

# **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.*

**Rebecca J. Garcia, Mayor, District 5**  
**Trina Coffman-Gomez, Mayor Pro Tempore, District 6**

**Felipe Hernandez, Council Member, District 1**  
**Aurelio Gonzalez, Council Member, District 2**  
**Lowell Hurst, Council Member, District 3**  
**Francisco Estrada, Council Member, District 4**  
**Ari Parker, Council Member, District 7**

**Matt Huffaker, City Manager**  
**Alan J. Smith, City Attorney**  
**Beatriz Vázquez Flores, City Clerk**  
**Remote Teleconference Meeting**

*Please click the link below to join the webinar:*

*<https://zoom.us/j/92706609937>*

*Or iPhone one-tap :*

*US: +16699009128,,92706609937# or +12133388477,,92706609937#*

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**Spanish language interpretation is available**

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#### **Americans with Disabilities Act**

The City of Watsonville, in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access and/or participate in City Council meetings, please call the City Clerk's Office at least three (3) days in advance of the meeting to make arrangements. The City of Watsonville TDD number is (831) 763-4075.

Meetings are televised live on Charter Cable Communications Channel 70 and AT&T Channel 99 and re-broadcast on Thursday at 5:00 p.m. and Saturday at 8:00 a.m. the same week of the meeting.

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

## **Notice of Remote/Teleconferencing Meeting**

*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.*

*HOW TO VIEW THE MEETING: There is no physical location from which members of the public may observe the meeting. Please view the meeting which is being televised at Channel 70 (Charter) and Channel 99 (AT&T), video streamed at <https://watsonville.legistar.com/Calendar.aspx>, and Facebook Live.*

*HOW TO PARTICIPATE BEFORE THE MEETING: Members of the public are encouraged to submit written comments through the City's Council Meeting portal at <https://watsonville.legistar.com> by clicking e-Comment or by emailing [citycouncil@cityofwatsonville.org](mailto:citycouncil@cityofwatsonville.org). All comments will be part of the meeting record. Emails received two hours before the meeting will 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.*

*HOW TO PARTICIPATE DURING THE MEETING: Members of the public are encouraged to join the meeting through Zoom Webinar from their computer, tablet or smartphone:  
<https://zoom.us/j/92706609937>*

*or iPhone one-tap :*

*US: +16699009128,,92706609937# or +12133388477,,92706609937#*

*or Telephone:*

*Dial(for higher quality, dial a number based on your current location):*

*US: +1 669 900 9128 or +1 213 338 8477 or +1 669 219 2599*

*Webinar ID: 927 0660 9937*

*You will access the meeting as an attendee; when you are ready to make a public comment, if joining by computer audio, please click on the "Raise Hand" button and the Clerk will unmute your microphone; by phone please press \*9 on your keypad. If you want to enable your camera, please let the Clerk know when you start speaking. You may also register to speak until two hours before the meeting at <https://watsonville.legistar.com/Calendar.aspx>*

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*Spanish interpretation services will be available through Zoom by toggling language audio options to the Spanish channel.*

*Servicios de interpretación en español estarán disponible en Zoom al elegir el botón Spanish.*

### **AGENDA PACKET**

**Attachments:**      [Agenda Packet](#)

**AGENDA EN ESPAÑOL (LA AGENDA ESTARÁ DISPONIBLE EN CUANTO SE TRADUZCA- WILL BE AVAILABLE ONCE TRANSLATED)**

Attachments:      [Agenda en Espanol](#)

### **4:30 p.m.**

**(IF YOU CHALLENGE ANY ACTION APPEARING ON THIS AGENDA IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE PUBLIC MEETING DESCRIBED ON THIS AGENDA, OR IN WRITTEN CORRESPONDENCE DELIVERED TO THE CITY CLERK TWO HOURS BEFORE THE MEETING, OR DURING THE PUBLIC MEETING.)**

## **1. CLOSED SESSION**

**(City Council Conference Room, 275 Main Street, 4th Floor)**

### **A. [CLOSED SESSION AGENDA](#)**

Attachments:      [CLOSED SESSION AGENDA](#)

- 1) Public Comments regarding the Closed Session agenda will only be accepted by the City Council at this time.
- 2) Closed Session Announcement  
The City Council will now recess to discuss those items listed on the Closed Session Statement attached to the Agenda.

### **5:30 p.m.**

## **CITY COUNCIL**

## **2. ROLL CALL**

## **3. PLEDGE OF ALLEGIANCE**

## **4. INFORMATION ITEMS**

### **A. [MISCELLANEOUS DOCUMENTS REPORT](#)**

Attachments:      [Miscellaneous Documents Report September 8, 2020](#)

### **B. [WRITTEN REPORTS BY COUNCIL MEMBERS REGARDING ACTIONS TAKEN ON THEIR REGIONAL COMMISSIONS/BOARD MEETINGS THAT MAY AFFECT THE CITY OF WATSONVILLE](#)**

**Attachments:**      [Gonzalez Salvation Army](#)  
                                 [Gonzalez CAB UPDATE August](#)  
                                 [Gonzalez SCCRTC Highlights September 3, 2020](#)

## 5. 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 AND ADDRESS IN ORDER TO OBTAIN AN ACCURATE RECORD FOR THE MINUTES.*

- A.    [ORAL COMMUNICATIONS FROM THE PUBLIC](#)
- B.    [ORAL COMMUNICATIONS FROM THE COUNCIL \(2 MINUTES EACH\)](#)
- C.    [REPORT OUT OF CLOSED SESSION](#)

## 6. REPORTS TO COUNCIL -- No Action Required

- A.    [CITY MANAGER'S UPDATE](#)

- 1) Oral Report
- 2) City Council Questions
- 3) Public Input

## 7. 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 on any Consent Agenda Item**

- A.    [MOTION APPROVING MINUTES OF AUGUST 21 & 25, 2020, MEETINGS](#)

**Attachments:**      [Minutes August 21, 2020](#)  
                                 [Minutes August 25, 2020](#)



**B.**     RESOLUTION APPROVING PLANS & SPECIFICATIONS & CALLING FOR BIDS FOR CONSTRUCTION OF WATER WELL #4 PROJECT NO. WA-20-14557 LOCATED AT 154 ROACHE ROAD (ESTIMATED COST OF \$670,450 WILL BE FUNDED FROM THE WATER ENTERPRISE FUND)

**Requested by:**     Public Works & Utilities Director Palmisano

**Attachments:**     [Call Bid Construction of Water Well #4 - Report](#)  
                              [Call Bid Construction of Water Well #4 - Resolution](#)

**C.**     RESOLUTION APPROVING CONTRACT CHANGE ORDER NO. 4 WITH GRANITE ROCK COMPANY FOR THE MONTEREY BAY SANCTUARY SCENIC TRAIL SEGMENT 18 - OHLONE PARKWAY TO WATSONVILLE SLOUGH TRAIL TRAILHEAD PROJECT NO. CT-19-02 FOR WATER LINE WORK, IN AN AMOUNT NOT TO EXCEED \$120,135 FROM THE WATER ENTERPRISE FUND

**Requested by:**     Public Works & Utilities Director Palmisano

**Attachments:**     [Change Order #4 for Rail Trail - Report](#)  
                              [Change Order #4 for Rail Trail - Resolution](#)

**D.**     RESOLUTION APPROVING PARKING CHANGE ADJACENT TO 433 - 445 MAIN STREET (SR 152) REMOVING 42' OF "NO PARKING" DESIGNATION TO ALLOW FOR SHORT TERM PARKING

**Requested by:**     Public Works & Utilities Director Palmisano

**Attachments:**     [Parking Changes to SR 152 - Report](#)  
                              [Parking Changes to SR 152 - Resolution](#)  
                              [Parking Changes to SR 152 - Correspondence](#)

**E.**     RESOLUTION AWARDDING CONTRACT TO DANIEL B. STEPHENS & ASSOCIATES, INC., FOR THE DEVELOPMENT OF A VAPOR INTRUSION AND SAMPLING WORKPLAN FOR SITE LOCATIONS IN THE VICINITY OF 1350 FREEDOM BOULEVARD; DEVELOPMENT OF A RISK ASSESSMENT; & CONDUCTING SEMI-ANNUAL MONITORING & REPORTING, IN AN AMOUNT NOT TO EXCEED \$259,569; AUTHORIZING A BUDGET APPROPRIATION FROM THE WASTEWATER ENTERPRISE FUND FOR SAME AMOUNT

**Requested by:**     Public Works & Utilities Director Palmisano

**Attachments:**     [Awarding Contract Stephens & Assoc - Report](#)  
                              [Awarding Contract Stephens & Assoc - Resolution](#)

**F.**     [RESOLUTION REAPPOINTING MEMBERS TO THE HENRY J. MELLO  
PERFORMING ARTS CENTER BOARD OF DIRECTORS JOINT POWERS  
AUTHORITY](#)

**Attachments:**     [Appt to Mello Center Board of Directors - Resolution](#)

**G.**     [RESOLUTION RATIFYING WATSONVILLE DIRECTOR OF EMERGENCY  
SERVICES ORDER NO. 2020-03 REGARDING CZU AUGUST LIGHTNING  
COMPLEX FIRES](#)

**Requested by:**     City Attorney Smith

**Attachments:**     [Ratification of Emergency Order 2020-03 - Resolution](#)

**8. ITEMS REMOVED FROM CONSENT AGENDA**

**9. NEW BUSINESS**

**A.**     [FISCAL YEAR 2019-2020 AND 2020-2021 UPDATE & APPROPRIATION  
OF \\$951,479.16 TO THE RISK MANAGEMENT FUND](#)

**Requested by:**     Administrative Services Director Czerwin

**Attachments:**     [Budget Update - Report](#)  
                              [Budget Appropriation - Resolution](#)  
                              [Item 9.A.1. Budget Update- PPT](#)

- 1) Staff Report
- 2) City Council Clarifying & Technical Questions
- 3) Public Input
- 4) Motion Whether to Approve Staff Recommendation
- 5) City Council Deliberation on Motion
- 6) RESOLUTION AMENDING THE 2020-2021 BUDGET TO AUTHORIZE \$951,479.16  
BUDGET APPROPRIATION TO THE RISK MANAGEMENT FUND

**B. CONSIDERATION OF APPROVAL EMERGENCY RENTAL ASSISTANCE PROGRAM & APPROPRIATION OF \$100,000 FROM THE GENERAL FUND TO IMPLEMENT THE EMERGENCY RENTAL ASSISTANCE PROGRAM**

**Requested by:** Community Development Director Merriam

**Attachments:** [Emergency Rental Assistance Program - Report](#)  
[Emergency Rental Assistance Program - Resolution](#)  
[Rental Assistance Program Correspondence](#)  
[Item 9.B.1. Emergency Rental Assistance Program- PPT](#)

- 1) Staff Report
- 2) City Council Clarifying & Technical Questions
- 3) Public Input
- 4) Motion Whether to Approve Staff Recommendation
- 5) City Council Deliberation on Motion
- 6) RESOLUTION APPROVING EMERGENCY RENTAL ASSISTANCE PROGRAM (ERAP) GUIDELINES TO ASSIST ELIGIBLE RESIDENTIAL TENANTS LIVING WITHIN THE CITY OF WATSONVILLE WHO HAVE BEEN AFFECTED BY COVID-19; AUTHORIZING THE CITY MANAGER TO MAKE NON-SUBSTANTIVE CHANGES TO THE ERAP AS MAY BE NECESSARY FOR CLARIFICATION AND/OR COMPLIANCE REQUIREMENTS; AND APPROPRIATING \$100,000 FROM THE GENERAL FUND FOR THE PROGRAM

## **10. EMERGENCY ITEMS ADDED TO AGENDA**

## **11. REQUESTS & SCHEDULING FUTURE AGENDA ITEMS**

## **12. 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://watsonville.legistar.com/Calendar.aspx>.*

*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. Such documents are also available on the City of Watsonville website at*

*<https://watsonville.legistar.com/Calendar.aspx> subject to staff's ability to post the document before the meeting.*

**CITY COUNCIL  
CITY OF WATSONVILLE  
CLOSED SESSION AGENDA  
AND STATEMENT FOR MAYOR PRIOR TO CLOSED SESSION**  
(Government Code §§ 54954.2 and 54957.7)



4:30 P.M.

Remote/Teleconference Meeting

  X   Regular        Adjourned        Special Meeting of   September 8, 2020    
[Date]

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

**A. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**

(Government Code Section 54956.9)

1. Name of case: Evangelina Ortega v City of Watsonville, Anthony Campos, Rebecca Campos - Santa Cruz County Superior Court (Case No. 20 CV 01413)
2. Name of case: Richard Stockton v County of Santa Cruz, City of Watsonville, Central Coast Landscape & Maintenance, - Santa Cruz County Superior Court (Case No. 20 CV 01084)

**B. CONFERENCE WITH LABOR NEGOTIATOR**

(Government Code Section 54957.6)

1. Agency negotiators: Mayor's Ad Hoc Committee (Councilmembers Hurst, Parker and Mayor Pro Tempore Coffman-Gomez)

Unrepresented employee: City Attorney

**C. PERSONNEL MATTERS §54957**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: City Attorney



**MISCELLANEOUS DOCUMENTS REPORT**  
**SEPTEMBER 8, 2020**

**1.0 MINUTES**

--Minor Land Division Committee  
April 20, 2020

--Planning Commission  
June 2, 2020

--Planning Commission  
July 14, 2020

**MINUTES  
MINOR LAND DIVISION COMMITTEE  
OF THE CITY OF WATSONVILLE**

**April 20, 2020  
3:30 p.m.**

**CITY HALL – 250 MAIN STREET  
CONFERENCE ROOM 1A**

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**1.0 ROLL CALL**

**MEMBERS/ALTERNATES PRESENT:**

Nathalie Manning, Deputy City Manager/Chairperson  
Suzi Merriam, Community Development Director/Secretary  
Maria Esther Rodriguez, Assistant Director, Public Works & Utilities  
Rob Allen, Building Official/Assistant CDD Director

**ABSENT:**

Kirk Vojvoda, Fire Battalion Chief

**STAFF PRESENT:**

Justin Meek, Principal Planner  
Associate Planner Ivan Carmona  
Executive Assistant Deborah Muniz  
Administrative Assistant II Elena Ortiz

**2.0 MOTION APPROVING MINUTES OF THE FEBRUARY 24, 2020 MEETING.**

**3.0 PUBLIC HEARING**

**AN APPLICATION FOR A MINOR LAND DIVISION (PP2020-27) TO SPLIT  
PARCEL (APN 018-302-06) INTO TWO PARCELS AT 69-79 LEE ROAD,  
FILED BY JUGGY TUT, APPLICANT, ON BEHALF OF J & H RETAIL LLC,  
PROPERTY OWNER**

**1) Staff Report**

Associate Planner Ivan Carmona presented the staff report recommending approval.

**2) Applicant Presentation**

Applicant Juggy Tut was present.

**3) Public Hearing**

Chair Manning opened the Public Hearing and hearing no comment, closed the Public Hearing.

**4) Discussion**

The Committee discussed the project.

**5) Appropriate Motion**

A motion was made by Member Rodriguez seconded by Member Merriam and carried by voice vote approving Application (PP2020-27).

**4.0 ORAL COMMUNICATIONS FROM COMMITTEE AND GENERAL PUBLIC (NONE)**

**5.0 ADJOURNMENT**

Chairperson Manning adjourned the meeting at 3:49 p.m. The next regular meeting is tentatively scheduled for Monday, May 18, 2020 at 3:30 p.m.

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Nathalie Manning, Committee Chairperson  
Minor Land Division Committee



MINUTES

REGULAR MEETING OF THE PLANNING COMMISSION  
OF THE CITY OF WATSONVILLE

COUNCIL CHAMBERS  
275 MAIN STREET, 4<sup>th</sup> FLOOR, WATSONVILLE, CALIFORNIA

June 2, 2020

6:03 PM

*In accordance with City policy, all Planning Commission meetings are recorded on audio and video in their entirety, and are available for review in the Community Development Department (CDD). These minutes are a brief summary of action taken.*

**1. ROLL CALL**

Chair Matthew Jones, Vice-Chair Anna Kammer, and Commissioners Ed Acosta, Jenny T. Sarmiento, and Jenni Veitch-Olson were present. Commissioner Phillip F. Tavaréz was absent.

Staff members present were City Attorney Alan Smith, Community Development Director Suzi Merriam, Principal Planner Justin Meek, Associate Planner Ivan Carmona, Assistant Planner Sarah Wickle, Recording Secretary Deborah Muniz and Administrative Assistant II Elena Ortiz.

**2. PLEDGE OF ALLEGIANCE**

Chair Matthew Jones led the Pledge of Allegiance.

**3. PRESENTATIONS & ORAL COMMUNICATIONS**

**A. PRESENTATION ON STATE LEGISLATION ON THE PERMITTING OF ACCESSORY DWELLING UNITS**

The presentation was given by Associate Planner Ivan Carmona.

Associate Planner Carmona, in answering Commissioner Kammer, stated he anticipated an increase in demand for permits to build Accessory Dwelling Units (ADU) on properties. He added that recent legislation reduced fees for new ADUs.

In answering Commissioner Sarmiento, Associate Planner Carmona stated that those interested in building an ADU should contact City staff for information on requirements.

Associate Planner Carmona, in answering Chair Jones, explained that new ADUs could be attached or detached from the existing housing unit.

In answering Commissioner Sarmiento, Associate Planner Carmona stated that City staff was exploring the creation of a program that would financially aid low-income residents when building ADUs.

Principal Planner Meek added that staff would be presenting a new ADU ordinance at the following Planning Commission meeting.

Watsonville resident, Christina Granados, inquired about how state law affects homeowners in HOAs and whether she would be eligible for converting an existing garage as an ADU in the Sea View Ranch subdivision.

Associate Planner Carmona explained that state law has been changed to nullify HOA provisions that restrict ADUs in areas zoned for single-family housing. The housing area where Ms. Granados lives is zoned multi-family planned development. State law does not apply to this type of housing for converting existing garages into ADUs.

Principal Planner Meek added that ADU law was designed to accommodate the construction of more ADUs in areas zoned for single-family housing but not in multi-family, planned developments.

**4. CONSENT AGENDA**

**A. MOTION APPROVING MINUTES OF MAY 5, 2020 REGULAR MEETING**

**MOTION:** It was moved by Commissioner Jenni Veitch-Olson, seconded by Vice-Chair Kammer, and carried by the following vote to approve the Consent Agenda:

AYES:	COMMISSIONERS: Acosta, Kammer, Sarmiento, Veitch-Olson, Jones
NOES:	COMMISSIONERS: None
ABSENT:	COMMISSIONERS: Tavarez


**5. REPORT OF THE SECRETARY**


The report was given by Director Merriam.

In answering Commissioner Sarmiento, Director Merriam stated the COVID-19 Pandemic could delay approved projects, but most were on track.

**6. ADJOURNMENT**

Chair Jones adjourned the meeting at 6:43 PM. The next Planning Commission meeting is scheduled for Tuesday, July 14, 2020, at 6:00 PM in the City Council Chambers.

  
Suzi Merriam, Secretary  
Planning Commission

  
Matthew H. Jones, Chair  
Planning Commission

**MINUTES**

**REGULAR MEETING OF THE PLANNING COMMISSION  
OF THE CITY OF WATSONVILLE**

**COUNCIL CHAMBERS  
275 MAIN STREET, 4<sup>th</sup> FLOOR, WATSONVILLE, CALIFORNIA**

**July 14, 2020**

**6:01 PM**

*In accordance with City policy, all Planning Commission meetings are recorded on audio and video in their entirety and are available for review in the Community Development Department (CDD). These minutes are a brief summary of action taken.*

**1. ROLL CALL**

Chair Matthew Jones, Vice-Chair Anna Kammer, and Commissioners Ed Acosta, Jenny T. Sarmiento, and Jenni Veitch-Olson were present.

Staff members present were City Attorney Alan Smith, Community Development Director Suzi Merriam, Principal Planner Justin Meek, Associate Planner Ivan Carmona, Assistant Planner Sarah Wikle, Recording Secretary Deborah Muniz and Administrative Assistant II Elena Ortiz.

**2. PLEDGE OF ALLEGIANCE**

Chair Matthew Jones led the Pledge of Allegiance.

Chair Jones announced that item 5.C. was removed from the agenda to be considered at the September 1, 2020 Planning Commission meeting.

**3. PRESENTATIONS & ORAL COMMUNICATIONS**

Chloe, District 5, spoke in opposition to item 5.C. and asked that an initial study and environmental review be conducted prior to its consideration.

Elizabeth, District 7, requested that staff enable the chat feature in the GoToMeeting.

Chair Jones explained reasoning for disabling the chat feature on GoToMeeting.

Commissioner Veitch-Olson thanked the public for their comments regarding item 5.C. and encouraged the public to continue to provide input.

Commissioner Kammer gave a brief summary on the Vision Zero Task Force meeting and asked staff for an overview of the 2005 General Plan.

**4. CONSENT AGENDA**

**A. MOTION APPROVING MINUTES OF JUNE 2, 2020 REGULAR MEETING**

**MOTION:** It was moved by Commissioner Veitch-Olson, seconded by Commissioner Sarmiento, and carried by the following vote to approve the Consent Agenda:

AYES:	COMMISSIONERS:	Acosta, Kammer, Sarmiento, Veitch-Olson, Jones
NOES:	COMMISSIONERS:	None
ABSENT:	COMMISSIONERS:	None

**5. PUBLIC HEARINGS**

**A. AN APPLICATION FOR A SPECIAL USE PERMIT (APPLICATION NO. 66) TO ALLOW THE ESTABLISHMENT OF AN ON-SALE GENERAL-RESTRICTIVE BEER, WINE, AND DISTILLED SPIRITS (TYPE 70) ABC LICENSE FOR A PROPOSED HOTEL (HAMPTON INN AND SUITES) LOCATED AT 75 LEE ROAD (APN: 018-302-05), FILED BY RICARDO CONTRERAS, APPLICANT, ON BEHALF OF JUGGY TUT, PROPERTY OWNER**

**1) Staff Report**

The staff report was given by Assistant Planner Sarah Wikle.

**2) Planning Commission Clarifying & Technical Questions**

In answering Commissioner Acosta, Community Development Director Merriam stated that the project is located in the Visitor Commercial Zone, which conditionally allows retail cannabis facilities, but no applications have been submitted at the moment.

Assistant Planner Wikle answered questions from Vice Chair Kammer regarding allowed hours of operation for sale of alcohol, ABC Type 70 license restrictions, and clarification on the high crime qualification for the project's location.

In answering Commissioner Sarmiento, Assistant Planner Wikle clarified on-sale restrictions of alcohol at the hotel.

**3) Applicant Presentation**

Carlos Contreras, Hampton Inn and Suites General Manager, addressed the questions raised by the Commission regarding the sale and consumption of alcohol at the hotel.

**4) Planning Commission Clarifying & Technical Questions**

Commissioner Veitch-Olson commended Mr. Contreras on the thoroughness of his application, and asked they support Watsonville businesses by selling local wines and beers.

Mr. Contreras commented that they plan to support local businesses and will sell local wine, beer and snacks at the shop.

**5) Public Hearing**

Chair Jones opened the public hearing.

Hearing no comment, Chair Jones closed the public hearing.

**6) Appropriate Motion(s)**

**MAIN MOTION:** It was moved by Vice-Chair Kammer, seconded by Commissioner Veitch-Olson, to approve the following resolution:

**RESOLUTION NO. 13-20 (PC):**

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WATSONVILLE, CALIFORNIA, APPROVING A SPECIAL USE PERMIT (APPLICATION NO. 66) TO ALLOW THE ESTABLISHMENT OF AN ON-SALE GENERAL-RESTRICTIVE SERVICE ABC LICENSE FOR A PROPOSED HOTEL WITH ALCOHOL SALES (HAMPTON INN AND SUITES) LOCATED AT 75 LEE ROAD, WATSONVILLE, CALIFORNIA (APN: 018-302-05)**

**7) Deliberation**

None

**8) Chair Calls for a Vote on Motion(s)**

**MAIN MOTION:** The above motion carried by the following vote:

AYES: COMMISSIONERS: Acosta, Kammer, Sarmiento,  
Veitch-Olson, Jones

NOES: COMMISSIONERS: None

ABSENT: COMMISSIONERS: None

- B. AN APPLICATION FOR A SPECIAL USE PERMIT AND ENVIRONMENTAL REVIEW (PP80) TO ALLOW TENANT IMPROVEMENTS WITHIN TRACTOR SUPPLY CO. BY CONVERTING EXISTING STORAGE SPACE INTO A NEW VETERINARIAN CLINIC AT 580 AUTO CENTER DRIVE (APN: 016-172-78), FILED BY VETIQ PETCARE, APPLICANT AND TENANT**

**1) Staff Report**

The staff report was given by Associate Planner Ivan Carmona.

**2) Planning Commission Clarifying & Technical Questions**

None

**3) Applicant Presentation**

Ryan Sexton, VetIQ Petcare, gave an overview of the project.

**4) Planning Commission Clarifying & Technical Questions**

In answering Chair Jones' question regarding the number of locations, Mr. Sexton stated that they have a partnership with Tractor Supply Co. and have opened about 100 locations in the United States over the past three years.

In answering Vice Chair Kammer's inquiry regarding the location of the veterinarians, Mr. Sexton stated that they hire local providers.

**5) Public Hearing**

Chair Jones opened the public hearing.

Hearing no comments, Chair Jones closed the public hearing.

**6) Appropriate Motion(s)**

**MAIN MOTION:** It was moved by Vice-Chair Kammer, seconded by Commissioner Sarmiento, to approve the following resolution:

**RESOLUTION NO. 14-20 (PC):**

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WATSONVILLE, CALIFORNIA, APPROVING A SPECIAL USE PERMIT WITH ENVIRONMENTAL REVIEW (PP80) TO ALLOW TENANT IMPROVEMENTS WITHIN TRACTOR SUPPLY CO. BY CONVERTING A PORTION OF AN EXISTING 2,000 SQUARE FOOT STORAGE SPACE INTO A NEW 260 SQUARE FOOT VETERINARIAN CLINIC LOCATED AT 580 AUTO CENTER DRIVE (APN 016-172-78)**

**7) Deliberation**

None

**8) Chair Calls for a Vote on Motion(s)**

**MAIN MOTION:** The above motion carried by the following vote:

AYES:	COMMISSIONERS:	Acosta, Kammer, Sarmiento, Veitch-Olson, Jones
NOES:	COMMISSIONERS:	None
ABSENT:	COMMISSIONERS:	None

- C. AN APPLICATION FOR A SPECIAL USE PERMIT WITH DESIGN REVIEW AND ENVIRONMENTAL REVIEW (PP2019-18) TO ALLOW THE ESTABLISHMENT OF A PROPANE STORAGE AND TRANSFER FACILITY (AKA BULK PROPANE PLANT) ON A 0.7± ACRE PROPERTY LOCATED AT 950 WEST BEACH STREET, WATSONVILLE, CALIFORNIA (APNS 018-331-28; FORMERLY APNS 018-331-05 & -06), FILED BY DAVID DAUPHIN WITH C2G, APPLICANT, ON BEHALF OF RICHARD KOJAK WITH MOUNTAIN PROPANE SERVICE, PROPERTY OWNER**

*Removed from agenda to be considered at the September 1, 2020 Planning Commission meeting.*

- D. RECOMMENDATION TO CITY COUNCIL ON AMENDMENTS TO CHAPTER 14-16 (DISTRICT REGULATIONS), CHAPTER 14-18 (DEFINITIONS), CHAPTER 14-40 (GENERAL PROVISIONS, EXCEPTIONS, AND MODIFICATIONS), AND REPEAL CHAPTER 14-23 (ACCESSORY DWELLING UNITS) AND UPDATE WITH NEW CHAPTER 14-23 (ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS) OF THE WATSONVILLE MUNICIPAL CODE**

**1) Staff Report**

Staff Report was given by Associate Planner Ivan Carmona.

**2) Planning Commission Clarifying & Technical Questions**

Associate Planner Carmona answered questions from Vice-Chair Kammer regarding potential contributions to the Housing Element that the proposed ordinance would have and questions regarding differences between junior accessory dwelling units and regular accessory dwelling units.

In answering Chair Jones, Associate Planner Carmona explained that the State was mandating that cities adopt an ADU ordinance by January 1, 2021 or default to State ADU requirements.

Associate Planner Carmona and Vice Chair Kammer answered questions from Commissioner Acosta regarding required processing times for ADU applications, challenges in addressing illegal ADUs, importance of making a recommendation to Council for adoption of an ADU ordinance in time to meet

the State's deadline, and dimension requirements for ADUs proposed in the ordinance.

### **3) Public Hearing**

Chair Jones opened the public hearing.

Hearing no comments, Chair Jones closed the public hearing.

### **4) Appropriate Motion(s)**

**PRIMARY MOTION:** It was moved by Commissioner Veitch-Olson, seconded by Vice Chair Kammer, to approve the following resolution:

**SECONDARY MOTION (Failed):** It was moved by Commissioner Acosta, and failed for lack of second, to postpone action on the proposed resolution:

**RESOLUTION NO. 15-20 (PC):**

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WATSONVILLE, CALIFORNIA, RECOMMENDING TO THE CITY COUNCIL ADOPTION OF TEXT AMENDMENTS TO TITLE 14 (ZONING) OF THE WATSONVILLE MUNICIPAL CODE, AMENDING CHAPTER 14-16 (DISTRICT REGULATIONS), CHAPTER 14-18 (DEFINITIONS), CHAPTER 14-40 (GENERAL PROVISIONS, EXCEPTIONS, AND MODIFICATIONS), AND REPEALING CHAPTER 14-23 (ACCESSORY DWELLING UNITS) AND REPLACEMENT WITH NEW CHAPTER 14-23 FOR THE REGULATION OF ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS LOCATED WITHIN THE CITY**

### **5) Deliberation**

None

### **6) Chair Calls for a Vote on Motion(s)**

**MAIN MOTION:** The above motion carried by the following vote:

AYES:	COMMISSIONERS:	Kammer, Sarmiento, Veitch-Olson, Jones
NOES:	COMMISSIONERS:	Acosta
ABSENT:	COMMISSIONERS:	None

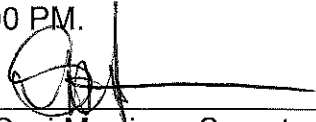
## **6. REPORT OF THE SECRETARY**

The report was given by Director Merriam.

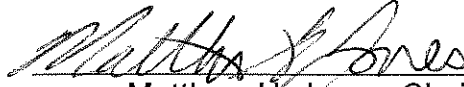


7. ADJOURNMENT

Chair Jones adjourned the meeting at 8:05 PM. The next remote/teleconference Planning Commission meeting is scheduled for Tuesday, September 1, 2020, at 6:00 PM.



Suzi Merriam, Secretary  
Planning Commission



Matthew H. Jones, Chair  
Planning Commission

Hello Members of the Advisory Board,

Firstly, I would like to apologize for the sudden cancelation of today's meeting. We will be sending you all an email invitation to our next Advisory Board Meeting which is to be scheduled for a later date.

Lt Raymundo and I had a wonderful time off and we are grateful to all those who stepped in to help continue the mission of the Salvation Army while we were away. A big shout out to the employees and volunteers of the Watsonville Corps!

As you may know, The Salvation Army is currently responding to the fires that are impacting our communities throughout Northern/Central California. Below, you'll find an update on the response that The Salvation Army has provided for us to share with you all.

**UPDATE: N. CA Fires 8/26/202**

We are currently responding to the fires impacting Santa Cruz, Monterey, San Mateo, Santa Clara, Carmel, and San Jose. Our Incident Management Team is doing an incredible job: Capt. Marcos, Ed Covert, Doug (from Camp), Capt. Kevin Pope, Lt. Ezequiel Hernandez, Lt. Miguel Morales, Lt. Raymundo, Capt. Manuel Gaytan, Major John Bennett, Capt. Ryan Miller and a bunch of volunteers from Assemblies of God Santa Cruz and the Corps. Please send encouraging messages to the names above if you feel moved to. They are all working very hard as the hands and heart of Christ.

