



City of Watsonville

Meeting Agenda

Parks & Recreation Commission

Ana V. Hurtado, District 1
Paul De Worken, District 2
Brando Sencion, District 3
Jessica Carrasco, District 4
Abel Sanchez, District 5
Kristian Flores, District 6
Wayne Hayashibara, District 7

Monday, May 6, 2019

6:30 PM

City Council Chambers
275 Main Street, Top Floor

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. 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 FILL OUT A CARD & LEAVE IT AT THE PODIUM, ANNOUNCE THEIR NAME AND ADDRESS IN ORDER TO OBTAIN AN ACCURATE RECORD FOR THE MINUTES.

3.1 Oral Communications from the Commissioners & Members of the Public

3.2 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.

4.1 [PARKS & RECREATION COMMISSION MEETING MINUTES APRIL 15, 2019](#)

Attachments: [MINUTES-April](#)

5. ITEMS REMOVED FROM CONSENT AGENDA

6. PRESENTATIONS & REPORTS

6.1 [REPORT ON THE G.H.W.R. YOUTH CENTER DROP-IN PROGRAM BY RECREATION SUPERVISOR EUGENE BRAGADO](#)

Attachments: [Staff Report - YC](#)

6.2 [PROGRESS REPORT FOR CAPITAL PROJECTS FOR FISCAL YEAR 2018-19 BY ASSISTANT PARKS & COMMUNITY SERVICES DIRECTOR HEISTEIN](#)

Attachments: [May 2019 CIP Update](#)
 [Attachment A - CIP Update May 2019](#)

7. UNFINISHED BUSINESS

7.1 [ESTABLISHMENT OF ANNUAL COMMISSIONER PROGRAM LIAISON APPOINTMENTS](#)

Attachments: [Staff Report - PRC Liaisons 050619](#)
 [Attachment A - 2019 Liaisons](#)

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

7.2 [DEVELOPMENT OF ANNUAL PARKS AND RECREATION COMMISSION WORK PLAN BY PARKS & COMMUNITY SERVICES DIRECTOR CALUBAQUIB](#)

Attachments: [Staff Report - PRC Workplan 050619](#)
 [Attachment A - Sample Workplan 1](#)
 [Attachment B - City Council Strategic Plan](#)

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

8. ADJOURNMENT

The next Commission meeting will be held on June 3, 2019

MINUTES
REGULAR PARKS & RECREATION COMMISSION MEETING

April 15, 2019

City of Watsonville
Council Chambers
275 Main Street, Top Floor

1. ROLL CALL

Commissioners: Carrasco, DeWorken, Flores, Hayashibara, Hurtado, Sanchez

Commissioners Absent: Sencion

PCS Staff: Parks & Community Services Director Calubaquib
Administrative Assistant II Moya
Administrative Assistant II Diaz
Recreation Coordinator Maciel
Recreation Specialist Castro

2. PLEDGE OF ALLEGIANCE

3. COMMUNICATIONS

3.1 ORAL COMMUNICATIONS – Chair Sanchez is excited to have a full Commission and looks forward to working together with the group.

3.2 DIRECTOR'S REPORT – Director Calubaquib welcomed the newly appointed Commissioners and thanked all Commissioners for their commitment to participate. Director Calubaquib provided an update on the development of the overall strategic plan for Parks & Community Services and park master plans for City Plaza and Ramsay Park and listed upcoming meetings. Director Calubaquib welcomed Senior Administrative Analyst Adriana Flores to the Parks & Community Services team.

4. CONSENT AGENDA

4.1 MOTION TO APPROVE MINUTES OF THE REGULAR MEETING OF MARCH 4, 2019

MOTION: It was moved by Commissioner Hurtado, seconded by Commissioner Hayashibara and carried by the following vote to approve the Minutes of the Regular Meeting on March 4, 2019.

