airport Director. He reviewed both external and internal salary comparisons to propose the salary for the Airport Operations Manager.

Commissioner Bobeda commented that Williams presented a concise report, Commissioner Clark added the presentation was a wonderful job and Commissioner Newell added it was a very coherent presentation with noticeable positive changes. Commissioner Mariscal inquired where the revenue would come from to pay for this position. Williams responded that it would come from Airport income with Commissioner Mariscal added that restructuring makes total sense.

A motion was made by Commissioner Mariscal, seconded by Commissioner Bobeda, with and carried to approve the new Airport Operations Manager job classification, job description and salary.

5. HUMAN RESOURCES DIRECTOR'S REPORT

Manning stated that the Finance Director provided a budget update and that revenues look better than predicted. She advised that there has been an uptick in COVID-19 cases in the City and we are continuing to maintain all safety efforts.

6. ORAL COMMUNICATIONS

Commissioner Mariscal praised the City for their commitment during these times, with Commissioner Bobeda in agreement.

7. ADJOURNMENT

The meeting was adjourned at 5:39 p.m.

ATTEST:

Chairperson

Personnel Director



P r o c l a m a t i o n

Body Zone Health & Fitness Club

April 27, 2021

WHEREAS, Matt Eguchi, owner of Body Zone Health & Fitness Club, is a third generation, lifelong resident of Watsonville; and

WHEREAS, Matt has been a part of the Body Zone family for nearly 20 years, first as a member, then as an employee and, since 2012, as owner; and

WHEREAS, Body Zone is run by a great team of seasoned employees, some who have been there for over a decade; and

WHEREAS, Matt and the rest of the Body Zone team strive to create an inviting atmosphere, and want their members to feel as though they are at home and not visiting a corporation; and

WHEREAS, Body Zone has many long-time customers, some whose families have grown, others who have left to college then returned, as well as those who have started their own businesses; and

WHEREAS, Body Zone is always willing to lend a hand, including hosting fundraisers for family members of clients, donating to local schools and holding fitness events for youth; and

WHEREAS, Matt appreciates the opportunity to give back to the community that has supported Body Zone for the last two decades.

NOW, THEREFORE, I, Jimmy Dutra, Mayor of the City of Watsonville, in the State of California, on behalf of the City Council hereby recognize Matt Eguchi and the entire Body Zone Health & Fitness Club team for their commitment to providing a family environment, where all feel welcome and safe while exercising.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Watsonville to be affixed this 27th day of April, Two thousand and twenty one.



Jimmy Dutra, Mayor

WATSONVILLE, CALIFORNIA



P r o c l a m a t i o n

Building Safety Month

May 2021

- WHEREAS,** Building Safety Month is sponsored by the International Code Council as a way of reminding others about the critical role of local code officials who champion safe, sustainable, energy-efficient and livable buildings essential to our prosperity; and
- WHEREAS,** the theme for this year, “Prevent, Prepare, Protect. Building Codes Save” encourages everyone to raise awareness around the importance of safe and resilient construction, fire prevention, disaster mitigation, energy conservation, water safety, training the next generation and new technologies; and
- WHEREAS,** the City of Watsonville recognizes the key role the safety and economic value of our homes, constructions and infrastructure play in our growth; and
- WHEREAS,** our confidence in the resilience of the buildings making up our community is achieved through the devotion of building safety and fire prevention officials, architects, engineers, builders, laborers and others in the industry who work to ensure the safe construction of said structures; and
- WHEREAS,** they are also members of the ICC, which is a non-profit that brings together local, state and federal experts to create and implement the highest quality codes that guarantee safe places to live, learn, work and play; and
- WHEREAS,** these modern building codes include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes; and
- WHEREAS,** this month brings an opportunity for us all to consider a commitment to improve building safety and to acknowledge the essential services provided by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and properties.

NOW, THEREFORE, I, Jimmy Dutra, Mayor of the City of Watsonville, in the State of California, on behalf of the City Council hereby recognize May 2021 as Building Safety Month and encourage everyone in the community to educate themselves on this important topic, and thank our building officials for the excellent work they do on a daily basis.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Watsonville to be affixed this 27th day of April, Two thousand and twenty one.


Jimmy Dutra, Mayor

WATSONVILLE, CALIFORNIA



MINUTES REGULAR CITY COUNCIL MEETING

April 13, 2021

City of Watsonville
Teleconference/Remote

4:06 p.m.

1. **CLOSED SESSION**

Public comments regarding the Closed Session Agenda were accepted by the City Council at that time.

Eli spoke in support of purchase of the Fox Theater to renovate it and create art opportunities for the community.

Sedrick Cabrera, actor, spoke in support of purchase of the Fox Theater. He offered to work with the City to revitalize the building and create art opportunities for the community.

The City Council of the City of Watsonville recessed to Closed Session to discuss the matters that follow:

1.a **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

(Government Code Section 54956.8)

1. Property: 15 Maple Avenue (APN: 017-113-06)

Negotiating parties: Matt Huffaker (City)
Hank Garcia

Under negotiation: Price, terms of payment

1.b **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

(Government Code Section 54956.9(b))

Initiation of litigation pursuant to subdivision (c) of Section 54956.9:
[1 Case]

1.c **CONFERENCE WITH LABOR NEGOTIATOR**

(Government Code Section 54957.6)

Agency negotiator: Nathalie Manning, Matt Huffaker & Mike McDougall

Employee organization: Service Employees International Union, Local 521 Clerical
Technical (SEIU), IAFF Local 1272 (Fire), Confidential
Unit, Management Unit, Mid-Management Unit

CITY COUNCIL RESUMED AT 5:33 P.M.

2. ROLL CALL

Mayor Dutra, Mayor Pro Tempore Parker, and Council Members Estrada, García, González, and Montesino were present via teleconference through Zoom Webinar. Member Hurst was absent.

Staff members present via teleconference through Zoom Webinar were City Manager Huffaker, City Attorney Smith (arrived at 6:25 p.m.), City Clerk Vázquez Flores, Assistant City Manager Vides, Public Works & Utilities Director Palmisano, Fire Chief Lopez, Deputy City Manager Manning, Administrative Services Director Czerwin, Community Development Director Merriam, Innovation & Technology Director Boyes, Parks & Community Services Director Calubaquib, Assistant Public Works & Utilities Director Di Renzo, Assistant Police Chief Sims, Principal Planner Meek, Senior Civil Engineer Yasbek, Assistant City Clerk Ortiz, Environmental Projects Manager Cassel-Shimabukuro, and Interpreter Landaverry.

3. PLEDGE OF ALLEGIANCE

4. INFORMATION ITEMS

4.a REPORT OF DISBURSEMENTS

4.b. MISCELLANEOUS DOCUMENTS REPORT

4.b WRITTEN REPORTS BY COUNCIL MEMBERS REGARDING ACTIONS TAKEN ON THEIR REGIONAL COMMISSIONS/BOARD MEETINGS THAT MAY AFFECT THE CITY OF WATSONVILLE (None)

5. PRESENTATIONS & ORAL COMMUNICATIONS

5.a ORAL COMMUNICATIONS FROM THE PUBLIC

Steve Trujillo, Cabrillo College Board Trustee, spoke about the importance of finding a qualified replacement for retiring Police Chief Honda.

Celeste Gutierrez, Policing and Social Equity Committee Member, announced that the Committee would cease holding public meetings and listed the Committee Members' vote.

Eli spoke in opposition to the Policing and Social Equity Committee meetings being held privately.

5.b ORAL COMMUNICATIONS FROM THE COUNCIL

Member García listed the meetings she participated in over the previous weeks and highlighted topics from the Planning for a Sustainable Central Coast virtual event.

Member González spoke about his meeting with Congressman Jimmy Panetta and his efforts to improve living conditions for residents. He encouraged residents to participate in Communities Organized for Relational Power in Action (COPA) and in Santa Cruz County Regional Transportation Commission discussions regarding rail services.

Member Montesino spoke about the success of the Strategic Planning Workshop.

Member Estrada encouraged the public to attend Pájaro Valley Prevention and Student Assistance's vaccine clinic. He announced that Pájaro Valley Health Trust, in partnership with Kaiser Permanente, would be opening a farmer's market.

Mayor Pro Tempore Parker spoke about challenges residents faced due to the COVID-19 Pandemic and encouraged residents to vaccinate themselves against the disease.

Mayor Dutra spoke about events he participated in over the previous weeks and invited the public to future events.

5.c. REPORT OUT OF CLOSED SESSION

City Manager Huffaker stated no final action was taken during Closed Session.

5.d. MAYOR'S PROCLAMATION ACKNOWLEDGING THE MORAN FAMILY & REAL COLIMA 2 FOR BEING A FAMILY FRIENDLY RESTAURANT & AN EXAMPLE OF PERSEVERANCE DURING DIFFICULT TIMES

5.d. MAYOR'S PROCLAMATION RECOGNIZING, HONORING & EXPRESSING APPRECIATION FOR GLORIA ESTHER BETANCOURT, WHOSE LIFE WAS AN EXAMPLE OF TRUE LEADERSHIP, DEDICATION, CARING & LOVE FOR THE BETTERMENT OF ALL PEOPLE, & CONVEYING OUR DEEPEST SYMPATHIES FOR HER PASSING

5.e. MAYOR'S PROCLAMATION CONGRATULATING MOUNTAIN BIKERS OF SANTA CRUZ FOR THEIR WORK ON THE PUMP TRACK & THANKING THEM FOR PROVIDING A NEW OPPORTUNITY FOR PEOPLE OF ALL AGES TO GET OUTSIDE AND GET ACTIVE

5.f. CERTIFICATES OF RECOGNITION TO THE LISTED BUSINESSES FOR EXCEEDING ENVIRONMENTAL REGULATORY REQUIREMENTS, PREVENTING POLLUTION, & CONSERVING OUR NATURAL RESOURCES

Eric Valenzuela, director of food safety & sustainability at California Giant, thanked Council for the award and spoke about California Giant's efforts to protect the environment.

Mayor Dutra recessed the meeting at 6:16 p.m. to restart the Zoom Webinar to solve technical difficulties. The meeting resumed at 6:25 p.m.

6. REPORTS TO COUNCIL -- No Action Required

6.a. CITY MANAGER'S UPDATE REPORT

The report was given by City Manager Huffaker.

In answering Members García and Montesino, Administrative Services Director Czerwin spoke about ways the American Rescue Plan Act funds could be used.

6.b. UPDATE REPORT ON 2030 CLIMATE ACTION ADAPTATION PLAN

The report was given by Public Works & Utilities Director Palmisano, Environmental Projects Manager Cassel-Shimabukuro, & Senior Civil Engineer Yasbek.

Public Works and Utilities Director Palmisano, in answering Member García, stated staff would explore adding language pertaining to effects of climate change on women and explained how the Climate Action Adaptation Plan could be integrated in the Council Strategic Plan.

In answering Member González, City Manager Huffaker stated staff would explore adding the environment as a single Strategic Plan goal.

Senior Civil Engineer Yasbek and Public Works and Utilities Director Palmisano answered questions from Member Estrada regarding the City's opportunity for creation of public banking and spoke about the timeline for implementation of the Climate Action Adaptation Plan.

In answering Mayor Dutra, Public Works and Utilities Director Palmisano spoke about potential for a new conservation center at Ramsay Park.

Natalie Olivas, community organizer at Regeneración Pájaro Valley Climate Action, and Mariela Lopez, electric vehicle equity coordinator at Regeneración Pájaro Valley Climate Action, gave a presentation regarding Regeneración's electric vehicle program.

In answering Member García, Public Works and Utilities Director Palmisano and Senior Civil Engineer Yasbek spoke about City owned electric vehicle charging stations and efforts to increase the number of charging stations citywide.

Ms. Olivas, in answering Member Estrada, spoke about nationwide efforts to transition gas vehicle use to electric vehicles.

In answering Member González, Ms. Lopez spoke about outreach efforts to residents about Regeneración's electric vehicle program.

7. CONSENT AGENDA

The following speakers spoke in support of Item 8.o:

Takashi Mizuno
Steve Trujillo
Kitty Mizuno

Mayor Dutra announced that Item 8.h had been postponed.

MOTION: It was moved by Member Montesino and seconded by Member González to approve the Consent Agenda:

In answering Member González, Community Development Director Merriam explained reasons staff was requesting significant contract amendments in order to provide the community with City services and spoke about funding sources thereof.

Member García spoke in support of Item 8.o.

In answering Member Estrada, Assistant City Manager Vides spoke about the purpose of Item 8.g and outreach efforts thereof. Member Estrada spoke in support of Item 8.o and thanked Sylvia Mendez for her willingness to serve on the Latino Affairs Commission.

MOTION: The above motion carried by the following vote:

AYES:	MEMBERS:	Estrada, García, González, Montesino, Parker, Dutra
NOES:	MEMBERS:	None
ABSENT:	MEMBERS:	Hurst

7.a MOTION APPROVING MINUTES OF MARCH 23, 2021

7.b RESOLUTION NO. 84-21 (CM):

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING SOLE SOURCE PURCHASE FROM AQUA-METRIC SALES COMPANY, FOR THE PURCHASE OF WATER METER READING EQUIPMENT USED BY THE CITY'S WATER DIVISION, IN AN AMOUNT NOT TO EXCEED \$200,000 PER YEAR FOR THREE (3) CALENDAR YEARS BEGINNING JANUARY 1, 2021 THROUGH DECEMBER 31, 2023 (FUNDED FROM THE WATER ENTERPRISE FUND)

7.c RESOLUTION NO. 85-21 (CM):

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING FIRST AMENDMENT TO CONTRACT FOR CONSULTANT SERVICES BETWEEN THE CITY OF WATSONVILLE AND BME, INC., (BAY MACHINERY ELECTRIC, INC.), A CORPORATION, TO PROVIDE ANNUAL MAINTENANCE OF THE COGENERATION SYSTEM LOCATED AT THE CITY'S WASTEWATER TREATMENT FACILITY, IN AN AMOUNT NOT TO EXCEED \$92,445 FOR FY 2020-2021; AND AUTHORIZING AND DIRECTING THE CITY MANAGER TO EXECUTE SAME

7.d RESOLUTION NO. 86-21 (CM):

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING FIRST AMENDMENT TO CONTRACT FOR CONSULTANT SERVICES BETWEEN THE CITY OF WATSONVILLE AND CSG CONSULTANTS, INC., A CORPORATION, FOR BUILDING CONSTRUCTION, FIRE PLAN REVIEW, SUPPLEMENTAL PERMIT TECHNICIAN AND FIELD BUILDING INSPECTION SERVICES, IN AN AMOUNT NOT TO EXCEED \$70,000, FOR THE REMAINDER OF FY2020/2021 AND \$70,000 FOR FY2021/2022; AUTHORIZING AND DIRECTING THE CITY MANAGER TO EXECUTE SAME; AND AUTHORIZING BUDGET APPROPRIATION OF \$70,000 TO THE BUILDING PERMIT FEES REVENUE ACCOUNT AND \$70,000 TO THE REIMBURSABLE CONSULTATION SERVICES EXPENSE ACCOUNT FOR FY2020/2021 [Amends Resolution No. 100-20 (CM)]

7.e RESOLUTION NO. 87-21 (CM):

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THIRD AMENDMENT TO CONTRACT BETWEEN THE CITY OF WATSONVILLE AND KIMLEY-HORN & ASSOCIATES, INC., A CORPORATION, FOR THE PREPARATION OF A PLAN LINE FOR FREEDOM BOULEVARD, PROJECT NO. ST-17-03; EXTENDING THE TERM OF THE CONTRACT; AND AUTHORIZING AND DIRECTING THE CITY MANAGER TO EXECUTE SAME

- 7.f **RESOLUTION NO. 88-21 (CM):**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THIRD AMENDMENT TO CONTRACT BETWEEN THE CITY OF WATSONVILLE AND MOORE IACOFANO GOLTSMAN, INC., A CORPORATION, DBA MIG FOR ON-CALL PLANNING SERVICES; ADDING TO SCOPE OF WORK TO ASSIST THE CITY IN PROCESSING PLANNING APPLICATIONS UNTIL A SECOND PRINCIPAL PLANNER IS HIRED, IN AN AMOUNT NOT TO EXCEED \$235,000; AUTHORIZING AND DIRECTING THE CITY MANAGER TO EXECUTE SAME; AND AUTHORIZING A BUDGET APPROPRIATION OF \$70,000 TO THE PLANNING PERMITS REVENUE ACCOUNT AND \$70,000 TO THE EXPERT & CONSULTATION SERVICES EXPENSE ACCOUNT FOR FY2020/2021
- 7.g **RESOLUTION NO. 89-21 (CM):**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE AUTHORIZING AND DIRECTING THE CITY MANAGER TO EXECUTE A GROW SANTA CRUZ COUNTY REVOLVING LOAN PROGRAM MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE CITY OF WATSONVILLE, CITY OF SANTA CRUZ, CITY OF SCOTTS VALLEY, CITY OF CAPITOLA, COUNTY OF SANTA CRUZ, THE SMALL BUSINESS DEVELOPMENT CENTER (SBDC) AND THE NATIONAL DEVELOPMENT COUNCIL (NDC); TO CREATE A REVOLVING LOAN PROGRAM IN SANTA CRUZ COUNTY, SUBJECT TO LEGAL APPROVAL; AND DIRECTING STAFF TO CARRY OUT THE DUTIES OF SUPPORTING THE REVOLVING LOAN PROGRAM (RLF)
- 7.h **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE RATIFYING A MEMORANDUM OF UNDERSTANDING BETWEEN THE MUNICIPAL EMPLOYEE RELATIONS OFFICER OF THE CITY AND THE SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU), LOCAL 521, CLERICAL TECHNICAL UNIT FOR THE TERM BEGINNING JANUARY 1, 2021, AND ENDING DECEMBER 31, 2022 - Postponed**
- 7.i **GONZALEZ STREET ALLEYWAY LLMAD [Assessment District No. PK-94-01] (Pursuant to the Landscaping and Lighting Act of 1972)**
- 1) **RESOLUTION NO. 90-21 (CM):**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE ACCEPTING THE ENGINEER'S REPORT FOR THE GONZALES STREET ALLEYWAY LANDSCAPING AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT (LLMAD) FOR THE 2021-2022 FISCAL YEAR [Assessment District No. PK-94-01]
- 2) **RESOLUTION NO. 91-21 (CM):**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE ADOPTING A RESOLUTION OF INTENTION TO ORDER IMPROVEMENTS, LEVY & COLLECT ASSESSMENTS AND SET A PUBLIC HEARING FOR MAY 25, 2021, TO CONSIDER THE LANDSCAPING & LIGHTING MAINTENANCE PROGRAM & BUDGET FOR THE GONZALES STREET ALLEYWAY LANDSCAPING & LIGHTING MAINTENANCE ASSESSMENT DISTRICT (LLMAD) FOR THE 2021-2022 FISCAL YEAR [Assessment District No. PK-94-01]
- 7.j **BAY BREEZE LLMAD [Assessment District No. PK-03-02] (Pursuant to the Landscaping and Lighting Act of 1972)**

- 1) **RESOLUTION NO. 92-21 (CM):**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE ACCEPTING THE ENGINEER'S REPORT FOR THE *BAY BREEZE SUBDIVISION LANDSCAPING AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT (LLMAD)* FOR THE 2021-2022 FISCAL YEAR [Assessment District No. PK-03-02]
 - 2) **RESOLUTION NO. 93-21 (CM):**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE ADOPTING A RESOLUTION OF INTENTION TO ORDER IMPROVEMENTS, LEVY AND COLLECT ASSESSMENTS AND SET A PUBLIC HEARING FOR MAY 25, 2021, TO CONSIDER THE LANDSCAPING AND LIGHTING MAINTENANCE PROGRAM AND BUDGET FOR THE *BAY BREEZE SUBDIVISION LANDSCAPING AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT (LLMAD)* FOR THE 2021-2022 FISCAL YEAR [Assessment District No. PK-03-02]
- 7.k VISTA MONTAÑA LLMAD [Assessment District No. PK-03-03] (Pursuant to the Landscaping and Lighting Act of 1972)**
- 1) **RESOLUTION NO. 94-21 (CM):**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE ACCEPTING THE ENGINEER'S REPORT FOR THE VISTA MONTAÑA SUBDIVISION LANDSCAPING AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT (LLMAD) FOR THE 2021-2022 FISCAL YEAR [Assessment District No. PK-03-03]
 - 2) **RESOLUTION NO. 95-21 (CM):**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE ADOPTING A RESOLUTION OF INTENTION TO ORDER IMPROVEMENTS, LEVY AND COLLECT ASSESSMENTS AND SET A PUBLIC HEARING FOR MAY 25, 2021, TO CONSIDER THE LANDSCAPING, LIGHTING, AND MAINTENANCE PROGRAM AND BUDGET FOR THE VISTA MONTAÑA SUBDIVISION LANDSCAPING AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT (LLMAD) FOR THE 2021-2022 FISCAL YEAR [Assessment District No. PK-03-03]
- 7.l RESOLUTION NO. 96-21 (CM):**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE NOMINATING SYLVIA MENDEZ TO THE COUNTY OF SANTA CRUZ LATINO AFFAIRS COMMISSION
- 7.m RESOLUTION NO. 97-21 (CM):**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE URGING PRESIDENT BIDEN TO FORGIVE STUDENT LOANS
- 7.n RESOLUTION NO. 98-21 (CM):**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE EXPRESSING ITS SUPPORT OF THE AMERICAN DREAM AND PROMISE ACT OF 2021 – H.R.6 AND URGING ACTION FROM THE 117TH UNITED STATES CONGRESS
- 7.o RESOLUTION NO. 99-21 (CM):**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE DENOUNCING HATE CRIMES AND BIGOTRY TARGETING ASIAN AMERICANS AND PACIFIC ISLANDERS

8. ITEMS REMOVED FROM CONSENT AGENDA (None)

9. NEW BUSINESS

9.a CITY OF WATSONVILLE VISION ZERO ACTION PLAN 2021

- 1) Staff Report by Assistant Public Works & Utilities Director Rodriguez, Principal Engineer Fontes, & Police Sergeant Thul.**

2) City Council Clarifying & Technical Questions

In answering Member García, Assistant Public Works & Utilities Director Rodriguez spoke about the Neighborhood Traffic Program and its use by residents.

Member Gonzalez asked that Council consider amending or rescinding the ordinance that prohibits bicycles on sidewalks.

In answering Member Estrada, Assistant Public Works & Utilities Director Rodriguez spoke about the success of the Neighborhood Traffic Plan and work by neighborhoods to implement traffic calming measures.

3) Public Input

Theresa Rogerson, senior health educator at Santa Cruz County Health Services Agency, spoke in support of staff recommendation and spoke about efforts to obtain funding for future projects.

Assistant Public Works & Utilities Director Rodriguez, in answering Member Montesino, spoke about efforts from staff to address speeding on Harkins Slough Road.

Member González requested that staff explore painting speed limits on roads.

- 4) MOTION:** It was moved by Member González and seconded by Member Montesino to approve the resolution listed below.

5) City Council Deliberation on the Motion

Mayor Dutra spoke about success of implementation of recent traffic calming measures citywide.

- 6) MOTION:** The above motion carried by the following vote:

AYES: MEMBERS: Estrada, García, González, Montesino,
Parker, Dutra

NOES: MEMBERS: None

ABSENT: MEMBERS: Hurst

RESOLUTION NO. 100-21 (CM):

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE
APPROVING THE CITY OF WATSONVILLE VISION ZERO ACTION PLAN 2021**

9.b PROJECT LISTS FOR TRANSPORTATION PROJECTS FUNDED BY MEASURE D & SB1

- 1) Staff Report by Assistant Public Works & Utilities Director Rodriguez & Principal Engineer Fontes.**
- 2) City Council Clarifying & Technical Questions (None)**
- 3) Public Input**
Steve Trujillo spoke in support of staff recommendation.
- 4) MOTION:** It was moved by Member Montesino and seconded by Mayor Dutra to approve the resolution listed below.
- 5) City Council Deliberation on Motion**
Assistant Public Works & Utilities Director Rodriguez, in answering Member Montesino, spoke about staff efforts to prepare projects for construction and efforts to obtain funding for said projects.

In answering Mayor Dutra, Assistant Public Works & Utilities Director Rodriguez stated staff would continue to seek funding for installation of a traffic signal at Freedom Boulevard and Sydney Avenue. Assistant Public Works & Utilities Director Rodriguez added that the City would continue to pursue placing utility poles underground.

Members Estrada and Gonzalez asked that staff ensure road repairs are even with the rest of the road.

MOTION: The above motion carried by the following vote:

AYES:	MEMBERS:	Estrada, González, Montesino, Parker, Dutra
NOES:	MEMBERS:	None
ABSENT:	MEMBERS:	García, Hurst

- 6) RESOLUTION NO. 101-20 (CM):**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THE 2021 MEASURE D 5-YEAR PROGRAM OF PROJECTS (FY 2021/2022 - FY 2025/2026) FOR THE CITY OF WATSONVILLE FUNDED BY MEASURE D APPROVED BY VOTERS ON NOVEMBER 8, 2016
- 7) RESOLUTION NO. 102-20 (CM):**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THE CITY OF WATSONVILLE – SB1 PROJECT LIST FY 21/22 TO BE FUNDED BY SENATE BILL 1 FUNDS

10. EMERGENCY ITEMS ADDED TO AGENDA

11. REQUESTS & SCHEDULING FUTURE AGENDA ITEMS

Member Estrada, on behalf of Member Garcia, requested an item to consider a process for processing community complaints against Council.

12. ADJOURNMENT

The meeting adjourned at 9:14 p.m.

Jimmy Dutra, Mayor

ATTEST:

Beatriz Vázquez Flores, City Clerk



MINUTES SPECIAL CITY COUNCIL MEETING

April 10, 2021

9 Eureka Canyon Road
Watsonville, CA 95076

9:00 A.M. TO 3:00 P.M.

1. ROLL CALL

Mayor Dutra and Council Members Estrada, García, González, Hurst, and Montesino were present. Mayor Pro Tempore Parker was absent.

Staff members present were City Manager Huffaker, City Clerk Vázquez Flores, Assistant City Manager Vides, Public Works & Utilities Director Palmisano, Police Chief Honda, Fire Chief Lopez, Deputy City Manager Manning, Administrative Services Director Czerwin, Community Development Director Merriam, Interim Library Director Martinez, Innovation & Technology Director Boyes, Parks & Community Services Director Calubaquib, Assistant Public Works & Utilities Director Di Renzo, Police Captain Zamora, Assistant City Clerk Ortiz, Executive Assistant to CM & CC Fernandez, and Personnel Technician Perez.

Facilitator Antonia Franco.

2. NEW BUSINESS

2.a STRATEGIC PLAN WORKSHOP

Welcome and Introductions

Set the Stage

Community Building Exercise

What has the City learned about itself?

Interview Findings - What's Important to Focus on for 2021-2023

Introduce Theme Competition

Group Activity: Work through the Strategic Priorities

1) Public Input (None)

The City Council recessed for lunch at 12:00 p.m.

12:30 P.M.

The meeting reconvened at 12:30 p.m.

2.b STRATEGIC PLAN WORKSHOP (continued)

Present the Results

Introduce Key Considerations

Final Team Discussion Themes/Slogans

Closing Activities

Communications Plan

Group Presentation of Themes

Individual Reflections

Closing Remarks

1) Public Input

Eli spoke about the importance of accessible locations for Council meetings and workshops. She asked that the City continue to use Zoom to conduct meetings post the COVID-19 Pandemic. She also asked the City to hire a social media manager to increase information distribution through social media, particularly Instagram.

3. ADJOURNMENT

The meeting adjourned at 3:00 p.m.

Jimmy Dutra, Mayor

ATTEST:

Beatriz Vázquez Flores, City Clerk



Agenda Report

MEETING DATE: Tuesday, April 27, 2021

TO: City Council

FROM: PUBLIC WORKS & UTILITIES DIRECTOR PALMISANO
DANIELLE GREEN, PRINCIPAL ENGINEER

SUBJECT: APPROVE FINAL CONSTRUCTION CHANGE ORDER AND
BUDGET TRANSFER FOR THE MADISON ALLEY SANITARY
SEWER REPLACEMENT, PROJECT SS-20-02 IN THE AMOUNT
OF \$23,076.47

STATEMENT OF ISSUES:

Unforeseen existing hardened slurry was encountered in various locations along the trench during the completion of the Madison Alley Sanitary Sewer Replacement Project (SS-20-02), resulting in additional work performed by the contractor.

RECOMMENDED ACTION:

It is recommended that City Council execute Contract Change Order No. 2 for \$23,076.47 with K. J. Woods Construction, Inc. for resolution of the final unforeseen extra work encountered by the contractor in the installation of the Madison Alley Sewer Replacement, Project SS-20-02.

DISCUSSION:

At prior meetings, City Council awarded a contract for the construction of the Madison Alley Sanitary Sewer Replacement, Project SS-20-02 to the lowest, responsive bidder, K. J. Woods Construction, Inc. The project included removing and replacing approximately 980 linear feet of 6-inch vitrified clay sewer that was in poor condition with new 8-inch PVC pipe to meet current City standards for a total cost of \$291,000, including Contract Change Order No. 1.

In the course of installing the new sewer, the contractor encountered unforeseen hardened slurry in certain locations along the trench line that was not diggable by conventional methods, and required additional equipment to be mobilized and labor effort to be expended. These unforeseen extra work costs were tracked on a time and materials basis daily and reviewed by staff for accuracy. The total change order amount includes these extra work costs, as well as the final adjustment of estimated bid item quantities to match the actual quantities installed.

The work has been completed satisfactorily and the final execution of Contract Change Order No. 2 is all that remains to successfully close out the project.

STRATEGIC PLAN:

The Madison Alley Sewer Replacement project is consistent with:

Strategic Plan Priority 03-Infrastructure & Environment

FINANCIAL IMPACT:

This change order will add \$23,076.47 to the contract amount. This will require a budget transfer from 911-7855-14412, which has sufficient funds that will not be used this fiscal year.

ALTERNATIVE ACTION:

No alternatives. The project is complete other than finalizing this change order.

ATTACHMENTS AND/OR REFERENCES (If any):

None.

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING CONTRACT CHANGE ORDER NUMBER 2 WITH K. J. WOODS CONSTRUCTION, INC., A CORPORATION, FOR THE MADISON ALLEY SANITARY SEWER REPLACEMENT, PROJECT NO. SS-20-02; INCREASING THE SCOPE OF WORK AND CONTRACT AMOUNT NOT TO EXCEED \$23,076.47, AND DIRECTING THE CITY MANAGER TO EXECUTE SAME

Amends Resolution No.'s 210-20 (CM) and 56-21 (CM)

WHEREAS, on or about December 8, 2020, the City awarded bid of \$188,000 to K. J. Woods Construction, Inc., a corporation, [Contractor's License #701797] for the Madison Alley Sanitary Sewer Replacement, Project No. SS-20-02; and

WHEREAS, on March 9, 2021, Council adopted Resolution No. 56-21 (CM) approving Change Order Number 1 with K. J. Woods Construction, Inc., adding to the scope of work and increasing the cumulative total contract amount to \$291,000; and

WHEREAS, existing hardened slurry was encountered during the completion of the project, resulting in additional work; and

WHEREAS, Contract Change Order Number 2 increases the contract amount by \$23,076.47 (from contract amount prior to this change order of \$291,000 to \$314,076.47).

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

1. That Contract Change Order Number 2 with K. J. Woods Construction, Inc., a corporation, for the Madison Alley Sanitary Sewer Replacement, Project No. SS-20-02, increasing the scope of work and contract amount not to exceed \$23,076.47, a copy of which Change Order No. 2 is attached hereto and incorporated herein by this reference, is hereby approved.

2. That the City Manager be and is hereby authorized and directed to execute Contract Change Order Number 2 on behalf of the City of Watsonville.

CITY OF WATSONVILLE

Public Works and Utilities Department

CONTRACT CHANGE ORDER No. 2Contract No. 1906Project Name: **Madison Alley Sanitary Sewer Replacement**City Project No. SS-20-02Contractor: **KJ Woods Construction****Description of Work:**

Additional work occurred in the form of unforeseen conditions during the excavation process. This included removing existing unforeseen slurry in numerous locations along the trench utilizing a breaker attachment as the hardened slurry was not diggable. These extra work costs were tracked on daily time and materials basis and reviewed by City staff. Also, a total of 10 laterals above the estimated bid quantity were identified and reinstated. This change order is for the added cost of the unforeseen extra work costs and adjustment of final bid item quantities.

Daily Extra Work Reports (DEWR) 1-9 Total = \$22,576.47

Bid Item 5 - Locate and Reinstall Laterals

\$50 x 10 EA = \$500.00

Total of Change Order No. 2 \$23,076.47

By reason of this order the time of completion will be adjusted as follows: N/A

This change order constitutes full and complete compensation for all labor, equipment, materials, overhead, profit, any and all indirect costs and time adjustment required to perform the above described change. All work shall be completed in accordance with the applicable provisions of the Contract Documents.

Accepted By Contractor:

DocuSigned by:

Ian Daly

4/12/2021 | 9:57 AM PDT

6300F1309CA943C...

KJ Woods Construction

Date

City Approval:

DocuSigned by:

Danielle Green

4/12/2021 | 3:36 PM PDT

Project Manager

Date

DocuSigned by:

Rene Palmisano

4/12/2021 | 5:01 PM PDT

Director Public Works & Utilities

Date

If Cumulative Change Order Percentage is Greater Than 15% the Following Signatures are also required:

DocuSigned by:

Cindy Czerwin

4/13/2021 | 10:29 PM PDT

Director of Administrative Service

Date

City Manager

Date

CITY OF WATSONVILLE
Public Works and Utilities Department

CONTRACT CHANGE ORDER No. 2

Contract No. 1906

Project Name: Madison Alley Sanitary Sewer Replacement

City Project No. SS-20-02

Contractor: KJ Woods Construction

Contract Summary:

The Original Contract Sum:	\$188,000.00
Net Change by Previously Authorized Change Orders	\$103,000.00
The Contract Sum Prior to this Change Order:	\$291,000.00
Amount of this Change Order:	\$23,076.47
The New Contract Sum Including this Change Order:	\$314,076.47
Cumulative Change Order Percentage Increase	67.1%

CITY OF WATSONVILLE - MADISON ALLEY SANITARY SEWER REHAB PROJECT			JOB
ADDITIONAL WORK - MISC EXTRA WORK - CHANGE ORDERS			20-392
See DEWRs for full description of items of work			
DEWR	DATE	DESCRIPTION OF WORK	\$
1	2/5/2021	REMOVAL OF EXISTING SLURRY BACKFILL	\$ 1,938.22
2	2/8/2021	REMOVE SLURRY ON WATERS ALLEY EAST OF LINCOLN ST. IN 3 DIFFERENT LOCATIONS.	\$ 3,568.29
3	2/9/2021	REMOVING SLURRY FROM TRNCH NORTH F MH 1652.	\$ 2,056.89
4	2/10/2021	REMOVE SLURRY FROM TRENCH BETWEEN MH 1652-1655, 2 DIFFERENT SPOTS 12LF+ 24LF	\$ 2,363.02
5	2/11/2021	BREAK/CHIP SLURRY AROUND 1/2"HAS SERVICE BETWEEN MH 1652-1655 FOR 23 LF	\$ 3,022.86
6	2/16/2021	Break slurry used to backfill sewer 79lf from end of line removed 17LF	\$ 2,045.93
7	2/17/2021	DIGGING OUT AND REPLACING CONCRETE DRIVEWAYS WITH REBAR MAT	\$ 3,866.92
8	2/18/2021	LOADING SLURRY FROM YARD TO DUMP AND SEPARATE SLURRY FROM DIRT IN YARD	\$ 2,179.84
9	2/2/2021	SURVEYING NEW ALIGNMENT AND INVESTIGATION WORK	\$ 1,534.50
		TOTAL TO DATE	\$ 22,576.47

DAILY EXTRA WORK REPORT

PROJECT: MADISON ALLEY SANITARY

SEWER REPLACEMENT

OWNER: CITY OF WATSONVILLE

WORK PERFORMED BY:

K.J. Woods Construction Inc.

P.O. BOX 947

S. San Francisco, CA. 94083

415 759-0506

RE PCO:	
REPORT NO:	2

DATE (mm/dd/yy): 2/8/2021

WORK PERFORMED BY: K.J. Woods Construction

DESCRIPTION OF WORK:

REMOVE SLURRY ON WATERS ALLEY EAST OF LINCOLN ST. IN 3 DIFFERENT LOCATIONS. 4LF, 12LF, 28LF AROUND 6" GAS MAIN

[illegible]

C-SUBS		COST OF SUBS/WORK - C		
DESCRIPTION	QTY.	UNIT	UNIT COST	COST + TAX
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
COST OF SUBS - C				\$ -
10 %MARK-UP(Subcontractor)				\$ -
SUBTOTAL C				\$ -

TOTAL COST A + B + C (incl. markup)	\$ 1,101.68
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D- LABOR			HOURS	RATE	EXT. AMOUNT
	NICOLAS AGUILAR	REG.	3.5	\$ 58.36	\$ 204.26
		O.T.			\$ -
	ROBERT GOLDEN	REG.	3.5	\$ 87.40	\$ 305.90
		O.T.			\$ -
	EDUARDO VELASCO	REG.	3.5	\$ 66.81	\$ 233.84
		O.T.			\$ -
	JOSE PEREZ	REG.	3.5	\$ 58.36	\$ 204.26
		O.T.			\$ -
	FABIAN RICO	REG.	3.5	\$ 61.81	\$ 216.34
		O.T.			\$ -
	OCTAVIO ROBLES	REG.	3.5	\$ 73.86	\$ 258.51
		O.T.			\$ -
	SEAN WOODS	REG.	3.5	\$ 79.43	\$ 278.01
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
SUBTOTAL					\$ 1,701.11
10 % LABOR SURCHARGE					\$ 170.11
35 % MARKUP ON LABOR					\$ 595.39
SUBTOTAL					\$ 2,466.60
TOTAL COST OF LABOR				D	\$ 2,466.60
TOTAL COST OF EQUIPMENT, MATERIALS, SUBCONTRACT				A B C	\$ 1,101.68
SUBTOTAL					\$ 3,568.29

TOTAL THIS REPORT	<u>\$3,568.29</u>
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TIME EXTENSION	X
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DAILY EXTRA WORK REPORT

PROJECT: MADISON ALLEY SANITARY

SEWER REPLACEMENT

OWNER: CITY OF WATSONVILLE

WORK PERFORMED BY:

K.J. Woods Construction Inc.

