

AGENDA
CITY OF WATSONVILLE
MELLO CENTER FOR THE PERFORMING ARTS

Opportunity Through Diversity; Unity Through Cooperation.



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

City of Watsonville Representatives:
Ari Parker, City Council Member - District 7
Lowell Hurst, City Council Member - District 3
Beatriz Vázquez Flores, City Clerk

Pájaro Valley Unified School District Representatives:
Karen Osmundson, Trustee Area 3
Daniel Dodge Jr., Board President
Richard Reid, Director of Maintenance, Operations & Facilities
Remote Teleconference Meeting

Join meeting <https://global.gotomeeting.com/join/667173885> or dial 1 (669) 224-3412 Access Code: 667-173-885

Spanish language interpretation is available



Americans with Disabilities Act

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For information regarding this agenda or interpretation services, please call the Human Resources Department at (831) 768-3020.

Notice of Remote/Teleconference 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 Parks and Recreation Commission, City staff, and the public to participate and the Commission to conduct the meeting by teleconference, videoconference, or both.

HOW TO VIEW THE MEETING: *No physical location from which members of the public may observe the meeting and offer public comment will be provided. Please view the meeting, which will be live streaming at <https://global.gotomeeting.com/join/667173885>*

HOW TO PARTICIPATE DURING THE MEETING: *Members of the public may also speak during the meeting through GotoMeetings from their computer, tablet or smartphone <https://global.gotomeeting.com/join/667173885> or by telephone at+1 (669) 224-3412 Access Code: 667-173-885*

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 Parks & Recreation Commission meetings to please contact the City Clerk's Office at (831) 768-3040, at least three business days before the meeting.

A. WELCOME & INTRODUCTIONS

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 www.cityofwatsonville.org.

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 www.cityofwatsonville.org subject to staff's ability to post the document before the meeting.

B. MOTION APPROVING MINUTES OF SEPTEMBER 16, 2019 AND DECEMBER 16, 2019

MELLO CENTER MINUTES SEPTEMBER 2019

Attachments: [Mello Center Min September](#)

MELLO CENTER MINUTES DECEMBER 2019

Attachments: [Mello Center Min December \(1\)](#)

C. FACILITY USE UPDATE & CALENDAR (INFORMATION ONLY)

D. APPROVE FACILITY REVENUES AND DISBURSEMENTS FOR FY 2019-2020

FY 19-20 REVENUE SUMMARY

Attachments: [FY 19-20 Revenue Summary](#)

**E. APPROVE FUTURE REPLACEMENT EXPENDITURE PLAN FOR FY
2020-2021**

F. UPDATES TO THE OPERATIONAL AGREEMENT

G. ADJOURNMENT

MELLO CENTER FOR THE PERFORMING ARTS

JOINT POWERS AUTHORITY

MEETING MINUTES

September 16, 2019 1:00 PM

City Manager's Conference Room

275 Main St. Suite 400, Watsonville CA 95076

JPA Board Members Present: Karen Osmundson, Trina Coffman-Gomez, Lowell Hurst,

JPA Members Absent: Beatriz Flores, Joe Dominguez, Daniel Dodge Jr.

Staff Present: Nick Calubaquib Parks and Community Services Director, Tony Roman Recreation Supervisor, Marisol Jimenez Recreation Supervisor

Meeting Began at 4:17 p.m.

1. Introduction: NA

2. Changes to the Agenda: Director Nick Calubaquib, requested to add approval and vote of the Minutes after Review of Calendar and Pending Rentals.

3. Communication

a. **Operational Procedures Update:** Marisol Jimenez, per last meeting update regarding Keys for the Mellow Center, Keys have been issued and have now been located at the Front office of the Customer Services Office. School District have hired someone for the Mello Center Facility Management by the name of Andrea Botsford.

b. **Facility Use Update:** Marisol Jimenez has sent out applications that have been received for upcoming community events. The reservation website has been established to submit Mello center reservations, applications can be completed and submitted through this website, once received an estimated quote is generated for their reservation request and forward to the applicant. Director Calubaquib gave an update on software for reservations and said once we establish a new software the process for reservation will be updated. Marisol is working with Pajaro Valley Unified staff to assure events are on calendars and that there is no double booking.

c. **Review of Calendar and Pending Rentals:** The Mello Center calendar was shared by Marisol Jimenez, everything is the same for now. Karen is working on her end regarding her activates and the schools. Some dates where questioned if it was the schools or communities events however those have been identified.

