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AGENDA
Parks, Recreation & Community Services Commission
Regular Meeting
Council Chambers, 305 W Third Street
August 23, 2023
5:30 p.m.

Please click the link below to join the webinar:
<https://us06web.zoom.us/j/88008277950?pwd=ZzQ2Z1ZxT3Q4cVZkSlp2T0lKOGNmZz09>

Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) or 877 853 5257 (Toll Free)
888 475 4499 (Toll Free)
Webinar ID: 880 0827 7950
Passcode: 907555

If you wish to speak during public comments or a particular item on the agenda, please sign-on by following the zoom call in steps listed above. Once the Chair calls for public speakers, press *9 to raise your hand, or if online, click the raise hand icon in the Zoom interface to inform the Chair you would like to speak during the public speaking section for that particular item on the agenda.

YOU MAY PARTICIPATE IN THE MEETING IN THE FOLLOWING WAYS:

1. ATTEND THE MEETING AT THE LOCATION LISTED ABOVE OR VIA ZOOM
2. EMAIL COMMENTS OR REQUESTS TO SPEAK BEFORE THE MEETING
 - a. Submit a request to speak no later than 2:00 p.m. on the day of the meeting by contacting the Commission Secretary Adriana Britt at adriana.britt@oxnard.org. Please indicate the agenda item number in the subject line.
3. PROVIDING PUBLIC COMMENTS REMOTELY DURING THE MEETING
 - a. To provide a public comment during the meeting dial: US: 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free) or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) and enter the Meeting ID and Passcode listed above as the Zoom details for this meeting. When the Chair announces the particular item on the agenda you want to speak on, press *9 to raise your hand. Once called on, press *6 to unmute your phone.
 - b. Public comments on agenda items will be taken following the announcement of the item. After the item is announced, members of the public shall have three

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minutes to register or otherwise be recognized for the purpose of providing public comment.

A. ROLL CALL/PLEDGE OF ALLEGIANCE

Consideration of Teleconference Participation pursuant to Assembly Bill 2449.

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the meeting of June 28, 2023.

RECOMMENDATION: Approve.

C. PUBLIC COMMENTS

At a regular meeting, a person may address the Parks, Recreation & Community Services Commission 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 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. Unless otherwise approved by the Commission, persons wishing to speak on items not on the agenda should do so during public comments.

D. REPORTS

1. SUBJECT: CAG Bylaw's Review

RECOMMENDATION: That the Commission review their bylaws and provide a specific list of amendments, if any.

E. COMMISSION BUSINESS

1. SUBJECT: Special Meeting Date for City of Oxnard Parks Tour

RECOMMENDATION: That the commission and staff discuss a date to visit Olokoy Beach Park, Neptune Park, The Five Points site, Community Center Park East, Pleasant Valley Park, Southwinds Park, and Riverpark Dog Park.

F. AD-HOC COMMITTEE REPORTS

1. SUBJECT: Five Points Property Ad-hoc Committee.

RECOMMENDATION: That the Committee updates the Commission. The Committee will sunset on October 25, 2023.

2. SUBJECT: Community Park East Restroom Ad-hoc Committee.

RECOMMENDATION: That the Committee updates the Commission. The Committee will sunset on October 25, 2023.

3. SUBJECT: Park Ambassador Program Ad-hoc Committee

RECOMMENDATION: That the Commission receive a final report from the Park Ambassador Program Ad-hoc Committee and terminate the Park Ambassador Program Ad-hoc Committee.

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4. SUBJECT: Pleasant Valley Park Restroom Mural Ad-hoc Committee.
RECOMMENDATION: That the Commission receive a final report from the Pleasant Valley Park Restroom Ad-hoc Committee and terminate the Pleasant Valley Park Restroom Ad-hoc Committee.
5. SUBJECT: Park Restrooms Ad-hoc Committee
RECOMMENDATION: That the Commission receive a report from the Ad-Hoc Committee on park restrooms as they pertain to sports leagues during practices and games. Sunset date: September 27, 2023.

G. REPORT OF THE COMMISSION SECRETARY

1. SUBJECT: Virtual Participation Information for Commissioners per AB2449
RECOMMENDATION: That the Commission receive an update on Virtual Participation Information for Commissioners per AB2449.
2. SUBJECT: Current Park Projects
RECOMMENDATION: That the Commission receive an update on current park projects in the City of Oxnard including projected completion dates.
3. SUBJECT: Recreation Events Update
RECOMMENDATION: That the Commission receive an update on upcoming Recreation events.

