

MINUTES DRAFT
Parks, Recreation & Community Services Commission
April 26, 2023

A. ROLL CALL/PLEDGE OF ALLEGIANCE

At 5:34 p.m., the regular meeting of the Parks, Recreation & Community Services Commission convened. Commissioners Armando Casillas, Miguel Fernandez, Chris Hernandez, Oscar Hernandez (5:44 pm), Ismael Paredes Ulloa, and Angela Whitecomb were present. Commissioner Paul Lemos was absent. Staff members present were Steve Howlett, Assistant Public Works Director, Jessy Tapia, Cultural and Community Services Manager, Adriana Britt, Recording Secretary.

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the meeting of March 22, 2023.

RECOMMENDATION: That the minutes be approved.

ACTION: Commissioner Ismael Paredes Ulloa moved approval as recommended. Commissioner Miguel Fernandez seconded and the motion carried unanimously with Commissioners Oscar Hernandez and Paul Lemos absent at the time and Commissioner Armando Casillas abstaining.

C. PUBLIC COMMENTS

D. REPORTS

1. SUBJECT: Oxnard Community Gardens Study and Policy Recommendations Presentation, Youth Coalition of Oxnard

RECOMMENDATION: That the Commission receive the presentation and discuss the recommendations made by the Youth Coalition of Oxnard.

DISCUSSION: Commissioners expressed their support for the Study and Policy Recommendations

ACTION: [None]

2. SUBJECT: Oxnard Bike Hub

RECOMMENDATION: That the Commission receive a presentation from the Oxnard Bike Hub and recommend that the Recreation Division of the Cultural and Community Services Department explore opportunities for collaboration with the Oxnard Bike Hub.

DISCUSSION: The Commission gives full support to Bike Hub and hopes they can find a way to partner with City programs and local school districts.

Bryan Rodriguez: Thinks the City needs to do better and help Bike Hub.

Roger Poirier: Bike Hub gets crowded and needs help from City and should look into available grants.

ACTION: (Ismael/Fernandez) The Commission voted on a recommendation that the Recreation Division of the Cultural and Community Services Department explore opportunities for collaboration with the Oxnard Bike Hub. 6(Angela Whitecomb, Ismael Ulloa Paredes, Armando Casillas, Chris Hernandez, Miguel Fernandez, Oscar Hernandez) - 0 in support of the motion with Commissioner Paul Lemos absent.

E. COMMISSION BUSINESS

1. SUBJECT: Elections for 2023 Vice Chair

RECOMMENDATION: That the Commission recommends and votes on a Vice Chair for the 2023 Parks and Recreation and Community Services Commission.

DISCUSSION: [None]

ACTION: (Fernandez/O.Hernandez) The Commission voted on Commissioner Ismael Ulloa Paredes as Vice Chair 5(Angela Whitecomb, Armando Casillas, Chris Hernandez Oscar Hernandez, Miguel Fernandez) - 0 in support of the motion with Commissioner Ismael Ulloa Paredes abstaining and Paul Lemos absent.

2. SUBJECT: Goal Setting

RECOMMENDATION: That the Commission discusses and sets goals for the 2023 calendar year.

DISCUSSION:

Ismael Paredes Ulloa and Amrando Casillas: Wants City to seek potential partnerships with other organizations

Miguel Fernandez: Would like the Commission to establish a stronger relationship with PAL

Chris Hernandez: Would like to get more items on the City Council Agenda and to get more people involved in PRCSC meetings.

Oscar Hernandez: Would like to focus on what the people want so that the Commission can be their advocate

Angela Whitecomb: Implementation of the Master Plan

Bryan Rodriguez: Hopes that the Commission will continue to work on pedestrian and bike safety.

ACTION: [None.]

3. SUBJECT: City of Oxnard Parks Tour

RECOMMENDATION: That the Commission and staff discuss and recommend dates and parks for a future tour.

DISCUSSION: The Commission decided on visiting Olokoy Beach Park, Neptune Park, The Five Points site, Community Center Park East, Pleasant Valley Park, Southwinds Park, and Riverpark Dogpark on June 10 or June 17

ACTION: [None.]

