

Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection on the City of Oxnard website. Commission agendas are available on the City of Oxnard website 7 days prior to regular meetings, at www.oxnard.org/city-meetings



AGENDA
Parks, Recreation & Community Services Commission
Regular Meeting
Council Chambers, 305 W Third Street
November 15, 2023
5:30 p.m.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/87543748779?pwd=y1SUC1ZaWBe3DgcnBEGenlrBU32kRQ.1AaQ4aO-TjYtm8yu>

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: 875 4374 8779

Passcode: 379345

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.

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.

- 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 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 Regular Meeting of October 25, 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. COMMISSION BUSINESS :

1. SUBJECT: Update from the Parks Department on the Proposed Park Ambassador Program
RECOMMENDATION: Receive an update from Steve Howlett and provide comments on the proposed Park Ambassador Program.
2. SUBJECT: Vote to Go Dark During December
RECOMMENDATION: That the Commission votes to go dark for the December Commission meeting.

E. AD-HOC COMMITTEE REPORTS

1. SUBJECT: Five Points Neighborhood Ad-Hoc Committee
RECOMMENDATION: That commissioners appoint members to the Five Points Neighborhood Ad-Hoc Committee.
Sunset on May 22, 2024.
2. SUBJECT: Park Ranger Program Ad-Hoc Committee, Commissioners Angela Whitecomb, Ismael Paredes Ulloa, and Oscar Hernandez
RECOMMENDATION: That the Committee update the Commission on the Park Ranger Program discussions.
Sunset date: May 22, 2024.

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3. SUBJECT: Park Restroom Murals Ad- Hoc Committee, Commissioners Miguel Fernandez and Angela Whitecomb
RECOMMENDATION: That the Committee update the Commission on the Park Restroom Murals discussions.
Sunset date: May 22, 2024.
4. SUBJECT: City Park Hours Ad-Hoc Committee, Commissioners Miguel Fernandez, Oscar Hernandez, and Ismael Paredes Ulloa
RECOMMENDATION: That the Committee update the Commission on the City Park Hours discussions.
Sunset date: May 22, 2024.

F. REPORT OF THE COMMISSION SECRETARY

1. SUBJECT: Park Projects Update
RECOMMENDATION: That the Commission receive an update on current park projects in the City of Oxnard including projected completion dates.
2. SUBJECT: Recreation Events Update
RECOMMENDATION: That the Commission receive an update on upcoming Recreation events.

G. 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.

H. ITEMS FOR FUTURE CONSIDERATION

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

I. 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.

MEMO



DATE: November 15, 2023

TO: Parks, Recreation & Community Services Commission

FROM: Steve Howlett, Assistant Director

SUBJECT: Park Ambassador

RECOMMENDATION

Review and provide recommendations for the DRAFT Ambassador Program

BACKGROUND

The Ambassador Ad-Hoc Committee was formed by the Parks, Recreation, & Community Services Commission to develop a program that provides opportunities for Volunteers to perform fun and meaningful services in the City Parks that activate programming and activities, while also providing a clean and safe environment for residents to enjoy.

DISCUSSION

The attached DRAFT Ambassador Program needs additional information and editing to clearly define the program, the expectations of the Volunteers, and the responsibility of the City.

During the Ad-Hoc Committee's brainstorming sessions, a list of activities by current volunteers was created that align with the activities of the proposed Ambassador Program. They include:

- Baseball and Softball teams by taking care of the fields and restrooms.
- Lawn Bowling Organization at Wilson Park by maintaining and programming the field and facility.
- Rose Garden Group at Wilson Park by maintain the garden and facility
- Del Sol Community Garden by programming and maintaining the shared areas.

Additional activities that may be considered for the Ambassador Program include:

- Chess
- Dog parks
- Summer time activities
- Bicycle hubs

- Meet-ups
- Block Parties
- Parent and me
- Walk-n-Talk

After the Commission provides recommended changes and additional information to the DRAFT Ambassador Program, a final version will be presented to the Commission, at a future meeting, for approval. The Commission approved PROPOSED Ambassador Program will then be reviewed by the City Attorney's Office for liability considerations and waivers before it is sent to the City Manager's Office for consideration by the City Council.

FINANCIAL IMPACT

There is no financial impact at this time. However, the project may require dedicated funding for program supplies and volunteer recognition. These funds will need to be identified prior to this item being presented to City Council for consideration.

City of Oxnard

Ambassador Program

Purpose Statement

This program was created to provide volunteers within the City of Oxnard the opportunity to work with the Recreation & Community Services Department to provide programming and events at various City parks to reactivate individual and family use in a clean and safe environment.

Introduction

Welcome! We hope you enjoy your volunteer experience and appreciate your contribution to provide visitors and residents of your community with an enjoyable and healthy park experience.

This guide and the accompanying information are provided to help you assist the City in our endeavors to continue providing quality programming and events.

Mission

The mission of this program is to provide safe, enjoyable, attractive parks, facilities, and landscapes through diverse individual contributions and programs with responsive services that enhance our quality of life in the City of Oxnard.

