



| ACTION   | TYPE OF ITEM   |
|--|--|
| <input type="checkbox"/> Approved Recommendation | <input type="checkbox"/> Info/Consent                  |
| <input type="checkbox"/> Ord. No(s). _____       | <input checked="" type="checkbox"/> Report             |
| <input type="checkbox"/> Res. No(s). _____       | <input type="checkbox"/> Public Hearing (Info/consent) |
| <input type="checkbox"/> Other _____             | <input type="checkbox"/> Other _____                   |

Prepared By: Sofia Balderrama

Agenda Item No. F-1

Reviewed By: City Manager [Signature]

City Attorney [Signature]

Finance [Signature]

Other (Specify) \_\_\_\_\_

**DATE:** September 3, 2012

**TO:** City Council  
Parks and Recreation Commission

**FROM:** Sofia Balderrama, Management Analyst III  
Recreation and Community Services

**SUBJECT:** City Council and Parks and Recreation Commission Joint Meeting

**RECOMMENDATION**

That City Council consider a presentation on Recreation and Community Services Program which includes:

1. Review and approve the revised Parks and Recreation Commission by-laws, and direct staff to take appropriate action relative to the by-laws revision.
2. Discuss procedures for the Parks and Recreation Commission to provide initial review of all parks, recreation and community services related projects, and provide recommendations to staff.
3. Review the current use of government access television for the promotion of parks and recreation and community services and discuss potential methods to enhance effectiveness.
4. Receive the following written reports, and discuss topics as necessary.
  - a. Availability of youth baseball facilities.
  - b. Criteria for open/park space per population as deemed necessary.
  - c. Representation from city departments at Parks and Recreation Commission meetings.

**DISCUSSION**

At a special meeting on October 26, 2011, the commissioners reviewed and changed the by-laws. On November 16, 2011, the commissioners approved the changes. The last time the City Council approved the commission's by-laws was on November 30, 1999. The proposed changes are attached.

**FINANCIAL IMPACT**

There is no financial impact.

Attachment #1 - Minutes from October 26, 2011 which include proposed new by-laws

Attachment #2 - Report on availability of youth baseball facilities

Attachment #3 - Report on criteria for open/park space per population, and types of Oxnard City parks

Attachment #4 - Update on City staff that attend Parks and Recreation Commission Meetings

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 4<sup>th</sup> 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 Summersille: 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.

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Edgar Leroy Cobb, Chairman

## **2012 Youth Leagues Play Fields**

The city has allowed specific youth leagues to utilize the following parks for their league play. All softball/baseball leagues have snack bars on city managed property, city parks and or joint use agreement site, which are operated during specific periods.

The city has (5) five locations with lit fields:

1. Beck Park - (1) field
2. Colonia Park – (1) field
3. Rio Vista Middle School (River Park Playfield) – (4) fields
4. Rio del Mar Elementary School (River Park Playfield) – (3) fields
5. Community Center West – (2) fields

Beck Park and Community Center West are shared sites with adult softball and youth softball. Colonia Park, after the baseball season, is shared with youth/adult soccer.

### **Youth Leagues:**

#### **Softball – Spring (February – August)**

##### **1. Mermaid (PONY) Slow-Pitch Softball**

Carty Park / EO Green Intermediate School (HSD)

390 South F Street

(1) Field @ Carty & (2) Fields @ EO Green

##### **2. Seaside of Oxnard (ASA) Fast-Pitch Softball**

###### **\*\*Beck Park**

600 West Kamala Street

(3) Fields\* (1) lighted

##### **3. El Rio (ASA) Fast-Pitch Softball**

###### **\*\*River Park Play Field**

Rio del Mar Elementary School

3150 Thames River Drive

(3) Fields, all lighted

**Baseball – Spring (February – August)**

**1. Sunset Little League**

Durley Park  
800 West Hill Street  
(4) Fields – (1) Junior, (2) Major/Minor & (1) T-ball

**2. South Oxnard Little League**

Johnson Creek Park / Blackstock Intermediate School (HSD)  
501 East Johnson Road  
(3) Fields – (1) Junior, (2) Major/Minor

**3. Eastside Little League**

**\*\*Colonia Park**

170 North Juanita Avenue  
(2) Fields & (1) T-ball, (1) lighted

**4. Northside Youth Baseball (PONY)**

Eastwood Park / Curren School / Fremont Intermediate School / Campus Park  
1401 North F Street (OSD Locations)  
(2) Fields @ Eastwood, (3) Fields @ Curren, (1) Field @ Fremont