Ayes:	CARRASCO, DEWORKEN, FLORES, HAYASHIBARA, HURTADO, SANCHEZ
Noes:	NONE
Absent:	SENCION
Abstain:	NONE

5. ITEMS REMOVED FROM CONSENT AGENDA

NONE

6. PRESENTATIONS & REPORTS

6.1 CONTIGO PROGRAM UPDATE REPORT – Recreation Coordinator Maciel and Recreation Specialist Castro provided an update and summary of the Contigo Program

at Marinovich Community Center. Commissioner Flores asked if there is plans to expand the program beyond its targeted neighborhood. Recreation Coordinator Maciel informed the program is exploring the possibility of expanding the targeted location, but expansion is limited by funding. Commissioner DeWorken stated he was not aware of the Contigo Program and he recommends working with community partners to help support the program. Commissioner Sanchez asked if staff has maintained data that help supports the effectiveness of the program. Recreation Coordinator Maciel replied that staff tracks information related to the participant progress. Contigo Program participant Teresa Fernandez addressed the Commisison and explained how the Contigo Program has helped her family and thanked the Contigo Program staff and the Commission for providing an important resource to the community.

7. NEW BUSINESS

7.1 ESTABLISHMENT OF ANNUAL COMMISSIONER PROGRAM LIAISON APPOINTMENTS

- a) STAFF REPORT – Director Calubaquib proposes and recommends establishing a Commissioner Program Liaison for the Department and appoint Commissioners as Program Liaison to key service areas. Serving as a Program Liaison will provide the Commissioner a more in-depth understanding of operations and empower Commissioners to provide informed and relevant feedback and policy recommendations for the Department's services. The key service areas are Parks (2 Liaisons), Sports, Youth Development (2 Liaisons), Special Events and Facility Rentals.
- b) COMMISSIONER QUESTIONS & INPUT – Commissioners stated their preferences for the key service areas they would like to be appointed to. Key service area appointments are to be determined at the next Commission meeting on May 6th.
- c) PUBLIC INPUT – NONE
- d) MOTION: It was moved by Commissioner Hurtado, seconded by Commissioner Flores and carried by the following vote to approve the Establishment of Annual Commissioner Program Liaison Appointments.

AYES:	CARRASCO, DEWOREN, FLORES, HAYASHIBARA, HURTADO, SANCHEZ
NOES:	NONE
ABSENT:	SENCION
ABSTAIN:	NONE

7.2 DEVELOPMENT OF ANNUAL PARKS & RECREATION COMMISSION WORK PLAN

- a) STAFF REPORT – Director Calubaquib proposes and recommends developing and adopting an annual Parks & Recreation Commission Work Plan and appoint Commissioners to lead the implementation of Work Plan Projects. Director Calubaquib explained the process used to develop and foster an annual work plan with desired outcomes.
- b) COMMISSION QUESTIONS & INPUT – Commissioner DeWorken is excited to be involved with developments within the Department. Commissioner Sanchez asked if there is a limit to how many Commissioners that can be assigned to a certain project. Director Calubaquib replied that there would be a limit of three Commissioners per work plan to avoid a Brown Act violation. Commissioner DeWorken suggested adding a safety initiative work plan. Commissioner Sanchez

inquired about the level of commitment involved. Director Calubaquib responded that involvement varies per project.

- c) PUBLIC INPUT – NONE
- d) APPROPRIATE ACTION – The Commission will continue further discussion at the next Commission meeting on May 2, 2019.

8. ADJOURNMENT – 8:06pm

DATE: May 6, 2019
TO: Parks & Recreation Commission
FROM: Eugene Bragado, Recreation Supervisor
SUBJECT: Report on the G.H.W.R. Youth Center Drop-in Program
AGENDA ITEM: May 6, 2019 Commission



RECOMMENDATION

Receive report on the G.H.W.R. Youth Center Drop-in Program.

DISCUSSION

Background

For the past 25 years, the G.H.W.R. Youth Center has operated a free, afterschool drop-in program for youth ages 6-22 years old. Within the drop-in program, Recreation Leaders offer various types of recreational activities and special events for youth to create experiences and opportunities for enrichment and personal enjoyment.

Membership

Each youth who participates in the drop-in program must complete a registration form every year. Registration is free. In the previous fiscal year, there were a total of 129 registered members. This year, there are currently 80 registered members, with an average attendance of 30 to 40 members daily.

