

**AGENDA
CITY OF WATSONVILLE
PARKS & RECREATION COMMISSION
MEETING**



Opportunity Through Diversity; Unity Through Cooperation.

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

***Araseli Campos, District 1
Vanessa Quiroz-Carter, District 2
Brando Sencion, District 3
Jessica Carrasco, District 4
Abel Sanchez, District 5
Noe Ibarra, District 6
Frank Barba, District 7***

***<https://cityofwatsonville-org.zoomgov.com/j/1616102985>
Or iPhone one-tap: +16692545252,,1616102985#
Or Telephone: +1 669 254 5252 or +1 669 216 1590 or +1 646 828 7666
Webinar ID: 161 610 2985***

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 & 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: There is no physical location from which members of the public may observe the meeting. Please view the meeting via the link available at:
<https://www.cityofwatsonville.org/191/Parks-Recreation-Commission>

HOW TO PARTICIPATE BEFORE THE MEETING: Members of the public are encouraged to submit written comments by emailing pcs@cityofwatsonville.org. All comments will be part of the meeting record. Emails received three hours before the meeting may not be uploaded to the Agenda and may not be seen by the Commission 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 at:
<https://www.cityofwatsonville.org/191/Parks-Recreation-Commission> **Or iPhone one-tap: +16692545252,,1616102985# Or Telephone: US: +1 669 254 5252 or +1 669 216 1590 Webinar ID: 161 610 2985** to express their comments.

For information regarding this agenda, please call the Parks & Community Services Department at (831) 768-3240.

Americans with Disabilities Act



If you wish to attend a meeting and you will require assistance in order to attend and/or participate, please call the Parks & Community Services Department at least three (3) business days in advance of the meeting to make arrangements. The City of Watsonville TDD number is (831) 763-4075.



**AGENDA
CITY OF WATSONVILLE
PARKS & RECREATION COMMISSION MEETING**

Opportunity Through Diversity; Unity Through Cooperation.

Monday, March 1, 2021, 6:30 p.m.

Pages

1. ROLL CALL

Motion to excuse absent Parks & Recreation Commissioners (If any)

Pursuant to Charter Section 900, Paragraph 2.

2. PLEDGE OF ALLEGIANCE

3. PRESENTATIONS & ORAL COMMUNICATIONS

This time is set aside for members of the general public to address the Parks & Recreation Commission on any item not on the Agenda, which is within the subject matter jurisdiction of the Parks & Recreation Commission. No action or discussion shall be taken on any item presented except that any Commissioner 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 Parks & Recreation Commission will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Commissioner may place matters brought up under Oral Communications on a future agenda. ALL SPEAKERS ARE ASKED TO ANNOUNCE THEIR NAME IN ORDER TO OBTAIN AN ACCURATE RECORD FOR THE MINUTES.

3.a. ORAL COMMUNICATIONS FROM THE PUBLIC

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

3.c. DIRECTOR'S REPORT

4. 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 Chair will allow public input prior to the approval of the Consent Agenda.

4.a. MOTION APPROVING MINUTES OF FEBRUARY 1, 2021

5. ITEMS REMOVED FROM CONSENT AGENDA

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6. UNFINISHED BUSINESS

6.a. PARKS AND RECREATION COMMISSION WORKPLAN

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IT IS RECOMMENDED THAT THE PARKS AND RECREATION COMMISSION DEVELOP AND ADOPT A WORKPLAN FOR THE 2021 CALENDAR YEAR.

- a) Staff Report
- b) Commission Questions & Input
- c) Public Input
- d) Appropriate Action

6.b. PARKS AND RECREATION COMMISSION LIAISON ASSIGNMENTS

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IT IS RECOMMENDED THAT THE PARKS AND RECREATION COMMISSION APPOINT COMMISSIONERS TO SERVE AS LIAISONS TO VARIOUS PROGRAM AREAS, AS DETERMINED BY THE PARKS AND RECREATION COMMISSION.

- a) Staff Report
- b) Commission Questions & Input
- c) Public Input
- d) Appropriate Action

7. ADJOURNMENT

The next Commission meeting will be held on April 5, 2021

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day and on the City of Watsonville website at <https://www.cityofwatsonville.org/191/Parks-Recreation-Commission>

Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Parks & Recreation Commission Administrative Office (231 Union Street) during normal business hours.

Such documents are also available on the City of Watsonville website at: <https://www.cityofwatsonville.org/191/Parks-Recreation-Commission> subject to staff's ability to post the document before the meeting.