F. AD-HOC COMMITTEE REPORTS

1. SUBJECT: Create, assign members, and set objectives for a Park Restroom AD-HOC Committee.

RECOMMENDATION: That the Commission creates and assigns members to the Parks Restroom AD-HOC Committee to discuss access to park restrooms for sports leagues during practices and games. The Committee will sunset on September 27, 2023.

DISCUSSION: The Commission and staff discussed the procedures for sports leagues to obtain access to the restrooms

Roger Poirier: Advised commission to create AD-Hoc and survey the leagues regarding restrooms.

ACTION: Commissioner Chris Hernandez volunteered to join the AD-HOC Committee.

2. SUBJECT: Update on the Park Ambassador AD-HOC Committee
RECOMMENDATION: That the Commission receive an update from the AD-HOC Committee about implementing a Park Ambassador Program in the City of Oxnard.

DISCUSSION: The Committee explained the AD-HOC to Commissioner Armando Casillas

Roger Poirier: INCO is creating a Parks Committee, Parks has supplies that people can borrow to clean park.

ACTION: [None.]

3. SUBJECT: Update from the Pleasant Valley Park Restroom Mural AD-HOC Committee.

RECOMMENDATION: That the Commission receive an update from the AD-HOC Committee regarding painting murals on the outside of the Pleasant Valley Park restrooms.

DISCUSSION: Committee has been in touch with an artist to possibly assist with the Pleasant Valley Park Restroom Mural

Roger Poirier: Approximately \$3,000 is needed to pay artist in order to begin a community project.

ACTION: [None.]

G. REPORT OF THE COMMISSION SECRETARY

Parks Division Report:

Pleasant Valley Park Restroom: waiting on electrical from Edison

Community Center Park East Restroom, some changes for electrical plan and requires new permit. Mid-May

Wilson Park Playground: Requirement for NEPA due to Community Development Block Grant - 4 weeks before going out to bid for placement of already purchased playground

Oxnard Beach Park renamed to Olokoy Beach Park

USA Today named Olokoy Beach Park named #1 for best West Coast Beach Parks

Recreation Division Report:

Meet Up Clean Up Southwest Community Extension: April 29, 2023

Oxnard PAL re-opening along with Basketball Sign Ups: May 1, 2023

Jr High Grad Night: May 12, 2023

Oxnard Scholars Rock into Sports for 6-8 graders: May 20, 2023

Insect Festival presents Reptiles: June 2, 2023

Oxnard Scholars Fun Fest for : June 10, 2023

H. COMMISSIONER COMMENTS

Commissioner Casillas: Gave brief introduction of himself and his background and experience.

Commissioner Fernandez: Attended Landscape Standards Meetings

Commissioner Chris Hernandez: Acknowledged Poiriers 15 years of service on the Parks, Recreation, and Community Services Commission. Excited to have Commissioner Casillas on board. When can work be done at the Five Points Parcel

Vice Chair Paredes-Ulloa: Welcome Commissioner Casillas. Disappointed that Roger is no longer serving

Chair Whitecomb: Super bloom going on. Encourages more time outdoors. Attended Landscaping Meetings. Plant native. Worked with Bike Hub and Park Ambassador AD-HOC.

I. ITEMS FOR FUTURE CONSIDERATION

1. Would like a report on an update of the revised standards of the Landscape Standards.
2. Acknowledged Poiriers 15 years of service on the Parks, Recreation, and Community Services Commission. Excited to have Commissioner Casillas on board.
3. Work on improving dog park at College Park

J. ADJOURNMENT

At 8:45 pm the meeting was adjourned.

Adriana Britt

Angela Whitecomb

[Name of Secretary], Secretary

[Name of Chair], Chairman

MEMO



DATE: June 28, 2023

TO: Parks, Recreation & Community Services Commission

FROM: Steve Howlett, Assistant Director

SUBJECT:

RECOMMENDATION

Receive a Report from KTUA Landscape Architecture for the landscape a site improvements for the Clean California Grant.

BACHGROUND

On November 17, 2021, staff presented the proposal for the Clean California Grant to the Parks, Recreation, and Community Services Commission for input. Staff presented again on January 26, 2022 to provide an update regarding the grant application, before the submittal, and the Commission voted to provide a letter of support.