We are feeding at the following 9 shelters for the fires alone. In addition to these 9, they are also cooking and delivering to homeless and 3 COVID19 shelters. So far we have served approximately 4000 meals for fire response. The meal counts below reflect per day feeding. We are serving at:

**Santa Cruz**

Best Western- 75 meals  
Quality Inn- 71 meals  
Holiday Inn Express- 90 meals  
Comfort Inn and Suites- 80 meals  
Hotel Paradox- 150 meals

**Watsonville:**

Motel 6: 6 meals

**Monterey:**

Rodeway Inn Hotel 40 occupants (80 meals)

**Carmel:**

Mission Inn Hotel 40 occupants (80 meals)  
Carmel Middle School 10 occupants

**Closed locations we fed at:**

Cabrillo College  
Carmel Middle School  
First Congregational of Soquel  
Coastland Church-  
First responders were fed on Day 1.  
Turlock Travelodge-  
Mariposa Lodge-  
Miners Inn-  
Mariposa Fairgrounds

**Fire Update:**

14,000 Firefighters on the front lines

SCU Lightning Complex (Santa Clara Unit)  
363,772 Acres Burned, 15% containment  
18 structures burned

CZU (Santa Cruz Fires)  
78,896 Acres Burned, 17% containment  
330 structures burned

River Fire (Monterey/Carmel)  
48,424 Acres Burned, 23% containment  
8 structures burned

Carmel Fire  
7,000 Acres Burned, 30% contained  
35 homes burned

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Lastly, here are three links that the Salvation Army Western Territory and Golden State division use to give information about what is going on around us and how the Salvation Army is responding.

<https://www.facebook.com/SalvationArmyWatsonville/>  
<https://www.facebook.com/newfrontierchronicle/>  
<https://www.facebook.com/tsacampredwoodglen/>

One again, I'd like to thank you all for your continued support and prayers.

God Bless,

***Lt Thelma Jimenez***

Corps Officer  
The Salvation Army  
Watsonville Corps & Navigation Center  
[214 Union St. Watsonville CA 95076](#)  
[Office. 831.555.0205](#)  
[Cell. 562.393.2256](#)

# Community Action Board of Santa Cruz County, Inc.

406 Main Street, Suite 207, Watsonville, CA 95076 831-763-2147 – 831 724-3447 (fax)

Executive Director

CAB Crisis Response and Updates

Months of July/August

## HIGHLIGHTS for August

- Hired Sergio Perez as Agency Communications Officer to support elevating CAB's work and managing communications for the agency on a PT basis thru Dec 2020.
- Secured funding from Community Foundation to support agency crisis response: hiring Tom Helman as a temp Crisis Response administrator and bringing on 2 PT support staff for DRSC.
- Supported DRSC with Fire Response; we supported evacuation efforts for seniors and youth; provided case management and emergency resources for DRSC clients; worked with Sup Coonerty/Sherriff to support evacuation and food distribution; Met daily or 2-3 x per week with DRSC Staff to discuss and plan CAB fire response;
- Participated in Community Action National Conference with Jaime Molina and Leticia Orosco (Fiscal); the conference focused on racial equity, COVID-19 response, resources and self-care strategies.
- Connected Mayor Justin Cummings and Police Chief Honda (Watsonville) with <https://8cantwait.org/>; a campaign to bring immediate change to Police Departments. Both Justin and Honda were very responsive. City of Santa Cruz requested an assessment and recommendations from this entity for the PD.
- Was a panelist for the Equity Action Network for a statewide event to discuss how CAB reflects the community, our CAP Plan process, and the needs we see from People of Color in our community.
- Was a panelist for Annie E Casey Foundation for a national event to discuss how CAB is supporting youth and their families as part of COVID-19 response.
- Participated with Probation on a presentation on our youth program Project Thrive to discuss best practices, CAB, CAP Plan process, and services for youth.
- Please see CAB website: [www.cabinc.org](http://www.cabinc.org); to see how we have created direct access for donations;



*Santa Cruz County Regional Transportation Commission  
1523 Pacific Avenue, Santa Cruz, CA 95060  
phone: (831) 460-3200 ~ fax: (831) 460-3215  
email: [info@sccrtc.org](mailto:info@sccrtc.org); website: [www.sccrtc.org](http://www.sccrtc.org)*

*CONTACTS: Shannon Munz, Communications Specialist ([smunz@sccrtc.org](mailto:smunz@sccrtc.org))  
Guy Preston, Executive Director  
Luis Pavel Mendez, Deputy Director*

## **Santa Cruz County Regional Transportation Commission (RTC) September 03, 2020 Meeting Highlights**

### **Public Hearing: Measure D: Five-Year Programs of Projects for Regional Projects and Community Bridges Lift Line**

The Commission received input from the public on the Fiscal Years (FY) 2020/21-2024/2025 five-year programs of projects throughout the Santa Cruz County region funded by Measure D, and adopted by resolution the updated Measure D 5-year programs of projects for the regional and RTC oversight projects. The categories of funding include Active Transportation, Highway Corridors, Rail Corridor, Highway 17 Wildlife Crossing, San Lorenzo Valley-Highway 9 Corridor Improvements, and Community Bridges-Lift Line. Measure D funds will be leveraged to seek additional grants to deliver the projects listed in the 5-year plan.

### **TIG/m Rail Vehicle Demonstration**

TIG/m presented a video simulation of a planned physical rail vehicle demonstration that was originally scheduled for Fall 2020. The physical demonstration has been tentatively postponed to Spring 2021, provided COVID-19 restrictions are lifted. The video simulation can be viewed at [santacruzstreetcar.org](http://santacruzstreetcar.org).

### **Project List for the 2045 Santa Cruz County Regional Transportation Plan**

The Commission received an update of the list of transportation needs for the 2045 Santa Cruz County Regional Transportation Plan. The RTC is responsible for developing, implementing, and regularly updating the Regional Transportation Plan (RTP) for Santa Cruz County. Commissioners approved adding project descriptions to the list, including the southbound off-ramp to Riverside Drive (Hwy 129) and the Harkin Slough Bridge in Watsonville.

### **Upcoming RTC and Committee Meetings:**

Due to precautions associated with COVID-19 (coronavirus), **all RTC and committee meetings through the stay-at-home order will be held by teleconference only.** Please check the RTC website [<https://sccrtc.org/meetings/calendar/>] or call 460-3200 to confirm meeting and teleconference information. Agendas are posted to the website at least 3 days before the meeting. Meetings may be canceled if there are no action items to be considered by the committee.

The RTC is committed to its compliance with the Americans with Disabilities Act (ADA) during this time of national emergency. Please contact the RTC at least 3 days in advance of a meeting if special accommodations are needed. If any document, webpage, meeting, or recording is inaccessible to you, kindly notify us at [info@sccrtc.org](mailto:info@sccrtc.org) or by calling 831-460-3200.

### **Regional Transportation Commission**

Thursday, October 01, 2020, 9:00 a.m.

### **Budget & Administration/Personnel Committee**

Thursday, September 10, 2020, 3:00 p.m.

### **Traffic Operations System (TOS)/Safe on 17 Task Force**

Wednesday, September 16, 2020, 10:00 a.m.

### **Interagency Technical Advisory Committee**

Thursday, September 17, 2020, 1:30 p.m.

*Public input on transportation issues is welcomed and encouraged. For more information, visit the SCCRTC website at [www.sccrtc.org](http://www.sccrtc.org) or call 460-3200. Some Regional Transportation Commission meetings are televised countywide by Community TV of Santa Cruz. Consult [www.communitytv.org](http://www.communitytv.org) or call 831-425-8848 for schedule and station information.*



## MINUTES SPECIAL CITY COUNCIL MEETING

August 21, 2020

City of Watsonville  
Teleconference/Remote

**2:01 p.m.**

### 1. ROLL CALL

Mayor García, Mayor Pro Tempore Coffman-Gomez, and Council Members Estrada, Hernandez (arrived at 2:25 p.m.), Hurst, and Parker were present via teleconference through Gotomeetings. Member Gonzalez was absent.

Staff members present via teleconference through Gotomeetings were City Manager Huffaker, City Attorney Smith, City Clerk Vázquez Flores, and Special Counsel Prinzing.

### 2. CLOSED SESSION

(a) Public Comments regarding the Closed Session agenda were accepted by the City Council at that time.

(b) Closed Session Announcement

The City Council recessed the regular Council Meeting to discuss those items listed on the Closed Session Statement attached to the Agenda.

### 2.A. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Government Code Section 54956.9)

a) Name of case: Casey Clark v Beatriz Vasquez Flores, et al - Santa Cruz County Superior Court (Case No. 20 CV 01727)

### 3. PRESENTATIONS & ORAL COMMUNICATIONS

#### 3.A. REPORT OUT OF CLOSED SESSION

City Attorney Smith reported that Council received a report on the item listed on the Closed Session Agenda and authorized The Grunsky Law Firm PC to file a responsive pleading as necessary.

### 4. ADJOURNMENT

The meeting adjourned at 4:29 p.m.

ATTEST:

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Rebecca J. García, Mayor

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Beatriz Vázquez Flores, City Clerk

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# MINUTES REGULAR CITY COUNCIL MEETING

August 25, 2020



City of Watsonville  
Teleconference/Remote

**4:32 p.m.**

**1. CLOSED SESSION**

(City Council Conference Room, 275 Main Street, 4<sup>th</sup> Floor)

(a) Public Comments regarding the Closed Session agenda were accepted by the City Council at that time.

(b) Closed Session Announcement

The City Council recessed the regular Council Meeting to discuss those items listed on the Closed Session Statement attached to the Agenda.

**1.A. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**

(Government Code Section 54956.9)

a) Name of case: City of Watsonville v Joe Martinez, et al - Santa Cruz County Superior Court (Case No. 20 CV 01529) [21 Arthur Rd Receivership]

b) Name of case: Casey Clark v Beatriz Vásquez Flores, et al - Santa Cruz County Superior Court (Case No. 20 CV 01727)

**1.B. CONFERENCE WITH LABOR NEGOTIATOR**

(Government Code Section 54957.6)

1. Agency negotiators: Mayor's Ad Hoc Committee (Councilmembers Estrada, Parker and Mayor Pro Tempore Coffman-Gomez)

Unrepresented employee: City Attorney

**1.C. PERSONNEL MATTERS §54957**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: City Attorney

**6:32 p.m.**

**2. ROLL CALL**

Mayor García, Mayor Pro Tempore Coffman-Gomez and Council Members Gonzalez, Hernandez, Hurst, and Parker were present via teleconference through Zoom Webinar. Member Estrada was absent.

Staff members present via teleconference through Zoom Webinar were City Manager Huffaker, City Attorney Smith, City Clerk Vázquez Flores, Public Works & Utilities Director Palmisano, Police Chief Honda, Fire Chief Lopez, Deputy City Managers Manning and Vides, Administrative Services Director Czerwin, Airport Director Williams, Community Development Director Merriam, Interim Library Director Martinez, Information Technology Director Boyes, Parks & Community Services Director Calubaquib, Assistant Public Works & Utilities Directors Rodriguez and Di Renzo, Housing Manager Landaverry, Principal Planner Meek, Assistant City Clerk Ortiz, and Interpreters Vazquez-Quintero and Landaverry.

**3. PLEDGE OF ALLEGIANCE**

**4. INFORMATION ITEMS**

**4.A. REPORT OF DISBURSEMENTS**

In answering Member Hurst, Administrative Services Director Czerwin stated she would investigate potential duplicate payment of LAFCO.

**4.B. MISCELLANEOUS DOCUMENTS REPORT**

**4.C. 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**

Elizabeth Atilano listed the reasons she opposed the Zoom Webinar setup for the City Council Meeting. She asked Council to create a more open medium for public participation.

Dr. Nancy A. Bilicich, on behalf of Pájaro River Floor Risk Reeduction Finance and Governance Committee, stated they had secured Federal Government funding as well as State funding for levee improvements. She added they were discussing ways to raise funding from the community.

Raeid Farhat spoke negatively about management by City Manager Huffaker and Community Development Director Merriam. He asked Council to reconsider their employment.

Fernie asked the City to protect agricultural workers from poor air quality resulting from California wildfires.

Rosa Noriega Rocha asked Council to enable the chat feature on the Zoom Webinar. She asked the Council to better protect agricultural workers from COVID-19 and wildfire smoke.

**5.B. ORAL COMMUNICATIONS FROM THE COUNCIL**

Mayor Pro Tempore Coffman-Gomez asked the public to participate in Communities Organized for Relational Power in Action (COPA) meetings to assist those affected by COVID-19 and wildfires.

Member Hernandez spoke about events he attended over the previous weeks. He stated free encroachment permits for outdoor dining or displays were available at the Community Development Department. He asked the public to complete the Census and spoke about efforts to protect farmworkers.

Member Hurst congratulated Member Estrada on the birth of his daughter. He thanked those battling wildfires and asked the public to work with Council to address community concerns.

Member Gonzalez asked for unity of the community in order to surpass the many challenges presented during the year. He stated County of Monterey had helped agricultural workers within their jurisdiction with personal protective equipment, and the City would work to help local agricultural workers. He asked the public to organize independently from public meetings, as it could be disruptive for others.

Member Parker spoke about the many challenges the community was facing as a result of the COVID-19 Pandemic. She invited the public to Pájaro River Floor Risk Reeduction Finance and Governance Committee meetings.

Mayor Garcia listed the many meetings she participated in over the previous weeks. She updated the public on the selection process of the Committee on Policing and Social Equity. She invited the public to COPA meetings.

**5.C. MAYOR'S PROCLAMATION RECOGNIZING FEDERICO CASTAÑEDA FOR HIS MANY YEARS OF INVALUABLE WORK FOR THE STUDENTS OF PVUSD AND HIS CONTRIBUTIONS TO THE COMMUNITY AS A WHOLE AND EXPRESSING OUR DEEPEST SYMPATHY FOR HIS PASSING**

**5.D. MAYOR'S PROCLAMATION CELEBRATING 100 YEARS OF WOMEN'S SUFFRAGE AND RECOGNIZING SANTA CRUZ COUNTY CLERK GAIL PELLERIN FOR HER INVALUABLE WORK WITHIN HER DEPARTMENT, ESPECIALLY DURING ALL ELECTIONS**

**5.E. MAYOR'S PROCLAMATION DECLARING SEPTEMBER AS CHILDHOOD CANCER AWARENESS MONTH IN THE CITY OF WATSONVILLE AND COMMENDING JACOB'S HEART CHILDREN'S CANCER SUPPORT SERVICES FOR 22 YEARS OF OUTSTANDING SUPPORT TO OUR COMMUNITY**

**5.F. REPORT OUT OF CLOSED SESSION**

City Attorney Smith reported that Council received reports on all items listed on the Closed Session Statement, but took no final action.

**6. REPORTS TO COUNCIL**

**6.A. CITY MANAGER'S UPDATE REPORT**

**1) Oral Presentation**

The report was given by City Manager Huffaker.

**2) City Council Clarifying & Technical Questions**

Member Hernandez asked that City staff include shipping and growing companies, Farm Bureau, Strawberry Commission, and County of Santa Cruz in conversations regarding agricultural worker protections. He also asked that efforts to assist agricultural workers communicated to the public.

Member Hurst spoke about the positive work City Manager Huffaker had done for the community.

Member Gonzalez commended City Manager Huffaker, staff, and the community for their work to help others during the COVID-19 Pandemic.

Member Parker spoke about the challenges the City was facing and the efforts by Council and staff to work through the COVID-19 Pandemic.

In answering Mayor Garcia, City Manager Huffaker explained how the County of Santa Cruz COVID-19 Pandemic monitoring list worked.

**3) Public Input**

Rosa Noriega stated aid for agricultural workers had been limited and overdue.

Elizabeth Atilano asked Council and staff to collaborate with her to further efforts to assist agricultural workers.

Leah Samuels, executive director at Human Care Alliance, thanked the City for efforts to assist the community and asked the public to shop local.

**7. CONSENT AGENDA**

City Manager Huffaker, in answering Mayor Garcia, spoke about City responses to the Civil Grand Jury Reports.

**Public Input on any Consent Agenda Item**

Steve Trujillo stated there was an excessive amount of Consent Agenda items and asked that staff be more thoughtful when placing items on the agenda. He asked that half of the items be considered at a future meeting.

Dr. Nancy A. Bilicich spoke in support of appointing Violet Lucas as the Non-Voting Appointee for the Santa Cruz County Flood Control and Water Conservation District, Zone 7.

Elizabeth Atilano stated there was an excessive amount of Consent Agenda items and asked that staff be more thoughtful when placing items on the agenda. She asked that items be considered at a future agenda.

**MOTION:** It was moved by Member Hurst, seconded by Member Gonzalez and carried by the following vote to approve the Consent Agenda:

AYES: MEMBERS: Coffman-Gomez, Gonzalez, Hernandez, Hurst, Parker,  
García  
NOES: MEMBERS: None  
ABSENT: MEMBERS: Estrada

- 7.A. MOTION APPROVING MINUTES OF JULY 7 & 28, 2020**
- 7.B. MOTION ACCEPTING INVESTMENT REPORT FOR APRIL 2020 THROUGH JUNE 2020**
- 7.C. MOTION DESIGNATING COUNCIL MEMBER FOR VOTING DELEGATE & ALTERNATE FOR LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE ON OCTOBER 7-9, 2020, LONG BEACH**
- 7.D. MOTION ACCEPTING & AUTHORIZING SUBMITTAL RESPONSE PACKET TO THE SANTA CRUZ COUNTY CIVIL GRAND JURY'S INVESTIGATION ASSESSING THE CITY OF WATSONVILLE RISK MANAGEMENT, HOMELESSNESS, FIRE & SAFETY INSPECTIONS, & THE CITY'S WEBSITE**
- 7.E. RESOLUTION NO. 137-20 (CM):  
RESOLUTION AWARDED \$386,561 BID TO MCNABB CONSTRUCTION, INC., DBA DK ENVIRONMENTAL, FOR WATSONVILLE PLAZA RESTROOMS PROJECT NO. PK-20-02, & AUTHORIZING \$86,561 BUDGET APPROPRIATION FROM THE PARK DEVELOPMENT FUND (ESTIMATED COST OF \$400,000: \$386,561 WILL BE FUNDED FROM COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS, \$86,561 WILL BE FUNDED FROM THE PARK DEVELOPMENT FUND)**
- 7.F. RESOLUTION NO. 138-20 (CM):  
RESOLUTION APPROVING CONTRACT CHANGE ORDER NO. 3 WITH GRANITE ROCK COMPANY FOR THE MONTEREY BAY SANCTUARY SCENIC TRAIL SEGMENT 18 - OHLONE PARKWAY TO WATSONVILLE SLOUGH TRAIL TRAILHEAD PROJECT NO. CT-19-02 FOR LIME TREATMENT OF ONSITE SOILS IN AN AMOUNT NOT TO EXCEED \$273,190 & AUTHORIZING A BUDGET APPROPRIATION OF \$337,920 FROM THE ACTIVE TRANSPORTATION PROGRAM (ATP) GRANT TO THE SPECIAL GRANTS FUND**
- 7.G. RESOLUTION NO. 139-20 (CM):  
RESOLUTION APPROVING PURCHASE FROM SADA SYSTEMS, INC., FOR GOOGLE G SUITE ENTERPRISE LICENSES, FOR \$82,500 PER YEAR FOR THREE YEARS FOR AN AMOUNT NOT TO EXCEED \$247,500 TO BE FUNDED FROM THE INNOVATION AND TECHNOLOGY INTERNAL SERVICES FUND**
- 7.H. RESOLUTION NO. 140-20 (CM):  
RESOLUTION APPROVING SOLE SOURCE PURCHASE FROM POLYDYNE, INC., DBA SNF POLYDYNE, INC., FOR THE PURCHASE OF FLOCCULANT & COAGULANT CHEMICALS USED BY THE CITY'S WASTEWATER DIVISION FOR ONE CALENDAR YEAR BEGINNING JANUARY 1, 2021 THROUGH DECEMBER 31, 2021, IN AN AMOUNT NOT TO EXCEED \$350,000 FROM THE WASTEWATER ENTERPRISE FUND**
- 7.I. RESOLUTION NO. 141-20 (CM):  
RESOLUTION APPROVING PURCHASE OF ANNUAL MAINTENANCE & LICENSING OF ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM & PURCHASE OF PLANNED**

**ANNUAL CONTINUING EDUCATION (PACE) PROGRAMMING WITH TYLER TECHNOLOGIES, INC. A CORPORATION, IN AN AMOUNT NOT TO EXCEED \$379,300, FOR FY 2020-21 THROUGH FY 2022-23 TO BE PAID FROM THE GENERAL FUND & ENTERPRISE FUNDS**

- 7.J. RESOLUTION NO. 142-20 (CM):  
RESOLUTION AUTHORIZING INCREASE TO PURCHASE ORDER WITH GRANITE ROCK COMPANY, IN AN AMOUNT NOT TO EXCEED \$225,000, ENDING ON DECEMBER 31, 2020, FOR THE PURCHASE OF BUILDING MATERIAL & SERVICES FOR THE CITY'S WATER MAIN REPLACEMENT PLAN**
- 7.K. RESOLUTION NO. 143-20 (CM):  
RESOLUTION APPROVING FIRST AMENDMENT TO CONTRACT WITH HARRIS & ASSOCIATES, INC., FOR ENVIRONMENTAL CONSULTANT SERVICES FOR THE LEE ROAD TRAIL PROJECT NO. CT-19-01, IN AN AMOUNT NOT TO EXCEED \$42,879.50 & EXTENDING THE CONTRACT TERM FROM JUNE 30, 2021 TO DECEMBER 31, 2021**
- 7.L. RESOLUTION NO. 144-20 (CM):  
RESOLUTION APPROVING CONTRACT WITH TELSTAR INSTRUMENTS, FOR PROGRAMMABLE LOGIC CONTROLLER (PLC) UPGRADES AT WELL 19 & THE CORRALITOS FILTER PLANT, IN AN AMOUNT NOT TO EXCEED \$257,682 (WILL BE FUNDED FROM THE ELECTRICAL/INSTRUMENTATION CAPITAL IMPROVEMENT PROJECT FUND)**
- 7.M. RESOLUTION NO. 145-20 (CM):  
RESOLUTION APPROVING AGREEMENT TO CONTINUE WASTE DISPOSAL SERVICES WITH MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT (MRWMD) FOR A TERM OF THIRTY YEARS, TO ACCEPT THE DELIVERY OF WASTE GENERATED & COLLECTED IN THE CITY OF WATSONVILLE, IN AN APPROXIMATE AMOUNT OF \$1,440,000 FOR 2020; THE ANNUAL COST WILL VARY BASED ON THE CITY'S ANNUAL TONNAGE & RATE PER TON**
- 7.N. RESOLUTION NO. 146-20 (CM):  
RESOLUTION APPROVING FIRST AMENDMENT TO LEASE WITH IN SOOK YUM, AN INDIVIDUAL, DBA TOP USA CO, INC., FOR THE USE OF CITY OWNED PROPERTY COMMONLY KNOWN AS WATSONVILLE BEACH STREET PARKING GARAGE UNITS, 21, 27, AND 31 WEST BEACH STREET**
- 7.O. RESOLUTION NO. 147-20 (CM):  
RESOLUTION APPROVING STATE OF CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (OES) DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES; AUTHORIZING THE CITY MANAGER, OR ADMINISTRATIVE SERVICES DIRECTOR, OR ASSISTANT FINANCE DIRECTOR TO APPLY FOR REIMBURSEMENT FOR ALL OPEN AND FUTURE DISASTERS**
- 7.P. RESOLUTION NO. 148-20 (CM):  
RESOLUTION APPROVING FINAL SUBDIVISION MAP FOR JENNA TOWNHOMES SUBDIVISION, TRACT NO. 1601 LOCATED AT 655 RODRIGUEZ STREET**
- 7.Q. RESOLUTION NO. 149-20 (CM):  
RESOLUTION APPROVING PUBLIC & ON-SITE IMPROVEMENT AGREEMENT WITH DEVELOPER BETWEEN THE CITY OF WATSONVILLE AND SHAWKI DEYN**

**PROPERTIES, LLC., FOR THE JENNA TOWNHOMES SUBDIVISION, TRACT NO. 1601,  
LOCATED AT 655 RODRIGUEZ STREET**

- 7.R. RESOLUTION NO. 150-20 (CM):  
RESOLUTION APPROVING INITIAL STUDY WITH MITIGATED NEGATIVE  
DECLARATION FOR THE ROACHE ROAD WELL PROJECT LOCATED AT 154  
ROACHE ROAD (WELL 4), IN COMPLIANCE WITH CALIFORNIA ENVIRONMENTAL  
QUALITY ACT (CEQA)**
- 7.S. RESOLUTION NO. 151-20 (CM):  
RESOLUTION APPROVING TEMPORARY FEE WAIVER FOR BUSINESS LICENSE  
LATE FEES FOR FISCAL YEAR 2020-21 UNTIL JANUARY 2021**
- 7.T. RESOLUTION NO. 152-20 (CM):  
RESOLUTION AUTHORIZING SUBMITTAL OF PROPOSAL OF \$765,000 TO THE  
CALIFORNIA DEPARTMENT OF WATER RESOURCES FOR AN INTEGRATED  
REGIONAL WATER MANAGEMENT PROPOSITION 1 GRANT FOR THE UPPER  
STRUVE SLOUGH WATERSHED ENHANCEMENT AND PUBLIC ACCESS PROJECT &  
APPROPRIATING SUCH FUNDS TO THE SPECIAL GRANTS FUND**
- 7.U. RESOLUTION NO. 153-20 (CM):  
RESOLUTION ACCEPTING \$5,500 GRANT FROM THE CALIFORNIA STATE LIBRARY  
TO EXTEND BIBLIOVAN SERVICES IN WATSONVILLE & APPROPRIATING SUCH  
FUNDS TO THE SPECIAL GRANTS FUND**
- 7.V. RESOLUTION NO. 154-20 (CM):  
RESOLUTION SUPPORTING ASSEMBLY BILL NO. 2782 (M. STONE) AS INTRODUCED  
ON FEBRUARY 20, 2020, & AMENDED ON AUGUST 14, 2020, ON MANUFACTURED  
HOME PARKS: CHANGE OF USE: RENT CONTROL; WOULD CORRECT  
INCONSISTENCIES IN & CLARIFY & STRENGTHEN CALIFORNIA'S MANUFACTURED  
HOME PARK CLOSURE & CONVERSION STATUTES & ELIMINATE CURRENT  
EXEMPTION THAT 12-MONTH MANUFACTURED HOME PARK RENTAL  
AGREEMENTS HAVE TO LOCAL RENT CONTROL ORDINANCES**
- 7.W. RESOLUTION NO. 155-20 (CM):  
RESOLUTION APPROVING DISSOLUTION OF THE LOCAL MEDICAL FACILITIES  
FINANCING AUTHORITY III**
- 7.X. RESOLUTION NO. 156-20 (CM):  
RESOLUTION APPOINTING FRANK BARBA TO THE CITY OF WATSONVILLE PARKS  
AND RECREATION COMMISSION [DISTRICT 6]**
- 7.Y. RESOLUTION NO. 157-20 (CM):  
RESOLUTION APPOINTING VERONICA DORANTES-PULIDO TO THE CITY OF  
WATSONVILLE PLANNING COMMISSION [DISTRICT 4]**
- 7.Z. RESOLUTION NO. 158-20 (CM):  
RESOLUTION NOMINATING VIOLET LUCAS FOR APPOINTMENT BY THE SANTA  
CRUZ COUNTY BOARD OF SUPERVISORS FROM DISTRICT 7 TO REPRESENT THE  
CITY AS THE NON-VOTING APPOINTEE FOR THE SANTA CRUZ COUNTY FLOOD  
CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7**

- 7.AA. RESOLUTION NO. 159-20 (CM):  
RESOLUTION NO. 5-20 (SHA):  
JOINT RESOLUTION OF THE CITY COUNCIL, ACTING AS THE SUCCESSOR  
HOUSING AGENCY ADOPTING THE WATSONVILLE AFFORDABLE HOUSING  
PROGRAM 2020 INCOME, RENT AND SALES PRICE LIMITS FOR THE CITY'S  
AFFORDABLE HOUSING PROGRAM AND ESTABLISHING THE WATSONVILLE  
MEDIAN SALES PRICE AT \$645,000**
- 7.AB. RESOLUTION NO. 160-20 (CM):  
RESOLUTION NO. 6-20 (SHA):  
RESOLUTION NO. 2-20 (SA):  
JOINT RESOLUTION OF THE CITY COUNCIL, THE CITY COUNCIL IN ITS CAPACITY  
AS THE SUCCESSOR TO THE HOUSING ASSETS & FUNCTIONS, & THE SUCCESSOR  
AGENCY OF THE FORMER REDEVELOPMENT AGENCY AUTHORIZING INVESTMENT  
OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND & APPROVING OFFICERS  
AUTHORIZED TO TRANSACT BUSINESS WITH THE LOCAL AGENCY INVESTMENT  
FUND**
- 7.AC. ORDINANCE NO. 1408-20 (CM):  
FINAL ADOPTION OF ORDINANCE AMENDING CHAPTER 2 (PENALTY PROVISIONS)  
OF TITLE 1 (GENERAL PROVISIONS) OF THE WATSONVILLE MUNICIPAL CODE BY  
AMENDING SECTION 1-2.07 REGARDING AUTHORITY TO ISSUE CITATIONS**
- 8. ITEMS REMOVED FROM CONSENT AGENDA**
- 9. NEW BUSINESS**
- 9.A. CONSIDERATION OF EMERGENCY MORATORIUM TO PREVENT COVID-19 CAUSED  
EVICTIONS & DIRECTION TO STAFF TO DEVELOP A COVID RELATED RENTAL  
ASSISTANCE PROGRAM**
- 1) Staff Report**  
The report was given by Housing Manager Landaverry.
- 2) City Council Clarifying & Technical Questions**  
Community Development Director Merriam, in answering Member Hurst spoke about education efforts and outreach to educate the community about the Moratorium and rental assistance program.
- Housing Manager Landaverry answered questions from Member Gonzalez regarding outreach to the community, community partnerships, and management of the rental assistance program.
- In answering Member Parker, Housing Manager Landaverry spoke about ways tenants could qualify for eviction protections, efforts by staff to collaborate with local organizations, and fund raising for rental assistance. She spoke about the need to balance tenant and landlord rights.
- Housing Manager Landaverry and City Manager Huffaker answered questions from Mayor Pro Tempore Coffman-Gomez regarding demand rental assistance, demand for eviction protections, requirements for qualifying for rental assistance, reasons the



previous ordinance was allowed to expire, and options for setting an expiration date for the proposed moratorium.

In answering Member Hernandez, Housing Manager Landaverry explained requirements for qualifying for eviction protections.

In answering Mayor Garcia, Housing Manager Landaverry explained requirements for qualifying for eviction protections, options for landlords and tenants to negotiate repayment of deferred rent, and options for landlords in danger of foreclosure.

**3) Public Input**

Victor Gomez, government affairs director at Santa Cruz County Association of Realtors, asked that the proposed ordinance sunset in November, require proof of hardship to qualify for eviction protections, and asked Council to approve the rental assistance program.

Clint Bonds, Court Appointed Special Advocates, asked Council to approve the proposed moratorium.

Steve Trujillo spoke in support of the proposed moratorium and asked that it sunset at the end of the year.

Emily Ham, Monterey Bay Economic Partnership, spoke in support of staff recommendation.

John Subranni, Watsonville Law Center, spoke in support of staff recommendation. He asked that landlords be required to notify tenants of rights under the moratorium and allow for submission of documentation to defer rent. He also asked that the moratorium remain effective through the end of the year.

**4) MOTION:** It was moved by Member Gonzalez, seconded by Member Hernandez and carried by the following vote to introduce and adopt the ordinance listed below and direct staff to develop an emergency rental assistance program to assist tenants affected by COVID-19:

City Manager Huffaker answered questions from Member Parker regarding efforts by the State to aid landlords.

Mayor Pro Tempore Coffman-Gomez stated she would not support a moratorium without an expiration date. City Manager Huffaker answered questions from Mayor Pro Tempore Coffman-Gomez regarding funding source for the rental assistance program. She asked that the ordinance include language requiring tenants to produce proof of hardship within days of notice.