PARKS & RECREATION COMMISSION MEETING MINUTES

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

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

Commissioners Absent: Commissioner Jessica Carrasco

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

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

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

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. ORAL COMMUNICATIONS

4.a ORAL COMMUNICATIONS FROM THE PUBLIC – NONE

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

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

4.c DIRECTOR'S REPORT

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

5. CONSENT AGENDA

5.a MOTION APPROVING MINUTES OF DECEMBER 7, 2020

MOTION

Moved by Sencion

Seconded by Quiroz-Carter

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

ABSENT (2): Carrasco, Barba

Carried (5 to 0)

6. NEW BUSINESS

6.a NOMINATION AND ELECTION OF PARKS & RECREATION COMMISSION

CHAIRPERSON

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

b) Public Input - None

c) Motion Electing New Chairperson

MOTION

Moved by Sencion

Seconded by Campos

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

ABSENT (2): Carrasco, Barba

Carried (5 to 0)

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

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

b) Public Input - None

c) Motion Electing New Vice-Chairperson

MOTION

Moved by Sanchez

Seconded by Ibarra

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

NOES (1): Quiroz-Carter

ABSENT (2): Carrasco, Barba

Carried (4 to 1)

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

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

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

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

c) Public Input - None

d) Appropriate Action -

MOTION

Moved by Quiroz-Carter

Seconded by Sencion

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

ABSENT (2): Carrasco, Barba

Carried (5 to 0)

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

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

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

c) Public Input - None

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

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

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

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

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

c) Public Input - None

d) Appropriate Action - Tabled for next meeting date

7. ADJOURNMENT

The meeting adjourned at 8:29 p.m.

, Chair

ATTEST:

Nick Calubaquib, Parks & Community Services Director



Agenda Report

MEETING DATE: Monday, February 1, 2021

TO: Parks and Recreation Commission

FROM: Parks & Community Services Director Calubaquib

SUBJECT: 2021 PRC WORKPLAN

STATEMENT OF ISSUES:

Develop a workplan for the Parks and Recreation Commission for 2021.

RECOMMENDED ACTION:

IT IS RECOMMENDED THAT THE PARKS AND RECREATION COMMISSION DEVELOP AND ADOPT A WORKPLAN FOR THE 2021 CALENDAR YEAR.

DISCUSSION:

Per the City of Watsonville's City Charter, the Parks and Recreation Commission is responsible to "formulate and recommend to the Council and the City Manager a parks and recreation program for the inhabitants of the City which will contribute to the attainment of the general educational and recreational objectives for children and adults of the City, promote and stimulate public interest therein, and to the end, solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested in therein."

In support of this and to provide Commissioners with greater opportunities to engage in work that furthers parks and recreation services in the City of Watsonville, it is recommended that the Parks and Recreation Commission develop and adopt an annual work plan for the Commission and appoint commissioners to lead the implementation of work plan projects to achieve desired outcomes.

The following process to develop and implement an annual work plan is proposed:

1. During a regular meeting of the Parks and Recreation Commission, typically during the first quarter of each calendar year, the Commission would propose and discuss potential projects and desired outcomes. Projects must support at least one of the City Council's Strategic Planning Goals as well as support parks and recreation related services and facilities in the City of Watsonville.
2. The Parks and Community Services Director would then evaluate efficacy and staff and monetary resources required to support proposed projects to determine feasibility and develop a draft work plan for the consideration of the Commission. Staff resources required for projects will be categorized as:

- a. Minimal = 0-50 hours
- b. Moderate = 51-100 hours
- c. Significant – 100+ hours

Projects that require Moderate or Significant resources for which staff and monetary resources are not already included in the adopted budget will be held until necessary resources are identified.

3. The Commission would then suggest changes to the work plan and assign Commissioners to lead the implementation of work plan projects to achieve desired outcomes.
4. Once final changes and assignments are agreed upon, the Commission would adopt its annual work plan. See attachment for the PRC's previous workplan.

STRATEGIC PLAN:

03-Infrastructure & Environment, 05-Community Engagement & Well-Being, 06-Public Safety – This workplan supports the work of the Parks and Community Services Department.

FINANCIAL IMPACT:

None.

ALTERNATIVE ACTION:

The PRC could elect to not adopt a workplan for the 2021 calendar year.

ATTACHMENTS AND/OR REFERENCES (If any):

