

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.

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Frank Barba, District 7**

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

Opportunity Through Diversity; Unity Through Cooperation.

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

PCS

Pages

- 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)
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. 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.)
 - 4.a. ORAL COMMUNICATIONS FROM THE PUBLIC**
 - 4.b. ORAL COMMUNICATIONS AND LIAISON REPORTS FROM THE PARKS & RECREATION COMMISSIONERS**
 - 4.c. DIRECTOR'S REPORT**
- 5. 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.

6. NEW BUSINESS

6.a. NOMINATION AND ELECTION OF PARKS & RECREATION COMMISSION CHAIRPERSON

- a) Nomination Period
- b) Public Input
- c) Motion Electing New Chairperson

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

- a) Nomination Period
- b) Public Input
- c) Motion Electing New Chairperson

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

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IT IS RECOMMENDED THAT THE PARKS AND RECREATION COMMISSION RECEIVE A STATUS UPDATE REPORT ON THE PARKS AND COMMUNITY SERVICES STRATEGIC ACTION PLAN.

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

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

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

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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 March 1, 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.



**MINUTES
REGULAR PARKS & RECREATION COMMISSION MEETING**

DECEMBER 7, 2020

**CITY OF WATSONVILLE
REMOTE TELECONFERENCE**

1. ROLL CALL

COMMISSIONERS: BARBA, CARRASCO, DEWORKEN, HURTADO, SANCHEZ, SENCION

COMMISSIONERS ABSENT: NONE

PCS STAFF: PARKS & COMMUNITY SERVICES DIRECTOR NICK CALUBAQUIB
SENIOR ADMINISTRATIVE ANALYST ADRIANA FLORES
ADMINISTRATIVE ASSISTANT II DESIREE MOYA

2. WATSONVILLE PRC MEETING ZOOM WEBINAR INSTRUCTIONS

3. PLEDGE OF ALLEGIANCE

4. COMMUNICATIONS

4.1 ORAL COMMUNICATION FROM THE COMMISSIONERS & MEMBERS OF THE PUBLIC –

Hurtado expressed her gratitude to the Commission, Parks Director and parks staff, as she was going to be serving her last meeting. Hurtado served two terms as Commissioner, first term under Karina Cervantes and second term under Felipe Hernandez. Barbra thanked the Commission as he also, will be completing his term and served under Trina Coffman. Commissioners and Director thanked Hurtado and Barbra for their time served on the Commission.

4.2 DIRECTOR'S REPORT – Director Calubaquib gave a brief report on upcoming events, including the Santa tour that will be visiting all Council Districts. Director Calubaquib also informed the Commission that the State of California is beginning to implement COVID orders in the upcoming weeks and that Pinto Lake RV park would be impacted and required to close.

5. CONSENT AGENDA

5.1 PARKS AND RECREATION COMMISSION MEETING MINUTES NOVEMBER 2, 2020

MOTION: Motion was made by Commissioner Hurtado, seconded by Commissioner Sencion and carried by the following vote to approve the Minutes of the Regular Meeting on November 2, 2020.

AYES: BARBA, CARRASCO, DEWORKEN, HURTADO, SANCHEZ, SENCION
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

6. ITEMS REMOVED FROM CONSENT AGENDA – NONE

7. PUBLIC HEARINGS – NONE

8. PRESENTATIONS & REPORTS – NONE

9. NEW BUSINESS

9.1 APPROVE PUBLIC ART PROJECT IMAGES FOR THE MOVEABLE MURALS PROJECT – “AN ACT OF LOVE – WEARING MASKS DURING THE PANDEMIC”

a) STAFF REPORT – Sr. Administrative Analyst Flores presented on the art images for the project from the Pajaro Valley Arts Council. The recommendation was for the Commission to approve the images for the Moveable Murals Project and photo collages that will be displayed at City Hall.

b) COMMISSION QUESTIONS & INPUT – Sencion commented that the images were appropriate. Hurtado commented that the images did express diversity and brings the message of togetherness. Sanchez questioned if images changed would they still stay within the same theme. Flores clarified that images would only change if the rights to the images are not released by their owners. Carrasco commented that she loved the images.

c) PUBLIC INPUT – NONE

d) APPROPRIATE ACTION –

MOTION: Motion was made by Commissioner Sencion and seconded by Commissioner Hurtado, and carried by the following vote to approve the images of art for the movable mural project.