Vision

Lead by example through innovative volunteer efforts to improve and provide stewardship of all public spaces.

The City of Oxnard Ambassador Program

The volunteer program supports a growing number of citizens who dedicate their time to become involved in the care of our City. The efforts of dedicated volunteers, including individuals, families, businesses and corporations contribute to helping The City of Oxnard provide quality facilities and develop a sense of ownership in Parks properties.

Background

1. Many volunteers, nonprofit organizations, and other persons operate, maintain, or otherwise contribute to the continued viability of the City's numerous parks, landscapes, and recreational facilities.
2. Volunteers who assist the City choose to donate their labor of their own free choice, and to perform services on the City's behalf without any compensation. Volunteers are NOT considered to be City employees. Volunteers are not eligible for any benefits that may accrue to City employees.

3. An Ambassador is an individual who wishes to volunteer at a Park, Landscape, or Facility that is owned by the City subject to change per the City's discretion.

Ambassador Expectations

As Ambassadors, you are expected to "set an example" for visitors and residents. An Ambassador promotes and ensures a positive relationship between the staff and residents. Some of the expectations of ambassadors include but are not limited to:

- Please dress appropriately.
- Avoid offensive language or conduct.
- Avoid displaying signs, decals, bumper stickers, and posters that convey religious or political beliefs.
- Alcohol is not permitted.
- Conducting business, such as selling items/products or performing services for pay within public space is not allowed.

Basic Do's and Don'ts

Do

- Be polite and friendly, with a desire to be helpful!
- Talk positively about the City.
- Be a good neighbor. Set a good example by obeying the rules yourself.

Don't

- Try and enforce.
- Argue, scold or "chew out" others within the community..
- Interfere with an individual's privacy

Ambassador Duties

1) General Duties

As an Ambassador certain duties/tasks are recommended. These may include but are not limited to assessing the overall condition and performing basic maintenance tasks. This may also include reporting any unusual or suspicious activity.

2) Maintaining Public Spaces

One of the primary duties of an Ambassador is to be responsible to maintain clean public spaces. These duties include, but are not limited to:

- Raking or Power Blowing Leaves, etc.
- Inspecting and or repairing non-regulatory Signs and Markers.
- Picking up fallen leaves, twigs, or branches.
- General landscaping duties:

- Planting and pruning shrubs and trees.
- Invasive Species Removal.
- Picking up trash and/or litter.
- Brushing off picnic tables and or benches.

2) Using Safety Measures

- Know your physical limitations! Discuss any physical limitations you may have prior to starting your ambassador duties.
- Use your legs, not your back, when lifting objects!
- Do not operate unfamiliar tools without training and/or written permission.
- Ask City staff or other designee for gloves, eye protectors, or other protective equipment if needed.
- Dress properly for your tasks. Wear sturdy shoes and proper clothing.

3) Safety hazards

As a Volunteer Ambassador, be aware of potential safety hazards and report them to staff. These hazards can range from work related safety hazards to natural safety hazards. Some potential safety hazards are, but not limited to:

- Down or exposed wires or faulty electrical box.
- Hanging limbs in trees.
- Broken sprinkler heads.
- Holes in trails or lawns.
- Damaged tables or fire-pits with exposed sharp edges, nails, or re- bar.
- Burned out lights in restrooms.
- Tripping hazards.
- Bee or wasp nests.
- Wildlife in the parks should not be fed.

4) Handling Difficult Situations and Emergencies

As an Ambassador you may encounter a difficult situation or an emergency. An emergency may include: a vehicular accident, or a medical emergency. In any of these cases it is critical that certain guidelines are followed. In case of any emergency:

- Calling 911 for police, fire or medical assistance when required.
- Use good judgment. Do not put yourself at risk.
- Not attempting to enforce the Park rules

5) Evaluating Your Ambassador Experience

As an Ambassador you will be asked to evaluate your Volunteer experience. We will appreciate your honest assessment of your experience as a way to help us identify needed improvements such as providing additional information or training.

6) Recordkeeping

Please provide and keep records of your volunteer services.

7) Park Ambassadors Responsibility

I agree to release the City of Oxnard and its employees from any liability that may arise from my volunteer service.

1. Accident Reporting: I agree to inform City staff immediately if I am involved in an accident or witness an accident while performing volunteer duties.
2. Physical Conditions: I agree to perform only those tasks that are within my knowledge, ability, and physical capability. 4. Equipment: I understand that as an Ambassador Volunteer that I am limited hand tools and I understand I may be held responsible for damage to City property resulting from improper or negligent use. I also understand that it is in my best interest not to loan personal property or equipment to others and that the City of Oxnard is not responsible for loss or damage to any personal equipment that I may independently choose to use in the course of providing volunteer service.
3. Not an Employee: I understand and acknowledge that I am a volunteer and not an Oxnard City employee.
4. Emergencies: I understand that I should call 911 for police, fire or medical assistance when required. I understand and agree that I should use good judgment. I understand that I should not put myself or others in danger. I understand and agree that I am not responsible to enforce park rules or other laws or regulations, and this Agreement does not authorize me to do so.
5. Behavior: I understand that as an Ambassador I will not engage or display any lewd or immoral conduct in public spaces.
6. Transportation: I understand that Ambassador Volunteers will provide their own personal transportation vehicle and require California State minimum automobile liability insurance and Driver's License.