The Clean California Local Grant Program (Program) is a competitive statewide program created to beautify and clean up local streets and roads, tribal lands, parks, pathways, transit centers, and other public spaces. The Program is one part of the nearly \$1.1 billion Clean California initiative that takes direct aim at the continuous trash generation that has overwhelmed California Department of Transportation (Caltrans) and its partners.

In July of 2022, the City received a grant award for \$3,549,129 to beautify portions of Beck Park, Del Sol Park, Lemonwood Park, Southwinds Park, and to expand the Camino del Sol Community Garden. The park beautification will remove an estimated 163,428 square feet of unusable turf and replaced with drought tolerant, native, and habitat providing landscaping. The project will also expand the community garden and install additional garden plots. The community garden has been in high demand, with a waitlist steadily exceeding 30 residents.

The project also involves the installation of trash receptacles in City parks, city-wide litter abatement, illegal dumping prevention media campaign, and the coordination of park cleanup events. The park beautification elements were goals set forth in the 2021 Parks and Recreation Master Plan (Recommendation #13, Page 11: "Transform turf to native or conservation plantings in appropriate areas"; and discussion on "Adding community gardens" on page 162).

DISCUSSION

The project was divided into three areas; Youth Education, Volunteer Coordination, and Landscape architecture. The Youth Education was awarded to the MERITO Foundation for \$219,001. The scope of their agreement includes education and outreach for local educators focused on litter and illegal dumping prevention, youth education, and youth volunteer coordination. The youth education campaign will involve schools that are located within ¼ mile of 12 park sites.

The Volunteer Coordination was awarded to Reality Improv Connection, Inc. for \$245,948. The scope of the agreement includes coordinating and leading community engagement and volunteerism focused on the cleanup of seven City parks (Colonia Park, Thompson Park, Community Center East Park, Lathrop Park, Marina West Park, Durley Park, and Kohala Park), and the four park beautification sites (Beck Park, Del Sol Park, Lemonwood Park, Southwinds Park, and the Camino del Sol Community Garden.) The sites were selected based on their disadvantaged status per grant guidelines.

The Landscape Architecture was awarded to KTU&A, Inc. for \$269,883. The scope of the agreement involves the landscape design and park beautification elements.

FINANCIAL IMPACT

The total cost for all three agreements shall not exceed \$734,832 for this phase of the Project. The Caltrans Clean California grant award for an amount not to exceed \$3,549,129 is funding these agreements 100%. There is no City match requirement and no impact to the General Fund.



TO: Parks, Recreation, & Community Services Commission

FROM: Steve Howlett, Assistant Public Works Director

DATE: June 28, 2023

SUBJECT: Parks Division Budget

RECOMMENDATION

The Commission receive a report of the Parks Maintenance Budget for Fiscal Years 2022-23 and 2023-24.

DISCUSSION

The Parks Division of the Public Works Department is responsible for the maintenance and improvements of City parks, street landscapes, and trees within City property and in the public right-of-way.

For Fiscal Year 2022-23, the budget to maintain 36 City parks with 21.5 employees and multiple contractors is \$10,108,840. This budget is a combination of both General Fund and Measure O Fund. The Measure O Fund pays directly for the maintenance and improvements of College Park and East Village Park. The Measure O fund for just these two parks is \$896,825 with 5.5 dedicated employees. The funds and staffing for the Measure O parks cannot be used in the General Fund Parks. Therefore, only 16 positions are dedicated to the 34 General Fund parks.

The proposed Fiscal Year 2023-24 budget will only increase slightly to \$10,423,435. There will be no changes in staffing for the next fiscal year.

New park development and park improvements over \$100,000 are managed by the Public Works Engineering Division. These require project and funding approval by the City Council before they are prioritized within the City's 5-Year Capital Improvements Program (CIP). The Use of Quimby Funds is determined by the City Council and these funds cannot be applied to the maintenance, repair, or operations of parks.

Attachments:

- A. FY2022.23 and FY2023.24 Parks Maintenance Budget