AYES: BARBA, CARRASCO, DEWORKEN, HURTADO, SANCHEZ, SENCION
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

10. UNFINISHED BUSINESS – NONE

11. REQUESTS & SCHEDULING FUTURE AGENDA ITEMS - DeWorken asked if we can bring up the conversation to add open and free art walls around the parks and around the City. DeWorken also asked if there is a way to support the first Friday of the Month Art Market that is being offered at Romo Park. Sencion commented that he would like to contact the landlord of the Fox theater to put up art around the building. Sencion also commented that the Art in the park was nice for the community. Director Calubaquib stated that he would schedule time to meet with DeWorken, Sencion and Carrasco offline to discuss these ideas.

12. ADJOURNMENT

Meeting adjourned at 7:03 p.m.



Agenda Report

MEETING DATE: Monday, February 1, 2021

TO: Parks and Recreation Commission

FROM: Parks & Community Services Director Calubaquib

**SUBJECT: STATUS UPDATE ON PARKS AND COMMUNITY SERVICES
STRATEGIC ACTION PLAN**

STATEMENT OF ISSUES:

Staff will provide an update on the Parks and Community Services Strategic Action Plan

RECOMMENDED ACTION:

IT IS RECOMMENDED THAT THE PARKS AND RECREATION COMMISSION RECEIVE A STATUS UPDATE REPORT ON THE PARKS AND COMMUNITY SERVICES STRATEGIC ACTION PLAN.

DISCUSSION:

The 2020 Parks and Recreation Strategic Plan was adopted by the Parks and Recreation Commission on September 16, 2019 and by the City Council on February 11, 2020.

The Strategic Plan serves as an addendum to our Parks and Recreation Master Plan that provides an action plan that is relevant, practical, and achievable given our economic restraints and potential. This plan addresses current funding mechanisms and identifies future funding opportunities. This plan also includes the Park Master Plans for both the City Plaza and Ramsay Park.

The *2020-2021 Strategic Action Plan* (see attached) outlines the annual action items that PCS staff is focused on to move the Strategic Plan forward.

STRATEGIC PLAN:

02-Fiscal Health – Specific actions items contained in the Strategic Action Plan address the fiscal health of the Department

03-Infrastructure & Environment – Many action items contained in the Strategic Action Plan address the Department's parks, facilities and open spaces.

05-Community Engagement & Well-Being – The action items regarding parks, facilities and programs contained in the Strategic Action Plan are designed to engage the community and increase community well-being.

06-Public Safety - The action items regarding parks, facilities and programs contained in the Strategic Action Plan increase public safety. Pro-social youth engagement programs serve as prevention programs that provide young people with the skills, assets and supports needed to be resilient against negative and illegal behaviors and to become healthy, thriving adults.

FINANCIAL IMPACT:

The Strategic Action Plan is the annual workplan for PCS.

ALTERNATIVE ACTION:

None.

ATTACHMENTS AND/OR REFERENCES (If any):