Youth Center Work Plan

The G.H.W.R. Youth Center team draft a work plan each fiscal year. This plan is to ensure that youth are offered the opportunity to enjoy diverse activities, field trips and events throughout the year.

41 Developmental Assets

The Developmental Assets is a framework for positive youth development that PCS has adopted as a way to build a strong foundation for those who participate in our programs. When youth have more assets, they are more likely to thrive, less likely to engage in high-risk behaviors, and more likely to be resilient in the face of challenges.

Drop-in Program Planning

Each month, team members submit a number of activities that support youth asset building that they would like to offer. These are placed on a monthly calendar that is used for marketing the planned monthly activities.

Special Activities/Events

Senior Recreation Leaders have the opportunity to offer a special activity or event that is supplemental to the drop-in program.

Youth Planning Committee

A team of high school youth has been formed to plan and implement special activities and events held at the Youth Center. One of their main goals is to increase participation in the Youth Center.

Community Partners

The Youth Center has collaborated with a number of local agencies that have helped to enhance its programming. To name a few, partners include Jovenes Sanos, GEAR UP, Mariposa's Art, and the Neighborhood Services Division.

FINANCIAL IMPACT

The Youth Center Drop In Program is a core function of the Parks and Community Services Department's Youth Development Unit. Expenses for this program are included in the adopted Fiscal Year budget.

ATTACHMENTS

Attachment A: 41 Developmental Assets

Developmental Assets

Since 1990, Search Institute's research-based framework of Developmental Assets® is one of the foundational frameworks in positive youth development. Over the following decades, the Developmental Assets framework and approach to youth development became the most frequently cited and widely utilized in the world.

Search Institute has studied Developmental Assets in the lives of millions of young people across the United States and around the world. Research consistently shows that young people from all backgrounds do better when they have a strong foundation of these strengths in their lives.

Grounded in extensive research in youth development, resiliency, and prevention, it identifies:

1. The supports, opportunities, and relationships young people need across all aspects of their lives (called “external assets”); and
2. The personal skills, self-perceptions, and values they need (called “internal assets”) to make good choices, take responsibility for their own lives, and be independent and fulfilled.

When youth have more assets, they are:

- More likely to thrive now and in the future
- Less likely to engage in a wide range of high-risk behaviors
- More likely to be resilient in the face of challenges

For More Information

<https://www.search-institute.org/>

<https://www.ymcasv.org/projectcornerstone/>

EXTERNAL

SUPPORT

1. FAMILY SUPPORT - Family Life provides high levels of love and support
2. POSITIVE FAMILY COMMUNICATION - Young person and her or his parent(s) communicate positively and young person is willing to seek advice and counsel from parent(s)
3. OTHER ADULT RELATIONSHIPS - Young person receives support from three or more non-parent adults
4. CARING NEIGHBORHOOD - Young person experiences caring neighbors
5. CARING SCHOOL CLIMATE - School provides a caring, encouraging environment
6. PARENT INVOLVEMENT IN SCHOOLING - Parent(s) are actively involved in helping young person succeed in school

EMPOWERMENT

7. COMMUNITY VALUES YOUTH - Young person perceives that adults in the community value youth
8. YOUTH AS RESOURCES - Young people are given useful roles in the community
9. SERVICE TO OTHERS - Young person serves in the community one hour or more per week
10. SAFETY - Young person feels safe at home, school and in the neighborhood

BOUNDARIES AND EXPECTATIONS

11. FAMILY BOUNDARIES - Family has clear rules and consequences and monitors the young person's whereabouts
12. SCHOOL BOUNDARIES - School provides clear rules and consequences
13. NEIGHBORHOOD BOUNDARIES - Neighbors take responsibility for monitoring young people's behavior
14. ADULT ROLE MODELS - Parent(s) and other adults model positive, responsible behavior
15. POSITIVE PEER INFLUENCE - Young person's best friends model responsible behavior
16. HIGH EXPECTATIONS - Both parents and teachers encourage the young person to do well