H. COMMISSIONER COMMENTS

Commissioners may individually report on items of interest or concern outside of Ad Hoc Committee reports. The Commission cannot enter into detailed discussion or take action on any item presented during these reports. The Commissioner's report shall not exceed three minutes.

I. ITEMS FOR FUTURE CONSIDERATION

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

J. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact Adriana Britt at 805-385-7995. Notification at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

MINUTES DRAFT
Parks, Recreation & Community Services Commission
June 28, 2023

A. ROLL CALL/PLEDGE OF ALLEGIANCE

At 5:31 p.m., the regular meeting of the Parks, Recreation & Community Services Commission convened. Commissioners Armando Casillas, Miguel Fernandez, Angela Whitecomb, and Ismael Paredes Ulloa were present. Commissioner Paul Lemos was absent. Staff members present were Steve Howlett, Assistant Public Works Director, Pam Morrison, Cultural and Community Services Manager, and Mariah Sanchez, Cultural and Community Services Analyst.

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the meeting of April 26, 2023.

RECOMMENDATION: That the minutes be approved.

ACTION: Commissioner Miguel Fernandez moved approval as recommended. Commissioner Ismael Paredes Ulloa seconded and the motion carried unanimously with Commissioners Chris Hernandez, Ocsar Hernandez and Paul Lemos absent at the time.

C. PUBLIC COMMENTS

1. Stephanie Hagiwara spoke in regards to the Durley Park Art Center.
2. Roger Poirier commented that the video footage for the meeting wasn't working properly.
3. Albert Garcia spoke in regards to the Sunset Little League bathrooms.

D. REPORTS

1. SUBJECT: Update on Clean California Grant projects within City Parks, KTUA Landscape Architecture

RECOMMENDATION: That the Commission receive an update on the Clean California Grant park projects.

DISCUSSION: None.

Roger Poirier: Questioned how many eucalyptus trees will be removed.

ACTION: [None]

2. SUBJECT: Parks Division Budget from Kevin Thompson, Parks Manager

RECOMMENDATION: That the Commission receive an update on the current parks budget.

DISCUSSION: None.

Roger Poirier: Commented that he appreciated the presentation.

ACTION: [None]

E. COMMISSION BUSINESS

1. SUBJECT: Special Meeting Date for City of Oxnard Parks Tour

RECOMMENDATION: That the commission and staff discuss a date to visit Olokoy Beach Park, Neptune Park, The Five Points site, Community Center Park East, Pleasant Valley Park, Southwinds Park, and Riverpark Dog Park.

DISCUSSION: Commissioners agreed upon Saturday, July 29, 2023.

ACTION: Chair Angela Whitecomb moved to meet on July 29 at 10am to visit Olokoy Beach Park, Neptune Park, The Five Points site, Community Center Park East, Pleasant Valley Park, Southwinds Park, Riverpark Dog Park, and Durley Park.

Commissioner Miguel Fernandez moved approval. Commissioner Ismael Paredes Ulloa seconded and the motion carried unanimously with Commissioners Chris Hernandez, Oscar Hernandez and Paul Lemos absent at the time.

F. AD-HOC COMMITTEE REPORTS

1. SUBJECT: Create, assign members, and set objectives for a Five Points Property Ad-hoc Committee.

RECOMMENDATION: That the Commission creates and assigns members to the Five Points Property Ad-hoc Committee to make a recommendation on what type of park should be developed at that property. The Committee will sunset on October 25, 2023.

DISCUSSION:

The commission volunteered and recommended each other to be part of the ad-hoc committee.

Pat Brown commented in regards to the Five Points neighborhood housing and parks.

ACTION: Chair Angela Whitcomb motioned to form the recommendation as written with Angela Whitcomb, Armando Casillas, and Chris Hernandez. Commissioner Miguel Fernandez moved approval. Commissioner Ismael Paredes Ulloa seconded and the motion carried unanimously with Commissioner Chris Hernandez, Oscar Hernandez and Paul Lemos absent at the time.

2. SUBJECT: Create, assign members, and set objectives for a Community Park East Restroom Ad-hoc Committee.

RECOMMENDATION: That the Commission creates and assigns members to the Community Park East Restroom Ad-hoc Committee to make a recommendation on the design and implementation of in or around the Community Park East Restrooms. The Committee will sunset on October 25, 2023.