**MOTION TO AMEND (Failed):** It was moved by Member Parker, seconded by Member Gonzales and failed by the following vote to amend the initial motion to include an expiration date of January 15, 2021, for the moratorium:

AYES:	MEMBERS:	Gonzalez, Parker
NOES:	MEMBERS:	Hernandez, Hurst, Garcia
ABSENT:	MEMBERS:	Coffman-Gomez, Estrada

**MOTION:** The above motion carried by the following vote:

AYES:	MEMBERS:	Gonzalez, Hernandez, Hurst, Garcia
NOES:	MEMBERS:	Parker
ABSENT:	MEMBERS:	Coffman-Gomez, Estrada

**The ordinance failed because it required five (5) affirmative votes.**

- (a) **FAILED:  
ORDINANCE NO. FINAL ADOPTION OF UNCODIFIED URGENCY  
ORDINANCE ENACTING A TEMPORARY MORATORIUM ON EVICTIONS  
DUE TO NONPAYMENT OF RESIDENTIAL RENT FOR TENANTS WHERE  
THE FAILURE TO PAY RENT RESULTS FROM INCOME LOSS  
RESULTING FROM THE NOVEL CORONAVIRUS (COVID 19) [Urgency  
Ordinance Requires 5 Affirmative Votes]**
- (b) **MOTION DIRECTING STAFF TO DEVELOP AN EMERGENCY RENTAL  
ASSISTANCE PROGRAM TO ASSIST TENANTS AFFECTED BY COVID-  
19**

Council Member Hurst asked the Mayor for reconsideration of the ordinance. Mayor Garcia said it was time to move to the next item.

## **10. PUBLIC HEARINGS, ORDINANCES, & APPEALS**

**10.A. CONSIDERATION OF TIME EXTENSION (PP2020-113) OF TENTATIVE MAP TRACT NO. 1607 & ASSOCIATED SPECIAL USE PERMIT WITH DESIGN REVIEW & SPECIFIC DEVELOPMENT PLAN (PP2017-116) FOR A PERIOD OF ONE YEAR TO ALLOW CONSTRUCTION OF 150 DWELLING UNITS ON INDIVIDUAL PARCELS, CONSISTING OF 23 SINGLE-FAMILY UNITS, 40 DUPLEX-STYLE TOWNHOUSE UNITS AND 87 ROW-STYLE TOWNHOUSE UNITS ON A 13± ACRE SITE LOCATED AT 511 OHLONE PARKWAY (APNS: 018-372-14 AND 018-381-01) – Item moved after Item 10.B.**

**10.B. CONSIDERATION OF ADOPTION OF URGENCY ORDINANCE ADDING CHAPTER 12 (ENFORCEMENT OF PUBLIC HEALTH ORDERS) TO TITLE 4 (PUBLIC SAFETY) OF THE WATSONVILLE MUNICIPAL CODE TO PROVIDE LOWER LEVEL REMEDIES FOR VIOLATION OF PUBLIC HEALTH ORDERS**

**1) Staff Report**

The report was given by City Attorney Smith.

**2) City Council Clarifying & Technical Questions**

In answering Mayor Garcia, City Attorney Smith stated the ordinance would remain in effect until Council decided to rescind it.

City Attorney Smith and City Manager Huffaker answered questions from Mayor Pro Tempore Coffman-Gomez regarding fines for violations, who would be subject to the fines, plans to enforce the ordinance, and how funds from fines would be administered.

**3) Public Hearing**

Mayor García opened the public hearing.

Steve Trujillo stated the fines would be a hindrance to the community, especially low income families. He asked that officers distribute masks instead of fines.

After checking if anyone in the teleconference wanted to speak on the matter, hearing none, Mayor García closed the public hearing.

**4) MOTION:** It was moved by Member Hernandez, seconded by Member Gonzalez and carried by the following vote to introduce and adopt the ordinance listed below:

AYES:	MEMBERS:	Coffman-Gomez, Gonzalez, Hernandez, Hurst Parker, Garcia
NOES:	MEMBERS:	None
ABSENT:	MEMBERS:	Estrada

**ORDINANCE NO. 1409-20 (CM):  
FINAL ADOPTION OF URGENCY ORDINANCE ADDING CHAPTER 12  
(ENFORCEMENT OF PUBLIC HEALTH ORDERS) TO TITLE 4 (PUBLIC SAFETY)  
OF THE WATSONVILLE MUNICIPAL CODE TO PROVIDE LOWER LEVEL  
REMEDIES FOR VIOLATION OF PUBLIC HEALTH ORDERS**

**10.A. CONSIDERATION OF TIME EXTENSION (PP2020-113) OF TENTATIVE MAP TRACT NO. 1607 & ASSOCIATED SPECIAL USE PERMIT WITH DESIGN REVIEW & SPECIFIC DEVELOPMENT PLAN (PP2017-116) FOR A PERIOD OF ONE YEAR TO ALLOW CONSTRUCTION OF 150 DWELLING UNITS ON INDIVIDUAL PARCELS, CONSISTING OF 23 SINGLE-FAMILY UNITS, 40 DUPLEX-STYLE TOWNHOUSE UNITS AND 87 ROW-STYLE TOWNHOUSE UNITS ON A 13± ACRE SITE LOCATED AT 511 OHLONE PARKWAY (APNS: 018-372-14 AND 018-381-01)**

**1) Staff Report**

The report was given by Principal Planner meek

**2) City Council Clarifying & Technical Questions**

At Mayor Pro Tempore Coffman-Gomez', developer Lisa Li and project manager John Fry gave a report on the merits of the project and reasons they were requesting time extensions.

Principal Planner Meek and Community Development Director Merriam answered questions from Mayor Pro Tempore Coffman-Gomez regarding reasons the project's permit had expired, ability for staff to process permits, ability for developer to complete the project, and reasons for lack of new housing in many years.

In answering Member Hernandez, Principal Planner Meek and Community Development Director Merriam spoke about timeline for development of large housing projects.

In answering Member Hurst, Principal Planner Meek spoke about potential housing development locations.

Member Gonzalez spoke about challenges the City had faced with developer and listed reasons he would not support the development under current management.

Principal Planner Meek answered questions from Member Parker regarding request for time extension for entitlements by the developer.

Mr. Fry answered questions from Mayor Garcia regarding reasons the project had not advanced toward completion.

**3) Public Hearing**

Mayor García opened the public hearing.

Shaz Roth asked Council to approve the requested time extension for the project.

Steve Trujillo asked Council to approve the requested time extension for the project.

Noriko Akiyama Ragsac asked Council to deny requested time extension for the project and listed her reasons.

Bob Culbertson asked Council to deny requested time extension for the project and listed the reasons.

After checking if anyone in the teleconference wanted to speak on the matter, hearing none, Mayor García closed the public hearing.

**4) MOTION:** It was moved by Member Hernandez and seconded by Member Hurst to approve the resolution listed below:

**RESOLUTION NO. 161-20 (CM):  
RESOLUTION APPROVING TIME EXTENSION (PP2020-113) OF TENTATIVE  
MAP TRACT NO. 1607 FOR TWO YEARS (EXPIRING AUGUST 27, 2022) AND  
SPECIAL USE PERMIT WITH DESIGN REVIEW (PP2017-116) FOR ONE YEAR  
(EXPIRING AUGUST 27, 2021) FOR 150 LOT SUBDIVISION ON 13± ACRE SITE  
(APNS 018-372-14 AND 018-381-01) AT 511 OHLONE PARKWAY,  
WATSONVILLE**

Member Gonzalez stated the developer was irresponsible and the homes being built were not good quality. He asked Council to deny requested time extensions.

Mr. Fry answered questions from Mayor Garcia regarding reasons the developer had not met with neighbors to discuss the project and receive feedback.

**MOTION:** The above motion carried by the following vote:

AYES:	MEMBERS:	Coffman-Gomez, Hernandez, Hurst, Parker
NOES:	MEMBERS:	Gonzalez, Garcia
ABSENT:	MEMBERS:	Estrada

**MOTION:** It was moved by Member Gonzalez, seconded by Member Hernandez to reconsider Emergency Moratorium to Prevent Covid-19 Caused Evictions:

Mayor Pro Tempore Coffman-Gomez asked that the item be considered at a future meeting due to the public being under the impression that it failed and would not be acted upon that night.

**MOTION:** The above motion carried by the following vote:

AYES:	MEMBERS:	Gonzalez, Hernandez, Hurst, Parker, Garcia
NOES:	MEMBERS:	Coffman-Gomez
ABSENT:	MEMBERS:	Estrada

**9.A. CONSIDERATION OF EMERGENCY MORATORIUM TO PREVENT COVID-19 CAUSED EVICTIONS & DIRECTION TO STAFF TO DEVELOP A COVID RELATED RENTAL ASSISTANCE PROGRAM (Continued)**

**MOTION:** It was moved by Member Hernandez, seconded by Member Gonzalez and carried by the following vote to introduce and adopt the following ordinance with a sunset date of January 15, 2021:

AYES:	MEMBERS:	Gonzalez, Hernandez, Hurst, Parker, Garcia
NOES:	MEMBERS:	Coffman-Gomez
ABSENT:	MEMBERS:	Estrada

**ORDINANCE NO. 1410-20 (CM):**  
**UNCODIFIEDURGENCY ORDINANCE ENACTING A TEMPORARY MORATORIUM ON EVICTIONS DUE TO NONPAYMENT OF RESIDENTIAL RENT FOR TENANTS WHERE THE FAILURE TO PAY RENT RESULTS FROM INCOME LOSS RESULTING FROM THE NOVEL CORONAVIRUS (COVID 19)**

**11. EMERGENCY ITEMS ADDED TO AGENDA**

**12. REQUESTS & SCHEDULING FUTURE AGENDA ITEMS (None)**

Mayor Pro Tempore Coffman-Gomez asked for a discussion item to consider removing option for reconsidering items on the same night after they fail.

**13. ADJOURNMENT**

The meeting adjourned at 11:20 p.m.

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Rebecca J. García, Mayor

ATTEST:

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Beatriz Vázquez Flores, City Clerk

**City of Watsonville**  
**Public Works and Utilities**

**M E M O R A N D U M**



**DATE:** September 2, 2020

**TO:** Matthew D. Huffaker, City Manager

**FROM:** Steve Palmisano, Director Public Works & Utilities  
Beau Kayser, Water Utility Operations Supervisor

**SUBJECT:** Approval of the Plans and Specifications and Advertising for  
Bids for the Construction of Water Well #4, Project No. WA-20-  
14557 located at 154 Roache Road

**AGENDA ITEM:** September 8, 2020 **City Council**

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**RECOMMENDATION:**

Staff recommends Council approve plans and specifications and calling for bids for Construction of Water Well #4, Project No. WA-20-14557 at 154 Roache Road.

**DISCUSSION:**

The City through its Water Utility Enterprise owns and operates fourteen groundwater wells. These wells provide over 90% of the total water supplied to our customers. If a well becomes unavailable, water can be supplied from another well in the system, thus limiting dependence on a single supply source.

The average City well is almost 50 years old. Four wells are over 65 years old and approaching the end of their useful life. Due to the age of the City's existing wells, it is necessary that additional well sites be identified and developed to supplement existing sources and maintain our water system's high level of reliability.

The Water Utility Enterprise and Luhdorff and Scalmanini Consulting Engineers (LCSE) identified potential well sites over the last year. Development of a well site at 154 Roache Road was identified as the best location for a new well.

At the March 10, 2020 meeting, Council approved an agreement with LSCE for design services, including design of this well. Plans and Specifications for the proposed Water Well #4 Project were prepared and are now complete and on file with the City Clerk.

The estimated cost for construction of Well #4 is \$670,450. Bid opening is scheduled for October 15, 2020. The Plans and Specifications are on file in the City Clerk's office.

**STRATEGIC PLAN:**

Goal 3: Infrastructure and Environment. Long-Range Capital Improvement Plan.

**FINANCIAL IMPACT:**

The engineer's estimate for the project is \$670,450. The project is being funded by the Water Utility Enterprise Fund and is included in the current budget under project account 720-913-7831-14557.

**ALTERNATIVES:**

Council could choose to not approve this project.

**ATTACHMENTS:**

None

cc: City Attorney



RESOLUTION NO. \_\_\_\_\_ (CM)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING PLANS AND SPECIFICATIONS AND CALLING FOR BIDS FOR THE CONSTRUCTION OF WATER WELL #4, PROJECT NO. WA-20-14557 LOCATED AT 154 ROACHE ROAD (ESTIMATED COST OF \$670,450 WILL BE FUNDED FROM THE WATER ENTERPRISE FUND)**

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

1. That the plans and specifications for the Construction of Water Well #4, Project No. WA-20-14557 located at 154 Roache Road, copies of which are on file in the Office of the City Clerk, are hereby ratified and approved.
2. That the Purchasing Officer is hereby authorized and directed to call for public competitive sealed bids for the above named project, and that the bids are to be opened in the "Old City Council Chambers," 250 Main Street, Watsonville, California, on Thursday, October 15, 2020, at 2:00 P.M., and the City Clerk is hereby directed to give notice inviting such sealed bids in the time, form, and manner provided by law.
3. That hand-carried bids should be delivered to the City of Watsonville, 250 Main Street, Watsonville, California, c/o Purchasing Officer. Bidders may mail bids at their own risk to the City of Watsonville, c/o Purchasing Officer, 250 Main Street, Watsonville, California 95076.
4. That after the bids are opened, they shall be tabulated and analyzed and a report submitted to the City Manager, who shall recommend the awarding, or other action, to the Council at its next regular meeting, or as soon thereafter as possible.

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**City of Watsonville**  
**Public Works & Utilities Department**

**M E M O R A N D U M**



**DATE:** August 20, 2020

**TO:** Matthew D. Huffaker, City Manager

**FROM:** Steve Palmisano, Director of Public Works & Utilities  
Maria Esther Rodriguez, Assistant Director of Public Works & Utilities  
Murray A. Fontes, Principal Engineer

**SUBJECT:** Approve additive construction change order #4 with Granite Rock Company, a corporation for the City's Rail Trail project, Project No. CT-19-02 for water line work at a cost not to exceed \$120,135.00 from the Water Enterprise Utility fund

**AGENDA ITEM:** September 8, 2020 City Council

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**RECOMMENDATION:**

It is recommended that the Council adopt a resolution to approve an additive change order with the Granite Rock Company, a corporation, to install a new water line at a cost not to exceed \$120,135.00 on the Monterey Bay Sanctuary Scenic Trail Segment 18 – Ohlone Parkway to Watsonville Slough Trail Trailhead Project, CT-19-02.

**DISCUSSION:**

On January 21, 2020, Council approved Resolution No. 1-20 (CM) awarding a \$1,451,912.50 construction contract to Granite Rock Company to construct the City's Monterey Bay Sanctuary Scenic Trail Segment 18 – Ohlone Parkway to Watsonville Slough Trail Trailhead Project, CT-19-02. Segment 18 is being constructed in phases and this project is the first phase.

When construction started, Granite Rock found a water line not shown on the plans. After coordinating with the City's Water Utility and the Santa Cruz County Regional Transportation Commission (owners of the railroad right of way), water line replacement plans were prepared and City staff directed Granite Rock to provide a cost to install a new one (see attached Water Line Map). The Water Utility Enterprise will provide the materials and Granite Rock will install the line. Staff chose Granite Rock because it is the project contractor and the new water line will be underneath the trail and installed as part of the trail construction. The cost to install the water line is \$120,135.

**STRATEGIC PLAN:**

The project supports Strategic Plan Goal 3 – Infrastructure and Environment as it implements a transportation project that provides pedestrian and bicycle safety.

**FINANCIAL IMPACT:**

Funding for the water line work will be from the Water Enterprise Fund's Additional Water Main Replacement Project, Account No. 720-913-7831-14834.

**ALTERNATIVES:**

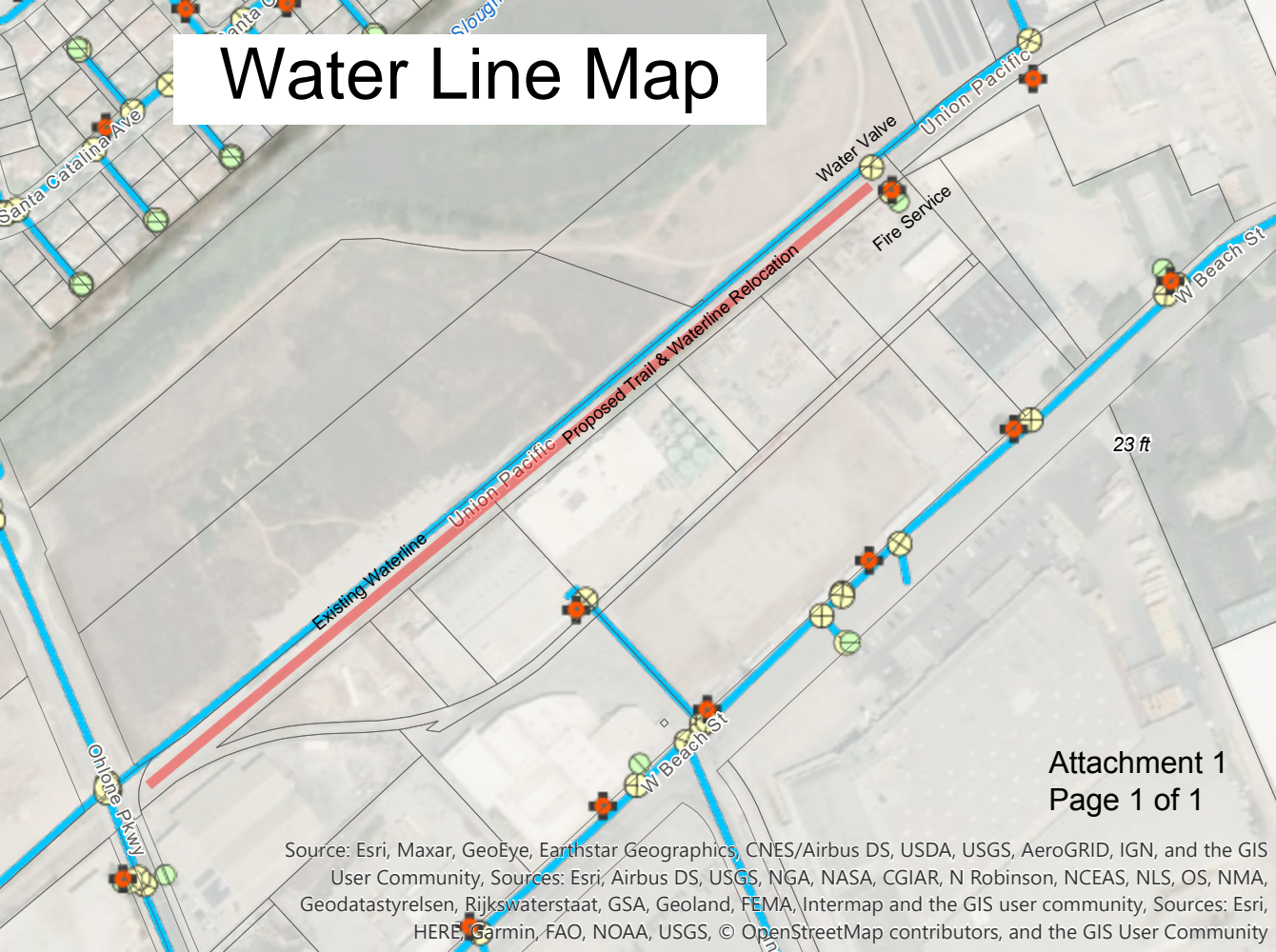
None

**ATTACHMENTS:**

- 1) Water Line Map

cc: City Attorney

# Water Line Map



Attachment 1  
Page 1 of 1

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community, Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodastysrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

**RESOLUTION NO. \_\_\_\_\_ (CM)**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING CONTRACT CHANGE ORDER NUMBER 4 WITH GRANITE ROCK COMPANY, A CORPORATION, FOR THE MONTEREY BAY SANCTUARY SCENIC TRAIL SEGMENT 18 – OHLONE PARKWAY TO WATSONVILLE SLOUGH TRAIL TRAILHEAD, PROJECT NO. CT-19-02; FOR WATER LINE WORK, IN AN AMOUNT NOT TO EXCEED \$120,135 FROM THE WATER ENTERPRISE FUND; AND DIRECTING THE CITY MANAGER TO EXECUTE SAME**

**Amends Resolution No. 1-20 (CM)**

**WHEREAS**, on or about January 21, 2020, the City awarded bid of \$1,451,912.50 to Granite Rock Company, a corporation, [Contractor's License #22] for the Monterey Bay Sanctuary Scenic Trail Segment 18 – Ohlone Parkway to Watsonville Slough Trail Trailhead, Project No. CT-19-02; and

**WHEREAS**, this project required three (3) change orders due to additional work for unforeseen conditions, those change orders totaled \$381,193.94; and

**WHEREAS**, the contractor encountered a water line within the project area that had not been shown on the project plans; and

**WHEREAS**, Change Order Number 4 will allow for removal and replacement of the existing water line in the area of the project; and

**WHEREAS**, Contract Change Order Number 4 increases contract amount by \$120,135.00 (from contract amount prior to this change order of \$1,833,106.44 to \$1,953,241.44).

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

1. That Contract Change Order Number 4 with Granite Rock Company, a corporation, for the Monterey Bay Sanctuary Scenic Trail Segment 18 – Ohlone Parkway

to Watsonville Slough Trail Trailhead, Project No. CT-19-02, increasing the scope of work in an amount not to exceed \$120,135.00, a copy of which Change Order 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 4 on behalf of the City of Watsonville.

\*\*\*\*\*

**CITY OF WATSONVILLE, DEPARTMENT OF PUBLIC WORKS & UTILITIES**

**CONTRACT CHANGE ORDER NO.** 4 **SUPPL. NO.** N/A **FEDERAL NO.(S)** N/A

**PROJECT NAME:** Monterey Bay Sanctuary Scenic Trail Segment 18 - Ohlone Parkway to Watsonville Slough Trail Trailhead **PROJECT NO.** CT-19-02

To: Edel Cazares, Project Manager, Granite Rock Company, Contractor

You are hereby directed to make the herein described changes from the contract plans and specifications or do the following described work not included in the contract plans and specifications. All new work herein described shall be done in accordance with the applicable provisions of the contract plans and specifications, except as specifically modified by this contract change order.

**NOTE:** This change order is not effective until approved by the Director of Public Works and Utilities.

Change requested by: Murray A. Fontes, Principal Engineer

Description of work:

Initial MF Sheet 1 of 1 Sheets

Remove and replace the existing water line in the area of the project and as shown on the attached revised Project Plan Sheets No. 3-7, 13, 15 & 17, revision dated 06/09/20. Cost of the work shall not exceed \$120,135 and shall be done per the attached 08/10/20 letter from Edel Cazares to Murray Fontes.

Contractor shall require an additional 10 days to complete change order work.

Change Order	Cost	Percentage	Working Days
Original Contract Amount	1,451,912.50	100.00%	90
Total Previous Change Orders	<u>381,193.94</u>	26.25%	87
Current Contract Amount	1,833,106.44	126.25%	177
Proposed Change Order #4	<u>120,135.00</u>	8.27%	10
Proposed Contract Amount	1,953,241.44	134.53%	187

Estimated Cost ~~Decrease or Increase~~ \$120,135.00

By reason of this order the time of completion will be adjusted as follows: 10 WORKING DAYS

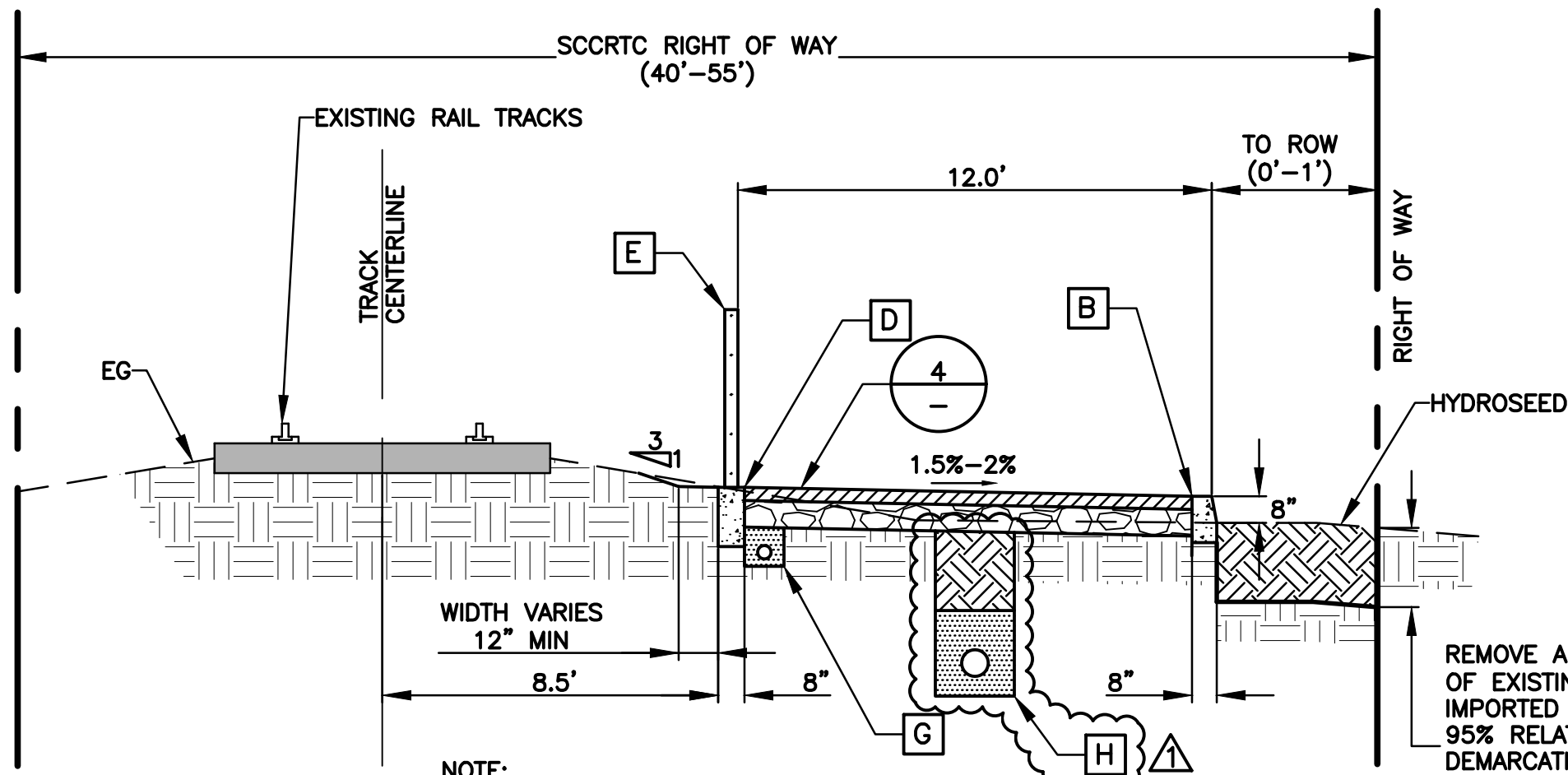
Submitted by: [Signature] 08/20/20 Date  
Construction Engineer  
Approved: \_\_\_\_\_  
Director of Public Works and Utilities  
Date  
Approved: \_\_\_\_\_  
Director of Administrative Services  
Date  
Approved: \_\_\_\_\_  
City Manager  
Date

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work specified, and accept the prices listed above as full payment for all labor, equipment, materials, overhead and profit required to perform the above described change.

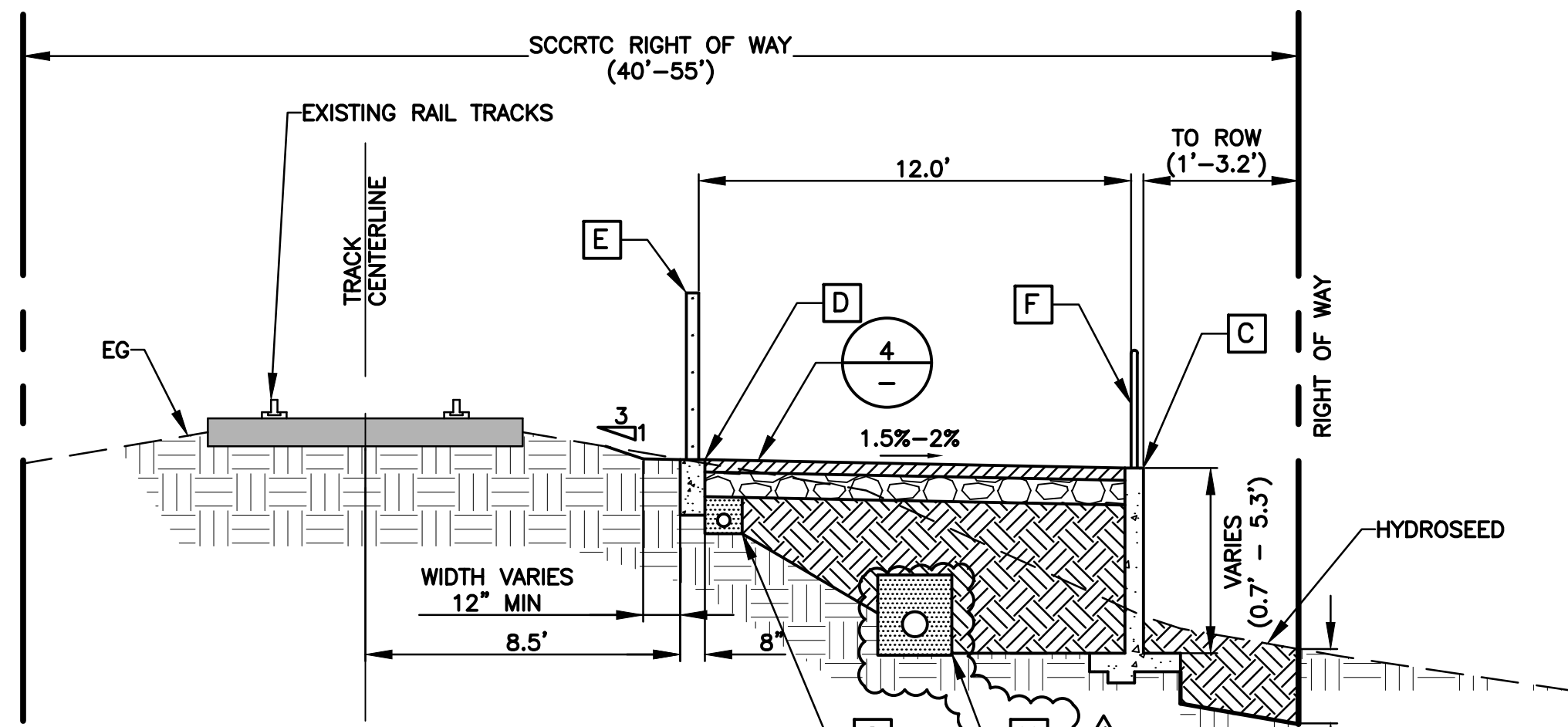
Date Accepted 8-21-20 Contractor GRANTEROCK  
By [Signature] Title K. PHILIPPOVICH AREA MANAGER



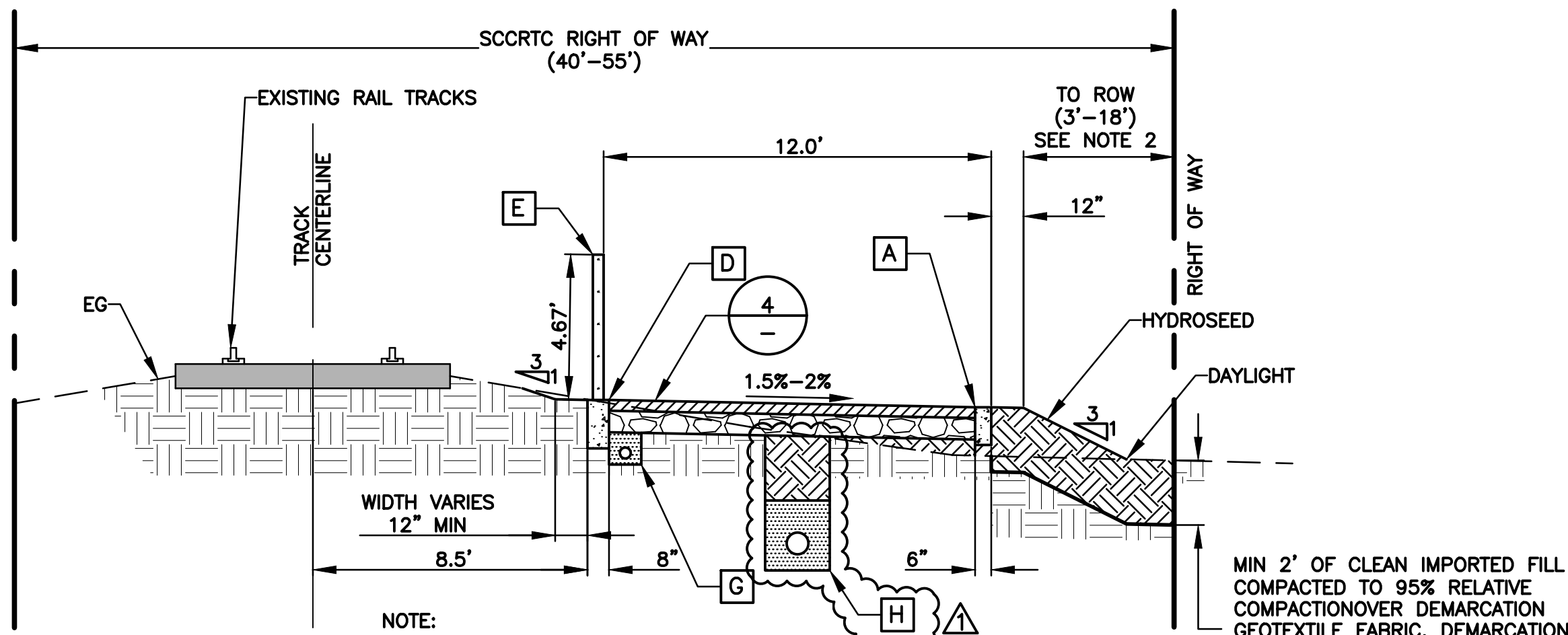
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-  
TRAIL TYPICAL CROSS SECTION - RETAINING CURB  
STA 10+00 - STA 10+39.77  
NOT TO SCALE