CONSTRUCTIVE USE OF TIME

17. CREATIVE ACTIVITIES - Young person spends three or more hours per week in lessons or practice in music, theater or other arts
18. YOUTH PROGRAMS - Young person spends three or more hours per week in sports, clubs or organizations at school and/or in the community
19. RELIGIOUS COMMUNITY - Young person spends one or more hours per week in activities in a religious institution
20. TIME AT HOME - Young person is out with friends "with nothing special to do" two or fewer nights per week

INTERNAL

COMMITMENT TO LEARNING

21. ACHIEVEMENT MOTIVATION - Young person is motivated to do well in school
22. SCHOOL ENGAGEMENT - Young person is actively engaged in learning
23. HOMEWORK - Young person reports doing at least one hour of homework every school day
24. BONDING TO SCHOOL - Young person cares about her or his school
25. READING FOR PLEASURE - Young person reads for pleasure three or more hours per week

POSITIVE VALUES

26. CARING - Young person places high value on helping other people
27. EQUALITY AND SOCIAL JUSTICE - Young person places high value on promoting equality and reducing hunger and poverty
28. INTEGRITY - Young person acts on convictions and stand up for her or his beliefs
29. HONESTY - Young person "tells the truth even when it is not easy."
30. RESPONSIBILITY - Young person believes, accepts and takes personal responsibility
31. RESTRAINT - Young person believes it is important not be sexually active or to use alcohol or other drugs

SOCIAL COMPETENCIES

- 32. PLANNING AND DECISION MAKING - Young person knows how to plan ahead and make choices
- 33. INTERPERSONAL COMPETENCE - Young person has empathy, sensitivity and friendship skills
- 34. CULTURAL COMPETENCE - Young person has knowledge of and comfort with people of different cultural/racial/ethnic backgrounds
- 35. RESISTANCE SKILLS - Young person can resist negative peer pressure and dangerous situations
- 36. PEACEFUL CONFLICT RESOLUTION - Young person seeks to resolve conflict nonviolently

POSITIVE IDENTITY

- 37. PERSONAL POWER - Young person feels he or she has control over "things that happen to me."
- 38. SELF-ESTEEM - Young person reports having a high self-esteem
- 39. SENSE OF PURPOSE - Young person reports that "my life has a purpose"
- 40. POSITIVE VIEW OF PERSONAL FUTURE - Young person is optimistic about her/his personal future
- 41. POSITIVE CULTURAL IDENTITY - Young person feels proud of her/his cultural background



DATE: May 2, 2019

TO: Parks & Recreation Commission

FROM: Ben Heistein, Assistant Parks and Community Services Director

SUBJECT: Progress Report for Capital Projects for Fiscal Year 2018-19

AGENDA ITEM: May 6, 2019 **Commission**

RECOMMENDATION

Receive the report for Capital Projects for Fiscal Year 2018-19.

DISCUSSION

Background

During the 2017-2019 budget planning process, staff identified over \$8,000,000 in Capital Improvement Projects necessary between now and Fiscal Year 2021-22 to address deferred maintenance at parks and recreation centers.

A list of prioritized projects was presented to the PRC at its February 5th, 2018 meeting and to the Council during the mid-year budget review for consideration. A number of the Department's projects were approved for funding and most projects have been carried over into FY 2018-19. During the adoption of the FY 2018-19 budget, the Council also approved several additional projects.

This progress report serves to inform the PRC about the status of each CIP, summarized in Attachment A. In the attachment, each project contains a brief description of the project, its area of public impact, allocated funds, and the status of each project.

FINANCIAL IMPACT

Funding for these projects is from the City's General Fund and Community Development Block Grant (CDBG) funding. The cost of completing these projects is estimated at \$1,014,291.

