CITY OF OXNARD
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION
AGENDA
REGULAR MEETING
City Council Chambers
305 West Wing Third Street, Oxnard, CA 93030
Wednesday, January 22, 2020, 5:30 p.m.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA
A person may address the Parks, Recreation and Community Services Commission (PRCSC) only on matters within the subject matter jurisdiction of the Commission. The presiding officer shall limit public comments to three minutes. The Commission cannot enter into detailed discussion or take action on any item presented during public comments on items not on the agenda. Such items may only be referred to the Commission Secretary for administrative action or scheduled on a subsequent agenda for discussion. Persons wishing to speak on items on the agenda should do so during public comments for that agenda item.

D. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the PRCSC meetings from the November 20, 2019 meeting and December 11, 2019 meeting are submitted for approval.
RECOMMENDATION: PRCSC approve the minutes of the November 20, 2019 meeting and December 11, 2019 meeting.

E. CEREMONIAL CALENDAR

F. REPORT OF COMMISSION SECRETARY
The Commission Secretary shall report on items of interest to the Commission occurring since the last meeting. The Commission cannot enter into detailed discussion or take action on any unagendized item presented during this report. Such items may only be referred to the Secretary for administrative action or scheduled on a subsequent agenda for discussion.

1. SUBJECT: Holiday Wrap-up
RECOMMENDATION: That the Commission receive the report.

G. PARKS DIVISION REPORT
The Parks Division may report on items of interest to the Commission occurring since the last meeting. The Commission cannot enter into detailed discussion or take action on any unagendized item presented during this report. Such items may only be referred to Staff for administrative action or scheduled on a subsequent agenda.

1. SUBJECT: Community Center Park East CDBG Projects - Parks Staff
RECOMMENDATION: That the Commission receive the report and discuss next steps.

2. SUBJECT: Adopt-A-Park Program - Parks Staff
RECOMMENDATION: That the Commission receive the report and discuss next steps.

H. NEW BUSINESS

1. SUBJECT: Proposed updated CAG Bylaws - Roger Poirier, Commissioner.
RECOMMENDATION: That the Commission approve proposed updated CAG bylaws.

2. SUBJECT: PRCSC Meeting Archives and 2020 Meeting Calendar - Roger Poirier, Commissioner
   RECOMMENDATION: That Commissioners review past and present Commission archives and approve meeting dates and meeting locations for 2020.

3. SUBJECT: Committees Status Report: Commissioners report on their Ad-Hoc Committees
   RECOMMENDATION: That the Commission discuss Committees and approve a deliverables timeline.

4. SUBJECT: Committee formation: Report to Council Committee; Unmet Needs Committee
   RECOMMENDATION: That the Commission approve formation of new committees.

5. SUBJECT: Election of 2020 Chair and Vice Chair.
   RECOMMENDATION: That the Commission elect a Chair and Vice Chair to serve until Jan, 2021.

J. TASK FORCE/COMMITTEE REPORTS

Commissioners may report or arrange for the report of Task Force and Committee activities.

K. COMMISSION COMMENTS

Commissioners may individually report on items of interest or concern outside of sub-committee reports. The PRCSC cannot enter into detailed discussion or take action on any item presented during these reports.

L. ITEMS OF FUTURE CONSIDERATION

Commissions may request that items be placed on future agendas for extended discussion.

M. ADJOURNMENT

The next regular meeting is scheduled for **Wednesday, February 26, 2020,** at 5:30 p.m. at the Council Chambers, 305 W. Third Street, Oxnard, CA 93030.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, you should contact the **Recreation office at (805) 385-7995**. Notification 72 hours prior to the meeting will enable the City to make reasonable accommodations to assure accessibility to the meeting.

"City of Oxnard website" The Parks, Recreation and Community Services Commission agenda is available on the city Oxnard website at www.oxnard.org seven days prior to a meeting.

Written materials relating to an item on this agenda that are distributed to the Parks, Recreation and Community Services Commission within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at 305 W. Third Street, Oxnard, CA 93030 during customary business hours.