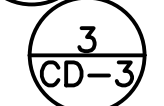
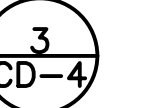




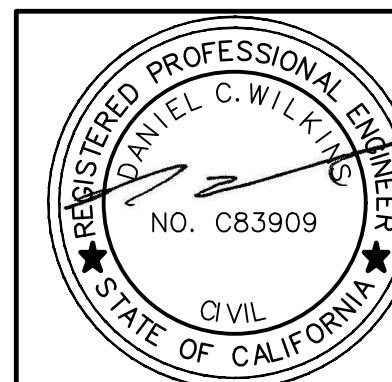
2  
-  
TRAIL TYPICAL CROSS SECTION - RETAINING WALL  
STA 10+39.78 - STA 22+16.72  
NOT TO SCALE



3  
-  
TRAIL TYPICAL CROSS SECTION  
STA 22+16.73 - END  
NOT TO SCALE

CONSTRUCTION NOTES

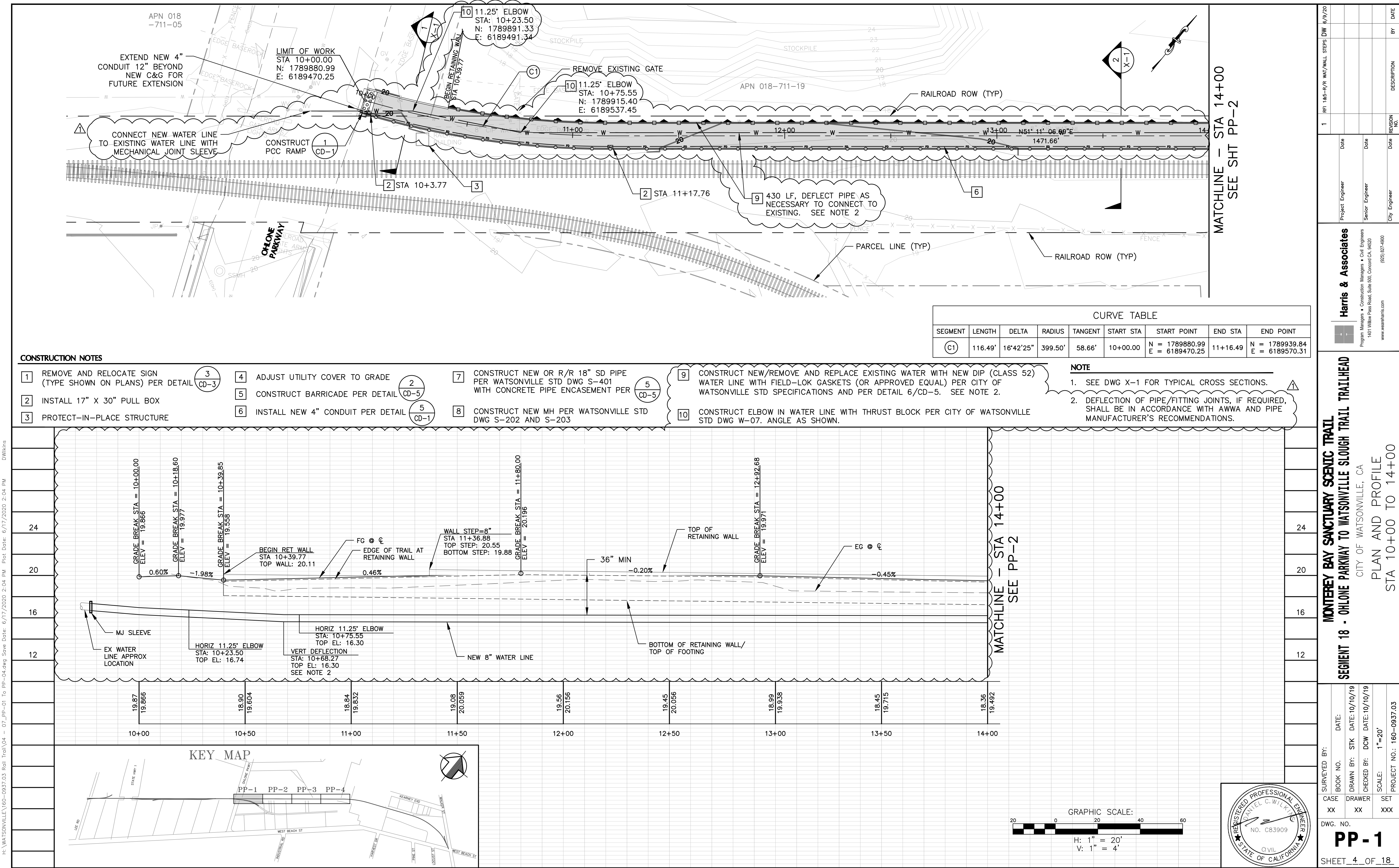
- A CONSTRUCT 6" WIDE FLUSH CURB PER DETAIL  D CONSTRUCT 8" WIDE FLUSH CURB PER DETAIL  G INSTALL NEW 4" CONDUIT PER DETAIL 
- B CONSTRUCT RETAINING CURB PER DETAIL  E CONSTRUCT POST AND WIRE FENCE PER DETAIL  H INSTALL NEW 8" WATER LINE PER DETAIL 
- C CONSTRUCT 8" CONCRETE MASONRY RETAINING WALL PER CITY OF WATSONVILLE STANDARD DETAILS S-601A AND S-601B. F CONSTRUCT GUARDRAIL PER DETAIL 



MONTEREY BAY SANCTUARY SCENIC TRAIL SEGMENT 18 - OHLONE PARKWAY TO WATSONVILLE SLOUGH TRAIL TRAILHEAD CITY OF WATSONVILLE, CA TYPICAL CROSS SECTION										<div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div><div><div><div></div><div></div><div></div><div></div></div></div></div><div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H:\WATSONVILLE\160-0937.03 Rail Trail\04 - 07\_PP-01 To PP-04.dwg Save Date: 6/17/2020 2:04 PM Plot Date: 6/17/2020 2:04 PM DWG: 160-0937.03



1

Ref 1&2-R/R WAY/WALL STEPS DW

6/9/20

Project Engineer

Date

Senior Engineer

Date

City Engineer

Date

REVISION NO.

DESCRIPTION

BY

DATE

**Harris & Associates**  
Program Managers • Construction Managers • Civil Engineers  
1401 Willow Pass Road, Suite 500, Concord CA 94520  
www.harrisassociates.com (925) 827-4800

**MONTEREY BAY SANCTUARY SCENIC TRAIL**  
**SEGMENT 18 - OHLONE PARKWAY TO WATSONVILLE SLOUGH TRAIL TRAILHEAD**  
CITY OF WATSONVILLE, CA  
**PLAN AND PROFILE**  
STA 10+00 TO 14+00

SURVEYED BY:

BOOK NO.

DATE:

DRAWN BY:

STK

DATE:

CHECKED BY:

DWG

DATE:

SCALE:

1"=20'

PROJECT NO.:

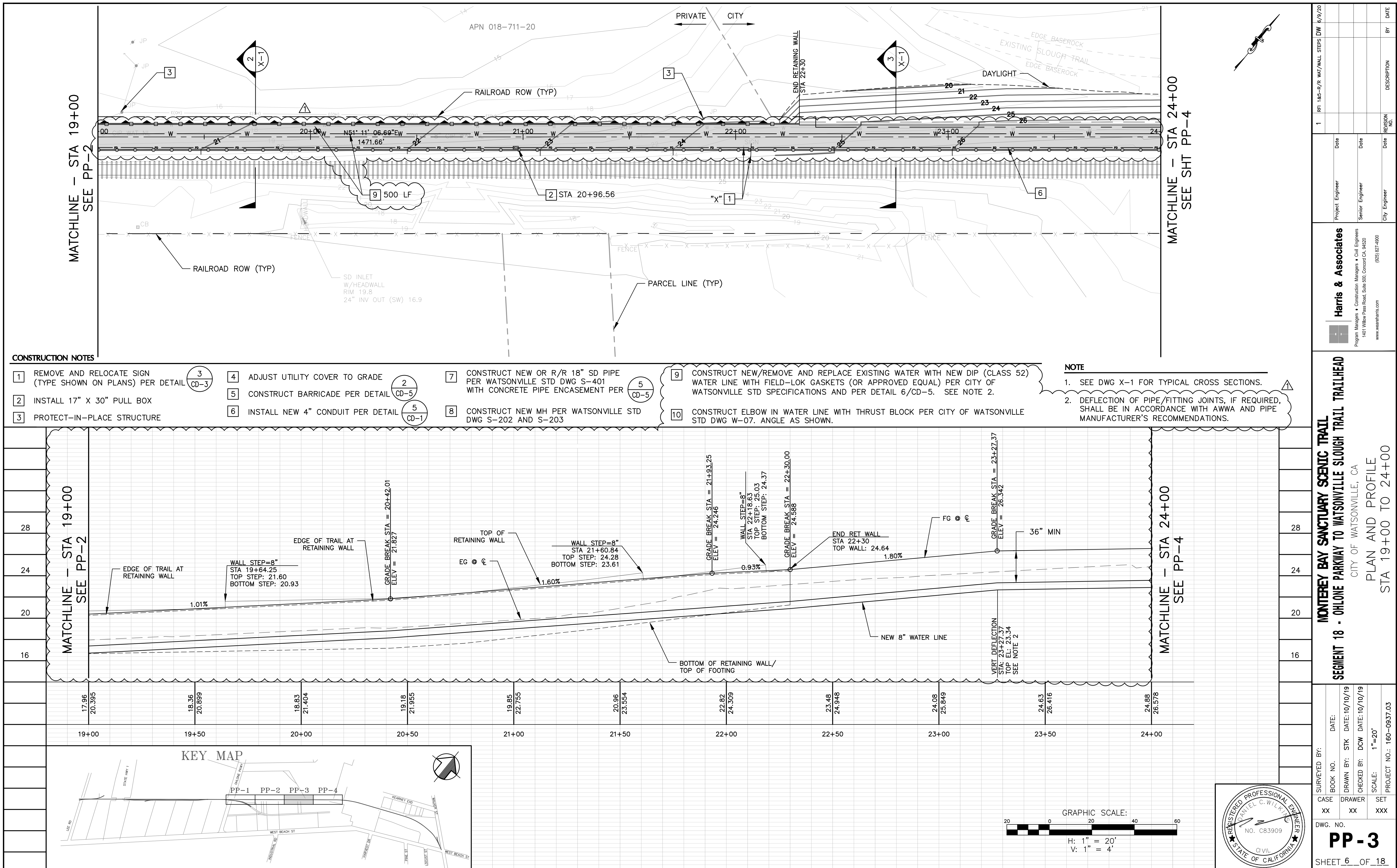
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DWG. NO.

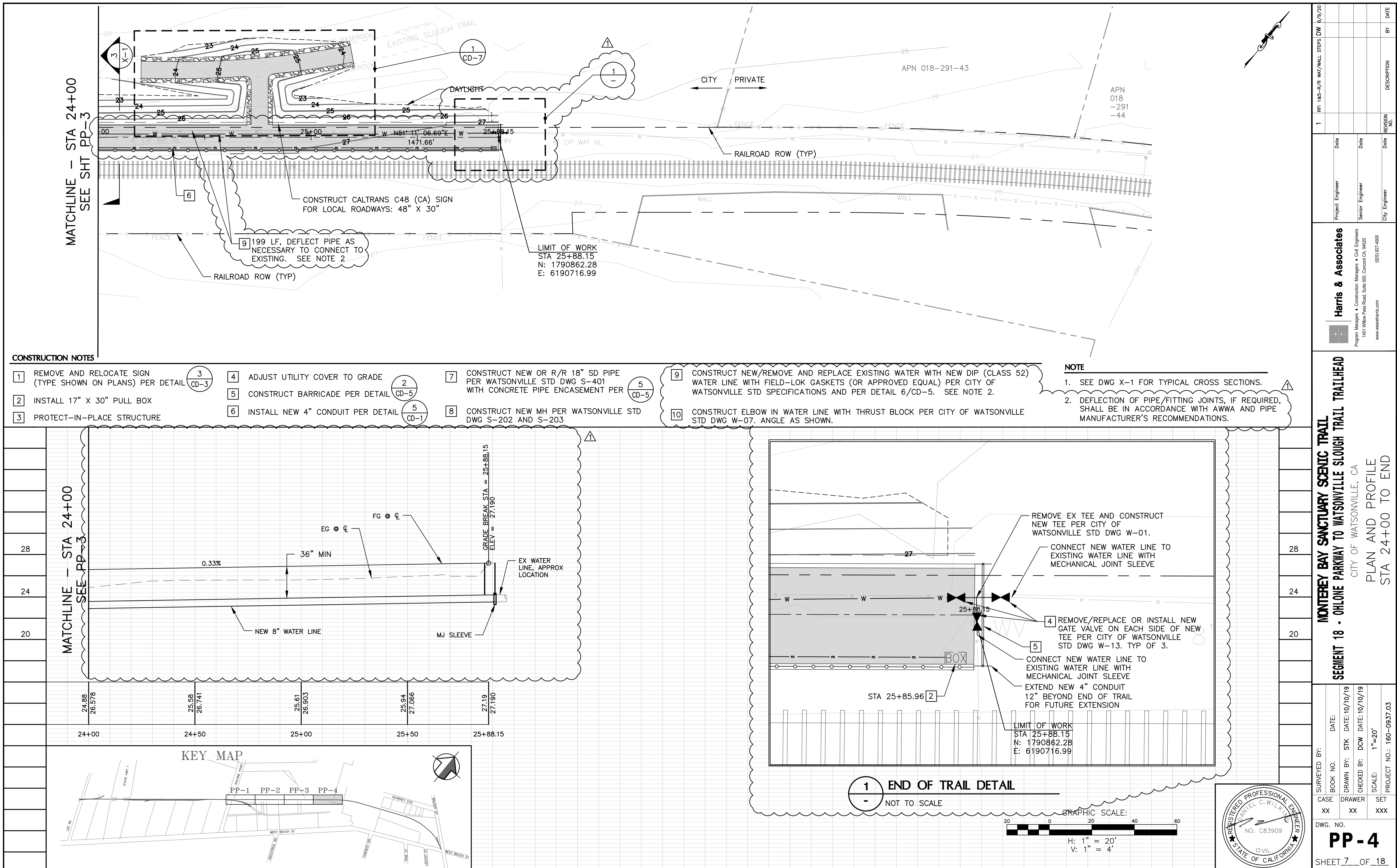
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SHEET 4 OF 18

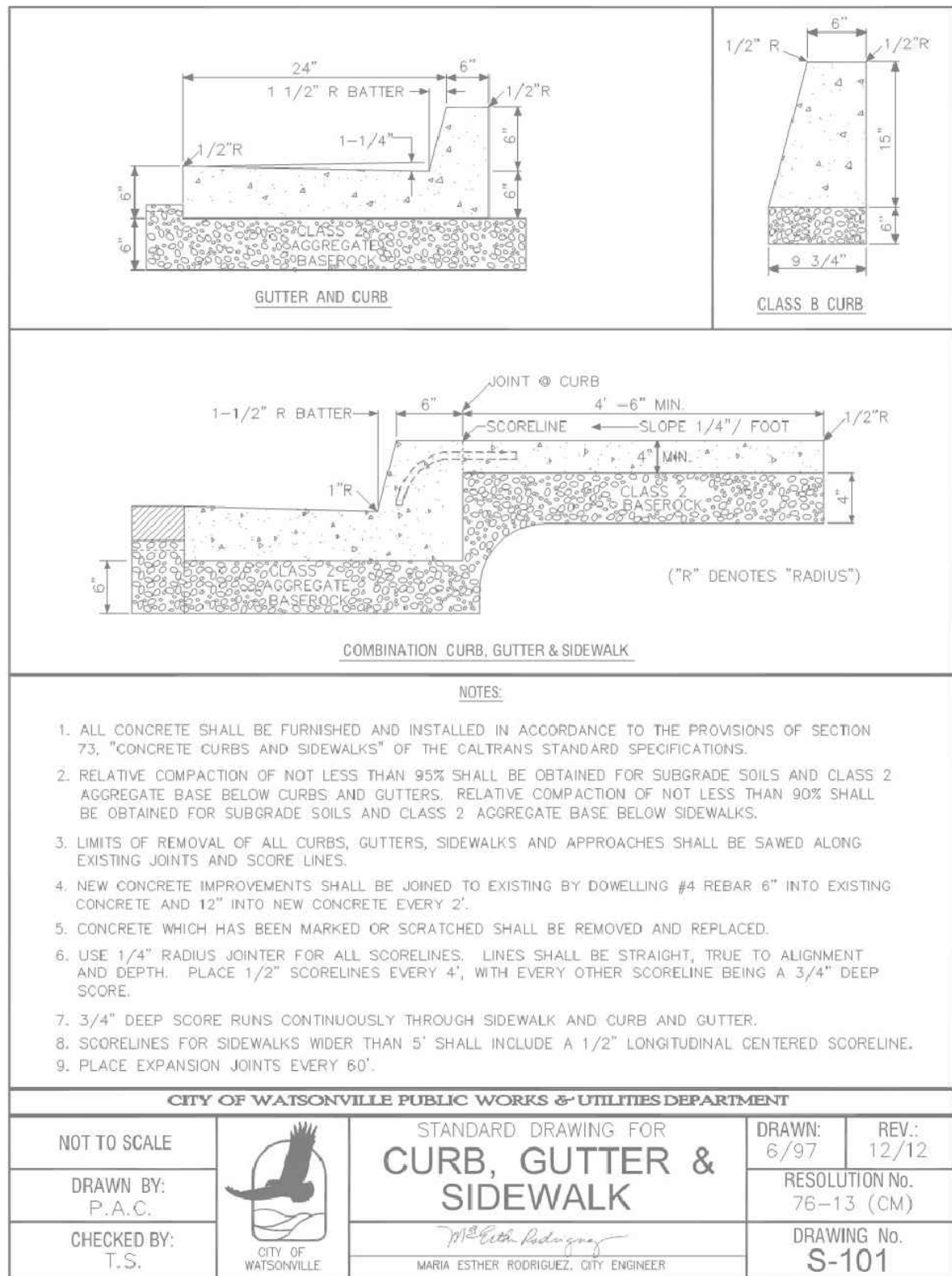




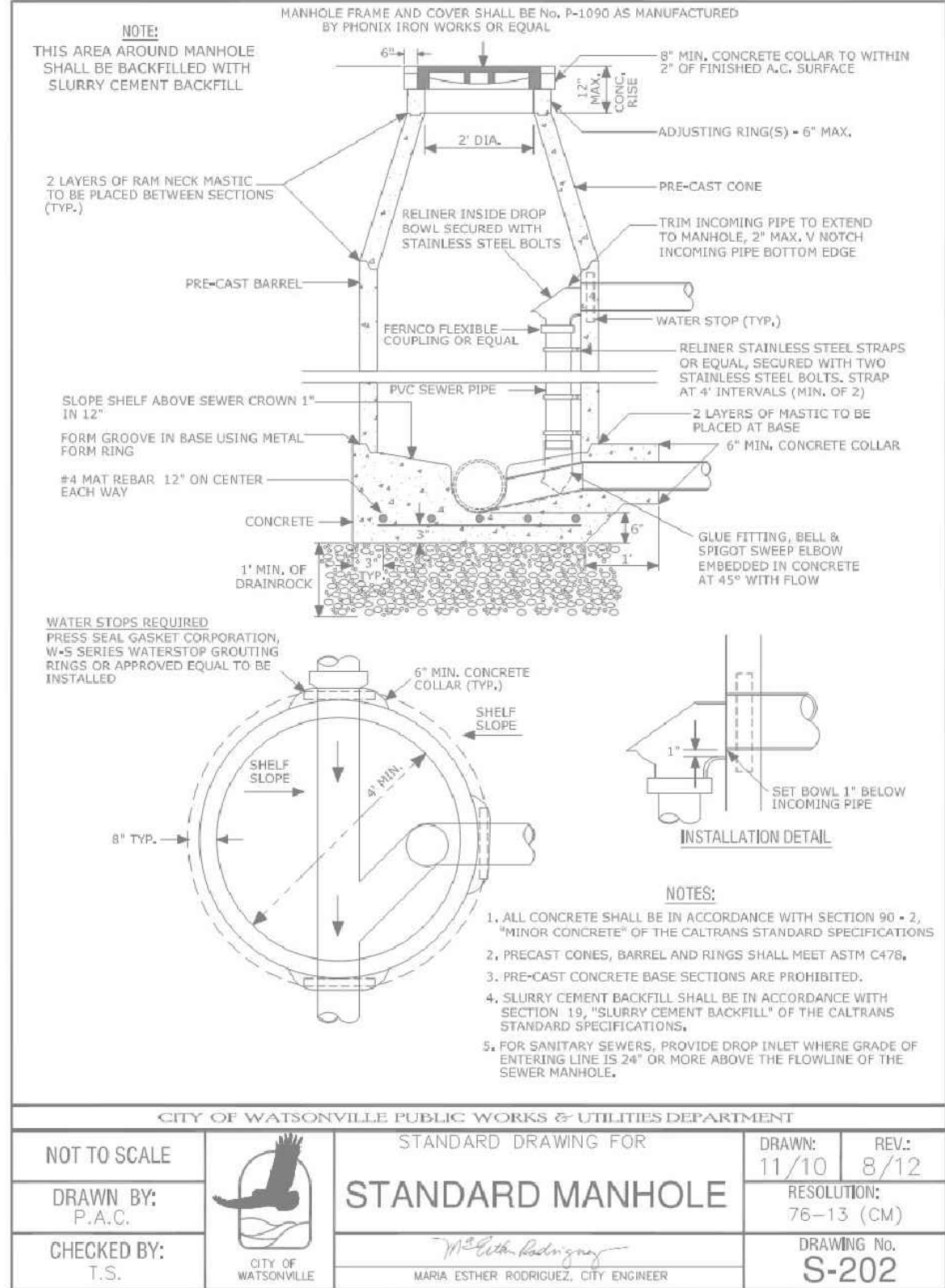




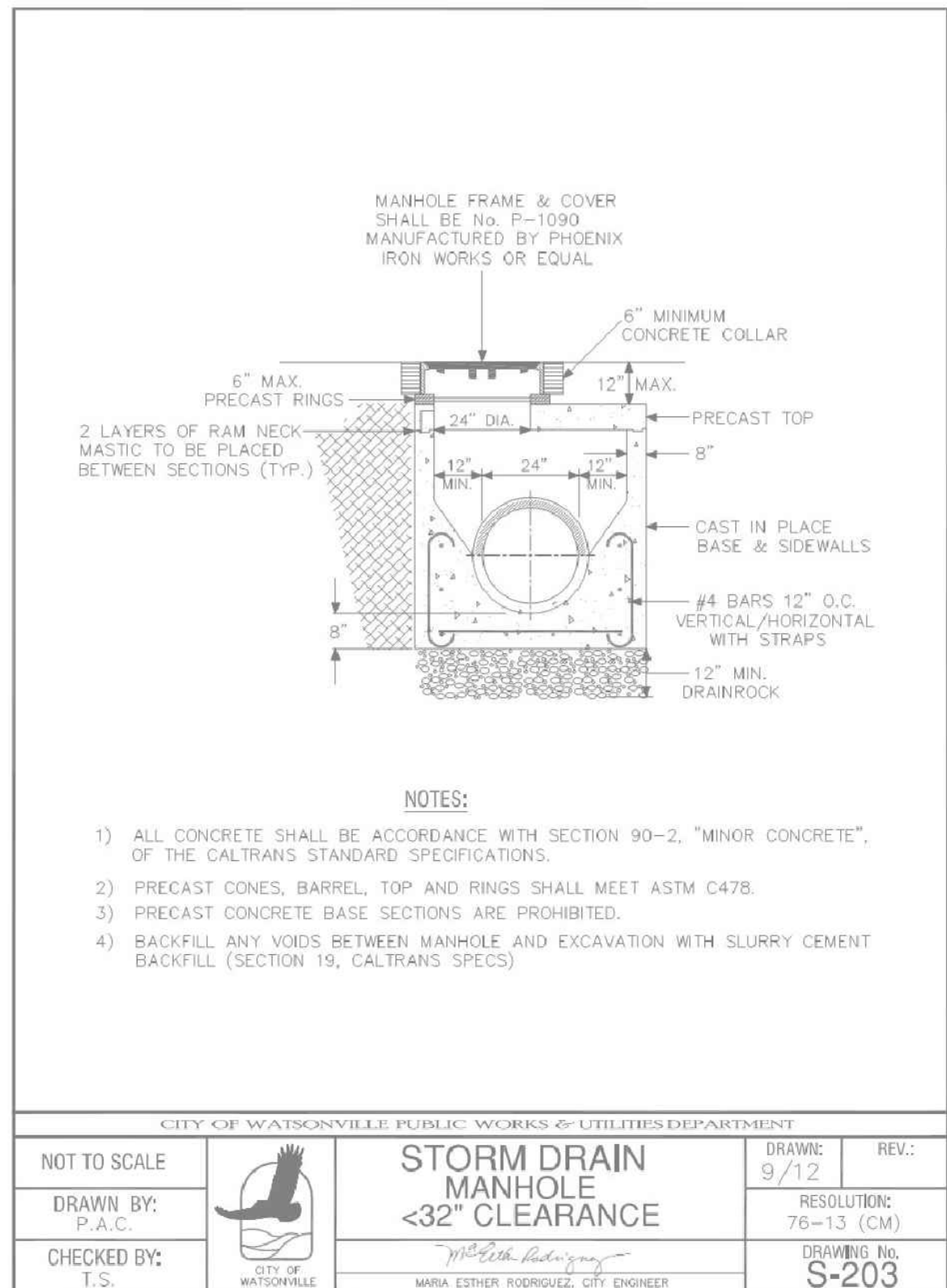




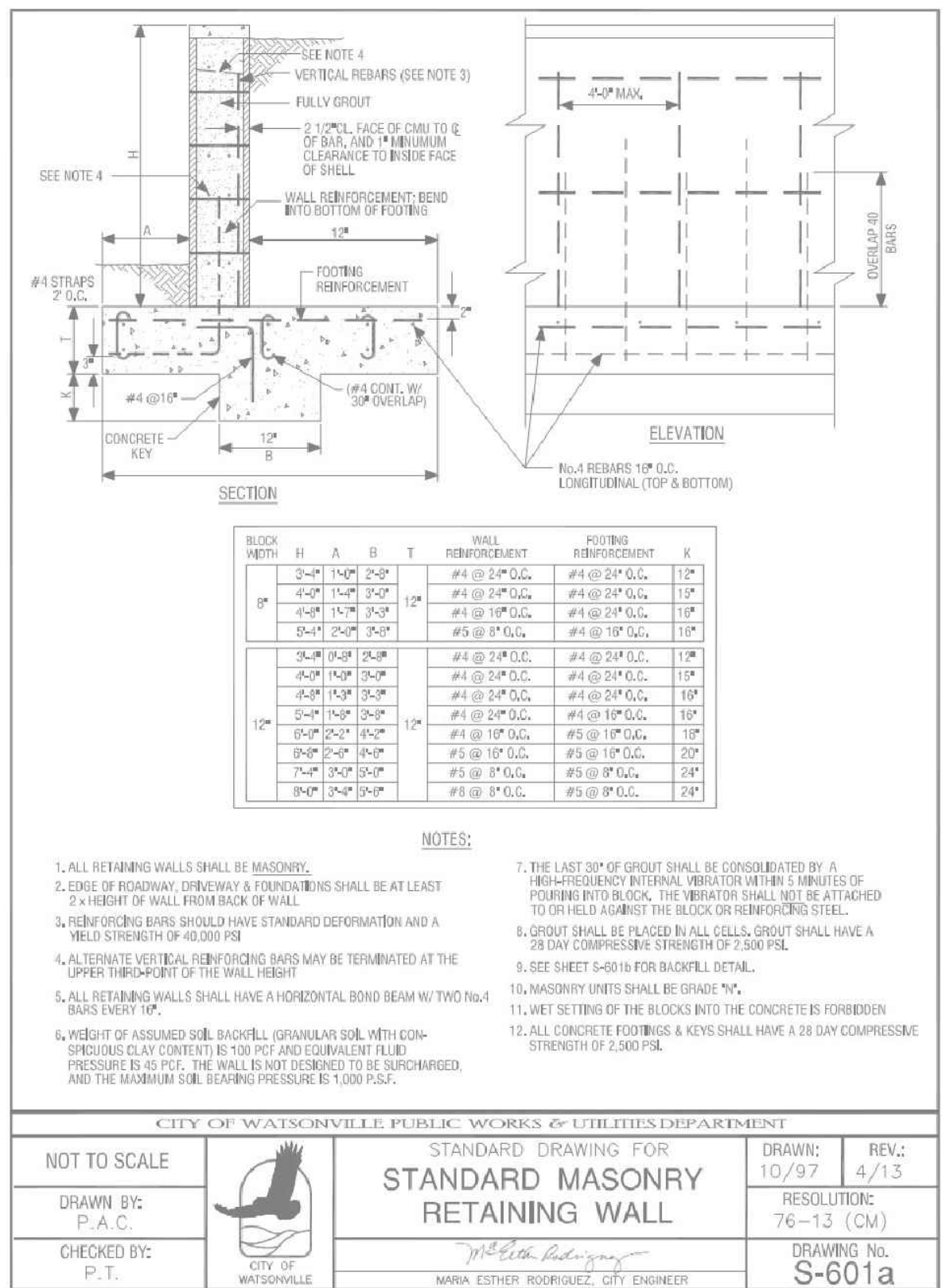
1 WATSONVILLE STD DWG S-101  
- NOT TO SCALE