P.O. BOX 947

S. San Francisco, CA. 94083

415 759-0506

<u>RE PCO:</u>	
<u>REPORT NO:</u>	3

REPORT NO: 3

DATE (mm/dd/yy): 2/9/2021

WORK PERFORMED BY: K.J. Woods Construction

DESCRIPTION OF WORK:

REMOVING SLURRY FROM TRNCH NORTH F MH 1652. 10FT FOR 12LF OF SLURRY AND SECOND SECTION 22LF

[illegible]

C-SUBS				COST OF SUBS/WORK - C	
DESCRIPTION	QTY.	UNIT	UNIT COST	COST + TAX	
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
COST OF SUBS - C				\$	-
10 %MARK-UP(Subcontractor)				\$	-
SUBTOTAL C				\$	-

TOTAL COST A + B + C (incl. markup)	\$ 647.40
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D- LABOR			HOURS	RATE	EXT. AMOUNT
	NICOLAS AGUILAR	REG.	2	\$ 58.36	\$ 116.72
		O.T.			\$ -
	ROBERT GOLDEN	REG.	2	\$ 87.40	\$ 174.80
		O.T.			\$ -
	EDUARDO VELASCO	REG.	2	\$ 66.81	\$ 133.62
		O.T.			\$ -
	JOSE PEREZ	REG.	2	\$ 58.36	\$ 116.72
		O.T.			\$ -
	FABIAN RICO	REG.	2	\$ 61.81	\$ 123.62
		O.T.			\$ -
	OCTAIO ROBLES	REG.	2	\$ 73.86	\$ 147.72
		O.T.			\$ -
	SEAN WOODS	REG.	2	\$ 79.43	\$ 158.86
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
SUBTOTAL					\$ 972.06
10 % LABOR SURCHARGE					\$ 97.21
35 % MARKUP ON LABOR					\$ 340.22
SUBTOTAL					\$ 1,409.49
TOTAL COST OF LABOR				D	\$ 1,409.49
TOTAL COST OF EQUIPMENT,MATERIALS, SUBCONTRACT				A B C	\$ 647.40
SUBTOTAL					\$ 2,056.89

TOTAL THIS REPORT	<u>\$2,056.89</u>
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TIME EXTENSION	X
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DAILY EXTRA WORK REPORT

PROJECT: MADISON ALLEY SANITARY

SEWER REPLACEMENT

OWNER: CITY OF WATSONVILLE

WORK PERFORMED BY:

K.J. Woods Construction Inc.

P.O. BOX 947

S. San Francisco, CA. 94083

415 759-0506

<u>RE PCO:</u>	
<u>REPORT NO:</u>	4

DATE (mm/dd/yy): 2/10/2021

WORK PERFORMED BY: K.J. Woods Construction

DESCRIPTION OF WORK: REMOVE SLURRY FROM TRENCH BETWEEN MH 1652-1655, 2 DIFFERENT SPOTS 12LF+ 24LF

[illegible]

C-SUBS		COST OF SUBS/WORK - C		
DESCRIPTION	QTY.	UNIT	UNIT COST	COST + TAX
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
COST OF SUBS - C				\$ -
10 %MARK-UP(Subcontractor)				\$ -
SUBTOTAL C				\$ -

TOTAL COST A + B + C (incl. markup)	\$ 743.66
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D- LABOR			HOURS	RATE	EXT. AMOUNT
	NICOLAS AGUILAR	REG.	1	\$ 58.36	\$ 58.36
		O.T.	1	\$ 74.64	\$ 74.64
	ROBERT GOLDEN	REG.	1	\$ 87.40	\$ 87.40
		O.T.	1	\$ 114.98	\$ 114.98
	EDUARDO VELASCO	REG.	1	\$ 66.81	\$ 66.81
		O.T.	1	\$ 87.31	\$ 87.31
	JOSE PEREZ	REG.	1	\$ 58.36	\$ 58.36
		O.T.	1	\$ 74.64	\$ 74.64
	FABIAN RICO	REG.	1	\$ 61.81	\$ 61.81
		O.T.	1	\$ 79.81	\$ 79.81
	OCTAVIO ROBLES	REG.	1	\$ 73.86	\$ 73.86
		O.T.	1	\$ 96.36	\$ 96.36
	SEAN WOODS	REG.	1	\$ 79.43	\$ 79.43
		O.T.	1	\$ 103.03	\$ 103.03
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
SUBTOTAL					\$ 1,116.80
10 % LABOR SURCHARGE					\$ 111.68
35 % MARKUP ON LABOR					\$ 390.88
SUBTOTAL					\$ 1,619.36
TOTAL COST OF LABOR				D	\$ 1,619.36
TOTAL COST OF EQUIPMENT,MATERIALS, SUBCONTRACT				A B C	\$ 743.66
SUBTOTAL					\$ 2,363.02

TOTAL THIS REPORT	<u>\$2,363.02</u>
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TIME EXTENSION	X
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DAILY EXTRA WORK REPORT

PROJECT: MADISON ALLEY SANITARY

SEWER REPLACEMENT

OWNER: CITY OF WATSONVILLE

WORK PERFORMED BY:

DESCRIPTION OF WORK:

K.J. Woods Construction Inc.

P.O. BOX 947

S. San Francisco, CA. 94083

415 759-0506

<u>RE PCO:</u>	
<u>REPORT NO:</u>	7

DATE (mm/dd/yy): 2/17/2021

K.J. Woods Construction

DIGGING OUT AND REPLACING CONCRETE DRIVEWAYS AT WATERS ALLEY & LINCOLN ST WITH REBAR MAT

[illegible]

C-SUBS		COST OF SUBS/WORK - C			
DESCRIPTION	QTY.	UNIT	UNIT COST	COST + TAX	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
COST OF SUBS - C				\$ -	
10 %MARK-UP(Subcontractor)				\$ -	
SUBTOTAL C				\$ -	

TOTAL COST A + B + C (incl. markup)	\$ 1,905.39
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D- LABOR			HOURS	RATE	EXT. AMOUNT
	NICOLAS AGUILAR	REG.	4	\$ 58.36	\$ 233.44
		O.T.			\$ -
	EDUARDO VELASCO	REG.	4	\$ 66.81	\$ 267.24
		O.T.			\$ -
	FABIAN RICO	REG.	8	\$ 61.81	\$ 494.48
		O.T.	0.5	\$ 79.81	\$ 39.91
	SEAN WOODS	REG.	4	\$ 79.43	\$ 317.72
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
SUBTOTAL					\$ 1,352.79
10 % LABOR SURCHARGE					\$ 135.28
35 % MARKUP ON LABOR					\$ 473.47
SUBTOTAL					\$ 1,961.54
TOTAL COST OF LABOR				D	\$ 1,961.54
TOTAL COST OF EQUIPMENT,MATERIALS, SUBCONTRACT				A B C	\$ 1,905.39
SUBTOTAL					\$ 3,866.92

TOTAL THIS REPORT	<u>\$3,866.92</u>
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TIME EXTENSION

X

DAILY EXTRA WORK REPORT

PROJECT: MADISON ALLEY SANITARY

SEWER REPLACEMENT

OWNER: CITY OF WATSONVILLE

WORK PERFORMED BY:

DESCRIPTION OF WORK:

K.J. Woods Construction Inc.

P.O. BOX 947

S. San Francisco, CA. 94083

415 759-0506

RE PCO:	
REPORT NO:	8

DATE (mm/dd/yy): 2/18/2021

K.J. Woods Construction

LOADING SLURRY FROM YARD TO DUMP AND SEPARATE SLURRY FROM DIRT IN YARD

[illegible]

C-SUBS		COST OF SUBS/WORK - C		
DESCRIPTION	QTY.	UNIT	UNIT COST	COST + TAX
BILL MCRAE	6.5	HRS	\$ 125.00	\$ 812.50
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
COST OF SUBS - C				\$ 812.50
10 %MARK-UP(Subcontractor)				\$ 81.25
SUBTOTAL C				\$ 893.75

TOTAL COST A + B + C (incl. markup)	\$ 1,419.46
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D- LABOR			HOURS	RATE	EXT. AMOUNT
	ROBERT GOLDEN	REG.	6	\$ 87.40	\$ 524.40
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
SUBTOTAL					\$ 524.40
10 % LABOR SURCHARGE					\$ 52.44
35 % MARKUP ON LABOR					\$ 183.54
SUBTOTAL					\$ 760.38
TOTAL COST OF LABOR				D	\$ 760.38
TOTAL COST OF EQUIPMENT,MATERIALS, SUBCONTRACT				A B C	\$ 1,419.46
SUBTOTAL					\$ 2,179.84

TOTAL THIS REPORT	<u>\$2,179.84</u>
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TIME EXTENSION	X
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DAILY EXTRA WORK REPORT

PROJECT: MADISON ALLEY SANITARY

SEWER REPLACEMENT

OWNER: CITY OF WATSONVILLE

WORK PERFORMED BY:

DESCRIPTION OF WORK:

K.J. Woods Construction Inc.

P.O. BOX 947

S. San Francisco, CA. 94083

415 759-0506

RE PCO:

REPORT NO:

9

DATE (mm/dd/yy): 2/2/2021

K.J. Woods Construction

SURVEYING NEW ALIGNMENT AND INVESTIGATION WORK

[illegible]

C-SUBS		COST OF SUBS/WORK - C			
DESCRIPTION	QTY.	UNIT	UNIT COST	COST + TAX	
TERRA FIRMA	1	LS	\$ 1,395.00	\$ 1,395.00	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
COST OF SUBS - C				\$ 1,395.00	
10 %MARK-UP(Subcontractor)				\$ 139.50	
SUBTOTAL C				\$ 1,534.50	

TOTAL COST A + B + C (incl. markup)	\$ 1,534.50
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D- LABOR			HOURS	RATE	EXT. AMOUNT
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
		REG.			\$ -
		O.T.			\$ -
SUBTOTAL					\$ -
10 % LABOR SURCHARGE					\$ -
35 % MARKUP ON LABOR					\$ -
SUBTOTAL					\$ -
TOTAL COST OF LABOR				D	\$ -
TOTAL COST OF EQUIPMENT, MATERIALS, SUBCONTRACT				A B C	\$ 1,534.50
SUBTOTAL					\$ 1,534.50

TOTAL THIS REPORT

\$1,534.50

TIME EXTENSION

X



Agenda Report

MEETING DATE: Tuesday, April 27, 2021

TO: CITY COUNCIL

FROM: PERSONNEL COMMISSION
CITY CLERK VÁZQUEZ FLORES

SUBJECT: ASSISTANT CITY CLERK – JOB DESCRIPTION AND
CLASSIFICATION

STATEMENT OF ISSUES:

The Assistant City Clerk job description was created in 2007, since then the City Clerk Office has transitioned almost all of its operations to electronic solutions. Therefore, the Assistant City Clerk's functions have been evolving to a more project management and administrative nature.

RECOMMENDED ACTION:

It is recommended that the Council approve the revised Job Classification and Job Description for Assistant City Clerk at the established salary range of \$36.48-\$48.89 per hour and \$6323.74 - \$8474.40 per month. The update job description was approved by the Personnel Commission at its April 21, 2021 meeting.

DISCUSSION:

This proposed revised job description will reflect more accurately what the Assistant City Clerk position is currently performing. The City Clerk's Office also provides administrative support to the City Attorney; therefore, the Assistant City Clerk Job Description will include those functions.

Proposed Salary Range:

The table below shows a salary comparison with this proposed revised classification and existing similar positions in the City of Watsonville and within the Management Unit. The proposed classification is at a similar level of responsibilities and compensation as the Senior Administrative Analyst.

Internal Salary Comparison Assistant City Clerk	Monthly Salary Step 0	Monthly Salary Step 6
Current Asst. City Clerk	\$5,994.60	\$8,033.35
Proposed Revised Assistant City Clerk	\$6,323.74	\$8,474.40

Sr. Admin Analyst	\$6,323.74	\$8,474.40
Sr. HR Analyst	\$6,367.70	\$8,533.37

There is no external comparison because the job classification does not exist in the designated (Santa Cruz, Gilroy, Monterey, Salinas, Morgan Hill, Hollister, Santa Cruz County) comparison cities. However, the recommended salary range is comparable to those cities in California where the position does exist.

FINANCIAL IMPACT:

The proposed salary range for the Assistant City Clerk would be increased by approximately 5.49%; however, this increase can be absorbed in the current City Clerk Office's budget.

ATTACHMENTS:

None.

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF ASSISTANT CITY CLERK (MANAGEMENT UNIT) AND THE REALLOCATION OF THE SALARY RANGE FROM \$34.59 – \$46.35 PER HOUR TO \$36.48 - \$48.89 PER HOUR

Rescinds Resolution No. 229-07 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Assistant City Clerk; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Assistant City Clerk, a copy of which is attached hereto and incorporated herein by this reference.

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

1. That the revised job description of Assistant City Clerk is hereby approved.
2. That the reallocation of the job description of Assistant City Clerk Salary Range from \$34.59 - \$46.35 per hour to \$36.48 - \$48.89 per hour is hereby approved.



City of Watsonville

Job Description

JOB TITLE: ASSISTANT CITY CLERK

DATE APPROVED:

DEPARTMENT: CITY CLERK

SUPERSEDES: Assistant City Clerk

REPORTS TO: CITY CLERK

SUPERVISION: Receives administrative direction from the City Clerk. May exercise direct supervision over assigned administrative support personnel.

EMPLOYEE UNIT: MANAGEMENT

FLSA: Exempt

JOB SUMMARY:

Under the direction of the City Clerk, the Assistant City Clerk assists in planning and organizing the daily operations of the City Clerk's office. Serves as the City Clerk in his/her absence, manages elections; manages records management software and records requests, reviews contracts, accepts and reviews claims, provides administrative support to the Council and provides services as a member of the department's management team; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Assistant City Clerk has considerable latitude, with the primary focus on day-to-day management and administration of the operations. It is distinguished from the City Clerk in that the City Clerk has overall responsibility for the department. The Assistant City Clerk is further distinguished from the Deputy City Clerk, in that the Deputy City Clerk is primarily responsible for clerical, technical, and administrative support services.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Serve as Assistant City Clerk to the City Council; attend and open regular and special city council meetings as assigned; assist in posting, mailing and publication of legally required notices of public hearings including City Council, committees, and special agencies and authorities' meetings in accordance with the Brown Act, City Charter and Municipal Code.
- Provide analytical, legal, and administrative support to the City Attorney's Office.
- Prepare and distribute agendas, materials, minutes and records of meetings in proper legislative terminology; distribute information as requested; responsible for the cataloging and filing of City records; codify and maintain the City's Municipal Code.
- Manage Municipal elections, both regular and special; assist in managing the receipt and processing of petitions relating to initiatives, recalls and referendums.
- Assist with Council candidates nomination process.
- Act as filing officer for local campaigns and conflict of interest statements; and assist in administering the provisions of the Political Reform Act.

- Respond to citizen inquiries and resolves difficult and sensitive complaints; provide notary service to City documents, City staff and the general public; prepare City Council reports, memoranda, correspondence, and other informational materials.
- Oversee City Boards and Commissions; conduct recruitment, notice advertisements, and process applications.
- Select, train, motivate and evaluate City Clerk's Office personnel; provide or coordinate staff training and work with employees to correct deficiencies
- Develop and administer the office budget; assist in directing the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Provide highly responsible administrative and technical support to the City Council.
- Manage all City records requests covered under the Public Records Act.
- Independently compose ordinances, resolutions, and prepare clear reports and correspondence.
- Receive and manage claims and lawsuits filed against the City.
- Represents the department in interdepartmental and interagency projects in the absence of the City Attorney and/or City Clerk or as directed
- Monitor, analyze, and report on the effects of legislation and judicial actions on assigned program areas of responsibility.
- Analyzes issues and prepares reports for submission to the City Council
- Perform legal and/or general research utilizing online resources, document management systems, and print materials; research may include contacting other external agencies and organizations; prepare written correspondence.
- Review data and documents, and identify relevant, confidential, sensitive, privileged, and/or protected information; may redact appropriate data and maintains document logs.
- Maintain and update Office Law Library and other research materials.
- Maintain Records Retention Schedule and assist departments with questions pertaining to records destruction.
- Provide complex research and retrieval of records and documents for the public and City departments.
- Interpret and apply City and department policies, procedures, rules and regulations; and explain various rules and regulations relating to City Clerk operations.
- Provide training to employees regarding various functions of the City Clerk's operations including records retention, agenda process, City legislative procedures, contracts processing, and other areas.
- Manages City Clerk's Office technology.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Respond to the more difficult complaints and requests for information from the public and City staff and research requested information and determine appropriate resolutions.
- Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.
- Perform related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of government City Clerk functions and requirements.
- Applicable federal, state and municipal codes, laws and regulations related to City Clerk duties and public meetings.
- Election laws and procedures and political reform requirements.
- Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations and laws.
- Modern methods of records management, including legal requirement for recording, retention, and disclosure.
- Principles and techniques budgeting procedures and techniques.
- Principles and practices of risk management in particular contract/leases administration.
- Principles and practices of official record keeping and management; modern office procedures and computer equipment.
- Principles and practices of supervision, training and personnel management.
- Principles and practices of work safety.
- Business English, spelling and arithmetic.
- Principles of business letter writing and report preparation.
- Methods and techniques of public relations.

Ability to:

- Organize work, set priorities, and meet deadlines related to scheduling, and coordinating City Clerk operational activities; and to act as the City Clerk in his or her absence.
- Analyze work papers, reports, and projects; know laws, regulations and codes; problem solve department related issues and explain and interpret policies and procedures; review municipal codes; interpret and evaluate staff reports; know laws, regulations and codes; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- Learn the City's Municipal Code.
- Assist in the preparation, conduct and certification of municipal elections.
- Participate in managing an efficient records management system, including staying current with computer and electronic methods of indexing, classifying, storing, and retrieving documents and records.
- Interpret and apply municipal laws and procedures including State law regarding, the Public Records Act, Brown Act, Political Reform Act, the Government Code, and Election Code.
- Analyze and interpret complex legal documents and contracts and administrative procedures and regulations.
- Assist in the development and monitoring of the City Clerk budget.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect; work with various cultural and ethnic groups in a tactful and effective manner.

- Communicate clearly and concisely, both orally and in writing.
- Exercise sound, independent judgment within general policy guidelines.
- Preserve confidentiality of sensitive material routinely encountered as part of work assignments.
- Operate personal computer with proficiency and familiarity and type at a speed necessary for successful job performance; be comfortable learning new software.

PHYSICAL REQUIREMENTS:

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job, the employee is regularly required to sit, bend, talk and hear. The employee frequently is required to use hands to press, handle, or feel. The employee is required to stand and walk and to lift or move up to 30 pounds and regularly required to drive. Specific vision abilities required by this job include close vision and ability to adjust focus.

This position typically works in indoor conditions. The employee frequently works near video display. The employee is regularly exposed to outside weather conditions. The noise level in the indoor work environment is usually quiet, while the outdoor environment is occasionally loud. This position may be required to work long and varied hours, including evenings and/or weekends if required; work under pressure and time constraints.

TRAINING AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, records management or a related field is required.

Acceptable Substitution

Seven years of extensive relevant experience working in a City Clerks' Office, possession of Certified Municipal Clerk designation from the International Institute of Municipal Clerk's (IIMC), or completion of the Technical Training for Clerks (TTC) may be substituted for college degree.

Experience:

Four years of progressively responsible experience performing responsible and complex administrative office work using state of the art technology in a local government agency and Administrative and supervisory or project management, preferably in a City Clerk's Office.

LICENSE & CERTIFICATION:

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Possession of, or ability to obtain Certified Municipal Clerk designation from the International Institute of Municipal Clerk's (IIMC) or completion of the Technical Training for Clerks (TTC).



Agenda Report

MEETING DATE: Tuesday, April 27, 2021

TO: City Council

FROM: PERSONNEL COMMISSION
ADMINISTRATIVE SERVICES DIRECTOR CZERWIN

SUBJECT: APPROVAL AND AUTHORIZATION OF A NEW ASSISTANT
FINANCE MANAGER JOB CLASSIFICATION

STATEMENT OF ISSUES:

Implement new desired organizational structure of the Finance Department by creation of a new job classification.

RECOMMENDED ACTION:

It is recommended that the City Council approve the new job classification and job description for Assistant Finance Manager at salary range \$48.02-\$61.28 per hour and \$8,322.86-\$11,153.42 per month.

DISCUSSION:

The Finance Department is restructuring after position reductions and a pivotal department retirement. In late 2019 the department updated the Assistant Finance Director position and rescinded the Assistant Finance Officer position in anticipation of the retirement of the person who had sat in the number two position in the department for over 20 years. The department had previously been structured with an Assistant Finance Officer and two Senior Financial Analysts. With that retirement and the ensuing budget cuts that occurred at the beginning of 2020 with the pandemic the department was forced to reduce one of the Senior Financial Analyst positions. This forced the department to restructure work and resulted in the remaining Senior Financial Analyst to work consistently at a higher level of analytic difficulty and management and oversight of lower level positions that had previously been expected. Therefore, it is recommended that the proposed Assistant Finance Manager classification and job description are approved to better match current duties. This position will be placed at 11.7% above the Senior Financial Analyst position. The Personnel Commission considered this action at its April 21, 2021 and recommends City Council approval.

Assistant Finance Manager

The Assistant Finance Manager is single-position class at the management level and performs diverse and specialized finance and accounting work that is complex and involves significant accountability and decision-making responsibility. This class is responsible for supervising staff and managing areas such as budget, accounts receivables, payroll, accounts payable,

general ledger, grant accounting, fixed asset accounting, enterprise fund accounting, purchasing and other accounting related activities for all City funds.

Salary

The salary requested for this position is a range of \$48.02-\$61.28 per hour and \$8,322.86-\$11,153.42 per month

STRATEGIC PLAN:

02-Fiscal Health – This request assists with the Fiscal Health of the City by allowing the department to restructure at a reduced level of positions.

FINANCIAL IMPACT:

The new position represents an annual \$14,119 increase, at top step, above the department's existing Senior Financial Analyst Position and will be subject to approval in the proposed FY 2021-22 budget process.

ALTERNATIVE ACTION:

The City Council may deny this request.

ATTACHMENTS AND/OR REFERENCES (If any):

None.

RESOLUTION NO. _____ (CM)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WATSONVILLE APPROVING AND AUTHORIZING THE NEW JOB
CLASSIFICATION AND JOB DESCRIPTION FOR ASSISTANT FINANCE
MANAGER (MANAGEMENT UNIT) AT THE ESTABLISHED SALARY
RANGE OF \$48.02 - \$61.28 PER HOUR**

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the new job classification and job description of Assistant Finance Manager; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve and authorize the new job classification and job description of Assistant Finance Manager, a copy of which is attached hereto and incorporated herein by this reference.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF WATSONVILLE, CALIFORNIA, AS FOLLOWS:**

That the job classification and description of Assistant Finance Manager is hereby approved and authorized at the established Salary Range of \$48.02 - \$61.28 per hour.



City of Watsonville

Job Description

JOB TITLE:	Assistant Finance Manager	DATE APPROVED:
DEPARTMENT:	Finance	SUPERSEDES: N/A
REPORTS TO:	Administrative Services Director	
SUPERVISION:	As assigned	
EMPLOYEE UNIT:	Management	
FLSA	Exempt	

JOB SUMMARY: To assist in planning, organizing, and administering the activities and operations of the Finance Department; to supervise staff involved in the maintenance and processing of fiscal records and accounts; to perform professional accounting work; and to represent the Department in the absence of the Administrative Services Director. Employees in this classification receive administrative direction within a framework of general guidelines.

DISTINGUISHING CHARACTERISTICS

Employees in this classification direct, supervise, and formally evaluate the work of others. This job class exercises responsibility for supervising and coordinating the City's fiscal record keeping and reporting operations. This job class requires professional level knowledge of accounting, budgeting, financial reporting methods, procedures, and regulations.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Assists in the development, implementation, administration, and maintenance of accounting, budget control, and reporting operations and systems for City fiscal operations
- Supervises, coordinates, and formally evaluates the work of assigned professional and technical/clerical accounting staff
- Performs technical and professional accounting and auditing functions in support of fiscal operations
- Prepares complex financial analyses, statements, and reports
- Acts as information source to staff, other departments, administrators, outside agencies, and the public regarding departmental activities, operations, requirements, and standards
- Prepares journal entries to close general ledger at fiscal year end

- Invests City funds; analyzes cash flow; analyzes, researches and studies investment opportunities, maintains related records
- Prepares monthly bank reconciliations for a variety of City accounts
- Assists in the preparation of the annual budget; assists departments in preparing budget requests, attends budget hearings; prepares supporting worksheets and graphs
- Manages grants of state and Federal funds; prepares claims and maintains related records and reports
- Acts for the Administrative Services Director in his/her absence
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- budgeting, financial reporting, investments, and grant management
- governmental laws, regulations, statutes, and requirements related to public agency accounting and fiscal record keeping
- data processing concepts and procedures pertaining to financial record keeping operations
- principles and techniques of supervision including staffing employee development, and planning and organizing work

Ability to:

- establish and maintain detailed accounting records, controls, and files
- direct, supervise, coordinate, and formally evaluate the work of others
- organize and prioritize departmental work flow and operations
- accurately check, verify, and analyze a variety of accounting data and draw sound conclusions
- tactfully and effectively communicate in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Sitting – Ability to work in a seated position at a computer station for extended periods of time
- Lifting – Ability to safely lift up to 20 pounds to waist level; both these requirements include bending at knees to facilitate proper lifting techniques
- Manual Dexterity – Ability to perform multiple work activities requiring a significant level of physical and mental coordination, such as operating a computer keyboard, copying machine, grasping files, etc.

- Visual – Ability to read printed materials and view a computer screen for long periods with or without correction
- Hearing and Speech – Ability to communicate in person, before groups, and over the telephone
- Mobility – Ability to work in a standard office setting and operate a motor vehicle to visit various meeting sites, reach, carry, push, pull, stoop and bend, kneel, reach in all directions, climb stairs
- Environment-Work indoors in an office environment subject to heat/cold and fragrances

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- A degree in Business Administration with an emphasis in accounting and two years of responsible professional accounting experience

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record



Agenda Report

MEETING DATE: Tuesday, April 27, 2021

TO: CITY COUNCIL

FROM: PERSONNEL COMMISSION
POLICE CHIEF HONDA

SUBJECT: UPDATED POLICE SERVICE SPECIALIST JOB DESCRIPTION

RECOMMENDED ACTION:

It is recommended that the City Council approve the updated Police Service Specialist (PSS) job description. There is no proposed change to the salary. The proposed job description was approved by the Personnel Commission at its April 21, 2021 meeting.

DISCUSSION:

The Police Service Specialist classification serves in a variety of roles in the Police Department supporting sworn staff. This job classification was last updated in 2001 and is in the Operating Engineers Local No. 3 bargaining unit.

Some of the duties of the PSS include reviewing and responding to citizen inquiries and requests, taking and completing police reports in non-emergency incidents, conducting traffic control, assisting with evidence collection, photographing crime scenes, and issuing citations for municipal and vehicle code violations.

The only update proposed to this job description is the removal of the duty to "Register and maintain files of sex offenders, drug offenders, and/or arson offenders with registration requirements." These duties are handled by the detective unit which is staffed with sworn officers.

This request was made by the union and is supported by the employees in the job classification and by the department.

FINANCIAL IMPACT:

There is no proposed change to the salary, so there is no financial impact.

ALTERNATIVE ACTION:

ATTACHMENTS AND/OR REFERENCES (If any):

None.

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF POLICE SERVICE SPECIALIST (OPERATING ENGINEERS LOCAL UNION NO. 3) AND REAFFIRMING THE ESTABLISHED SALARY RANGE OF \$23.84 - \$31.96 PER HOUR

Rescinds Resolution No.'s 22-01 (CM) and 109-14 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Police Service Specialist; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Police Service Specialist, a copy of which is attached hereto and incorporated herein by this reference.

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

That the revised job description of Police Service Specialist is hereby approved at the established Salary Range of \$23.84 - \$31.96 per hour.



City of Watsonville Job Description

JOB TITLE:	Police Service Specialist	DATE APPROVED: January 2001
DEPARTMENT:	Police Department	DATE MODIFIED: January 2021
REPORTS TO:	Assigned Supervisor or Manager	
SUPERVISION:	None	
EMPLOYEE UNIT:	OE3 Miscellaneous	
FLSA:	Non-exempt	

JOB SUMMARY: The Police Service Specialist is either assigned to field duties, vehicle abatement or the support services division and may receive cross training in all fields. Depending on area of assignment, the Police Service Specialist assists law enforcement officers in responsible public contact work; conducts traffic control; performs crime scene investigative duties; takes non-emergency reports; issues citations; handles hazardous substances; and, maintains accurate records and logs related to assigned duties.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, any combination of the following:

- Performs responsible, technical, police services assistance duties in assigned area(s)
- Reviews and responds to various citizen inquiries and requests; provides general assistance, direction, or referral as appropriate
- Takes and completes required Police reports in non-emergency incidents where Police Department action is requested
- Conducts traffic control in a variety of situations; natural disasters, accidents, fires, funerals, etc.
- Testifies in court as necessary
- Performs crime scene investigative duties
- Conducts vehicle abatement duties
- Tows vehicles and fills required CHP forms
- Follow-up on missing person cases via telephone or with assistance from sworn staff if in person
- Searches for, identifies, collects, preserves and processes evidence ranging from microscopic to large, heavy items
- Performs searches and/or pat-downs on suspected persons
- Collects urine samples from suspected persons when requested
- Be available for 24-hour on call status when requested
- Photographs and sketches crime scenes
- Assists the Investigation Bureau in crime analysis and other duties as assigned

- Works in the Support Services division with the Investigation Bureau
- Works in the Property and Evidence division and performs the basic functions of a property and evidence technician occasionally or as needed for cross-training or to fill in a temporary void in the division
- Issues citations for Municipal and vehicle code violations
- Handles hazardous substances including but not limited to , contaminated blood, urine, and semen
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- functions, procedures and policies of a municipal police department
- basic knowledge of laws of arrest, search, and seizure
- police radio procedures
- computers and various software
- proper English usage, spelling, grammar, vocabulary, and punctuation

Ability to:

- learn, appropriately apply, and clearly explain regulations, codes, and ordinances
- properly operate mobile and hand-held police radio
- understand and follow oral and written instructions in an independent manner
- effectively and tactfully communicate in both oral and written forms
- deal courteously and effectively with members of the general public
- compile, complete, and maintain accurate records
- establish and maintain effective work relationships with those contacted in the performance of required duties
- speak English/Spanish highly desirable

PHYSICAL REQUIREMENTS: Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- drive a vehicle
- distinguish colors
- intermittently bend and twist to reach equipment surrounding desk
- crouch, kneel, stoop, squat; push/pull file drawers and supplies, reach in all directions
- bend and lift up to 50 lbs.
- work with hazardous substances such as contaminated blood, urine, and semen
- see adequately to read text, correspondence, forms with fine print with or without correction
- hear adequately to converse on a telephone and in person with or without correction

- use a copy machine, calculator, telephone, and write or use a keyboard
- grasp files, documents, and equipment with right and left hands
- climb stairs
- climb up to and into a Police van
- work indoors using near vision for prolonged periods
- work indoors in an office environment subject to heat/cold and fragrances
- work outdoors for prolonged periods of time
- walk on uneven surfaces

SPECIAL REQUIREMENT: successful completion of a background investigation which may include a polygraph, credit history, driving record, criminal activity, military and employment records, and character references.

TRAINING AND EXPERIENCE

Any combination of training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

High school graduation or GED and two years of experience as a Police Officer, Municipal Court Clerk, Police Records Clerk, or in a related job.

Licenses/Certificates:

- Possession at the time of hire and continued maintenance of a valid California Driver's license and safe driving record.



Agenda Report

MEETING DATE: Tuesday, April 27, 2021

TO: CITY COUNCIL

FROM: PERSONNEL COMMISSION
PARKS & COMMUNITY SERVICES DIRECTOR CALUBAQUIB

SUBJECT: UPDATED PARKS AND COMMUNITY SERVICES DEPARTMENT
JOB DESCRIPTIONS AND SALARY RANGES

STATEMENT OF ISSUES:

Updated job descriptions for positions in the Parks and Community Services Department are proposed to include current duties, employment standards, experience, requirements and salary ranges.

RECOMMENDED ACTION:

It is recommended that the City Council approve and adopt the following proposed job descriptions and/or salary ranges for positions in the Parks and Community Services Department. The proposed job classifications and descriptions were approved by the Personnel Commission at its April 21, 2021 meeting.

The classifications are as follows

- Park Maintenance Worker I
- Park Maintenance Worker II
- Senior Park Maintenance Worker
- Recreation Specialist
- Recreation Coordinator
- Rec Facilities Coordinator
- Park Maintenance Supervisor
- Recreation Supervisor
- Older Adult Services Supervisor
- Park Services Manager
- Recreation Services Manager
- Parks Superintendent
- Recreation Superintendent
- Assistant Parks and Community Services Director
- Parks and Community Services Director

DISCUSSION:

Job Descriptions

The job descriptions for most positions in the Parks and Community Services Department have not been updated for several decades. The proposed job descriptions update the duties, employment standards, training and experience required of today's parks and recreation professionals. Many of the job descriptions are outdated and must be updated to include minimum qualifications that reflect current industry standards in certifications, education and expertise. Furthermore, the job duties of these positions have evolved in scope and duties over time with the implementation of new technologies or changes in operations. These job descriptions were reviewed with the impacted employees and associated bargaining units for each position.

No revisions are proposed for the following job descriptions:

- Rec Facilities Coordinator – Position has not been filled in many years.
- Older Adult Services Supervisor – Job description was created and adopted in 2019.

Salary Ranges

Changes to salary ranges are proposed for the following positions:

- Recreation Specialist
- Recreation Coordinator
- Rec Facilities Coordinator
- Park Maintenance Supervisor
- Recreation Supervisor
- Older Adult Services Supervisor
- Park Services Manager
- Recreation Services Manager
- Parks Superintendent
- Recreation Superintendent
- Assistant Parks and Community Services Director

Because the job descriptions for the positions included in this report have not been revised in several decades, the current duties and requirements of these positions have not been documented and reflected in them for years. The proposed salary ranges bring these positions in line with other positions within the City with similar duties and requirements. It is proposed that the salary range for the Recreation Coordinator position match that of the City's Environmental Science Workshop Coordinator position. The salary ranges for positions hierarchically above the Coordinator position (Supervisors, Managers, Superintendents, Assistant Director) are proposed to be spaced 12.5% above the position below as the salaries for most City positions in a series are spaced between 10-15% apart. It is proposed that the Recreation Specialist salary be set at 15% below the Recreation Coordinator salary.

It is proposed that new steps beyond the current top step be added to the salary ranges for these positions, with the new top step equal to the top step of the new salary. Steps below the new top step will be adjusted accordingly and employees will be placed in the new step that most closely matches, but that is not less than, their current salary.

Changes to salary ranges are *not* proposed for the following positions:

- Parks Maintenance Worker I
- Parks Maintenance Worker II
- Senior Parks Maintenance Worker
- Parks and Community Services Director

The positions in the Parks Maintenance Worker series are part of Operating Engineers Local No. 3 (OE3). Salary ranges for these positions were adjusted through the recently adopted (January 2021) OE3 Memorandum of Understanding. The salary for the Parks and Community Services Director position is banded with other positions in the Executive Team and no changes are proposed at this time.

The following chart summarizes positions for which updated job descriptions and salary ranges are proposed.

Position	Current Hourly Salary	Current Monthly Salary	Proposed Hourly Salary	Proposed Monthly Salary
Park Maintenance Worker I	\$19.14-\$25.65	\$3317-\$4445	No change	No change
Park Maintenance Worker II	\$21.19-\$28.39	\$3672-\$4921	No change	No change
Senior Park Maintenance Worker	\$23.27-\$31.18	\$4033-\$5404	No change	No change
Recreation Specialist	\$21.10-\$28.28	\$3657-\$4901	\$24.67-\$33.06	\$4276-5730
Recreation Coordinator	\$25.25-\$34.23	\$4427-\$5933	\$29.02-\$38.89	\$5030-6741
Rec Facilities Coordinator	\$25.25-\$34.23	\$4427-\$5933	\$29.02-\$38.89	\$5030-\$6741
Park Maintenance Supervisor	\$29.24-\$39.19	\$5068-\$6792	\$32.65-\$43.75	\$5659-\$7584
Recreation Supervisor	\$29.31-\$39.28	\$5080-\$6808	\$32.65-\$43.75	\$5659-\$7584
Older Adult Services Supervisor	\$29.31-\$39.28	\$5080-\$6808	\$32.65-\$43.75	\$5659-\$7584
Park Services Manager	\$32.16-\$43.09	\$5573-\$7469	\$36.73-\$49.22	\$6366-\$8532
Recreation Services Manager	\$32.26-\$43.23	\$5591-\$7492	\$36.73-\$49.22	\$6366-\$8532
Parks Superintendent	\$36.87-\$49.41	\$6391-\$8564	\$41.32-\$55.37	\$7162-\$9598
Recreation Superintendent	\$36.87-\$49.41	\$6391-\$8564	\$41.32-\$55.37	\$7162-\$9598

Assistant Parks and Community Services Director	\$44.91-\$60.18	\$7783-\$10430	\$46.49-\$62.29	\$8507-\$10798
Parks and Community Services Director	\$62.87-\$84.26	\$10897-\$14604	No change	No change

STRATEGIC PLAN:

Community Engagement & Well-Being and 06-Public Safety - It is anticipated that the proposed job descriptions and salary ranges will assist the City in recruiting and retaining quality parks and recreation employees

FINANCIAL IMPACT:

It is proposed that new steps beyond the current top step be added to the salary ranges for these positions, with the new top step equal to the top step of the new salary. Steps below the new top step will be adjusted accordingly and employees will be placed in the new step that most closely matches, but that is not less than, their current salary. These changes will not be implemented until the first full pay period of fiscal year 2021-2022.