- 2020-2021 Strategic Action Plan

FY 20-21 PCS STRATEGIC ACTION PLAN

Carryover Pull Forward Requires Funding New

Goal 1: Outstanding Parks and Facilities						
Provide safe, well-maintained and accessible parks and facilities.						
GOAL	OBJECTIVE	TARGET YEAR	TARGET COMPLETION	LEAD	CITY COUNCIL STRATEGIC PLAN ALIGNMENT	STATUS
1.1 Prioritize the Core – Prioritize deferred maintenance and the implementation of maintenance standards and ADA improvements for existing parks and facilities						
a.	Develop and maintain an inventory of deferred maintenance needs, costs and priorities at all City parks and recreation facilities.	2021	March 2021	Ben/Nick		Continue to work on through CIP process. In 20/21 need to add Medians and ROWs.
g.	Conduct a physical accessibility evaluation of all City parks and recreation facilities, identifying and prioritizing needed improvements.	2021	On Hold	Consultant	Infrastructure and Environment	ON HOLD. Requires funding allocation. Requesting funding at mid-year
i.	Complete budgeted CIP projects within Fiscal Year that funding is allocated.	Ongoing	Ongoing	Ben/Nick/Tony/Adriana/melda	Infrastructure and Environment	In progress. In FY 20/21, assign projects to project leads.
j.	Complete Bridge St Medians Restoration Project	2019	2021	Ben	Infrastructure	Finish Stage 3 - spring 2021
1.2 Increase park facilities, especially on the northeast side of the City, to work towards the goal of five acres of parkland per 1,000 residents.						
1.3 Develop joint use agreements with the Pajaro Valley Unified School District, churches and other land owners						
a.	Develop maintenance and operational plans to create pilot site(s) for joint use with PVUSD.	2021	Sept 2020	Nick	Infrastructure and Environment	3 pilot sites open through June 2021.
1.4 Expand and improve access and connections to parks, open spaces and community destinations.						
d.	Develop and implement a City-wide Integrated Pest Management System	2021	Spring 2021	Ben	Infrastructure and Environment	Developing field guide. Consultant finishing final draft.
e.	Continue to develop Urban Greening Projects and implement Urban Greening Grant at Ramsay Park.	2018	2022	Ben	Infrastructure and Environment	Design in progress.
f.	Develop and implement Urban Forestry Projects to include an Urban Forest Management Plan, City-wide tree inventories, mapping and analysis, planting and system wide improvements.	2021	2024	Ben/Wetlands Watch	Infrastructure and Environment	Cal Fire Grant received. RFP for consultant is currently out.
g.	Revise and adopt a new Tree Ordinance with a mechanism for sustainable funding in	2021	2024	Ben/Wetlands Watch	Infrastructure	Cal Fire Grant received
1.5 Design and identify funding for high priority facilities, including: City Plaza, Ramsay Park, Sports Fields, and an Indoor Gymnasium.						
a.	Create park master plans for City Plaza and Ramsay Park and identify funding for construction.	2020	Ongoing	Ben/Nick	Infrastructure and Environment	Reapply for funding for City Plaza (Grant due in March). Complete construction of Plaza Restroom. Complete Ramsay Pump Track. Prop 68 Per Capita Funds awarded for Ramsay Dog Park.

Goal 2: Impactful Programs

Celebrate Watsonville's cultural heritage and encourage community building through the provision of programs, services, events and facilities that are culturally relevant, responsive to community priorities and that support health and wellness, personal development and public safety.

GOAL	OBJECTIVE	TARGET YEAR	TARGET	LEAD	CITY COUNCIL	STATUS
2.1 Create a Public Art Program that highlights Watsonville's cultural heritage throughout the community and in parks, trails and recreation programs.						
b.	Develop and implement a program and process for City initiated and funded public art.	2021	Spring 2021	Adriana	Economic Development	Working on Phase 2. Bring to Council in summer 2021