DISCUSSION:

Commission discussed who would be on the ad-hoc committee and the adjustments they want to make in regards to the recommendation verbage.

Roger Poirier commented on the amount of restrooms at Community Center Park East.

ACTION: Chair Angela Whitcomb motioned that they create and assign Angela Whitcomb, Armando Casillas and Ismael Paredes Ulloa to the Community Park East Restroom Ad-hoc Committee to make a recommendation on the design of murals and implementation of on or around the Community Park East Restroom murals. The Committee will sunset on October 25, 2023.

Commissioner Miguel Fernandez moved approval. Commissioner Armando Casillas seconded and the motion carried unanimously with Commissioner Chis Hernandez, Oscar Hernandez and Paul Lemos absent at the time.

3. SUBJECT: Annual Report Ad-hoc Committee
RECOMMENDATION: That the Commission receive a final report from the Annual Ad-hoc Committee and terminate the Annual Report Ad-hoc Committee.
DISCUSSION: The Commission decided on revisiting this agenda item at the next meeting.
ACTION: Commissioner Ismael Paredes Ulloa motioned to make no action on this item and to agendize it for a future meeting.
Chair Angela Whitcomb seconded and the motion carried unanimously with Commissioner Chis Hernandez, Oscar Hernandez and Paul Lemos absent at the time.
4. SUBJECT: Park Ambassador Program Ad-hoc Committee
RECOMMENDATION: That the Commission receive a final report from the Park Ambassador Program Ad-Hoc Committee and terminate the Park Ambassador Program Ad-Hoc Committee.
DISCUSSION: [None.]
ACTION: Chair Angela Whitcomb motioned to agendize this item in August. Commissioner Armando Casillas seconded and the motion carried unanimously with Commissioner Chis Hernandez, Oscar Hernandez and Paul Lemos absent at the time.
5. SUBJECT: Pleasant Valley Park Restroom Mural Ad-hoc Committee
RECOMMENDATION: That the Commission receive a final report from the Pleasant Valley Park Restroom Ad-hoc Committee and terminate the Pleasant Valley Park Restroom Ad-hoc Committee.
DISCUSSION: [None.]
ACTION: Commissioner Miguel Fernandez motioned to sunset and create the ad-hoc committee at a later time. Commissioner Ismael Paredes Ulloa seconded and the motion carried unanimously with Commissioner Chis Hernandez, Oscar Hernandez and Paul Lemos absent at the time.
6. SUBJECT: Park Restroom Ad-hoc Committee
RECOMMENDATION: That the Commission receive a report from Commissioner Chris Hernandez on the park restrooms as they pertain to sports leagues during practices and games. Sunset date: September 27, 2023.
DISCUSSION: [None.]
ACTION: [None.]

G. REPORT OF THE COMMISSION SECRETARY
Parks Division Report:

Marina West: central playground closed to the public
Dunkirk: playground closed to the public
Sea View Neighborhood Council: Meeting on July 28 at 6pm about replacement playground at Dunkirk
Pleasant Valley: Meeting July 10 at 9:30am to review their playground and replacement
Marina West: awaiting confirmation for meeting for their neighborhood playground

Recreation Division Report:

Seniors: Aquarium of the Pacific excursion and Vintage Fashion Show
PAL: Movie Nights start July 1 with Southwinds Movie Night on July 15, Kids Fest is on July 7, and Backpack Distribution is on August 9
Colonia Gym: Volleyball Camp July 3-7
Cowboy Camp: Starts July 29
Cowboys Cheer Camp: July 30

H. COMMISSIONER COMMENTS

Commissioner Casillas: Thanked everyone for the information that was shared at the meeting.

Chair Whitecomb: Thanked staff for all of their hard work.

I. ITEMS FOR FUTURE CONSIDERATION

1. Invite the Engineering Department to provide an update on their project schedule of completion.
2. Update on Quimby Funds

J. ADJOURNMENT

At 7:15 pm the meeting was adjourned.