The estimated financial impact of these changes, factoring for current employees, is as follows and, if approved, will be included in the FY 21-22/22-23 budget:

- FY 21-22: \$35,420
- FY 22-23: \$32,134

ALTERNATIVE ACTION:

Alternatively, the City Council could recommend the adoption of some or none of the proposed job descriptions and salary ranges.

ATTACHMENTS AND/OR REFERENCES (If any):

None

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF PARK MAINTENANCE WORKER I (OPERATING ENGINEERS LOCAL UNION NO. 3) AND REAFFIRMING THE ESTABLISHED SALARY RANGE OF \$19.14 - \$25.65 PER HOUR

Rescinds Resolution No.'s 228-03 (CM) and 49-07 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Park Maintenance Worker I; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Park Maintenance Worker I, a copy of which is attached hereto and incorporated herein by this reference.

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

That the revised job description of Park Maintenance Worker I is hereby approved at the established Salary Range of \$19.14 - \$25.65 per hour.

City of Watsonville

Job Description



JOB TITLE:	Park Maintenance Worker I	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Assigned Supervisory or Management Personnel	
SUPERVISION:	May instruct or give direction to temporary aides or volunteers	
EMPLOYEE UNIT:	OE3	
FLSA :	Non-Exempt	

JOB SUMMARY:

To perform general grounds maintenance, landscaping, restoration, and construction work in the development, operations and maintenance of City parks and public areas. Incumbents may operate light and moderately heavy maintenance and construction equipment in support of assigned work. Incumbents usually work as a member of a crew, but may also be given independent assignments and may work on City parks & recreation facilities, streets, trails, public events, and may be subject to call back for after-hours emergencies. Incumbents may instruct the work of, or give direction to, temporary park maintenance aides and volunteers.

DISTINGUISHING CHARACTERISTICS:

This job classification is the entry and working level of the Parks Maintenance series and requires limited experience in landscape maintenance work. This job class performs a wide variety of unskilled to semi-skilled tasks and receives close supervision within a framework of clearly defined policies and procedures. This classification is distinguished from the next higher classification of *Parks Maintenance Worker II* in that the incumbents of the latter classification are assigned tasks which require the application of a more advanced skill or a specialized knowledge of the techniques and tools used in park maintenance and/or which require the regular use of specialized or heavy equipment, and duties are performed with limited direct or continuing supervision. Employees in the *Park Maintenance Worker I* classification may be assigned to instruct or give direction to temporary *Parks Maintenance Aide* employees and/or volunteers as required.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

1. Conducts park operations and maintenance activities to ensure assigned areas are maintained in a safe, high quality and aesthetically pleasing condition.
 - a. Waters, mows, rakes and edges lawns and turfs; renovates grass and lawn areas.
 - b. Plants, cultivates, trims, waters, and sprays ornamental plants, shrubs, hedges, trees and flowers; prepares soil for planting; operates trailer-mounted watering equipment.
 - c. Weeds planters, tree wells, sports fields, other parks and public grounds areas.

- d. Cleans and stocks restrooms; vacuums, sweeps or mops maintenance shop and storage areas; washes windows; cleans rain gutters and drain inlets; performs custodial duties at other outdoor facilities as assigned.
- e. Uses general grounds keeping, carpentry and mechanical tools such as picks, shovels, hoes, rakes, shears, edgers, loppers, saws, drills, wrenches, screwdrivers and hammers.
- f. Installs, maintains and repairs signs, picnic tables, trash cans, barbecues, drinking fountains, playground equipment, irrigation systems, buildings and maintenance equipment.
- g. Undergoes regular pesticide training and applies chemicals to control landscape pests; performs gopher and rodent control; operates spray rig.
- h. Inspects playgrounds and recreational facilities for hazards and unsafe conditions and removes or repairs them; reports problems to lead staff.
- i. Operates landscape construction, turf maintenance, and weed removal equipment such as chainsaws, sprayers, aerators, tractors, front-end loaders, backhoes, bucket trucks, brush chippers, weed eaters, blowers, small and large riding mowers, rototillers and seeders.
- j. Prunes shrubs and large limbs from trees using aerial boom lift truck.
- k. Places traffic control flags, signs and cones to direct traffic around work sites.
- l. Empties trash; picks up and removes trash and debris; replaces trash can liners.
- m. Performs heavy graffiti and debris cleanup.
- n. Assists in removing, forming, pouring, and finishing concrete.
- o. Assists in minor carpentry and construction projects.
- p. Assists patrons with reserved equipment or refers equipment needs of patrons to lead staff; locks and unlocks rooms for patrons and other tasks as assigned.
- q. Waters, rakes and drags tools/equipment in maintaining level playing surfaces for sports league games; chalks and sprays lines on fields for games.
- r. Mixes, adds, and packs fines in high impact zones of sports infield areas.
2. Conducts work in a manner that results in high customer satisfaction levels.
 - a. Interacts with employees in other City departments and members of the public in a professional manner and provides exceptional customer service; disseminates routine information about site activities.
 - b. Serves as an emergency disaster worker if a local emergency is declared.
3. Performs related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Safe motor vehicle and traffic laws
- Safe work practices
- Basic understanding of use of hand tools and equipment used in landscape maintenance

Ability to:

- Drive an automobile, work truck, maintenance and construction equipment
- Learn the operation of tools, supplies, and equipment in the performance of a variety of tasks
- Safely handle toxic materials
- Follow oral and written instructions
- Adapt to frequently changing work assignments and priorities
- Work effectively as a member of a crew and complete simple written records

- Act in a courteous and diplomatic manner with members of the public to provide excellent customer service
- Climb ladders to prune trees
- Maintain a safe work environment
- Work at various heights on appropriate equipment to string lights, banners, change light bulbs
- Wear a uniform and required personal protective equipment (PPE)
- Occasionally work independently without direct supervision
- Operate tools, light and heavy equipment in the performance of typical duties
- Assist with installation of irrigation systems
- Troubleshoot malfunctioning irrigation systems and complete repairs
- Assist with repairing plumbing fixtures in public restrooms
- Complete work order logs; enter data on the computer or work-issued mobile device
- Work irregular schedules, days, nights and weekend hours
- Learn skilled tasks and take on more responsibilities over time
- Serve as an Emergency Disaster Worker in the event the City Manager declares a local emergency

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Drive a vehicle, climb into and out of appropriate vehicles; and up and down stairs and ladders
- Intermittently bend and twist to reach equipment surrounding work area
- Perform physical labor such as lifting/pulling/pushing up to 50 pounds, bend, squat, twist, turn, stoop, reach over head to handle materials, equipment and pick up litter
- Walk on uneven surfaces and stand for long periods of time
- Reach above and at shoulder height
- Work outdoors for up to eight hours in variable temperatures and weather conditions
- Work under conditions such as high noise levels, medium to high speed traffic, strong and unpleasant odors, and vibration from equipment and dust from various materials
- Hear and distinguish various sounds such as loud machinery and voices of co-workers in a noisy environment
- Distinguish colors and symbols such as colored medical waste containers, recyclable materials and waste containers

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- One (1) year of paid manual labor or gardening experience equivalent to the *Parks Maintenance Aide* classification

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Must obtain CPR and first aid certifications during employment

OTHER REQUIREMENTS:

- Must successfully complete a medical examination and Department of Justice LiveScan Fingerprinting at time of hire
- Must be willing to work outdoors in various weather conditions
- Must be willing to respond to emergencies outside of regular work hours

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF PARK MAINTENANCE WORKER II (OPERATING ENGINEERS LOCAL UNION NO. 3) AND REAFFIRMING THE ESTABLISHED SALARY RANGE OF \$21.19 - \$28.39 PER HOUR

Rescinds Resolution No.'s 228-03 (CM) and 49-07 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Park Maintenance Worker II; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Park Maintenance Worker II, a copy of which is attached hereto and incorporated herein by this reference.

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

That the revised job description of Park Maintenance Worker II is hereby approved at the established Salary Range of \$21.19 - \$28.39 per hour.

City of Watsonville

Job Description



JOB TITLE:	Park Maintenance Worker II	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Assigned Supervisory or Management Personnel	
SUPERVISION:	May instruct or give direction to Park Maintenance Worker I and temporary Aides or volunteers	
EMPLOYEE UNIT:	OE3	
FLSA :	Non-Exempt	

JOB SUMMARY:

To perform general grounds maintenance, landscaping, restoration, and construction work in the development, operations and maintenance of City parks and public areas. Incumbents may operate light and moderately heavy maintenance and construction equipment in support of assigned work. Incumbents usually work as a member of a crew, but may also be given independent assignments and may work on City parks & recreation facilities, streets, trails, public events, and may be subject to call back for after-hours emergencies. Incumbents may instruct the work of, or give direction to, employees in the *Park Maintenance Worker I* classification, and that of temporary park maintenance aides and volunteers.

DISTINGUISHING CHARACTERISTICS:

This job classification is the journey level of the Parks Maintenance series and requires previous experience in landscape maintenance work. This job class performs a wide variety of skilled to semi-skilled tasks and receives general supervision within a framework of policies and procedures, usually without direct or ongoing supervision. This classification is distinguished from the next higher classification of *Sr. Park Maintenance Worker* in that the incumbents of the latter classification are assigned tasks which require the application of a more advanced skill or a specialized knowledge of the techniques and tools used in park maintenance and may be assigned to supervise one or more crews of Park Maintenance Worker I / II employees and/or temporary aides or volunteers. Employees in the *Parks Maintenance Worker II* classification may be assigned to instruct or give direction to *Park Maintenance Worker I* employees and/or temporary Park Maintenance Aides and/or volunteers as required.

EXAMPLES OF ESSENTIAL DUTIES:

Performs all duties associated with the *Parks Maintenance Worker I* classification. In addition, duties may include, but are not limited to, the following:

1. Conducts park operations and maintenance activities to ensure assigned areas are maintained in a safe, high quality, and aesthetically pleasing condition.

- a. Organizes daily instructions and effectively prioritizes and completes assignments in an independent manner in support of Department service level objectives and good customer service.
- b. Regularly performs lead operation of landscape construction and maintenance equipment such as front-end loaders, trucks, excavators, tractors with various implements.
- c. Coordinates and performs pesticide applications and integrated pest management as necessary.
- d. Performs complex maintenance and repair of tools and equipment.
- e. Designs, installs and renovates complete sprinkler irrigation systems; diagnoses and makes repairs and adjustments on automatic and manual irrigation systems including clocks, valves, sprinkler heads and backflow prevention devices.
- f. Propagates plant materials and selects new plants.
- g. Coordinates and applies fertilizer to trees, turf, and landscaping.
- h. Treats turf and plant pests and diseases. If incumbent possess a QAC/QAL, they may additionally scout / monitor pest levels in assigned areas.
- i. Assists with planning, layout and installation of landscape construction and renovation projects.
- j. May perform rough carpentry from drawings in the general maintenance, repair or remodeling of park facilities and structures.
- k. May pour and do finish cement work on a variety of landscape reconstruction and maintenance projects.
- l. Orders supplies and materials as required, prepares routine reports and maintains necessary work records.
- m. May prepare inventories of supplies, materials, park facilities and recreational areas.
2. Exercises a work style that fosters teamwork and promotes staff communication.
 - a. Assists in or coordinates personnel training as required.
 - b. May instruct and give direction to Park Maintenance Worker I, temporary employees and volunteers as assigned. May provide performance feedback to Supervisors about temporary employees and volunteers to aid evaluations and coaching programs.
3. Conducts work in a manner that results in high customer satisfaction levels.
 - a. Work in and around large crowds of people in the support of a variety of special events.
 - b. Encourages the public to observe park rules regarding proper and safe use of facilities and reports abuses; prioritizes excellent customer service in all interactions with the public.
 - c. May answer inquiries from the public regarding landscaping practices or parks rules and regulations and assist patrons with facility rentals and park reservations.
 - d. Works collaboratively and professionally with division teammates as well as department employees and employees in other city departments and agencies.
 - e. Serves as an emergency disaster worker if a local emergency is declared.
4. Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS (in addition to the Standards for Park Maintenance Worker I)

Knowledge of:

- Methods, materials, and equipment used in development, maintenance and construction of park facilities; including the design, installation, and repair of irrigation systems
- Names and requirements of common plants, trees and shrubs
- Characteristics of plant pests and diseases and proper procedures for safely handling toxic materials
- Proper and effective use of a variety of power and construction equipment and tools
- Appropriate industrial safety precautions and procedures

- Practices for directing and training new employees and volunteers
- Principles and practices of good customer service
- Documentation of maintenance work, computer data entry, checking email

Ability to:

- Perform semi-skilled and skilled parks maintenance and construction work
- Safely and effectively use tools and operate the equipment utilized in park facility maintenance
- Organize daily maintenance and projects; maintain records and reports related to assignments
- Perform proper park facility maintenance and construction
- Ensure the safe use and maintenance of materials, tools, and equipment
- Safely and properly utilize and apply herbicides, fungicides, and pesticides
- Effectively direct and instruct *Park Maintenance Worker I*, temporary aides while ensuring proper practices and procedures are followed
- Quickly adapt to changes in work activities as assigned or directed by supervisory staff
- Participate and play supportive roles in various special events, department meetings and functions
- Read and interpret blueprints, as-builts, basic sketches, and diagrams in relation to landscape and irrigation maintenance/construction job functions
- Properly set up and maintain work zones in traffic and occasionally perform traffic flagger duties
- Work effectively independently and efficiently manage time
- Effectively coordinate with department employees and employees in other city departments and work collaboratively and professionally on special projects
- Operate and perform pre and post operation servicing on Heavy Equipment such as an Aerial Lift Truck, Forklift, Front-End Loader/Backhoe, Field Groomer, Riding Mower, along with small motorized equipment, etc. and participate in work-sponsored safety and operation training events
- Change blades and implements on riding mowers and other equipment
- Obtain certification for operation of an Aerial Lift / Bucket Truck and Forklift
- Service as an Emergency Disaster Worker in the event the City Manager declares a local emergency

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Drive, climb into and out of appropriate vehicles and construction or maintenance equipment; and up and down stairs and ladders
- Intermittently bend and twist to reach equipment surrounding work area
- Perform physical labor such as lifting/pulling/pushing up to 50 pounds, bend, squat, twist, turn, stoop, reach over head to handle materials, equipment and pick up litter
- Walk on uneven surfaces and stand for long periods of time
- Reach above and at shoulder height
- Work outdoors for up to eight hours in variable temperatures and weather conditions
- Work under conditions such as high noise levels, medium to high speed traffic, strong and unpleasant odors, and vibration from equipment and dust from various materials
- Hear and distinguish various sounds such as loud machinery and voices of co-workers in a noisy environment
- Distinguish colors and symbols such as colored medical waste containers, recyclable materials and waste containers

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- High School graduation or G.E.D.; and
- Three (3) years of experience performing duties comparable to those of the City's *Park Maintenance Worker I* classification.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Must obtain CPR and first aid certifications during employment

OTHER REQUIREMENTS:

- Must successfully complete a medical examination and Department of Justice LiveScan Fingerprinting at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be willing to respond to emergencies outside of regular work hours.

HIGHLY DESIRABLE QUALIFICATIONS:

- Possession of a valid Qualified Pesticide Applicator Certificate or License (QAC or QAL) in Landscape Maintenance Category B

DESIRABLE QUALIFICATIONS:

- Possession of a valid California Commercial Class A or B Driver's License
- Possession of valid professional certificates related to Landscaping, Arboriculture, Irrigation, heavy equipment operation/maintenance, and/or construction trades

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF SENIOR PARK MAINTENANCE WORKER (OPERATING ENGINEERS LOCAL UNION NO. 3) AND REAFFIRMING THE ESTABLISHED SALARY RANGE OF \$23.27 - \$31.18 PER HOUR

Rescinds Resolution No.'s 45-03 (CM) and 183-18 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Senior Park Maintenance Worker; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Senior Park Maintenance Worker, a copy of which is attached hereto and incorporated herein by this reference.

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

That the revised job description of Senior Park Maintenance Worker is hereby approved at the established Salary Range of \$23.27 - \$31.18 per hour.

City of Watsonville

Job Description



JOB TITLE:	Sr. Park Maintenance Worker	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Park Maintenance Supervisor or assigned management personnel	
SUPERVISION:	Exercises direct supervision over assigned work crews	
EMPLOYEE UNIT:	OE3	
FLSA :	Non-Exempt	

JOB SUMMARY:

To perform, direct, lead, and supervise general grounds maintenance, landscaping, restoration, and construction work in the development, operations and maintenance of City parks and public areas. Incumbents may operate light and moderately heavy maintenance and construction equipment in support of assigned work. Incumbents usually work as a member of a crew, but may also be given independent assignments and may work on City parks & recreation facilities, landscaped areas, streets, trails, public events, and are subject to call back for after-hours emergencies. Incumbents also assist in the execution of park facility improvements, major projects and light-duty administrative functions of the Parks Division.

DISTINGUISHING CHARACTERISTICS:

This job classification is the advanced journey/lead level of the Parks Maintenance series. This job class performs a wide variety of skilled to semi-skilled tasks, receives limited supervision within a framework of policies and procedures, and is expected to act at a working full supervisory / lead level, which includes training, directing, coordinating, and monitoring the work of subordinate work crews. Employees in this classification may also evaluate the work of temporary employees. This classification requires the application of a more advanced skill or a specialized knowledge of the techniques and tools used in park maintenance and construction along with the ability to train, coordinate, lead and direct the work of others.

EXAMPLES OF ESSENTIAL DUTIES:

Performs and directs all activities associated with the *Parks Maintenance Worker I* and *Park Maintenance Worker II* classifications. In addition, duties may include, but are not limited to, the following:

1. Directs and conducts park operations and maintenance activities to ensure assigned areas are maintained in a safe, high quality and aesthetically pleasing condition.
 - a. Receives and organizes daily assignments and completes all verbal and written instructions in a timely and independent manner.
 - b. Under general supervision, assigns, directs, and monitors the work of field crews in the performance of a wide variety of park maintenance and construction work, which may include coordinating with division management, outside contractors, vendors, and other city personnel.

- c. Trains crew workers in all aspects of job performance including safety procedures and productivity standards needed to sustain service levels and ensure customer satisfaction.
 - d. Supervises the placement of traffic control devices (cones, signs, flags, etc.).
 - e. Assists in plant selection, landscape construction, renovation, and planting projects.
 - f. Plans, coordinates, directs and performs rough carpentry projects including the construction, repair and remodeling of cabinets, picnic tables, bleachers, fences, gates, small buildings, recreational facilities and other outdoor park structures.
 - g. Performs cement construction work as required.
 - h. Operates and maintains a variety of hand and power tools including power mowers, edgers, trimmers, blowers, chain saws, hedgers, and other grounds and facility maintenance tools and equipment;
 - i. Inspects assigned grounds, facilities, and other areas to ensure work is completed in compliance with established standards.
2. Maintains daily logs and records of work performed and materials used by the crew; completes standard work orders, routine reports, and inventories using computer software as required. Exercises a leadership style that fosters teamwork, promotes staff initiative, and provides professional growth opportunities for those supervised employees.
 - a. Effectively manages crew interactions with the public, other crews, and outside workers, ensuring crew members act courteously and professionally.
 - b. May assist in the evaluation and discipline of temporary employees, through written and oral feedback as assigned.
 - c. Ensures crews properly follow city regulations, procedures, and practices while in the field.
 3. Performs maintenance duties to maximize safety, reduce risk, ensure compliance with applicable laws, regulations and policies, and ensure efficient use of organizational funds.
 - a. Operates, and performs light maintenance and pre and post operation servicing on, heavy landscape construction and maintenance equipment such as front-end loaders, backhoes, skid steers, trenchers and tree chippers as well as small motorized equipment.
 - b. Performs the more difficult and skilled tasks and duties in the maintenance and construction of City parks, recreational facilities, and other public areas.
 - c. May assist in developing budget projections for division and writing reports.
 - d. Schedules assigned projects and determines quantity and type of tools, materials, equipment, and labor needed; orders supplies and materials related to projects and activities as needed.
 - e. Assesses and treats landscape pests through integrated pest management and pesticide applications. If incumbent possesses a QAC/QAL, they may additionally diagnose landscape pests / diseases and scout / monitor pest levels and treatments.
 - f. Trains and instructs employees in the proper usage and application of herbicides and pesticides.
 - g. Plans, schedules, and directs the installation, adjustment, and repair of irrigation systems; checks, adjusts, and maintains sprinkler controllers and time clocks.
 - h. Trains and instructs employees in proper pruning methods for trees, bushes, and other foliage.
 - i. Assists in planning and preparing short and long-term maintenance and construction schedules.
 - j. Plans, schedules and directs year-round mowing routes, turf maintenance, fertilization, athletic field programs, and irrigation installation and/or turf renovation projects
 - k. Leads crews in the thinning, pruning and shaping of park and street trees.
 - l. Schedules and supervises landscape maintenance of city-owned street medians.
 - m. Conducts safety trainings, ensures crewmembers follow proper safety and operation procedures, and maintains safety records for employees.

4. Leads operations in a manner that results in high customer satisfaction levels.
 - a. Participates in a variety of development, maintenance, and construction projects, department special events, and maintains positive relations with other city departments, vendors, contractors, and the general public.
 - b. Responds to weekend/holiday work requests, emergencies and call back requests as required (compensated by extra pay per OE3 Bargaining Unit MOU).
 - c. Serves as an emergency disaster worker if a local emergency is declared.
5. Performs related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS (In Addition to the Standards for Park Maintenance Worker II)

Knowledge of:

- Techniques, equipment and materials used in the development and renovation of park facilities
- Rough carpentry work
- Principles of Integrated Pest Management and proper procedures for safely handling and applying pesticides and fertilizers
- Arboricultural and horticultural principles and practices
- Techniques, equipment and materials used in: the development and maintenance of parks and athletic fields; the installation and repair of irrigation systems; the planting and maintenance of parks, street trees, public grounds and medians; and in rough and finished carpentry work and maintenance of recreational facilities including buildings
- Practices for training, directing, monitoring, and controlling work crews in the field
- Concrete construction work
- Basic computer skills including email, MS Word, MS Excel

Ability to:

- Direct, train, and monitor the work of others in a lead capacity while ensuring safety and customer satisfaction
- Safely and effectively use tools and operate equipment utilized in landscape construction, turf maintenance, carpentry, plumbing, and facility maintenance work
- Perform and direct the safe mixing and applying of herbicides, fungicides, and pesticides
- Perform skilled landscape maintenance and tree pruning, trimming, and removal
- Effectively communicate in both oral and written forms
- Understand and carry out oral and written directions in an independent manner
- Effectively train others to safely and correctly perform tasks
- Establish and maintain effective work relationships with those contacted in the performance of required duties; occasionally serve as a department representative on off-site training events
- Perform maintenance and repairs on tools and equipment
- Make basic sketches and diagrams in relation to special projects, landscape and irrigation design, facility repair, and maintenance/construction job functions
- Plan, coordinate and implement long-term maintenance and development projects
- Resolve complex and technical problems as appropriate for the situation
- Effectively train others in technical procedures, techniques, and skills
- Take accurate measurements and perform arithmetical calculations

- Prepare and maintain accurate paperwork such as records, logs, orders, surveys, and routine reports; enter data on a computer, laptop and/or mobile device using MS Word, MS Excel or other software programs; check and compose emails
- Operate and perform light maintenance on Heavy Equipment such as an Aerial Lift Truck, Forklift, Front-End Loader/Backhoe, tractor implements, Spray Rig, Field Groomer, Riding Mower, etc., and lead or participate in work-sponsored safety and operation training events
- Service as an Emergency Disaster Worker in the event the City Manager declares a local emergency

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Drive a vehicle, climb into and out of appropriate vehicles; and up and down stairs and ladders
- Intermittently bend and twist to reach equipment surrounding work area
- Perform physical labor such as lifting/pulling/pushing up to 50 pounds, bend, squat, twist, turn, stoop, Reach over head to handle materials, equipment and pick up litter
- Walk on uneven surfaces and stand for long periods of time
- Reach above and at shoulder height
- Work outdoors for up to eight hours in variable temperatures and weather conditions
- Work under conditions such as high noise levels, medium to high speed traffic, strong and unpleasant odors, and vibration from equipment and dust from various materials
- Hear and distinguish various sounds such as loud machinery and voices of co-workers in a noisy environment
- Distinguish colors and symbols such as colored medical waste containers, recyclable materials and waste containers

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- High School graduation or G.E.D.; and
- Four (4) years of experience in the development and maintenance of city parks and recreational facilities; with at least one of those years at a working level equivalent to the Parks Maintenance Worker II classification.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Must obtain CPR and first aid certifications during employment

OTHER REQUIREMENTS:

- Must successfully complete a medical examination and Department of Justice LiveScan Fingerprinting at time of hire
- Must be willing to work outdoors in various weather conditions
- Must be willing to respond to emergencies outside of regular work hours

HIGHLY DESIRABLE QUALIFICATIONS:

- Possession of a valid Qualified Pesticide Applicator Certificate or License (QAC or QAL) in Landscape Maintenance Category B

DESIRABLE QUALIFICATIONS:

- Possession of a valid California Commercial Class A or B Driver's License
- Possession of professional certificates related to Landscaping, Arboriculture, and Irrigation, heavy equipment operation/maintenance, or construction trades
- Possession of a Certified Playground Safety Inspector Credential

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF RECREATION SPECIALIST (MID-MANAGEMENT UNIT) AND THE REALLOCATION OF THE SALARY RANGE FROM \$21.10 – \$28.28 PER HOUR TO \$24.67 - \$33.06 PER HOUR

Rescinds Resolution No. 49-93 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Recreation Specialist; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Recreation Specialist, a copy of which is attached hereto and incorporated herein by this reference.

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

1. That the revised job description of Recreation Specialist is hereby approved.
2. That the reallocation of the job description of Recreation Specialist Salary Range from \$21.10 - \$28.28 per hour to \$24.67 - \$33.06 per hour is hereby approved.

City of Watsonville

Job Description



JOB TITLE:	Recreation Specialist	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Recreation Coordinator or Assigned Supervisory or Management Personnel	
SUPERVISION:	Temporary Recreation Employees	
EMPLOYEE UNIT:	Mid-Management	
FLSA :	Exempt	

JOB SUMMARY:

Under the direction of the Recreation Coordinator or assigned management personnel, the Recreation Specialist will plan, organize, and direct the activities and operations of a specific recreation program area. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class directs and supervises the work of others in a lead capacity. This job class is typically responsible for one program area and functions at a journey level of classification.

DISTINGUISHING CHARACTERISTICS

This job class performs with considerable independence as specialist or site supervisor and is may be assigned to various recreation, cultural and facility functions on a non-permanent, part-time basis depending upon assignment. This classification is distinguished from the next lower classification of *Recreation Assistant* in that the latter classification typically assists with limited coordination and supervision of the activities and operations of a single program, but does not possess the lead program area responsibilities of the *Recreation Specialist*.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the Recreation Coordinator and/or in coordination with other City employees, operation partners, community groups and other public and private organizations. Additional duties may be assigned.

1. Assists in supervising a recreation program area and ensures programs are safe, high quality and meet the evolving needs of the community.
 - a. Assists with the development and ongoing review of recreation programs for efficiency in operations and maximization of available staff resources.
 - b. Evaluation of recreation program offerings ensures community needs and participation goals are being met.
 - c. Timely investigation and resolution of customer complaints received from the public and other City staff creates increased community trust and satisfaction.
 - d. Assist in developing innovative plan for recreation programs results in the ability to meet changing community needs.
 - e. Purposeful community engagement supports the development of services and activities that serve the entire community.

2. Assists with leading the development of a high performing team where employees and volunteers provide high quality services in a coordinated manner.
 - a. Collaborative leadership style that fosters teamwork and encourages employee input and involvement in decision-making.
 - b. Coordination of work with other Department aids in creating an effective team oriented organization.
 - c. Thorough and ongoing staff coaching and training support the provision of excellent customer service by team members.
 - d. Recruitment, selection, orientation, advancement, and evaluation of employees leads to the successful achievement of organizational and employee goals.
3. Creates community collaborations in which community organizations develop trust and confidence in the City and the Community Services Department.
 - a. Serving as a liaison for the Department to community organizations increases partnership opportunities and collaborative events.
 - b. Proactive and timely communication strengthens relationships with partner organizations and community members.
4. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

Knowledge of:

- Child development principles
- Principles and techniques of organizing, directing, and leading children's recreational activities
- Principles and practices of recreation programs

Ability to:

- Provide creative leadership in organizing, directing and conducting preschool programs and recreational activities
- Determine supplies and equipment necessary for assigned programs
- Prepare accurate reports, program schedules, and publicity materials as required
- Work well with community groups, parents, volunteers and staff
- Meet the physical requirements such as walking, bending, squatting and lifting 26 to 50 lb. boxes of supplies
- Effectively and tactfully communicate in both oral and written forms
- Establish and maintain effective work relationships with those contacted in the performance of required duties

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Equivalent to graduation from college with major work in recreation or related field and one-year experience in planning and organizing community recreation programs.

LICENSE & CERTIFICATION:

- A valid and appropriate California Class Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment

OTHER REQUIREMENTS

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be available to work evenings and weekends as required.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of any professional certifications or licenses related to the recreation field, including Certified Park and Recreation Professional (CPRP), Lifeguard and Lifeguard Instructor certifications.

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF RECREATION COORDINATOR (MID-MANAGEMENT UNIT) AND THE REALLOCATION OF THE SALARY RANGE FROM \$25.25 – \$34.23 PER HOUR TO \$29.02 - \$38.89 PER HOUR

Rescinds Resolution No. 328-99 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Recreation Coordinator; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Recreation Coordinator, a copy of which is attached hereto and incorporated herein by this reference.

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

1. That the revised job description of Recreation Coordinator is hereby approved.
2. That the reallocation of the job description of Recreation Coordinator Salary Range from \$25.25 - \$34.23 per hour to \$29.02 - \$38.89 per hour is hereby approved.



City of Watsonville

Job Description

JOB TITLE:	Recreation Coordinator	DATE APPROVED: September 1989
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Recreation Supervisor or Assigned Supervisory or Management Personnel	
SUPERVISION:	Recreation Specialist, Other Department Employees	
EMPLOYEE UNIT:	Mid-Management	
FLSA :	Exempt	

JOB SUMMARY:

Under the guidance of the Recreation Supervisor, the Recreation Coordinator will provide supervision to a specific area of the Recreation Division, including planning, organizing, directing, coordinating and evaluating assigned portions of the City's recreation program. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification direct, coordinate, supervise and formally evaluate the work of others. This job class is typically responsible for one or more recreational program areas and functions at a full supervisory level of classification.

DISTINGUISHING CHARACTERISTICS

This job class performs professional level project planning, organization, and supervision of the City recreational services, special events and facilities. This is a mid-management classification, which requires knowledge of facility rental operations for a wide variety of facilities, including meeting rooms, multi-purpose facilities, and parks. Additionally, knowledge of one or more recreation program areas, such as special events, aquatics, arts programs, adult sports, youth sports, special interest activities, older adult programs, preschool and day camps is required. The Recreation Coordinator is also responsible for program budget administration, cost recovery efforts, and the development of program operating procedures. As a coordinator, the incumbent is responsible for performance evaluations, discipline, and reviewing the work of assigned staff. This classification is distinguished from the next lower classification of *Recreation Specialist* in that the latter classification typically assists with the coordination and supervision of the activities and operations of a single program or multiple small programs, but does not possess the supervisory-level program area responsibilities of the *Recreation Coordinator*.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the Recreation Supervisor and/or in coordination with other City staff, operating partners, other public and private organizations, and community groups. Additional duties may be assigned.

1. Supervises a recreation program area and ensures programs are safe, high quality and meet the evolving needs of the community.

- a. Directs, coordinates and monitors ongoing review of recreation programs for efficiency in operations and maximization of available resources.
- b. Effective utilization of contract instructors supports revenue growth and community participation.
- c. Evaluation of recreation program offerings ensures community needs and participation goals are being met.
- d. Timely investigation and resolution of customer complaints received from the public and other City staff creates increased community trust and satisfaction.
- e. An innovative plan for recreation programs results in the ability to meet changing community needs.
- f. Purposeful community engagement supports the development of services and activities that serve the entire community.
- g. A strategic marketing and promotions plan for programs increases community awareness, participation rates, and program sponsorships and revenues.
2. Leads the development of a high performing team where employees, contractors, and volunteers provide high quality services in a coordinated manner.
 - a. Collaborative leadership style that fosters teamwork and encourages employee input and involvement in decision-making.
 - b. Coordination of work with other Department aids in creating an effective team oriented organization.
 - c. Thorough and ongoing staff coaching and training support the provision of excellent customer service by staff members.
 - d. Recruitment, selection, orientation, advancement, and evaluation of employees leads to the successful achievement of organizational and employee goals.
3. Creates community collaborations in which community organizations develop trust and confidence in the City and the Community Services Department.
 - a. Serving as a liaison for the Department to community organizations increases partnership opportunities and collaborative events.
 - b. Proactive and timely communication strengthens relationships with partner organizations and community members.
4. Prepares, submits, and administers an approved annual program budget including the control necessary to ensure budgetary compliance and careful evaluation of maintenance needs and priorities.
 - a. Current year projects, programs, and activities are successfully completed within approved budget parameters.
 - b. Innovative approaches to maximize revenue and contain expenses are evaluated and implemented.
5. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and techniques of organizing and directing a variety of recreational activities
- Recreational programs for specialized groups such as preschool, handicapped, teens, senior citizens

Ability to:

- Provide creative leadership in organizing and directing recreational activities
- Properly schedule programs and activities
- Prepare accurate reports, as required
- Effectively promote assigned activities and events
- Work well with community groups, participants, and staff
- Effectively and tactfully communicate in both oral and written forms
- Establish and maintain effective work relationships with those contacted in the performance of required duties

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Equivalent to graduation from college with major work in recreation or related field and one-year experience in planning and organizing community recreation programs.

LICENSE & CERTIFICATION:

- A valid and appropriate California Class Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment

OTHER REQUIREMENTS

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be available to work evenings and weekends as required.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of any professional certifications or licenses related to the recreation field, including Certified Park and Recreation Professional (CPRP), Lifeguard and Lifeguard Instructor certifications.

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE REAFFIRMING THE ESTABLISHED JOB DESCRIPTION OF RECREATION FACILITIES COORDINATOR (MID-MANAGEMENT UNIT) AND THE REALLOCATION OF THE SALARY RANGE FROM \$25.25 – \$34.23 PER HOUR TO \$29.02 - \$38.89 PER HOUR

Amends Resolution No. 152-07 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the established job description of Recreation Facilities Coordinator; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to reaffirm the established job description of Recreation Facilities Coordinator, a copy of which is attached hereto and incorporated herein by this reference.

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

1. That the established job description of Recreation Facilities Coordinator is hereby reaffirmed.

2. That the reallocation of the job description of Recreation Facilities Coordinator Salary Range from \$25.25 - \$34.23 per hour to \$29.02 - \$38.89 per hour is hereby approved.



JOB TITLE: Recreation Facilities Coordinator

DEFINITION

To coordinate and serve as host for the public's use of City recreation facilities. This includes managing the Parks and Community Services Department's facility rental program; meeting with customers, staff and groups to review rental policies, permits and layouts; and providing lead supervision, training and scheduling of part-time facilities staff.

IDEAL CANDIDATE

The ideal candidate will have the equivalent to the completion of the twelfth grade and at least two years of supervisory experience with experience explaining and applying rules, regulations, and policies. The candidate will have knowledge of, and the ability to effectively apply regulations and policies and the procedures governing facility use. The candidate will have knowledge of customer service, and conflict resolution techniques as well as the ability to respond to requests and inquiries from the general public. The candidate will have knowledge of basic facility maintenance functions and be able to work independently in the absence of constant, direct supervision. The candidate will have the ability to understand and communicate in Spanish.

DISTINGUISHING CHARACTERISTICS

- delivery of highest level of customer service
- communicate with the public in an effective, professional and courteous manner
- use logical and creative thought processes to develop solutions according to specific written specifications and/or oral instructions
- initiate and provide suggestions or improved ways for addressing present or potential work problems
- effective supervision and evaluation of assigned staff and utilization of approaches and techniques for providing direction, training and motivation to staff
- effective and efficient general facility maintenance and repair methods and systems
- perform a wide variety of duties and responsibilities with accuracy, timeliness and within deadlines
- learn quickly and put to use new knowledge and skills
- use of integrity and ingenuity in the performance of assigned tasks
- ability to effectively communicate in Spanish

SUPERVISION RECEIVED AND EXERCISED

Receives supervision and direction from assigned supervisory or management staff and supervises assigned part-time facilities employees.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- coordinates public use of City's recreation facilities
- schedules, trains, and evaluates part-time facilities staff
- performs lead supervision
- performs general maintenance work on buildings, structures, equipment
- coordinates master schedule of facilities, fields picnic areas and car wash facility with Recreation Division staff and customer service staff
- ensures that facilities are properly opened and closed
- meets and greets customers
- responds to and resolves concerns that arise from customers related to facility usage
- assists local enforcement personnel to address policy enforcement issues as required
- provides general facility maintenance and conducts daily inspections of facilities, fields, and pool, made available through use agreements with the Pajaro Valley Unified School District, to ensure facilities are in proper working conditions for public use
- maintains inventory and condition of building rental and event supplies
- processes purchase and payment requests
- works with contractual janitorial service providers and other contractors to ensure facilities are properly maintained
- assists with development of policies and procedures for facility rentals and promoters
- assists with marketing and promotion of facility rental program
- assists facility renters with the schematic diagrams of floor plan for banquets, class functions and other activities and events
- tactfully responds to questions and comments from the public or conveys information as appropriate
- monitors and tracks budgets
- researches and prepares requests for Capital Improvement Program
- assists with special events and programs as needed
- supervises maintenance and scheduling of Department vehicles
- serves as Department safety coordinator
- enforces rental policies and procedures
- provides general clean-up of the facility (e.g., light janitorial trash, replenishing restroom supplies)
- performs set-up and tear down of tables and chairs, and associated room equipment
- performs related duties similar to the above in scope and function as required

Ability to:

- supervise, direct, train, evaluate the work of others
- manage compliance with all relevant government regulatory agencies, (i.e., Fire Dept., Police Dept., Planning Dept., etc.) to ensure compliance with all life safety, building and environmental hazards
- plan, organize and prioritize work duties and assignments
- monitor and track budget expenditures and revenue
- track and analyze program data and prepare and present accurate reports containing findings and recommendations
- multitask
- communicate and coordinate regularly with appropriate customer service staff and other Department staff
- operate a personal computer using standard or customized software applications appropriate to assigned tasks

- operate audio and sound equipment as required
- effectively and tactfully communicate in both oral and written forms
- proactively evaluate and resolve customer issues and problems
- establish and maintain effective work relationships with those contacted in the performance of required duties
- follow oral and written policies, instructions and procedures
- make presentations to individuals and groups
- work effectively as a management team member
- work safely
- perform physical tasks involving bending, climb ladders, lifting, carrying, pushing and pulling of weights up to 50 pounds as determined by a pre-employment physical
- drive an automobile
- work at various heights on appropriate equipment to change light bulbs, conduct routine basic maintenance and repair, etc.
- hear and distinguish various sounds, such as voices of co-workers in noisy environments, pager, cell phone, etc.
- work late evenings and a weekend work schedule
- communicate in Spanish

Knowledge of:

- principles and practices of facility management
- supervision, evaluation and training techniques
- customer service techniques and standards
- general facility maintenance practices and standards
- record keeping, purchasing and budget monitoring
- marketing techniques
- prevention and safety practices and procedures
- record keeping and data analysis

TRAINING AND EXPERIENCE

- Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent completion of the twelfth grade, and at least two years of supervisory experience and experience in facility management.

