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AGENDA
Parks, Recreation & Community Services Commission
Regular Meeting
Council Chambers, 305 W Third Street
January 24, 2024
5:30 p.m.

Please click the link below to join the webinar:
<https://us06web.zoom.us/j/85712301004?pwd=GIGtZ5CbahO6G2mr7FQO89QdLw3BHq.1>

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: 857 1230 1004
Passcode: 693511

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

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.

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 November 15, 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: Adoption of 2024 Parks, Recreation and Community Services Commission Meeting Calendar
RECOMMENDATION: That the Commission adopt the 2024 calendar of meeting dates, time and location.
2. SUBJECT: Election of 2024 Parks, Recreation and Community Services Commission Officers
RECOMMENDATION: That the Commission elect a Chair and Vice-Chair.
3. SUBJECT: Parks, Recreation and Community Services Commission 2024 Annual Work Plan
RECOMMENDATION: That the Commission select items from the Oxnard Parks and Recreation Master Plan and develop a work plan for the calendar year.
4. SUBJECT: Ad-Hoc Committee Assignments
RECOMMENDATION: That the Commission appoint one member to the Park Ranger Ad-Hoc Committee and one member to the City Park Hours Ad-Hoc Committee.

E. AD-HOC COMMITTEE REPORTS

1. SUBJECT: Five Points Neighborhood Ad-Hoc Committee
2. RECOMMENDATION: That the Commission receives an update from the Committee. Sunset on May 22, 2024. Members: Commissioners Miguel Fernandez and Chris Hernandez.

3. SUBJECT: Park Ranger Ad-Hoc Committee
RECOMMENDATION: That the Commission receives an update from the Committee.
Sunset on May 22, 2024. Members: Whitecomb, Ulloa, and O. Hernandez.
4. SUBJECT: Park Restroom Murals Ad-Hoc Committee
RECOMMENDATION: That the Commission receives an update from the Committee.
Sunset on May 22, 2024. Members: Fernandez and Whitecomb.
5. SUBJECT: City Park Hours Ad-Hoc Committee
RECOMMENDATION: That the Commission receives an update from the Committee.
Sunset on May 22, 2024. Members: Fernandez, O. Hernandez, and Ulloa.

F. REPORT OF THE COMMISSION SECRETARY

1. SUBJECT: Parks Division Updates
RECOMMENDATION: That the Commission receive an update on the Durley Park Restroom Repair and Renovation Project, Pleasant Valley Park Restroom, Playground Replacements, and Park Ambassador Program Recommendation.
2. SUBJECT: Recreation and Community Services Division Updates
RECOMMENDATION: That the Commission receive an update on Recreation and Community Services events and programs.

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



TO: Parks, Recreation and Community Services Commission

FROM: Jessy Tapia, Community Services Manager

DATE: January 24, 2024

SUBJECT: Adoption of 2024 Parks, Recreation and Community Services Commission calendar

RECOMMENDATION

That the Parks, Recreation and Community Services Commission adopt the 2024 calendar of meeting dates, time, and location.

DISCUSSION

Per Article V, Section A of the CAG Bylaws, “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.”

In alignment with this section, members of this CAG are asked to review the attached proposed 2024 meeting calendar and approve the annual meeting calendar.

The annual calendar establishes a meeting once per month. In the event that there is no business to consider at a monthly meeting, or there are other special circumstances resulting in the need to cancel or postpone a meeting, the staff liaison has the authority to cancel a meeting with concurrence from the chair person.

Meetings for the Parks, Recreation and Community Services Commission typically take place monthly on the 4th Wednesday at 5:30 p.m. in the Council Chambers. In 2024, there is a conflict in the months of November and December due to holidays. There is an alternate date suggested for these months on the attached calendar for consideration, pending availability of space. Upon adoption, staff will confirm the availability of location for the alternate dates.