Adriana Britt

Angela Whitecomb

[Name of Secretary], Secretary

[Name of Chair], Chairman



TO: Parks, Recreation, & Community Services Commission

FROM: Steve Howlett, Asst. Director of Public Works, steve.howlett@oxnard.org

DATE: August 23, 2023

SUBJECT: Review of Citizen Advisory Group (CAG) Bylaws

RECOMMENDATION

That the Parks, Recreation, & Community Services Commission review the existing CAG Bylaws and provide any recommendations to the Chairperson in accordance with Article IX, Section A of the Bylaws.

DISCUSSION

Resolution No. 15,589 was adopted on June 21, 2022, establishing uniform bylaws for the Citizen Advisory Groups (CAGs). Article IX (Amendments) of these bylaws state:

- 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.*

In accordance with Article IX, Section A of these bylaws, members of this CAG are asked to review the attached bylaws and provide any recommendations for the Chairperson to discuss at a future meeting referenced in Article IX, Section B of these bylaws. As a reminder, these bylaws are meant to provide uniformity across all CAGs to ensure clear direction and information on the functioning of all CAGs. Any recommended changes should fall within these parameters and should apply to CAG functions as a whole rather than anything specific to an individual CAG.

If any recommendations are proposed, the individual suggesting the change shall include the following information when discussing this recommendation with the CAG:

- What is the recommended change? Identify the section where the change (addition, removal, or amendment) is recommended
- Why is this change being recommended? Please include a description and example of what this change will accomplish and how it will benefit the CAGs as a whole (e.g. efficiency, transparency).

Attachments:

- A. Resolution No. 15,589: Citizen Advisory Groups ("CAG") Bylaws

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. 15,589

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD ESTABLISHING
UNIFORM BYLAWS FOR VARIOUS CITIZEN ADVISORY GROUPS AND REPEALING
EXISTING BYLAWS OF THOSE GROUPS

WHEREAS, the City Council has established Citizen Advisory Groups ("CAGs") that make recommendations to the City Council on matters within the subject matter jurisdiction of those CAGs; and

WHEREAS, each CAG has their own bylaws establishing powers and duties; and

WHEREAS, in 2019, City staff began meeting with the CAG Chairs from the Community Relations Commission, Cultural Arts Commission, Commission on Homelessness, Parks, Recreation and Community Commission, and Senior Services Commission to discuss amendments to their various bylaws; and

WHEREAS, three meetings were held in 2019 on July 18 (official kick off meeting with the CAG Chairs), September 17 (internal meeting with CAG staff liaisons), and December 19 to discuss changes to the CAG bylaws; and

WHEREAS, these meetings covered discussing uniform bylaws, Commission agendas, Commission goal setting, Commission reports to Council, the role of the CAGs and staff liaison, and resources available to the CAGs; and

WHEREAS, the goal of updating the bylaws was to provide uniformity across all CAGs to ensure clear direction, fairness, ease of learning if CAG members move between CAGs, and to address CAG officers and their duties, secretary and staff liaison duties, meetings and quorums, and absences; and

WHEREAS, the uniform bylaws were presented to the CAGs in 2020 for review and approval, and the CAGs discussed and approved the bylaws as a whole on the dates below:

- Community Relations Commission: November 16, 2020
- Cultural Arts Commission: February 5, 2020
- Commission on Homelessness: February 3, 2020
- Parks, Recreation & Community Services Commission: January 22, 2020
- Senior Services Commission: November 10, 2020; and

WHEREAS, the City Council wishes to adopt uniform CAG bylaws, and repeal existing bylaws of those CAGs.

NOW, THEREFORE, the City Council of the City of Oxnard resolves as follows:

Section 1. The uniform CAG bylaws, attached hereto as **Exhibit 1** and incorporated herein by reference, are adopted.

Section 2. Existing bylaws for the following CAGs are hereby repealed: Community Relations Commission, Cultural Arts Commission, Commission on Homelessness, Library Board, Parks, Recreation & Community Services Commission, and the Senior Services Commission

PASSED AND ADOPTED THIS 21st day of June, 2022, by the following vote:

AYES: Councilmembers Lopez, MacDonald, Madrigal, Perello, Teran and Zaragoza.

NOES: None.

ABSENT: Councilmember Basua.

ABSTAIN: None.


John C. Zaragoza, Mayor

ATTEST:

 6/21/22

Rose Chaparro, City Clerk

APPROVED AS TO FORM:

 6/16/2022

Stephen M. Fischer, City Attorney

EXHIBIT 1

[On the Page to Follow]

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. A majority of the commission positions filled at the time of a meeting 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 to 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.