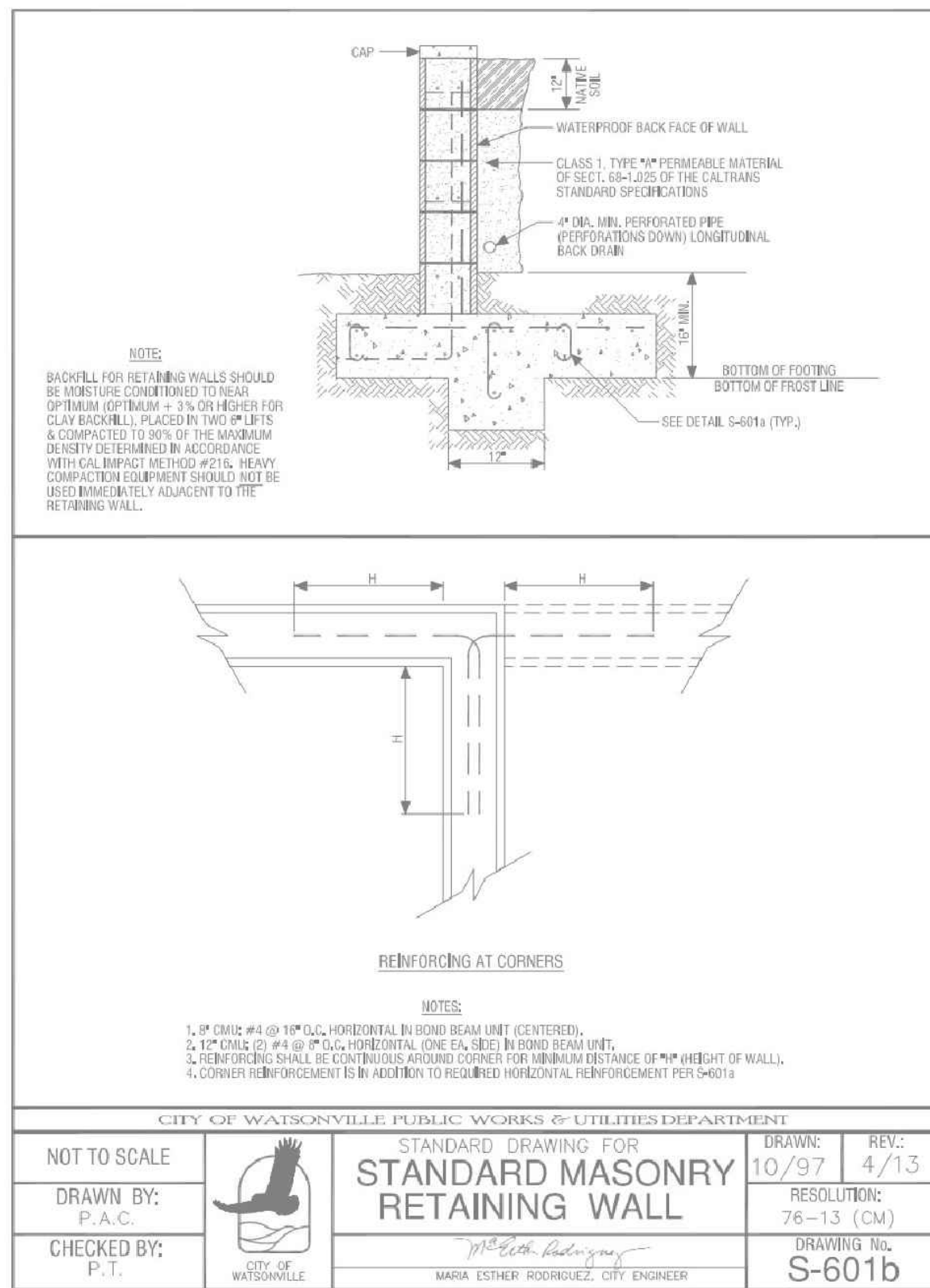
2 WATSONVILLE STD DWG S-202  
- NOT TO SCALE



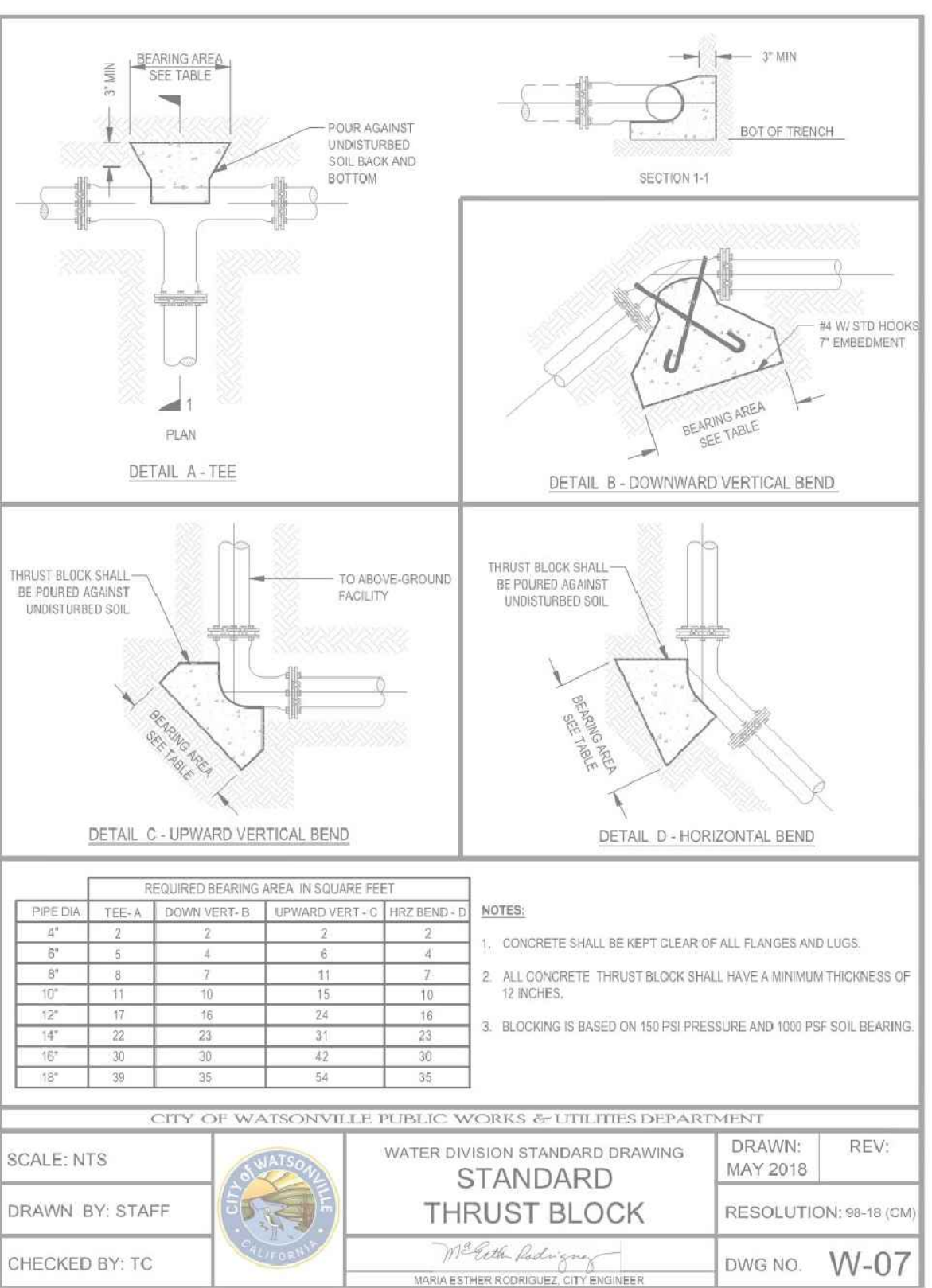
**3** WATSONVILLE STD DWG S-203  
- NOT TO SCALE



4 WATSONVILLE STD DWG S-601a  
- NOT TO SCALE




5 WATSONVILLE STD DWG S-601b  
- NOT TO SCALE

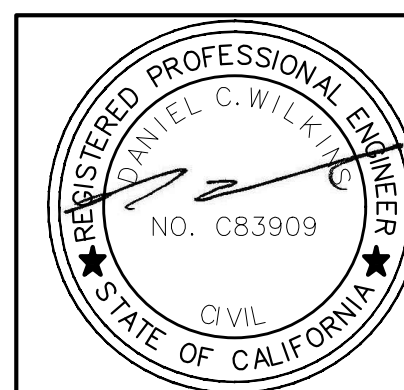
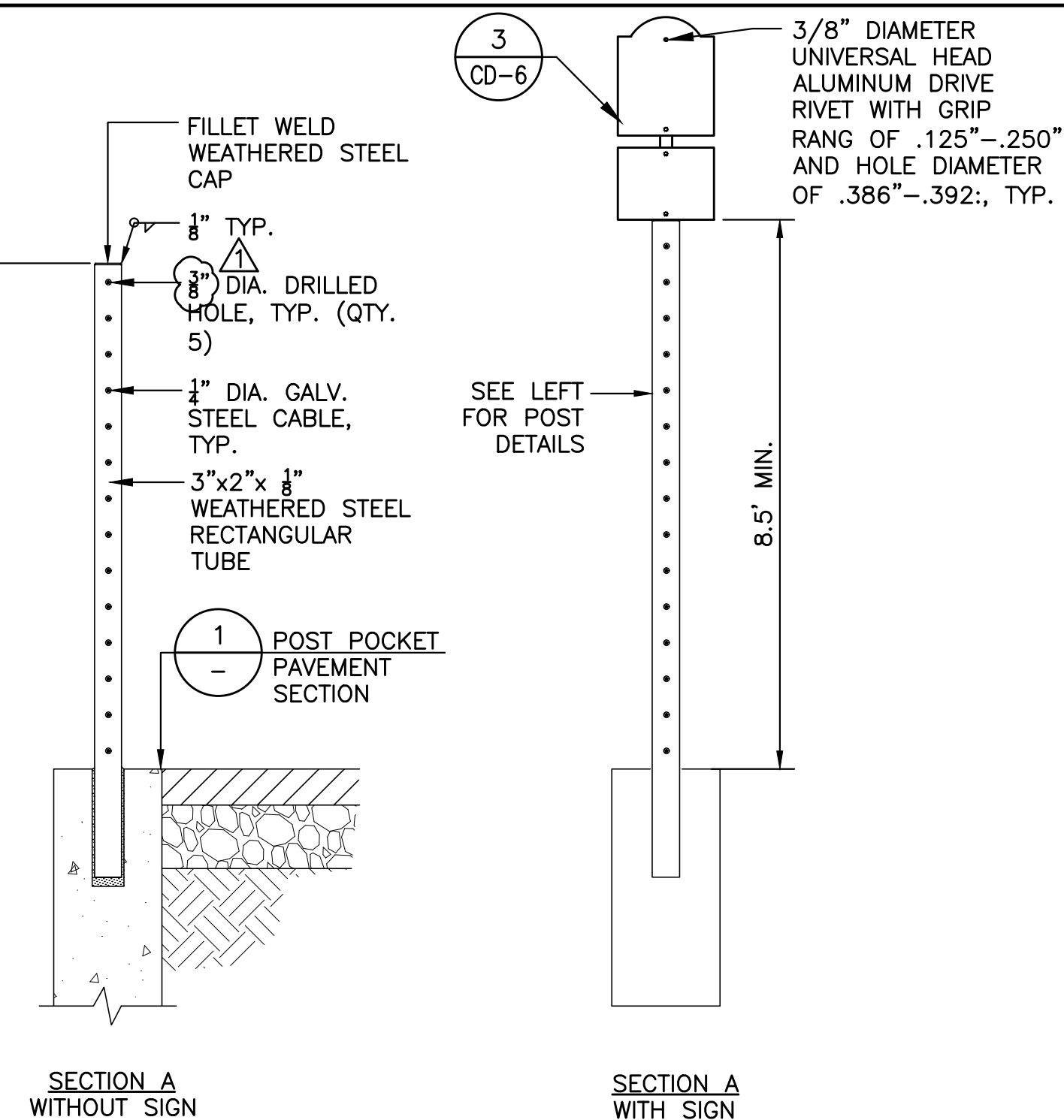



6 WATSONVILLE STD DWG 2-07  
- NOT TO SCALE



DWG. NO.		CD-2		SHEET 13 OF 18	
CONSTRUCTION DETAILS		<p><b>MONTEREY BAY SANCTUARY SCENIC TRAIL</b>  <b>SEGMENT 18 - OHLONE PARKWAY TO WATSONVILLE SLOUGH TRAIL TRAILHEAD</b>          CITY OF WATSONVILLE, CA</p>			
SURVEYED BY:		 <b>Harris &amp; Associates</b> Program Managers • Construction Managers • Civil Engineers 1401 Wilbur Pass Road, Suite 500, Concord CA, 94520 www.waharris.com (925) 827-4900			
CASE	BOOK NO.	DATE:			
XX		DATE:			
DRAWER	STK	DATE:			
XX		DATE:			
SET	NOT TO SCALE				
XXX	PROJECT NO.: 160-0937.03				
1		RFI 1 – ADDED DET	SK	6/9/22	
Project Engineer		Date			
Senior Engineer		Date			
City Engineer		Date	REVISION NO.	DESCRIPTION	BY DATE





DWG. NO.		SURVEYED BY:		<div> <div>MONTEREY BAY SANCTUARY SCENIC TRAIL</div> <div>SEGMENT 18 - OHLONE PARKWAY TO WATSONVILLE SLOUGH TRAIL TRAILHEAD</div> <div>CITY OF WATSONVILLE, CA</div> <div>CONSTRUCTION DETAILS</div> </div>		<div>  <div> <div>Harris &amp; Associates</div> <div>           Program Managers • Construction Managers • Civil Engineers            1401 Willow Pass Road, Suite 500, Concord CA, 94520            www.waharris.com            (925) 827-4900         </div> </div> </div>		<div> <div>1</div> <div>ADDENDUM NO. 3</div> <div>DW 12/1/19</div> </div>	
CASE XX	BOOK NO.	DATE:	DRAWN BY: STK	DATE: 10/10/19	Project Engineer	Date	2	RFI 5 - REVISED DET	DW 6/9/20
DRAWER XX	CHECKED BY:	DCW	DATE: 10/10/19	Senior Engineer	Date				
SET XXX	SCALE:	NOT TO SCALE	PROJECT NO.: 160-0937.03	Civil Engineer	Date				
				REVISION NO.	DESCRIPTION	BY	DATE		

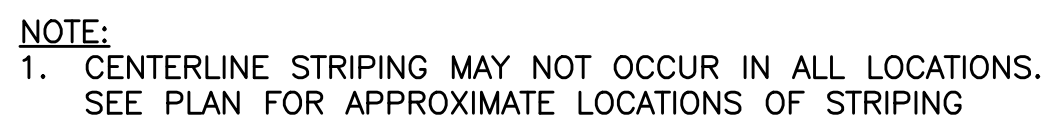


- NOT TO SCALE

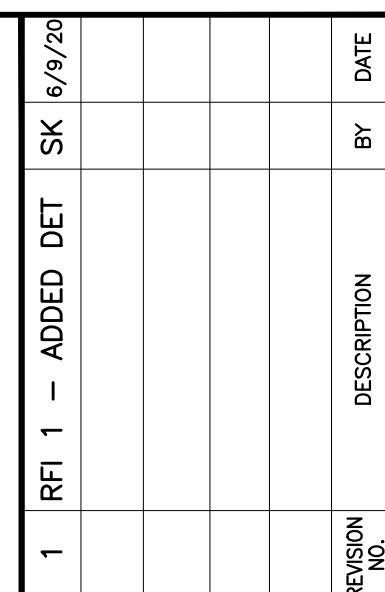



1. POSTS SHALL BE 6"x6" PRESSURE TREATED DOUGLAS FIR (40 ACZA) AND BE SET IN 2' CONCRETE.
2. POSTS SHALL BE SET ADJACENT TO THE PAVED AREA.
3. RAILS SHALL BE S4S D.F. AND DOUBLE-NAILED AT ENDS AND POSTS. SPLICE ONLY AT POSTS.
4. BARRICADE SHALL BE PAINTED WITH ONE COAT OF PRIMER AND ONE COAT OF WHITE ENAMEL FULLERS OR EQUAL.

- ) NOT TO SCALE



- NOT TO SCALE



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[www.wearharris.com](http://www.wearharris.com) (925) 827-4900

**MONTEREY BAY SANCTUARY SCENIC TRAIL**  
**SEGMENT 18 - OHLONE PARKWAY TO WATSONVILLE SLOUGH TRAIL HEAD**  
CITY OF WATSONVILLE, CA

## CONSTRUCTION DETAILS

SURVEYED BY:	
BOOK NO.	DATE:
DRAWN BY: STK	DATE: 10/10/19
CHECKED BY: DCW	DATE: 10/10/19
SCALE:	NOT TO SCALE
PROJECT NO.: 160-0937.03	

DWG. NO.  
**CD-5**  
SHEET 16 OF 18



City of Watsonville  
Murray Fontes  
250 Main Street  
Watsonville, CA 95076

August 10<sup>th</sup>, 2020

Subject: Lump Sum Proposal for New Water Line

Dear Mr. Fontes,

Graniterock is pleased to provide this proposal to install a new 8" domestic water line per the revised RFI #01 drawings dated 06/09/20. The total costs for this work is **\$120,135** and breaks down as follows:

Labor- \$55,068  
Equipment- \$36,255  
Materials- \$20,706  
Subs- \$5,750  
Bond- \$2,356  
**Total = \$120,135**

This scope includes the following:

- 1) Dig/Lay/Backfill approximately 1,600 lf of trench 2' wide by about 4' deep (no shoring required)
- 2) Place and compact sand bedding, place and compact sand for pipe zone (12" above top of pipe)
- 3) Use excavation spoils to backfill above pipe zone
- 4) Bolt up Fittings, pour kickers, pressure test and flush line
- 5) Use flatbed to pick up pipe/fittings/accessories from City's maintenance yard, load by others
- 6) Mobilization for equipment
- 7) Railroad flagger costs to perform work

Exclusions:

Testing, inspections, dewatering, unforeseen conditions, pipe, fittings, accessories, unsuitable soil, export or import soils, premium costs.

Respectfully,

*Edel Cazares*

Edel Cazares  
Project Manager  
Graniterock Company



JOB NAME:  
 PROPOSAL SUMMARY  
 (Last Updated 07/18/19)  
 Graniterock Proposal No:

Labor Surcharge	10%
Labor Mark-Up	33%
Markup Equipment	15%
Markup Materials	15%
Markup Subs	15%

OPERATION	AMOUNT
Operation #001: DIG/LAY/BACKFILL FOR NEW WATER LINE	\$117,779
Operation #002:	\$0
Operation #003:	\$0
Operation #004:	\$0
Operation #005:	\$0
Operation #006:	\$0
Operation #007:	\$0
Operation #008:	\$0
Operation #009:	\$0
Operation #010:	\$0
Operation #011:	\$0
Operation #012:	\$0
Operation #013:	\$0
Operation #014:	\$0
Operation #015:	\$0
Operation #016:	\$0
Operation #017:	\$0
Operation #018:	\$0
Operation #019:	\$0
Operation #020:	\$0

Bond Costs	\$2,356
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<b>TOTAL</b>	<b>\$120,135</b>
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Labor Subtotal	\$55,068.50
Equipment Subtotal	\$36,254.90
Materials Subtotal	\$20,705.75
Subs Subtotal	\$5,750.00
Grand Total	<u>\$117,779.15</u>

**GRANITEROCK COMPANY**  
**PROPOSAL**

<b>Job Name:</b>	RAIL TRAIL SEGMENT 18	<b>Job Number</b>	6894
<b>Owner/Agency:</b>	CITY OF WATSONVILLE	<b>Date Performed</b>	TBD
<b>Work Performed By</b>	Graniterock Company	<b>Date of Report</b>	8/10/2020

Issue:

Operation #001:	DIG/LAY/BACKFILL	FOR NEW WATER LINE	
COMMENTS:	INCLUDES ALL BOLT UP WORK, TESTING AND FLUSHING OF WATER LINE AND POURING KICKERS THE CITY TO PROVIDE ALL PIPE, FITTINGS, ACCESSORIES		<b>Change Order No.</b> <span style="border-bottom: 1px solid black; text-align: center;">4</span>

LABOR (A)					D
#	NAME	CLASS	HRS	RATE	AMOUNT
	Laborer		160.00	62.81	10049.60
	Concrete Finisher			0.00	0.00
	Supervisor (Foreman)		80.00	88.05	7044.00
	Mechanic			0.00	0.00
	General Operator			81.52	0.00
	Operator (Blade / Excavator)		160.00	84.02	13443.20
	Carpenter			0.00	0.00
	Teamster		80.00	74.27	5941.41

D = DAY / N = NIGHT

LABOR, OVER TIME (A1)					OT
	Laborer			81.31	0.00
	Concrete Finisher			0.00	0.00
	Supervisor (Foreman)		10.00	116.26	1162.60
	Mechanic			0.00	0.00
	General Operator			106.45	0.00
	Operator (Blade / Excavator)			110.22	0.00
	Carpenter			0.00	0.00
	Teamster			96.90	0.00

OT or DT

OPERATED EQUIPMENT (B)				
CODE	DESCRIPTION	HRS	RATE	AMOUNT
PU	Truck - Pickup (TT&T 06-12)	90.00	31.00	2790.00
E325	65000 lb Cat 325 size (HCECL 0330)	80.00	107.45	8596.00
L950	4 yard Rubber Tire cat 950 size (LDRRT 2310)	80.00	118.79	9503.20
DUMP	4 CY Dump Truck (TT&T 36-48)	80.00	64.07	5125.60
WT	Water Truck (TT&T 28-36)	80.00	47.91	3832.80
EPLATE	Vibratory Plate/ Wheel Attachment for Excava	80.00	20.98	1678.40

Total Labor (A)	36478.21
Total Labor, Over Time (A1)	1162.60
<b>Total Labor</b>	<b>\$37,640.81</b>
10% Labor Surcharge	3764.08
33% Labor Mark-Up	13663.61
<b>Total Labor + Markup</b>	<b>55068.50</b>
Equipment (B)	31526.00
15% Markup on Equipment	4728.90
<b>Total Equipment + Markup</b>	<b>36254.90</b>
Material/Other (C)	18005.00
15% Markup on Material	2700.75
<b>Total Material + Markup</b>	<b>20705.75</b>

MATERIAL (C)				
DATE	DESCRIPTION	QUAN	PRICE	AMOUNT
	UTILITY TRENCH SAND	475.00	15.00	7125.00
	PCC FOR KICKERS/COLLARS	18.00	160.00	2880.00
	6 SUPER DUMPS HAUL SAND	50.00	160.00	8000.00

Sub Work(C1)	\$5,000.00
15% Markup on Subs	750.00
<b>Total Subs + Markup</b>	<b>5750.00</b>

OTHER CHARGES/SUB WORK (C1)				
DATE	DESCRIPTION	QUAN	PRICE	AMOUNT
	FLAGGER- 10 DAYS	10.00	500.00	5000.00

Total Cost (w/ Markup) \$117,779.15

**GRAND TOTAL** **\$117,779.15**

**City of Watsonville**  
**Public Works and Utilities**

**M E M O R A N D U M**



**DATE:** September 1, 2020

**TO:** Matthew D. Huffaker, City Manager

**FROM:** Steve Palmisano, Director of Public Works & Utilities  
Maria Esther Rodriguez, Assistant Director/City Engineer

**SUBJECT:** Resolution approving parking adjacent to 433-445 Main St (SR 152) removing 42' of "No Parking" designation to allow for short term parking

**AGENDA ITEM:** September 8, 2020 City Council

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**RECOMMENDATION:**

Staff recommends approving on street parking in front of 433-445 Main St (SR 152) replacing 42' of "No Parking" red curb with Green short term (20 minute) painted curb.

**DISCUSSION:**

As Watsonville's historic Downtown welcomes new housing and businesses, the demand for parking becomes more apparent. Local businesses between Beach Street and Lake Avenue expressed the need for 20-minute spaces where parking is now prohibited to meet the current demand.

City staff evaluated current parking time limits and restrictions along Main Street to maximize parking throughout the day. There is sufficient width to accommodate additional parking spaces in the proposed location and there are a number of businesses that would benefit from some shorter term (20 minute) parking spaces.

Main Street along this segment is State Route 152 and falls under the jurisdiction of the California Department of Transportation (Caltrans). (See Attachment 1- Location Map) In order to implement any parking changes, Caltrans first requires a Council resolution approving parking changes. In order for the City to make the changes, approval from the State District Director is also required. Once the Council resolution is provided to the State via an Encroachment Permit application and then approved, a No Parking Order would be prepared by the Caltrans Traffic Operations Department.

Based on field observations and evaluation, staff recommends approval of on street parking changes adjacent to 433- 445 Main St (SR 152) including the removal of 42' of

“No Parking” designation to allow for the installation of two short term (20 minute) parking spaces.

**STRATEGIC PLAN:**

The parking changes proposed supports Strategic Plan Goal 3 – Infrastructure and Environment as it supports transportation related improvements.

**FINANCIAL IMPACT:**

None

**ALTERNATIVES:**

Council can choose to not approve staff recommendation

**ATTACHMENTS:**

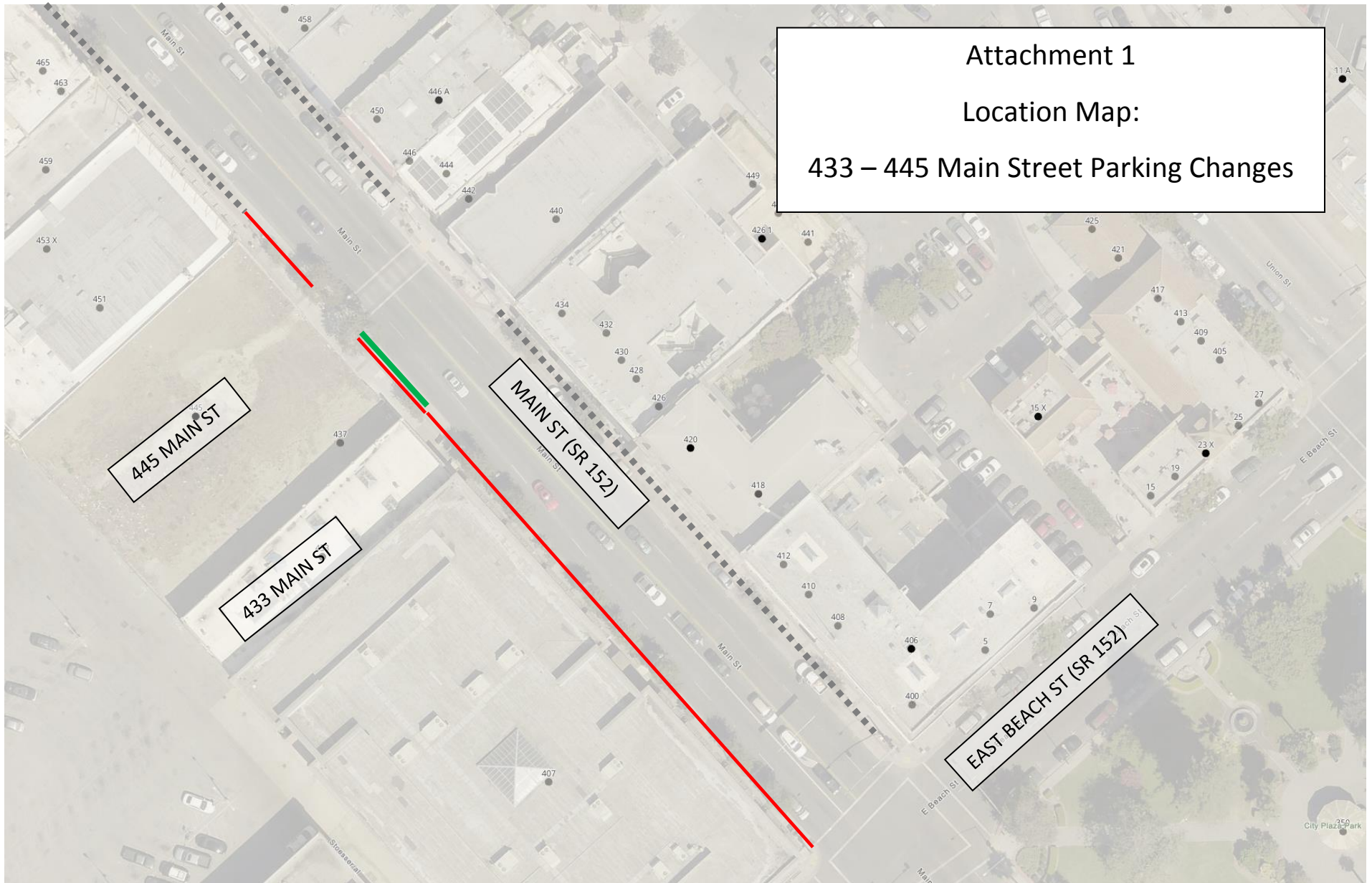
1. Location Map


cc: City Attorney


## Attachment 1

### Location Map:

#### 433 – 445 Main Street Parking Changes



 Proposed 42' of green curb (20 minute parking designation) currently designated as red curb "No parking"

 Existing "No Parking"

 Existing 1 hour parking

**RESOLUTION NO. \_\_\_\_\_ (CM)**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WATSONVILLE APPROVING PARKING ADJACENT TO 433 – 445 MAIN  
STREET (SR 152) BY REMOVING 42' OF “NO PARKING” DESIGNATION  
TO ALLOW FOR SHORT TERM (20 MINUTE) PARKING**

**WHEREAS**, as Watsonville’s historic Downtown welcomes new housing and businesses, local businesses between Beach Street and Lake Avenue have expressed the need for 20-minute spaces to meet the current demand instead of the present red curb no parking; and

**WHEREAS**, Main Street along this segment is State Route 152 and falls under the jurisdiction of the California Department of Transportation (Caltrans); and

**WHEREAS**, in order to implement any parking changes, Caltrans requires a Council resolution approving the parking changes and approval from the State District Director; and

**WHEREAS**, once the Council resolution is provided to the State through an Encroachment Permit application, and the Encroachment Permit is approved, a “No Parking Order” would be prepared by the Caltrans Traffic Operations Department.

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

That the on-street parking changes adjacent to 433-445 Main Street (SR 152), for the removal of 42' of “No Parking” designation to allow for the installation of two (2) short term (20 minute) parking spaces is hereby approved.

\*\*\*\*\*

**City Council** <citycouncil@cityofwatsonville.org>

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## 9/8 Consent Agenda D

3 messages

**Greg Wimp** <greg.wimp@gmail.com>

Tue, Sep 8, 2020 at 5:42 PM

To: citycouncil@cityofwatsonville.org

I support the below Agenda item. I believe it supports the vision of enhancing access to downtown businesses.

RESOLUTION APPROVING PARKING CHANGE ADJACENT TO 433 - 445 MAIN STREET (SR 152) REMOVING 42' OF "NO PARKING" DESIGNATION TO ALLOW FOR SHORT TERM PARKING

--

Greg Wimp  
Togo's Owner  
Capitola - Scotts Valley - Watsonville  
831-430-0825

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**Greg Wimp** <greg.wimp@gmail.com>

Tue, Sep 8, 2020 at 7:03 PM

To: citycouncil@cityofwatsonville.org

I also would add that we are very involved locally and believe we are good community partners. For example we have donated lunches for two years in a row for the Digital Nest Nest Flight event, delivered lunches to farm workers, first responders, health care workers and other essential workers. We also donated thousands of sandwiches to evacuees from the recent fires. Despite reduced business due to COVID we have continued to support our employees to ensure they can continue to support their families.

-Greg

[Quoted text hidden]

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**Greg Wimp** <greg.wimp@gmail.com>

Tue, Sep 8, 2020 at 9:16 PM

To: citycouncil@cityofwatsonville.org

Thank you to city staff and council members for all of your hard work. You could hear your dedication and heart for the community in your questions and engagement with each agenda item. Keep up the good work during these very challenging times.

[Quoted text hidden]



**City of Watsonville  
Public Works and Utilities**

**M E M O R A N D U M**



**DATE:** September 3, 2020

**TO:** Matthew D. Huffaker, City Manager

**FROM:** Steve Palmisano, Director of Public Works & Utilities  
Christian Di Renzo, Assistant Director of Public Works & Utilities

**SUBJECT:** Authorize City Manager to execute contract with Daniel B. Stephens & Associates, Inc. (DBS&A) for vapor intrusion and groundwater sampling workplan, development of a risk assessment; and semi-annual monitoring report in the amount of \$259,569, and an appropriation to the Wastewater Utility Enterprise Fund in same amount

**AGENDA ITEM:** September 8, 2020

**City Council**

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**RECOMMENDATION:**

Staff recommends that Council adopt a resolution authorizing the City Manager to execute a contract with Daniel B. Stephens & Associates, Inc. (DBS&A) for consulting services for the development of a Vapor Intrusion and Sampling Workplan for site locations in the vicinity of 1350 Freedom Boulevard; development of a Risk Assessment; and conducting semi-annual monitoring and reporting activities in an amount not to exceed \$259,569, and an appropriation from a special litigation settlement proceeds fund to the Wastewater Utility Enterprise Fund in the same amount.

**DISCUSSION:**

**Scope of Work.** The scope of work consists of the following tasks:

- Vapor intrusion sampling
- Risk assessment and reporting.
- Semi-annual monitoring report

DBS&A will conduct a series of preliminary assignments before it begins work, to wit: exterior building surveys and site access, and groundwater sampling as a separate task order. This work will inform and facilitate development of the Vapor Intrusion and Sampling Workplan, Risk Assessment, and a Monitoring and Reporting Program (MRP) to be submitted to the Central Coast Regional Water Quality Control Board (CCRWQCB).