Attachments:

- A. Proposed 2024 meeting calendar for the Parks, Recreation and Community Services Commission



**Proposed 2024 meeting calendar for the Parks, Recreation and Community Services
Commission**

<u>Date</u>	<u>Time</u>	<u>Location</u>
January 24, 2024	5:30 p.m.	Council Chambers
February 28, 2024	5:30 p.m.	Council Chambers
March 27, 2024	5:30 p.m.	Council Chambers
April 24, 2024	5:30 p.m.	Council Chambers
May 22, 2024	5:30 p.m.	Council Chambers
June 26, 2024	5:30 p.m.	Council Chambers
July 24, 2024	5:30 p.m.	Council Chambers
August 28, 2024	5:30 p.m.	Council Chambers
September 25, 2024	5:30 p.m.	Council Chambers
October 23, 2024	5:30 p.m.	Council Chambers
November 20, 2024*	5:30 p.m.	Council Chambers
December 18, 2024*	5:300 p.m.	Council Chambers

*The regular meeting dates for November and December fall right before or on a holiday. Alternate dates have been proposed pending availability of space. The location will be confirmed upon approval of the alternate dates at a future meeting during the Secretary's Report.

TO: Parks, Recreation and Community Services Commission

FROM: Steve Howlett, Assistant Director

DATE: January 24, 2024

SUBJECT: Parks, Recreation and Community Services Commission 2024 Annual Work Plan

RECOMMENDATION

That the Commission select items from the Oxnard Parks & Recreation Master Plan and develop a work plan for the calendar year.

DISCUSSION

The Oxnard Parks & Recreation Master Plan was adopted by the City Council on January 27, 2021.

This 221 page document provides information about the community demographics, existing facilities and programs, community outreach, findings, goals, and recommendations to meet the future parks and recreational needs of the community.

Staff has summarized the 2021 Oxnard Parks & Recreation Master Plan into a working spreadsheet for the assigned departments, divisions, and the Parks, Recreation, & Community Services Commission (“Commission”) to track progress.

As the new calendar year begins, the Commission is tasked with selecting items to include in the Commission’s Annual Work Plan for 2024. Staff will use these selections to plan future meeting agenda items, ad hoc committees, assignments, and reports to the Commission.

Attachments:

Summary Spreadsheet of the Oxnard Parks and Recreation Master Plan

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RECOMMENDATION #1 : Create an Oxnard Parks and Recreation District to Generate More Revenue. (GOAL 1.1.c)				
No.	MP Page #	Task (Action Item)	Assigned	Status
R1	10, 115	Task #1	City Manager's Office	TBD
RECOMMENDATION #2: Restore and improve access to Ormond Beach by supporting the Ormond Beach Wetlands Restoration				
No.	MP Page #	Task (Action Item)	Assigned	Status
R2	10, 200	Task #1	Public Works	TBD
RECOMMENDATION #3: Coordinate with stakeholders to promote tourism as it specifically relates to parks and				
No.	MP Page #	Task (Action Item)	Assigned	Status
R3	10	Task #1	Visit Oxnard (OCVB)	TBD
RECOMMENDATION #4: Improvements should be made to the bike network per the Mobility Plan and General Plan to				
No.	MP Page #	Task (Action Item)	Assigned	Status
R4	10	Task #1	Public Works - Engineer	In Process - 2023 Sustainable Transportation Plan
RECOMMENDATION #5: After auditing the current irrigation system, make appropriate repairs and alterations to make it more				
No.	MP Page #	Task (Action Item)	Assigned	Status
R5	10, 122	Task #1 Waterwise Consulting Park Irrigation Audits	Public Works - Parks	Completed
		Task #2 Garcia's Landscape Agreement for Irrigation Repairs		
RECOMMENDATION #6: Foster existing and potential partnerships including the establishment of a non profit parks foundation				
No.	MP Page #	Task (Action Item)	Assigned	Status
R6	10, 117	Task #1	TBD	TBD
RECOMMENDATION #7: Re examine approach to urban forest system and landscape ordinance. (*NOT in GOALS)				
No.	MP Page #	Task (Action Item)	Assigned	Status
R7	11	Task #1	Public Works - Parks	In Process- DRAFT Tree Master Plan & Landscape Stanc
RECOMMENDATION #8: Create a mulit-purpose trail along the Santa Calara River with grant funds to meaningfully connect				
No.	MP Page #	Task (Action Item)	Assigned	Status
R8	11	Task #1	Ventura County	Planning
RECOMMENDATION #9: Reconsider Oxnard's Sunset Ordinance on a case by case basis and add field and pedestrian lighting to				
No.	MP Page #	Task (Action Item)	Assigned	Status
R9	11, 175	Task #1	Commission	TBD
RECOMMENDATION #10: Incorporate revenue generating facilities into parks like rentals, concessions, and events. (GOAL 1.1.f.)				
No.	MP Page #	Task (Action Item)	Assigned	Status
R10	11, 118	Task #1	Recreation	TBD
RECOMMENDATION #11: Reform the permitting process to be online and simple in order to encourage more park events and				
No.	MP Page #	Task (Action Item)	Assigned	Status
R11	11, 178	Task #1	Public Works - Parks	In Process (Facilitron)
RECOMMENDATION #12: Incorporate signage in parks in multiple languages. (GOAL 2.3.b.)				
No.	MP Page #	Task (Action Item)	Assigned	Status
R12	11, 152	Task #1	Public Works - Parks	In Process
RECOMMENDATION #13: Transform turf to native or conservation plantings in appropriate areas. (GOAL 1.3.b.)				
No.	MP Page #	Task (Action Item)	Assigned	Status
R13	11, 126	Task #1	Public Works - Parks	In Process- Clean CA Grant
RECOMMENDATION #14: Develope Park Checklists to assist with standardizing the work and training maintenance and operations				
No.	MP Page #	Task (Action Item)	Assigned	Status
R14	11, 133		Public Works - Parks	In Process - Playground Inspections, Park Inspections

