

CITY OF OXNARD
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION
AGENDA

REGULAR ONLINE MEETING

Oxnard, CA 93030

Wednesday, February 24, 2021, 5:30 p.m.

To join click on the link below:

<https://zoom.us/j/98825432671?pwd=cWNPd0VUbkZxam5JVTN4d2NzaGVtZz09>

This meeting is held pursuant to the State Emergency Services Act, the Governor's Emergency Declaration, and Governor's Executive Order N-29-20 to allow members of the Executive Board, general membership, or staff to participate via teleconference.

Pursuant to the Ventura County Public Health Official's order and Governor's Executive Order N-33-20, all City buildings are temporarily closed to the public. Contact your liaison, Janice M. Zaragoza, at janice.zaragoza@oxnard.org for information on participating in this meeting no later than 4:00 p.m. on the day of the meeting.

ROLL CALL

A. PLEDGE OF ALLEGIANCE

B. 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.

C. APPROVAL OF MINUTES

1. **SUBJECT:** Minutes of the PRCSC meeting from the January 27, 2021 regular meeting are submitted for approval.

RECOMMENDATION: PRCSC approve the minutes of the January 27, 2021 meeting.

D. CEREMONIAL CALENDAR

Commemoration of Public Works Project Manager Jim Nelson - Roger Poirier, PRCSC Chair

E. REPORT OF COMMISSION SECRETARY

The Commission Secretary 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 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:** Recreation Department Activities during COVID

RECOMMENDATION: That the Commission receive a report on Recreation Department during COVID. - Cultural and Community Services Director, Terrel Harrison

F. RECREATION DEPARTMENT REPORT

The Recreation Department 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 item presented during this report. Such items may only be referred to Staff for administrative action or scheduled on a subsequent agenda.

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 item presented during this report. Such items may only be referred to Staff for administrative action or scheduled on a subsequent agenda.

1. SUBJECT: Update on Campus Park and Durley Park Design Process
RECOMMENDATION: That the Commission receive an update on Campus Park and Durley Park Designs - Eric Humel, Parks staff.
2. SUBJECT: Update on Ongoing Park projects: Park restrooms, Community Center Park East, Wilson Park, Pleasant Valley Park
RECOMMENDATION: That the Commission receive any available updates on various projects.
- Public Works staff.
3. SUBJECT: Adopt-a-Park Program
RECOMMENDATION: That the Commission receive an update on the Adopt-a-Park program.
- Public Works staff.

H. NEW BUSINESS

1. SUBJECT: Eastside Little League and Colonia Park - Claudia Puga, President Eastside Little League
RECOMMENDATION: That the Commission receive a report and discuss Colonia Park issues.
2. SUBJECT: PRCSC Workflow Roundtable Discussion - Commission and Staff
RECOMMENDATION: That the Commission discuss Commission and Staff workflow.
3. SUBJECT: Parks & Recreation Master Plan - Next Steps for Commission and Staff
RECOMMENDATION: That the Commission and Staff discuss the final Master Plan document and discuss implementation of recommendations.

I. TASK FORCE/COMMITTEE REPORTS

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

J. 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.

K. ITEMS OF FUTURE CONSIDERATION

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

L. ADJOURNMENT

The next regular meeting is scheduled for **Wednesday, March 24, 2021**, at 5:30 p.m. at an online location to be determined at a later date.

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 of Oxnard website at www.oxnard.org seven days before 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.



ADOPT -A- PARK

PROGRAM



**City of Oxnard
Public Works Department
305 W. Third Street, East Wing, 3rd Floor
Oxnard, CA 93030
805 385-7950
www.oxnard.org**

About Adopt-A-Park Program

The City of Oxnard's Public Works Department has developed the Adopt-A-Park program to encourage local service clubs, neighborhood councils, businesses, community groups and non-profits to dig in to help keep our community parks vibrant and enjoyable. The term "park" would be liberally interpreted to include; parks, gardens, open spaces, facilities, bicycle and pedestrian paths, public places and flood control areas. The purpose of the program is to foster a sense of community by maintaining the appearance and safety of our parks, improving the overall park experience and by providing opportunities for the community to become involved in the care and maintenance of our parks.

Our parks need you! Parks need your help more than ever in light of the City's budget constraints and reduction of staff. The City's Parks Division has created the Adopt-A-Park program to allow our community to help continue to keep our parks maintained. All participants in the program will need to follow the Adopt-A-Park process to assure that everyone is safe and your efforts are put to the best use.

What Does It Mean to Adopt-A-Park

The Adopt-A-Park Program is designed to give the community a hands-on opportunity to help keep Oxnard's parks maintained, clean, attractive and safe by:

- Performing basic maintenance activities 3 times a year; spring, summer and fall
- Donating funds for new equipment or park amenities
- Sponsoring the annual maintenance cost

At a minimum, a two year commitment is required. Your group will be recognized with an Adopt-A-Park sign at your adopted location. **Note:** Some locations may require more work and may consist of monthly or bi-weekly clean ups.

Who Qualifies to Adopt-A-Park

Local service clubs, neighborhood councils, businesses, community groups and non-profits are all encouraged to Adopt-A-Park.



How to Adopt-A-Park

A group/organization interested in the Adopt-A-Park program must complete an Adopt-A-Park application and return it to the address below:

**City of Oxnard
Public Works Department
305 W. Third Street
Oxnard, CA 93030**

Applications will be reviewed for eligibility and safety relative to the park desired for adoption prior to approval. Staff is available to discuss and assist in selecting a park appropriate for your group. All adoptions would be subject to approval by the Public Works Director. Upon approval of an application, the group must execute an Adopt-A-Park license agreement along with signed volunteer waiver by all participants.

Next Steps

Once your group has been approved, the Public Works Department will contact the listed representative from your group to hold an orientation meeting. Groups cannot perform any activities in the parks without an approved application and an executed license agreement. Your group will be expected to do the following:

- ✓ Complete and sign an Adopt-A-Park application which must be approved by the Public Works Department
- ✓ Review and sign an Adopt-A-Park license agreement
- ✓ Coordinate with the staff on selecting dates
- ✓ One month prior to the selected dates, a meeting must take place with staff and the group
- ✓ Provide a contact person and alternate contact person
- ✓ Provide a work plan and checklist of activities you propose to perform which will be reviewed by the Public Works Department
- ✓ Take photos before/after and action photos of volunteers
- ✓ List of potential materials or support you may need from the City
- ✓ Provide one adult supervisor for every five (5) youth volunteers under the age of 18 that are working in the adopted park
- ✓ Review Safety Guideline Sheet
- ✓ Volunteer liability waiver forms must be completed and signed by each volunteer

Post Clean Up

- Set up meeting with Public Works Department staff
- Submit all appropriate paperwork and volunteer waiver forms
- Share with the Public Works Department before and after photos

City of Oxnard appreciates all your hard work and efforts!



Adopt-A-Park Application

Name of Group: _____ Date: _____

Address: _____ City: _____ Zip: _____

Website: _____

Primary Contact: _____ Cell Phone: _____

Email: _____ Home Phone: _____

Secondary Contact: _____ Cell Phone: _____

Email: _____ Home Phone: _____

Brief Description of Group (Purpose, size and list other group activities):

Proposed Park Adoption Name: _____

Second Choice: _____

Third Choice: _____

What is your group hoping to accomplish by participating in the City's Adopt-A-Park program?

For Office Use Only

Assigned Park: _____ Approval Date: _____

Director of Public Works: _____

Assistant Public Works Director: _____ Initials