



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
Vacant, District 6
Wayne Hayashibara, District 7

Monday, June 1, 2020

6:30 PM

Join meeting

<https://global.gotomeeting.com/join/287441181>
or dial 1 (786) 535-3211 Access Code: 287-441-181

Remote Teleconference Meeting

Notice of Remote/Teleconference Meeting

This meeting is being held in accordance with the Brown Act as currently in effect under the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, the Santa Cruz County Health Officer Extended and Modified Shelter in Place Orders, and the Governor's Executive Orders N-25-20 and N-29-20, that allows attendance by members of the Parks and Recreation Commission, City staff, and the public to participate and the Commission to conduct the meeting by teleconference, videoconference, or both.

HOW TO VIEW THE MEETING: No physical location from which members of the public may observe the meeting and offer public comment will be provided. Please view the meeting, which will be live streaming at <https://global.gotomeeting.com/join/287441181>

HOW TO PARTICIPATE DURING THE MEETING: Members of the public may also speak during the meeting through GotoMeetings from their computer, tablet or smartphone <https://global.gotomeeting.com/join/287441181> or by telephone at +1 (786) 535-3211 Access Code: 287-441-181

The City of Watsonville, in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access and/or participate in Parks & Recreation Commission meetings to please contact the City Clerk's Office at (831) 768-3040, at least three business days before the meeting.

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 Oral Communications and Commissioner Liaison Reports from the Commissioners

3.3 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 AND RECREATION COMMISSION MARCH 2, 2020 MINUTES](#)

Attachments: [MINUTES - MARCH 2, 2020](#)

5. ITEMS REMOVED FROM CONSENT AGENDA

6. PRESENTATIONS & REPORTS

6.1 [SUMMER RECREATION PROGRAMMING REPORT BY RECREATION SUPERINTENDENT IMELDA NEGRETE](#)

Attachments: [PRC Report - Summer Recreation Programming](#)

6.2 [PROGRESS REPORT FOR CAPITAL PROJECTS FOR FISCAL YEAR 2019 - 2020 BY ASSISTANT PARKS AND COMMUNITY SERVICES DIRECTOR BEN HEISTEIN](#)

Attachments: [June 2020 CIP Update](#)
[CIP Accounts FY19-20 June PRC Report](#)

7. UNFINISHED BUSINESS

7.1 [PARKS AND RECREATION COMMISSION WORK PLAN REVIEW](#)

Attachments: [PRC Workplan Updated March 2020](#)

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

8. ADJOURNMENT

The next Commission meeting will be held on July 6, 2020



**MINUTES
REGULAR PARKS & RECREATION COMMISSION MEETING**

March 2, 2020

**CITY OF WATSONVILLE
COUNCIL CHAMBERS
275 MAIN STREET, TOP FLOOR**

1. ROLL CALL

COMMISSIONERS: CARRASCO, DEWORKEN, HAYASHIBARA, SANCHEZ

COMMISSIONERS ABSENT: FLORES, HURTADO, SENCION

**PCS STAFF: PARKS & COMMUNITY SERVICES DIRECTOR NICK CALUBAQUIB
SENIOR ADMINISTRATION ANALYST ADRIANA FLORES
ADMINISTRATIVE ASSISTANT II MARCO DIAZ**

2. PLEDGE OF ALLEGIANCE

3. COMMUNICATIONS

3.1 ORAL COMMUNICATIONS FROM THE MEMBERS OF THE PUBLIC – NONE

3.2 ORAL COMMUNICATIONS AND COMMISSIONER LIAISON REPORTS FROM THE COMMISSIONERS

Commissioner DeWorken extended an invitation to the Commission about the upcoming Community Mural Paint Day that will take place at Calabasas Elementary School on March 23rd. Commissioner Sanchez attended the Library Commission and assisted with the Library's strategic plan.

3.3 DIRECTOR'S REPORT – Director Calubaquib announced the resignation of Commissioner Kristian Flores from the Parks & Recreation Commissioner and the search for a replacement for District 6, and recommends interested individuals to contact the City Clerk's Office. Director Calubaquib informed the Commission that the Department is going through a software transition, where the new software will provide more beneficial features for customers and teammates. A launch date is planned for April, and coincides with the release of the Summer/Fall activity guide. Director Calubaquib provided information on upcoming events: the 18th Annual Cesar Chavez Community Awards on March 26th, the grand re-opening ceremony of the Muzzio Park Playground on April 9th, the Easter Eggstravaganza at Pinto Lake City Park on April 18th, and the Beer, Wine and Art Walk on May 9th. Director Calubaquib also shared that the City Plaza and Watsonville Strawberry Festival were awarded as "Best in Pajaro Valley" by the Register Pajaronian.