LICENSE AND CERTIFICATION

- Possession of a valid Class C California Drivers License and a safe driving record

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF PARK MAINTENANCE SUPERVISOR (MID-MANAGEMENT UNIT) AND THE REALLOCATION OF THE SALARY RANGE FROM \$29.24 – \$39.19 PER HOUR TO \$32.65 - \$43.75 PER HOUR

Rescinds Resolution No. 229-03 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Park Maintenance Supervisor; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Park Maintenance Supervisor, a copy of which is attached hereto and incorporated herein by this reference.

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

1. That the revised job description of Park Maintenance Supervisor is hereby approved.
2. That the reallocation of the job description of Park Maintenance Supervisor Salary Range from \$29.24 - \$39.19 per hour to \$32.65 - \$43.75 per hour is hereby approved.

City of Watsonville

Job Description



JOB TITLE:	Park Maintenance Supervisor	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Assigned Supervisory or Management Personnel	
SUPERVISION:	Sr. Park Maintenance Worker; Park Maintenance Workers; Temporary Employees	
EMPLOYEE UNIT:	Mid-Management	
FLSA :	Exempt	

JOB SUMMARY:

To plan, schedule, coordinate and supervise the safe and proper maintenance, development and construction of City parks, recreation facilities, landscaped medians, greenbelts, urban forest, and public grounds; various City park maintenance and construction work programs; to assist in the preparation and administration of the parks division operational budget; and to assist in the development and planning of park facilities. Employees in this classification receive minimal supervision within a broad framework of policies and procedures. Employees in this classification direct, coordinate, supervise, and formally evaluate the work of others in a full supervisory capacity. This job class is responsible for the successful day-to-day operation of the City's park maintenance and construction activities and oversees multiple sections and programs.

DISTINGUISHING CHARACTERISTICS

This classification is the full supervisory level of the parks maintenance series. Incumbents regularly plan, supervise, and evaluate the work of assigned sections and programs, including ongoing maintenance and maintenance improvement projects. Employees in this classification require a thorough knowledge of parks maintenance, development, and construction methods, materials, equipment, and procedures along with the ability to plan and coordinate a number of simultaneous work activities. Successful performance requires the ability to develop work systems that elevate the level of maintenance in the city. Successful performance also requires the ability to manage park maintenance and construction projects effectively and within budget. This classification is distinguished from the next lower classification of *Sr. Park Maintenance Worker* in that the latter classification is the lead level, with responsibility for supervising one or more crews, and does not have the formal section and division responsibilities associated with the *Park Maintenance Supervisor* classification. This classification is distinguished from the next higher classification of *Park Services Manager* in that the latter classification is responsible for planning, organizing, directing and supervising operations, programs and activities of the entire Parks Division.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

1. Leads and directs park operations and maintenance activities to ensure assigned areas are maintained in a safe, high quality and aesthetically pleasing condition.
 - a. Plans and schedules work programs, projects and assignments in the maintenance, operation and construction of the City park system, recreational facilities, tree program, and landscaped areas; coordinates work activities between crews, with other City personnel, and with outside contractors; assists maintenance crews in order to sustain and enhance service levels as required.

- b. Maintains and supports a balance of effective maintenance and system improvements; assists in the evaluation of operations and implementation of forward thinking and customer-focused strategies.
 - c. Estimates, selects and orders the supplies, materials and parts used by workers; schedules equipment required;
 - d. Coordinates with outside vendors and contractors; procures labor, materials and equipment for park maintenance operations; supervises inventory; leads the equipment maintenance program; obtains and evaluates bids for contractor and vendor services; creates purchase orders; makes purchases; manages contracts
 - e. Maintains logs, timesheets, inventories and other records; prepares reports on projects, activities or issues as assigned; enters and organizes data in the computer using databases and MS Office programs.
- 2. Exercises a leadership style that fosters teamwork, promotes staff initiative, and provides professional growth opportunities for those supervised employees.
 - a. Assists with hiring of new employees; develops and coordinates skill and safety training programs; formally supervises and evaluates the performance of workers; maintains discipline and productivity of crews.
 - b. Inspects City park grounds, buildings, facilities, and related areas to assure proper appearance and/or to determine maintenance needs in collaboration with others.
 - c. Actively listens and gathers feedback to consistently strengthen the quality and quantity of employee performance, teamwork, employee input, and the results being achieved.
- 3. Performs administrative duties to maximize safety; reduce risk; ensure compliance with applicable laws, regulations and policies; and ensure efficient use of organizational funds.
 - a. Assists in preparing the preliminary budget proposal for the division, develops time and material estimates and recommends major equipment purchases, park facility improvements, and operational changes; implements and controls the adopted budget.
 - b. Develops and directs pesticide spray program and integrated pest management program; trains and instructs employees in the proper usage and application of herbicides and pesticides.
 - c. Monitors operations and activities to ensure compliance with industrial safety regulations, performance and operation standards and other City policies and procedures.
 - d. Develops and directs maintenance programs for equipment and tools.
 - e. Obtains permits from appropriate government agencies for pest control, street operations and special projects.
- 4. Leads operations in a manner that results in high customer satisfaction levels.
 - a. Responds to questions and complaints from the public relating to division activities and explains city or Department policies; consults with crew leaders to resolve technical, operational or personnel problems.
 - b. May be called on during off-duty hours to assist with emergencies related to division activities.
 - c. Serves as an emergency disaster worker if a local emergency is declared.
- 5. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS (In addition to the Standards of the Sr. Park Maintenance Worker)

Knowledge of:

- Techniques, equipment, and materials used in parks development, construction, and maintenance
- Principles and practices of employee supervision, training, employee development, evaluation, and organizing and planning work
- Budget preparation, development, and monitoring

- Tools, techniques, procedures, principles and best practices of tree care, landscape and turf maintenance, irrigation management, toxic material handling, integrated pest management, construction safety, playground and facility inspection, building and equipment maintenance
- Interpreting information, symbols and markings used in engineered plans
- Basic computer programs such as Microsoft Word, Excel, email; filing systems and office equipment

Ability to:

- Develop as necessary, interpret, and apply policies and procedures, laws and regulations
- Direct, train, and formally evaluate the work of others
- Plan and schedule multiple construction and maintenance work programs
- Safely and effectively use and evaluate operation of equipment utilized in park maintenance and construction work
- Develop and monitor budget for assigned sections; control expenditures
- Perform arithmetic calculations around materials and labor
- Effectively communicate in both oral and written forms; prepare written reports
- Receive administrative direction and effectively carryout related projects in an independent manner
- Work long-shifts and/or occasionally irregular schedules to meet work demands
- Routinely adjust work activities to address requests made by management and/or the public
- Prioritize customer satisfaction and instill Departmental values in subordinate employees
- Establish and maintain diplomatic working relationships with those contacted in the performance of required duties; effectively represent the Department on official city business as assigned
- Resolve technical construction and maintenance problems as appropriate for the situation
- Prepare and maintain accurate paperwork such as records, order, surveys and reports
- Effectively enter and manipulate data on database and MS Office, MS Excel and other software
- Plan large maintenance projects and assist with construction administration and inspections
- Respond to department and local emergencies

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Drive, climb into and out of appropriate vehicles and construction equipment; and up and down stairs and ladders
- Intermittently bend and twist to reach equipment surrounding work area
- Perform physical labor such as lifting/pulling/pushing up to 50 pounds, bend, squat, twist, turn, stoop, reach over head to handle materials, equipment and pick up litter
- Walk on uneven surfaces and stand for long periods of time
- Reach above and at shoulder height
- Work outdoors for up to eight hours in variable temperatures and weather conditions
- Work under conditions such as high noise levels, medium to high speed traffic, strong and unpleasant odors, and vibration from equipment and dust from various materials
- Hear and distinguish various sounds such as loud machinery and voices of co-workers in a noisy environment
- Distinguish colors and symbols such as colored medical waste containers, recyclable materials and waste containers.

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- High School graduation or G.E.D.; and
- Four (4) years of increasingly responsible experience in park and landscape maintenance, including at least two years in a supervisory or lead capacity.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment
- Possession of a Qualified Applicator's Certificate or License (QAC / QAL) within one year of hire

OTHER REQUIREMENTS:

Must successfully complete a state mandated background investigation and drug screen at time of hire.

- Must be willing to work outdoors in various weather conditions.
- Must be willing to respond to emergencies outside of regular work hours.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of a valid California Commercial Class A or B Driver's License
- Possession of any professional certificates or licenses related to landscaping and irrigation, arboriculture, heavy equipment operation/maintenance, construction trades
- Possession of a Certified Playground Safety Inspector Credential

RESOLUTION NO. _____ (CM)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF
RECREATION SUPERVISOR (MID-MANAGEMENT UNIT) AND THE
REALLOCATION OF THE SALARY RANGE FROM \$29.31 – \$39.28 PER
HOUR TO \$32.65 - \$43.75 PER HOUR**

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Recreation Supervisor; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Recreation Supervisor, a copy of which is attached hereto and incorporated herein by this reference.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF WATSONVILLE, CALIFORNIA, AS FOLLOWS:**

1. That the revised job description of Recreation Supervisor is hereby approved.
2. That the reallocation of the job description of Recreation Supervisor Salary Range from \$29.31 - \$39.28 per hour to \$32.65 - \$43.75 per hour is hereby approved.



City of Watsonville

Job Description

JOB TITLE:	Recreation Supervisor	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Recreation Superintendent	
SUPERVISION:	Recreation Coordinator, Recreation Specialist, Other Department Employees	
EMPLOYEE UNIT:	Mid Management	
FLSA :	Exempt	

JOB SUMMARY:

Under the direction of the Recreation Superintendent, the Recreation Supervisor will provide oversight to specific program areas of the Recreation Division of the Parks and Community Services Department, including management of facility rentals, special events and recreation programs. Employees in this classification receive limited supervision within a broad framework of policies and procedures. This job class is typically responsible for several recreational program areas and functions at a full supervisory level of classification.

DISTINGUISHING CHARACTERISTICS

This job class performs professional level project planning, organization, and supervision of the City recreational services, special events and facilities. This class functions at a full administrative level. This is a mid-management classification, which requires knowledge of facility rental operations for a wide variety of facilities, including meeting rooms, multi-purpose facilities, and parks. Additionally, knowledge of special events and a variety of recreation services, such as aquatics, arts programs, adult sports, youth sports, special interest activities, older adult programs, preschool and day camps is required. The Recreation Supervisor is also responsible for budget administration, cost recovery efforts, and the development of operating procedures. As a mid-manager, the incumbent is responsible for performance evaluations, discipline, and reviewing the work of assigned staff. This classification is distinguished from the next lower classification of *Recreation Coordinator* in that the latter classification typically coordinates and supervises the activities and operations of a single program or multiple small programs, but does not possess the comprehensive program area responsibilities of the *Recreation Supervisor*. This position is distinguished from the higher classification of *Recreation Superintendent* in that the latter is possesses division-wide responsibilities.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the Recreation Superintendent, Director of Community Services, and/or in coordination with other City staff, operating partners, other public and private organizations, and community groups. Additional duties may be assigned.

1. Supervises a comprehensive program area and ensures programs are safe, high quality and meet the evolving needs of the community.
 - a. Leading the creation and ongoing review of annual work plans for responsible program area leads to efficiency in operations and maximization of available resources.

- b. Effective utilization of contract instructors supports revenue growth and community participation.
 - c. Evaluation of recreation program offerings ensures community needs and participation goals are being met.
 - d. Timely investigation and resolution of customer complaints received from the public and other City staff creates increased community trust and satisfaction.
 - e. A comprehensive innovative plan for recreation programs results in the ability to meet changing community needs.
 - f. Creative, appropriate, and measurable goals and objectives are developed to achieve and sustain quality programs, facilities, and services.
 - g. Purposeful community engagement supports the development of services and activities that serve the entire community.
- 2. Leads the development of a high performing team where employees, contractors, and volunteers provide high quality services in a coordinated manner.
 - a. Collaborative leadership style that fosters teamwork and encourages employee input and involvement in decision-making.
 - b. Coordination of work with other Department aids in creating an effective team oriented organization.
 - c. Thorough and ongoing staff coaching and training support the provision of excellent customer service by staff members.
 - d. Recruitment, selection, orientation, advancement, and evaluation of employees leads to the successful achievement of organizational and employee goals.
 - 3. Creates community collaborations in which community organizations develop trust and confidence in the City and the Community Services Department.
 - a. Serving as a liaison for the Department to community organizations increases partnership opportunities and collaborative events.
 - b. Proactive and timely communication strengthens relationships with partner organizations and community members.
 - 4. Prepares, submits, and administers an approved annual program budget, including the control necessary to ensure budgetary compliance and careful evaluation of program needs and priorities.
 - a. Current year projects, programs, and activities are successfully completed within approved budget parameters.
 - b. Innovative approaches to maximize revenue and contain expenses are evaluated and implemented.
 - 5. Supports the Department in the management of recreation programs and facility rentals, balancing cost recovery with community access, for City parks and recreation facilities.
 - a. Implementation and evaluation of recreation program goals, policies and staffing levels advance the organization's priorities.
 - b. Preparation and delivery of customer feedback tools ensure ongoing review and improvement to operations.
 - c. Development, review and adjustment of effective and efficient work schedules and work priorities meet ongoing facility rental requirements
 - d. Effective coordination with Department maintenance team on scheduling maintenance activities to minimize or eliminate impact to the public's use of recreation facilities.
 - e. Program procedures are customer-friendly and ensure timely response to both external and internal customer needs.
 - 6. Leads program operations in a manner that results in high community participation levels, leveraging of resources, and continuous improvement.

- a. Customer satisfaction is a Department priority, is achieved through formal and informal customer feedback confirming the delivery of services meet customers' needs, and wants within a specific timeframe.
 - b. Forward thinking and customer focused operating procedures are established and routinely evaluated for their effectiveness.
 - c. Ongoing evaluation and service enhancements are of importance for all City-wide and Department events and programs.
 - d. Partnerships are actively sought out and maintained to reduce duplication of services, enhance events, and improve efficiency.
 - e. A strategic marketing and promotions plan for programs increases community awareness, participation rates, and program sponsorships and revenues.
7. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

Knowledge of:

- Philosophies, techniques, trends and principles of recreation management, special events and facility rental management.
- Principles of organization, administration, and budget management.
- Principles and practice of management, supervision, training, and performance evaluations.
- Principles of customer satisfaction related to the delivery of recreation programs.

Ability to:

- Plan, organize, schedule, direct, coordinate, and evaluate assigned portions of the City's recreational program
- Provide supervision and training to assigned staff
- Assess community recreational needs and develop programs to meet those needs
- Assist with the preparation of budget requests and expenditure control
- Prepare a variety of comprehensive reports and publicity material including maintaining records.
- Make effective public speaking presentations
- Develop and maintain effective working relationships with those contacted in the course of work

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Equivalent to graduation from college with major work in recreation or related field and one-year experience in planning and organizing community recreation programs.

LICENSE & CERTIFICATION:

- A valid and appropriate California Class Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment

OTHER REQUIREMENTS

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be available to work evenings and weekends as required.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of any professional certifications or licenses related to the recreation field, including Certified Park and Recreation Professional (CPRP), Lifeguard and Lifeguard Instructor certifications.

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE REAFFIRMING THE ESTABLISHED JOB DESCRIPTION OF OLDER ADULT SERVICES SUPERVISOR (MID-MANAGEMENT UNIT) AND THE REALLOCATION OF THE SALARY RANGE FROM \$29.31 – \$39.28 PER HOUR TO \$32.65 - \$43.75 PER HOUR

Amends Resolution No. 151-19 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the established job description of Older Adult Services Supervisor; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to reaffirm the established job description of Older Adult Services Supervisor, a copy of which is attached hereto and incorporated herein by this reference.

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

1. That the established job description of Older Adult Services Supervisor is hereby reaffirmed.

2. That the reallocation of the job description of Older Adult Services Supervisor Salary Range from \$29.31 - \$39.28 per hour to \$32.65 - \$43.75 per hour is hereby approved.



City of Watsonville

Job Description

JOB TITLE:	Older Adult Services Supervisor	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Recreation Superintendent	
SUPERVISION:	Recreation Coordinator, Recreation Specialist, Other Department Employees	
EMPLOYEE UNIT:	Mid Management	
FLSA :	Exempt	

JOB SUMMARY:

Under general supervisor of the Department Director or designee, the Older Adult Services Supervisor performs work of considerable difficulty in managing the City's recreation and community services. This position provides oversight of programs and services for older adults, including management of the Senior Center. Employees in this classification receive limited supervision within a broad framework of policies and procedures. This job class is typically responsible for several recreational program areas and functions at a full supervisory level of classification.

DISTINGUISHING CHARACTERISTICS

This class functions at a full administrative level and is responsible for managing and evaluating the City's comprehensive programs for older adults, designed to meet the community's desires and coordinating services with partner organizations. This position requires knowledge of a wide variety of programs and services for older adults, which include health and wellness programs, education and lifelong learning opportunities, recreation, health and safety services, support programs, social opportunities, volunteerism, information and referrals. The Older Adult Services Supervisor must exercise considerable initiative and independent judgment in developing, organizing, implementing, and supervising programs, events, employees, volunteers, and related activities. The Older Adult Services Supervisor is also responsible for budget administration, cost recovery efforts, and the development of operating procedures. As a mid-manager, the incumbent is responsible for performance evaluations, discipline, and reviewing the work of assigned staff. This classification is distinguished from the next lower classification of Recreation Coordinator in that the latter classification typically coordinates and supervises the activities and operations of a single program or multiple small programs, but does not possess the comprehensive program area responsibilities of the Older Adult Services Supervisor. This position is distinguished from the higher classification of Recreation Superintendent in that the latter is possesses division-wide responsibilities.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the Recreation Superintendent, Director of Parks and Community Services, and/or in coordination with other City staff, operating partners, other public and private organizations, community groups, and members of the community. Additional duties may be assigned.

1. Leads the community in the implementation, management, and coordination of programs and services for older adults.

- a. Development, implementation and evaluation of older adult services goals, policies and staffing levels advance the organization's priorities. Analysis and implementation of partnership opportunities increase facility utilization and revenue generation.
 - b. Extensive strategic planning in the area of aging friendly communities creates opportunities for citywide coordination of older adult services in the areas of transportation, nutrition, wellness, home based support, elder abuse prevention, and caregiver support.
 - c. Ongoing involvement and understanding in countywide and region wide initiatives relating to older adults increases the amount of services available to residents.
 - d. Preparation and delivery of customer feedback tools ensuring ongoing review and improvement to operations.
 - e. Development, review and adjustment of effective and efficient work schedules and work priorities meet ongoing program requirements.
 - f. Effective coordination with strategic partners enhances the quality of service delivery.
 - g. Advocacy with government agencies increases inter agency coordination and development of policies and support for older adult services.
 - h. Programs and services are customer-friendly and ensure timely response to both external and internal customer needs.
2. Advocacy and planning for older adult transportation services increasing opportunities for older adults to reach the Senior Center and other areas of the community.
3. Supervises a comprehensive program area and ensures programs are safe, high quality and meet the evolving needs of the community.
- a. Leading the creation and ongoing review of annual work plans for responsible program area leads to efficiency in operations and maximization of available resources.
 - b. Effective utilization of contract instructors supports revenue growth and community participation.
 - c. Evaluation of recreation program offerings ensures community needs and participation goals are being met.
 - d. Timely investigation and resolution of customer complaints received from the public and other City staff creates increased community trust and satisfaction.
 - e. A comprehensive innovative plan for recreation programs results in the ability to meet changing community needs.
 - f. Creative, appropriate, and measurable goals and objectives are developed to achieve and sustain quality programs, facilities, and services.
 - g. Purposeful community engagement supports the development of services and activities that serve the entire community.
4. Leads in development of a high performing team where employees, contractors, and volunteers provide high quality services in a coordinated manner.
- a. Collaborative leadership style that fosters teamwork and encourages employee input and involvement in decision-making.
 - b. Coordination of work with other Department aiding in creating an effective team oriented organization.
 - c. Thorough and ongoing staff coaching and training supporting the provision of excellent customer service by staff members.
 - d. Recruitment, selection, orientation, advancement, and evaluation of employees leading to the successful achievement of organizational and employee goals.
5. Creates community collaborations in which community organizations develop trust and confidence in the City and the Parks and Community Services Department.

- a. Serving as a liaison for the Department to community organizations increasing partnership opportunities and collaborative events.
 - b. Proactive and timely communication strengthening relationships with partner organizations and community members.
- 6. Balances cost recovery with community access to ensure that the Senior Center has the funding needed to provide core older adult services to the community.
 - a. Successful ongoing grant writing ensuring financial support for older adult services.
 - b. Creative sponsorship and fundraising management providing for ongoing sustainability of Senior Services.
 - c. Effective program management and pricing supporting revenue generation without reducing access to older adults in need of service.
- 7. Prepares, submits, and administers an approved annual program budget, including the control necessary to ensure budgetary compliance and careful evaluation of program needs and priorities.
 - a. Current year projects, programs, and activities are successfully completed within approved budget parameters.
 - b. Innovative approaches to maximize revenue and contain expenses are evaluated and implemented.
- 8. Supports the Department in the management of recreation programs and facility rentals for City parks and recreation facilities.
 - a. Implementation and evaluation of recreation program goals, policies and staffing levels advancing the organization's priorities.
 - b. Preparation and delivery of customer feedback tools ensuring ongoing review and improvement to operations.
 - c. Development, review and adjustment of effective and efficient work schedules and work priorities to meet ongoing facility rental requirements
 - d. Effective coordination with Department maintenance team on scheduling maintenance activities to minimize or eliminate impact to the public's use of recreation facilities.
 - e. Program procedures are customer-friendly and ensure timely response to both external and internal customer needs.
- 9. Leads program operations in a manner that results in high community participation levels, leveraging of resources, and continuous improvement.
 - a. Customer satisfaction is a Department priority, achieved through formal and informal customer feedback confirming the delivery of services meeting customers' needs, and wants within a specific timeframe.
 - b. Forward thinking and customer focused operating procedures are established and routinely evaluated for their effectiveness.
 - c. Ongoing evaluation and service enhancements are of importance for all City-wide and Department events and programs.
 - d. Partnerships are actively sought out and maintained to reduce duplication of services, enhance events, and improve efficiency.
 - e. A strategic marketing and promotions plan for programs increases community awareness, participation rates, and program sponsorships and revenues.
- 10. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

Knowledge of:

- Philosophies, techniques, trends and principles of recreation management, special events and facility rental management, especially as they pertain to older adults.
- Principles of organization, administration, and budget management.
- Principles and practice of management, supervision, training, and performance evaluations.
- Principles of customer satisfaction related to the delivery of recreation programs.
- Grant writing and administration.

Ability to:

- Plan, organize, schedule, direct, coordinate, and evaluate assigned portions of the City's recreational program
- Provide supervision and training to assigned staff
- Assess community recreational needs and develop programs to meet those needs
- Assist with the preparation of budget requests and expenditure control
- Prepare a variety of comprehensive reports and publicity material including maintaining records.
- Make effective public speaking presentations
- Develop and maintain effective working relationships with those contacted in the course of work

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Completion of advanced educational study in public recreation or a closely related field and two years of increasingly responsible experience in recreational program planning and development.

SPECIAL REQUIREMENTS

- Must be available to work evenings and weekends as required

LICENSE & CERTIFICATION:

- A valid and appropriate California Class Driver's License and a safe driving record

PHYSICAL REQUIREMENTS:

- Sitting – Ability to work in a seated position at a computer station for extended periods of time
- Lifting – Ability to safely lift up to 50 pounds to waist level, including bending at knees to facilitate proper lifting techniques
- Manual Dexterity – Ability to perform multiple work activities requiring a significant level of physical and mental coordination, such as operating a computer keyboard, copying machine, grasping files, etc.
- Visual – Ability to read printed materials and view a computer screen for long periods with or without correction
- Hearing and Speech – Ability to communicate in person, before groups, and over the telephone
- Mobility – Ability to work in a standard office setting and operate a motor vehicle to visit various meeting sites, reach, carry, push, pull, stoop and bend, kneel, reach in all directions, climb stairs
- Environment-Work indoors in an office environment subject to heat/cold and fragrances

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF PARK SERVICES MANAGER (MID-MANAGEMENT UNIT) AND THE REALLOCATION OF THE SALARY RANGE FROM \$32.16 – \$43.09 PER HOUR TO \$36.73 - \$49.22 PER HOUR

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Park Services Manager; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Park Services Manager, a copy of which is attached hereto and incorporated herein by this reference.

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

1. That the revised job description of Park Services Manager is hereby approved.
2. That the reallocation of the job description of Park Services Manager Salary Range from \$32.16 - \$43.09 per hour to \$36.73 - \$49.22 per hour is hereby approved.

City of Watsonville

Job Description



JOB TITLE:	Park Services Manager	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Assistant Parks and Community Services Director or assigned management personnel	
SUPERVISION:	Park Maintenance Supervisor, Parks Facilities Supervisor, Parks Crew Leader, Division employees	
EMPLOYEE UNIT:	Mid-Management	
FLSA :	Exempt	

JOB SUMMARY:

Under general direction, plans, organizes, directs, coordinates and supervises the development, construction, and maintenance of City parks, recreational facilities, buildings, landscaped medians, greenbelts, urban forest, and other public grounds. Prepares the parks division operations budget; manages and oversees maintenance and construction projects; supervises and formally evaluates the work of lead parks division staff; coordinates effectively with other City Departments, advisory bodies, government agencies, and contractors; and performs related work as assigned. This job class exercises responsibility for the activities and operations of the Parks Division and for ensuring that needed personnel, materials, and equipment are available to meet parks maintenance and construction needs. Employees in this classification require a thorough knowledge of parks maintenance, development, and construction methods, materials, and procedures along with knowledge of recreation & leisure programs.

DISTINGUISHING CHARACTERISTICS:

Employees in this classification receive administrative direction within a framework of general guidelines, goals and objectives and exercise supervision over subordinate supervisors. This job class functions at a Division Management level of classification and is responsible for the activities, operations, and management of the Parks Division. Incumbents assist with the administration of the Parks Division in close coordination with other Departmental activities. Successful performance of the work requires the ability to independently implement programs, projects, and policies in conformance with generally accepted standards. This classification is distinguished from the next lower classification of *Parks Maintenance Supervisor* and *Parks Facilities Supervisor* in that the latter classifications coordinate and supervise the activities and field operations of various sections and programs, but do not possess the full division responsibilities of the *Parks Services Manager*. This classification is distinguished from the next higher classification of *Parks Superintendent* in that the latter classification is responsible for the administration of the parks division and other departmental programs.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with management and/or in coordination with division employees, other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

1. Leads and directs park operations, development, and maintenance activities to ensure the entire system is maintained in a safe, high quality and aesthetically pleasing condition.
 - a. Plans, schedules, organizes, directs, coordinates, and supervises the maintenance, operation, construction, and development of the City park system, recreational facilities, buildings, tree program, and landscaped areas through the implementation of a maintenance management system.
 - b. Ensures compliance with system-wide maintenance standards.
 - c. Researches and evaluates park needs and strategies to improve productivity and efficiency including staffing requirements, best use of vehicles and equipment, and utilization of personnel; makes field and site visits.
 - d. Makes decisions on purchasing and procurement of labor, materials and equipment for park maintenance operations; oversees inventory; directs the equipment maintenance program; contacts and coordinates with outside vendors and contractors for services and supplies.
 - e. Participates in the planning process for development, construction and maintenance of parks; assists with the implementation of strategic plans and master plans
 - f. Develops measurable service level goals and objectives and ensures compliance with maintenance schedules contributes to high public utilization and low accident rates.
 - g. Prepares reports, correspondence, and applications related to park operations, maintenance and construction and assures program, policy, and project compliance with local, state, and federal guidelines, rules, and regulations.
2. Exercises a leadership style that fosters teamwork, promotes staff initiative, and provides professional growth opportunities for all division employees.
 - a. Recruitment, hiring, training and evaluation of parks division staff, including supervisors, utility workers, park maintenance workers and temporary aides is successful.
 - b. Supervises and formally evaluates the work of parks maintenance personnel.
 - c. Inspects City park grounds, buildings, facilities, and related areas to assure proper appearance and/or to determine maintenance needs in collaboration with others.
 - d. Oversees employee safety training and ensures that division personnel comply with established safety regulations, procedures, and practices.
 - e. Active listening and feedback consistently strengthens the quality and quantity of employee performance, teamwork, employee input, and the results being achieved.
 - f. Division employees clearly understand and demonstrate an organizational focus in accomplishing the City Council's priorities and advancing the organization's values.
 - g. Development of division policies, work standards, and coordination of park operations and business functions with the recreation division is done with effective teamwork.
3. Leads the Parks Division operations in a manner that results in high customer service satisfaction levels, leveraging of resources, and continuous improvement.
 - a. Customer satisfaction is a division priority and customer focused operating policies, practices, and procedures are established and routinely evaluated for their effectiveness.
 - b. Coordinates Parks Division operations with Department activities and other City Departments; collaborates with others to improve efficiency and enhance service levels.
 - c. Maintains goods relations with the public and responds to inquiries and complaints regarding Parks Division activities; resolves technical and operational problems.
 - d. Responds to after-hours emergencies and serves as an emergency disaster worker if a local emergency is declared.
4. Prepares, submits, and administers an approved annual division budget and capital plan including the controls necessary to ensure budgetary compliance, sensitivity to program and facility needs, and careful evaluation of programs, services, and projects.

- a. Prepares and manages the division's annual park maintenance budget
 - b. Balance of effective maintenance and system improvements is achieved and maintained.
 - c. Current year projects, programs, and activities are successfully accomplished within approved budget parameters by controlling expenditures.
 - d. Assists in planning for existing and future equipment and facility needs, capital improvements; assists in the preparation of project specifications or requests for proposals; secures and evaluates bids; administers contracts for materials and services.
5. Provides information, coordination, and technical guidance to Department Director, Assistant Director, landscape architects, construction contractors as required, performing design, construction or maintenance projects
 - a. The Director and other interested parties are kept current with reliable, accurate, timely and documented information and reports providing an accurate and current measure of actions taken to create and maintain quality services and facilities for the community.
6. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and techniques of long range planning of park facilities, maintenance operations, budget preparation and expenditure control
- Principles and techniques of supervision including staffing, employee development, and planning work
- Modern methods, materials, equipment, and tools used in parks maintenance and construction
- Tools, techniques, procedures, principles and best practices of tree care, landscape and turf maintenance, irrigation management, toxic material handling, integrated pest management, construction safety, playground and facility inspection, building and equipment maintenance
- Interpreting information, symbols and markings used in engineered plans
- Basic computer programs such as Microsoft Word, Excel, email; pc and laptop technologies, filing systems and office equipment
- Pertinent laws and regulatory codes governing maintenance operations

Ability to:

- Plan, organize, direct and supervise the development, construction, maintenance, of park facilities and related structures and equipment
- Implement Integrated Pest Management techniques and ensure safe pesticide applications
- Prepare and administer an annual division operations budget and control expenditures
- Read and interpret construction plans and specifications and inspect and evaluate construction and maintenance work
- Develop and implement work programs for the construction and maintenance of park facilities
- Effectively recruit, direct, supervise, evaluate, and train subordinates, and enforce safety
- Tactfully and courteously deal with the public and communicate effectively, both orally and in writing
- Develop and maintain accurate record keeping systems
- Analyze technical issues and develop appropriate recommendations for action
- Prepare clear and comprehensive written reports and make oral and visual presentations
- Interpret, apply, and explain laws, regulations, standards, policies, and procedures

- Maintain close and effective working relationships with the management staff of other City Departments
- Receive administrative direction and effectively carryout related projects in an independent manner
- Work long-shifts and/or occasionally irregular schedules to meet work demands
- Routinely adjust work activities to address requests made by management and/or the public
- Prioritize customer satisfaction and instill Departmental values in subordinate employees
- Establish and maintain diplomatic working relationships with those contacted in the performance of required duties; effectively represent the Department on official city business as assigned
- Resolve technical construction and maintenance problems as appropriate for the situation
- Prepare and maintain accurate paperwork such as records, order, surveys and reports
- Effectively enter and manipulate data on database and MS Office and city computer programs
- Plan large maintenance projects and assist with construction administration and inspections
- Serve as an emergency disaster worker in the event the City Manager declares a local emergency

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Drive a vehicle, climb into and out of appropriate vehicles; and up and down stairs and ladders
- Walk on uneven surfaces and stand for long periods of time
- Reach above and at shoulder height
- Work outdoors for long periods of time in variable temperatures and weather conditions
- Work under conditions such as high noise levels, medium to high speed traffic, strong and unpleasant odors, and vibration from equipment and dust from various materials
- Hear and distinguish various sounds such as loud machinery and voices of co-workers in a noisy environment
- Distinguish colors and symbols such as colored medical waste containers, recyclable materials and waste containers.

TRAINING AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- High School graduation or G.E.D.; and
- Five years of increasingly responsible experience in park and landscape maintenance, including at least three years in a supervisory capacity.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment
- Possession of a Qualified Applicator (QAC / QAL) or Pest Control Advisor (PCA) Certificate or License within one year of hire

OTHER REQUIREMENTS:

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be willing to respond to emergencies outside of regular work hours.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of a valid California Commercial Class A or B Driver's License
- Possession of any professional certificates or licenses related to landscaping and irrigation, arboriculture, heavy equipment operation/maintenance, construction trades
- Working knowledge of Computer Assisted Drafting programs
- Possession of a Certified Playground Safety Inspector Credential
- Possession of an ISA Certified Arborist credential.

RESOLUTION NO. _____ (CM)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF
RECREATION SERVICES MANAGER (MID-MANAGEMENT UNIT) AND
THE REALLOCATION OF THE SALARY RANGE FROM \$32.26 – \$43.23
PER HOUR TO \$36.73 - \$49.22 PER HOUR**

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Recreation Services Manager; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Recreation Services Manager, a copy of which is attached hereto and incorporated herein by this reference.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF WATSONVILLE, CALIFORNIA, AS FOLLOWS:**

1. That the revised job description of Recreation Services Manager is hereby approved.
2. That the reallocation of the job description of Recreation Services Manager Salary Range from \$32.26 - \$43.23 per hour to \$36.73 - \$49.22 per hour is hereby approved.



City of Watsonville

Job Description

JOB TITLE:	Recreation Services Manager	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Recreation Superintendent, Assistant Parks and Community Services Director or Parks and Community Services Director	
SUPERVISION:	Recreation Supervisor, Recreation Coordinator, Recreation Specialist, Other Department Employees	
EMPLOYEE UNIT:	Mid-Management	
FLSA :	Exempt	

JOB SUMMARY:

Under administrative direction of the Parks and Community Services Director or other Management Unit teammates, the Recreation Services Manager directs and supervises recreation operations for assigned program areas, including the planning, promotion and evaluation of recreational programs; the supervision and coordination of day-to-day operations; participation in policy development, participation in the development, justification and administration of the annual operating and capital program budgets; administration planning and problem solving; participation in the planning and developing of recreational programs; development of staff training curriculum; and development and operation of recreational facilities. Assigned areas of responsibility may include any combination of: aquatic activities, sports programs, special-interest classes, facility rentals, playground and youth activities, older adult programs, administrative services, cultural services and others.

DISTINGUISHING CHARACTERISTICS

This job class performs professional level project planning, organization, and supervision of the City recreational services and facilities. This class functions at a full administrative level. This is a mid-management classification, which requires knowledge of a wide variety of recreation services, which includes programs such as aquatics, fitness programs, adult sports, youth sports and activities, older adult programs, and preschool and day camp activities. The Recreation Services Manager is also responsible for the programs' budget administration, cost recovery efforts, and development of operating procedures.

Successful performance in this class requires highly developed interpersonal skills to provide positive supervision and leadership for City staff and an understanding of cost effective use of technology solutions to implement City programs. This classification is distinguished from the next lower classification of *Recreation Supervisor* in that the latter classification coordinates and supervises the activities and operations of various sections and programs, but does not possess the responsibilities of multiple large program areas as does the *Recreation Services Manager*.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with Parks and Community Services management teammates, and/or in coordination with other City staff, operating partners, other public and private organizations, and community groups. Additional duties may be assigned.