## **Background**

The Don Heim & Sons Dry Cleaners business operated at [1350 Freedom Boulevard](#) (corner of Freedom and Martinelli) from the 1970s until a few years ago. The property was owned by Don and Maxine Heim who lease to the business. Don and Maxine sold the business to their son Mark in the 1990s but kept the property for a longer period but eventually sold it to the present owner. The current businesses occupying the property are King Medina Dry Cleaners and Mike's Hot Dogs.

Perchloroethylene (PCE or PERC) is a solvent used in industrial processes, metal cleaning, dry cleaning, and textile processing. The Heim business used PCE to clean clothes as did dry cleaners throughout the United States at the time. Investigations initiated in 2006 indicated that the dry cleaner released PCE into the City sanitary sewer system. PCE is a dense non-aqueous phase liquid (DNAPL) which is heavier than water and therefore sometimes leaks from sewer pipes and can sometimes percolate down to the underground water.

The 1989 Loma Prieta earthquake allegedly caused minor cracking in the sewer main under Freedom Boulevard. The sewer main was promptly repaired but the Earthquake allegedly contributed to reported leaks of PCE from the City's sanitary sewer main under Freedom Boulevard. Also, sanitary sewers, unlike potable water pipes are not designed to be waterproof.

Samples collected in 2008 indicated the presence of PCE in soils beneath and near the dry cleaner business and the down gradient sanitary sewer main under Freedom Boulevard. Groundwater monitoring wells were drilled in 2008 and 2009. Soil sampling, passive soil vapor sampling, active soil vapor sampling, and vapor well installation were completed in 2013.

Disputes arose between the Maxine Heim as property owner, her son Mark as business owner and the City's Sanitary Sewer Utility Enterprise regarding PCE infiltration into the soil. Mark Heim as business owner sued his mother as property owner and the City as owner of the sanitary sewer. (Maxine had an insurance policy). Between 2012 and 2015 numerous studies were undertaken to determine cause and liability, and in May of 2015, the CCRWQCB requested that the parties submit an assessment plan, a remedial action plan (RAP), and a monitoring and reporting program (MRP) plan to address discharges of waste in the Freedom Boulevard corridor. The property and business owners hired WEST Environmental Services & Technology (WEST). The City hired Weber, Hayes & Associates (WHA).

WHA prepared a Health Risk Assessment (HRA) in 2015 for the CCRWQCB to make risk management decisions to address any potential risk to human health. Chemicals of Potential Concern (COPCs) were identified based on the results of sampling in the crawlspace of buildings in the vicinity and ambient outdoor air sampling, sub-slab soil gas sampling, soil gas sampling and soil sampling. One of the primary COPCs was PCE.

The property owner and business owner settled their lawsuit with the City in September of 2015 funded by money from insurance policies. The Water Utility Enterprise received approximately \$1.42 million from the City's and Heims' insurance companies in the settlement. The City placed this money in a special fund to pay for the work required of the City in the settlement agreement. All parties also committed to certain remedial action.

They engaged in a period of biotreatment feasibility studies, active and passive soil-vapor sampling, groundwater sampling, and monitoring directed by the CCRWQCB. One of the conditions of the settlement agreement was preparation and submittal of a Corrective Action Plan (CAP) and indoor air sampling work plan.

**Consultant Selection.** On March 30, 2020, staff issued a Request for Statements of Qualifications (RFQs) for vapor intrusion sampling, risk assessment and reporting and semi-annual monitoring reports for the CCRWQCB. The City received thirteen responses. Staff reviewed the thirteen Statements of Qualifications (SOQ) for consistency with the Scope of Work; thoroughness of the proposal and project management approach; firms' staffing qualifications; and experience managing similar projects. After this assessment staff chose DBS&A which impressed staff by the breadth of scope of their SOQ and the preliminary effort undertaken to assess project design with the CCRWQCB.

**STRATEGIC PLAN:**

This project is consistent with Strategic Plan Goal 3 – Infrastructure & Environment, Long-Range Capital Improvement Plan focus to replace aging facilities and expansion to meet future demand.

**FINANCIAL IMPACT:**

None. This work will be paid for with proceeds from the lawsuit.

Staff requests an appropriation of \$259,569 to the Wastewater Enterprise Utility budget account number 710-530-7361-11046, from the \$1.42 million dollar Heim settlement fund.

**ALTERNATIVES:**

The City is contractually obligated to comply with the 2015 settlement agreement. DBS&A is the best qualified candidate to do the work. Performance of the work is neither discretionary nor deferrable.

**ATTACHMENTS:**

None

cc: City Attorney

**RESOLUTION NO. \_\_\_\_\_ (CM)**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE AWARDED CONTRACT TO DANIEL B. STEPHENS & ASSOCIATES, INC., A CORPORATION, FOR THE DEVELOPMENT OF A VAPOR INTRUSION AND SAMPLING WORKPLAN FOR SITE LOCATIONS IN THE VICINITY OF 1350 FREEDOM BOULEVARD; DEVELOPMENT OF A RISK ASSESSMENT; AND CONDUCTING SEMI-ANNUAL MONITORING AND REPORTING, IN AN AMOUNT NOT TO EXCEED \$259,569; AUTHORIZING A BUDGET APPROPRIATION FROM THE WASTEWATER ENTERPRISE FUND FOR THE SAME AMOUNT; AND AUTHORIZING AND DIRECTING THE CITY MANAGER TO EXECUTE SAME**

**WHEREAS**, a Request for Qualifications (RFQ) was issued on March 30, 2020, asking for qualified consultants for the development of a Vapor Intrusion and Sampling Workplan for site locations in the vicinity of 1350 Freedom Boulevard; development of a Risk Assessment; and conducting semi-annual monitoring and reporting activities; and

**WHEREAS**, the deadline for submittal of Request for Statement of Qualifications was April 29, 2020; and

**WHEREAS**, City staff ranked the proposals received for the consideration of the City Manager and submission to the City Council; and

**WHEREAS**, the City Manager has recommended that the proposal from Daniel B. Stephens & Associates, Inc., a corporation, in an amount not to exceed \$259,569, be accepted as the best response.

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

1. That the proposal of Daniel B. Stephens & Associates, Inc., a corporation, in an amount not to exceed \$259,569, is hereby accepted.
2. That the Contract for Consultant Services between the City of Watsonville and Daniel B. Stephens & Associates, Inc., a corporation, for the development of a Vapor

Intrusion and Sampling Workplan for site locations in the vicinity of 1350 Freedom Boulevard; development of a Risk Assessment; and conducting semi-annual monitoring and reporting activities, a copy of which Contract is attached hereto and incorporated herein by this reference, is fair and equitable and is hereby ratified and approved.

3. Consultant shall file FPPC form 700s and 805s pursuant to section 19 of the Contract.

4. That the budget appropriation of \$259,569 from the Wastewater Enterprise Fund [0710] is hereby authorized.

5. That the City Manager be and is hereby authorized and directed to execute the Contract for and on behalf of the City.

6. That all other proposals are hereby rejected.

\*\*\*\*\*

**CONTRACT FOR CONSULTANT SERVICES BETWEEN  
THE CITY OF WATSONVILLE AND DANIEL B. STEPHENS & ASSOCIATES, INC.**

**THIS CONTRACT**, is made and entered into this \_\_\_\_\_, by and between the **City of Watsonville**, a municipal corporation, hereinafter called "City," and **Daniel B. Stephens & Associates, Inc.**, hereinafter called "Consultant."

**WITNESSETH**

**WHEREAS**, the City needs to obtain certain professional, technical and/or specialized services of an independent contractor to assist the City in the most economical manner; and

**WHEREAS**, Consultant has represented that consultant has appropriate skill, training, qualifications, and experience to render such services called for under this Contract to City.

**THE PARTIES HEREBY AGREE AS FOLLOWS:**

**SECTION 1. SCOPE OF SERVICES.** Consultant shall perform those services described in detail in Exhibit "A," entitled "SCOPE OF SERVICES" which exhibit is attached hereto and incorporated herein.

**SECTION 2. TERM OF CONTRACT.** The term of this Contract shall be from October 1<sup>st</sup>, 2020 to September 30<sup>th</sup>, 2022, inclusive.

**SECTION 3. SCHEDULE OF PERFORMANCE.** The services of Consultant are to be completed according to the schedule set out in Exhibit "B," entitled "SCHEDULE OF PERFORMANCE," which is attached hereto and incorporated herein. Consultant will diligently proceed with the agreed Scope of Services and will provide such services in a timely manner in accordance with the "SCHEDULE OF PERFORMANCE."

**SECTION 4. COMPENSATION.** The compensation to be paid to Consultant including both payment for professional services and reimbursable expenses as well as the rate and schedule of payment are set out in Exhibit "C" entitled "COMPENSATION," which is attached hereto and incorporated herein. This amount shall not exceed \$259,569.00.

**SECTION 5. METHOD OF PAYMENT.** Except as otherwise provided in Exhibit "C," each month, Consultant shall furnish to the City a statement describing the work performed for compensation during the preceding month. Such statement shall also include a detailed record of the month's actual reimbursable expenditures.

**SECTION 6. INDEPENDENT CONSULTANT.** It is understood and agreed that Consultant, in the performance of the work and services agreed to be performed by Consultant, shall act as and be an independent Consultant and not an agent or

employee of City, and as an independent Consultant, shall obtain no rights to retirement benefits or other benefits which accrue to City's employees, and Consultant hereby expressly waives any claim it may have to any such rights.

**SECTION 7. ASSIGNABILITY.** Consultant shall not assign or transfer any interest in this Contract nor the performance of any of Consultant's obligations hereunder, without the prior written consent of City, and any attempt by Consultant to so assign this Contract or any rights, duties or obligations arising hereunder shall be void and of no effect.

**SECTION 8. INDEMNIFICATION.** Consultant represents that Consultant has the expertise and experience necessary to perform the services and duties agreed to be performed by Consultant under this Contract, and City is relying upon the skill and knowledge of Consultant to perform said services and duties. Consultant agrees to defend, indemnify and hold harmless City, its officers, agents, and employees, against any loss or liability arising out of or resulting in any way from work performed by or on behalf of Consultant under this Contract or the errors or omissions by Consultant.

**SECTION 9. INSURANCE.**

A. Auto and Commercial General Liability Insurance. Consultant shall also maintain in full force and effect for the term of this Contract, automobile insurance and commercial general liability insurance with an insurance carrier satisfactory to City, which insurance shall include protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from any actual occurrence arising out of the performance of this Contract. The amounts of insurance shall not be less than the following:

(1) Commercial general liability insurance, or equivalent form, with a combined single limit of not less than \$1,000,000.00 per occurrence. If such insurance contains a general aggregate limit, such limit shall apply separately to each project Consultant performs for City. Such insurance shall (a) name City, its appointed and elected officials, and its employees as insureds; and (b) be primary with respect to insurance or self-insurance programs maintained by City and (c) contain standard separation of insured's provisions.

(2) Business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$1,000,000.00 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.

B. Workers' Compensation Insurance. In accordance with the provisions of Section 3700 of the Labor Code, Consultant shall be insured against liability for Workers' Compensation or undertake self-insurance. Consultant agrees to comply with such provisions before commencing performance of any work under this Contract.

C. Proof of Insurance to City before Notice to Proceed to Work. Consultant shall satisfactorily provide certificates and endorsements of insurance to the City Clerk before Notice to Proceed to Work of this Contract will be issued. Certificates and policies shall state that the policy shall not be canceled or reduced in coverage without thirty (30) days written notice to City. Approval of insurance by City shall not relieve or decrease the extent to which Consultant may be held responsible for payment of damages resulting from services or operations performed pursuant to this Contract. Consultant shall not perform any work under this Contract until Consultant has obtained the required insurance and until the required certificates have been submitted to the City and approved by the City Attorney. If Consultant fails or refuses to produce or maintain the insurance required by these provisions, or fails or refuses to furnish City required proof that insurance has been procured and is in force and paid for, City shall have the right at City's election to forthwith terminate this Contract immediately without any financial or contractual obligation to the City. As a result of such termination, the City reserves the right to employ another consultant to complete the project.

D. Written notice. Contractor shall provide immediate written notice if (1) any insurance policy required by this Contract is terminated; (2) any policy limit is reduced; (3) or any deductible or self insured retention is increased.

**SECTION 10. NON-DISCRIMINATION.** Consultant shall not discriminate, in any way, against any person on the basis of age, sex, race, color, creed, national origin, or disability in connection with or related to the performance of this Contract.

#### **SECTION 11. TERMINATION.**

A. City and Consultant shall have the right to terminate this Contract, without cause, by giving not less than ten (10) days written notice of termination.

B. If Consultant fails to perform any of its material obligations under this Contract, in addition to all other remedies provided by law, City may terminate this Contract immediately upon written notice.

C. The City Manager is empowered to terminate this Contract on behalf of City.

D. In the event of termination, Consultant shall deliver to City copies of all work papers, schedules, reports and other work performed by Consultant and upon receipt thereof, Consultant shall be paid in full for services performed and reimbursable expenses incurred to the date of termination.

**SECTION 12. COMPLIANCE WITH LAWS.** Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments. Consultant shall obtain and maintain a City of Watsonville business license during the term of this Contract.



**SECTION 13. GOVERNING LAW.** City and Consultant agree that the law governing this Contract shall be that of the State of California. Any suit brought by either party against the other arising out of the performance of this Contract shall be filed and maintained in the Courts of the County of Santa Cruz.

**SECTION 14. PRIOR CONTRACTS AND AMENDMENTS.** This Contract represents the entire understanding of the parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Contract may only be modified by a written amendment.

**SECTION 15. CONFIDENTIAL INFORMATION.** Except as may be required by law, all data, documents, discussions, or other information developed or received by or for Consultant in performance of this Contract are confidential and not to be disclosed to any person except as authorized by the City Manager.

**SECTION 16. OWNERSHIP OF MATERIALS.** All reports, documents or other materials developed or received by Consultant or any other person engaged directly by Consultant to perform the services required hereunder shall be and remain the property of City without restriction or limitation upon their use.

**SECTION 17. COVENANT AGAINST CONTINGENT FEES.** The Consultant covenants that Consultant has not employed or retained any company or person to solicit or secure the Contract, and that Consultant has not paid or agreed to pay any company or person, any fees, commissions, percentage, brokerage fee, gift, or any other consideration contingent on or resulting from the award or making of this Contract. For breach or violation of this covenant, the City shall have the right to annul this Contract without liability, or in its discretion, to deduct from the contract price or consideration or otherwise recover, the full amount of such fee, commission, percentage fee, gift, or contingency.

**SECTION 18. WAIVER.** Consultant agrees that waiver by City or any one or more of the conditions of performance under this Contract shall not be construed as waiver of any other condition of performance under this Contract.

**SECTION 19. CONFLICT OF INTEREST.**

A. A Consultant shall avoid all conflict of interest or appearance of conflict of interest in performance of this Contract. Consultant shall file a FPPC Form 700 disclosure statement, which form shall be filed with the City Clerk within thirty (30) days from the effective date of this Contract as applicable.

B. No member, officer, or employee of the City, during their tenure, or for one (1) year thereafter, shall have any interest, direct or indirect, in this Contract or the

proceeds thereof and Consultant agrees not to allow, permit, grant, transfer, or otherwise do anything which will result in such member, officer, or employee of the City from having such interest.

**SECTION 20. AUDIT BOOKS AND RECORDS.** Consultant shall make available to City, its authorized agents, officers and employees, for examination any and all ledgers and books of account, invoices, vouchers, canceled checks and other records or documents evidencing or related to the expenditures and disbursements charged to the City, and shall furnish to City, its authorized agents and employees, such other evidence or information as City may require with respect to any such expense or disbursement charged by Consultant.

**SECTION 21. NOTICES.** All notices shall be personally served or mailed, postage prepaid, to the following addresses, or to such other address as may be designated by written notice by the parties:

**CITY**

City Clerk's Office  
275 Main Street, Suite 400  
Watsonville, CA 95076  
(831) 768-3040

**CONSULTANT**

Daniel B. Stephens & Associates, Inc.  
3150 Bristol Street, Suite 210  
Costa Mesa, CA 92626  
(657) 218-4708

**SECTION 22. EXHIBITS:**

Exhibit A: Scope of Services  
Exhibit B: Schedule of Performance  
Exhibit C: Compensation

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**WITNESS THE EXECUTION HEREOF**, on the day and year first hereinabove written.

**CITY**

**CONSULTANT**

**CITY OF WATSONVILLE**

BY \_\_\_\_\_  
Matthew D. Huffaker, City Manager

BY \_\_\_\_\_  
James A. Kelsey, President

**ATTEST:**

BY \_\_\_\_\_  
Beatriz Vázquez Flores, City Clerk

**APPROVED AS TO FORM:**

BY \_\_\_\_\_  
Alan J. Smith, City Attorney

**EXHIBIT "A"**  
**SCOPE OF SERVICES**

See Attachment 1.

## **EXHIBIT "B"**

### **SCHEDULE OF PERFORMANCE**

Services shall commence immediately upon execution of this Contract. All services performed under the provisions of this Contract shall be completed in accordance with the following schedule: October 1<sup>st</sup>, 2020 through September 30<sup>th</sup>, 2022.

## **EXHIBIT "C"**

### **COMPENSATION**

- a. Total Compensation. The total obligation of City under this Contract shall not exceed \$259,569.00.
- b. Basis for Payment. Payment(s) to Consultant for services performed under this contract shall be made as follows and shall not include payment for reimbursable expenses:
- c. Payment Request. Consultant shall submit a request for payment for services on a monthly basis by letter to Director, or said Director's designated representative. Such request for payment shall cover the preceding monthly period during the term hereof, shall note the City's purchase order number for this contract, shall contain a detailed listing of the total number of items or tasks or hours for which payment is requested, the individual dates on which such services were rendered, and invoices for reimbursable expenses, if any. Upon receipt in the Office of Director of said payment request, Director shall cause payment to be initiated to Consultant for appropriate compensation.



July 27, 2020

Christian Di Renzo  
Assistant Director of Public Works & Utilities  
City of Watsonville  
500 Clearwater Lane  
Watsonville, CA 95076

Re: Scope of Work and Cost Estimate  
Vapor Intrusion Sampling, Risk Assessment, and Reporting  
Freedom Boulevard and Vicinity (Offsite)  
Watsonville, CA

Dear Mr. Di Renzo:

Daniel B. Stephens & Associates, Inc. (DBS&A) has prepared this scope of work and cost estimate to assist the City of Watsonville with implementation of the vapor intrusion and groundwater sampling workplan dated July 16, 2020. The scope of work consists of the following tasks:

- Vapor intrusion sampling
- Risk assessment and reporting
- Semi-annual monitoring report

## **Scope of Work**

### Vapor Intrusion Sampling

This task consists of the following subtasks:

- Building and chemical use survey
- Indoor and ambient air sampling
- Subslab vapor sampling
- Crawlspace air sampling
- Soil vapor probe installation and sampling

As discussed in the workplan, a building survey, a chemical use survey, and a survey of existing HVAC systems will be completed for each property in preparation for vapor sampling. Ambient air screening will also be conducted during the building inventories and chemical use surveys using a photoionizing detector (PID) with a high electron volt (eV) lamp for chlorinated VOCs. This task also includes differential atmospheric pressure measurements. A barometer or differential pressure meter capable of measuring small increments of pressure (e.g., 0.03 inches of mercury) will be used to measure the difference between indoor and outdoor air pressure at each indoor air sample location.

Once property access is granted (under a separate cost authorization), subslab, crawlspace, and indoor air sampling will be conducted at properties identified in the workplan. It is currently anticipated that subslab sampling will be conducted at 6 buildings (two samples per building) and crawlspace sampling

*Daniel B. Stephens & Associates, Inc.*

3150 Bristol Street, Suite 210

657-218-4708 x229

Costa Mesa, CA 92626

Mr. Di Renzo  
July 27, 2020

will be conducted at 23 buildings (one sample per building). Subslab sampling devices (Vapor Pin® or equivalent) may have to be installed at some properties. Indoor air samples will be collected at 7 buildings. Some of these locations may change based on the results of the exterior building survey (for example, fewer properties may have crawlspace than anticipated). Ambient air will be collected at three locations in the offsite area.

Soil vapor probes will be installed in public sidewalk wells or adjacent city landscaping at seven locations. The new probes will supplement the existing network of 8 probes in the offsite area. Once installation is complete, the probes will be purged (3x volume) and sampled. Probes will be installed by a California licensed well driller using a hand auger. Waste soil will be drummed and staged for proper disposal. Utility clearance will be completed by a specialty geophysical surveying contractor. A public search service (DigAlert) will also be contacted for utility line locations prior to drilling.

Each vapor sample (ambient air, indoor air, crawlspace, subslab, and soil vapor) will be collected by Summa canister and delivered to an offsite fixed laboratory for analyses by Method TO-15 SIM (ambient air, indoor air, crawlspace) or TO-15 (subslab, soil vapor).

#### Risk Assessment and Reporting

Vapor data will be compiled and summarized for comparison to current screening levels to assess human health risk. Additional risk assessment calculations will also be conducted in accordance with CalEPA guidance. A report will be prepared to summarize and detail the methods and results of the field sampling tasks and the results of analytical laboratory analyses. Risk assessment methods and results will also be presented and summarized in the report. Preliminary vapor mitigation options will also be included in the report as appropriate. The report will include appropriate data summary tables, maps, and appendices of laboratory reports. A draft report will be prepared for review/approval before a final is prepared for submittal to the Regional Water Quality Control Board.

#### Semi-annual Monitoring Report

A round of groundwater sampling will be conducted to assist in the development of a groundwater remediation corrective action plan as described in the workplan (under a separate cost authorization). A report of the sampling event will be prepared as a semi-annual monitoring report submittal to the Board. The sampling report will present the methods and results of the field sampling and laboratory analysis. The report will also include data summary tables, time-series plots, and a groundwater flow map in addition to map showing the sampling results.

The groundwater data will also be used to develop a monitoring and reporting program (MRP) for Board review and approval. The MRP will specify which groundwater wells and vapor probes will be sampled in subsequent events. The Board is anticipated to approve a semi-annual sampling program (twice per year). A draft MRP will be prepared for review/approval before a final MRP is prepared for submittal to the Board.

*Daniel B. Stephens & Associates, Inc.*

3150 Bristol Street, Suite 210 657-218-4708

Costa Mesa, CA 92626



Mr. Di Renzo  
July 27, 2020

### **Estimated Cost**

The scope of work is summarized along with an estimated cost in Table 1. This is a time-and-materials (T&M) estimated based on the current understanding of the project tasks and the conditions discussed above. Work will be conducted in accordance with the Contract for Consultant Services between the City of Watsonville and Daniel B. Stephens & Associates, Inc. dated May 13, 2020.

Our proposed scope of work also includes additional as-needed services that are directed or requested as needed by the city, such as additional data review, meetings, travel, evaluations, or related professional consulting services. DBS&A understands that additional work supplemental to the scope described above may be requested by the city, as needed, and additional cost estimates may be prepared to complete additional work as needed. Additional public participations tasks (e.g., public meetings), if required by the Board or the City, may be completed under a separate scope of work and cost authorization.

If both the proposed scope of work and budget estimates are acceptable, please submit an email approval or purchase order for our file to authorize DBS&A to conduct this work.

### **Closing**

Thank you for the opportunity to support the City of Watsonville. If you have any questions please contact John Dodge at (714) 747-9456.

Sincerely,

DANIEL B. STEPHENS & ASSOCIATES, INC.



John J. Dodge, PG  
Principal Hydrogeologist



James A. Kelsey  
Principal Geologist  
President

***Daniel B. Stephens & Associates, Inc.***

3150 Bristol Street, Suite 210 657-218-4708

Costa Mesa, CA 92626

**Table 1. Cost Estimate  
Freedom Boulevard Offsite**

Vapor Intrusion Sampling													
TASK:	Indoor Air, Crawlspace, and Sub-slab Air Sampling			Soil Vapor Probe Install/Sampling			Risk Assessment and Reporting			Preliminary Vapor Mitigation Options			Semi-Annual Monitoring Report and MRP Development
Labor	TASK 4			TASK 5			TASK 6			TASK 7			TASK 8
STAFF CATEGORY	2019	RATE (\$/hr)	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs
Principal Professional II		\$ 250	2	\$ 500	2	\$ 500	8	\$ 2,000	8	\$ 2,000	12	\$ 3,000	32
Principal Professional I		\$ 236	60	\$ 14,160	40	\$ 9,440	42	\$ 9,912	32	\$ 7,552	50	\$ 11,800	224
Senior Professional I		\$ 210	24	\$ 5,040		\$ -	50	\$ 10,500	24	\$ 5,040	24	\$ 5,040	122
Project Professional I		\$ 165	124	\$ 20,460	40	\$ 6,600	50	\$ 8,250	24	\$ 3,960	60	\$ 9,900	298
Staff Professional II		\$ 132	124	\$ 16,368	40	\$ 5,280	16	\$ 2,112	8	\$ 1,056	32	\$ 4,224	220
Sr. Technical Editor/Assistant		\$ 128		\$ -		\$ -	12	\$ 1,536		\$ -	16	\$ 2,048	28
CADD/GIS Specialist		\$ 120		\$ -		\$ -	16	\$ 1,920		\$ -	16	\$ 1,920	32
Labor Contingency		5%		\$ 2,826.40		\$ 1,091.00		\$ 1,811.50		\$ 980.40		\$ 1,896.60	
Labor Subtotal			334	\$ 59,354	122	\$ 22,911	194	\$ 38,042	96	\$ 20,588	210	\$ 39,829	956
<b>Expenses</b>													
	MARKUP	UNIT FEE	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty
	0%			\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
High eV PID/week (ppb scale)		\$ 350	2	\$ 700		\$ -		\$ -		\$ -		\$ -	\$ 2
P atm Meter/week		\$ 350	2	\$ 700		\$ -		\$ -		\$ -		\$ -	\$ 2
Summa stands		\$ 75	29	\$ 2,175		\$ -		\$ -		\$ -		\$ -	\$ 29
City encroachment permit	no fee	\$ -		\$ -	1	\$ -		\$ -		\$ -		\$ -	\$ 1
Misc Safety Supplies/week		\$ 25	2	\$ 50	1	\$ 25		\$ -		\$ -		\$ -	\$ 3
Hotel		\$ 150	4	\$ 600		\$ -		\$ -		\$ -		\$ -	\$ 4
Field vehicle miles RT local/Site		34.80	10	\$ 348	5	\$ 174	3	\$ 104	3	\$ 104		\$ -	\$ 21
Field vehicle miles RT OC/Site		720.00		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
Subtotal				\$ 4,573		\$ 199		\$ 104		\$ 104		\$ -	\$ 4,981
<b>Subcontractors</b>													
	MARKUP	UNIT FEE	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	Qty
	10%			\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
<u>Spectrum ESI Util Search</u>				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
Utility Location		\$ 1,500		\$ -	1	\$ 1,500		\$ -		\$ -		\$ -	\$ 1
				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
<u>Cascade Drilling</u>				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
Hang Auger		\$ 8,715		\$ -	1	\$ 8,715		\$ -		\$ -		\$ -	\$ 1
Move drums	estim	\$ 750		\$ -	1	\$ 750		\$ -		\$ -		\$ -	\$ 1
				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
<u>Blaine Tech Services</u>				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
Vapor Pin install	estim	\$ 2,500	1	\$ 2,500		\$ -		\$ -		\$ -		\$ -	\$ 1
				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
<u>Fixed Laboratory</u>	Totals:			\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
IDW soil/water (various params)	estim	\$ 500		\$ -	2	\$ 1,000		\$ -		\$ -		\$ -	\$ 2
				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
<u>Vapor Samples</u>				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
TO-15 SIM	89	\$ 360	89	\$ 32,040	33	\$ 11,880		\$ -		\$ -		\$ -	\$ 122
Regulator/Manifolds/Courier		\$ 390	1	\$ 390		\$ -		\$ -		\$ -		\$ -	\$ 1
				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
<u>Belshire Env Svcs</u>				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
IDW drum pickup/T&D (non-haz)	quote	\$ 2,270		\$ -	1	\$ 2,270		\$ -		\$ -		\$ -	\$ 1
				\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
Subcontractor contingency		10%		\$ 3,493		\$ 2,612		\$ -		\$ -		\$ -	\$ 6,105
Subtotal				\$ 38,423		\$ 28,727		\$ -		\$ -		\$ -	\$ 67,150
Markup				\$ 3,842		\$ 2,873		\$ -		\$ -		\$ -	\$ 6,715
Subtotal w/markup				\$ 42,265		\$ 31,599		\$ -		\$ -		\$ -	\$ 73,864
<b>Task Total:</b>													
				\$ 106,193		\$ 54,709		\$ 38,146		\$ 20,693		\$ 39,829	\$ 259,569

**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**

**Amends Resolution No. 69-19 (CM)**

**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,** the City Council may appoint at least one of its own members and two other Council members and/or staff to the Board; 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 Trina Coffman-Gomez, a member of the City Council of the City of Watsonville, is hereby re-appointed to the Henry J. Mello Performing Arts Center Board of Directors Joint Powers Authority for a one-year term, beginning May 15, 2020, and ending May 14, 2021.

2. That Beatriz V. Flores, City Clerk for the City of Watsonville, is hereby re-appointed to the Henry J. Mello Performing Arts Center Board of Directors Joint Powers Authority for a one-year term, beginning May 15, 2020, and ending May 14, 2021.

\*\*\*\*\*

**RESOLUTION NO. \_\_\_\_\_ (CM)**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WATSONVILLE RATIFYING WATSONVILLE DIRECTOR OF  
EMERGENCY SERVICES ORDER NO. 2020-03 REGARDING THE CZU  
AUGUST LIGHTNING FIRE**

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

That the City Council hereby ratifies the Watsonville Director of Emergency Services Order No. 2020-03 signed by the City Manager on August 19, 2020, attached hereto, and incorporated herein by this reference, regarding the CZU August Lightning Fire.

That this Emergency Order shall remain in effect until the Local Emergency Order of the County of Santa Cruz is terminated or fourteen (14) days after all evacuation orders arising out of the CZU August Lightning Fire are terminated.

That the Director of Emergency Services is directed to notify the Council when Order No. 2020-03 is so terminated.

\*\*\*\*\*

WATSONVILLE DIRECTOR OF EMERGENCY SERVICES ORDER NO. 2020-03

~oOo~

PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY BY THE DIRECTOR  
OF EMERGENCY SERVICES OF THE CITY OF WATSONVILLE, STATE OF  
CALIFORNIA BECAUSE OF CZU AUGUST LIGHTNING FIRE

WHEREAS, Ordinance No. 1395-19 (CM), effective November 21, 2019, codified as Chapter 2 of Title 4 of the Watsonville Municipal Code commencing with § 4-2.01, empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the City is affected or likely to be affected by a public calamity; and

WHEREAS, the wildfires known as the CZU August Lightning Complex Fires that began on August 15, 2020 have destroyed structures and threatened numerous residences and acres of valuable wildland and watershed resulting in evacuations and displacement of residents; road closures; areas of isolation; damage to property and utility systems; and damage to critical infrastructure and endangered species; and

WHEREAS, the wildfires are still burning out of control, with minimal containment reported as of this date; the wildfires have charred in excess of 11,000 acres in the Counties of Santa Cruz and San Mateo, damaged or destroyed multiple homes and structures, are threatening numerous residences and accessory buildings, and damaged power, phone and other critical infrastructure in the fire area; and there is an imminent threat to yet more properties at risk for additional damage and/or destruction; and,

WHEREAS, efforts to bring these wildfires under control, and to assist the affected population and restore the burned area and/or recover from the effects of the wildfire damage, involve assets from City of Watsonville government, as well as California State and federal fire and law enforcement assets, the American Red Cross and other volunteer organizations; and,

WHEREAS, the Director of Emergency Services has contacted each member of the City Council to inform them of the facts giving rise to the existence or threatened existence of local emergency, and received their advice and counsel; and

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED** by the Director of Emergency Services of the City of Watsonville that, effective immediately:

**SECTION 1.** The wildfires in North Santa Cruz County pose a threat to the safety of persons and their property, and that such conditions have existed since 08:00 am on August 16, 2020 and are projected to continue for, at a minimum, eleven (11) days from the date this Proclamation is executed.

**SECTION 2.** A local emergency, as defined in subdivision (c) of Government Section 8558 and Public Contract Code Section 1102, and subdivision (a) of § 4-2.02 of the Municipal Code now exists in North Santa Cruz County.