4. CONSENT AGENDA

4.1 PARKS AND RECREATION COMMISSION MEETING MINUTES NOVEMBER 4, 2019

MOTION: It was moved by Commissioner Hayashibara, seconded by Commissioner Carrasco and carried by the following vote to approve the Minutes of the Regular Meeting on November 4, 2019, with correction to item 4.1, Commissioners Sanchez, Carrasco & Flores as absent votes for Minutes approval.

AYES: CARRASCO, DEWORKEN, HAYASHIBARA, SANCHEZ

NOES: NONE

ABSENT: FLORES, HURTADO, SENCION

ABSTAIN: NONE

5. ITEMS REMOVED FROM CONSENT AGENDA – NONE

6. PRESENTATIONS & REPORTS

6.1 UPDATE ON THE CITY’S ENROLLMENT INTO THE AARP AGE FRIENDLY COMMUNITIES THE COUNTY-WIDE INITIATIVE BY PARKS AND COMMUNITY SERVICES DIRECTOR NICK CALUBAQUIB

Director Calubaquib provided a report on the City’s enrollment into the AARP Age Friendly Communities and the support to older adult services and the operation of the Watsonville Senior Center. Community member Gabriel Barraza commented that he works with Adult Protective Services and is happy that the City is participating in the Age Friendly Communities, and recommends the City collaborate with the Adult Protective Services. Community member Lourdes Barraza shared that mental health is not included in the eight domains of Livability, and recommends that mental health be included for consideration. Commissioner inquired about participating in the Age Friendly Community and Director Calubaquib provided clarification.

7. NEW BUSINESS

7.1 AWARD THREE (3) GRANTS FOR PUBLIC ART IN THE AMOUNT OF ONE THOUSAND DOLLARS (\$1,000) EACH TO PRISCILLA MARTINEZ, ESPERANZA DEL VALLE AND HUMBERTO CAMACHO/GRACIELA VEGA BY SENIOR ADMINISTRATIVE ANALYST ADRIANA FLORES

- a) **STAFF REPORT** – Senior Administrative Analyst Flores presented recommendations to award three (3) grants for public art in the amount of one thousand dollars (\$1,000) and provided information of the Public Art Grant and the public art pieces selected.
- b) **COMMISSION QUESTIONS & INPUT** – The Commissioners thanked the Public Art Grant awardees for their efforts and for sharing their talents. Commissioners inquired about the Public Art Grant and Senior Administrative Analyst Flores responded and provided clarification.
- c) **PUBLIC INPUT** – Graciela Vega thanked the Commission for supporting the public art selected. Gabriel Barraza is the Board President of Grupo Folklorico Raices Mestizas and offered their support for the three public art pieces selected. Maximiliano Barraza shared he enjoys dancing folklorico. Itxel Barraza enjoys performing in folklorico dances and learning the heritage. Lourdes Barraza is excited to network with the various folklorico dance groups. Providence Medrano loves dancing folklorico and suggested having a dedicated space to hold dance practices.
- d) **APPROPRIATE ACTION: MOTION:** It was moved by Commissioner DeWorken, seconded by Commissioner Carrasco and carried by the following vote to award three (3) grants for public art in the amount of one thousand dollars (\$1,000) each to Priscilla Martinez, Esperanza Del Valle and Humberto Camacho/Graciela Vega.

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

7.2 APPROVE TWO PUBLIC ART PROJECTS AT RAMSAY PARK: MOVEABLE MURALS AND SKYLIGHT MOSAIC BY SENIOR ADMINISTRATIVE ANALYST ADRIANA FLORES

- a) **STAFF REPORT** – Senior Administrative Analyst Flores informed the Commission the City of Watsonville, in partnership with Pajaro Valley Arts and Community Arts & Empowerment collaborated on and were awarded a grant from the California Arts Council to create new public art pieces for Ramsay Park and recommends the Commission approved two public art projects at Ramsay Park: the Moveable Murals and Skylight Mosaic.