4. 5 (A) Approval of Minutes: Lowell Hurst moved approval of Minutes-Postponed

5. Summary of Next steps & Next Meeting: Cover inventory of Mello Center.

Tour of the Mello Center was conducted.

MELLO CENTER FOR THE PERFORMING ARTS

JOINT POWERS AUTHORITY

MEETING MINUTES

December 16 , 2019 4:00 – 6:30 PM

City Manager's Conference Room

275 Main St. Suite 400, Watsonville CA 95076

JPA Board Members Present: Karen Osmundson, Trina Coffman-Gomez, Lowell Hurst, Beatriz Flores, Daniel Dodge Jr., Joe Dominguez

JPA Members Absent: None

Staff Present: Nick Calubaquib Parks and Community Services Director, Tony Roman Recreation Supervisor, Andrea Botsford, Mello Center Manager

1. Welcome & Introductions

2. Motion Approving Minutes of July 10, 2019

Motion passed unanimously.

3. Communication

a. Operational Procedures Update (Calendaring & Software Ticketing Software, Equipment Inventory): Nick Calubaquib updated the group on the status of calendaring & software ticketing software. The Parks and Recreation Department is looking into new software's and is working on what software will work best for calendaring and ticketing, this software will be identified and purchased in the New Year.

b. Facility Use Update & Calendar: Tony Roman reported that he has received lots of inquires over the phone for usage of the Mello Center, a few non-school events have taken place totaling six events for year 2019 and ten events for the upcoming year 2020. Most questions from those seeking reservation of the Mello Center are general questions such as date availability and fees Tony and Andy are working with the Pajaro valley School district to get their events on the calendars by February 1, 2020. Santa Cruz Symphony held a successful event at the Mello Center; they would like to work with the school district to use the Watsonville High Library for a rest area. Andy provided an update regarding operations with the Mello Center, she will provide an update regarding equipment in the new year however has identified issues with equipment at the Mello Center.

c. Review of Calendar & Pending Rentals: Tony updated and informed that four of the potential events have committed and left their deposits and waiting for the rest to finalize by submitting their deposit and continue on to our process.

4. Summary of Next Steps & Next Meeting: Presentation of Draft Annual Maintenance & Major repair budget for FY 20-21.: Discussion of upcoming meeting on March 16, 2020. Will discuss the JPA operating agreement, the district and the City will be working together to come up with a budget for the fiscal year of 20/21. The budget will be brought in draft form for consideration by the following meeting, along with a summary of what revenue has been brought in for this year currently. Discussion of grant funding for maintenance and working with nonprofits to help fund for repairs.

Henry J Mello Center
Community Rentals

COMPLETED RENTALS FY 19-20

Name	Event Dates	Total Revenue	Total City	Administrative Fee	Maintenance (10%)	Net Revenue to	Notes
Mexico en el corazon	8/11/2019	\$1,000.00	\$1,875.00	\$100.00	\$100.00	-\$1,075.00	\$1000 donation. Cost include sound fees and
Digital Nest	10/12/2019	\$1,732.50	\$772.50	\$173.25	\$173.25	\$613.50	
Sonora Santanera	10/26/2019	\$1,206.00	\$560.00	\$120.60	\$120.60	\$404.80	
Studio E	12/15/2019	\$1,450.00	\$510.00	\$145.00	\$145.00	\$650.00	
SC Symphony Community Events	10/12/19, 11/3/19,	\$4,266.00	\$1,470.00	\$426.60	\$426.60	\$1,942.80	
TOTAL		\$8,654.50	\$3,312.50	\$865.45	\$865.45	\$3,611.10	*Mexico en el Corazon not included in total