City of Oxnard PRCSC Meetings

2020 Meeting Schedule

January 22	Council Chambers	5:30 pm
February 26	Council Chambers	5:30 pm
March 25	Council Chambers	5:30 pm
April 22	Council Chambers	5:30 pm
May 27	Council Chambers	5:30 pm
June 24	Council Chambers	5:30 pm
July 22	Council Chambers	5:30 pm
August 26	Council Chambers	5:30 pm
September 23	Council Chambers	5:30 pm
October 28	Council Chambers	5:30 pm
November	**DARK – NO MEETING**	5:30 pm
December	**DARK – NO MEETING**	5:30 pm

LOCATIONS:

City Council Chambers
305 West Third Street.

BY-LAWS

FOR THE OXNARD

PARKS AND RECREATION AND COMMUNITY SERVICES COMMISSION

Article I

Organization

The name of this legislative body shall be the Parks and Recreation and Community Services Commission, as set forth in Oxnard City Code Section 2-80 ("Commission").

Article II

Powers and Duties

The powers and duties of the Commission shall be as follows:

A. Advise the City Council on all matters pertaining to parks and recreation and community services activities in the City.

B. Serve as a liaison between the City Council and the community in matters related to parks and recreation and community services activities.

C. Advise City staff on future parks and recreation and community services programs.

D. Receive suggestions on general community parks and recreational and community services policy issues and make recommendations to the City Council.

E. Prepare and submit an annual report of activities to the City Council and make such other reports and recommendations to the City Council from time to time as the Commission may determine necessary to improve parks and recreation and community services activities in the City.

Article III

Membership

A. The Commission shall consist of seven members appointed by the Mayor with the approval of the City Council.

B. The term of office for Board members shall be two years and shali begin in January. Oxnard City Code Section 2-81.

C. In the event of a vacancy, the Mayor, with approval of City Council, shall appoint a replacement to complete the term of the member creating the vacancy.

Article IV

Officers

A. The officers or the Commission shall be a Chairperson and Vice-Chairperson and a staff secretary designated by City Manager.

B. At the annual meeting, the officers shall be elected by a majority of Commission members present. These officers shall serve a one year term. The annual meeting shall be scheduled in January of each year.

C. The duties of the officers shall be as follows:

1. Chairperson - (a) To preside at all meetings; (b) To call special meetings as may be necessary; and (c) To prepare agendas, with the assistance of City staff.

2. Vice-Chairperson - To perform the duties of the Chairperson in the event of his/her absence, resignation or inability to perform the duties of office.

D. Secretary

1. Pursuant to the Oxnard City Code the Commission shall have a staff secretary designated by City Manager.

a. The Secretary shall have the following duties: {a) Keep minutes of all meetings; (b) Provide advance and proper notice of all meetings; (c) Assist the Chairperson to prepare agendas; and (d) Attend all meetings of the Commission.

Article V

Meetings/Quorum

A. The Commission shall conduct regular meetings at least once a month. The Commission shall meet on the 4th Wednesday of each month at 5:30 pm in the City Council Chambers.

B. Special meetings may be called by the Chairperson or upon the request of at least four members.

C. Meetings shall be public and shall be conducted in a publicly owned building with adequate space for members of the public to attend the meetings.

D. Four members of the Commission shall constitute a quorum for the transaction of business.

E. The Commission may request that a representative from Parks, Recreation and Community Services, or his or her designee, attend all meetings.

F. The Chairperson shall ask the City Council annually to schedule a joint City Council and Commission meeting.

Article VI
Absences

A. Should any member be absent without good cause for more than three consecutive meetings, the Secretary shall immediately inform the City Clerk of such fact. Effective on the date of receipt of such notice by the City Clerk, such member shall be deemed to have resigned from the Commission.
B. The Chairperson shall determine whether a member's absence is with good cause. An absence due to illness shall be considered an absence with good cause; provided, that notice of such absence is given to the Chairperson as much in advance as possible.