- b) **COMMISSION QUESTIONS & INPUT** – Commissioners asked questions about the art pieces and Senior Administrative Analyst Flores responded to inquiries.
- c) **PUBLIC INPUT** – Kathleen Crocetti of Community Arts & Empowerment provided information of the artists who created the art pieces.
- d) **APPROPRIATE ACTION: MOTION:** It was moved by Commissioner DeWorken, seconded by Commissioner Hayashibara and carried by the following vote to approve two public art projects at Ramsay Park: Moveable Murals submissions by Cesar Chavez Middle School and two from Watsonville High School; and the Skylight Mosaic submission Birds in the Heart.
 - AYES: CARRASCO, DEWORKEN, HAYASHIBARA, SANCHEZ**
 - NOES: NONE**
 - ABSENT: FLORES, HURTADO, SENCION**
 - ABSTAIN: NONE**

7.3 APPROVE THE SECOND AND THIRD IMAGES OF THE WATSONVILLE BRILLANTE ART PROJECT ON CITY PROPERTY BY SENIOR ADMINISTRATIVE ANALYST ADRIANA FLORES

- a) **STAFF REPORT** – Senior Administrative Analyst Flores recommends the Commission approve two (2) images with the highest number of community votes from artist Juan Fuentes for the Watsonville Brillante Project for the large vertical sections at the Rodriguez Street Parking Garage. Senior Administrative Analyst Flores provided background information of Watsonville Brillante and the proposed designs with assistance from Kathleen Crocetti of Community Arts and Empowerment.
- b) **COMMISSION QUESTIONS & INPUT** – Commissioners inquired about the project and Senior Administrative Analyst Flores answered and provided clarification.
- c) **PUBLIC INPUT - NONE**
- d) **APPROPRIATE ACTION: MOTION:** It was moved by Commissioner Carrasco, seconded by Commissioner Hayashibara and carried by the following vote to approve the second and third images of the Watsonville Brillante Art Project on City property.
 - AYES: CARRASCO, DEWORKEN, HAYASHIBARA, SANCHEZ**
 - NOES: NONE**
 - ABSENT: FLORES, HURTADO, SENCION**
 - ABSTAIN: NONE**

7.4 NOMINATION AND ELECTION OF PARKS & RECREATION COMMISSION CHAIRPERSON

- a) **NOMINATION PERIOD** – Commissioner Hayashibara nominates Commissioner Sanchez as Chairperson of the Parks & Recreation Commission. Commissioner Sanchez accepts nomination.
- b) **PUBLIC INPUT - NONE**
- c) **MOTION ELECTING CHAIRPERSON** – Commission took a vote.
 - AYES: CARRASCO, DEWORKEN, HAYASHIBARA, SANCHEZ**
 - NOES: NONE**
 - ABSENT: FLORES, HURTADO, SENCION**
 - ABSTAIN: NONE**

COMMISSIONER SANCHEZ ELECTED AS CHAIRPERSON.

7.5 NOMINATION AND ELECTION OF PARKS & RECREATION COMMISSION VICE-CHAIRPERSON

- a) **NOMINATION PERIOD** – Commissioner Hayashibara nominates Commissioner Carrasco as Vice-Chairperson of the Parks & Recreation Commission. Commissioner Carrasco accepts nomination.
- b) **PUBLIC INPUT - NONE**

c) **MOTION ELECTING VICE-CHAIRPERSON** – Commission took a vote.

AYES: CARRASCO, DEWORKEN, HAYASHIBARA, SANCHEZ

NOES: NONE

ABSENT: FLORES, HURTADO, SENCION

ABSTAIN: NONE

COMMISSIONER CARRASCO ELECTED AS VICE-CHAIRPERSON.

7.6 PARKS AND RECREATION COMMISSION WORK PLAN REVIEW

a) **STAFF REPORT** – Director Calubaquib provided a progress report to the Parks and Recreation Commission Work Plan projects.

b) **COMMISSION QUESTIONS & INPUT** – Commissioners asked questions and Director Calubaquib responded to inquiries.

c) **PUBLIC INPUT** - NONE

d) **APPROPRIATE ACTION** – NO ACTION

8. ADJOURNMENT

Meeting adjourned at 8:23 pm

City of Watsonville

MEMORANDUM



DATE: May 25, 2020
TO: Parks & Recreation Commission
FROM: Imelda Negrete, Recreation Superintendent
SUBJECT: Report on Summer Recreation Programming
AGENDA ITEM: June 1, 2020 **Commission**

RECOMMENDATION:

Receive the report on summer recreation programming.

DISCUSSION:

Background

COVID-19 has had a profound impact on parks and recreation services in Watsonville and beyond. Our purpose is to create community through extraordinary experiences. We do this primarily by bringing people together through our programs, parks and events. Social distancing requirements have forced us to think differently about how we do this, without the ability to bring people physically together. We have had to make some tough decisions to balance time and resources in response to COVID related efforts and will continue to need to make tough decisions as the City weathers the financial recession.

All in person youth, senior, sports and aquatics programs were closed in mid-March. At this time, we have canceled all facility rentals through August 2020 and all City sponsored events through the end of 2020.

