

MINUTES

CITY OF OXNARD PARKS AND RECREATION COMMISSION MEETING Special Meeting October 26, 2011

A. ROLL CALL/POSTING OF AGENDA

At 3:36 p.m. the special meeting of the Oxnard Parks and Recreation Commission convened in the Council Chambers. Chairman Cobb and Commissioners Lemos, Garcia, Postel, Barber, and Sumersille were present. Commissioner Pinkard was excused. The Recording Secretary stated that the agenda was posted on Thursday at 5:00 p.m. The meeting opened with the pledge of allegiance to the flag of the United States. Chairman Cobb presided and called the meeting to order. Staff members present were: Efren Gorre, Community Services Manager; Terrel Harrison, Recreation Supervisor; Sofia Balderrama, Management Analyst III and Hidania Novoa, Recording Secretary.

B. PUBLIC COMMENTS

C. COMMISSION BUSINESS

1. Review Parks and Recreation Commission bylaws.

The commission questioned discrepancies between the bylaws in the Commissioner's Handbook and the by-laws approved by City Council. Stephen Fischer, Assistant City Attorney advised that the handbook was not approved by City Council; therefore, recommended to reference the by-laws that were approved by City Council stamp dated November 30, 1999. After a thorough discussion, the following changes below in red font and underlined were recommended by the commission:

BY-LAWS FOR THE PARKS AND RECREATION AND COMMUNITY SERVICES COMMISSION

Article I Organization

The name of this legislative body shall be the Parks and Recreation and Community Services Commission are set forth in Oxnard City Code Section 2-84 shall be as follows: ("Commission").

Article II Powers and Duties

The powers and duties of the Commission shall be as follows:

- A. Advise the City Council on all matters pertaining to parks and recreation and community services activities in the City.*
- B. Serve as a liaison between the City Council and the community in matters related to parks and recreation and community services activities.*

Commission recommended inserting new wording as "C" and moving original "C" as "D."

- C. To provide advice in preparation of the parks and recreation and community services programs, to report on activities of those programs. To evaluate the community parks and recreational and community services programs, to receive suggestions on general policy issues and to make recommendations to City Council.*
- D. Prepare and submit an annual report of activities to the City Council and make such other reports and recommendations to the City Council from time to time as the*

Commission may determine necessary to improve parks and recreation activities in the City.

Article III

Membership

- A. *The Commission shall consist of seven members appointed by the Mayor with the approval of the City Council.*
- B. *The term of office for Board members shall be two years and shall begin in January. Oxnard City Code Section 2-81.*
- C. *In the event of a vacancy, the Mayor, with approval of City Council, shall appoint a replacement to complete the term of the member creating the vacancy.*

Article IV

Officers

- A. *The officers of the Commission shall be a Chairperson and Vice-Chairperson and a staff secretary designated by City Manager.*
- B. *At the annual meeting, the officers shall be elected by a majority of Commission members present. These officers shall serve a one year term. The annual meeting shall be scheduled in January of each year.*
- C. *The duties of the officers shall be as follows:*
 - 1. *Chairperson – (a) To preside at all meetings; (b) To call special meetings as may be necessary; and (c) To prepare agendas, with the assistance of City staff.*
 - 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.*
 - 1. *Pursuant to the Oxnard City Code the Commission shall have a staff secretary designated by City Manager.*

Commission recommended converting number “2” to sub code “a.”

- a. *The Secretary shall have the following duties: (a) Keep minutes of all meetings; (b) Provide advance and proper notice of all meetings; (c) Assist the Chairperson to prepare agendas; and (d) Attend all meetings of the Commission.*

Article V

Meetings/Quorum

- ~~A. *The Commission shall conduct regular meetings at least once in each month. The exact dates, time and location of the meetings shall be determined by resolution of the Commission at the annual meeting.*~~
- Commission recommended deleting “A” and replacing it with the following wording: “The Commission shall conduct regular meetings at least once a month. The Commission shall meet on the 4th Wednesday of each month at 5:30 pm in the City Council Chambers.”
- B. *Special meetings may be called by the Chairperson or upon the request of at least four members.*
- C. *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.*
- D. *Four members of the Commission shall constitute a quorum for the transaction of business.*
- E. *The Commission requests that representation for each to be present from Parks, Recreation and Community Services or designee attend all meetings.*
- F. *The Chairperson shall ask the City Council annually to schedule a joint City Council and Commission meeting.*

Article VI
Absences

- A. *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.*
- B. *The Chairperson shall determine whether a member's absence is with good cause. An absence due to illness shall be considered an absence with good cause; provided, that notice of such absence is given to the Chairperson as much in advance as possible.*

Article VII
Coordination with City Council

The Chairperson shall as soon as possible inform the City Council, through the City Manager, of policy recommendations made by the Commission. A copy of the minutes of meetings and resolutions of the Commission shall be delivered to the City Manager by the Secretary following each meeting.

Article VIII
Rules of Order

Except as otherwise provided herein, or by vote of two-thirds of the members present, Robert's Rules of Order (Revised) shall constitute the parliamentary authority for the meetings.

Article IX
Amendments

These by-laws may be amended upon presentation to City Council for approval.

Article X
Effective Date

These by-laws shall go into effect upon approval by City Council.

RECOMMENDATION: Commission requested the review of recommended changes to the Parks and Recreation Commission by-laws on the next Parks and Recreation Commission meeting.
(Approved by consensus)

2. Consider possible agenda items for joint meeting with City Council.

The following items were recommended by the commission:

Chair Cobb: yearly joint meeting with City Council, annual report provided to City Council and criteria of items.

Commissioner Sumersille: communication (clarification of duties, policy, procedures, philosophy), authority vs. non-authority (areas of authority, areas of non-authority), department of parks and recreation mission statement (we are the facilitator/moderator between parks staff, city council and users, are we thru our communication and actions fulfilling our mission statement?)

Commissioner Barber: traveling teams, Tamale Festival sponsorship, and possible conversion of the drive-in to a mobile home park.

Vice-Chair Lemos: College Park phases.

Commissioner Postel: include two commissioners to the design sub-committee of College Park.

Chair Cobb requested the commissioners to provide all possible agenda items to the Recording Secretary for discussion on a future Parks and Recreation Commission meeting.

Public Speaker: Steve Nash, recommended an item to be added to the joint meeting pertaining to parks.

Chair Cobb requested an updated open space and/or acreage report from Parks and the different types and current definitions of parks in the City of Oxnard.

3. Identify future dates for joint meeting with City Council.

Chair Cobb requested for the joint meeting with City Council to be scheduled by the end of February 2012.

H. ADJOURNMENT

At 5:36 p.m. the Parks and Recreation Commission concurred to adjourn the meeting.

Next special meeting scheduled for November 16, 2011 at 5:30 p.m.

Edgar Leroy Cobb, Chairman