Article VII
Coordination with Citv Council

The Chairperson shall as soon as possible inform the City Council, through the City Manager, of policy recommendations made by the Commission. A copy of the minutes of meetings and resolutions of the Commission shall be delivered to the City Manager by the Secretary following each meeting.

Article VIII
Rules of Order

Except as otherwise provided herein. or by vote of two-thirds of the members present, Robert's Rules of Order (Revised) shall constitute the parliamentary authority for the meetings.

Article IX
Amendments

These by-laws may be amended upon presentation to City Council for approval.

Article X
Effective Date

These by-laws shall go into effect upon approval by City Council.

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. 14,302

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD APPROVING THE BYLAWS FOR THE PARKS AND RECREATION COMMISSION

WHEREAS, City Council Resolution No. 11,663 establishes some semblance of uniformity among the citizen advisory groups with respect to procedures, officers, elections, quorum requirements and rules of order; and

WHEREAS, the City Council finds that in order for each citizen advisory group to successfully fulfill its objectives, the citizen advisory group may propose revisions to its bylaws; and

WHEREAS, the City Council has reviewed the proposed changes to the Parks and Recreation Commission Bylaws.

NOW, THEREFORE, the City Council of the City of Oxnard resolves to adopt the revised bylaws attached hereto as Exhibit A to be effective upon the effective date of the ordinance amending Division 6 Article II of Chapter 2 of the Oxnard City Code to modify the name of the Parks and Recreation Commission and its duties in conformity with the provisions of the newly adopted ordinance.

[SIGNATURES ON FOLLOWING PAGE]

PASSED AND ADOPTED THIS 12 day of February, 2013, by the following vote:

AYES: Councilmembers Flynn, Ramirez, MacDonald and Padilla.

NOES: None.

ABSENT: None.

ABSTAIN: None.

Tim Flynn

Tim Flynn, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:

For

Alan Holmberg, City Attorney

EXHIBIT 1
Citizen Advisory Groups ("CAG") Bylaws

BYLAWS FOR CITIZEN ADVISORY GROUPS AS PROVIDED IN CHAPTER 2, ARTICLE II OF THE OXNARD CITY CODE

Article I
Application

The following bylaws shall apply to the following City of Oxnard Citizen Advisory Groups ("CAGs"): Senior Services Commission, Community Relations Commission, Library Board, Parks and Recreation and Community Services Commission, Commission on Homelessness, and Cultural Arts Commission.

Throughout these bylaws, "Commission" refers to each individual CAG.

Article II
Powers and Duties

The powers and duties, eligibility and qualifications of each Commission shall be established in the Oxnard City Code.

Article III
Membership

A. Each Commission shall consist of seven members appointed by the Mayor, with the approval of the City Council.

B. Each Commissioner shall successfully undergo the City's formal background check procedures prior to appointment to serve on a Commission.

C. The term of a member of a Commission shall be established in the Oxnard City Code.

D. In the event of a vacancy, the City Council shall appoint a replacement to complete the term of the member creating the vacancy.

Article IV
Officers

A. Each Commission shall elect a Chairperson and Vice-Chairperson (the "Officers").

B. At an annual meeting, scheduled in January of each year, the Officers shall be elected by a majority of the Commission members present. The Officers shall serve a one-year term.

C. The duties of the Officers shall be as follows:

1. Chairperson – (a) To preside at all meetings of the Commission; (b) To call special meetings with concurrence from the Staff Liaison; (c) Sign approved meeting minutes; and (d) Prepare, submit, and present an annual report of activities of the Commission to the City Council.
    i. Special Meetings shall be limited to the following circumstances:
        1. The regular meeting cannot be held that month because it lands on a holiday;
        2. The time or location of the meeting is different from its regular meeting time/location;
        3. The meeting must be rescheduled due to a lack of quorum;
        4. The Commission must vote on an urgency item. An urgency item is one in which the Commission's direction is vital to the City Council's decision, and the Commission cannot consider the item at a regularly scheduled Commission meeting, before the City Council considers the item, without violating the City's Sunshine Ordinance; or
        5. For the purpose of having an annual retreat.