1. Supervises recreation program delivery across a variety of program areas that are safe, high quality and meet the evolving needs of the community.
 - a. Support the creation and ongoing review of annual work plans for each program area for efficiency in operations and maximization of available resources.
 - b. Effective utilization of contract instructors supports revenue growth and community participation.
 - c. Evaluation of recreation program offerings ensures community needs and participation goals are being met.
 - d. Prepares or directs the preparation of grant and permit applications and reports to various agencies, districts, and commissions; assures program, policy, and project compliance with local, state, and federal guidelines, rules, and regulations.
 - e. Assists in leading the implementation of strategic plans and master plans, including the development of Annual Work Plans consistent with the City Council's community priorities.
 - f. Timely investigation and resolution of customer complaints received from the public and other City staff creates increased community trust and satisfaction.
 - g. Implements a comprehensive and innovative plan for recreation programs results in the ability to meet changing community needs and industry trends.
 - h. Creative, appropriate, and measurable goals and objectives are developed to achieve and sustain quality programs, facilities, and services.
 - i. Routinely evaluates and ensures recreation operations are strategic, collaborative, and consistent with the Council's goals, priorities, and policies.
 - j. Determines the orders of program equipment, materials and supplies; supervises inventory; and directs equipment maintenance and safety programs.
 - k. Purposeful community engagement supports the development of services and activities that serve the entire community.
2. Leads the development of a high performing team where employees, contractors, and volunteers provide high quality services in a coordinated manner.
 - a. Collaborative leadership style that fosters teamwork and encourages employee input and involvement in decision-making.
 - b. Coordination of work with other Departments aids in creating an effective team oriented organization.
 - c. Thorough and ongoing staff coaching and training support the provision of excellent customer service by team members.
 - d. Recruitment, selection, orientation, advancement, and evaluation of employees leads to the successful achievement of organizational and employee goals.
3. Creates community collaborations in which community organizations develop trust and confidence in the City and the Department.
 - a. Serving as a liaison for the Department to community organizations increases partnership opportunities and collaborative events.
 - b. Coordination of recreation activities within the city, including downtown, enhances economic development.
 - c. Proactive and timely communication strengthens relationships with partner organizations and community members.

4. Prepares, submits, and administers approved annual program area budgets, including the control necessary to ensure budgetary compliance and careful evaluation of operational and maintenance needs and priorities.
 - a. Current year projects, programs, and activities are successfully completed within approved budget parameters.
 - b. Innovative approaches to maximize revenue and contain expenses are evaluated and implemented.
5. Leads the Department in the management of recreation programs and facility rentals, balancing cost recovery with community access, for City parks and recreation facilities.
 - a. Development, implementation and evaluation of recreation program goals, policies and staffing levels advance the organization's priorities. Analysis and implementation of partnership opportunities increase participation and revenue generation.
 - b. Preparation and delivery of customer feedback tools ensure ongoing review and improvement to operations.
 - c. Development, review and adjustment of effective and efficient work schedules and work priorities meet ongoing customer demands
 - d. Effective coordination with Department maintenance team on scheduling maintenance activities to minimize or eliminate impact to the public's use of recreation facilities.
 - e. Recreation and rental procedures are customer-friendly and ensure timely response to both external and internal customer needs.
6. Leads assigned program area operations in a manner that results in high customer service satisfaction levels, leveraging of resources, and continuous improvement.
 - a. A comprehensive special event procedure is implemented that is intended to streamline process
 - b. Customer satisfaction is a priority and customer focused operating policies, practices, and procedures are established and routinely evaluated for their effectiveness.
 - c. Forward thinking and customer focused operating procedures are established and routinely evaluated for their effectiveness.
 - d. Ongoing evaluation and service enhancements are of importance for all annual City-wide and Department events and programs.
 - e. Partnerships are actively sought out and maintained to reduce duplication of services, enhance events, and improve efficiency.
 - f. A comprehensive and strategic marketing and promotions plan increases community awareness, participation rates, and program sponsorships and revenues.
7. Serves as a City representative in presenting, explaining and discussing the views, interests and policies of the City to the Council, Parks and Recreation Commission, City task forces and other interested parties inside and outside the community.
 - a. Meets with community groups, members of the public, school district personnel, and other outside agencies as required, to coordinate cooperative efforts in construction and operations, and responds to complaints and questions in a way that elicits increased understanding and support for Department programs, services, and facilities.
 - b. Increased community understanding and support facilitates the effective implementation of and funding for new programs, facilities, projects, and services.
8. Prepares reports and studies for the Director, Assistant Director, Superintendent, City Manager and Council as scheduled or requested.
 - a. The Director and other interested parties are kept current with reliable, timely and documented information and analyses providing an accurate and current measure of actions taken to create and maintain quality services and facilities for the community.

9. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

Knowledge of:

- Philosophy, principles and techniques of providing public recreation and leisure services and programs
- Principles and procedures for implementing and directing a wide variety of recreation activities and the development of programs through community participation
- Recreational needs of the local community
- Community organizations
- Principles and practices of administration, budget, staff development and personnel management
- Watsonville community from a cultural and socioeconomic perspective
- Supervisory, management and leadership principles and practices

Ability to:

- Plan, organize, schedule, direct, coordinate and evaluate public recreation program and services
- Assess community recreational needs and develop programs to meet those needs
- Prepare and administer recreation operational and capital budget and control expenditures
- Tactfully and courteously communicate with the public
- Meet with residents, and representatives of other agencies in developing coordinate recreation programs
- Effectively and tactfully communicate in both oral and written forms
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Provide organizational leadership to all Department employees, volunteers, and partners.
- Effectively plan the work of professional and para-professional staff.
- Prepare, analyze, and make recommendations pertaining to recreation program service delivery.
- Analyze problems quickly and draw logical conclusions, plan and implement an effective course of action.
- Develop as necessary, interpret, and apply policies and procedures, laws and regulations.
- Develop and maintain effective working relationships with those contacted in the course of work.
- Manage, direct, train, coordinate and evaluate the work of staff.
- Exercise responsibility to work with limited direction; and complete assigned work and meet deadlines.

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Equivalent to a Bachelor's Degree from an accredited college or university with major work in recreation administration, sociology, social work or closely related field and two years of increasingly responsible experience in recreational program planning and development in a supervisory or administrative capacity

LICENSE & CERTIFICATION:

- A valid and appropriate California Class Driver's License and a safe driving record

- Must obtain CPR and first aid certifications within six months of employment

OTHER REQUIREMENTS

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be available to work evenings and weekends as required.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of any professional certifications or licenses related to the recreation field, including Certified Park and Recreation Professional (CPRP), Lifeguard and Lifeguard Instructor certifications.

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF PARKS SUPERINTENDENT (MANAGEMENT UNIT) AND THE REALLOCATION OF THE SALARY RANGE FROM \$36.87 – \$49.41 PER HOUR TO \$41.32 - \$55.37 PER HOUR

Rescinds Resolution No. 342-91 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Parks Superintendent; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Parks Superintendent, a copy of which is attached hereto and incorporated herein by this reference.

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

1. That the revised job description of Parks Superintendent is hereby approved.
2. That the reallocation of the job description of Parks Superintendent Salary Range from \$36.87 - \$49.41 per hour to \$41.32 - \$55.37 per hour is hereby approved.

City of Watsonville

Job Description



JOB TITLE:	Parks Superintendent	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Parks and Community Services Director or assigned management personnel	
SUPERVISION:	Park Services Manager, Park Supervisor, Parks Crew Leader, Division Employees	
EMPLOYEE UNIT:	Management	
FLSA :	Exempt	

JOB SUMMARY:

Under general guidance, plans, organizes, directs, coordinates and evaluates the development, construction, and maintenance of the City parks and recreational system, including parks, recreational facilities, landscaped medians, greenbelts, urban forest, and other public grounds. Prepares the parks division operation and capital improvement budgets; manages and oversees projects; supervises and formally evaluates the work of Parks Division staff; coordinates effectively with other City Departments, advisory bodies, government agencies, and contractors; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Employees in this classification receive administrative direction within a framework of general guidelines, goals and objectives and exercise direct supervision over subordinate managers and supervisors. This job class functions at a full administrative level of classification and is responsible for a variety of park development, maintenance and operation programs and services. This position is responsible for providing consultation to senior management and to assist with the administration of the Parks Division in close coordination with other Departmental activities. Successful performance of the work requires the ability to independently implement programs, projects, and policies in conformance with generally accepted standards. This classification is distinguished from the next lower classification of *Parks Services Manager* in that the latter classification coordinates and supervises the activities and operations of the parks division but does not possess the full scope of administrative functions as does the *Parks Superintendent* classification.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the Director, Assistant Director, Recreation Superintendent, and/or in coordination with division staff, other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

1. Leads and directs park operations, development and maintenance activities to ensure the entire system is maintained in a safe, high quality and aesthetically pleasing condition.
 - a. Plans, coordinates, and directs work programs and projects for the construction and maintenance of City parks, recreational facilities, landscaped medians, greenbelts and related public grounds areas through the development and implementation of a maintenance management system.

- b. Establishes and ensures compliance with system-wide maintenance standards.
 - c. Oversees the protection, preservation and maintenance of city owned open space and other facilities with emphasis on patrol, enforcement and interpretation.
 - d. Prepares or directs the preparation of grant and permit applications and reports to various agencies, districts, and commissions; assures program, policy, and project compliance with local, state, and federal guidelines, rules, and regulations.
 - e. Plans, implements, directs and evaluates strategies to improve productivity, reliability, energy costs, water conservation, environmental quality and safety of city parks, landscaped medians, greenbelts, urban forest, and related public grounds; makes field and site visits.
 - f. Participates in the planning process for development, construction and maintenance of parks; assists in leading the implementation of strategic plans and master plans, including the development of Annual Work Plans consistent with the City Council's community priorities.
 - g. Creative, appropriate, and measurable goals and objectives are developed to achieve and sustain quality programs, facilities, and services.
 - h. Routinely evaluates and ensures park maintenance operations is strategic, collaborative, and consistent with the Council's goals, priorities, and policies.
 - i. Compliance with established maintenance schedules contributes to high public utilization and low accident rates.
 - j. Determines the orders of division equipment, materials and supplies; supervises inventory; and directs equipment maintenance and safety programs.
 - k. Directs the City's street tree program and approves permits for removal and trimming of trees. Administers the City's historical tree program.
 - l. Prepares reports, correspondence, and applications related to park operations, maintenance and construction.
2. Exercises a leadership style that fosters teamwork, promotes staff initiative, and provides professional growth opportunities for all division employees.
 - a. Recruitment, hiring, training and evaluation of parks division staff, including managers, supervisors, utility workers, and park maintenance workers is successful.
 - b. Active listening and feedback clearly and consistently strengthens the quality and quantity of employee performance, teamwork, employee input, and the results being achieved.
 - c. Division employees clearly understand and demonstrate an organizational focus in accomplishing the City Council's priorities and advancing the organization's values
 - d. Development of Departmental policies, work standards, and coordination of park operations and business functions with the recreation division is done with effective teamwork.
 3. Leads Parks Division operations in a manner that results in high customer service satisfaction levels, leveraging of resources, and continuous improvement.
 - a. Customer satisfaction is a division priority and customer focused operating policies, practices, and procedures are established and routinely evaluated for their effectiveness.
 - b. Coordinates Parks Division operations with Department activities, other City Departments, county, state, and regional agencies and seeks out collaborative service delivery opportunities to improve efficiency, enhance service levels, and increase public participation.
 - c. Investigates and responds to the more complex inquiries and complaints regarding Parks Division activities; resolves technical and operational problems.
 4. Prepares, submits, and administrates an annual division budget including the controls necessary to ensure budgetary compliance, sensitivity to program and facility needs, and careful evaluation of programs, services, and projects.
 - a. Prepares and manages the division's annual budgets and capital improvements, including revenue and operation, maintenance and capital improvement budgets.

- b. Balance of effective maintenance and system improvements is achieved and maintained.
 - c. Current year projects, programs, and activities are successfully accomplished within approved budget parameters by controlling expenditures.
 - d. Plans for existing and future equipment and facility needs; evaluates requests for the purchase of equipment and services; writes and oversees the preparation of project specifications or requests for proposals; secures and evaluates bids; administers contracts for materials and services.
 - e. Innovative approaches to generate resources and control expenses are evaluated and implemented to limit dependence on the general tax fund.
- 5. Serves as a City representative in presenting, explaining and discussing the views, interests and policies of the City to the Council, Parks and Recreation Commission, City task forces and other interested parties inside and outside the community.
 - a. Meets with community groups, members of the public, school district personnel, and other outside agencies as required, to coordinate cooperative efforts in construction and operations, and responds to complaints and questions in a way that elicits increased understanding and support for Department programs, services, and facilities.
 - b. Increased community understanding and support facilitates the effective implementation of and funding for new programs, facilities, projects, and services.
- 6. Prepares reports and studies for the Director, Assistant Director, City Manager and Council as scheduled or requested.
 - a. Provides technical assistance, coordination, and guidance to Department Director, Assistant Director, landscape architects, construction contractors as required, performing design, construction or maintenance projects
 - b. The Director and other interested parties are kept current with reliable, timely and documented information and analyses providing an accurate and current measure of actions taken to create and maintain quality services and facilities for the community.
- 7. May function as the Department Head in the absence of the Director and Assistant Director
- 8. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and techniques of parks design and planning, public administration, budget preparation, recreation and community services, maintenance operations
- Principles and techniques of supervision including staffing, employee development, and planning work
- Engineering principles and practices as applied to park development, construction and maintenance including modern methods, materials, equipment, and tools used in operations
- Horticultural and arboricultural principles including landscape design, plant materials, irrigation systems, and integrated pest management and eradication techniques
- Pertinent laws and regulatory codes governing maintenance operations
- Basic Microsoft Office computer applications, and smart phone, pc and laptop technologies

Ability to:

- Plan, organize, direct and evaluate the development, construction, maintenance, of park facilities
- Prepare and administer an annual division operations budget and control expenditures
- Read and interpret construction plans and specifications and inspect and evaluate construction and maintenance work

- Develop and implement work programs for the construction and maintenance of park facilities
- Effectively recruit, assign, supervise, evaluate, and train subordinates, and enforce safety
- Tactfully and courteously deal with the public and communicate effectively, both orally and in writing
- Develop and maintain accurate record keeping systems
- Analyze technical issues and develop appropriate recommendations for action
- Prepare clear, comprehensive technical and administrative reports, grants and other written material
- Make effective oral and visual presentations to city staff and advisory bodies
- Interpret, apply, and explain laws, regulations, standards, policies, and procedures
- Maintain close and effective working relationships with the management staff of other City Departments, officials of other agencies, recreational organizations and community services groups

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Drive a vehicle, climb into and out of appropriate vehicles; and up and down stairs and ladders
- Walk on uneven surfaces and stand for long periods of time
- Reach above and at shoulder height
- Work outdoors for long periods of time in variable temperatures and weather conditions
- Work under conditions such as high noise levels, medium to high speed traffic, strong and unpleasant odors, and vibration from equipment and dust from various materials
- Hear and distinguish various sounds such as loud machinery and voices of co-workers in a noisy environment
- Distinguish colors and symbols such as colored medical waste containers, recyclable materials and waste containers.

TRAINING AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of advanced educational study in park management, horticulture, landscape architecture, forestry or a related field and five years of increasingly responsible experience in park maintenance and construction in a supervisory or administrative capacity.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment

OTHER REQUIREMENTS:

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be willing to respond to emergencies outside of regular work hours.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of a valid California Commercial Class A or B Driver's License
- Possession of any professional certificates or licenses related to landscaping and irrigation, arboriculture, heavy equipment operation/maintenance, construction trades

- Working knowledge of Computer Assisted Drafting programs
- Possession of a Certified Playground Safety Inspector Credential
- Possession of an ISA Certified Arborist credential.

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF RECREATION SUPERINTENDENT (MANAGEMENT UNIT) AND THE REALLOCATION OF THE SALARY RANGE FROM \$36.87 – \$49.41 PER HOUR TO \$41.32 - \$55.37 PER HOUR

Rescinds Resolution No.'s 343-91 (CM) and 327-99 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Recreation Superintendent; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Recreation Superintendent, a copy of which is attached hereto and incorporated herein by this reference.

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

1. That the revised job description of Recreation Superintendent tis hereby approved.
2. That the reallocation of the job description of Recreation Superintendent Salary Range from \$36.87 - \$49.41 per hour to \$41.32 - \$55.37 per hour is hereby approved.



City of Watsonville

Job Description

JOB TITLE:	Recreation Superintendent	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Parks and Community Services Director	
SUPERVISION:	Recreation Supervisor, Recreation Coordinator, Recreation Specialist, Other Department Employees	
EMPLOYEE UNIT:	Management	
FLSA :	Exempt	

JOB SUMMARY:

Under administrative direction of the Parks and Community Services Director, the Recreation Superintendent directs and supervises recreation operations, including the planning, development, promotion and evaluation of recreational programs; the supervision and coordination of day-to-day operations; participation in policy development, participation in the development, justification and administration of the annual operating and capital program budgets; administration planning and problem solving; participation in the planning and developing of future park sites and recreational programs; development of staff training curriculum; and development and operation of recreational facilities. Assigned areas of responsibility may include any combination of: aquatic activities, sports programs, special-interest classes, facility rentals, playground and youth activities, older adult programs, administrative services, cultural services and others.

DISTINGUISHING CHARACTERISTICS

This job class performs professional level project planning, organization, and supervision of the City recreational services and facilities. This class functions at a full administrative level. This is a management classification, which requires knowledge of a wide variety of recreation services, which includes programs such as aquatics, fitness programs, adult sports, youth sports and activities, older adult programs, and preschool and day camp activities. The Recreation Superintendent is also responsible for the division's budget administration, cost recovery efforts, and development of operating procedures.

Successful performance in this class requires highly developed interpersonal skills to provide positive supervision and leadership for City staff and an understanding of cost effective use of technology solutions to implement City programs. This classification is distinguished from the next lower classification of *Recreation Services Manager* in that the latter classification coordinates and supervises the activities and operations of multiple large sections and programs, but does not possess the divisional responsibilities of the *Recreation Superintendent*.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the Director of Parks and Community Services, and/or in coordination with other City staff, operating partners, other public and private organizations, and community groups. Additional duties may be assigned.

1. Supervises recreation program delivery across a variety of program areas that are safe, high quality and meet the evolving needs of the community.
 - a. Support the creation and ongoing review of annual work plans for each program area for efficiency in operations and maximization of available resources.
 - b. Effective utilization of contract instructors supports revenue growth and community participation.
 - c. Evaluation of recreation program offerings ensures community needs and participation goals are being met.
 - d. Prepares or directs the preparation of grant and permit applications and reports to various agencies, districts, and commissions; assures program, policy, and project compliance with local, state, and federal guidelines, rules, and regulations.
 - e. Participates in the planning process for development, construction and maintenance of parks.
 - f. Assists in leading the implementation of strategic plans and master plans, including the development of Annual Work Plans consistent with the City Council's community priorities.
 - g. Timely investigation and resolution of customer complaints received from the public and other City staff creates increased community trust and satisfaction.
 - h. Implements a comprehensive and innovative plan for recreation programs results in the ability to meet changing community needs and industry trends.
 - i. Creative, appropriate, and measurable goals and objectives are developed to achieve and sustain quality programs, facilities, and services.
 - j. Routinely evaluates and ensures recreation operations are strategic, collaborative, and consistent with the Council's goals, priorities, and policies.
 - k. Determines the orders of division equipment, materials and supplies; supervises inventory; and directs equipment maintenance and safety programs.
 - l. Purposeful community engagement supports the development of services and activities that serve the entire community.
2. Leads the development of a high performing team where employees, contractors, and volunteers provide high quality services in a coordinated manner.
 - a. Collaborative leadership style that fosters teamwork and encourages employee input and involvement in decision-making.
 - b. Coordination of work with other Departments aids in creating an effective team oriented organization.
 - c. Thorough and ongoing staff coaching and training support the provision of excellent customer service by team members.
 - d. Recruitment, selection, orientation, advancement, and evaluation of employees leads to the successful achievement of organizational and employee goals.
3. Creates community collaborations in which community organizations develop trust and confidence in the City and the Department.
 - a. Serving as a liaison for the Department to community organizations increases partnership opportunities and collaborative events.
 - b. Coordination of recreation activities within the city, including downtown, enhances economic development.
 - c. Proactive and timely communication strengthens relationships with partner organizations and community members.

4. Prepares, submits, and administers an approved annual division budget, including the control necessary to ensure budgetary compliance and careful evaluation of operational and maintenance needs and priorities.
 - a. Current year projects, programs, and activities are successfully completed within approved budget parameters.
 - b. Innovative approaches to maximize revenue and contain expenses are evaluated and implemented.
5. Leads the Department in the management of recreation programs and facility rentals, balancing cost recovery with community access, for City parks and recreation facilities.
 - a. Development, implementation and evaluation of recreation program goals, policies and staffing levels advance the organization's priorities. Analysis and implementation of partnership opportunities increase participation and revenue generation.
 - b. Preparation and delivery of customer feedback tools ensure ongoing review and improvement to operations.
 - c. Development, review and adjustment of effective and efficient work schedules and work priorities meet ongoing customer demands
 - d. Effective coordination with Department maintenance team on scheduling maintenance activities to minimize or eliminate impact to the public's use of recreation facilities.
 - e. Recreation and rental procedures are customer-friendly and ensure timely response to both external and internal customer needs.
6. Leads the Recreation Division operations in a manner that results in high customer service satisfaction levels, leveraging of resources, and continuous improvement.
 - a. A comprehensive special event procedure is implemented that is intended to streamline process
 - b. Customer satisfaction is a division priority and customer focused operating policies, practices, and procedures are established and routinely evaluated for their effectiveness.
 - c. Forward thinking and customer focused operating procedures are established and routinely evaluated for their effectiveness.
 - d. Ongoing evaluation and service enhancements are of importance for all annual City-wide and department events and programs.
 - e. Partnerships are actively sought out and maintained to reduce duplication of services, enhance events, and improve efficiency.
 - f. A comprehensive and strategic marketing and promotions plan increases community awareness, participation rates, and program sponsorships and revenues.
7. Serves as a City representative in presenting, explaining and discussing the views, interests and policies of the City to the Council, Parks and Recreation Commission, City task forces and other interested parties inside and outside the community.
 - a. Meets with community groups, members of the public, school district personnel, and other outside agencies as required, to coordinate cooperative efforts in construction and operations, and responds to complaints and questions in a way that elicits increased understanding and support for Department programs, services, and facilities.
 - b. Increased community understanding and support facilitates the effective implementation of and funding for new programs, facilities, projects, and services.
8. Prepares reports and studies for the Director, Assistant Director, City Manager and Council as scheduled or requested.
 - a. Provides technical assistance, coordination, and guidance to Department Director, Assistant Director, landscape architects, construction contractors as required, performing design, construction or maintenance projects.

- b. The Director and other interested parties are kept current with reliable, timely and documented information and analyses providing an accurate and current measure of actions taken to create and maintain quality services and facilities for the community.
- 9. May function as the Department Head in the absence of the Director and Assistant Director
- 10. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

Knowledge of:

- Philosophy, principles and techniques of providing public recreation and leisure services and programs
- Principles and procedures for implementing and directing a wide variety of recreation activities and the development of programs through community participation
- Recreational needs of the local community
- Community organizations
- Principles and practices of administration, budget, staff development and personnel management
- Watsonville community from a cultural and socioeconomic perspective
- Supervisory, management and leadership principles and practices

Ability to:

- Plan, organize, schedule, direct, coordinate and evaluate public recreation program and services
- Assess community recreational needs and develop programs to meet those needs
- Prepare and administer recreation operational and capital budget and control expenditures
- Tactfully and courteously communicate with the public
- Meet with residents, and representatives of other agencies in developing coordinate recreation programs
- Effectively and tactfully communicate in both oral and written forms
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Provide organizational leadership to all Department employees, volunteers, and partners.
- Effectively plan the work of professional and para-professional staff.
- Prepare, analyze, and make recommendations pertaining to recreation program service delivery.
- Analyze problems quickly and draw logical conclusions, plan and implement an effective course of action.
- Develop as necessary, interpret, and apply policies and procedures, laws and regulations.
- Develop and maintain effective working relationships with those contacted in the course of work.
- Manage, direct, train, coordinate and evaluate the work of staff.
- Exercise responsibility to work with limited direction; and complete assigned work and meet deadlines.

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Equivalent to a Bachelor's Degree from an accredited college or university with major work in recreation administration, sociology, social work or closely related field and five years of increasingly responsible experience in recreational program planning and development in a supervisory or administrative capacity

LICENSE & CERTIFICATION:

- A valid and appropriate California Class Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment

OTHER REQUIREMENTS

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be available to work evenings and weekends as required.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of any professional certifications or licenses related to the recreation field, including Certified Park and Recreation Professional (CPRP), Lifeguard and Lifeguard Instructor certifications.

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF ASSISTANT PARKS AND COMMUNITY SERVICES DIRECTOR (MANAGEMENT UNIT) AND THE REALLOCATION OF THE SALARY RANGE FROM \$44.91 – \$60.18 PER HOUR TO \$46.49 - \$62.29 PER HOUR

Rescinds Resolution No. 27-03 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Assistant Parks and Community Services Director; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Assistant Parks and Community Services Director, a copy of which is attached hereto and incorporated herein by this reference.

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

1. That the revised job description of Assistant Parks and Community Services Director is hereby approved.

2. That the reallocation of the job description of Assistant Parks and Community Services Director Salary Range from \$44.91 - \$60.18 per hour to \$46.49 - \$62.29 per hour is hereby approved.



City of Watsonville

Job Description

JOB TITLE: Assistant Parks and Community Services Director

DATE APPROVED:

DEPARTMENT: Parks and Community Services **SUPERSEDES:** N/A

REPORTS TO: Parks and Community Services Director

SUPERVISION: Parks Superintendent, Recreation Superintendent, Other Department Employees

EMPLOYEE UNIT: Management

FLSA : Exempt

JOB SUMMARY:

Under the guidance of the Parks and Community Services Director, the Parks and Community Services Assistant Director will assist the Director in developing, directing, and providing ongoing leadership for a comprehensive parks and recreation system and well-planned park maintenance program. The Assistant Director guides day-to-day decision making and provides direction for planning, development, and operation of recreation programs, park facilities, maintenance activities, and all community service functions for which responsible. This position will provide advice and consultation to the Recreation and Parks Commission, City Manager and City Council regarding the effective provision of community and parks services.

DISTINGUISHING CHARACTERISTICS:

Employees in this classification receive administrative direction within a framework of general guidelines, goals and objectives. Employees in this classification exercise supervision over subordinate supervisors. This job class functions at a Senior Management level of classification and is responsible for the activities, operations, and management of the Parks and Community Services Department. This position is responsible for providing general assistance in the administration of the Parks and Community Services Department. Successful performance of the work requires the ability to independently implement programs, projects, and policies in conformance with generally accepted standards.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the Director, and/or in coordination with other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

1. Exercises a leadership style that fosters teamwork, promotes staff initiative, and provides professional growth opportunities for all Department employees.
 - a. Recruitment, selection, orientation, advancement, and evaluation of employees are effective and successful.
 - b. Active listening and feedback clearly and consistently strengthens the quality and quantity of employee performance and results being achieved.

- c. Collaborative leadership style fosters teamwork and encourages employee input and involvement in decision-making.
 - d. Employees clearly understand and demonstrate an organizational focus in accomplishing the City Council's priorities and advancing the organization's values.
 - e. There is a clear understanding of the steps that will be taken when service standards are not acceptable.
- 2. Assists in leading Parks and Community Services Department operations in a manner that results in high customer service satisfaction levels, leveraging of resources, and continuous improvement.
 - a. A comprehensive community engagement program is implemented that is intended to actively engage the entire community and seek constant input.
 - b. Customer satisfaction is a Department priority and is achieved through formal and informal customer feedback confirming the delivery of services meet customers' needs and wants.
 - c. Forward thinking and customer focused operating policies, practices, and procedures are established and routinely evaluated for their effectiveness.
 - d. Ongoing evaluation and service enhancements are a priority for all employees.
 - e. Partnerships and regional service delivery opportunities are actively sought out and maintained to reduce duplication of services, enhance service levels, and improve efficiency.
 - f. A comprehensive and strategic marketing and promotions plan increases community awareness, participation rates, and program revenues.
 - g. Programs, policies, and projects that further economic, environmental, and social equity sustainability are continuously recommended and implemented.
- 3. Assists in the preparation, submission and administration of an approved annual budget including the controls necessary to ensure budgetary compliance, sensitivity to program and facility fees, and careful evaluation of programs, services, and projects.
 - a. Balance of cost-recovery and community access and affordability is achieved and maintained.
 - b. Current year projects, programs, and activities are successfully accomplished within approved budget parameters.
 - c. Sufficient financial resources are available to accomplish service delivery outcomes.
 - d. Revenue and participant levels meet or exceed the goals outlined in the annual budget.
 - e. Innovative approaches to generate revenues and contain expenses are evaluated and implemented to limit the Department's reliance of general fund tax support.
- 4. Assists in leading the development and implementation of strategic plans and master plans, including the development of Annual Work Plans consistent with the City Council's community priorities.
 - a. Creative, appropriate, and measurable goals and objectives are developed to achieve and sustain quality programs, facilities, and services.
 - b. The ability to see the big picture while being a creative, strategic, and innovative thinker is routinely demonstrated.
 - c. Plans reflect the needs of the entire community, are financially feasible, and enhance the community's quality of life.
 - d. Department work plans are thorough, submitted on time, and consistently accomplished.
 - e. Park planning and acquisition is strategic, collaborative, and consistent with the Council's goals, priorities, and policies.
- 5. Assists in leading and directing park, recreation, and maintenance activities to ensure the entire system is maintained in a safe, high quality and aesthetically pleasing condition.
 - a. Planning, implementation, and ongoing operational evaluation processes are inclusive, directed, and result in strategic and timely outcomes.
 - b. Compliance with established maintenance schedules contributes to high public utilization and low accident rates.

6. Serves as a City representative in presenting, explaining and discussing the views, interests and policies of the City to the Council, Parks and Recreation Commission, City task forces and other interested parties inside and outside the community.
 - a. There is evidence of increased understanding and support for Department programs, services, and facilities.
 - b. Increased community understanding and support facilitates the effective implementation of and funding for new programs, facilities, projects, and services.
7. Prepares reports and studies for the Director, City Manager and Council as scheduled or requested.
 - a. Timely, well-documented studies and analyses provide a sound foundation for policy decision recommendations by City staff and policy decision making by the Council.
 - b. The Director and other interested parties are kept current with reliable, accurate, and documented information.
 - c. Planning and project reporting is timely, thorough, and provides an accurate and current measure of actions taken to create and maintain quality services and facilities for the community.
8. Functions as the Department Head in the absence of the Director
9. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and techniques of public administration, local government, recreation and community services, and maintenance practices, policies, and procedures.
- Recreation needs of the local community
- Development and use of community recreation and parks facilities
- Community organizations
- Departmental budget preparation and expenditure control
- Principles and practices of management including organization and management of work, effective supervisory practices, and staff development

Ability to:

- Plan, organize, direct, coordinate, and evaluate the functions of a public recreation and parks Department
- Oversee the selection of staff; provides for their training and development; reviews and approves performance appraisals and recommendations for disciplinary action, wage and salary actions, promotions, and related employment actions
- Assess community recreational needs and develop programs to meet those needs
- Prepare Departmental budget and control expenditures
- Review and recommend appropriate fee adjustments for recreational services
- Develop and administer grant programs
- Direct the preparation of and prepare a variety of comprehensive reports, grant applications, correspondence
- Formulate, evaluate and implement Departmental operating policies and procedures

- Analyze complex parks and community services issues and problems; evaluate alternatives; and develop and implement effective courses of action
- Prepare and makes presentations to the City Council and the Parks and Recreation Commission
- Effectively and tactfully communicate in both oral and written forms
- Maintain close and effective working relationships with the management staff of other City Departments, officials of other agencies, recreational organizations and community services groups.

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Walking, bending, squatting, and lifting up to 50 lbs.
- Any other requirements necessary to perform and teach assigned program area

TRAINING AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of advanced educational study in public recreation or a closely related field and broad and extensive work experience in the development and administration of public recreation and leisure service programs, including at least five years in a management or supervisory capacity

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment

OTHER REQUIREMENTS

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be available to work evenings and weekends as required.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of any professional certifications or licenses related to the park and recreation field or building and construction trades.

RESOLUTION NO. _____ (CM)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF
PARKS AND COMMUNITY SERVICES DIRECTOR (EXECUTIVE TEAM)
AND REAFFIRMING THE ESTABLISHED SALARY RANGE OF \$62.87 -
\$84.26 PER HOUR**

Rescinds Resolution No.'s 237-02 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Parks and Community Services Director; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Parks and Community Services Director, a copy of which is attached hereto and incorporated herein by this reference.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF WATSONVILLE, CALIFORNIA, AS FOLLOWS:**

That the revised job description of Parks and Community Services Director is hereby approved at the established Salary Range of \$62.87 - \$84.26 per hour.



City of Watsonville

Job Description

JOB TITLE:	Parks and Community Services Director	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	City Manager or Assigned Supervisory or Management Personnel	
SUPERVISION:	Assistant Parks and Community Services Director, Parks Superintendent, Recreation Superintendent, Other Department Employees	
EMPLOYEE UNIT:	Management	
FLSA :	Exempt	

JOB SUMMARY:

Under the administrative guidance of the City Manager, the Parks and Community Services Director will develop, direct, and provide ongoing leadership for a comprehensive parks and recreation system and well planned park maintenance program. The Director guides day-to-day decision making and provides direction for planning, development, and operation of recreation programs, park facilities, maintenance activities, and all community service functions for which responsible. This position will provide advice and consultation to the Recreation and Parks Commission, City Manager and City Council regarding the effective provision of community and parks services; and to serve as Secretary to the Parks and Recreation Commission.

DISTINGUISHING CHARACTERISTICS:

Employees in this classification receive executive direction within a framework of overall goals and objectives. Employees in this classification exercise supervision over subordinate supervisors. This job class functions at a Department Management level of classification and is responsible for the activities, operations, and management of the Parks and Community Services Department. This position is part of the City's Leadership Team, with full responsibility for leading the activities of the Department and providing support throughout the organization. Successful performance of the work requires the ability to independently implement programs, projects, and policies in conformance with generally accepted standards.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the City Manager, and/or in coordination with other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

1. Exercises a leadership style that fosters teamwork, promotes staff initiative, and provides professional growth opportunities for all Department employees.
 - a. Recruitment, selection, orientation, advancement, and evaluation of employees are effective and successful.
 - b. Active listening and feedback clearly and consistently strengthens the quality and quantity of employee performance and results being achieved.

- c. Collaborative leadership style fosters teamwork and encourages employee input and involvement in decision-making.
 - d. Employees clearly understand and demonstrate an organizational focus in accomplishing the City Council's priorities and advancing the organization's values.
 - e. There is a clear understanding of the steps that will be taken when service standards are not acceptable.
- 2. Leads Parks and Community Services Department operations in a manner that results in high customer service satisfaction levels, leveraging of resources, and continuous improvement.
 - a. A comprehensive community engagement program is implemented that is intended to actively engage the entire community and seek constant input.
 - b. Customer satisfaction is a Department priority and is achieved through formal and informal customer feedback confirming the delivery of services meet customers' needs and wants.
 - c. Forward thinking and customer focused operating policies, practices, and procedures are established and routinely evaluated for their effectiveness.
 - d. Ongoing evaluation and service enhancements are a priority for all employees.
 - e. Partnerships and regional service delivery opportunities are actively sought out and maintained to reduce duplication of services, enhance service levels, and improve efficiency.
 - f. A comprehensive and strategic marketing and promotions plan increases community awareness, participation rates, and program revenues.
 - g. Programs, policies, and projects that further economical, environmental, and social equity sustainability are continuously recommended and implemented.
- 3. Prepares, submits and administers an approved annual budget including the controls necessary to ensure budgetary compliance, sensitivity to program and facility fees, and careful evaluation of programs, services, and projects.
 - a. Balance of cost-recovery and community access and affordability is achieved and maintained.
 - b. Current year projects, programs, and activities are successfully accomplished within approved budget parameters.
 - c. Sufficient financial resources are available to accomplish service delivery outcomes.
 - d. Revenue and participant levels meet or exceed the goals outlined in the annual budget.
 - e. Innovative approaches to generate revenues and contain expenses are evaluated and implemented to limit the Department's reliance of general fund tax support.
- 4. Leads the development and implementation of strategic plans and master plans, including the development of Annual Work Plans consistent with the City Council's community priorities.
 - a. Creative, appropriate, and measurable goals and objectives are developed to achieve and sustain quality programs, facilities, and services.
 - b. The ability to see the big picture while being a creative, strategic, and innovative thinker is routinely demonstrated.
 - c. Plans reflect the needs of the entire community, are financially feasible, and enhance the community's quality of life.
 - d. Department work plans are thorough, submitted on time, and consistently accomplished.
 - e. Park planning and acquisition is strategic, collaborative, and consistent with the Council's goals, priorities, and policies.
- 5. Leads and directs park, recreation, and maintenance activities to ensure the entire system is maintained in a safe, high quality and aesthetically pleasing condition.
 - a. Planning, implementation, and ongoing operational evaluation processes are inclusive, directed, and result in strategic and timely outcomes.
 - b. Compliance with established maintenance schedules contributes to high public utilization and low accident rates.

6. Serves as a City representative in presenting, explaining and discussing the views, interests and policies of the City to the Council, Parks and Recreation Commission, City task forces and other interested parties inside and outside the community.
 - a. There is evidence of increased understanding and support for Department programs, services, and facilities.
 - b. Increased community understanding and support facilitates the effective implementation of and funding for new programs, facilities, projects, and services.
7. Prepares reports and studies for the City Manager and Council as scheduled or requested.
 - a. Timely, well-documented studies and analyses provide a sound foundation for policy decision recommendations by City staff and policy decision making by the Council.
 - b. The Council, City Manager, members of the Leadership Team, and other interested parties are kept current with reliable, accurate, and documented information.
 - c. Planning and project reporting is timely, thorough, and provides an accurate and current measure of actions taken to create and maintain quality services and facilities for the community.
8. Performs other job-related responsibilities as evident or directed by the City Manager.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and techniques of public administration, local government, recreation and community services, and maintenance practices, policies, and procedures.
- Recreation needs of the local community
- Development and use of community recreation and parks facilities
- Community organizations
- Departmental budget preparation and expenditure control
- Principles and practices of management including organization and management of work, effective supervisory practices, and staff development

Ability to:

- Plan, organize, direct, coordinate, and evaluate the functions of a public recreation and parks Department
- Oversee the selection of staff; provides for their training and development; reviews and approves performance appraisals and recommendations for disciplinary action, wage and salary actions, promotions, and related employment actions
- Assess community recreational needs and develop programs to meet those needs
- Prepare Departmental budget and control expenditures
- Review and recommend appropriate fee adjustments for recreational services
- Develop and administer grant programs
- Direct the preparation of and prepare a variety of comprehensive reports, grant applications, correspondence
- Formulate, evaluate and implement Departmental operating policies and procedures
- Analyze complex parks and community services issues and problems; evaluate alternatives; and develop and implement effective courses of action
- Prepare and makes presentations to the City Council and the Parks and Recreation Commission
- Effectively and tactfully communicate in both oral and written forms

- Maintain close and effective working relationships with the management staff of other City Departments, officials of other agencies, recreational organizations and community services groups.