**5. El Rio Little League**

**\*\*River Park Play Field**

Rio Vista Middle School  
3150 Thames River Drive  
(4) Fields – (3) Major/Minor & (1) T-Ball, all lighted

Other non-aligned sites:

**Naval Base Ventura County Junior Baseball (Cal Ripken)**

Via Marina Park (Try-out – player evaluations)  
3301 Keel Way  
(1) Field

**Campus Park (currently)**

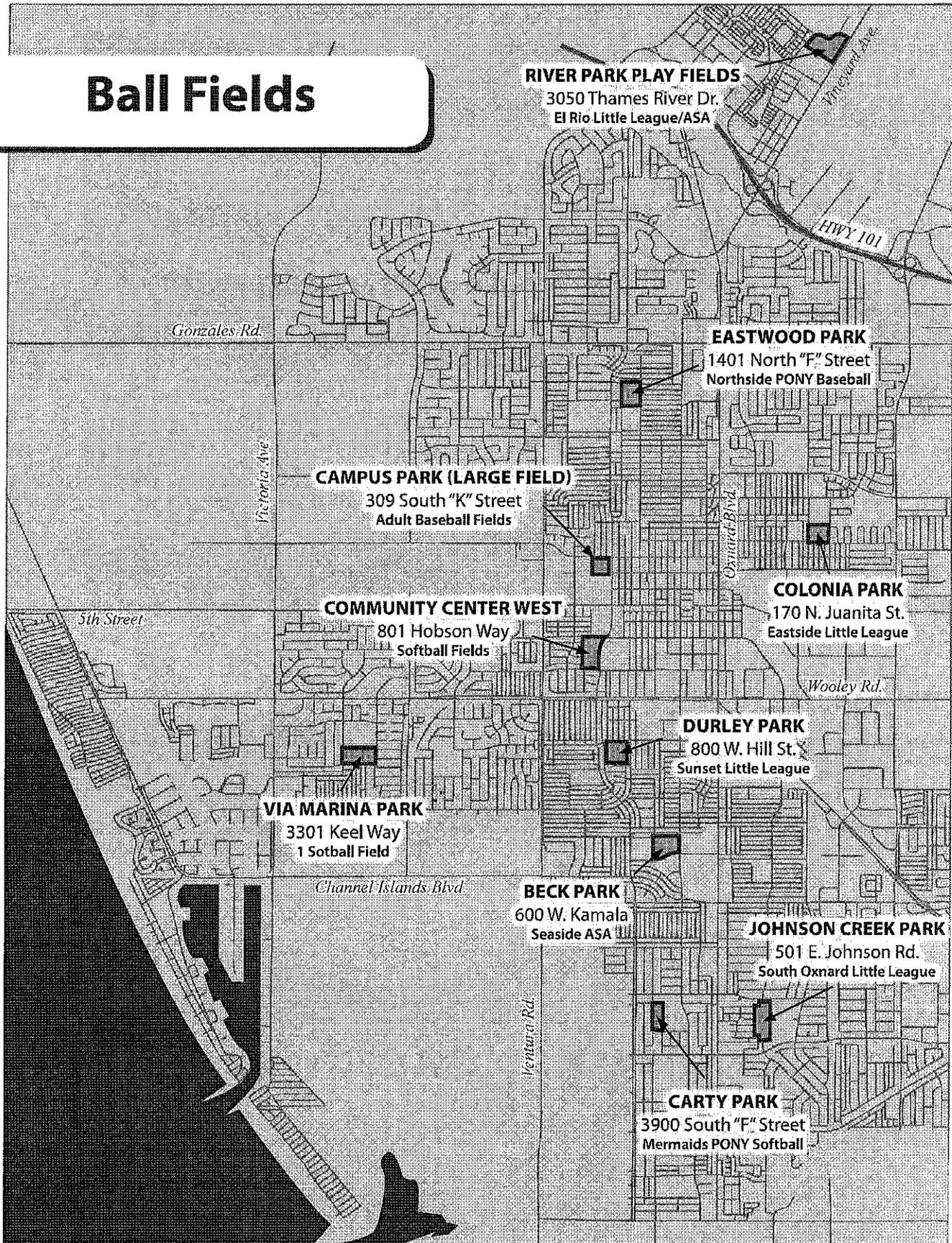
350 South K Street  
(1) Baseball (Junior) Field  
(2) Softball practice & (1) Baseball/Softball practice