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MP GOAL #1: Improve Maintenance & Operations

Strategy #1: Increasing & Diversifying Funds. MP pg. 112

No.	MP Page #	Task (Action Item)	Assigned	Status
1.1.a.	113	Generate Additional Revenue for Parks		Installed new Parking Meters at Ololkoy Beach Park
1.1.b.	114	Create a Tax to Fund Parks & Recreation		
1.1.c.	115	Create an Oxnard Parks & Recreation District	City Council	Parks Districts are policy decisions.
1.1.d.	115	Encourage Business Improvement Districts in Commercial Areas		
1.1.e.	117	Establish a Non-Profit Parks Foundation		
1.1.f.	118	Incorporate Revenue Generating Facilities into Parks		

Strategy #2: Becoming More Efficient with Funds. MP pg. 120

No.	MP Page #	Task (Action Item)	Assigned	Status
1.2.a.	121	Reduce Energy Costs		
1.2.b.	122	Install Efficient & Controlled Irrigation		

Strategy #3: Designing Parks to Lower Maintenance Load. MP pg. 124

No.	MP Page #	Task (Action Item)	Assigned	Status
1.3.a.	125	Use Durable & Sustainable Materials		
1.3.b.	126	Transform from Turf to Native or Conservation Plantings		
1.3.c.	128	Use "Low-Mow Turf" for Sustainable Landscapes		
1.3.d.	129	Utilize Bio-Retention Technologies		
1.3.e.	130	Use Artificial Turf In Parks for Sports Play		

Strategy #4: Streamlining Resources. MP pg. 132

No.	MP Page #	Task (Action Item)	Assigned	Status
1.4.a	133	Develop Park Maintenance Checklists		

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MP GOAL #2: Diversify Amenities & Facilities

Strategy #1: Designing Better Parks, MP pg. 136

No.	MP Page #	Task (Action Item)	Assigned	Status
2.1.a.	137	Incorporate Habitats and Natural Features		
2.1.b.	138	Design Parks for Flexibility and Multi-Use		
2.1.c.	140	Focus on Existing Parks Before Adding More		
2.1.d.	141	Make Each Park Distinct		
2.1.e.	142	Establish Park Design Recommendation & Standards on Park Classifications		