ATTACHMENTS

Attachment A – May Progress Report for PCS Capital Improvement Projects for FY 2018-19

Attachment A: May 2019 Progress Report for PCS Capital Improvement Projects for FY 2018-19

Project	Public Impact	Budget	Status
Maintenance Contract for Landscape Medians The Department maintains landscape in public right of ways on Ohlone Parkway, Manabe Ow Rd., Main St. (downtown), Upper Main St. (Hwy. 152) and Airport Blvd. Contracting this work is more cost effective and it increases the service level in these areas.	Aesthetics and Service level	\$50,000	In Progress. Monthly Landscape Maintenance from July '18-June '19.
City Plaza Improvements A consulting firm will be selected to assist City staff in developing a plan for modernizing the City Plaza to fit the community's needs, while maintaining its historical integrity.	Safety and Public Access	\$30,000	In Progress. Part of RFP for PCS Strategic Plan, Ramsay and City Plaza Conceptual Design. Working with Verde Design, Inc.
Re-wire City Light Poles in City Plaza Many of the lamps in the City Plaza do not work. It has been determined that the wiring is not up to code and must be replaced. Increasing the lighting at the Plaza will improve safety and safety perception for pedestrians during the evening time.	Safety and Aesthetics	\$5,000	Complete.
Repair/Re-wire Fountain Pump at City Plaza The pump in the fountain at the City Plaza is not functioning. To have this historical feature of the City Plaza operating again, a new water pump should be installed.	Aesthetics	\$2,000	Complete. Additional restoration work required (future CIP item).
Repair Exterior Wall at Callaghan Park Cultural Center The stucco on the exterior wall below the drinking fountain was kicked in. While making repairs, the contractor discovered significant water damage to the studs that resulted from a leaking roof. The wall of the building must be repaired and roof needs to be fixed to prevent further damage to the building.	Safety, Prevention of Further Damage, and Public Access	\$25,000	In Progress. Contractor opening up wall to investigate extent of damage..
Softball Field Improvements The current dugouts flood when it rains and are difficult to supervise for undesirable activities. Raising them to the level of the infield will alleviate these problems. The cap along the foul line fence will help prevent injury to any player reaching over the fence to catch a foul ball. Install new scoreboard	Safety and Public Access	\$60,000	60% Complete. New dugouts and safety fence rails installed. \$35,000 in CDBG funding, Environmental completed, ordering new scoreboard and bleachers.

Project	Public Impact	Budget	Status
Tree and Landscape Improvements at Crestview Park - Tree pruning and landscape improvements are needed for improved safety and aesthetics.	Safety and Aesthetics	\$30,000	Complete in FY17-18.
Paint Interior and Exterior of Ramsay Park Family Center The exterior of the building has non-matching colors as a result of covering up graffiti and the paint on the wood trim has peeled exposing bare wood to the elements. The interior needs to be repainted to improve aesthetics for programs and rentals.	Aesthetics and Prevention of Further Damage	\$40,000	Completed April 2019
Install Switches for Gym and Game Room Lights in the Ramsay Park Family Center Currently the gym and game room lights are turned on and off by switching the circuit breakers on and off as no switches to control the lights were ever installed. This is against code and a safety hazard	Safety	\$10,000	In Progress. Carryover to FY19-20, combining with AMBAG LED switchover.
Install a Fence around Ramsay Park Family Center The sides of the Ramsay Park Center facing Main St. and the Overlook Shopping Center are often used by homeless individuals for shelter and as a latrine.	Safety and Aesthetics	\$20,000	Fencing Complete in FY17-18. Soliciting quotes for a Storage Space and from an artist to install a mural.
New Roof at Ramsay Park Family Center The facility's roof has not been replaced in many years and is in need of replacement to remedy roof leaks.	Safety and Prevention of Further Damage	\$35,000	Complete. Repair and cleaning done; remaining funds moved to PCS Roof project.
Ramsay Park Family Center Gym Floor Remodel The current floor is in need of replacement due to heavy use and water damage.	Safety and Prevention of Further Damage	\$60,000	In Progress. Recently completed work to correct water intrusion issues. RFQ out and waiting for bids. Work to occur in June.
Ramsay Park Back Bathroom Remodel Similar to improvements made to the park restrooms on the east side of the park, this remodel will bring the restrooms into compliance with ADA standards, increase efficiency of maintenance and improve aesthetics.	Safety, Aesthetics and Public Access	\$284,291	In Progress. Council approved bid award on 11/27 for \$265k Construction began in Jan. and scheduled for completion in late May.