c.	Develop a funding mechanism for City funded public art.	2021	On Hold	Adriana	Economic Development	Bring to Council in summer 2021 with Phase II
2.2 Increase the quality and quantity of programs and events that celebrate the City's rich agricultural history, cultural heritage and natural resources.						
a.	Develop and implement a Strategic Program Plan for the Special Events Unit.	2020	On Hold	Israel	Economic Development	On hold due to COVID
b.	Develop and implement evaluation procedures for events to measure quality.	2020	On Hold	Israel	Economic Development	On hold due to COVID
c.	Develop and implement a financial sustainability plan for Special Events.	2021	On Hold	Imelda	Economic Development	Develop plan for partnerships with non profits
e.	Develop and implement a Department Marketing Plan.	2020	Ongoing	Geno	Economic Development	On hold due to COVID - Requires additional Teammate resources
2.3 Develop and foster partnerships with City Departments, schools, healthcare agencies, community organizations and residents in the design and development of programs and facilities to maximize resources and meet community needs.						
a.	Partner with the Watsonville Police Department in proving safe programs and spaces for youth through programs such as the Police Activities League.	Ongoing	Ongoing	Coresta	Public Safety	In progress
b.	Partner with the Watsonville Police Department to engage residents in community safety programs, such as Somos Watsonville.	Ongoing	Ongoing	Nick	Public Safety	Working on in conjunction with recommendations from Ad-Hoc Committee on Policing and Social Equity
c.	Partner with PVUSD to position the Mello Center as south county's premier venue for the performing arts by facilitating community access.	Ongoing	On Hold	Tony	Community Engagement & Well-Being	New JPA operating agreement - PVUSD responsible for booking. City has access to facility for City/community use.
d.	Lead a comprehensive City Volunteer Program to increase engagement and augment Department capacity.	Ongoing	Spring 2021	Israel	Community Engagement & Well-Being	In progress
e.	Implement an Adopt a Park Program.	2020	Spring 2021	Israel	Community Engagement & Well-Being	Include LLMADs
f.	Engage with regional partners, including County Parks, County Health Services, County Human Services, Water District and others, in the planning and coordination of programs and facilities.	Ongoing	Ongoing	Ben/Nick	Community Engagement & Well-Being	Ongoing
g.	Partner with healthcare agencies, such as the Pajaro Valley Health Trust and Kaiser, in the planning and implementing of health focused programs.	2020	Spring 2021	Imelda	Community Engagement & Well-Being	Working with County Health on a Parks Rx program
2.4 Create a community that values youth by fostering developmental assets and increasing program coordination, especially during after school, evening and weekend hours.						
a.	With community partners, lead the Developmental Asset Movement and engage youth serving organizations in implementing the Asset model.	2020	Fall 2021	Nick/Imelda	Community Engagement & Well-Being	Reviving efforts with PV Health Trust
b.	Lead the coordination of youth programs across City departments.	2020	Ongoing	Nick/Imelda	Community Engagement & Well-Being	In progress
c.	Develop and implement a Strategic Program Plan for Youth Development programs.	2020	Spring 2021	Imelda	Community Engagement & Well-Being	Need to revise due to COVID
d.	Develop and grow the Youth Action Council to increase opportunities for leadership development and youth programming.	2020	Ongoing	Geno	Community Engagement & Well-Being	On Hold due to COVID
e.	Increase the number of quality youth programs and services (including case management) offered, especially during after school, evening and weekend hours.	2020	Spring 2021	Coresta/Coresta	Public Safety	Need to revise due to COVID. Case management services are ongoing.
f.	Develop and implement a Strategic Program Plan for the Sports Unit.	2020	?		Community Engagement & Well-Being	Planning for the reopening of sports programs
2.5 Champion an action plan to create an Age-Friendly Community and expand programs and services for older adults.						

a.	Develop an Age-Friendly Community Action Plan and earn the designation of Age-Friendly Community.	2021	Spring 2021	Katie	Community Engagement & Well-Being	Waiting for direction from the County of Santa Cruz.
b.	Identify program and service needs of community's older adults and develop a Strategic Program Plan for Older Adult Services.	2021	Spring 2021	Katie	Community Engagement & Well-Being	Developing survey for Watsonville specific needs.
c.	Continue to develop efficient and effective programs at the Watsonville Senior Center.	Ongoing	Ongoing	Katie	Community Engagement & Well-Being	Continuing virtual programs and drive through events