Strategy #2: Activating the Beach, MP pg. 144

No.	MP Page #	Task (Action Item)	Assigned	Status
2.2.a.	145	Add Lifeguards	Commission	
2.2.b.	146	Provide More Wayfinding Signage	CMO	Beach signs are included in the citywide wayfinding pr
2.2.c.	147	Establish Programming & Economic Drivers		
2.2.d.	148	Add More Bike Parking		
2.2.e.	149	Promote Regional & Private Events	Visit Oxnard?	City logo (support) cannot be used for non-City events

Strategy #3: Ensuring Facilities Work for Everyone, MP pg. 150

No.	MP Page #	Task (Action Item)	Assigned	Status
2.3.a.	151	Focus on Senior Center Development & Resources	Commission	Senior Services Commission has ad hoc committees th
2.3.b.	152	Incorporate Signage in English, Spanish and Mixteco		
2.3.c.	153	Establish/Renegotiate Joint-Use Strategies for Necessary Amenities		
2.3.d.	154	Design Parks that Reflect the Neighborhood Culture		
2.3.e.	155	Ensure Accessible Programs & Equipment		
2.3.f.	156	Address the Soccer Shortage	Commission	Council approved additional soccer fields at College P
2.3.g.	158	Create a Place for baseball and softball	Commission	Council approved baseball fields at Sports Park 01/23
2.3.h.	159	Improve Tennis Facilities & Grow Interest in Pickleball		
2.3.i.	160	Support Indoor Basketball		
2.3.j.	161	Evaluate the Future of RiverRidge Golf Course	Public Works	
2.3.k.	162	Add Community Gardens	Commission	

Strategy #4: Creating a Dynamic Recreation Program, MP pg. 166

No.	MP Page #	Task (Action Item)	Assigned	Status
2.4.a.	168	Address Program Gaps through Partnerships and In-House Programming		
2.4.b.	169	Provide Transformative Programming		
2.4.c.	170	Upgrade Capacity for New, Expanded Programs and Facilities		
2.4.d.	170	Explore Development of Wellness Initiatives		
2.4.e.	170	Provide Technology Resources for Users and Staff		

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MP GOAL #3: Create Safe & Active Parks

Strategy #1: Increasing Activity, MP pg. 174

No.	MP Page #	Task (Action Item)	Assigned	Status
3.1.a.	175	Reconsider Oxnard's Sunset Ordinance	Commission	
3.1.b.	176	Increase Programming	Recreation	Commission can support Recreation outreach efforts
3.1.c.	178	Reform the Permitting Process	Public Works - Parks	This may also fall under Planning/Special Event permi

Strategy #2: Improving Lighting, MP pg. 180

No.	MP Page #	Task (Action Item)	Assigned	Status
3.2.a.	181	Add Pedestrian and Field Lighting to All Parks	Commission	

Strategy #3: Improving Safety, MP pg. 182

No.	MP Page #	Task (Action Item)	Assigned	Status
3.3.a.	183	Partner with Non-Profits to Provide Homeless Resources	Commission (working w/ Homelessness Commission)	
3.3.b.	184	Foster Existing and Potential Partnerships		
3.3.c.	185	Preventative Crime Efforts	Police - Neighborhood P	OPD neighborhood policing team focus on this topic a
3.3.d.	186	Rely More on Cameras in Parks		

Strategy #4: Designing Parks for Safety, MP pg. 187

No.	MP Page #	Task (Action Item)	Assigned	Status
3.4.a.	188	Improve Crime Prevention Through Environmental Design	Commission	
3.4.b.	193	Performance Measures for Benchmarking		

MP GOAL #4: Connect the City with Natural Resources

Strategy #1: Creating Strong Connections, MP pg. 196

No.	MP Page #	Task (Action Item)	Assigned	Status
4.1.a.	196	Utilize SOAR Boundary for Bike Trails		
4.1.b.	197	Create a Multi-Use Trail on 5th Street Drainage Corridor		
4.1.c.	198	Create Trails in Parks and Around Town		

Strategy #2: Promoting Stewardship, MP pg. 199

No.	MP Page #	Task (Action Item)	Assigned	Status
4.2.a.	200	Restore & Improve Access to Ormond Beach	Public Works	
4.2.b.	201	Celebrate Agricultural Heritage	CS - Recreation	