- 2020 PRC Workplan

**City of Watsonville
Parks and Recreation Commission**

**2019 Work Plan
ADOPTED 9/21/20**

Project	City Council Strategic Plan Priority Supported	Staff Resources Required	Desired Outcome (Commissioner Responsible)	Status
1. Develop a Public Art Program and Policy	Infrastructure & Environment, Community Engagement & Well-Being	PCS Director (Moderate) Senior Administrative Analyst (Significant)	Support the planning and development of a Public Art Program and Policy. Provide recommendations on program and policy drafts (Commissioners DeWorken, Carrasco)	Solicited feedback from Commissioners regarding Phase 1. Phase 2 to be developed in late 2020. Staff will schedule a meeting to discuss.
2. Develop a City-wide Integrated Pest Management Policy	Infrastructure & Environment, Community Engagement & Well-Being	PCS Director (Moderate) PCS Assistant Director (Significant)	Support the planning and development of an Integrated Pest Management Policy. Provide recommendations on policy drafts (Commissioner Sanchez)	Project launched in October 2019. AD Heistein to reach out to Commissioner Sanchez.
3. PCS Strategic Plan Implementation	Fiscal Health, Infrastructure & Environment, Economic Environment, Community Engagement & Well-Being, Public Safety	Whole PCS Team (Significant)	Support the implementation of PCS Strategic Plan and development of annual Department Work Plan (Commissioners Barba, DeWorken, Hiyashibara)	Meeting was scheduled. Need to reschedule meeting due to conflicts.
4. PRC Social Committee	Community Engagement & Well-Being	PCS Director (Minimal)	Virtual meetings/get together with Commissioners (Commissioners Sencion)	Commissioner Sencion to schedule and announce opportunities once per quarter. Director Calubaquib to set up meeting.
5. Events Sub-Committee	Economic Environment, Community Engagement & Well-Being		Liaison(s) meet with Special Events Supervisor to discuss ideas for new events and feedback on existing events (Commissioners Hurtado, Sencion, DeWorken)	Sub-committee has met twice to discuss ideas. Need to reschedule meeting due to conflicts.
6. Outreach Sub-Committee	Community Engagement & Well-Being	PCS Director (Minimal), Administrative Assistant (Minimal)	Conduct outreach activities to improve awareness of PCS programs and activities – focus on outreach in COVID world (Commissioners Carrasco)	Commissioner Carrasco and Director Calubaquib met on 10/30/19 to discuss ideas. Need to reschedule meeting due to conflicts.
Staff Resources Required: 0-50 hours = Minimal 51-100 hours = Moderate 100+ hours = Significant				



Agenda Report

MEETING DATE: Monday, February 1, 2021

TO: Parks and Recreation Commission

FROM: Parks & Community Services Director Calubaquib

SUBJECT: APPOINT PRC LIAISONS FOR 2021

STATEMENT OF ISSUES:

Appoint Commissioners to serve as liaisons to various Parks and Community Services Department program areas.

RECOMMENDED ACTION:

IT IS RECOMMENDED THAT THE PARKS AND RECREATION COMMISSION APPOINT COMMISSIONERS TO SERVE AS LIAISONS TO VARIOUS PROGRAM AREAS, AS DETERMINED BY THE PARKS AND RECREATION COMMISSION.

DISCUSSION:

Background

During its meeting on May 6, 2019, the PRC approved a PRC Liaison program. Liaisons were not assigned for the 2020 calendar year due to COVID-19.

PRC Liaisons

During most Parks and Recreation Commission meetings, Department staff strive to provide the Commission with an update on one or several key service areas. Although staff strive to provide comprehensive reports, it is difficult to convey the impact and experience from both the customer and staff perspective in a succinct report. Having a more in-depth understanding of the operations of these key areas will empower Commissioners to provide informed and relevant feedback and policy recommendations for the Department's services.

It is recommended that the Commission establish Commissioner Program Liaisons for certain service areas of the Department and appoint Commissioners as Program Liaisons on an annual basis. Each member of the Commission would be assigned a service area and would be responsible for:

1. Learning about their assigned service area by visiting facilities and/or program sites
2. Engaging with staff and community members at facilities and/or program sites on a regular basis
3. Reporting updates on assigned service area to the Parks and Recreation Commission during a designated time on each meeting agenda

It is recommended that Liaisons be established for the following key service areas of the Department:

- Parks (2 Liaisons)
- Sports Programs (1 Liaison)
- Youth Development Programs (2 Liaisons)
- Special Events (1 Liaison)
- Facility Rentals and Recreation Facilities (1 Liaison)

STRATEGIC PLAN:

03-Infrastructure & Environment, 05-Community Engagement & Well-Being, 06-Public Safety – PRC Liaisons assist PCS teammates with routine operations and projects.

FINANCIAL IMPACT:

None.

ALTERNATIVE ACTION:

The PRC could elect to not assign PRC Liaisons for the 2021 calendar year.

ATTACHMENTS AND/OR REFERENCES (If any):

- 2019 PRC Liaisons

**City of Watsonville
Parks and Recreation Commission
PRC Liaison Assignments
2019**

Service Area	PCS Teammate Contact	PRC Member
Parks (2 Liaisons)	Ben Heistein 831.768.3150 Ben.heistein@cityofwatsonville.org	Kristian Flores Abel Sanchez
Sports Programs (1 Liaison)	Jenny Vivenzi 831.768.3262 jennifervivenzi@cityofwatsonville.org	Ana Hurtado
Youth Development Programs (2 Liaisons)	Geno Bragado 831.768.3294 Eugene.bragado@cityofwatsonville.org	Jessica Carrasco Wayne Hayishibara
Special Events (1 Liaison)	Israel Tirado 831.768.3247 Israel.tirado@cityofwatsonville.org	Paul DeWorken
Facility Rentals and Recreation Facilities (1 Liaison)	Tony Roman 831.768.3292 Tony.roman@cityofwatsonville.org	Brando Sencion