Goal 3: One High Performing Team						
Ensure organizational effectiveness and fiscal stability for long-term community benefit						
GOAL	OBJECTIVE	TARGET YEAR	TARGET	LEAD	CITY COUNCIL	STATUS
3.1 Develop sustainable funding sources for implementation of the Strategic Plan, deferred maintenance, priority projects and on-going operations						
a.	Advocate for and secure CIP/CDBG funding for high priority deferred maintenance needs.	Annually	Ongoing	Ben/Adriana/Nick/Imelda	Infrastructure and Environment	During each quarterly budget update and annual budget development
d.	Revise Park in Lieu Fees to grow the Park Development Fund.	2021	On Hold	Nick	Fiscal Health	ON HOLD. Requires funding. Requesting funding at mid-year
e.	Provide support to the Friends of Watsonville PCS and Recreation Advocates to increase their effectiveness in building community supporters and funders, obtaining financial support and advocating for Department needs.	Ongoing	Ongoing	Nick	Fiscal Health	Ongoing. Will develop strategic plan in January.
3.2 Balance cost recovery with community access						
a.	Develop and implement a cost recovery policy and plan.	2021	Spring 2021	Imelda	Fiscal Health	On hold due to COVID.
b.	Develop and implement a Strategic Program Plan for the Facility Rental Unit.	2020	Spring 2021	Imelda	Fiscal Health	Including update of all fees.
c.	Develop and implement a plan for the operation of Pinto Lake Park	2021	November 2020	Nick	Infrastructure and Environment	New operator to begin in April 2021.
3.3 Build an innovative, responsive and dynamic team and organization						
Broadcast Positivity and make it the norm to create a positive working environment.						
a.	· Implement an end of the year award and celebration event.	2021	August 2020	Spirit Squad	Community Engagement & Well-Being	On hold due to COVID.
Strategically Plan for the Future - The Department as a whole and each individual program will operate from a clearly defined Vision, Mission, Goals and Objectives.						
b.	· Regularly track and report progress on Strategic Plan Objectives.	Quarterly	Ongoing	Nick	Community Engagement & Well-Being	Ongoing.
Improve Communication across the Department – Teammates will be well informed on matters that pertain to their role, the Department and the City						
c.	· Create a policy for response time for communications.	2021	August 2020	Adriana	Community Engagement & Well-Being	Complete
	· Review current forms of communication and determine most effective methods.	2020	Fall 2021	Ben	Community Engagement & Well-Being	In progress
	· Replace Recreation Software to meet organizational and customer service needs.	2020	June 2020	Adriana	Community Engagement & Well-Being	Complete
Clearly Define Policies and Procedures - We will have a team that is confident and well informed of all operations/functions of the Department.						
d.	· Revise PCS Policy and Procedure Manual, to become a part of all Operations Manuals.	2021	Spring 2021	Imelda, Adriana, Ben, Nick	Community Engagement & Well-Being	In progress

	<ul style="list-style-type: none"> Develop Operations Manuals for all Divisions/Units/Programs in conjunction with other Departments/ Divisions/Units/Programs, where applicable. 	2020	March 2021	All Division/Unit/Program Managers	Community Engagement & Well-Being	In progress
e.	Clearly Define Roles and Expectations - Every Teammate will clearly know what their duties and responsibilities are. The team will count on them to follow through.					
	<ul style="list-style-type: none"> Revise all Job Descriptions and adopt. 	2020	Spring 2021	Ben/Imelda/Adriana/Nick	Community Engagement & Well-Being	Job descriptions to be approved by Personnel Commission and Council
	<ul style="list-style-type: none"> Track and recognize individual performance. 	2020	Ongoing	All	Community Engagement & Well-Being	Complete
	<ul style="list-style-type: none"> Develop and track meaningful service level measures (for effectiveness and efficiency) and share compelling data with stakeholders. 	2021	Spring 2021	Ben/Imelda/Adriana/Nick	Community Engagement & Well-Being	Produce monthly dashboard report.



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