**SECTION 3.** The CZU August Lightning Fire has caused a flood of evacuees into the City of Watsonville, and



**SECTION 4.** During the existence of said local emergency the powers, functions, and duties of the City Manager, the Department of Parks and Recreation, Public Works, and the Watsonville Office of Emergency Services shall be those prescribed by State law and the ordinances, resolutions, and approved plans of the City Council in order to mitigate the effects of the local emergency.

**SECTION 5.** Pursuant to 4-2.04 Director or designee is hereby authorized to obtain vital supplies, equipment and such other things found lacking and needed for the protection of the life and property of the people, and bind the City for the fair value thereof, and if required immediately, to commandeer the same for public use.

**SECTION 6.** Pursuant to 4-2.04 Director or designee is authorized to Require emergency services of any City officer or employee and, in the event of the proclamation of a state of emergency by the Governor in the region, to command the aid of as many citizens of this community as they think necessary in the execution of their duties; such persons shall be entitled to all privileges, benefits and immunities as are provided by State law.

**SECTION 7.** Matt Huffaker, or designee, is hereby designated as the authorized Agent for public and individual assistance of the City of Watsonville for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

**SECTION 8.** Matt Huffaker, or designee, is hereby authorized to execute all of ordinary powers as a City officer, all of the special powers conferred upon them by this chapter or by resolution adopted pursuant thereto, all powers conferred upon them by any statute, agreement approved by the Council, or by any other lawful authority, and in conformity with Section 38791 of the California Government Code, to exercise complete authority over the City and to exercise all police power vested in the City by the Constitution, the City Charter, general laws and this Code.

**SECTION 9.** That said local emergency shall be deemed to continue to exist until it is terminated as proclaimed by the Council subject to confirmation by the Council at the earliest practicable time.

**SECTION 10.** The City Clerk shall certify the adoption of this Order and shall cause a certified Order to be filed in the Office of the City Clerk.

PASSED AND ADOPTED this 19 DAY OF AUGUST, 2020.

  
Matthew D. Huffaker, Director of Emergency  
Services and City Manager, City of Watsonville

Dated: August 19, 2020

**ATTEST:**



Beatriz Vasquez Flores, City Clerk

Dated August 19, 2020

**APPROVED AS TO FORM:**



Alan J. Smith, City Attorney

Dated: August 19, 2020

**Distribution:**

City Council

Governor Newsom

Santa Cruz County Sheriff-Coroner

Santa Cruz County Office of Emergency Services



**City of Watsonville  
Finance Department**



**M E M O R A N D U M**

**DATE:** August 29, 2020

**TO:** Matt Huffaker, City Manager

**FROM:** Cynthia Czerwin, Administrative Services Director  
Marissa Duran, Assistant Finance Director

**SUBJECT:** Fiscal Year 2019-20 and 2020-21 Update

**AGENDA ITEM:** September 8, 2020 **City Council**

---

**RECOMMENDATION:**

That the City Council receive this financial update for Fiscal Years FY 2019-20 and FY 2020-21 and approve by resolution an appropriation of \$951,479.16 into the risk management fund.

**DISCUSSION:**

As discussed during the budget process for Fiscal Year 2020-21, this fiscal year will be extremely fluid due to the current pandemic and recession. As the pandemic worsens and improves so does the economy. This report contains financial information through the end of July 31, 2020. As such it is a report on preliminary year end numbers for FY 2019-20 and updated projections for FY 2020-21. It is too early into FY 2020-21 to have definitive numbers for anything other than the first month of the fiscal year. However, as the budget was based on conservative projections as of the end of March, we now have at least one full quarter of recession / pandemic data on which to base some updated numbers.

We do want to make sure the Council and public are aware that this report is preliminary and contains only projections for both years. In Fiscal Year 2019-20, once all payments are made and revenues are booked, staff will go through the annual process of closing our books and auditing our funds, resulting in corrections and adjustments. In Fiscal Year 2020-21, the financial picture will continue to change based on progress made against the pandemic, the hopes of a vaccine, school and economic closures or openings, the ending of enhanced unemployment benefits, the possibility of further stimulus programs, and anything else this year can throw at us.

**General Fund**

As of today, the status of the General Fund is more optimistic than we had predicted in April and in the passage of the FY 2020-21 budget. We still anticipate seeing declines in revenue from FY 2018-19, which has become the "prior peak" for this recession.

However, those declines at this moment do not appear to be as stark as originally projected.

## **Revenues:**

Property Tax – Property Tax revenues for FY 2019-20 are similar to what was anticipated at the mid-year. Impacts of the recession, if any, will lag based on the timing of property assessments and tax collections. FY 2020-21 payments, for example, will be made based on assessed property values as of January 2020, prior to the recession. In the budget, however, we did assume a 3% decline in this revenue based on anticipated lower turnover of properties and perhaps at lower values. Thus far, we have no indications that this assumption is holding true. Current data suggests that sale values in Watsonville are steady, though volume has declined. Therefore, at this point, we anticipate property tax values will not see a decline and perhaps will see a small increase. It is possible that this revenue will be \$500,000 to \$750,000 better than budget. There continue to be risks and uncertainty in this area as stimulus funds have now ended and Watsonville continues to see high unemployment rates.

Sales Tax – Sales tax declined sharply in the final quarter of FY 2019-20, although less than was initially anticipated. Staff now projects total sales tax revenues of \$10.3 million for FY 2019-20; representing a 5.8% drop from the prior year, but not the 10% drop that was originally anticipated. However, 4<sup>th</sup> quarter revenues were 16% lower than the 4<sup>th</sup> quarter in FY 2018-19. Staff had budgeted FY 2020-21 to be 25% lower than FY 2018-19. With this information, we are cautiously optimistic that revenues will exceed our initial projections. The budget assumed a sharp decline in the first quarter and then improvements in the economy settling into a 4<sup>th</sup> quarter that would be approximately 17% below prior years. Due to stimulus funding and the supplemental unemployment benefits over the last quarter, consumer spending remained at 94% of pre-pandemic spending levels during the last quarter. At the same time, large sectors of the economy reopened sooner than initially expected. As a result, it appears the sharp decline may not materialize, but the longer the pandemic lingers on, and as stated above, the recent end to unemployment benefits, it remains to be seen if these lower sales tax numbers will improve further or continue at these recessionary levels. This will have impacts for the future years, but means we could see FY 2020-21 better than budget by \$900,000 to \$1,500,000. This trend will also hold true for other sales tax related funds such as Measure Y, Library, Measure D, and to some extent Gas tax.

Utility User Tax - Utility User Tax represents about 10% of General Fund revenues. This tax stream tends to be more stable as it is a tax on telecommunication services, electricity, gas and water. We had assumed an 8% decrease in this revenue, modeled after the experience of the last recession, assuming households may try to conserve in these areas as household budgets decline. Thus far we see no evidence of that decline. Perhaps telecommunications services, for example, have become essential to families as they shelter in place or as children adapt to online learning. It is possible we will see this revenue be better than budget by \$400,000 or \$500,000.

Hotel Tax – Due to the timing of remittances of this tax, FY 2019-20 will end the year similar to projections. The budget assumes a 50% decline in this revenue. We are just

now receiving tax remittances from our hotels for the quarter ending in June and thus far they do reflect a near 50% decrease. It is possible that by next spring and summer travel will be less restricted and the 50% decrease will carry through the entire fiscal year. Staff also has reason to believe the new Hampton Inn being built off Highway 1 may open this fiscal year. Therefore, we may see increases in hotel tax of \$100,000 to \$300,000.

Community Development Department Revenues – The Community Development Department charges fees for many of its services including inspections, plan check, and permit issuance. Their volume fluctuates with the construction industry. After a devastating month in April when the department experienced a drop of 75%, the Department's revenues seem to have stabilized at around 15% lower than average. The Department is anecdotally seeing homeowners taking advantage of time at home and low interest rates to make improvements to their homes. Therefore, we can expect this department's charges to be better than budget by \$275,000 to \$450,000. Consequently, staff anticipates an increase in expenditures to keep up with the work volume.

Parks and Community Services Revenues – The Parks and Community Services Department is one of those hardest hit by the pandemic as many of the recreational programming and services they normally provide to the community are still restricted under the shelter in place and social distancing orders. The Department is still working to define itself and its activities under the current restrictions. They were able to provide summer camp to essential workers and are now offering, with the help of the County, day long distance learning support and activities for children of essential workers. However, with no major changes to their ability to provide services, it is too early to make any updated assumptions on their revenues.

Police – A major known revenue impact to the Police Department is the Pajaro Valley Unified School District's (PVUSD) cancelation of the contract to provide security services at the high schools in Watsonville. This decision will result in a decrease of \$238,000 in the Police Department budget, which the Department plans to offset with not backfilling some anticipated staff departures. Overall, due to the Department's success in securing grants and reimbursements to support their activities, we anticipate that the elimination of the school resource officer program may be more than offset by better than budgeted revenues in other areas.

CARES Act and FEMA Support – In early July staff confirmed that the City will be receiving \$636,063 in direct Coronavirus Aid, Relief, and Economic Security Act (CARES) funding passed through from the State. CARES funding has strict spending requirements and expenditures must be completed by December 30, 2020, despite the League of California Cities' advocacy efforts to allow for more flexibility and expanded allowable uses of the funds. Qualifying expenses, while more expansive than FEMA, are still highly restricted and regulated by Federal purchasing policies. As a result, we are choosing to report expenses in the least cumbersome and restrictive category, namely Public safety. This will allow us the simplest method of reporting and in practice will free up General Fund money that can in turn be reinvested to meet Council priorities and community needs. An example includes the proposed \$100,000 allocation to fund an emergency rental assistance program, coming before the Council for consideration at tonight's meeting.

Staff will also be submitting claims to FEMA for both Coronavirus and now CZU Lightning fire expenses. For both incidents, FEMA will only reimburse up to 75% of eligible costs. For the coronavirus response, FEMA eligibility is very limited and primarily will cover costs to run our City's Emergency Operations Center (EOC) and the costs to provide personal protective equipment (PPE) for our employees and perhaps range from \$50,000 to \$100,000. It is too early to estimate eligibility and reimbursement for costs from the Lightning fire.

Overall, we anticipate General Fund revenues to end Fiscal Year 2019-20 about \$1.6 million above budget and therefore \$1.3 million better than was anticipated in April. With those assumptions rolling forward into FY 2020-21 the City could see potential for revenues to be better than budgeted. However, there is still significant uncertainty ahead that could negatively impact current projections. FY 2020-21 will still be the worst year since 2017. It is still extremely early to feel any sense of confidence in the FY 2020-21 projections as we have seen this year change almost daily, with significant uncertainty ahead. It remains to be seen how our residents and consumers will react to the discontinuation of enhanced unemployment benefits, continued business closures, high employment rates, and the closure of schools.

	FY 2018-19	FY 2019-20			FY 2020-21		
Revenues	Actual	Revised Budget	Sept Projection	Over / (Under)	Original Budget	Sept Projection	
						Mid Range	Optimistic
Property Tax	12,305,479	11,127,000	12,715,558	1,588,558	12,171,268	12,715,558	12,929,486
Sales Tax	10,910,991	10,477,384	10,285,137	(192,247)	8,173,255	9,165,232	9,809,177
Utility	4,010,802	4,182,000	4,263,255	81,255	3,852,945	4,263,255	4,391,153
Hotel	1,173,440	1,345,000	1,155,785	(189,215)	586,720	693,471	866,839
Transfer In	4,335,475	4,469,314	4,319,314	(150,000)	3,952,808	3,952,808	3,952,808
Other Revenues	5,078,608	4,111,795	5,081,977	970,182	3,874,331	3,874,331	3,874,331
	<b>37,814,795</b>	<b>35,712,493</b>	37,821,026	2,108,533	32,611,327	34,664,655	35,823,793
CDD	1,411,780	1,349,550	1,314,666	(34,884)	834,409	1,117,466	1,314,666
Police	1,633,898	1,604,000	1,761,656	157,656	1,437,500	1,199,500	1,523,656
Fire	441,245	329,000	358,476	29,476	248,310	300,000	358,476
PCS	992,402	1,081,470	678,544	(402,926)	503,818	503,818	678,544
PW	2,003,122	2,182,471	2,001,805	(180,666)	274,056	274,056	274,056
Other	2,712,678	2,779,204	2,779,895	691	2,711,972	2,711,972	2,711,972
CARES Funding						636,063	636,063
FEMA Reimbursement						50,000	100,000
Total GF Revenue	<b>47,009,920</b>	<b>45,038,188</b>	<b>46,716,068</b>	<b>1,677,880</b>	<b>38,621,392</b>	<b>41,457,531</b>	<b>43,421,226</b>

## Expenditures:

Overall, General Fund expenditures for Fiscal Year 2019-20 are very similar to what was projected although with some shift from normal department operations to Covid-19 related expenses, as explained in more detail below. In FY 2020-21, with only one full month of expenditures booked and analyzed, it is difficult to make any projections with certainty but there are some emerging areas of concern that may need to be addressed in future updates.

COVID -19 - Beginning in March with the onset of reaction to the pandemic we quickly began freezing hiring and certain activities previously open to the public were halted. This resulted, in general, in more department savings than was projected in April. However, all of those FY 2019-20 department savings got absorbed by reactions to the pandemic. The General Fund spent approximately \$1 million in FY 2019-20. Some of this went to paying people to stay home, during the first initial weeks before protocols were in place to safely bring employees back or allow them to telecommute. Some was spent on Federally mandated extensions of sick leave and FMLA to individuals who needed to self-quarantine or needed more flexible schedules to care for loved ones who were sick or minors no longer in school or day care. A little more than half was spent on direct response staff costs and purchases.

In FY 2020-21 we continue to have staff costs and purchases related to pandemic response, though it has slowed down. Thus far we have spent a little over \$100,000. We may need to appropriate money towards this effort. As explained above, last year we were able to absorb the costs within existing appropriations, this year, with deep expenditure reductions across all departments that will be difficult.

Council will also be requested through a separate council action to appropriate \$100,000 towards a rental assistance program. As discussed above, funding for this has been made available due to acceptance of CARES act money.

Fire Overtime – The Fire Department is struggling to keep overtime under control. This is due to a number of factors, not least of which is strike team response to fires in the surrounding areas. Watsonville has had teams out on response nearly continuously since the beginning of the fiscal year. The Department also has had some recent unexpected departures, and due to timing of academies are not expected to be replaced until March of 2021. The Department is currently \$120,000 over their salary budget but expect \$148,000 of that to be reimbursed. We will be closely monitoring the Fire department's expenditures and reimbursements in the coming months and likely requesting appropriation of those.

Community Development Department – As discussed above, the Community Development Department is service and fee driven. After a rapid decline in April, they have seen demand for their services increasing to near normal levels. Their budget was reduced by approximately \$500,000. In order for them to keep up with demand and respond to customers they will likely need increases in their budget on pace with expected revenue increases.

Salaries and Benefits – Salaries and benefits make up 80% of General Fund costs. Within this broad category there are few items worthy of discussion.

We are currently out of contract with two of our bargaining units, Operating Engineers Local No 3 (OE3), and Police Mid-management. Both contracts ended on June 30 and the City requested to delay negotiations until we had a better handle on the financial picture. Negotiations will need to begin soon. Furthermore, the City's contract with Service Employees International Union Local 521 (SEIU) will expire on December 30, 2020.

Watsonville for the 3<sup>rd</sup> year in a row has received better than expected health rate increases. Beginning in January of 2021 the City's health rates will increase by 1%, lower than the 5% we had anticipated.

CalPERS closed their fiscal year with preliminary returns of 4.6%. While this is lower than their assumed rate of 7% and will eventually lead to increased UAL payments, it is much better than the 0% they had at the end of March. This will not impact our rates until Fiscal Year 2022-23. All told, known areas where we are feeling expenditure pressures will likely need to increase budgets in the future totaling approximately \$500,000 to \$1,500,000.

	FY 2018-19	FY 2019-20			FY 2020-21		
Expenditures		Revised Budget	Sept Projection	Over / (Under)	Original Budget	Mid Range	Pessimistic
Police	17,605,395	18,740,040	18,680,326	59,714	18,951,725	18,713,725	18,951,725
Fire	7,277,545	7,393,909	7,493,899	(99,990)	7,150,127	7,250,127	7,650,127
PCS	4,485,844	4,397,782	4,143,889	253,893	3,408,817	3,408,817	3,408,817
General Gov't	3,089,183	2,784,877	2,300,309	484,568	3,201,022	3,201,022	3,201,022
Non Dept	4,534,847	1,341,574	1,240,413	101,161	2,301,470	2,301,470	2,301,470
CDD	2,011,504	2,405,882	2,261,592	144,290	1,877,969	2,161,026	2,358,226
Finance	1,529,339	1,690,797	1,545,530	145,267	1,590,665	1,590,665	1,590,665
PW	2,945,848	3,261,563	3,564,460	(302,897)	1,410,113	1,410,113	1,410,113
Library	541,599	558,206	502,671	55,535	541,484	541,484	541,484
IT	1,286,457	1,683,092	1,500,479	182,613	-	-	-
<b>Total Depts</b>	<b>45,307,561</b>	<b>44,257,722</b>	<b>43,233,568</b>	<b>1,024,154</b>	<b>40,433,392</b>	<b>40,578,449</b>	<b>41,413,649</b>
Capital	1,125,081	1,531,439	964,917	566,522	645,500	645,500	645,500
COVID			1,009,710	(1,009,710)		100,000	200,000
Fires						200,000	300,000
<b>Total Expenditures</b>	<b>46,432,642</b>	<b>45,789,161</b>	<b>45,208,195</b>	<b>580,966</b>	<b>41,078,892</b>	<b>41,523,949</b>	<b>42,559,149</b>

## Other Funds

	FY 2019-20				FY 2020-21		
	Starting Cash / Fund Balance	Revenue Projection Sept	Expense Projection Sept	Projected Fund Balance	Budgeted Revenue	Budgeted Expense	Projected YE Balance
<b>Water</b>	14,872,208	19,935,249	14,480,612	20,326,845	19,259,317	27,771,926	11,814,236
<b>Sewer</b>	10,572,731	14,743,521	18,660,087	6,656,165	17,724,877	22,086,928	2,294,114
<b>Solid Waste</b>	8,184,895	14,348,027	13,144,082	9,388,840	15,948,287	18,447,232	6,889,895
<b>Airport</b>	300	5,221,148	4,702,574	518,874	3,538,288	3,523,378	533,784
<b>Library</b>	1,225,730	3,447,881	3,342,929	1,330,682	2,685,696	3,308,728	707,650
<b>Gas Tax</b>	17,721	3,549,845	3,136,818	430,748	947,436	938,916	439,268
<b>SB1</b>	497,079	952,965	264,659	1,185,385	577,160	2,032,088	(269,543)
<b>Measure D</b>	1,534,120	937,312	563,294	1,908,138	2,176,600	2,875,682	1,209,056
<b>Measure G</b>	3,404,763	3,885,466	4,721,680	2,568,549	2,935,100	3,771,342	1,732,307
<b>Cannabis</b>	284,796	422,115	288,049	418,862	550,000	1,010,000	(41,138)

The Utility Enterprise funds of **Water**, **Sewer**, and **Solid Waste** have seen relatively normal revenues considering the circumstances. The utilities have stopped shutting off services due to non-payment of utility bills and have thus far waived late fees. For the first time in July, they did see a decline in revenues. Furthermore, about 5% of customers are behind on paying their bills, this is compared to 3% during normal times and is valued

at about \$500,000. The difference now is that a small group of customers are falling further and further behind, with about 80 customers reaching a deficit of over \$1,000. Staff is working with the Community Foundation to secure a funding source to help our customers in need. Due to Proposition 218, the City cannot use utility revenues to fund this kind of assistance; it must come from another source. In addition, staff will begin sending late notices the first week of September to all customers that are behind and following up with phone calls to work with customers to develop flexible payment plans. Staff will be sensitive to the very difficult situation we are in, and at the same time, encourage people to pay what they can.

The utilities also have delayed adoption of a new rate package. The last rate increase for all three utilities went into effect July 1, 2019. They had been working on a rate increase proposal but delayed that for one year. The result of a delayed increase is estimated at \$1.9 million for the first year, an effect that will be compounded in future years. The utilities will have to revise their capital spending, look for low-cost debt alternatives to cash funding, and maintain strict operating budgets in order to maintain the fiscal health of these funds.

The **Airport** Fund did a fantastic job of controlling costs and obtaining reimbursements during FY 2019-20 and is on track to end the year with \$500,000 in reserve compared to near \$0 the prior year. They have put together a conservative budget for FY 2020-21 and depending on how their revenues perform early in the fiscal year they may request operational adjustments during the year.

Revenues from sales are the primary revenue source for the **Library, Gas Tax, Measure D, SB1, and Measure G (Y) funds**. Therefore, as discussed above, each of these funds are projected to end FY 2019-20 better than previously projected and are likely to have better revenues in Fiscal Year 2020-21 than budgeted. All of these funds had been budgeted to dip significantly into their reserves in order to fund their operating expenses. The additional revenues anticipated will mean these funds will likely not have to dip so far into their reserves. We do not anticipate mid-year adjustments in these funds, but this will perhaps shape future expenditure plans.

The **Cannabis** fund's revenues in FY 2019-20 fell slightly short of April's projections but ahead of budget. This may be due to the reliance of this industry to pay in cash and the closure of our public windows since March. We are currently conducting a thorough financial audit of all our existing permittees and are likely to bring changes to the cannabis tax ordinance to the Council shortly. With these two changes we anticipate meeting our budgeted target of \$550,000 in revenues in Fiscal Year 2020-21.

The **Risk Management** Fund is an internal service fund of the City in which all funds and departments contribute to the City's workers compensation and general liability reserves. The City also participates in a joint powers authority known as Public Agency Risk Sharing Authority of California (PARSAC) to help manage our risks. After the City pays \$150,000 for its Self-Insured Retention (SIR), workers compensation claims above this \$150,000 are paid by PARSAC and in larger cases, the Local Agency Workers Compensation Excess JPA (LAWCX). In an attempt to settle a ten-year-old claim that the City has already paid its full \$150,000 SIR, the parties have agreed to a settlement of \$951,479.16.

While the City will be fully reimbursed within several weeks by PARSAC, the City must make the initial payment. To manage this large payment the Council is requested to approve a resolution appropriating \$951,479.16 to the Risk Management Fund 0780-293-7304 along with matching revenue. This transaction will be cost neutral for the City.

**Next Steps**

Another update will be due to Council at your December 8<sup>th</sup> meeting. At that time, we will provide another update with more complete quarter one data and near final FY 2019-20 numbers. At that time, we will likely put forward a package of appropriations for known FEMA and mutual aid reimbursements and perhaps others addressing the expenditure pressures described above. On Feb. 23, 2021 we will bring an update with second quarter numbers. The February report will also include an update to the 5-year plan focusing on the next two fiscal years. This will be the official “kick-off” to the Fiscal Years 2021-22 and FY 2022-23 budget process.

**STRATEGIC PLAN:**

The report above meets strategic plan goal number 2 by keep the Council and the public informed as to the status of the City’s finances during the midst of this recession and pandemic.

**FINANCIAL IMPACT:**

Cost neutral appropriation of \$951,479.16 to the risk management fund 0780-293-7304 along with a matching revenue.

**ALTERNATIVES:**

Council may choose to not accept the report before them.

**ATTACHMENTS:** None.

cc: City Attorney



**RESOLUTION NO. \_\_\_\_\_ (CM)**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WATSONVILLE AMENDING THE 2020-2021 BUDGET TO AUTHORIZE  
\$951,479.16 BUDGET APPROPRIATION TO THE RISK MANAGEMENT  
FUND**

**Amends Resolution No. 113-20 (CM)**

**WHEREAS**, on June 23, 2020, the City Council adopted Resolution No. 113-20 (CM) adopting the Final Budget for the City of Watsonville for fiscal year 2020-2021; and

**WHEREAS**, the Risk Management Fund is an internal service fund of the City in which all funds and departments contribute to the City's workers compensation and general liability reserve; and

**WHEREAS**, the City also participates in a joint powers authority known as Public Agency Risk Sharing Authority of California (PARSAC) to help manage our risks; and

**WHEREAS**, a budget appropriation of \$951,479.16 is needed to settle a ten-year old claim in the same amount; and

**WHEREAS**, while the City will be fully reimbursed by PARSAC, the City must make the initial payment.

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

That the budget appropriation of \$951,479.16 for fiscal year 2020-2021 to the Risk Management Fund [0293] is hereby authorized.

\*\*\*\*\*

# Budget Update



**CINDY CZERWIN**  
**ADMINISTRATIVE SERVICES DIRECTOR**  
**SEPTEMBER 8, 2020**

# Reminders of Where we Were



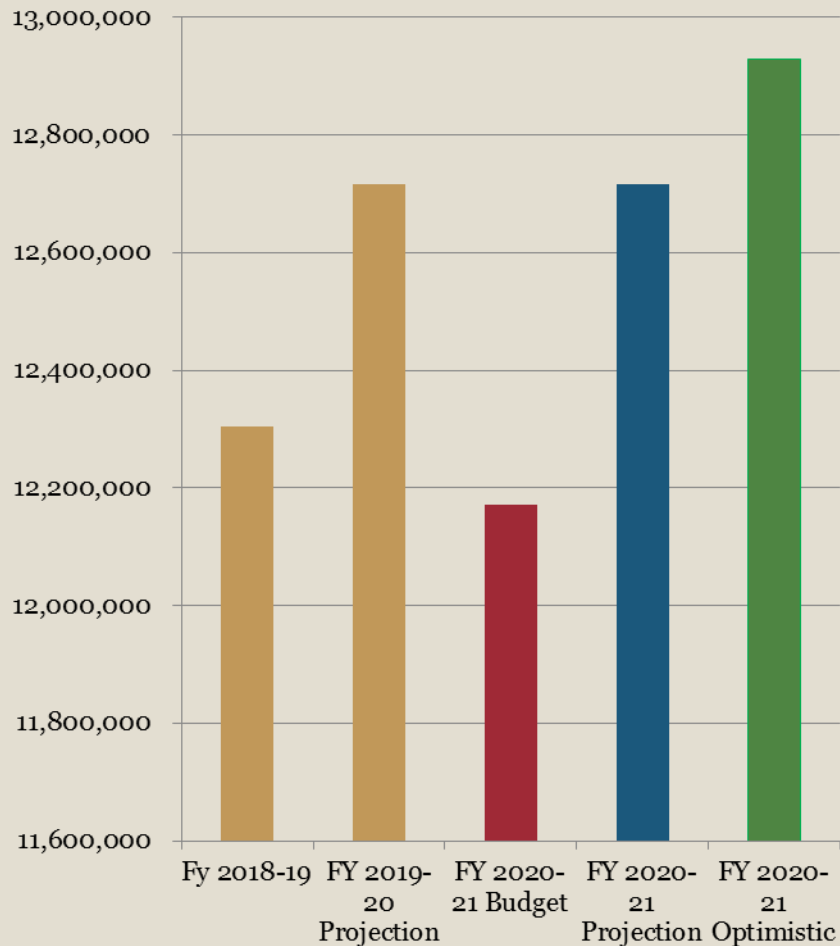
- Budget was presented to Council on May 30 and adopted by Council on June 23.
- It was primarily based on data from the quarter ending March 30. Limited data from April and May was available.
- We assumed a \$6.5 million deficit and 18% decline in revenues
- To balance the budget we made \$4.3 million in reductions and used \$2.2 million in emergency reserves

# Where we are now



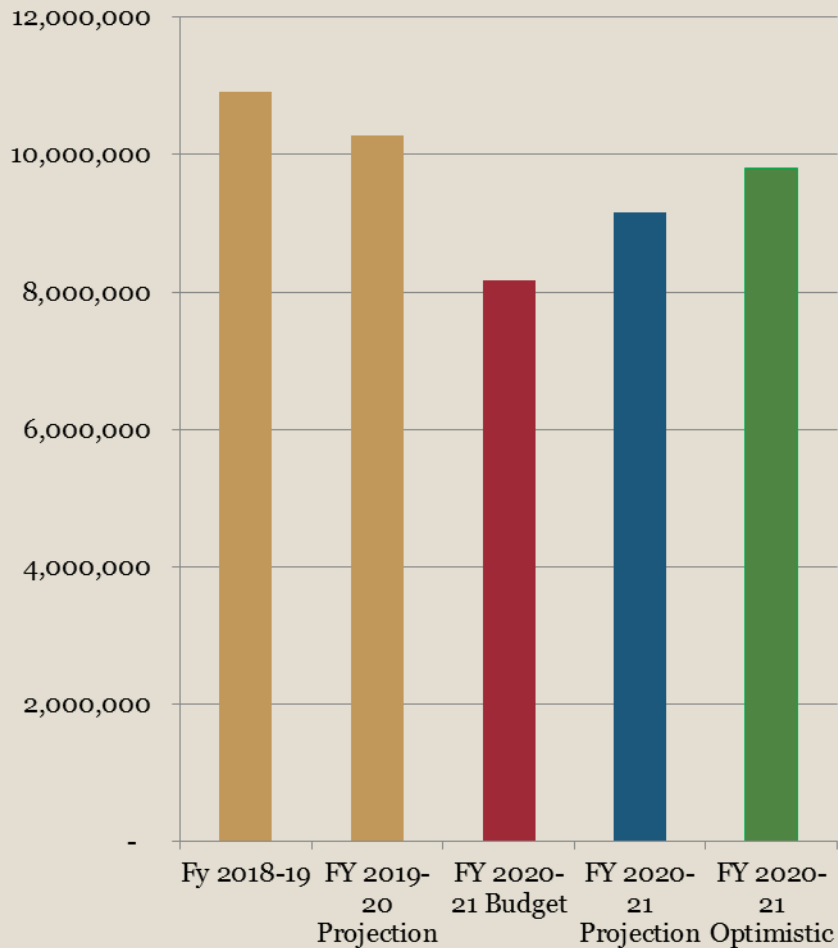
- We have revenue data through quarter ending June 30, 2020 and the end of July
- Distance Learning through at least December
- Experienced a ‘surge’ in COVID-19 and are now in “Red Tier” of the governor’s reopening plan
- Enhanced unemployment benefits ended July 31<sup>st</sup>
- Possible vaccine near the end of the calendar year
- Unemployment at 12.4% as of July
- This presentation contains preliminary Year End FY 2020 numbers and projects those out to FY 2021