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Walking, bending, squatting, and lifting up to 50 lbs.
- Any other requirements necessary to perform and teach assigned program area

TRAINING AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of advanced educational study in public recreation or a closely related field and broad and extensive work experience in the development and administration of public recreation and leisure service programs, including at least five years in a management or supervisory capacity

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment

OTHER REQUIREMENTS

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be available to work evenings and weekends as required.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of any professional certifications or licenses related to the park and recreation field or building and construction trades.



Agenda Report

MEETING DATE: Tuesday, April 27, 2021

TO: CITY COUNCIL

FROM: PUBLIC WORKS & UTILITIES DIRECTOR PALMISANO
PERSONNEL COMMISSION

SUBJECT: UPDATED PUBLIC WORKS & UTILITIES CLASSIFICATIONS

STATEMENT OF ISSUES:

This is a continuation of the Department's efforts to update outdated job classifications to better align employee duties with the work they actually perform; to better position the Department for succession planning efforts; and to facilitate future recruitments, as the case may be.

RECOMMENDED ACTION:

It is recommended that the City Council approve updated and new job descriptions for the following classifications in the Public Works and Utilities Department, and associated proposed salary changes, where applicable. The proposed job classifications and descriptions were approved by the Personnel Commission at its April 21, 2021 meeting.

The classifications are as follows:

- Collection Systems Manager
- Fleet and Warehouse Coordinator
- Waste and Recycling Center Supervisor (Replaces Processing Center Coordinator)
- Environmental Projects Analyst/Sr.
- Water Services Supervisor
- Wastewater Operations Supervisor
- Source Control Inspector

DISCUSSION:

Collection Systems Manager

Much has changed in the wastewater collections and treatment industry over the 27 years since the current job description was last approved. The proposed updated job description attempts to capture the full scope of the modern Collection System Manager which, among other things, has morphed into a highly skilled craftsman imbued with a construction and technological background necessitated by an ever-increasing complex collection system. The promulgation of the Waste Discharge Requirement Order in 2006 by the State Water Quality Control Board effectively laid the groundwork for how entities were to manage wastewater

collection systems, how to assess and report Sanitary Sewer Overflows (SSOs), and the type of training and knowledge that was to be acquired by those in the industry. Furthermore, this updated job description now references the appropriate industry professional organization (i.e. CWEA) and greatly enhances the experience and licensing expected of this position e.g. a Grade IV Collection System Technologist Certification is required within 18 months of employment (a Grade III at time of hire), as well as possession of a Mechanical Technologist Grade I. The salary range is being proposed to be adjusted so that it is equal to the Laboratory Manager which shares similar job responsibilities and requirements.

Fleet and Warehouse Coordinator

This is a brand new, single-series classification. As efforts are made to modernize the operations of the Fleet Division, a “parts specialist” i.e. Fleet and Warehouse Coordinator will be needed to properly and effectively administer parts inventory, purchasing and procurement efforts, and provide general administrative support to the Fleet Manager and Equipment Mechanics. The salary is being proposed equal to an Equipment Maintenance Coordinator classification.

Waste and Recycling Center Supervisor

The proposal is to repeal the job title of Processing Center Coordinator and replace with a new job classification of Waste and Recycling Center Supervisor to better align with the scope of supervisory and operational duties required. This position is responsible for ensuring Municipal Service Center (MSC) stormwater BMPs, submitting timely regulatory reports, ensuring the proper handling of money, and enforcing safety compliance practices. Numerous new and additional certifications have been incorporated in this revised job description such as: 40 HAZWOPER and Forklift Operator certifications within 12 months of hire, a class B driver's license, and a SWANA transfer station certification within 12 months of hire. Proposed salary to be benched to the Sr. Integrated Waste Worker series.

Environmental Projects Analyst

This classification does not belong in the OE3 bargaining group so one of the changes is to move it to the Management group where the Administrative Analyst series resides. Furthermore, major revisions were made to an otherwise obsolete job description. This new description will be able to better serve the administrative and programmatic needs of the new Environmental Sustainability Division. The salary is being proposed to be adjusted so that it is equal to the Administrative Analyst position resulting in a 4% increase. The Senior Environmental Projects Analyst is to be benched to the Sr. Administrative Analyst classification.

Water Services Supervisor

A minor change is being proposed; namely, the requirement for a Class A commercial license with associated endorsements is no longer mandatory, just preferred. No salary adjustment is being proposed.

Wastewater Operations Supervisor

This job classification has been updated to incorporate duties of the obsolete Wastewater Treatment Facilities Manager classification which was developed before the facility incorporated recycled water treatment thereby triggering a Grade 5 plant rating and requiring a Chief Plant

Operator with a Grade 5 Operator license. The Supervisor will now be required to accept the duties of a “Designated Operator in Charge” in the absence of the Chief Plant Operator.

Source Control Inspector

This classification has been revised to perform additional duties with respect to enforcement of wastewater and stormwater discharge violations; implementation of the City’s FOG Program; requires the ability to interpret laboratory analytical reports for local, state, and federal compliance; conducts inspection of commercial and industrial facilities for stormwater BMP compliance; assists in the implementation of NOV’s; and other duties meant to bridge the broader programmatically vacuum currently present between the Source Control Inspector and the Source Control Manager. The salary was brought up to market in the recently completed negotiations with the OE3 bargaining group. No salary adjustment is being proposed.

The following chart summarizes positions for which updated job descriptions and salary ranges are proposed.

Position	Current Hourly Salary	Current Monthly Salary	Proposed Hourly Salary	Proposed Monthly Salary
Collection Systems Manager	\$35.40-\$47.43	\$6135-\$8221	\$39.57-\$53.03	\$6858-\$9191
Fleet and Warehouse Coordinator	New	New	\$27.38-\$36.69	\$4745-6359
Waste and Recycling Center Supervisor	\$27.38 - \$36.69	\$4745.43 - \$6,359.36	\$29.00-\$38.87	\$5027-\$6737
Environmental Projects Analyst	\$30.54-\$40.93	\$5293-\$7093	\$31.82-\$42.65	\$5515-\$7391
Senior Environmental Projects Analyst	New	New	\$36.48-\$48.89	\$6323-\$8474
Water Services Supervisor	\$41.04-\$55.00	\$7113-\$9532	No Change	No Change
Wastewater Operations Supervisor	\$42.08-\$56.39	\$7293-\$9773	\$44.18-\$59.21	\$7658-10262
Source Control Inspector	\$29.58-\$39.64	\$5127-\$6870	No Change	No Change

The various affected bargaining units that represent these classifications are also in agreement with the changes.

STRATEGIC PLAN:

03-Infrastructure & Environment

FINANCIAL IMPACT:

Below is an itemization of the proposed salary adjustments for the affected classifications:

- Collection Systems Manager – 12%

- Fleet and Warehouse Coordinator – new classification with a proposed salary of \$4,745.43 - \$6,359.36 per month
- Waste and Recycling Center Supervisor – 6%
- Environmental Projects Analyst – 4%
- Wastewater Operations Supervisor – 5%

The resulting salary increases can be absorbed in the current Public Works and Utilities budget.

ALTERNATIVE ACTION:

No alternative action is being proposed.

ATTACHMENTS AND/OR REFERENCES (If any):

Updated and/or new classifications

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF COLLECTION SYSTEMS MANAGER (MID-MANAGEMENT UNIT) AND THE REALLOCATION OF THE SALARY RANGE FROM \$35.40 – \$47.43 PER HOUR TO \$39.57 - \$53.03 PER HOUR

Rescinds Resolution No. 47-93 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Collection Systems Manager; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Collection Systems Manager, a copy of which is attached hereto and incorporated herein by this reference.

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

1. That the revised job description of Collection Systems Manager is hereby approved.

2. That the reallocation of the job description of Collection Systems Manager Salary Range from \$35.40 - \$47.43 per hour to \$39.57 - \$53.03 per hour is hereby approved.



City of Watsonville

Job Description

JOB TITLE: Collection Systems Manager

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: February 1993

REPORTS TO: Wastewater Division Manager

SUPERVISION: Collection Systems Operator I, II, III

EMPLOYEE UNIT: Mid-Management

FLSA: Exempt

JOB SUMMARY:

Under direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing installation, construction, maintenance, and repair activities within the Collection Systems Division of the Public Works and Utilities Department; administers current and long-range planning activities; manages the effective use of the City's public works maintenance resources to improve organizational productivity and customer service; provides complex and responsible support to the Wastewater Division Manager in areas of expertise; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a management classification that manages the installation, construction, maintenance, and repair of the City's wastewater collection and stormwater systems. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of the assigned functional area, including participating in short and long-term improvement planning. Successful performance of the work requires an extensive background as well as skill in coordinating work with that of other divisions, departments, and public agencies. This class is distinguished from the Wastewater Division Manager in that the latter is a division manager and is responsible for planning, organizing, and directing, through subordinate staff, the administrative and operational activities of the Collection Systems Division, including maintenance and repair of wastewater collection and stormwater systems and lift stations.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned function; recommends within department and division policy, appropriate service and staffing levels; recommends and administers policies and procedures
- Plans, manages, and oversees the installation, construction, maintenance, and repair of the City's wastewater collection and stormwater systems
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned programs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Wastewater Division Manager
- Manages and coordinates the work plan for the assigned programs; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures
- Participates in the selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures
- Monitors construction and maintenance projects to ensure timely and cost effective completion; maintains standards for materials and construction; regularly inspects work in progress and provides technical direction as needed; troubleshoots and develops solutions for complex technical problems
- Manages the Collection Systems after hours emergency response program; coordinates and monitors activities of participating staff members; schedules and conducts training; communicates with Risk Manager regarding losses; performs related administrative tasks including billing of property owners
- Develops and reviews staff and regulatory reports related to wastewater collection and stormwater systems; ensures compliance with National Pollutant Discharge Elimination System (NPDES) regulations and coordinates annual reporting
- Coordinates wastewater collection and stormwater system maintenance and construction projects with the Engineering Division, other City departments, independent contractors, local, state, and federal agencies, and customers
- Manages and participates in the development and administration of assigned budgets
- Provides complex staff assistance to the Wastewater Division Manager, including development of division performance goals and long-range planning; performs special projects as assigned
- Oversees and assists in the negotiation of contracts; monitors and administers contracts to ensure compliance with City policies and procedures and timely completion of projects
- Meets with various local, state, and federal agencies, public and private organizations, vendors, contractors, citizens and community groups

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of wastewater collection and stormwater maintenance and repair; monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action
- Responds to operations, maintenance, and repair emergency situations as required
- May be required to perform duties related to confined space entry and rescue
- Performs other related duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management
- Principles and practices of budget and contract development and administration
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area
- Principles, practices, tools, and materials for installing, cleaning, and repairing wastewater and stormwater collection systems
- Methods, materials, and techniques used in the construction of public works projects
- applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility
- Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports
- Recent and ongoing developments, current literature, and sources of information related to wastewater collection and stormwater operations and maintenance
- Safety equipment and practices related to the work, including the handling of hazardous chemicals and confined space entry
- Record keeping principles and procedures
- Modern office practices, methods, and computer equipment and applications
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations
- Techniques for providing a high level of customer service by effectively dealing with the public, contractors, and City staff

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures
- Evaluate and develop improvements in operations, procedures, policies, or methods
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals
- Establish and maintain a variety of filing, record keeping, and tracking systems
- Operate modern office equipment including computer equipment and specialized software applications programs
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize your own work, set priorities, and meet critical time deadlines
- Make sound, independent decisions within established policy and procedural guidelines
- Use English effectively to communicate in person, over the telephone, and in writing
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Exposure to occasional loud noises, hazardous chemicals, fumes, and gases
- Work at a desk for prolonged periods of time
- Constant use and operation of a personal computer
- Drive an automobile to meetings or to various job sites located out in the field requiring hand and finger dexterity
- Inspecting construction sites and pump or lift station sites requiring use of sight in order to observe, inspect, and monitor maintenance and repair activities
- Occasional standing, climbing and lifting of equipment or materials weighing less than 40 pounds

TRAINING AND EXPERIENCE:

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- High school degree or equivalent; and
- Six (6) years of increasingly responsible experience in the inspection, installation, maintenance, and repair of wastewater collection and stormwater systems, or equivalent as defined by the California Water Environment Association (CWEA), including three (3) years of supervisory experience

LICENSE & CERTIFICATION:

- Possession of and maintain a valid California Class A driver's license, including a safe driving record
- Possession of an active Grade III Wastewater Collection System Technologist Certificate issued by the California Water Environment Association (CWEA)
- Possession and maintenance of a Grade IV Wastewater Collection System Technologist Certificate issued by the California Water Environment Association (CWEA) within eighteen (18) months of employment
- Possession of a Mechanical Technologist Grade I Certificate issued by the California Water Environment Association (CWEA)

OTHER REQUIREMENTS:

- Must reside within a 30 minute response time by the end of probationary period
- Experience using computerized maintenance management systems

RESOLUTION NO. _____ (CM)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WATSONVILLE APPROVING AND AUTHORIZING THE NEW JOB
CLASSIFICATION AND JOB DESCRIPTION FOR FLEET AND
WAREHOUSE COORDINATOR (MID-MANAGEMENT UNIT) AT THE
ESTABLISHED SALARY RANGE OF \$27.38 - \$36.69 PER HOUR**

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the new job classification and job description of Fleet and Warehouse Coordinator; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve and authorize the new job classification and job description of Fleet and Warehouse Coordinator, a copy of which is attached hereto and incorporated herein by this reference.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF WATSONVILLE, CALIFORNIA, AS FOLLOWS:**

That the job classification and description of Fleet and Warehouse Coordinator is hereby approved and authorized at the established Salary Range of \$27.38 - \$36.69 per hour.



City of Watsonville

Job Description

JOB TITLE: Fleet and Warehouse Coordinator

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: N/A

REPORTS TO: Vehicle and Equipment Manager

SUPERVISION: N/A

EMPLOYEE UNIT: Mid-Management

FLSA: Exempt

JOB SUMMARY: Under general supervision, procures, receives, records, issues, and inventories parts, equipment, and supplies to meet operations and maintenance needs; receives and reviews requisitions for accuracy and content; prepares clear and concise product and services descriptions for inclusion on purchase orders and contracts for services; researches sources of supply for products and services; prepares bid solicitations; coordinates shipping, receiving and warehousing activities in support of the Fleet Division; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This position is responsible for performing purchasing and warehouse duties in support of the Fleet Division. This is a single classification.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Procures, receives, records, issues, and stores parts, equipment, and supplies to meet operations and maintenance needs of the Fleet Division.
- Receives and reviews requisitions for accuracy, and content; assists staff in evaluating product options.
- Prepares clear and concise product and services descriptions for inclusion on purchase orders and contracts for services.
- Researches sources of supply for products and services; negotiates pricing and availability; procures goods and services in accordance with laws, regulations, and agency policies and procedures.
- Prepares bid solicitations to obtain competitive bid responses; establishes newly awarded contract services with outside contractors; verifies prevailing wage compliance;
- Confers with staff to resolve problems related to delivery schedules, and vendor

issues; follows up on purchase orders to ensure products are received in good order and on a timely basis; assists in resolving vendor disputes; assists in the reconciliation of payment discrepancies.

- Receives and processes invoices from vendors; enters invoices, purchase orders and agreements into the appropriate financial system.
- Coordinates shipping, receiving and warehousing activities for the Fleet Division; receives shipments consisting of tools, equipment, automobile parts;
- Stores equipment and supplies in the proper warehouse locations; retrieves items from inventory and distributes to requesting staff.
- Assists in taking physical inventory of materials and supplies; coordinates surplus asset sales as assigned.
- Arranges for the removal of hazardous waste and chemical spills; ensures that fuel tanks and fuel pumps are up to date.
- Coordinates and participates in fleet vehicle maintenance, repair, and inspection; arranges for the repair and maintenance of vehicles with outside vendors.
- Operates a variety of warehouse equipment as assigned.
- Prepares records, logs, reports, correspondence, and other documents.
- Cleans and maintains assigned facilities.
- Operates a computer and assigned software.
- Performs other related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of public agency purchasing, warehousing and inventory management.
- Regulations and legal requirement of purchasing processes in the public sector.
- Principles of contract management.
- Basic principles and practices of automotive and equipment maintenance and repair, including preventative maintenance practices for vehicles and equipment.
- Tools, equipment, and supplies used in the maintenance of vehicles and equipment.
- General principles, procedures, and practices of record keeping.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic mathematical principles.
- Occupational hazards and standard safety practices.
- Methods of reporting numerical and narrative information.

- Office practices, procedures, and equipment.
- Safe driving practices.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform a variety of technical duties related to the purchasing and storage of materials, supplies, services, and equipment.
- Prepare, review, verify, and process purchasing forms and documents.
- Obtain pricing and related purchasing data.
- Receive, account for, and distribute materials and supplies.
- Assist in coordinating internal and external services to meet assigned purchasing needs.
- Perform research, review options, and make recommendations regarding vendors and products.
- Write English at a level necessary to compose clear and concise reports, bid information, and correspondence.
- Operate a computer and assigned software.
- Maintain records and prepare reports.
- Accurately input data.
- Add, subtract, multiply, and divide quickly and accurately.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Observe safety principles and work in a safe manner.

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform required duties
- Grasp with right and left hands
- Use fine hand manipulation
- Perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs.
- Hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.

TRAINING AND EXPERIENCE:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Fleet and Warehouse Coordinator. A typical way of obtaining the required qualifications is to possess:

- A high school diploma or equivalent GED
- Two (2) years of experience in the purchasing and inventory of materials and supplies and two (2) years of experience maintaining and repairing vehicles.

LICENSE & CERTIFICATE:

- Possession at the time of hire and continued maintenance of a valid California Class C driver's license.
- Possession and maintenance of forklift certification

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING AND AUTHORIZING THE NEW JOB CLASSIFICATION AND JOB DESCRIPTION FOR WASTE AND RECYCLING CENTER SUPERVISOR (MID-MANAGEMENT UNIT) AT THE ESTABLISHED SALARY RANGE OF \$29.00 - \$38.87 PER HOUR AND REPEALING THE JOB CLASSIFICATION AND DESCRIPTION OF PROCESSING CENTER COORDINATOR

Rescinds Resolution No. 131-95 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the new job classification and job description of Waste and Recycling Center Supervisor; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve and authorize the new job classification and job description of Waste and Recycling Center Supervisor, a copy of which is attached hereto and incorporated herein by this reference.

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

1. That the job classification and description of Waste and Recycling Center Supervisor is hereby approved and authorized at the established Salary Range of \$29.00 - \$38.87 per hour.
2. That the job classification and description of Processing Center Coordinator is hereby revoked effective immediately.



City of Watsonville

Job Description

JOB TITLE: Waste and Recycling Center Supervisor

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: Processing Center Coordinator

REPORTS TO: Solid Waste Division Manager

SUPERVISION: Waste and Recycling Center Worker I/II/III, assigned staff and temporary workers

EMPLOYEE UNIT: Mid-Management

FLSA: Exempt

JOB SUMMARY:

To coordinate, supervise and operate the City's Waste and Recycling Center (WRC) located at the Municipal Service Center (MSC). Oversee the sorting, baling and marketing of materials collected from the City's recycling programs including: cardboard, food scraps, mattresses, tires, e-waste, yard waste, wood, and used oil. Performs preventive maintenance and modification on the waste and recycling center equipment including baler, loader, forklifts and rear loader. Supervise, coordinate and evaluate employees and temporary workers as assigned. Oversee the City's Household Hazardous Waste program including collection, processing and disposal. Supervise and direct the Treasure Corner Area to increase reuse and recycling awareness among the public.

DISTINGUISHING CHARACTERISTICS

This job class receives limited supervision within a framework of standard policies and procedures, and is expected to act in a supervisory capacity.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Oversees the safe operation of equipment such as: baler, forklifts, loaders, street sweeper, excavator and roll-off trucks to process, sort, stack and move recyclable/waste materials
- Performs preventive maintenance on processing area equipment requiring bending, climbing, squatting, grasping and fine hand manipulation
- Maintains inventories and orders spare parts/supplies requiring the use of the computer, telephone and writing skills

- Recommends and fabricates improvements to waste and recycling equipment.
- Coordinates delivery/unloading of recyclable materials with vendors
- Coordinates litter control and general maintenance of the waste and recycling area
- Coordinates storm water controls and maintenance of the waste and recycling area.
- Identifies buyers for recyclable materials; schedules pick-up of materials with buyers.
- Processes invoices, bills of lading and other related paperwork
- Processes monies received by the waste and recycling area
- Monitors receipt of payment for all recyclable materials sold by the City
- Compiles data, produces reports including the type and quantity of materials processed; this requires the use of fine hand manipulation for keyboard use
- Monitors recycling area activities to ensure compliance with safety regulations and other City policies and procedures
- Ensures compliance with State and Federal recycling regulations in assigned area
- Meets and communicates with various regulators overseeing the Waste and Recycling Center
- Oversees food scraps collection and processing in the waste and recycling center
- Supervises temporary workers or other employees as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- Equipment, tools and techniques used in the operation of the Waste and Recycling Center
- Types of materials and necessary quality specifications for shipment of approved recycling products
- Procedures used to sell and transport recyclable materials on the open market.
- Databases, use of spreadsheets and word processing software, and other applications
- State and Federal recycling regulations relating to materials processing and sales
- Safety programs and practices
- Stormwater BMPs and regulations
- Employee training, evaluations and discipline
- Leadership practices and abilities
- Money handling and transportation protocols

Ability to:

- Properly and safely operate the waste and recycling center equipment including: baler, excavator, forklift, roll-off and rear-loader.
- Perform routine maintenance on waste and recycling center equipment.
- Resolve technical issues in the waste and recycling area,

- Perform physical tasks including: bending, carrying, lifting, pushing and pulling of weights up to 50 lbs.
- Hear and distinguish various sounds, such as voices of co-workers in noisy environments
- Communicate effectively with the regulatory community
- Submit thorough and timely regulatory reports
- Understand and carry out oral and written directions independently
- Plan, coordinate, direct and review the work of others
- Effectively train others to properly and safely perform tasks in the waste and recycling center
- Prepare and maintain accurate records, logs, orders and reports
- Act in a courteous and diplomatic manner with members of the public, regulatory agencies and vendors
- Work outdoors in adverse weather conditions
- Establish and maintain effective work relationships with those contacted in the performance of required duties

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to drive a vehicle, as well as proper entering and exiting of vehicle
- Ability to climb and descend stairs and ladders
- Ability to perform bending and twisting motions to reach equipment in work areas
- Perform physical labor such as lifting, pulling and pushing up to 50 lbs.
- Bending, squatting, twisting, turning, stooping and reaching overhead to handle materials, equipment and pick-up litter
- Ability to wear proper PPE including: uniforms, hard hat, safety glasses, safety boots, gloves, hearing protection and dust masks
- Ability to walk on uneven surfaces and stand for long periods of time
- Ability to reach above and at shoulder height

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- High school graduation or equivalent; and
- Minimum of one years of experience in the processing and handling of recyclable materials; and
- Minimum of three years of experience maintaining and repairing mechanical equipment

LICENSE & CERTIFICATION:

- Valid Class C California drivers' license
- Safe driving record
- 40 hour HAZWOPER Certificate within 12 months of hire
- Forklift Operator Certification within 12 months of hire
- SWANA Transfer Station Certification within 12 months of hire

OTHER RESPONSIBILITIES:

- Performs related duties as assigned
- May assist the Solid Waste Division as needed

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF ENVIRONMENTAL PROJECTS ANALYST (MANAGEMENT UNIT) AND THE REALLOCATION OF THE SALARY RANGE FROM \$30.54 – \$40.93 PER HOUR TO \$31.82 - \$42.65 PER HOUR

Rescinds Resolution No. 107-96 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Environmental Projects Analyst; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Environmental Projects Analyst, a copy of which is attached hereto and incorporated herein by this reference.

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

1. That the revised job description of Environmental Projects Analyst is hereby approved.

2. That the reallocation of the job description of Environmental Projects Analyst Salary Range from \$30.54 - \$40.93 per hour to \$31.82 - \$42.65 per hour is hereby approved.



City of Watsonville

Job Description

JOB TITLE: Environmental Projects Analyst/Sr.

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: N/A

REPORTS TO: Environmental Sustainability Manager

SUPERVISION: None

EMPLOYEE UNIT: Management

FLSA: Exempt

JOB SUMMARY: To perform a variety of professional level duties and responsibilities involving environmental compliance planning, auditing, inspecting, testing; regulatory compliance activities and reporting for the Department of Public Works and Utilities. Develops, implements and coordinates environmental and sustainability programs and projects in areas such as water and energy efficiency, watershed management, stormwater pollution prevention.

Prepares, analyzes and coordinates program and/or project budgets. Assists in the preparation of the Division's annual budget.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification. Employees at this level receive regular instruction or guidance as new or unusual situations arise, and are expected to be fully aware of the operating procedures and policies of the division. The Environmental Projects Analyst is differentiated from the senior in that the latter assumes full project management responsibilities with little supervision and reflects a level of expertise in one of more areas of environmental and regulatory compliance.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Environmental Sustainability Manager

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Participate in the development and implementation of environmental compliance goals, objectives, policies, plans and procedures; interpret and apply pertinent federal, state and

local laws, rules and regulations to ensure compliance; perform required notification, coordination, and reporting with a variety of regulatory agencies

- Assist in the development, implementation and maintenance of environmental reporting systems; prepare reports necessary to meet environmental reporting requirements
- Assist in implementing environmental compliance programs pertaining to hazardous waste, stormwater protection, air quality, flood management, industrial hygiene, and sewer discharges
- Administer contracts with consultants and contractors to ensure all City requirements are met
- Researches potential outside funding sources for local programs and prepares grant applications and accompanying reports, as necessary
- Coordinate environmental compliance activities for the Environmental Sustainability Division including water quality, hazardous wastes, industrial hygiene, stormwater, wastewater discharges
- Assist in conducting environmental compliance audits and assessments of citywide facilities to ensure compliance with all environmental laws and regulations and department environmental policies and procedures
- Assist in the preparation of environmental compliance plans, strategies, responses as requested by regulatory agencies, including responses to charges or violations
- Serve as the liaison for the Environmental Sustainability Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues
- Coordinate efforts to comply with stormwater pollution prevention program requirements
- Monitor legislation and regulations that may impact the Public Works and Utilities Department and develop comments on proposed regulatory actions
- Participate in a variety of trade associations and organizations concerning environmental laws and regulations; participate in professional associations and committees
- Provide responsible staff assistance to the Environmental Sustainability Manager; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to environmental services programs, policies, and procedures as appropriate
- Perform related duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices and techniques of public administration with emphasis in sustainability programs and policy
- Best practices in one or more of the following areas: zero waste, water efficiency, water resources, watershed management, climate resiliency, energy, etc.
- Applicable federal, state and local laws and regulations related to the environment and sustainability

- Quantitative and management analysis techniques
- Principles and techniques of project management
- General chemistry; hazardous and physical characteristics of chemical contaminants and microorganisms that affect drinking water quality
- Pertinent federal, state and local laws, codes and regulations
- Basic budget and financial principles
- Modern office practices, procedures and equipment
- Recordkeeping techniques and procedures
- Proper English usage, grammar, spelling punctuation, and vocabulary

Ability to:

- Plan, organize, interpret and explain City environmental and regulatory compliance activities and policies
- Actively participate in the development and implementation of environmental compliance strategies, plans and guidelines
- Assist in the development of environmental reporting systems
- Apply the laws and regulations to maintain environmental compliance
- Research and interpret complex technical information
- Remain current and respond to public requests regarding environmental issues; conduct a variety of surveys
- Prepare clear and concise reports; effectively monitor a program budget
- Develop and present training and public information sessions
- Prepare and maintain clear and concise records
- Keep abreast of current developments in assigned area(s) of specialty
- Respond effectively to changing environmental regulations
- Act as a resource for environmental and sustainability concerns
- Communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree from an accredited college or university with major course work in biology, environmental engineering, environmental or earth sciences or a related field
- Three years of work experience performing advanced research, program management, analysis, report writing and evaluation in the areas of sustainability and environmental programs

Senior Environmental Projects Analyst

- Five or more years of work experience performing advanced research, program management, analysis, report writing and evaluation in the areas of sustainability and environmental programs

LICENSE & CERTIFICATION:

- Possession of a valid California Class C driver's license and a safe driving record

RESOLUTION NO. _____ (CM)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WATSONVILLE APPROVING AND AUTHORIZING THE NEW JOB
CLASSIFICATION AND JOB DESCRIPTION FOR SENIOR
ENVIRONMENTAL PROJECTS ANALYST (MANAGEMENT UNIT) AT
THE ESTABLISHED SALARY RANGE OF \$36.48 - \$48.89 PER HOUR**

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the new job classification and job description of Senior Environmental Projects Analyst; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve and authorize the new job classification and job description of Senior Environmental Projects Analyst, a copy of which is attached hereto and incorporated herein by this reference.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF WATSONVILLE, CALIFORNIA, AS FOLLOWS:**

That the job classification and description of Senior Environmental Projects Analyst is hereby approved and authorized at the established Salary Range of \$36.48 - \$48.89 per hour.



City of Watsonville

Job Description

JOB TITLE: Environmental Projects Analyst/Sr.

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: N/A

REPORTS TO: Environmental Sustainability Manager

SUPERVISION: None

EMPLOYEE UNIT: Management

FLSA: Exempt

JOB SUMMARY: To perform a variety of professional level duties and responsibilities involving environmental compliance planning, auditing, inspecting, testing; regulatory compliance activities and reporting for the Department of Public Works and Utilities. Develops, implements and coordinates environmental and sustainability programs and projects in areas such as water and energy efficiency, watershed management, stormwater pollution prevention.

Prepares, analyzes and coordinates program and/or project budgets. Assists in the preparation of the Division's annual budget.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification. Employees at this level receive regular instruction or guidance as new or unusual situations arise, and are expected to be fully aware of the operating procedures and policies of the division. The Environmental Projects Analyst is differentiated from the senior in that the latter assumes full project management responsibilities with little supervision and reflects a level of expertise in one of more areas of environmental and regulatory compliance.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Environmental Sustainability Manager

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Participate in the development and implementation of environmental compliance goals, objectives, policies, plans and procedures; interpret and apply pertinent federal, state and

local laws, rules and regulations to ensure compliance; perform required notification, coordination, and reporting with a variety of regulatory agencies

- Assist in the development, implementation and maintenance of environmental reporting systems; prepare reports necessary to meet environmental reporting requirements
- Assist in implementing environmental compliance programs pertaining to hazardous waste, stormwater protection, air quality, flood management, industrial hygiene, and sewer discharges
- Administer contracts with consultants and contractors to ensure all City requirements are met
- Researches potential outside funding sources for local programs and prepares grant applications and accompanying reports, as necessary
- Coordinate environmental compliance activities for the Environmental Sustainability Division including water quality, hazardous wastes, industrial hygiene, stormwater, wastewater discharges
- Assist in conducting environmental compliance audits and assessments of citywide facilities to ensure compliance with all environmental laws and regulations and department environmental policies and procedures
- Assist in the preparation of environmental compliance plans, strategies, responses as requested by regulatory agencies, including responses to charges or violations
- Serve as the liaison for the Environmental Sustainability Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues
- Coordinate efforts to comply with stormwater pollution prevention program requirements
- Monitor legislation and regulations that may impact the Public Works and Utilities Department and develop comments on proposed regulatory actions
- Participate in a variety of trade associations and organizations concerning environmental laws and regulations; participate in professional associations and committees
- Provide responsible staff assistance to the Environmental Sustainability Manager; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to environmental services programs, policies, and procedures as appropriate
- Perform related duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices and techniques of public administration with emphasis in sustainability programs and policy
- Best practices in one or more of the following areas: zero waste, water efficiency, water resources, watershed management, climate resiliency, energy, etc.
- Applicable federal, state and local laws and regulations related to the environment and sustainability

- Quantitative and management analysis techniques
- Principles and techniques of project management
- General chemistry; hazardous and physical characteristics of chemical contaminants and microorganisms that affect drinking water quality
- Pertinent federal, state and local laws, codes and regulations
- Basic budget and financial principles
- Modern office practices, procedures and equipment
- Recordkeeping techniques and procedures
- Proper English usage, grammar, spelling punctuation, and vocabulary

Ability to:

- Plan, organize, interpret and explain City environmental and regulatory compliance activities and policies
- Actively participate in the development and implementation of environmental compliance strategies, plans and guidelines
- Assist in the development of environmental reporting systems
- Apply the laws and regulations to maintain environmental compliance
- Research and interpret complex technical information
- Remain current and respond to public requests regarding environmental issues; conduct a variety of surveys
- Prepare clear and concise reports; effectively monitor a program budget
- Develop and present training and public information sessions
- Prepare and maintain clear and concise records
- Keep abreast of current developments in assigned area(s) of specialty
- Respond effectively to changing environmental regulations
- Act as a resource for environmental and sustainability concerns
- Communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree from an accredited college or university with major course work in biology, environmental engineering, environmental or earth sciences or a related field
- Three years of work experience performing advanced research, program management, analysis, report writing and evaluation in the areas of sustainability and environmental programs

Senior Environmental Projects Analyst

- Five or more years of work experience performing advanced research, program management, analysis, report writing and evaluation in the areas of sustainability and environmental programs

LICENSE & CERTIFICATION:

- Possession of a valid California Class C driver's license and a safe driving record

RESOLUTION NO. _____ (CM)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF
WATER SERVICES SUPERVISOR (MID-MANAGEMENT UNIT) AND
REAFFIRMING THE ESTABLISHED SALARY RANGE OF \$41.04 - \$55.00
PER HOUR**

Rescinds Resolution No.'s 239-93 (CM) and 23-17 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Water Services Supervisor; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Water Services Supervisor, a copy of which is attached hereto and incorporated herein by this reference.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF WATSONVILLE, CALIFORNIA, AS FOLLOWS:**

That the revised job description of Water Services Supervisor is hereby approved at the established Salary Range of \$41.04 - \$55.00 per hour.



City of Watsonville

Job Description

JOB TITLE: Water Services Supervisor

DATE APPROVED:

DEPARTMENT: Public Works & Utilities

SUPERSEDES: N/A

REPORTS TO: Water Division Manager

SUPERVISION: Exercise direct supervision over work crews as assigned

EMPLOYEE UNIT: Mid-Management

FLSA: Exempt

JOB SUMMARY: Assist in the planning, organizing, directing, coordination, and supervision of the maintenance, operation, construction, repair, and development of City water distribution system streets, if necessary sewers mains and/or storm drains. Assist with the development and preparation of operational and capital improvement budgets.

DISTINGUISHING CHARACTERISTICS

This job class functions at the full supervisory working level and requires a thorough knowledge of street services methods, materials, and procedures for ensuring that water mains, hydrants, and service lines are properly installed and maintained.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Plans, schedules, organizes, directs, coordinates, and supervises the maintenance, operation, construction, and development of the City street system
- Supervises and normally evaluates the work of water services personnel
- Prioritizes projects; determines and requisitions needed personnel, equipment, and materials for various projects
- Supervises the use of a variety of heavy equipment including backhoe, dump truck, and compaction equipment, loader, and truck crane
- Supervises the excavation, installation, and repair of main pipelines and fittings; new water mains, hydrants, and service lines; makes various system changes
- Reads job plans and organizes work schematics
- Maintains records of work hours, equipment, and materials used on jobs; prepares related reports and correspondence
- Trains employees in safe and proper work methods and practices
- Responds to emergency calls

- Assists in budget preparation
- Initiates and carries out improvement projects; prepares and administers contracts for minor projects
- Reviews street, water, and drainage plans
- Oversees proper maintenance of equipment and machinery
- Prepares cost estimates and submits final cost reports; oversees maintenance of project costs for work hours, equipment hours, and materials used; prepares other reports and correspondence as needed
- Inspects facilities for proper completion of work assignments
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- Use of materials, tools, and equipment related to water system construction and maintenance
- Work scheduling systems
- Principles and techniques of supervision including staffing, employee development, and planning and organizing work
- Methods, materials, equipment, and techniques used in public works maintenance, repair, and construction, particularly as applied to streets, sewer systems, storm drains, and the installation and servicing of water distribution systems
- Laws, rules, ordinances, and regulations related to public works maintenance, construction, and repair
- Designing, planning, and developing specifications for public works maintenance and construction projects
- Long range planning for public works facilities
- Safe work practices

Ability to:

- Plan, assign, direct, and coordinate assigned public works maintenance, construction, and repair activities
- Direct and inspect the technical details of project completion
- Prepare estimates of time, material, and equipment needed to perform projects
- Assist in developing specifications and effective recommendations for expansion of public works facilities and ensuring the proper completion of minor contract work
- Assist with the preparation of operating and capital improvement budgets and control of expenditures
- Research and prepare comprehensive and complete reports
- Effectively represent the Public Works and Utilities Department with public groups, other agencies, and organizations as directed

- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Work from plans and specifications
- Train, direct, and formally evaluate the work of others
- Maintain accurate schedules and records
- Make minor repairs and alterations in equipment
- Deal tactfully with the public and private construction representatives

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform required duties
- Hear and distinguish various sounds, such as voices of co-workers in noisy environments and sounds of operating equipment
- Walk on uneven surfaces
- Work outside in inclement weather
- Climb up and down ladders and stairs
- Grasp with right and left hands
- Drive an automobile
- Hear adequately to converse on the telephone, radio, cellular phone, and in person
- Use a computer keyboard
- Intermittently bend and twist to reach equipment surrounding desk, perform minor equipment repairs, and get in and out of a truck

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Must possess (8) years experience in water utilities construction and distribution system maintenance. Five (5) of those should be equivalent to a Water Services Crew Leader with the City of Watsonville

For internal recruitments:

- Five (5) of those eight (8) years experience should be as a Water Services Crew Leader or equivalent

LICENSE & CERTIFICATION:

A valid Class A California Driver's license with the following endorsements: double-trailer and airbrake is preferred

- Possession of a Grade IV State Water Resource Control Board Water Distribution Operator Certification

The certification above must be maintained as a condition of employment.