**Community Center West (Softball)**

801 Hobson Way  
**\*\*Adair/Clark**  
(2) Fields

**\*\* Lighted Fields**

# Ball Fields



# Criteria for Open/park space per population

Based on the City of Oxnard's 2030 General Plan under the Section of "Parks and Recreation", the criteria for open/park space per population is 3 acres per 1,000 residents according to the City of Oxnard Parks and the National Recreation and Parks Association (NRPA) Standards. The open/park space consists of a combination of Community, Joint use, mini, neighborhood, and special use parks. The City also has a 36 hole golf course, located on the North end of the City.

The definition of open/park space is as follows, and includes the acreage and number of parks:

## **TYPES OF PARKS**

**COMMUNITY**

**JOINT USE**

**MINI**

**NEIGHBORHOOD**

**SPECIAL PURPOSE,**

**& a RIVER RIDGE GOLF CLUB**

### **COMMUNITY PARKS, 9 Parks, 247.6 Acres**

This type of facility provides a diverse recreational environment to meet the needs of several surrounding neighborhoods. Areas geared for intense use, such as sports complexes, large swimming pools, group picnic areas, gardens, and bandstands, may be included within Community Parks.

A Community Park is larger than a Neighborhood Park, usually covering at least 20 to 30 acres, and offers amenities that cannot be contained within Neighborhood Parks. Both active and passive recreation activities can be accommodated within a Community Park, which may also serve as a Neighborhood Park to surrounding neighborhood

### **MINI PARKS, 7 City Parks, 9.69 Acres**

This type of facility, often called a vest-pocket park, serves a limited population living within a very short radius of the facilities, often less than 3 miles. These facilities are often targeted for a specific market segment, such as tots or senior citizens.

### **NEIGHBORHOOD PARKS, 42 Parks, 258.12 Acres**

**(4 are JOINT USE PARKS)**

These parks emphasize free play areas that can be utilized for a variety of purposes, such as softball, soccer, kite flying, Frisbee games, and other similar activities. A playground area with various pieces of play equipment is also central feature of most Neighborhood Parks. Court areas are also usually provided, but the facilities are not highly developed to the point of encouraging team/league use. Facilities are generally characterized by a lack of lighting for night time use, no skinned or brick dust infields, no raised mounds, the absence of spectator facilities, and the unavailability of off-street parking. Amenities

often found in Neighborhood Parks include small picnic areas, drinking fountains, security lighting, walkways, landscaping, and restrooms.

**SPECIAL PURPOSE PARKS, 10 Parks, 77.49 Acres**

These are areas reserved for specific or single-purpose recreation activities, such nature centers, marinas, zoos, historical sites, etc. Also included in this category are wildlife/conservation areas designed to protect, to preserve, and to educate the public as to the unique flora and/or fauna that is indigenous to an area.

**The City of Oxnard currently has 515.41 acres of open/park space which is under the City's and NRPA Standard of 600 acres as required based on 200,000 people.**

**In addition the City has a 1- 36 HOLE GOLF COURSE, (RIVER RIDGE GOLF CLUB) - 398.6 Acres. Adding the golf course to the total open/park space acreage would yield 991.50 acres of open parks space. This would be well over the City's and NRPA standards of the 600 acres per 200,000 people.**

# MEMO



September 5, 2012

TO: Parks and Recreation Commission

FROM: Martin R. Erickson, Special Assistant to the City Manager

SUBJECT: Update on City Staff that attend Parks and Recreation Commission Meetings

The purpose of this memo is to provide an update concerning City staff that attend the Parks and Recreation Commission meetings. As you know, the commission meetings are primarily staffed by Parks and Recreation City staff members, but also attended by staff from other departments.

Currently, staff from the following departments attend Parks and Recreation Commission Meetings:

Recreation and Community Services Department  
General Services Department (includes Parks Division)

Staff from other departments, including City Attorney, Code Compliance (Police Department), City Manager, and the Planning Department may attend as necessary and appropriate, particularly if there is an item where input from the department is either required, or beneficial to the commission. Appropriate City staff will continue to be available to ensure that the Commission receives the best information possible for the important issues over which the Commission presides.