2. Vice-Chairperson – To perform the duties of the Chairperson in the event of his/her absence, resignation or inability to perform the duties of office.

D. Secretary and Staff Liaison.

1. Each Commission shall have a secretary and a staff liaison. The Secretary and Staff Liaison may be the same person.

2. The Secretary shall have the following duties at all Commission meetings: (a) Attend; (b) Keep minutes; (c) Assist the Chairperson and Staff Liaison in

preparing agendas; (d) Prepare and distribute agendas and agenda packets; (e) Ensure agendas are prepared and noticed in accordance with the City's Sunshine Ordinance; (f) Ensure agendas are reviewed and approved by the City Attorney's Office prior to posting; (g) Maintain attendance records; and (h) Provide the City Clerk an attendance list within 24 hours of a Commission meeting.

3. The Liaison shall have the following duties: (a) Attend; (b) Prepare agendas in collaboration with the Chairperson; (c) Coordinate presentations on behalf of the Commission; and (d) Communicate the Commission's concerns to the City Manager or other staff when necessary.

Article V
Meetings/Quorum

A. The Commission shall conduct regular meetings once each month. The exact dates, time and location of the meetings shall be determined by a vote of the Commission at the annual meeting in January. The Staff Liaison may cancel a scheduled meeting, with concurrence from the Chairperson, if the Commission does not have any business to consider at that meeting.

B. Meetings shall be public and shall be conducted in a publicly owned building with adequate space for members of the public to attend the meetings.

C. Four members of the Commission shall constitute a quorum for the transaction of business.

D. The Commission may establish Ad Hoc, but not Standing Committees. An Ad Hoc Committee is:
i. Comprised solely of members of the Commission; and
ii. Consists of less than a quorum of the Commission ; and
iii. Has a defined purpose and time frame to accomplish that purpose;
iv. Is dissolved after the purpose is complete; and
v. Is solely advisory.

E. A majority of the Commission or the Chairperson may call a Special Meeting with the concurrence of the Staff Liaison.

Article VI
Absences

A. If any member of the Commission has three or more consecutive unexcused absences, or is absent, excused or unexcused, for more than half of the meetings in a calendar year, the member shall be deemed to have resigned from the Commission.

B. If a commissioner is going be absent, the commissioner shall notify the Secretary no less than sixty minutes prior to the start time of a meeting. Failure to do so shall be deemed an unexcused absence.

C. An absence may be deemed excused for the following reasons: sickness/illness, an emergency beyond the commissioner's control, observance of a religious holiday or a medical appointment that cannot be rescheduled.

D. The Secretary shall notify the City Clerk in writing of any such consecutive absences. The member shall be deemed to have resigned from the Commission on the date that the City Clerk receives notice from the Secretary.

E. Should any member be absent without good cause for more than three consecutive meetings, the Secretary shall immediately inform the City Clerk of such fact. Effective on the date of receipt of such notice by the City Clerk, such member shall be deemed to have resigned from the Commission.

Article VII
Coordination with City Council

The Staff Liaison shall as soon as possible inform the City Council, through the City Manager, of recommendations made by the Commission. The Staff Liaison shall inform the Commission on the status of the recommendations as warranted.

Article VIII
Rules of Order

Rosenberg's Rules of order shall constitute the parliamentary authority for the meetings.

Article IX
Amendments

A. Once per year, each Commission shall review these bylaws, and make recommendations to their respective Chairpersons.

B. The Chairpersons of each Commission shall convene once per year with the City Clerk, City Manager and City Attorney to review and approve, if desired, the recommended changes to these bylaws.

C. The City Council shall approve amendments to these bylaws.

Article X
Effective Date

These bylaws shall go into effect upon approval by City Council.