Agenda Report

MEETING DATE: **Monday, April 5, 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:
During its meeting on March 1, 2021, the PRC adopted a new workplan for 2021. As two Commissioners were not present, this item is presented to the PRC again so that absent Commissioners may be included.

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