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF WASTEWATER OPERATIONS SUPERVISOR (MID-MANAGEMENT UNIT) AND THE REALLOCATION OF THE SALARY RANGE FROM \$42.08 – \$56.39 PER HOUR TO \$44.18 - \$59.21 PER HOUR

Rescinds Resolution No. 294-87 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Wastewater Operations Supervisor; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Wastewater Operations Supervisor, a copy of which is attached hereto and incorporated herein by this reference.

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

1. That the revised job description of Wastewater Operations Supervisor is hereby approved.

2. That the reallocation of the job description of Wastewater Operations Supervisor Salary Range from \$42.08 - \$56.39 per hour to \$44.18 - \$59.21 per hour is hereby approved.

City of Watsonville
Job Description



JOB TITLE: Wastewater Operations Supervisor

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: N/A

REPORTS TO: Wastewater Division Manager

SUPERVISION: Wastewater Operators and other facility staff as assigned

EMPLOYEE UNIT: Mid-Management

FLSA:

JOB SUMMARY: To organize, direct, and supervise the safe and proper operation of the City's Wastewater Treatment Plant, Water Recycling and related facilities; to monitor plant operations, to ensure compliance with State and Federal regulations; and to perform technical and administrative work in connection with plant operations and maintenance functions.

DISTINGUISHING CHARACTERISTICS

This job class is responsible for the safe and cost-effective day-to-day operations of the Wastewater Treatment Plant and Recycled Water Facility; ensuring compliance with all regional, State, and Federal regulatory agencies. This position functions at a full supervisory level of classification directing, coordinating, supervising and formally evaluating the work of others; and ensures the provision of a safe and professional working environment.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Act as and perform the duties of the Designated Operator-In-Charge as needed in accordance with State regulations
- Plans, organizes, directs, schedules, trains, monitors, and formally evaluates the work of Wastewater Treatment plant, and Water Recycling operators
- Seeks out and pursues new ideas and better ways of performing the operations scope of responsibility; develops and implements short and long-term goals, objectives, policies and priorities
- Supports and provides direction to the Utilities Maintenance Supervisor to establish an effective short- and long-term maintenance program for all wastewater treatment and recycled water facilities; seeks out and pursues cost effective improvements that reduce or eliminate ongoing maintenance problems

- Optimizes the performance of wastewater facilities to provide for the safe, efficient, and cost effective treatment, and disposal or reuse of wastewater and biosolids, while ensuring National Pollutant Discharge Elimination System (NPDES) compliance
- Supports the Source Control Manager in administering an effective source control program which protects the resources of the City and which reduces, minimizes, or eliminates the discharge of pollutants to the environment
- Supports the Laboratory Manager in providing analytical services and facilitates the resolution of environmental issues facing the wastewater treatment and recycling facilities
- Empowers all levels of operations staff to be creative problem solvers, and provide the resources to lead staff towards becoming more goal oriented, offering creativity and extending flexibility in solving problems and accomplishing goals and objectives
- Plans, coordinates and manages various projects related to wastewater treatment, biosolids disposal, energy recovery, and water recycling
- Stays current on advancing technologies by networking with other agencies, attending training, and reviewing monthly trade publications.
- Develops, implements and maintains effective employee training programs for Wastewater Treatment Plant and Recycled Water Facility operators; and evaluates the need for, and implements refresher training annually, or as required
- Works with the Safety and Regulatory Compliance Officer on developing, implementing, training, tracking and enforcing operator safety programs
- Oversees and coordinates the use of operations interns and volunteers as required
- Uses SCADA and Hach WIMS in a highly proficient manner to monitor, control, troubleshoot and generate operational compliance reports for both wastewater and water recycling systems
- Monitors laboratory test results, and plant processes, makes operational adjustments as necessary
- Performs a variety of operations calculations to ensure compliance with Federal and State requirements
- Prepares and reviews reports submitted to regulatory agencies and other technical reports; enters data into plant compute
- Assists in preparation of operations budget and its implementation and monitoring
- Advises Wastewater Division Manager of the status of the plant and personnel
- Prepares requisitions for tools, equipment, supplies and services and maintains an adequate inventory of supplies and materials
- Conducts regular plant inspections and ensures that treatment processes meet Federal and State wastewater quality standards

- Recommends improvement to procedures and equipment, and assists the Wastewater Division Manager with identifying, planning and implementing operations related capital improvement projects or equipment
- Directs professional development program for operations staff
- May perform any of the duties assigned to the Wastewater Treatment plant, and Water Recycling operators; generally performs skilled work in participating in these activities and provides technical direction
- Leads by example, interacts and coordinates with other agencies regarding the production of Recycled Water
- Annually updates the Operations Section of the Wastewater Treatment and Water Recycling Operations and Maintenance Manual, or sooner as required
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS:

Knowledge of:

- Advanced principles and practices of wastewater treatment and water recycling operations
- State and Federal standards and requirements for wastewater treatment plants
- Work and plant safety programs
- Principles and techniques of supervision including staffing, employee development, creative problem solving, team building, motivation, and planning and organizing work
- Safety procedures pertaining to plant operations, including techniques for handling and storing hazardous chemicals
- Principles and objectives of laboratory analysis for wastewater treatment and process control

Ability to:

- Train, direct, and formally evaluate the work of others
- Establish and maintain work and plant safety programs
- Diagnose wastewater treatment and water recycling process problems, and make effective changes
- Read, interpret and correctly apply appropriate laws, codes and regulations
- Detect unsafe conditions and practices
- Establish and maintain records and files; prepare related reports
- Recommend laboratory testing for wastewater process control
- Effectively interpret laboratory results and take effective course of action
- Use independent judgment to identify and analyze problems and recommend

and implement solutions

- Effectively communicate in both oral and written forms
- Actively listen and provide coaching, counseling and guidance were appropriate
- Maintain professional effective work relationships across a wide variety of outside agencies and internal City departments and divisions
- Conduct higher level public tours of the wastewater treatment and water recycling facilities
- Meet the physical requirements necessary to safely and effectively perform required duties
- Meet the physical requirements necessary to safely and effectively perform required duties
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Be able to respond to after-hours emergencies within a reasonable response time not to exceed 45 minutes under normal traffic conditions
- Carry a cell phone or computer laptop

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Grasp with right and left hands
- Hear adequately to converse on a telephone and in person
- Be exposed to chemicals, influent and bacteria
- Drive an automobile
- Use fine hand manipulation
- Hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.
- Perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs.
- Use a computer keyboard
- Climb stairs ladders and stairs
- Walk on uneven surfaces
- Work outside in inclement weather

TRAINING AND EXPERIENCE:

Any combination of training and experience, which provides the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

- Advanced educational training in Wastewater Treatment, and Water Recycling technologies, chemistry, engineering, or related subject

- Four years of increasingly responsible experience in a wastewater treatment plant and water recycling facilities while in possession of Grade III or higher Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board

LICENSE & CERTIFICATE:

- Possession at the time of hire and continued maintenance of a valid California Class C driver's license.
- A Grade IV Wastewater Operators Certificate issued by the California State Water Resource Control Board is required, and possession of a Grade V is desirable.

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THE REVISED JOB DESCRIPTION OF SOURCE CONTROL INSPECTOR (OPERATING ENGINEERS LOCAL UNION NO. 3) AND REAFFIRMING THE ESTABLISHED SALARY RANGE OF \$29.58 - \$39.64 PER HOUR

Rescinds Resolution No. 375-91 (CM)

WHEREAS, on April 21, 2021, the Personnel Commission of the City of Watsonville reviewed and recommended to the City Council the revised job description of Source Control Inspector; and

WHEREAS, the City Manager has submitted his report and recommendation to the City Council to approve the revised job description of Source Control Inspector, a copy of which is attached hereto and incorporated herein by this reference.

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

That the revised job description of Source Control Inspector is hereby approved at the established Salary Range of \$29.58 - \$39.64 per hour.



City of Watsonville

Job Description

JOB TITLE: Source Control Inspector

DATE APPROVED:

DEPARTMENT: Public Works & Utilities

SUPERSEDES: N/A

REPORTS TO: Source Control Manager

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA: Non-Exempt

JOB SUMMARY: To inspect and monitor wastewater and storm water sources for compliance with applicable local, state, and federal regulations.

DISTINGUISHING CHARACTERISTICS

The Source Control Inspector, under general supervision, exercises responsibility for performing inspections, sampling, and enforcement of water pollution compliance including response, investigation, and record keeping. Participates in all phases of the City of Watsonville's NPDES compliance with the National Pretreatment Program including assisting with permit preparation, water quality monitoring, facility inspection, enforcement, reporting, and document and data management.

Assists with audits of activities and programs; and performs related duties as assigned. Possesses an understanding of industrial wastewater treatment, associated Federal/State requirements, applicable ordinances, contracts, policies and procedures and other Program documents, contract development and implementation, permitting, inspection, monitoring, enforcement, reporting, and customer relations.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Evaluate industrial and commercial discharges for compliance with federal, state, and local waste discharge regulations
- Communicates requirements for pretreatment systems and monitoring equipment to businesses and for pretreatment systems and monitoring stations. Coordinates with permittees and potential dischargers

- Documents industrial user activities, maintains files, applicable databases, and other computer related forms
- Implements the Fat, Oils, & Grease (FOG) program at food preparation facilities
- Prepares and maintains sampling equipment and collects samples for physical, chemical, and microbiological laboratory analyses
- Assists with the implementation of program enforcement procedures including Corrective Notices and NOVs
- Performs inspections of industrial and commercial facilities to determine compliance with stormwater best management practices and the Phase II Small Municipal Separate Storm Sewer System (MS4) Permit
- Utilizes and supports the City's Geographic Information System (GIS) mapping of sewers and storm water system
- Prepares and maintains sampling equipment and collects samples for physical, chemical, and microbiological laboratory analyses, implements understanding of laboratory Quality Assurance/ Quality Control (QA/QC) including reporting limits, method detection limits, and matrix spike and duplicate recovery
- Assists with educational and informational pollution prevention outreach efforts to commercial and industrial sectors
- Investigates storm water outfalls for illicit discharge detection and elimination (IDDE) compliance
- Respond to industrial waste spills and treatment plant upsets. Responds to emergency situations as necessary
- Assists in the response, reporting, and remediation of sanitary sewer overflows
- Checks plans for compliance with local sewer use ordinance, performs onsite inspections of pretreatment systems to ensure compliance with approved plans specifications and documentation of new businesses
- Contributes to the development of an annual program plan including permit renewals, inspections and monitoring; implements plan
- Takes part in writing permits, plan checks, and calculating sewer usage fees
- Attends conferences, meetings, and training to increase the knowledge in the water pollution prevention field

EMPLOYMENT STANDARDS:

Knowledge of:

- Familiarity with local, state and federal laws, codes and regulations related to water quality
- Safety practices and safety regulations

- Industrial wastewater discharge properties and the effects on the environment and public infrastructure
- Chemical characteristics, reactions, hazardous properties and storage and handling requirements
- Basic chemistry and biology as it relates to wastewater treatment
- Basic components of chemical management plans, monitoring reports, storm water pollution prevention plans, and spill containment plans
- Wastewater treatment processes for various industries as well as the municipal wastewater treatment process
- Sample collection, preservation and chain of custody procedures
- Experience field sampling for environmental pollutants highly desirable

Ability to:

- Operate modern office equipment including computer equipment and software used in project management, planning, and engineering
- Understand, explain, and apply regulations codes and ordinances
- Tactfully enforce regulations in a polite, professional and diplomatic manner
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Be productive in both a supervised and unsupervised work environment
- Make sound independent judgments within established guidelines
- Read and understand engineering plans
- Handle multiple concurrent activities and tasks
- Perform routine tasks and assignments
- Speak English, Spanish highly desirable
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work outdoors in inclement conditions (e.g. hot, cold, wet, windy)
- Perform physical tasks involving frequent bending, lifting, carrying, pushing and pulling of weights up to 50 pounds

TRAINING AND EXPERIENCE:

Any combination of training and experience, which provides the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

- A Bachelor's Degree in Environmental Science, Biology, or Chemistry or science-related field

- Two years of experience in environmental engineering, industrial water/wastewater process operations, or water quality management

LICENSE & CERTIFICATE:

- Possession of a valid California Class C Driver's License and a safe driving record
- Possess a Grade I Environmental Compliance Inspector Certificate from the California Water Environment Association (CWEA) or must be obtained within 12 months from date of hire



Agenda Report

MEETING DATE: Tuesday, April 27, 2021

TO: City Council

FROM: DEPUTY CITY MANAGER MANNING

SUBJECT: RESOLUTION APPROVING NEW FIRE MANAGEMENT GROUP

STATEMENT OF ISSUES:

A petition was filed to recognize a new employee organization to meet and confer with the City on matters within the scope of representation including wages, hours, and other terms and conditions of employment.

RECOMMENDED ACTION:

It is recommended that the City Council approve a resolution approving the proposed Fire Management Group which will consist of the Division Chief and Battalion Chief classifications.

DISCUSSION:

The City of Watsonville has over 400 employees who are represented by employee organizations for matters related to employment conditions and employer-employee relations including, but not limited to wages, hours, and other terms and conditions of employment. The current employee organizations in the City include Management, Mid-Management, Confidential, SEIU Local 521, Operating Engineers Local No. 3, International Association of Firefighters Local 1272, Police Officers' Association, and Public Safety Mid-Management. Some of these units are represented by outside organizations. At-will employees such as department directors are not represented by an employee organization.

Per the City's Employer Employee Relations Resolution or EERR (56-08 CM) which provides "orderly procedures for the administration between the City and its employee organizations", employees have the right to file a petition requesting formal recognition for an employee organization. A petition was received requesting recognition for the formation of a new unit titled "Fire Management Group". This group is proposed to consist of the Division Fire Chief and Battalion Fire Chief job classifications. These classifications are currently represented by the Management Unit. Due to the unique employment conditions of sworn positions and the nature of their work, they are petitioning to form a new group where members will have more in common such as skills, qualifications, working conditions, and job duties. This Group will not be affiliated with any regional, state, national, or international organization.

Per the EERR, the petition was reviewed by the City Manager acting in the role of Municipal Employee Relations Officer and it was determined that the petition meets the required criteria of the resolution. Per the resolution, 30 days was provided for other employee organizations had the opportunity to file a competing request to represent these classifications. No competing requests were received.

If approved, this Fire Management Group will continue under the current Management Unit Memorandum of Understanding which is set to expire on June 30, 2021 until a new MOU is negotiated.

FINANCIAL IMPACT:

There will not be any direct financial impacts related to approving a new employee organization.

ALTERNATIVE ACTION:

None.

ATTACHMENTS AND/OR REFERENCES (If any):

None.

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE RECOGNIZING THE FIRE MANAGEMENT GROUP REPRESENTING THE DIVISION FIRE CHIEF AND BATTALION CHIEF CLASSIFICATIONS ON MATTERS WITHIN THE SCOPE OF REPRESENTATION INCLUDING WAGES, HOURS, AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT

WHEREAS, the City's Employer Employee Relations Resolution (EERR) as adopted by Resolution No. 56-08 (CM) provides orderly procedures for the administration of employer-employee relations between the City and its employee organizations and for resolving disputes regarding wages, hours and other terms and conditions of employment; and

WHEREAS, Section 9. – (Petition for Recognition) of the EERR provides for an employee organization seeking formal recognition, to file a petition with the Municipal Employee Relations Officer; and

WHEREAS, a petition was received requesting recognition for the formation of a new unit titled "Fire Management Group"; and

WHEREAS, this group is proposed to consist of the Division Fire Chief and Battalion Fire Chief job classifications; these classifications are currently represented by the Management Unit; and

WHEREAS, the petition was reviewed by the City Manager acting in the role of Municipal Employee Relations Officer, and it was determined that the petition meets the required criteria of the EERR.

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

1. That the City Council hereby formally recognizes the Fire Management Group as the exclusive representative of the Division Chief and Battalion Chief classifications.

2. That the Division Chief and Battalion Chief classifications will continue to be subject to the provisions of the Management MOU until its expiration on June 30, 2021.



Agenda Report

MEETING DATE: Tuesday, April 27, 2021

TO: City Council

FROM: DEPUTY CITY MANAGER MANNING

SUBJECT: RESOLUTION APPROVING NEW POLICE MANAGEMENT GROUP

STATEMENT OF ISSUES:

A petition was filed to recognize a new employee organization to meet and confer with the City on matters within the scope of representation including wages, hours, and other terms and conditions of employment.

RECOMMENDED ACTION:

It is recommended that the City Council approve a resolution approving the proposed Police Management Group which will consist of the Assistant Police Chief and Police Captain classifications.

DISCUSSION:

The City of Watsonville has over 400 employees who are represented by employee organizations for matters related to employment conditions and employer-employee relations including, but not limited to wages, hours, and other terms and conditions of employment. The current employee organizations in the City include Management, Mid-Management, Confidential, SEIU Local 521, Operating Engineers Local No. 3, International Association of Firefighters Local 1272, Police Officers' Association, and Public Safety Mid-Management. Some of these units are represented by outside organizations. At-will employees such as department directors are not represented by an employee organization.

Per the City's Employer Employee Relations Resolution or EERR (56-08 CM) which provides "orderly procedures for the administration between the City and its employee organizations", employees have the right to file a petition requesting formal recognition for an employee organization. A petition was received requesting recognition for the formation of a new unit titled "Police Management Group". This group is proposed to consist of the Assistant Police Chief and the Police Captain job classifications. These classifications are currently represented by the Management Unit. Due to the unique employment conditions of sworn positions and the nature of police work, they are petitioning to form a new group where members will have more in common such as skills, qualifications, working conditions, and job duties. This Group will not be affiliated with any regional, state, national, or international organization.

Per the EERR, the petition was reviewed by the City Manager acting in the role of Municipal Employee Relations Officer and it was determined that the petition meets the required criteria of the resolution. Per the resolution, 30 days was provided for other employee organizations had the opportunity to file a competing request to represent these classifications. No competing requests were received.

If approved, this Police Management Group will continue under the current Management Unit Memorandum of Understanding which is set to expire on June 30, 2021 until a new MOU is negotiated.

FINANCIAL IMPACT:

There will not be any direct financial impacts related to approving a new employee organization.

ALTERNATIVE ACTION:

None.

ATTACHMENTS AND/OR REFERENCES (If any):

None.

RESOLUTION NO. _____ (CM)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WATSONVILLE RECOGNIZING THE POLICE MANAGEMENT GROUP
REPRESENTING THE ASSISTANT POLICE CHIEF AND POLICE
CAPTAIN CLASSIFICATIONS ON MATTERS WITHIN THE SCOPE OF
REPRESENTATION INCLUDING WAGES, HOURS, AND OTHER TERMS
AND CONDITIONS OF EMPLOYMENT**

WHEREAS, the City's Employer Employee Relations Resolution (EERR) as adopted by Resolution No. 56-08 (CM) provides orderly procedures for the administration of employer-employee relations between the City and its employee organizations and for resolving disputes regarding wages, hours and other terms and conditions of employment; and

WHEREAS, Section 9. – (Petition for Recognition) of the EERR provides for an employee organization seeking formal recognition, to file a petition with the Municipal Employee Relations Officer; and

WHEREAS, a petition was received requesting recognition for the formation of a new unit titled "Police Management Group"; and

WHEREAS, this group is proposed to consist of the Assistant Police Chief and Police Captain job classifications; these classifications are currently represented by the Management Unit; and

WHEREAS, the petition was reviewed by the City Manager acting in the role of Municipal Employee Relations Officer, and it was determined that the petition meets the required criteria of the EERR.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF WATSONVILLE, CALIFORNIA, AS FOLLOWS:**

1. That the City Council hereby formally recognizes the Police Management Group as the exclusive representative of the Assistant Police Chief and Police Captain classifications.

2. That the Assistant Police Chief and Police Captain classifications will continue to be subject to the provisions of the Management MOU until its expiration on June 30, 2021.

RESOLUTION NO. _____ (CM)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE
APPOINTING MEMBERS TO THE HENRY J. MELLO PERFORMING ARTS
CENTER BOARD OF DIRECTORS JOINT POWERS AUTHORITY**

WHEREAS, a Joint Powers Agreement between the City of Watsonville and the Pájaro Valley Unified School District (PVUSD) was approved on or about January 9, 1994, for the creation of a Joint Powers Authority (JPA) for the operation and maintenance of the Henry J. Mello Center for the Performing Arts; and

WHEREAS, Section 5.0 – (Membership, Directors and Officers) of the Agreement provides for three of the board members to be appointed by the Watsonville City Council and three to be appointed by the PVUSD Board of Trustees; and

WHEREAS, one of the three appointed members shall be a City Council member; and

WHEREAS, one of the three members is to be appointed to a two-year term and two of the members to a one-year term.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF WATSONVILLE, CALIFORNIA, AS FOLLOWS:**

1. That Ari Parker, a member of the City Council of the City of Watsonville, is hereby appointed to the Henry J. Mello Performing Arts Center Board of Directors Joint Powers Authority for a two-year term, beginning May 15, 2021, and ending May 14, 2023.

2. That Lowell Hurst, a member of the City Council of the City of Watsonville, is hereby appointed to the Henry J. Mello Performing Arts Center Board of Directors Joint Powers Authority for a one-year term, beginning May 15, 2021, and ending May 14, 2022.

3. That Cindy Czerwin, Administrative Services Director for the City of Watsonville, is hereby appointed to the Henry J. Mello Performing Arts Center Board of Directors Joint Powers Authority for a one-year term, beginning May 15, 2021, and ending May 14, 2022.



Agenda Report

MEETING DATE: Tuesday, March 23, 2021

TO: City Council

FROM: CITY CLERK VÁZQUEZ FLORES
TOM WILLIS, REDISTRICTING SPECIAL COUNSEL

SUBJECT: PROPOSED PROCESS FOR REDISTRICTING

STATEMENT OF ISSUES:

Every ten years upon the release of the decennial census data, the City of Watsonville must redraw its seven (7) City Council districts based on the new census data and criteria set forth in state law and the City Charter. In 2011, City Council established a seven-member Community Redistricting Advisory Committee to receive public input and recommend district boundaries to City Council. Under the Charter, City Council must adopt the final redistricting ordinance. This memorandum discusses the proposed steps, timing, criteria, and public outreach for the City's 2021-22 redistricting process.

RECOMMENDED ACTION:

Adopt a Motion approving the following process for redistricting the City of Watsonville:

1. Establish a seven-member Community Redistricting Advisory Committee by resolution on May 25, 2021. The Committee will receive public input and recommend new district boundaries to City Council. Staff proposes that the Committee be established as it was in 2011, with each Council member nominating one member who is a resident of the City of Watsonville. The City Clerk, City Attorney, and GIS Department will staff the Committee, as well as the City's redistricting special counsel and demographer consultant.
2. Approve Community Redistricting Advisory Committee Application.
3. Approve a tentative calendar for the City's redistricting process, as set forth below, that includes (1) hearings of the Advisory Committee to receive public input and draft district maps, (2) hearings of City Council to receive public input, draft maps, and approve a final map no later than six months from the date the City receives census data from the State.
4. Authorize City staff to undertake the public outreach program discussed below.

DISCUSSION:

Following receipt of updated population data from the 2020 Census, cities in California with electoral districts are required to update their district boundaries. Section 413 of the City Charter, which is attached, sets forth requirements for the City's redistricting process. In addition, the State's FAIR MAPS Act establishes additional redistricting requirements for cities, including charter cities like Watsonville. The Charter requires City Council to adopt

final boundary lines no later than six months following receipt by the City Clerk of a written publication enumerating the population of the City by census block.

Overview of Procedural Requirements for Redistricting

Section 413 of the City Charter requires City Council, by ordinance, to redistrict the City in to seven council districts. The redistricting ordinance becomes effective 30 days after it is adopted. The districts are to be used until new districts are established. Under state law, the new districts generally cannot be changed until after the next decennial census, in 2031.

Although it is responsible for adopting the final redistricting ordinance, the City Council in 2011 established a Community Redistricting Advisory Committee to receive public input and recommend new district boundaries to City Council. Staff recommends that City Council establish a similar Advisory Committee for the 2021-22 redistricting process.

The City Council can create and appoint the Advisory Redistricting Committee and determine the manner and qualifications for appointment. State law prohibits any elected official of the City, or a family member, staff member, or paid campaign staff of an elected official of the City to be appointed to the Committee. The Committee takes public input and provides recommendations to City Council on the draft maps. The City Council, however, is not required to accept the Committee's recommendation.

Since Watsonville last redrew its district boundaries in 2011, the State adopted the Fair and Inclusive Redistricting for Municipalities and Political Subdivisions ("FAIR MAPS") Act. The Act establishes additional requirements for cities, including charter cities like Watsonville, when redistricting. These requirements, discussed in more detail below, require the City to (1) hold a series of public hearings, (2) undertake community outreach efforts to encourage participation, and (3) dedicate a specific place on the City's webpage for redistricting information.

Public Participation Requirements

Before adopting a final redistricting ordinance, the State FAIR MAPS Act requires the City to hold at least four hearings for the public to provide input about the composition of districts. Those include:

- At least one hearing before any maps are drawn.
- At least two hearings after maps are drawn.
- At least one hearing or workshop to be held on a Saturday, Sunday, or after 6 p.m. on a weekday.

The Advisory Committee can hold up to two of the required four hearings instead of the City Council but City Council is required to hold at least two public hearings after the maps have been drawn.

The City must also take steps to encourage residents, including those in underrepresented and non-English speaking communities, to participate in the redistricting public review process. These steps include a good faith effort to do all of the following:

- Providing information to media organizations that offer City news coverage, including those serving language-minority communities.
- Providing information through good government, civil rights, civic engagement and community groups or organizations that are active in the City, including those active in language minority communities and those that have requested to be notified about City redistricting.
- Additionally, the City is required, upon request made at least 72 hours before a meeting, to conduct the public hearings with live translation in a requested “applicable language.” (“Applicable language” means any language that is spoken by a group of City residents with limited English proficiency who constitute 3% or more of the City’s population, as determined by the Secretary of State.)
- The City is required to publish the date, time, and location of any public hearing or workshop on the internet at least five days before the hearing, and must publish draft maps online at least seven days prior to adoption.

Further, the City is required to establish and maintain a page on its website dedicated to redistricting that includes: (1) a general explanation of the redistricting process; (2) procedures for a member of public to testify during a public hearing or submit written testimony; (3) a calendar of all public hearings; (4) the notice and agendas for those hearings; (5) recordings or written summaries of all hearings; and (6) all draft and final maps considered and adopted by the City Council. The general description of redistricting and procedures on how to testify must be in English and any applicable language. This information is to be maintained for at least ten years after the redistricting process is completed.

Timing and Criteria for Drawing Boundaries

Generally, under the FAIR MAPS Act, cities are prohibited from releasing any draft updated district boundary maps until at least three weeks after the 2020 Census data is published by the State. Section 413 of the Charter further states that City Council cannot adopt a final district plan sooner than three months after the census data is released by the State.

The United States Census Bureau was to deliver the 2020 data to the states by March 31, 2021. Currently, however, the Census Bureau anticipates delivering the data in late August or September 2021.

Once it receives the data, the State will need four to six weeks to update its redistricting database before the information is published and released to local governments. That means Watsonville probably will not receive census data from the State until early to mid-October. Therefore, it is unlikely any actual redistricting work will be able to occur until Fall 2021, with the final boundary map required to be adopted in March or April. (The City’s deadline to adopt the final redistricting ordinance will likely be driven by the Charter requirement that it be completed within six months from the date it received census data from the State.)

Section 413 of the Charter and State law set forth the redistricting criteria that the City Council must follow when drawing district lines, which are summarized as follows:

- Substantially equal population of residents in each district, based on census data.
- Compliance with the United States and California Constitutions, and with the Federal Voting Rights Act. These laws require that districts have substantially equal populations, are not drawn using race as a predominant consideration, and do not discriminate against any racial or language minority, including by diluting the voting power of any of those groups.
- Once those standards are met, Section 413 of the Charter states that the Council may consider to the extent practicable:
 - natural boundaries, street lines and/or City boundaries;
 - geography;
 - cohesiveness, contiguity, integrity and compactness of territory; and
 - community of interests within each District. “Communities of interest” generally means a population that shares common social or economic interests that should be included within a single district for purposes of its effective and fair representation. Communities of interest do not include relationships with political parties, incumbents, or political candidates.
- Districts must not be adopted for the purpose of favoring or discriminating against a political party.

Finally, the FAIR MAPS Act requires that the term of office of any council member who has been elected and whose term of office has not expired shall not be affected by any change in the boundaries of the district from which the council member was elected. It further requires that elections following redistricting should be conducted in such manner that a council member shall be elected for each district under the new district plan that has the same district number as a district whose incumbent’s term is due to expire.

Community Outreach

Staff recommends the City proceed with a robust community outreach plan, which would include the following efforts:

Public messaging via social media, the City’s website, press releases, and other public communications, in English and Spanish, including:

- Social media engagement on Facebook and NextDoor
- New dedicated webpage on City’s website for redistricting updates and information
- Press releases sent to various outlets and groups
- Public notices posted at various City facilities
- Identify city nonprofits, good government, civil rights, and community groups that are active in the community, and provide those groups with all public notices and applicable information
- Display of advertisements in the Register Pajaronian and/or Santa Cruz Sentinel.

Online Interactive Tools:

- A designated email address will be established for members of the public to provide input and comments.

- An online form will be developed to encourage electronic submissions for “Community of Interest Worksheets” in both English and Spanish.
- The City’s demographer will also provide tools to allow members of the public to draw and submit plans in writing or electronically.

In addition, public input will be obtained during all of the required public hearings, both before and after district boundary maps are drawn. Such hearings will include one to be held on a weekend, or after 6 p.m. on a weekday.

Draft Timeline

Staff recommends City Council approve the timeline set forth below for redistricting. Although this may change depending on when census data is released to the City, this timeline meets all of public hearing and deadline requirements under state law and the City Charter. The outline provided below is based on an assumption that the City will receive the 2020 Census data from the State by October 2021.

May 2021- August 2021

- City Council adopts resolution establishing Community Advisory Redistricting Committee and appoints seven members.
- Specific community outreach process is developed, and City webpage updated with a section dedicated to the 2021-2022 redistricting process.
- Orientation meeting(s) for Committee members is/are held.

September 2021 - October 2021

- The U.S. Census Bureau sends Census data to the State.
- The State releases the Census data to the City for the redistricting process.
- The Committee holds two public hearings: one to review overall redistricting criteria and receive public input; one to receive public input and begin instructing demographer on draft maps.

November 2021 - December 2021

- The Committee holds 1-2 additional hearings to receive public input, receive draft maps, instruct demographer to make revisions (if necessary), and approve final recommended plan. Committee completes its work.

January 2022 - March 2022

- During this period, staff proposes City Council hold up to three public hearings to receive public input, draw and refine maps, and adopt the final redistricting ordinance:
 - 1st public hearing: receive public input; receive and review map recommended by Advisory Committee; instruct demographer on possible revisions;
 - 2nd public hearing: receive public input; review revised plans; approve plan or propose further revisions; and
 - 3rd public hearing (if necessary): receive public input, review revised plans and adopt final plan,

Deadline

- The City Charter requires the ordinance to be adopted no later than six months from the date the City receive the census data from the State (this will likely be in late March or early April).
-

Summary of Options for Council's Consideration

For the 2021-2022 redistricting process, staff recommends the City Council decide the following issues:

- Decide whether to establish a Community Redistricting Advisory Committee or whether to undertake redistricting without such a committee.
- Provide input on community outreach efforts and proposed timeline.

STRATEGIC PLAN:

05-Community Engagement & Well-Being

FINANCIAL IMPACT:

There may be some cost associated with the public outreach, ie. advertisement in television/radio.

ALTERNATIVE ACTION:

The City Council could decide not to establish a Community Redistricting Advisory Committee.

ATTACHMENTS AND/OR REFERENCES (If any):

1. Section 413 of the City Charter
2. Proposed Committee Application

PREVIOUS ACTIONS

See Attachment "A."

SECTION 413 DISTRICT BOUNDARIES.

The boundaries of the seven (7) Districts shall be subject to alteration and change under the provisions of this Section. Following the taking of each federal decennial census, commencing with the 1990 federal decennial census, but no earlier than three (3) months and no later than six (6) months following receipt by the City Clerk of a written publication containing an enumeration of population by blocks derived from such census, the Council shall by ordinance redistrict the City into seven (7) numbered Districts. Such ordinance shall be adopted according to the provisions of Article VI and shall become effective at the expiration of thirty (30) days after adoption of the ordinance; provided, however, that if such ordinance becomes effective on or after the first day on which nomination papers may be filed for an election to the office of member of the Council, then such ordinance shall not apply, or be deemed to apply, to that election or to the person elected to the office of member at such election.

Except as provided hereinabove, such Districts shall be used for all elections of members of the Council, including their recall, and for filling any vacancy in the office of member of the Council, subsequent to the effective date of such ordinance and until new Districts are established. Districts so formed shall be as nearly equal in population as practicable according to such federal decennial census. Any territory heretofore or hereafter annexed to or consolidated with the City but not included within a District shall, prior to or concurrently with completion of the proceedings therefore, be added to an adjacent District or Districts by the Council by ordinance, which shall become effective at the expiration of thirty (30) days after adoption and shall apply to all elections held on and after its effective date.

Any ordinance adopted by the Council and establishing, changing, or altering the boundaries of any District shall describe the new boundaries by reference to a map on file in the office of the City Clerk and/or by a metes-and-bounds description.

In any redistricting, the Council shall make the Districts as nearly equal in population as may be practicable, and may, in establishing the boundaries of the Districts, give consideration to a:

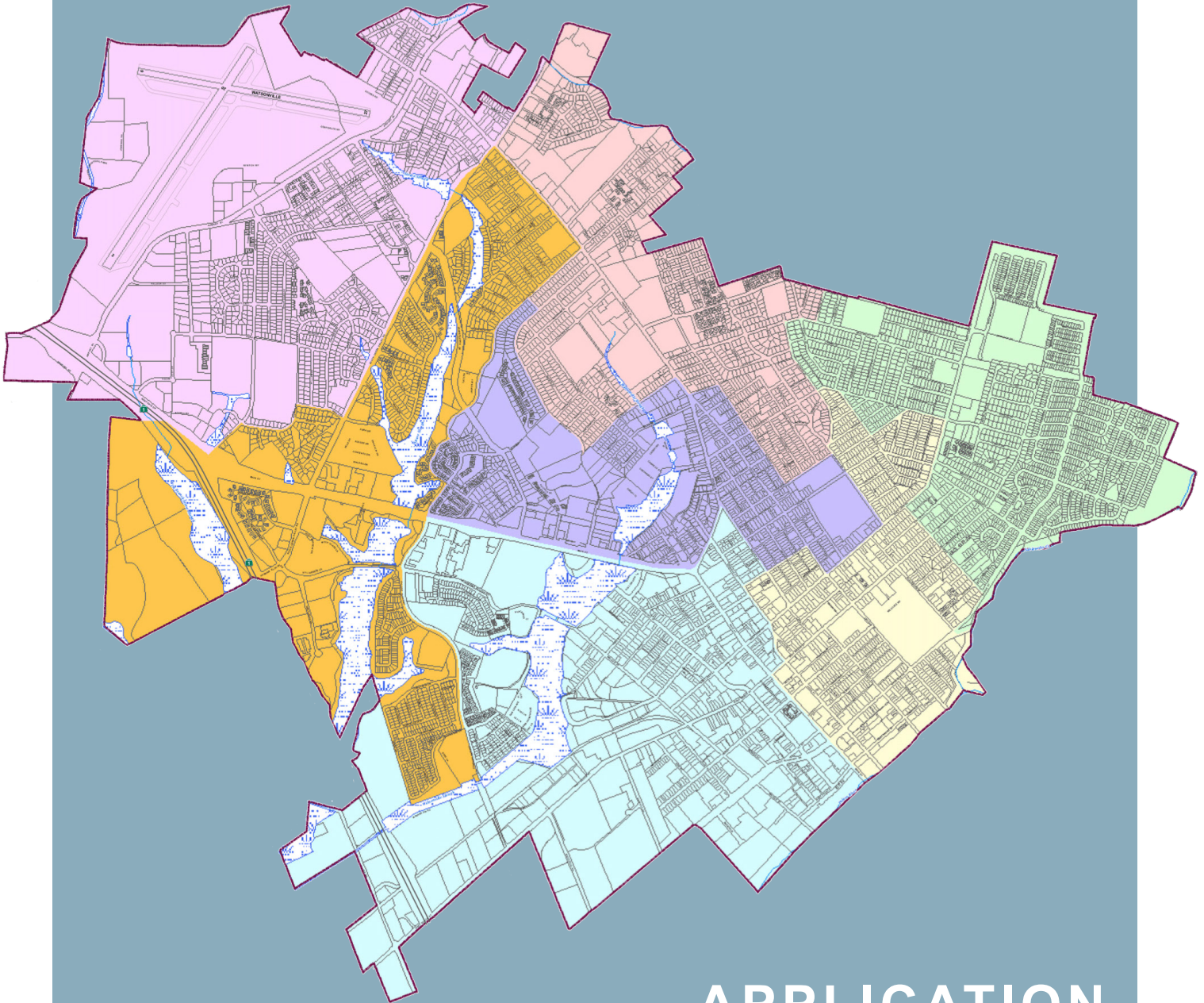
- (a) natural boundaries, street lines and/or City boundaries;
- (b) geography;
- (c) cohesiveness, contiguity, integrity and compactness of territory;
- (d) community of interests within each District; and the Voting Rights Act, 42 U.S.C. Section 1973.