# Revenues – Property Tax



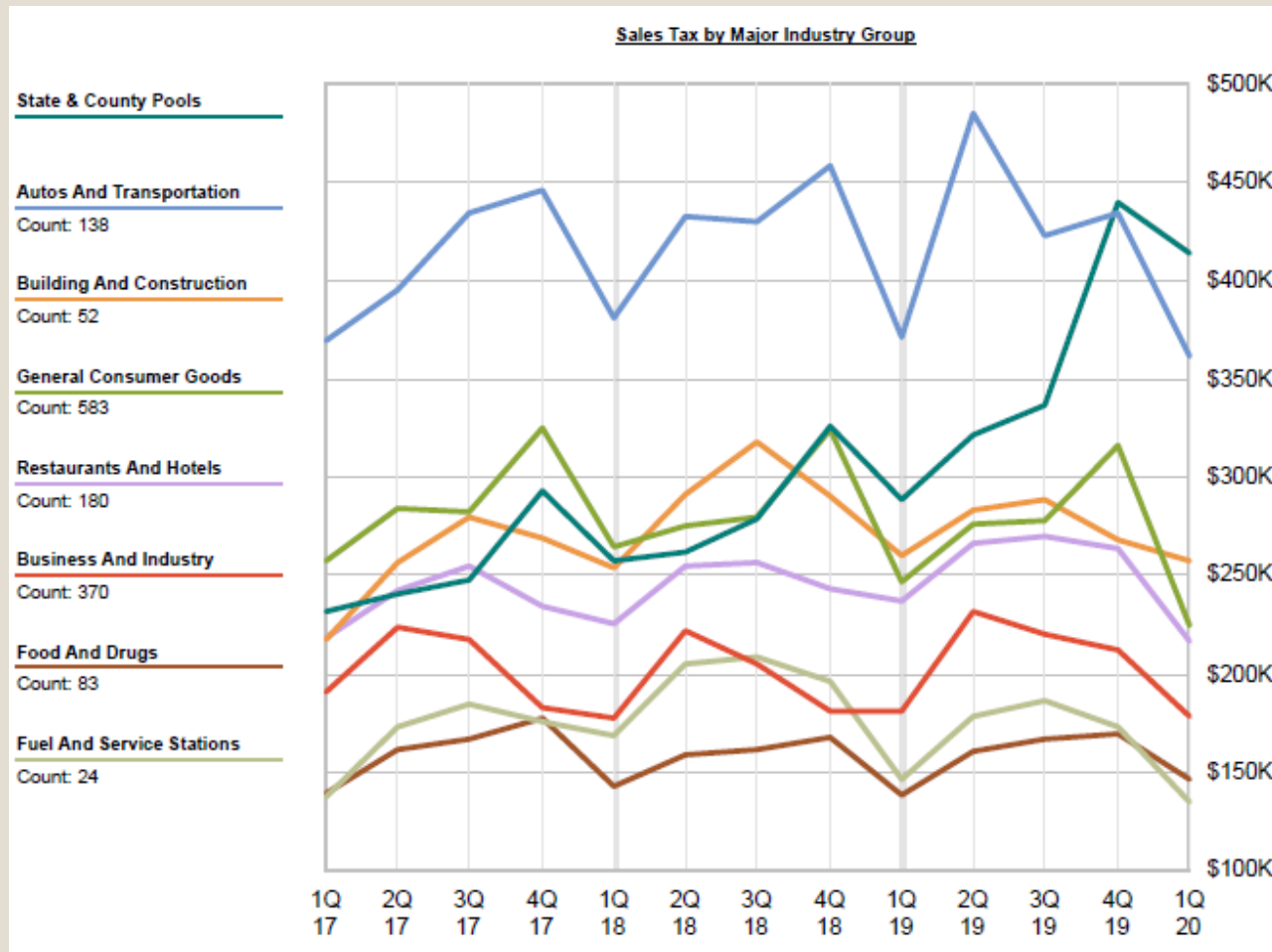
- Property Tax has a 1 year delay in its reflection of the economy.
- FY 2019-20 is ending as projected.
- Budget assumed a 3% reduction based on prior recession
- Thus far, this recession is not having a significant impact on the housing market
- Jan 2021 assessment rolls will close to determine FY 2021-22 tax base

# Revenues – Sales Tax



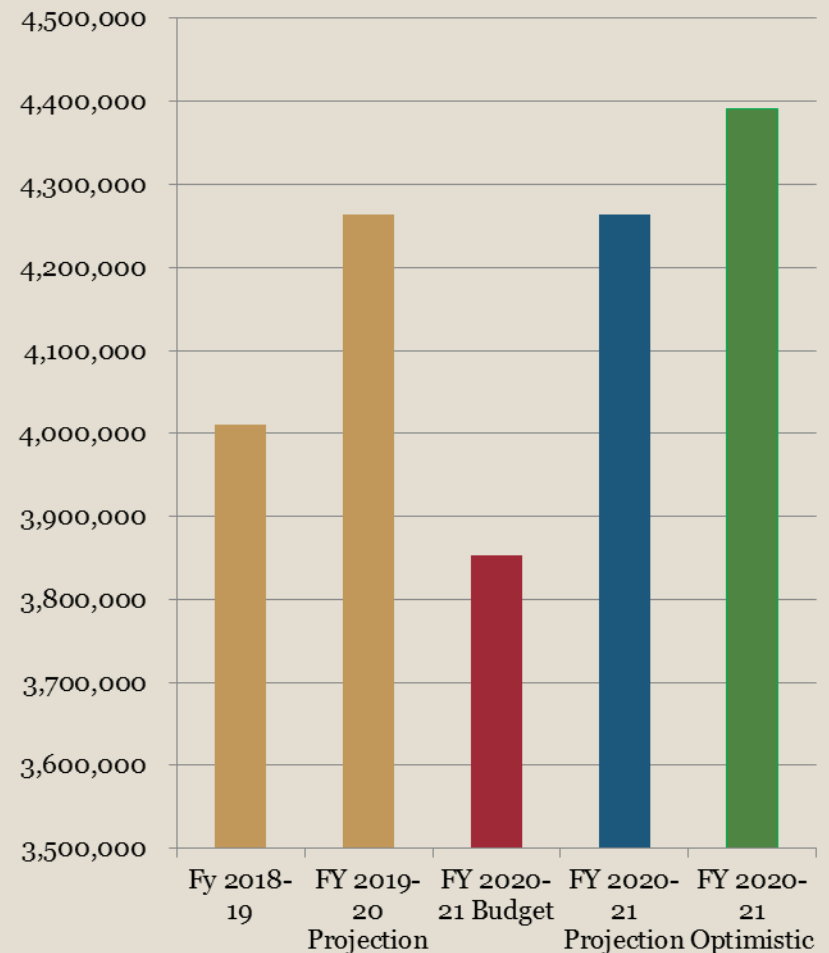
- Ending FY 2019-20 with a 5.8% decline from prior year, better than the 10% forecasted
- The quarter April thru June was 16% below the prior year
- FY 2020-21 budget predicted a 25% decline, now believe that is a worst case scenario
- These projections will roll through other sales tax related funds
- County pool trends

# Revenues - Sales Tax



# Revenues – Utility User Tax

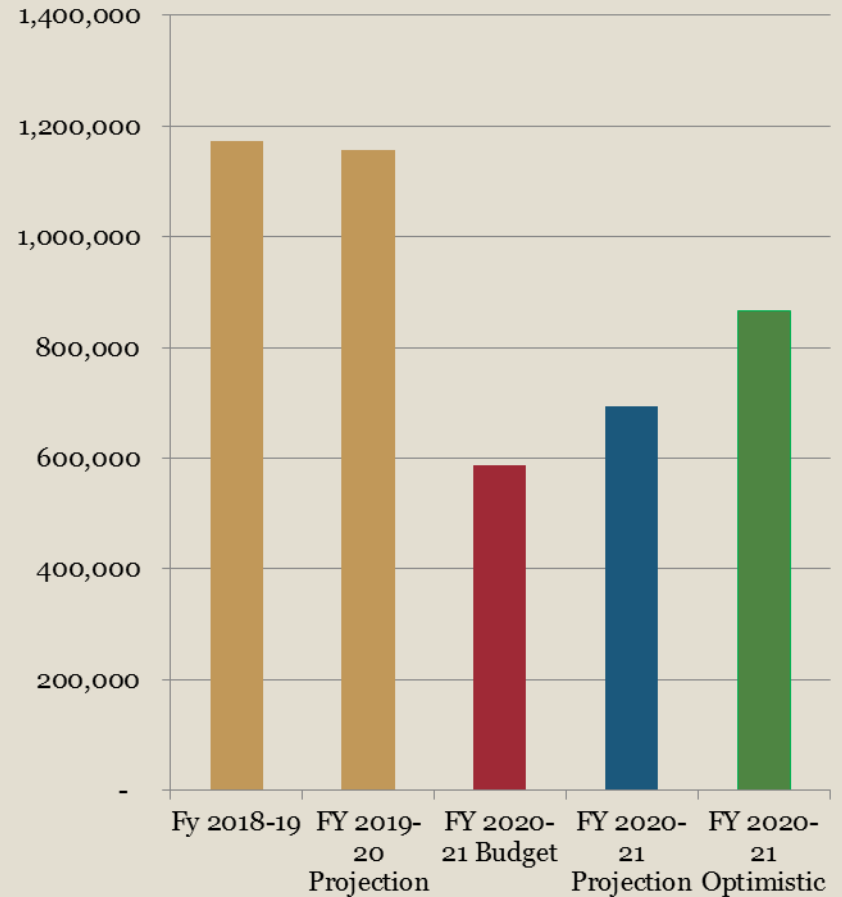
- Budget assumed an 8% decline which thus far has not materialized
- Perhaps telecommunications etc have become “essential” to staying and schooling at home
- Do not expect much increase as utilities providers including our own are not increasing rates





# Revenues – Hotel Tax

- Hotel Tax remittances are 1 quarter delayed
- FY 2019-20 totals ended with remittances through March 30
- We are just now receiving payments from quarter ending June, they are 50% below normal
- Budget assumed a 50% reduction in this tax



# Revenues – CARES and FEMA



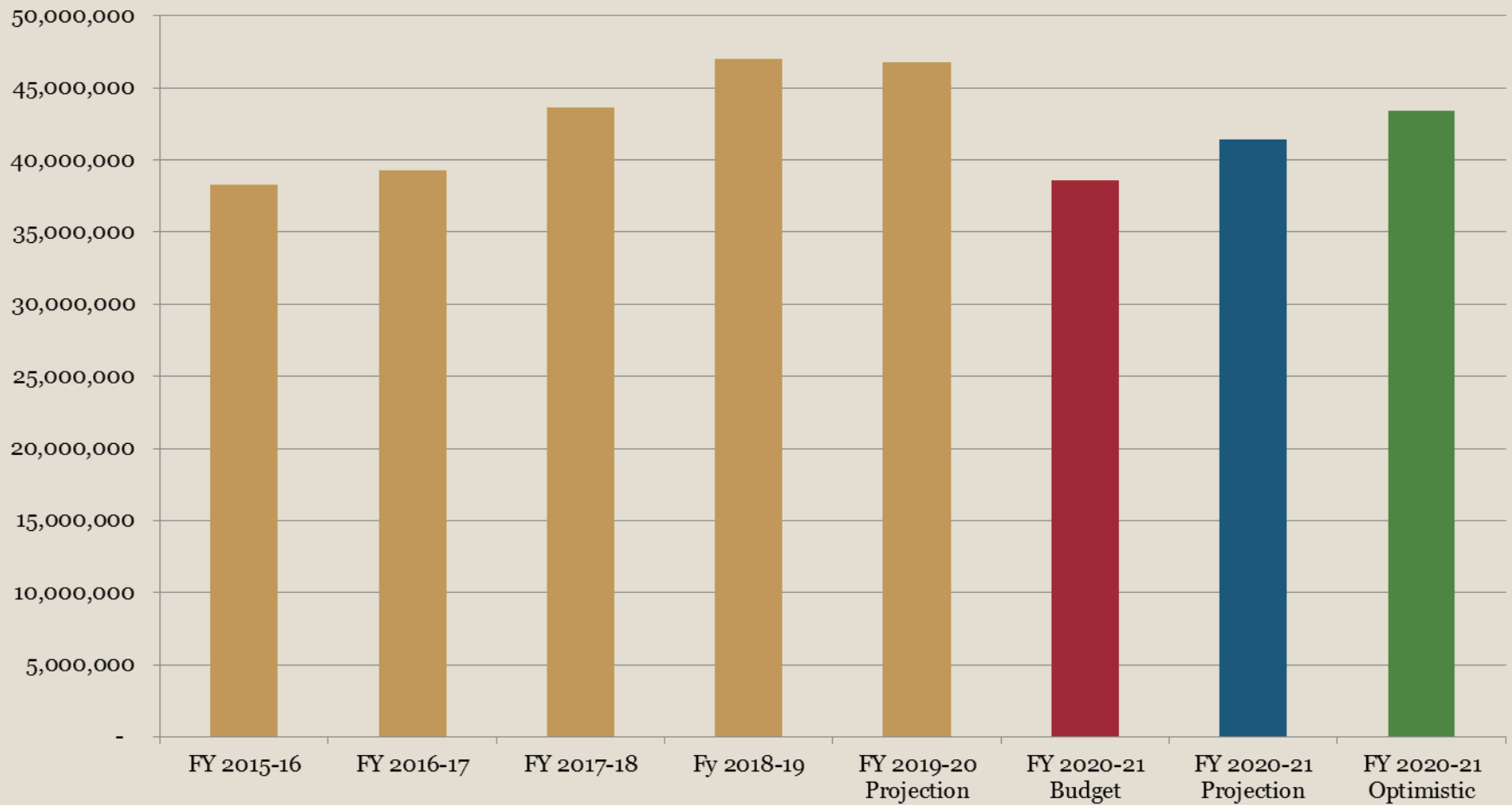
- The State allocated a portion of it's Federal Cares money to localities
- Watsonville will receive \$636,063
- This is an allocation, NOT a reimbursement
- We must submit reports justifying the allocation with strict qualifying expenditures & deadlines
- FEMA is reimbursement, but 75% of very limited expenses. We will be submitting claims for COVID19 and Fires. Expect perhaps \$50-\$100,000

# Revenues – Other



- CDD has seen increased activity after a 75% drop in April. Now about 15% lower than average
- Police, PVUSD canceled their contract for security services \$238,000
- Fire will receive reimbursement for mutual aid strike teams
- Cannabis revenues stable, with room for growth over FY2020-21

# Revenues - Overall



# Expenditures – FY 2019-20



- Ending with approximately \$600k in savings. As projected.
- Shift from department operations to COVID response
- \$1,000,000 spend on unanticipated COVID response

# FY 2020-21 – Emerging Pressures



- Community Development Department
- COVID and Fire Response
- Rental Assistance
- Fire Overtime
- Salary Negotiations
- CalPERs

# Other Funds - Utilities



	FY 2019-20		FY 2020-21	
	Projected Fund Balance	Budgeted Revenue	Budgeted Expense	Projected YE Balance
Water	20,326,845	19,259,317	27,771,926	11,814,236
Sewer	6,656,165	17,724,877	22,086,928	2,294,114
Solid Waste	9,388,840	15,948,287	18,447,232	6,889,895

- Thus far revenues have been fairly normal
- 5% of customers, about \$500,00 falling behind
- Delay of rate package by 1 year, worth \$1.9 million
- Continue to flex their capital plan and look for low interest funding alternatives

# Other Funds – Sales Revenue Based



	FY 2019-20	FY 2020-21		
	Projected Fund Balance	Budgeted Revenue	Budgeted Expense	Projected YE Balance
Library	1,330,682	2,685,696	3,308,728	707,650
Gas Tax	430,748	947,436	938,916	439,268
SB1	1,185,385	577,160	2,032,088	(269,543)
Measure D	1,908,138	2,176,600	2,875,682	1,209,056
Measure G	2,568,549	2,935,100	3,771,342	1,732,307
Cannabis	418,862	550,000	1,010,000	(41,138)

- All had been budgeted to draw down very heavily on their fund balance
- Additional revenues will help these funds use less of their balance



# Other Funds – Risk Management



- City participates in a joint powers authority known as Public Agency Risk Sharing Authority of California (PARSAC)
- After the city pays for its self-insured Retention, workers compensation claims above \$150,000 are covered
- In an attempt to settle a 10 year claim, the City is entering into a settlement of \$951,479.
- We will need to make this payment but will be reimbursed by PARSAC, however we need the appropriation authority and are asking for a resolution.

# Next Steps



- Dec. 8<sup>th</sup> – Update with Quarter 1 data, likely will include an appropriations package
  1. Replenish Emergency Reserve
  2. Restore Employee Compensation
  3. Reinvest in programs and services
- Feb. 23 – Mid year report and final CAFR
  - Update to 5 year plan, officially kicking off budget season
- Next budget cycle is the two year budget. We will need to balance FY 2021-22 and FY 2022-23

Any  
1.1  
Questions

**City of Watsonville  
Community Development Department**



**M E M O R A N D U M**

**DATE:** August 31, 2020

**TO:** Matthew D. Huffaker, City Manager

**FROM:** Suzi Merriam, Community Development Director  
Carlos Landaverry, Housing Manager

**SUBJECT:** Resolution approving the Emergency Rental Assistance Program and appropriation of \$100,000 from the General Fund to implement the Emergency Rental Assistance Program

**AGENDA ITEM:** September 8, 2020 City Council

---

**RECOMMENDATION**

It is recommended that the Council adopt a Resolution approving the Emergency Rental Assistance Program (ERAP) based on standards (a) through (e) below to assist eligible Watsonville residential tenants affected by COVID-19; appropriate \$100,000 from the General Fund for the ERAP; and authorize the City Manager and/or his designee to make non-substantive changes to the ERAP as may become necessary for clarification and/or compliance requirements.

**DISCUSSION**

**Background:** On April 28, 2020, the Council amended its Community Development Block Grant (CDBG) Consolidated Plan to allow disbursement of additional funds to address the COVID-19 Pandemic. The Council authorized \$100,000 for the Community Action Board to provide qualifying Watsonville residents with emergency housing assistance. This funding supported rent payments/subsidies averaging \$1,288 per household for 66 families.

**Proposal:** In order to continue to provide emergency rental assistance to Watsonville tenants, staff is recommending that the Council appropriate \$100,000 from the General Fund to support those City residents that are seeking eviction protections and that have been affected by the Covid-19 Pandemic. Given the magnitude of the Pandemic and its effects on our residents, potentially alternative funding sources for the ERAP will continually be sought and future allocations may occur through the budget process.

Staff will model the ERAP on the original CDBG-CV funded emergency housing program recently completed in collaboration with the Community Action Board. Funding will be

given to Watsonville residents who are unable to pay their rent in full because of one or more of the following:

- (a) Tenant was sick with COVID-19 or caring for a household or family member who is sick with COVID-19;
- (b) Tenant experienced a lay-off, loss of hours, or other income reduction resulting from COVID-19 or the state of emergency;
- (c) Tenant's compliance with a recommendation from a government agency to stay home, self-quarantine, or avoid congregating with others during the state of emergency; or
- (d) Tenant's need to miss work to care for a home-bound school-age child.
- (e) Tenant's need to miss work to care for a family member that is deemed high risk of severe illness from COVID-19.

### **STRATEGIC PLAN**

The proposed resolution supports Goal 1 (Housing) of the Strategic plan by preserving existing affordable housing for Watsonville residents.

### **FINANCIAL IMPACT**

The recommended action will impact the General Fund in the amount of \$100,000 in direct payments on behalf of eligible residential tenants affected by COVID-19. It will be appropriated into Community Development Department account 0150-315-7367-XXXXX. Administrative costs for the implementation of the ERAP is part of the City's budgeted work program using existing staff resources.

### **ALTERNATIVES**

City Council could choose to modify the amount to be allocated for the ERAP, or the Council may choose not to approve the implementation of the ERAP at this time.

### **ATTACHMENTS**

None.

cc: City Attorney

RESOLUTION NO. \_\_\_\_\_ (CM)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING THE EMERGENCY RENTAL ASSISTANCE PROGRAM (ERAP) GUIDELINES TO ASSIST ELIGIBLE RESIDENTIAL TENANTS LIVING WITHIN THE CITY OF WATSONVILLE WHO HAVE BEEN AFFECTED BY COVID-19; AUTHORIZING THE CITY MANAGER AND/OR HIS DESIGNEE TO MAKE NON-SUBSTANTIVE CHANGES TO THE ERAP AS MAY BE NECESSARY FOR CLARIFICATION AND/OR COMPLIANCE REQUIREMENTS; AND APPROPRIATING \$100,000 FROM THE GENERAL FUND FOR THE PROGRAM**

**WHEREAS**, on April 28, 2020, the Council adopted Resolution No. 57-20 (CM) approving an amendment to the Community Development Block Grant (CDBG) Consolidated Plan to allow disbursement of additional funds to address the COVID-19 Pandemic; and

**WHEREAS**, the Council authorized \$100,000 to be provided to Community Action Board (CAB) to provide qualifying Watsonville residents with emergency housing assistance; and

**WHEREAS**, on August 28, 2020, the Council by motion, directed staff to develop an Emergency Rental Assistance Program to assist tenants affected by COVID-19; and

**WHEREAS**, in order to continue to provide emergency rental assistance to Watsonville residents, staff is recommending that Council allocate \$100,000 from the General Fund to support those tenants that are seeking eviction protections and that have been affected by the COVID-19 pandemic.

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

1. That the Emergency Rental Assistance Program Guidelines to assist eligible residential tenants living within the City of Watsonville who have been affected

by COVID-19, attached hereto and incorporated herein as Exhibit "A," are hereby approved.

2. That the City Manager and/or his designee are hereby authorized to make non-substantive changes to the Emergency Rental Assistance Program as may become necessary for clarification and/or compliance requirements.

3. That the budget appropriation of \$100,000 to the General Fund [0150] for the Emergency Rental Assistance Program is hereby authorized.

\*\*\*\*\*

# Emergency Rental Assistance Program Guidelines

The City of Watsonville administers the Emergency Rental Assistance Program (ERAP). This program is designed to assist Watsonville low and moderate income renters affected by the COVID-19 economic crisis with a grant of up to \$1,500.

Grant funds may be used to assist with payment of rent, **incurred after March 15, 2020**. The emergency housing assistance will be paid directly to the landlord on behalf of the individual or family.

## **Eligibility:**

1. Low or moderate income resident of Watsonville.
2. Rental housing unit must be located within the Watsonville city limits.
3. Experience a loss or reduction of income due to covid-19.

Priority will be given to tenants who are unable to pay their rent in full because of one or more of the following:

- (a) Tenant was sick with COVID-19 or caring for a household or family member who is sick with COVID-19;
- (b) Tenant experienced a lay-off, loss of hours, or other income reduction resulting from COVID-19 or the state of emergency;
- (c) Tenant's compliance with a recommendation from a government agency to stay home, self-quarantine, or avoid congregating with others during the state of emergency; or
- (d) Tenant's need to miss work to care for a home-bound school-age child.
- (e) Tenant's need to miss work to care for a family member that is deemed high risk of severe illness from COVID-19.

## **Application:**

Applications will be processed in the order they are received, and funded on a first come, first served basis, until funds are expended.

## **Documentation necessary with application:**

- Documentation that you have experienced loss or reduction of income (recent/past pay stubs, unemployment filing, letter from employer, etc.)
- Copies of utility bills and or proof of residence (gas, water, electricity, cell [phone bills, bank statements, etc.]
- Copies of your current lease or rental agreement.
- Copy of applicant's driver license or California ID
- Additional demographic data may be required for successful applicants





Irwin Ortiz <irwin.ortiz@cityofwatsonville.org>

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## Public Comment - Item 9.B. Emergency Rental Assistance Program

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**Kathy Oliver** <kathy@oliverpm.com>

Tue, Sep 8, 2020 at 2:23 PM

To: "mayor@cityofwatsonville.org" <mayor@cityofwatsonville.org>, Ari Parker <ari.parker@cityofwatsonville.org>, Trina Coffman <trina.coffman@cityofwatsonville.org>, "lowell.hurst@cityofwatsonville.org" <lowell.hurst@cityofwatsonville.org>, Francisco Estrada <francisco.estrada@cityofwatsonville.org>, "felipe.hernandez@cityofwatsonville.org" <felipe.hernandez@cityofwatsonville.org>, "aurelio.gonzalez@cityofwatsonville.org" <aurelio.gonzalez@cityofwatsonville.org>  
Cc: Matt Huffaker <matt.huffaker@cityofwatsonville.org>, Suzi Merriam <suzi.merriam@cityofwatsonville.org>, "ajsmith@grunskylaw" <ajsmith@grunskylaw>, Carlos Landaverry <carlos.landaverry@cityofwatsonville.org>, "cityclerk@cityofwatsonville.org" <cityclerk@cityofwatsonville.org>, "citymanager@cityofwatsonville.org" <citymanager@cityofwatsonville.org>

First of all, thanks goes out to everyone involved, for all the hours and hard work in dealing with such a controversial subject. I believe that, if there is money in the general fund to use, this program will help with those tenants in need; and, those landlords out there not getting any rent from their tenant(s) due to COVID-19.

Second of all, there are State, Federal and CDC orders that I recommend be included in the guidelines (see attached sample notice, declaration form and AB-3088 information.) If the City creates a notice and declaration form that mirrors the prevailing law, this will not only give the tenant a clear picture of what they are claiming, but will inform them that if they are false in their declaration, there are ramifications. Using a form, such as attached, will "weed out" any tenants trying to take advantage of this global crisis to just not pay rent.

Third of all, what is being done with the tenants, affected by COVID-19, who have not paid their utilities? If these tenants move out, with a back utility balance owing, the owner of their rental unit will have to carry the burden of the back utilities before they can rent their property out again; as the City of Watsonville does not allow a utilities to be turned on if there is a balance, without the landlord paying the back balance, therefore, a unit can NOT be re-rented. Is there something being worked out to protect those landlords of tenants who fail to pay and walk away from their obligation? I understand some tenants are reaching the \$1,000 mark in their back utilities already.

Since this program is within the City limits, the city will know if an applicant owes back utilities or not.

Could there be an exception to those landlords, with COVID-19 affected tenants that owe back utilities, that they will NOT be held accountable for the back utility balance of that tenant?

- If the tenant has shown proof according to the ERAP Guidelines that they have been financially burdened by COVID-19
- Whether or not they get the tenant gets the funding, (in case the money runs out.)

- If the tenant(s) meet the guidelines, then the landlord will NOT be responsible to pay the back balance in order to have their new tenant get utilities for that rental unit.

I leave it up to staff to find the wording that fits, but I would like to make that friendly suggestion.

Thank you for your time and consideration of my friendly amendment to your guidelines.

***Kathy Oliver***

***Resident of City of Watsonville***

***CalDRE Lic#01116175***

***Broker/Owner - Oliver Property Management***

***723 E Lake Ave., Watsonville, Ca 95076***

***Cell - 831-206-2249***

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**3 attachments**



**CDC COVID 19 rent declaration-form.pdf**

59K



**COVID-Tenant-Relief-Act-Industry-Insight-Final.pdf**

367K



**CA\_400\_Notice-of-CTRA.pdf**

93K

**[FORM] DECLARATION UNDER PENALTY OF PERJURY FOR  
THE CENTERS FOR DISEASE CONTROL AND PREVENTION'S TEMPORARY  
HALT IN EVICTIONS TO PREVENT FURTHER SPREAD OF COVID-19**

This declaration is for tenants, lessees, or residents of residential properties who are covered by the CDC's order temporarily halting residential evictions (not including foreclosures on home mortgages) to prevent the further spread of COVID-19. Under the CDC's order you must provide a copy of this declaration to your landlord, owner of the residential property where you live, or other person who has a right to have you evicted or removed from where you live. Each adult listed on the lease, rental agreement, or housing contract should complete this declaration. Unless the CDC order is extended, changed, or ended, the order prevents you from being evicted or removed from where you are living through December 31, 2020. You are still required to pay rent and follow all the other terms of your lease and rules of the place where you live. You may also still be evicted for reasons other than not paying rent or making a housing payment. This declaration is sworn testimony, meaning that you can be prosecuted, go to jail, or pay a fine if you lie, mislead, or omit important information.

I certify under penalty of perjury, pursuant to 28 U.S.C. § 1746, that the foregoing are true and correct:

- I have used best efforts to obtain all available government assistance for rent or housing;<sup>1</sup>
- I either expect to earn no more than \$99,000 in annual income for Calendar Year 2020 (or no more than \$198,000 if filing a joint tax return), was not required to report any income in 2019 to the U.S. Internal Revenue Service, or received an Economic Impact Payment (stimulus check) pursuant to Section 2201 of the CARES Act;
- I am unable to pay my full rent or make a full housing payment due to substantial loss of household income, loss of compensable hours of work or wages, lay-offs, or extraordinary<sup>2</sup> out-of-pocket medical expenses;
- I am using best efforts to make timely partial payments that are as close to the full payment as the individual's circumstances may permit, taking into account other nondiscretionary expenses;

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<sup>1</sup> "Available government assistance" means any governmental rental or housing payment benefits available to the individual or any household member.

<sup>2</sup> An "extraordinary" medical expense is any unreimbursed medical expense likely to exceed 7.5% of one's adjusted gross income for the year.

- If evicted I would likely become homeless, need to move into a homeless shelter, or need to move into a new residence shared by other people who live in close quarters because I have no other available housing options.<sup>3</sup>
- I understand that I must still pay rent or make a housing payment, and comply with other obligations that I may have under my tenancy, lease agreement, or similar contract. I further understand that fees, penalties, or interest for not paying rent or making a housing payment on time as required by my tenancy, lease agreement, or similar contract may still be charged or collected.
- I further understand that at the end of this temporary halt on evictions on December 31, 2020, my housing provider may require payment in full for all payments not made prior to and during the temporary halt and failure to pay may make me subject to eviction pursuant to state and local laws.

I understand that any false or misleading statements or omissions may result in criminal and civil actions for fines, penalties, damages, or imprisonment.

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Signature of Declarant

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Date

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<sup>3</sup> “Available housing” means any available, unoccupied residential property, or other space for occupancy in any seasonal or temporary housing, that would not violate federal, state, or local occupancy standards and that would not result in an overall increase of housing cost to you.



Irwin Ortiz <irwin.ortiz@cityofwatsonville.org>

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## Public Comment - Item 9.B. Emergency Rental Assistance Program

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**Rose Marie McNair** <realrose@norcalbroker.com>

Tue, Sep 8, 2020 at 2:59 PM

To: Kathy Oliver <kathy@oliverpm.com>, "mayor@cityofwatsonville.org" <mayor@cityofwatsonville.org>, Ari Parker <ari.parker@cityofwatsonville.org>, Trina Coffman <trina.coffman@cityofwatsonville.org>, "lowell.hurst@cityofwatsonville.org" <lowell.hurst@cityofwatsonville.org>, Francisco Estrada <francisco.estrada@cityofwatsonville.org>, "felipe.hernandez@cityofwatsonville.org" <felipe.hernandez@cityofwatsonville.org>, "aurelio.gonzalez@cityofwatsonville.org" <aurelio.gonzalez@cityofwatsonville.org>

Cc: Matt Huffaker <matt.huffaker@cityofwatsonville.org>, Suzi Merriam <suzi.merriam@cityofwatsonville.org>, "ajsmith@grunskylaw" <ajsmith@grunskylaw>, Carlos Landaverry <carlos.landaverry@cityofwatsonville.org>, "cityclerk@cityofwatsonville.org" <cityclerk@cityofwatsonville.org>, "citymanager@cityofwatsonville.org" <citymanager@cityofwatsonville.org>

Kudos to Kathy Oliver and thank those of you who worked so hard in putting this together in a format that is useful. The Declaration that is now available needs to be utilized for all tenants, for their protection, as well as the entire community.

As a person who lives in Watsonville, would it be possible to get verifiable numbers of those who are not paying, partially paying, or fully paying rent due to Covid-19 reasons? Having REAL information provides a more accurate picture of where things are. At the moment, we are guessing, and it would be prudent to be prepared before we start making promises. We need real data, and not just for Watsonville, but wherever this is happening.

Again, thank you!

Rose Marie



**Rose Marie McNair, Broker**

**McNair Real Properties**

**1715-42<sup>nd</sup> Ave. "B"**

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**SCCAR Lifetime Achievement 2020**

**REALTOR of the Year SCCAR 1995**

**REALTOR of the YEAR PVAOR 2017,, 2018**

**MEMBER of the YEAR WCR 2012**

[Quoted text hidden]

# City of Watsonville Emergency Rental Assistance Program



Carlos Landaverry, Housing Manager  
Community Development Department





# Background

**August 25, 2020**

City Council approved a temporary eviction moratorium and directed staff to develop an in-house emergency rental assistance program.





# Purpose

**Emergency Rental Assistance Program:** To assist low to moderate income renters affected by the COVID-19 economic crisis.

# Model

- **Emergency Housing Assistance Program**

Implemented in collaboration with CAB

- \* 66 families assisted
- \* Funds exhausted in July







# In-House Program

- **Administered by CDD - Housing Division**

Implemented in collaboration with:

- \* Parks and Community Services Department
- \* Finance Department

# Eligibility Requirements

- Low or moderate income resident of Watsonville
- Rental unit must be located within the Watsonville city limits
- Experience a loss or reduction of income due to covid-19
- Have past due rent with no alternate means to pay





# Priority

- (a) Tenants sick with COVID-19 or caring for a family member who is sick with COVID-19;
- (b) Tenants experienced a lay-off, loss of hours, or other income reduction resulting from COVID-19 or the state of emergency;
- (c) Tenant's compliance with a recommendation from a government agency to stay home, self-quarantine, or avoid congregating with others during the state of emergency; or
- (d) Tenant's need to miss work to care for a home-bound school-age child;
- (e) Tenant's need to miss work to care for a family member that is deemed high risk of severe illness from COVID-19.

# Application Process

- Processed in the order they are received
- Funded on a first come, first served basis
- Until funds are expended





# Documentation

- Proof of loss or reduction of income
- Proof of residence
- Lease or Rental Agreement
- Driver License or CA ID
- Additional demographic data





# Recommendation

*It is recommended that City Council adopt a Resolution:*

Approving the Emergency Rental Assistance Program;

Allocate \$100,000 from the General Fund for the ERAP;

Authorize the City Manager to make non-substantive changes to the ERAP as may become necessary for clarification and/or compliance requirements



# Questions?

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