Project	Public Impact	Budget	Status
Park Maintenance Vehicles Replace one park maintenance vehicle. All parks maintenance vehicles are 15-20+ years old and are at the end of their useful life. One vehicle was replaced in FY 17-18, with an additional planned in FY 18-19.	Safety	\$33,000	Complete. Purchased one truck in Oct. 2018.
PCS Customer Service Center - Roof Project The facility's roof has not been replaced in many years and is in need of replacement to remedy roof leaks.	Safety and Prevention of Further Damage	\$80,000	In Progress. Public Works staff developing Scope of Work and Quick Bid Package in June; work to occur in August; will carryover to FY 19-20.
Marinovich Park Termite Repair Address extensive termite damage. This includes replacing wooden beams and building fascia that have suffered damage and treating the building for termites.	Safety and Prevention of Further Damage	\$15,000	Complete in April 2019.
City Plaza Restroom Facility Improvement Phase I Install a permanent restroom at the City Plaza. The City Plaza Improvement Plan will assist in determining location. This project will bridge two Fiscal Years.	Safety and Public Access	\$150,000	In Progress. Floodplain analysis being done and meeting with sales rep for pre fab restroom in May; will carryover to FY 19-20
Gene Hoularis and Waldo Rodriguez Youth Center HVAC Repair The HVAC system has not been in operation for over 10 years.	Safety and Public Access	\$100,000	In Progress. Env. Review complete; obtaining flood insurance in June-July; staff working on SoW and Quick-bid.
Peace Drive Park Playground Slide Repair Replace metal slide with a more modern apparatus.	Safety and Public Access	\$10,000	In Progress. Env. Review complete. Obtaining Quotes, work to occur in June.
Peace Park Dock Replacement Part of the dock boards has rotted and are in need of replacement.	Safety and Public Access	\$5,000	In Progress. Env. Review complete. Obtaining Quotes, work to occur in June.
	TOTAL:	\$1,014,291	



DATE: May 1, 2019

TO: Parks & Recreation Commission

FROM: Nick Calubaquib, Parks and Community Services Director

SUBJECT: Establishment of Annual Commissioner Program Liaison Appointments

AGENDA ITEM: May 6, 2019 **Commission**

RECOMMENDATION

It is recommended that the Parks and Recreation Commission appoint Commissioners as Program Liaisons to key service areas of the Department

DISCUSSION

Background

During its meeting on April 15, 2019, the Parks and Recreation Commission reviewed the report recommending that the Commission establish Commissioner Program Liaisons. Commissioners approved the establishment of Commissioner Program Liaisons for specific program areas and moved to table approving appointments to the meeting on May 6, 2019 to allow Commissioners who were absent to express preferences.

Recommendation

The Parks and Community Services Department is responsible for delivering quality parks and recreation programs, services and facilities and improving the quality of life of residents. The Department accomplishes this by providing recreational experiences, fostering human development, promoting health and wellness, increasing cultural awareness, facilitating community problem-solving, protecting natural resources, strengthening safety and security, strengthening community building and supporting economic development. The Department is comprised of a Parks Division and a Recreation Division.

The Parks Division strives to provide a safe, clean and green environment for the community to enjoy. Staff will protect environmental resources and strengthen community image and sense of place within the City's neighborhoods by maintaining Watsonville's 26 public parks for a total of 143.34 acres, maintain street median islands, City trees and landscaping and public grounds.

The Recreation Division provides recreation and leisure services at five recreation centers and through youth development programs, youth and adults sports, aquatics, adult programs, camps, classes and facility rentals.