8) City's Duties:

Purpose: In exchange for Volunteer service, the City will provide the Ambassador with an opportunity to provide an important and meaningful public service by restoring and enhancing our public spaces.

The City's Duties under this Agreement are to:

- Provide additional written information regarding specific duties, safety requirements, and reporting procedures.
- Provide access to necessary equipment and supplies.

9) General Terms and Conditions

Purpose: This section outlines terms and conditions that apply to both Volunteer Ambassadors and City, and provides a legal framework for interpreting this Agreement.

1. **Costs and Attorney Fees.** If either Ambassador or City brings legal action against the other to enforce this agreement, then each of them shall bear their own attorney's fees and other costs connected with the action regardless of whether or not any litigation is initiated or judgment is reached.

2. **Termination.** Either Ambassador or City may terminate this Agreement at any time with or without cause.

3. **Choice of law; venue.** The Ambassador and City agree that this Agreement will be governed by the laws of the State of California, and further agree that Ventura County Superior Court will be the proper venue for any litigation regarding this Agreement.

4. **Entire Agreement.** This Agreement contains the entire Agreement between the City and Ambassador with respect to the subject matter hereof. There are no other Agreements between them, oral or written, except as expressly set forth herein.

5. **Amendments in Writing.** Any amendment or modification of this Agreement must be in writing and executed by the Parties agreeing thereto.

6. **No Continuing Waiver of Default.** The waiver of any default under any provision of this Agreement must be in writing to be valid and shall not constitute a waiver of any other default, whether of the same or of any other provision.

7. **Headings and "Purpose" Statements Not Part of Agreement.** The headings and "purpose" statements of the various sections and subsections of this Agreement are inserted for convenience only and shall not be deemed to expand, limit, or otherwise affect its terms and conditions.

8. **No Recording of Agreement.** This Agreement shall not be filed for recording.

9. **No Agency, Partnership, or Employment Relationship Created.** Nothing herein shall be construed as creating an agency, partnership, or employment relationship between Ambassador and the City or any of their employees, representatives, or agents.

10. **Effective Date of Agreement.** The effective date of this Agreement shall be the date of its execution by the last Party to execute it.

11. **Duration.** This Agreement is effective from _____, to _____.

12) **Volunteer Release of Claims and Agreement to Hold Harmless and Indemnify City**
Ambassador, on behalf of themselves and their estate, hereby waives any right of recovery and releases the City of Oxnard, their officers, officials, employees and agents, from liability related to the Ambassador, arising from any and all injury to persons and damage to property, and further agrees and undertakes to indemnify, hold harmless and defend the City from and against

any and all claims, damages, actions, liability and expenses including attorney's fees and other professional fees in connection with bodily injury including death, personal injury and/or damage to property arising from or out of the Ambassadors activities and participation as a Volunteer.

The Ambassador further acknowledges and agrees that the City does not assume any responsibility whatsoever for personal Volunteer Property and Ambassador shall not hold the City liable for any loss or damage to same. Ambassador gives permission to be photographed and have their image used in The City of Oxnard publications.

I certify that I have read this Volunteer Ambassador Service Agreement. I have reviewed the information herein. I understand the terms of the Agreement and I choose voluntarily to execute it

Diversity in the City of Oxnard

The City of Oxnard is committed to creating an equitable, hospitable, appreciative, safe, and inclusive environment that embraces the full spectrum of all community members' contributions.

We make this commitment because:

- Diversity strengthens the workforce in competence and ability;
- Celebrating diversity appreciates and values individual differences; and
- Diversity is crucial to our ability to serve all citizens.

The City encourages and supports staff efforts to reach out to people of all races, national origins, abilities, religions, sexual orientations, veteran status, ages, and genders who use our facilities. This outreach is to focus on engaging in partnerships that expand programs and services in a way that is meaningful and of value to all visitors and residents through a workforce and volunteer corps that reflects the diversity of The City of Oxnard.

Diversity encompasses who we are and what we think and how we behave. Not only ethnicity and national origin but family status, religion, communication style, ethics, values, educational level, etc., all combined to make us who we are. The City of Oxnard welcomes the diversity of its employees, volunteers and users. To celebrate diversity is to appreciate and value individual differences.

Sexual Harassment

Volunteers of this program are not City employees, but must still follow the City's policy for sexual harassment.

Insurance Waiver

The Ambassador for this agreement is:

Print Ambassadors full name

Signature (s) of Ambassador month/day/year

Ambassador's mailing address

City/ State/ zip

Print telephone numbers / email addresses

City Representative _____ Date _____

Emergency Plan