



## **MISCELLANEOUS DOCUMENTS REPORT**

### **APRIL 27, 2021**

#### **1.0 APPLICATIONS FOR ALCOHOLIC BEVERAGE LICENSES**

- Cafe Ella  
April 13, 2021

#### **2.0 MINUTES**

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

**APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE(S)**

ABC 211 (6/99)

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

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

DISTRICT SERVING LOCATION: **SALINAS**

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

APR 16 '21 PM 4:13

Received  
Watsonville  
City Clerk

County: **SANTA CRUZ**

Is Premises inside city limits?

**Yes**Census Tract: **1101.00**

Mailing Address:(If different  
from  
premises address)

**272 MANFRE RD  
WATSONVILLE, CA 95076-2019**

Type of license(s):

**41**Dropping Partner: Yes \_\_\_ No X

Transferor's license/name:

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

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

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

STATE OF CALIFORNIA

County of **SANTA CRUZ**Date: **April 13, 2021**

Applicant Name(s)

**OLSON TWINS LLC**

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



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

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

Trustees Absent:                      Trustee Blanca Baltazar-Sabbah

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

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**1. ROLL CALL**

**2. CONSENT AGENDA**

**2.a MOTION APPROVING MINUTES OF FEBRUARY 18, 2021**

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

**MOTION: APPROVE MINUTES OF FEBRUARY 18, 2021 AS WRITTEN**

**Moved by** Trustee Muñoz

**Seconded by** Trustee Bañales

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

ABSENT (1): Trustee Baltazar-Sabbah

**Carried (6 to 0)**

**3. PRESENTATIONS & ORAL COMMUNICATIONS**

**3.a ORAL COMMUNICATIONS FROM THE PUBLIC & TRUSTEES**

a) SEEDS Outreach

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

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

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

### **3.b ORAL COMMUNICATIONS FROM THE LIBRARY DIRECTOR**

#### **a) Reopening of Library Update**

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

#### **b) Strategic Work Plan Update**

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

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

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

#### **Goal 2: Facilitate lifelong learning for all residents**

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

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

c) Library Statistics

The Interim Library Director briefly reviewed the statistics.

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

**4.c COMMENT FORMS**

No comment forms at this time.

**5. UNFINISHED BUSINESS**

**5.a POET LAUREATE**

a) Poet Laureate Discussion

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

**6. NEW BUSINESS**

**6.a BOARD OF LIBRARY TRUSTEES BYLAWS**

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

**7. REPORTS**

**7.a FRIENDS OF THE LIBRARY**

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

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

## 7.b PROGRAMS


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

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

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

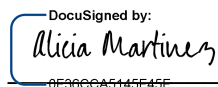
## 8. ADJOURNMENT

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

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

ATTEST:

 4/19/2021 | 4:17 PM EDT  
8F36CCA5145F45F...

Alicia Martinez, Interim Library Director



## **PARKS & RECREATION COMMISSION MEETING MINUTES**

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

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

Commissioners Absent: Commissioner Jessica Carrasco

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

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

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

### **2. ROLL CALL**

### **3. PLEDGE OF ALLEGIANCE**

### **4. ORAL COMMUNICATIONS**

#### **4.a ORAL COMMUNICATIONS FROM THE PUBLIC – NONE**

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

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

#### **4.c DIRECTOR'S REPORT**

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

#### **5. CONSENT AGENDA**

##### **5.a MOTION APPROVING MINUTES OF DECEMBER 7, 2020**

###### **MOTION**

**Moved by** Sencion

**Seconded by** Quiroz-Carter

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

ABSENT (2): Carrasco, Barba

**Carried (5 to 0)**

#### **6. NEW BUSINESS**

##### **6.a NOMINATION AND ELECTION OF PARKS & RECREATION COMMISSION**

###### **CHAIRPERSON**

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

b) Public Input - None

c) Motion Electing New Chairperson

###### **MOTION**

**Moved by** Sencion

**Seconded by** Campos



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

ABSENT (2): Carrasco, Barba

**Carried (5 to 0)**

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

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

b) Public Input - None

c) Motion Electing New Vice-Chairperson

**MOTION**

**Moved by** Sanchez

**Seconded by** Ibarra

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

NOES (1): Quiroz-Carter

ABSENT (2): Carrasco, Barba

**Carried (4 to 1)**

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

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

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

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

c) Public Input - None

d) Appropriate Action -

#### **MOTION**

**Moved by** Quiroz-Carter

**Seconded by** Sencion

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

ABSENT (2): Carrasco, Barba

**Carried (5 to 0)**

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

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

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

c) Public Input - None

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

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

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

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


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

c) Public Input - None

d) Appropriate Action - Tabled for next meeting date

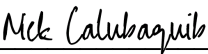
## 7. **ADJOURNMENT**

The meeting adjourned at 8:29 p.m.

DocuSigned by:  
  
59CAFFEE45724C8...

Abel Sanchez, Parks & Recreation Commission Chairperson

ATTEST:

DocuSigned by:  
  
8F045FFAA159467...

Nick Calubaquib, Parks & Community Services Director

DECEMBER 9, 2020  
P.M.

**MINUTES  
PERSONNEL COMMISSION  
REMOTE TELECONFERENCE MEETING**

5:00

**1. ROLL CALL**

<b>COMMISSIONERS PRESENT:</b>	Bobeda, Clark, Mariscal, Newell
<b>COMMISSIONERS ABSENT:</b>	Dodge
<b>OTHERS PRESENT:</b>	Rayvon Williams, Airport Director, Nathalie Manning, Deputy City Manager, Frances Delfino, Sr. Human Resources Analyst and Monica Florez, Human Resources Analyst

**2. PLEDGE OF ALLEGIANCE**

**3. CONSENT AGENDA**

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

**4. NEW BUSINESS**

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

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

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

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

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

**5. HUMAN RESOURCES DIRECTOR'S REPORT**

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

**6. ORAL COMMUNICATIONS**

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

**7. ADJOURNMENT**

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

ATTEST:

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Chairperson

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Personnel Director