Despite the current closure of our recreation centers and programs, our PCS team has been busy developing a number of creative and out of the box programs to keep our community healthy, connected and informed.

Our parks, open spaces and trails are currently open. Community members are encouraged to use these areas for walking, jogging, and other activities, but not to congregate. Remember to follow safe social distancing guidelines. If an area is too crowded, consider visiting at a different time or visiting another location. Also be advised that due to reduced staffing levels, shared park amenities, i.e. playgrounds, picnic areas, etc, are not being cleaned or sanitized. To help safeguard our community, please observe CDC guidance on stopping the spread of germs if using these shared amenities. Please visit <https://www.cityofwatsonville.org/1206/Parks> to view the current status of our parks. Visit <https://www.countyparkfriends.org/covidclosures.html> for information on the status of all parks and open space areas in Santa Cruz County.

Our Virtual Recreation Center (<https://www.cityofwatsonville.org/1916/VIRTUAL-RECREATION-CENTER>) is your place for fun, education and resources through these turbulent times. We are committed to ensuring that our resilient community members have the resources to maintain healthy lives, grow meaningful relationships and continue to have extraordinary experiences. Our Virtual Recreation Center brings these programs and resources right to families, making it easier for to prioritize health and well-being. We are excited to say that we were the first agency to develop a Virtual Rec Center and the model has since been duplicated by countless cities across the state and country and has received national recognition.

Summer Youth Programs

Each summer, the Recreation Division offers the Camp WOW Summer Day Camp, extended structured free youth programming at the GHWR Youth Center and PAL sites, aquatics/learn to swim programs and a variety of classes and clinics for our youth. This summer, because of the COVID-19 pandemic, we are partnering with the County of Santa Cruz Parks Department to offer a 9 week camp program for youth ages 5 to 18 years of age from June 8th through August 7th, Monday through Friday. Hours of operation for the 5 to 12 years old will be from 7:30am to 6pm and 12pm-4pm for the 13 to 18 years old.

Here in Watsonville, we will be utilizing both PAL sites (for our 13 to 18 year olds) as well the GHWR Youth Center, Callaghan Park Cultural Center, Marinovich Park Community Center and the Senior Center to house eight groups of campers. All of our camp sites will be operated in accordance with CDC COVID-19 guidance and recommendations including following social distancing, sanitation and hygiene practices.

These eight groups will consists of no more than 12 campers per site. Aside from arts and crafts activities, sports and other themed activities that will be offered, our campers will have the opportunity to participate in swim instruction, watershed education, Junior Guards, Junior Rangers and STEAM focused activities – all made possible due to the partnership with the County of Santa Cruz.

Teammates will receive training from the County Health Services Agency on proper techniques in taking body temperatures, cleaning facilities and maintaining environments to reduce the risk of transmission of COVID-19.

Due to the limited space, all potential campers need to register and answer a questionnaire. Those that register are not guaranteed a spot as we must adhere to capacity limits based on the Public Health guidance. The cost of the camp is \$900 for the 9 weeks with sibling discounts available. Financial assistance is available from the Friends of Watsonville Parks and Recreation and Watsonville PAL for those that qualify. A discounted registration fee will be available at \$100 per participant for families that are eligible for Medi-Cal, WIC, or CalFresh.

For those applicants that are not able to participate in the camp, our Virtual Recreation Center will be showcasing a variety of arts and crafts and sports activities that youth and families can participate from home.

Virtual sports clinics will also be offered via National Academy of Athletics. Participants will be able to partake in the clinics virtually.

Finally, our PCS mascot Rex will be visiting neighborhoods all through town to deliver cheer and items to encourage physical activity throughout the summer. Keep an eye out for him!

Older Adults Services

With our Senior Center closed and knowing that our older adults are one of our most vulnerable populations, we are working hard to ensure that our seniors remain socially connected and have the resources they need. The following services and programs are being offered:

- Weekly Well Visits (via phone) - Check-ins with our Senior Center participants to ensure they are taken care of.
- Newsletter - A biweekly newsletter with resources and activities is being distributed to seniors through various senior nutrition programs.
- Pen Pals - A pen pal program that connects middle school students, our Youth Action Council and PAL participants with seniors is up and running.
- Senior Center without Walls - In partnership with Community Bridges and the City of Santa Cruz, starting in June, we will be launching a weekly schedule of virtual classes for older adults. The program will also place tablets and internet access in the hands of seniors to increase access and will be a means to reach homebound seniors into the future.
- Older Adult Services Plan/Age Friendly Communities - We will be launching a needs assessment this summer to explore the needs of Watsonville seniors. Results will be used to develop a strategic plan for the Older Adult Services and our Age Friendly Communities plan.