Parks and Recreation Commission Program 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)

FINANCIAL IMPACT

None

ATTACHMENTS

Attachment A: Proposed Program Liaisons

City of Watsonville
Parks and Recreation Commission
PRC Liaison Assignments
2019

Service Area	PRC Member
Parks (2 Liaisons)	Kristian Flores TBD
Sports Programs (1 Liaison)	Ana Hurtado
Youth Development Programs (2 Liaisons)	Jessica Carrasco Wayne Hayishibara
Special Events (1 Liaison)	Paul DeWorken
Facility Rentals and Recreation Facilities (1 Liaison)	TBD



DATE: May 1, 2019

TO: Parks & Recreation Commission

FROM: Nick Calubaquib, Parks and Community Services Director

SUBJECT: Development of Annual Parks and Recreation Commission Work Plan

AGENDA ITEM: May 6, 2019

Commission

RECOMMENDATION

It is recommended that the Parks and Recreation Commission:

1. Develop and adopt an annual Parks and Recreation Commission Work Plan; and
2. Appoint Commissioners to lead the implementation of Work Plan projects

DISCUSSION

Background

During its meeting on April 15, 2019, the Parks and Recreation Commission reviewed the report recommending that the Commission adopt an annual Work Plan. Commissioners moved to table discussion to the meeting on May 6, 2019 to allow additional time for Commissioners to identify other potential Work Plan items.

Recommendation

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+ hoursProjects 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 A for a sample work plan and suggested projects for 2019.

FINANCIAL IMPACT

None

ATTACHMENTS

Attachment A: Sample Work Plan and Suggested Projects

Attachment B: City Council Strategic Plan

ATTACHMENT A

City of Watsonville
Parks and Recreation Commission

2019 Work Plan

Project	City Council Strategic Plan Priority Supported	Staff Resources Required	Desired Outcome (Commissioner Responsible)
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 (Commissioner XXXX)
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 XXXX)
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 (Commissioner XXXX)
4. Safety?			
5. PRC Social Committee?			
6.			
Staff Resources Required: 0-50 hours = Minimal 51-100 hours = Moderate 100+ hours = Significant			



CITY OF WATSONVILLE STRATEGIC PLAN

Every two years, the City Council reviews its Strategic Plan, setting forth a vision and priorities for the City organization and the community of Watsonville.

A STRATEGIC PLAN IS A ROAD MAP FOR THE FUTURE THAT:

- Articulates the Council's priorities and guides their policy decision
- Enables staff to develop feasible, actionable strategies to address the Council's priorities, implement policies, and allocate resources effectively
- Can focus the City's efforts to engage community members and agency partners in achieving the City's Mission and Vision
- Enables the city to prioritize time and resources in alignment with the council priorities

01 HOUSING

The City will continue to work on providing sufficient, quality housing opportunities, explore expanding housing programs, and preserving existing affordable housing for Watsonville residents.



Focus Areas:

COMMUNITY EDUCATION & OUTREACH -

Explore new and creative opportunities to increase community outreach and awareness of homebuyer programs.

QUALITY AFFORDABLE HOUSING & RENTAL HOUSING -

Encourage the development of quality, sustainable, inclusive and affordable homes for all our residents and work on the preservation and rehabilitation of existing rental housing.

WORKFORCE HOUSING - Engage community partners, local employers and developers to increase workforce housing development.

HOME OWNERSHIP ASSISTANCE - Continue to seek and expand funding programs for first time homebuyers.

02

FISCAL HEALTH

The City will continue to enhance the fiscal sustainability of the City, through sound financial decision-making to ensure the organizational viability needed to serve the residents and businesses of Watsonville today and in the future.



Focus Areas:

PENSION SUSTAINABILITY - Take proactive steps to control growing pension costs, including exploring operational efficiencies, using one-time funds to pay down liabilities, and working with CalPERS and the League of California Cities on long term solutions.

PRESERVE GENERAL FUND RESERVE - Continue strengthening the City's financial reserves to ensure greater resilience in times of economic downturns or emergencies.

LONG TERM FINANCIAL PLAN - Ensure the short-term and long-term financial health of the City and its infrastructure through prudent long range financial planning.

03

INFRASTRUCTURE & ENVIRONMENT

The City will work to maintain our built infrastructure and preserve the natural environment through careful planning, preservation and maintenance for current residents and future generations.



Focus Areas:

DEFERRED ASSET MANAGEMENT - Increase maintenance of the community's existing assets, infrastructure and facilities, for current and future generations.

FIBER NETWORK EXPANSION - Expand the capacity of the City's fiber infrastructure; a key element in attracting new businesses to Watsonville.