Upon any decennial redistricting pursuant to the provisions of this Section, each incumbent member of the Council who no longer resides within the District to which they were elected as a result of such redistricting will continue to hold office and to represent the District to which the member was elected prior to such redistricting until the first Tuesday following the next General Municipal Election at which time a new member shall be elected to serve the remaining period of

the unexpired term, if any, notwithstanding any provision of Section 403 requiring a member to be a resident of the District represented by such members.



CITY OF WATSONVILLE
REDISTRICTING COMMITTEE



APPLICATION

DEADLINE: May 14, 2021

BACKGROUND

Every ten years upon the release of the decennial census data, the City of Watsonville must redraw its seven (7) City Council districts based on the new census data and criteria set forth in state law and the City Charter.

The Council will establish a seven-member Community Redistricting Advisory Committee by resolution on May 25, 2021. The Committee will receive public input and recommend new district boundaries to the City Council.

Community members will submit an application for the District they wish to represent. The Council Member for such District will make the recommendation for the Council for appointment at the May 25, 2021, meeting.

The Community Redistricting Advisory Committee will be subject to the Brown Act. Time and place will be accessible to the public.

The Advisory Committee will serve until the recommendation is submitted to the Council for approval. The Advisory Committee members will be expected to serve approximately 8 -10 hours per month.

All members must live within City limits to participate on the Committee (proof of address will be required).



INSTRUCTIONS

If you are interested in serving on the Community Redistricting Advisory Committee, please complete the following application and return it by email to cityclerk@cityofwatsonville.org or mail to the City Clerk's Office, 275 Main Street, Suite 400, Watsonville, CA 95076.

Upon receipt, your application for an appointment will be reviewed for consideration. Thank you for your

NAME			
ADDRESS			
PHONE NUMBER			
EMAIL			
HOW LONG HAVE YOU LIVED INSIDE THE CITY			
PREVIOUS COMMISSION OR BOARD SERVED (PLEASE SPECIFY)			
BOARD/COMMISSION		YEARS OF SERVICE	
EDUCATION			
INSTITUTION	MAJOR	DEGREE	YEAR
WORK/VOLUNTEER EXPERIENCE			
ORGANIZATION	ADDRESS	POSITION	YEAR

STATEMENT OF QUALIFICATION

Please state why the subject matter to you?

Please share your relevant qualifications that makes you a good candidate for this Committee:

I have read the above information and certify that it is true and correct, and I authorize the verification of the information in the application in the event I am selected for appointment. I also understand that the committee is public and your contact information may be released to the public according to the Public Records Act.

SIGNATURE

DATE

**City of Watsonville
City Clerk's Office**



M E M O R A N D U M

DATE: February 16, 2011

TO: Honorable Mayor and City Council Members

FROM: Beatriz Vázquez Flores, City Clerk **APPROVED**

SUBJECT: Proposed Process for Redistricting

MEETING: February 22, 2011 **CITY COUNCIL**

RECOMMENDATION:

1. Adopt a resolution authorizing staff to issue a Request for Proposals (RFP) to hire a qualified legal consultant to work with the City's GIS department to assist the Community Advisory Committee and City Council to review the City's council voting district and to examine and verify compliance with the state and federal Voting Rights Act.
2. Motion approving the following process for redistricting the City of Watsonville as provided in the City Charter following the receipt of the 2010 decennial census data:
 - (a) Establishment of a seven-member Community Advisory Committee on March 8, 2011, to recommend new district boundary lines to the City Council. Each Council Member will nominate one member who is a resident of the City of Watsonville. The City Clerk, City Attorney, and GIS Department will staff the Committee.
 - (b) Council awards contract.
 - (c) Community Advisory Committees meeting(s).
 - (d) Joint Council/Committee meeting(s), if needed.
 - (e) Community Advisory Committee recommends redistricting proposal(s) to Council.
 - (f) On or before October 2011, Council introduces ordinance redistricting the City of Watsonville and adopting a new District Map.
 - (g) Council adopts final ordinance.

BACKGROUND:

Section 413 of the City Charter, which is attached, requires the City Council to redraw Council district boundaries **no later than six months** following receipt by the City Clerk of a written publication containing an enumeration of population by blocks derived from the Census. It is anticipated that the State will receive the data from the Census Bureau on April 1, 2011, and the information will be disseminated to cities some time following that. Staff estimates completion of the process by October 2011. In order to involve all segments of the community and to obtain as much input as possible, it would be appropriate for the City Council to establish a community advisory committee to recommend new Council districts. Since the City Charter requires that the districts conform to the Voting Rights Act, it would be in the City's best interest to hire a legal consultant to assist the Committee and the City Council in redrawing district boundaries as was done in 1991 and 2001, following the 1990 and 2000 Census, respectively.

The recommended process was used in the redistricting of 2001 and a similar process was also used in 1991.

FINANCIAL IMPACT:

In 2001, the City paid approximately \$60,000 for the consultant. Since then the City's population has increased from 46,483 to 52,543 (2010 figures). Unlike the period between 1991 through 2001, major housing subdivisions have been constructed and occupied in several districts, such as Vista Montaña, Bay Breeze, Seaview Ranch, and Las Brisas; and several small infill housing projects have likewise been built and occupied. In 2001 the City hired a legal consultant and a third party demographer; whereas, this time staff is recommending to use its GIS staff for demographic services in an effort to lower the consultant costs.

ATTACHMENTS:

1. Section 413 of the City of Watsonville Charter

~~in the name of the City and be attested by the City Clerk. Disobedience of such subpoena or the refusal to testify upon other than constitutional grounds shall constitute a misdemeanor and shall be punishable in the same manner as violations of this Charter are punishable.~~

SECTION 413. DISTRICT BOUNDARIES.

The boundaries of the seven (7) Districts shall be subject to alteration and change under the provisions of this Section. Following the taking of each federal decennial census, commencing with the 1990 federal decennial census, but no earlier than three (3) months and no later than six (6) months following receipt by the City Clerk of a written publication containing an enumeration of population by blocks derived from such census, the Council shall by ordinance redistrict the City into seven (7) numbered Districts. Such ordinance shall be adopted according to the provisions of Article VI and shall become effective at the expiration of thirty (30) days after adoption of the ordinance; provided, however, that if such ordinance becomes effective on or after the first day on which nomination papers may be filed for an election to the office of member of the Council, then such ordinance shall not apply, or be deemed to apply, to that election or to the person elected to the office of member at such election.

Except as provided hereinabove, such Districts shall be used for all elections of members of the Council, including their recall, and for filling any vacancy in the office of member of the Council, subsequent to the effective date of such ordinance and until new Districts are established. Districts so formed shall be as nearly equal in population as practicable according to such federal decennial census. Any territory heretofore or hereafter annexed to or consolidated with the City but not included within a District shall, prior to or concurrently with completion of the proceedings therefore, be added to an adjacent District or Districts by the Council by ordinance, which shall become effective at the expiration of thirty (30) days after adoption and shall apply to all elections held on and after its effective date.

Any ordinance adopted by the Council and establishing, changing, or altering the boundaries of any District shall describe the new boundaries by reference to a map on file in the office of the City Clerk and/or by a metes-and-bounds description.

In any redistricting, the Council shall make the Districts as nearly equal in population as may be practicable, and may, in establishing the boundaries of the Districts, give consideration to a:

- (a) natural boundaries, street lines and/or City boundaries;
- (b) geography;
- (c) cohesiveness, contiguity, integrity and compactness of territory;
- (d) community of interests within each District; and the Voting Rights Act, 42 U.S.C. Section 1973.

Upon any decennial redistricting pursuant to the provisions of this Section, each incumbent member of the Council who no longer resides within the District to which they were elected as a result of such redistricting will continue to hold office and to represent the District to which the member was elected prior to such redistricting until the first Tuesday following the next General Municipal Election at which time a new member shall be elected to serve the remaining period of the unexpired term, if any, notwithstanding any provision of

Section 403 requiring a member to be a resident of the District represented by such members.

ARTICLE V. THE MAYOR

SECTION 500. APPOINTMENT OF MAYOR.

The Council shall appoint one of its members who shall have the title of Mayor subject to approval by resolution of the Council adopted by at least four (4) affirmative votes. The Mayor shall be appointed at a meeting on the second Tuesday following the General Municipal Election in each election year, and the second meeting in the month designated by Section 1300, General Municipal Elections, in each non-election year, and shall serve until a successor has been appointed.

At the same meeting at which the Mayor is appointed, the Council shall also appoint from among its members a Mayor Pro Tempore subject to approval by resolution of the Council adopted by at least four (4) affirmative votes. The Mayor Pro Tempore shall act as Mayor during the absence or disability of the Mayor, and if a vacancy occurs, shall become Mayor for the completion of the unexpired term.

SECTION 501. POWERS AND DUTIES.

The Mayor shall be recognized as the official head of the City for all political, representative and ceremonial purposes, by the Courts for the purposes of serving civil processes, and by the Governor for military purposes. In time of public danger or emergency, he may direct the administration of the City government through the City Manager.

The Mayor shall be charged with the duty of making recommendations to the Council on all matters of policy and program which require Council decision, provided, that if he recommends any increases in the City budget, he shall recommend the method of financing such expenditures; and provided further, that if he proposes curtailments of services, such recommendations and his reasons therefore shall be specific. The Mayor shall have the primary, but not exclusive, responsibility for interpreting the policies, programs and needs of the City government to the community. He may also, on his own account, inform the community on any matters of policy or program which he believes the welfare of the community makes necessary. It shall be the duty of the Mayor to represent the Council in its relationships with civic groups within the City, and by direction of the Council, he shall represent the City in its relationships with other governmental agencies on matters of policy and program.

The Mayor shall preside at meetings of the Council and shall have a vote as a member of the Council. He shall have no power to veto any ordinance or resolution adopted by the Council.

The Mayor shall have authority to preserve order at all Council meetings and to move or cause the removal of any person from any meeting of the Council for disorderly conduct, to enforce the rules of the Council, and to determine the order of business under the rules of the Council.

City of Watsonville 2021-22 Redistricting Process

Presentation by Tom Willis, Olson Remcho LLP

Summary of Presentation

- ▶ **Overview of Redistricting Process**
 - ▶ Timing
 - ▶ Public participation
 - ▶ Legal criteria
- ▶ **Proposed schedule**

Redistricting Process

- ▶ **Redraw 7 City Council districts to ensure:**
 - ▶ Equal Population based on 2020 census
 - ▶ Compliance with all federal and state laws
- ▶ **2011 Process**
 - ▶ City Council-appointed Advisory Committee
 - ▶ Advisory Committee recommended plan to City Council
 - ▶ City Council amended plan

2021-22 Process

- ▶ **Advisory Committee can be established like 2011**
- ▶ **City Council must make final decision**
- ▶ **New State law - FAIR MAPS Act - imposes additional requirements**

Timing

- ▶ **Census delay**
- ▶ **Current estimate:**
 - ▶ State receives census data: mid-August
 - ▶ Statewide Database available: end of September
 - ▶ Local redistricting: October-March
 - ▶ Deadline for final plan: likely end of March (6 months after getting data)

Public Participation

- ▶ **FAIR MAPS Act requires City to hold at least four public hearings**
 - ▶ Advisory Committee can hold up to two of those hearings if they are both before map drawing
 - ▶ City Council must hold at least two hearings
 - ▶ At least one hearing must be held on weekend or after 6 p.m. on weekday
- ▶ **Purpose of hearings: to receive extensive public input on communities of interest, other criteria**

Public Participation - Continued

- ▶ **City must take steps to encourage residents, including underrepresented and non-English speaking communities, to participate:**
 - ▶ Press releases, community outreach, social media
 - ▶ Translation services upon request
- ▶ **Dedicated redistricting website page**
- ▶ **FAIR MAPS Act requires notice/posting requirements that exceed Brown Act requirements**
- ▶ **Public must be able to submit draft maps, comments electronically and in writing**

Legal Criteria - Federal Requirements

- ▶ **Equal Population**

- ▶ Total deviation less than 10%, and must be justified

- ▶ **Equal Protection**

- ▶ Race cannot be predominant factor

- ▶ **Voting Rights Act**

- ▶ Plan cannot discriminate against racial/language minority, including by diluting voting power of minority group

Legal Criteria - State Law/Charter Requirements

- ▶ **Consider to extent practicable:**
 - ▶ Natural boundaries, street lines, City boundaries;
 - ▶ Geography
 - ▶ Cohesiveness, contiguity, compactness
 - ▶ Communities of interest
- ▶ **Districts cannot favor/discriminate against any political party**

Legal Criteria - Incumbency

- ▶ Incumbent's term of office cannot be shortened
- ▶ District numbers up for election in 2022 must match incumbents who are up (i.e. Districts 3, 4, 5, 7)

Proposed Schedule (Assumes Advisory Committee) May 2021- August 2021

- ▶ **Establish/Appoint Advisory Committee**
- ▶ **Initial organizational/orientation meetings of Committee**
- ▶ **City begins community outreach efforts**

Proposed Schedule - Continued September 2021-October 2021

- ▶ **Committee holds two public hearings**
- ▶ **State releases Statewide database**

Proposed Schedule - Continued

November 2021-December 2021

- ▶ **Committee drafts maps and approves final recommended plan.**

Proposed Schedule - Continued

January 2022-March 2022

- ▶ **City Council holds two to three public hearings:**
 - ▶ 1st hearing: review Committee plan; make possible changes
 - ▶ 2nd hearing: review revised plans; approve plan or make revisions
 - ▶ 3rd hearing (if necessary): review revised plans; adopt final plan



Agenda Report

MEETING DATE: Tuesday, April 27, 2021

TO: City Council

FROM: ASSISTANT CITY MANAGER VIDES

**SUBJECT: HOUSING FOR A HEALTHY SANTA CRUZ: A STRATEGIC
FRAMEWORK FOR ADDRESSING HOMELESSNESS IN SANTA
CRUZ COUNTY**

STATEMENT OF ISSUES:

In 2019, California had the fourth highest rate of homelessness per 10,000 residents in the United States. Within California, Santa Cruz County has one of the highest rates of homelessness at 79.3 per 10,000 residents.

The most recent annual Homeless Point-in-Time Count, conducted in January 2019, found 2,167 people experiencing homelessness on a single night, which represented 1,440 distinct households. About three-fourths of those households were housed within the County prior to becoming homeless.

To address this social crisis, Santa Cruz County agencies and municipalities within it are working together to establish a framework that provides access to housing for those living unsheltered in our region.

RECOMMENDED ACTION:

- 1) Accept and file the final version of the Housing for a Healthy Santa Cruz: A Strategic Framework for Addressing Homelessness in Santa Cruz County to guide the work of the City of Watsonville alongside the County of Santa Cruz through December 31, 2023.

DISCUSSION:

The document was presented to the Board of Supervisors in draft form on November 10, 2020. The community was later engaged by the County Administrator's office (CAO) and the Human Services Department (HSD) to gather final feedback on the document. The final version which provides a strategic framework for future investments and work to address homelessness within the County was adopted by the Santa Cruz County Board of Supervisors on their 3/9/2021 meeting.

Implementation of the Strategic Framework establishes a clear foundation for collaborative action to address the problem of homelessness within the County. It establishes benchmarks

for system capacity and performance that can be tracked and reported on over time. The Framework sets a target for a 25% point-in-time reduction in the overall population of people experiencing homelessness by January 2024. It also calls for a 50% reduction among unsheltered homeless persons within the same timeframe.

STRATEGIC PLAN:

The recommended action is consistent with the City's policies and goals of the City's strategic plan to work with the County of Santa Cruz and community partners to develop strategies to improve the lives of individuals who are homeless.

FINANCIAL IMPACT:

There is no financial impact to the City of Watsonville in accepting and filing the Housing for a Healthy Santa Cruz County framework for addressing homelessness. The City will continue to participate and collaborate with County agencies to implement regional solutions to homelessness. At times when financial resources are identified and needed, staff will bring those items for Council consideration and proper funding allocation.

ALTERNATIVE ACTION:

The City Council may choose not to accept the final version of the Strategic Framework.

ATTACHMENTS AND/OR REFERENCES (If any):

1. Housing for a Healthy Santa Cruz – A Strategic Framework for Addressing Homelessness in Santa Cruz County



Housing for a Healthy Santa Cruz

A Strategic Framework for Addressing
Homelessness in Santa Cruz County



January 2021
to January 2024

Our Mission

Strong collaborative action to ensure all residents within the County have stable, safe, and healthy places to live.

Who We Are

The Housing for Health Division was created in November 2020 within the County of Santa Cruz Human Services Department to support the implementation of this Framework by bringing together a coalition of partners and resources to prevent and end homelessness within our County.

Overview

Homelessness severely impacts the health and quality of life of those living without homes and the entire community. The County of Santa Cruz, cities within the county, and community members recognize the need for strong collaborative action to ensure all county residents have stable, safe, and healthy places to live.

The County and its partners created the Housing for a Healthy Santa Cruz County Strategic “Framework” through a collaborative process that used the experience, knowledge and input of a broad set of community stakeholders including cities, non-profit organizations, County Departments, and people with lived experiences of homelessness. Work on it began in March 2019 with a review of current local efforts and data on homelessness, along with an evaluation and discussion of experiences in other communities.

The Framework outlines coalition action steps that can reduce unsheltered and overall homelessness countywide by January 2024. The County Human Services Department’s new Housing for Health (H4H) Division will provide leadership and the backbone administrative support for implementation of this Framework.

The Framework sets goals to reduce the number of households experiencing homelessness at a point-in-time by just over 25% between January 2019 and January 2024. It also calls for a 50% reduction in the number of households living “unsheltered” in places such as the streets, parks, cars, and unsafe structures.

2019	307 Sheltered Households	1,098 Unsheltered Households	1,405 Total Homeless Households
2024	485 Sheltered Households	549 Unsheltered Households	1,034 Total Homeless Households

Background

In 2019, California had the fourth highest rate of homelessness per 10,000 residents in the United States. Within California, Santa Cruz County has one of the highest rates of homelessness at 79.3 per 10,000 residents.

Every day, thousands of people in Santa Cruz County live without stable shelter or a home. The most recent annual Homeless Point-in-Time Count, conducted in January 2019, found 2,167 people experiencing homelessness on a single night, representing 1,440 distinct households experiencing homelessness. Nearly three-fourths of those households experiencing homelessness were housed within the County prior to becoming homeless.



Across the country and in Santa Cruz County, homelessness disproportionately impacts particular groups of individuals including specific racial and ethnic groups, youth exiting foster care, seniors and people with disabilities, individuals with behavioral health conditions, single parent households, veterans, people with criminal backgrounds, and individuals who identify as lesbian, gay, bisexual, transgender, queer or questioning and two-spirit (LGBTQ2S).

High rates of homelessness among subgroups of extremely low-income households reflect broad historical and present day social, economic, political, and cultural forces that contribute to these disparities. Approaches to addressing homelessness must understand and address some of the forces contributing to these disparate impacts.

What is Causing Homelessness in Our Community?



1

Housing affordability gap



2

Health issues

3

Lack of
supportive
connections

4

Loss of
hope and
sense of
purpose



5

1

Housing Affordability Gap

Housing Costs Exceed Incomes

The larger the gap between incomes and housing costs in a region the greater the risk of homelessness and housing instability in a community. This is a major factor contributing to homelessness across the United States.

The California Housing Partnership estimates over 10,000 renter households in Santa Cruz County do not have access to an affordable home. Among these households living with the lowest incomes, three out of four (75%) pay more than 50% of their income toward housing. This group is the most likely to experience housing instability, overcrowded or unsafe living conditions, and homelessness. Within this group are people living on fixed incomes such as seniors and people with disabilities, as well as, unemployed, underemployed, and employed individuals that cannot afford local housing costs.

The 2019 Santa Cruz County Point-In-Time Count of persons experiencing homelessness found 31% reported being employed at the time of the survey. Employment itself cannot prevent homelessness when wages are not high enough to cover housing costs.

This Framework calls for implementing a range of strategies that support reducing housing costs and increasing household incomes.



2

Health Issues Impacting Living Situations

Some health conditions impact a person's ability to manage daily living tasks essential to keeping a home. For example, a person with dementia may struggle to remember to pay their rent. Health care systems, services, and associated policies influence levels of housing instability, institutionalization, and homelessness in a given community.

2

Health Issues Impacting Living Situations (cont.)

This Framework calls for implementing a range of policy and program changes to address the health care needs of people at-risk of or currently experiencing homelessness. This includes connecting people to holistic services, supports, and treatment that address both their health and daily living needs.

3

Lack of Supportive Connections

Loss or Absence of Strengthening Relationships

The absence or loss of supportive relationships can contribute to housing instability and loss, particularly in areas with large housing affordability gaps. Histories of traumatic events and relationships, in both childhood and adulthood, are prevalent at far higher rates among people experiencing homelessness compared to the general population. The 2019, Santa Cruz County Point-In-Time count of homeless persons, found:

39%

were living with friends or relatives before becoming homeless

10%

reported family/domestic violence as a primary event leading to their homelessness

9%

identified a divorce, separation, or breakup as a primary cause

This Framework calls for implementing a range of strategies that help grow long-term and broadly supportive relationships for those experiencing homelessness and those at risk of homelessness.

4

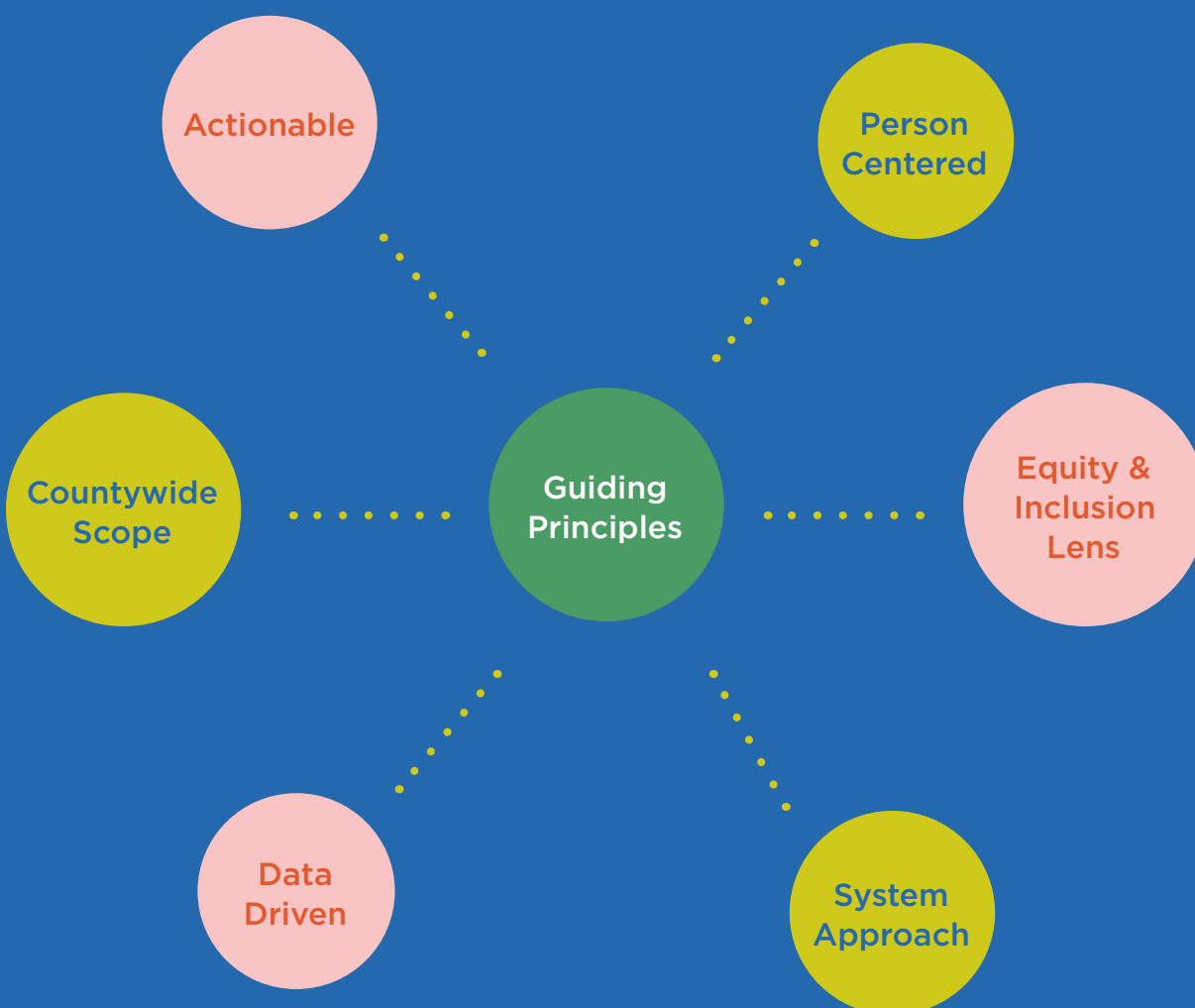
Loss of Hope and Sense of Purpose

A loss of hope and sense of purpose, at the community and individual level, can contribute to events that compromise a stable living situation and lead to prolonged episodes of homelessness. Living without a home can be a profoundly stigmatizing and isolating event.

This Framework calls for implementing a range of strategies that enhance feelings of hope and meaning among community members, people experiencing homelessness, and those working to make a difference in their lives.

Our Vision

To align and develop the array of resources, stakeholders, and collective wisdom across the greater Santa Cruz community to promote public health and make significant impacts on the crisis of homelessness, benefiting all residents, particularly those without homes.



Person Centered

People experiencing homelessness are experts about their own goals, priorities, and support needs. Housing and services coordinated by the housing crisis response system must center around the self-identified needs and goals of people seeking support.

Equity & Inclusion Lens

Certain subgroups of people experience higher rates of homelessness. Efforts undertaken through this Framework will work to eliminate disparities in access and outcomes within the housing crisis response system.

System Approach

A coordinated system approach that streamlines access to housing and services will maximize efforts to address homelessness.

Data Driven

Decisions about programs, resources, and approaches must be informed by high quality, well-understood qualitative and quantitative data about the system and its outcomes for the people it serves, including measures of disparities and inequity.

Countywide Scope

Homelessness occurs in all parts of Santa Cruz County, whether urban, suburban, agricultural, or rural. Implementation of this Framework will address each area of the community and develop appropriate solutions to homelessness. Geographic equity must be at the center of this framework.

Actionable

This Framework must result in actionable steps. It must be understood, implemented, and evaluated with the resources available and with clear responsibilities and accountability. System leaders and stakeholders will regularly review progress and update plans to ensure continued progress towards meeting goals and targets.

Our Goals

Substantially reduce the number of people experiencing homelessness.¹



Core Goal #1

Improve the effectiveness of all programs in helping people secure housing

The new Housing for Health (H4H) Division and its partners will oversee a robust effort to improve the effectiveness of all programs and interventions for people experiencing homelessness. This includes shortening the time people remain unhoused or in programs prior to securing housing, increasing the rate at which people find housing, and decreasing the number of people that become homeless. Interim benchmarks for these focus areas have been established for each year and progress will be regularly assessed. Adjustments will be made as needed to maximize results. By the end of 2023, the following system performance measurement improvements will be achieved:

Measure	Emergency Shelter		Transitional Housing		Rapid Rehousing*		Permanent Supportive Housing**	
	FROM	TO	FROM	TO	FROM	TO	FROM	TO
Reduce Length of Stay (in days)	76	60	413	250	281	180	N/A	
Increase Rehousing Rate	21%	40%	66%	80%	62%	85%	N/A	

¹ Goals are based on the Focus Strategies Santa Cruz County Predictive Modeling Summary Report 10.23.2020.

***Rapid Rehousing**

Providing services and time-limited rental support to assist a homeless individual or family to move as quickly as possible into permanent housing and achieve stability in housing.

****Permanent Supportive Housing**

Combines permanent affordable housing with ongoing integrated health and human services for people with disabilities, including people with long histories of homelessness.

Core Goal #2**Expand capacity within the homelessness response system**

Improvements in performance alone will not result in significant reductions in homelessness. During the three-year period of this Framework, community leadership, funders, and key stakeholders will work collaboratively to implement targeted expansions in resources and permanent housing pathways.

Temporary Housing Beds**Rapid Rehousing Slots****Permanent Supportive Housing Slots**

Strategies and Key Objectives

The Framework promotes aligned and coordinated efforts among housing crisis response system stakeholders. Individual programs or initiatives may yield results with a specific subpopulation or group but making progress on the overall size of the homeless population requires a systematic approach.

Housing for a Healthy Santa Cruz County sets out four high-level strategic areas and numerous specific objectives to transform current efforts to address homelessness. The objectives listed below will span over multiple six-month action plan cycles.

How Change Will Happen

1

Build a Coalition

Develop a strong and informed action-oriented partnership with leaders and stakeholders within the community.

2

Prevent Homelessness

Use targeted prevention and early intervention housing problem solving to help people and families keep or return to housing as quickly as possible.

3

Increase Connections

Expand and improve “Front Door” programs and services including outreach, temporary housing and supportive services.

4

Expand Permanent Housing

Increase permanent housing and income growth resources and opportunities to become housed.

1 Build a Coalition

What We Are Doing

Design, launch, and operate a new regional coalition, anchored by a leadership and accountability structure.

Authentically and meaningfully involve people with lived experience of homelessness in system design and oversight.

Establish the Housing for Health (H4H) division within the Human Services Department and provide enough resources to support implementation (including six-month work plans), ongoing data and evaluation, community education, information sharing, and administrative support of the new regional coalition.

Develop and maintain commitment to become fully data-informed at all levels of the housing crisis response system.

Develop collaborative work teams to achieve previously established goals of “functional zero” homelessness among families and veterans.



2 Prevent Homelessness

What We Are Doing

Implement Housing Problem Solving systemwide by integrating this practice into the countywide Smart Path-Coordinated Entry process, which streamlines access to housing assistance and services.

Coordinate with other local entities to provide targeted prevention assistance; prioritize prevention assistance for those at most severe risk of homelessness.

3 Increase Connections

What We Are Doing

Continue to ensure shelters are safe and supportive environments that protect the health of their residents.

Reduce eligibility barriers to shelters, particularly for people with disabling conditions and/or those with a history of not participating in the existing shelter system.

Ensure shelter residents are provided care management, housing navigation and financial supports that help them secure housing, making shelter stays a brief stop on the pathway to housing. Include rapid housing problem-solving practices in all shelters.

Develop capacity for health- and housing-focused street outreach to connect all people experiencing unsheltered homelessness with crisis support services, while helping them develop a health and housing plan and secure permanent housing.

3 Increase Connections

What We Are Doing (cont.)

Expand and improve health and human service care management and housing navigation programs for people at-risk of or currently experiencing homelessness.

Work together with city jurisdictions and other County departments to identify and implement best practices for collaborative responses to unmanaged homeless encampments and community health and safety issues that arise from people living without shelter in public places.

4 Expand Permanent Housing

What We Are Doing

Work with local jurisdictions to reach a countywide Regional Housing Needs Allocation (RHNA) goal of at least 734 new housing units affordable to people with very low incomes by December 2023.

Develop or purchase housing units specifically targeted to people experiencing homelessness.

Expand and improve the effectiveness of rapid rehousing rental assistance programs to quickly return people to housing.

Develop and execute an engagement strategy for property owner/manager recruitment.

Implement changes to the local Coordinated Entry system to support faster access to housing assistance and services and better housing outcomes.

Acknowledgments

Community Stakeholders

The Homeless Action Partnership, City of Santa Cruz Community Advisory Committee on Homelessness and all the many individuals and organizations that contributed to the development of this Framework.

All persons with lived experience of homelessness, especially those who responded to surveys and participated in focus groups as part of the system assessment and redesign work.

Project Advisory Group

Emily Balli, Deputy Director, Human Services Department, County of Santa Cruz
 Mary Beeson, Lived Experience Group
 Joey Crottogini, Health Services Manager, County of Santa Cruz
 Tony Gardner, Continuum of Care Consultant
 Leslie Goodfriend, Senior Health Services Manager, County of Santa Cruz
 Gine Johnson, Aide to Supervisor Bruce McPherson, County of Santa Cruz
 Phil Kramer, Executive Director, Housing Matters
 Don Lane, Principal, Smart Solutions to Homelessness
 Bill Maxfield, Principal, Miller Maxfield
 Brooke Newman, Stabilizing Shelters & COVID-19 Shelter Referral System Lead, County of Santa Cruz
 Susie O'Hara, Assistant to the City Manager, City of Santa Cruz
 Marcus Pimentel, Assistant Director, Health Services Agency, County of Santa Cruz
 Bob Russell, Chief Executive Officer, Community Technology Alliance
 Jessica Scheiner, Senior Human Services Department Analyst, County of Santa Cruz
 Tamara Vides, Deputy City Manager, City of Watsonville
 Melisa Vierra, Executive Director, Families in Transition
 Nicole Young, Principal, Optimal Solutions Consulting

Project Funders

City of Capitola
 City of Santa Cruz
 City of Scotts Valley
 City of Watsonville
 Health Services Agency, County of Santa Cruz
 Human Services Department, County of Santa Cruz
 Planning Department, County of Santa Cruz

Project Management

Tatiana Brennan, Senior Departmental Administrative Analyst, County of Santa Cruz
Rayne Perez, Homeless Services Coordinator, County of Santa Cruz

Project Sponsors

Elissa Benson, Assistant County Administrative Officer, County of Santa Cruz
Mimi Hall, Health Services Agency Director, County of Santa Cruz
Randy Morris, Human Services Department Director, County of Santa Cruz

Focus Strategies

Tracy Bennett
Kate Bristol
Katharine Gale

Linda Ly
Genevieve Williamson

Housing for a Healthy Santa Cruz County calls for the entire community to join in being part of the solution to homelessness.

No single individual, organization, city, or County Department can do this alone. This strategic Framework is one that all stakeholders can use to align, coordinate, and collaborate to accomplish the shared goal of helping unhoused residents in Santa Cruz County secure housing. In a community with a severely limited affordable housing supply and homelessness at a crisis level, it is necessary to invest in and support practices that help the most people get and keep permanent housing. By involving those with histories of homelessness and housing instability in our efforts, setting measurable goals, working collaboratively across sectors on proven strategies, using data to assess progress, and continually improving and refining the work, Santa Cruz County can and will ensure all its residents have a healthy and safe place to call home.



City Council <citycouncil@cityofwatsonville.org>

Homeless camp/trailers

1 message

rich buse <richbuse@gmail.com>

Tue, Apr 27, 2021 at 8:37 AM

To: "citycouncil@cityofwatsonville.org" <citycouncil@cityofwatsonville.org>

I am writing this email of concern for the consideration of placing a homeless camp/trailers in Watsonville located behind the City Health Center on Freedom Blvd.

I understand the concern for homeless support but I believe setting up a camp in the middle of town across from homes, parks and schools along with a shopping center is not a good idea. It will invite additional homeless people to wonder through our streets and yards and possibly cause a health concern for our families. I urge you to reconsider this proposal and not place this homeless trailer community on the proposed property.

Sincerely

Rich Buse

[1052 Sunbird Dr, Watsonville, CA 95076](#)

--

Rich Buse

--

Rich Buse



City Council <citycouncil@cityofwatsonville.org>

(no subject)

1 message

8315663820@pm.sprint.com <8315663820@pm.sprint.com>
To: citycouncil@cityofwatsonville.org

Mon, Apr 26, 2021 at 8:43 PM

Sent from my mobile.

This message is in regards
To your meeting of April 27 regarding the county of
Santa Cruz "considering"
Putting TRAILERS to
Shelter the homeless.

My family is absolutely
Against anything of the
Sort!!!! Really?

I would just like to ask
Whoever is on that board
Or committee, would you
Like to have that in your
Neighborhood ?

Safety reasons!
And this is not even
Considering loss of
Property value.

I know it's a hard job to
Find a Suitable place,
But this certainly is NOT
It!!

Sincerely

Pat Klay
Jeff Klay

203 Michelle ct
Watsonville, Ca 95076



City Council <citycouncil@cityofwatsonville.org>

City Council Meeting 4/27/21 Agenda Item 10.b.

1 message

Armando Hernandez <ahdez2991@gmail.com>
To: citycouncil@cityofwatsonville.org

Mon, Apr 26, 2021 at 8:43 PM

Hello,

Below is a petition that has been started in opposition to agenda item 10.b. of Tuesday's 4/27/21 City Council meeting:

The County of Santa Cruz is considering placing trailer homes to house those less fortunate persons without shelter at the Watsonville Health Center-Santa Cruz County Health Services Agency located at [1430 Freedom Blvd, Watsonville CA 95076](#). We understand the County's need to find a solution to this significant issue. However, we are also aware of the problem that neighborhoods around the Veteran Memorial Building on Beach Street near Watsonville High School are currently experiencing with people defecating on the sidewalks, hypodermic needles, and people loitering the streets. Therefore, we are considering that our neighborhood will be negatively affected. Most of us own our home and plan to live here for the rest of our lives. Our neighborhood is composed of families with young kids who play on the street; senior citizens who walk to nearby stores to get their groceries which include residents at Independence Square. We know that people do not like to be confined to one place and will start wandering the streets nearby. Freedom Boulevard is not a walkable street, consequently, the homeless will naturally want to use the residential streets. We already have issues with the people occupying the slough area between Atkinson Lane and Brewington Avenue. We urge you to find a more appropriate location and help us preserve the peace and tranquility of our neighborhood.

Respectfully,
Local Resident



City Council <citycouncil@cityofwatsonville.org>

Agenda Item 10b

1 message

Michelle Garcia <mgarciaj64@hotmail.com>

Mon, Apr 26, 2021 at 8:19 PM

To: "citycouncil@cityofwatsonville.org" <citycouncil@cityofwatsonville.org>

I have been a homeowner in this area for 20 plus years as I strongly disagree with the County of Santa Cruz placing trailer homes to shelter the homeless in my neighborhood. There should be plenty of other places that are not in a family neighborhood. It's already sad enough that we can't walk our dogs or kids play in certain areas in Watsonville and Santa Cruz without seeing homeless shooting up / using the restroom where ever they see fit and leaving there drug paraphernalia laying around. I agree that something needs to change for the homeless but it should not be in a family neighborhood.

Thank you Michelle Garcia