FINANCIAL IMPACT:

Expenses for the summer recreational programs are included in the adopted Fiscal Year budget. The County will also assist in subsidizing the summer camp program through this partnership.

ATTACHMENTS:

None



DATE: May 27, 2020
TO: Parks & Recreation Commission
FROM: Ben Heistein, Assistant Parks and Community Services Director
SUBJECT: Progress Report for Capital Projects for Fiscal Year 2019 - 2020
AGENDA ITEM: June 1st, 2020 Commission

RECOMMENDATION

Receive the report for Capital Projects for Fiscal Year 2019-20.

DISCUSSION

Background

Staff recently completed an updated facility assessment and identified over \$18,000,000 in Capital Improvement Projects necessary to address deferred maintenance at parks and recreation centers.

During the 2019-2021 Budget Planning process, several high priority projects were funded for completion in 2019-2020. In addition, some projects that were not completed in Fiscal Year 2018-2019 were re-appropriated to Fiscal Year 2019-2020. A summary of CIP Projects for Fiscal Year 2019-2020 is attached to this report. Some projects will be re-appropriated to Fiscal Year 2020- 2021 as indicated on Attachment A.

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, 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 combined cost of completing these projects is estimated at \$1,142,259.

ATTACHMENTS

Attachment A – June Capital Improvement Project Progress Report, Parks & Community Services Department, Fiscal Year 2019-2020

Attachment A: June Capital Improvement Projects Progress Report updated 5/27/2020

Parks Community Services Department

FY 2019-2020

Description	Revised Budget	Notes
Reappropriated Projects		
Parks - Median Maintenance	\$ 54,391.00	Ongoing;
PCS Customer Service Ctr Roof	\$ 80,600.00	In Progress - Complete by end of May
Fencing-Ramsay Family Center	\$ 16,520.00	In Progress - Mural Installation Postponed TBD due to Shelter-In-Place-Order. Mosaics have been installed.
Ramsay Park Back Bathroom Remodel	\$ 74,225.00	Complete
City Plaza Improvements	\$ 36,425.09	Complete - Funded LED Lighting, CEQA IS-MND Study
Senior Center	\$ 138,016.00	In Progress - Funds Fiber Optic and Network Installation, Reception Area Upgrades, Exterior ADA Ramp, Exterior Paint; Complete End of June
Subtotal	\$ 400,177.09	
New FY19-20 Projects		
Park Maintenance Vehicles	\$ 98,000.00	Complete - Purchased four F150 maintenance trucks
Park Face Lifts	\$ 10,000.00	Rollover to FY20-21 - In Progress
PAL Building Davis St. Roof Repl/Maint.	\$ 20,000.00	In Progress - Roof in ok condition; using funds for emergency fence repair; Complete by end of June
Muzzio Roof Repair Renovation	\$ 30,000.00	In Progress - Will begin after PCS Roof project; Complete by end of June
Additional Parks & Comm. Svcs	\$ 150,000.00	In Progress - Funds roof/deferred maintenance work on PCS Building, CEQA Study, Ramsay Security Cameras
PAL (2) Passenger Vans	\$ 35,000.00	Complete - 2019 Ford Transit
Subtotal	\$ 343,000.00	
CDBG Projects		
City Plaza Restroom Fac. Impr. Phase 1	\$ 149,082.00	Rollover to FY20-21 - In Progress - Finalizing Environmental Compliance; Design Development nearing completion; Bidding this summer and Construction Fall-Spr 2021.
City Plaza Restroom Fac. Impr. Phase 2	\$ 250,000.00	Rollover to FY 20-21 - In Progress - (See Phase 1)
Subtotal	\$ 399,082.00	
Grand Total	\$ 1,142,259.09	

**City of Watsonville
Parks and Recreation Commission**

**2019 Work Plan
ADOPTED 8/5/19**

Project	City Council Strategic Plan Priority Supported	Staff Resources Required	Desired Outcome (Commissioner Responsible)	Status (as of 5/27/20)
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 Flores, DeWorken, Hiyashibara)	Need to revise Workplan due to COVID impacts. Director Calubaquib to schedule meeting.
4. PRC Social Committee	Community Engagement & Well-Being	PCS Director (Minimal)	(Commissioners Sencion)	Commissioner Sencion to schedule and announce opportunities once per quarter.
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. On hold due to COVID-19.
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 (Commissioners Carrasco)	Commissioner Carrasco and Director Calubaquib met on 10/30/19 to discuss ideas. On hold due to COVID-19.
Staff Resources Required: 0-50 hours = Minimal 51-100 hours = Moderate 100+ hours = Significant				