ENVIRONMENTAL EDUCATION - Continue our environmental education and stewardship efforts to protect and enhance our natural environment through sustainable practices such as water conservation, recycling, and waste reduction.

LONG-RANGE CAPITAL IMPROVEMENT PLAN - Plan for preventative maintenance of existing infrastructure, as well as long range planning for replacement of aging facilities and equipment, as well as expansion to meet future demand.

ROAD INFRASTRUCTURE - Implementation of Measure D, SB1 and other transportation projects that improve maintenance of our streets and pedestrian safety. Complete implementation of Vision Zero and the Complete Streets Plan.

04

ECONOMIC DEVELOPMENT

Strengthen and diversify the City's economy for all, by supporting and growing existing businesses, attracting new businesses, enhancing workforce development, revitalizing downtown, and engaging the community to reinvest in the City.



Focus Areas:

JOB CREATION AND WORKFORCE DEVELOPMENT

- Expand opportunities and establish partnerships that support the development of our local workforce through training, education and job placement programs. Create job opportunities for our local residents that ensure living wages, skilled development, and provide a competitive advantage in the job market.

BUSINESS ATTRACTION & EXPANSION

- Attract and grow businesses in town that provide services and living wages for our local residents.

DOWNTOWN REVITALIZATION

- Complete Downtown Specific Plan and continue to work with downtown businesses to improve safety, lighting, and beautification projects.

COMMUNITY EVENTS

- Promote and expand community events that engage and celebrate the diversity of Watsonville and make it a great place to work, live and play.

05

COMMUNITY ENGAGEMENT & WELL-BEING

The City will actively engage community stakeholders and residents on important issues that affect the quality of life of our community. We will work with all members of the community to create a more vibrant, engaged and thriving Watsonville.



Focus Areas:

ENGAGED AND INFORMED COMMUNITY -

Promote understanding and engagement in city government through education and public participation. Create an environment where interactions with community members are heard, captured, and used to inform decision making, enhance customer services and transform our community.

CELEBRATE COMMUNITY ACCOMPLISHMENTS -

Implement strategies to widely promote the success, diversity and character of our community.

STRENGTHEN COMMUNITY PARTNERSHIPS -

Continue to build and work with our community partners to positively impact the issues facing our community.

HOMELESSNESS AND MENTALLY ILL -

Continue to work with the County of Santa Cruz and our community partners to develop strategies that improve the lives of individuals who are homeless or suffering from mental health illness. Create a supportive network of service providers that can address the multiple needs of families and individuals in need.

05

COMMUNITY ENGAGEMENT & WELL-BEING CONTINUED

PRESERVE COMMUNITY DIVERSITY - Continue to support individuals and families impacted by immigration policies. Develop and support policies and programs that make Watsonville a community that is equitable, diverse, and with opportunities for our residents to thrive in.

LIBRARY SERVICES AND PROGRAMS - Continue to provide quality resources, programs, events and innovative services that stimulate creativity, intellectual curiosity, and facilitate lifelong learning within our community.

PARKS AND COMMUNITY SERVICES, YOUTH ACTIVITIES & PROGRAMS - Improve the quality of life for residents of all ages by advancing the community's parks, recreation and community facilities and services through the implementation of innovative practices, streamlining and leveraging resources and strengthening community partnership.

COMMUNITY HEALTH - Improve the health and quality of life for Watsonville residents by offering recreational activities and programs that promote healthier lifestyles and connecting residents with services.

06

PUBLIC SAFETY

The City will continue to strive to create a healthy, safe and thriving Watsonville.



Focus Areas:

TRAFFIC SAFETY EDUCATION - Continue a collaborative approach among various city departments to improve pedestrian safety, increase education and awareness of public education campaigns targeting motorists, cyclists, and pedestrian safety.

COMMUNITY POLICING - Continue to work in partnership with our community, to build and maintain relationships founded on trust and mutual respect, while reducing crime and improving quality of life.

YOUTH PREVENTION PROGRAMS - Continue to support intervention programs such as the Caminos Hacia el Exito program which has a huge success rate in keeping participants from re-offending and PAL a prevention program that bridges the gap between youth, their families and increases the bond with law enforcement.