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AGENDA
Parks, Recreation & Community Services Commission
Regular Meeting
Council Chambers, 305 W Third Street
Jun 25, 2025
5:30 p.m.

Please click the link below to join the webinar:

https://us06web.zoom.us/join/tZEpdO2trjwqHNx81fSdKfiX4rUI9O5I3eC5/ics?icsToken=DKP8v1FYIfycANXITgAALAAAAAt27372ztXt6OTRWlhEU93euCFxOawebn9P2Nm0Tb6mNJUBR0ZeYJPdC_UYbRy9RFsmysg9zFmsp8eovTAwMDAwMQ

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) or
888 475 4499 (Toll Free)**

Webinar ID: 854 3450 7068

Passcode: 735744

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 Jessie Tapia at jessy.tapia@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: 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) or 811 853 5257 (Toll Free) or 888 475 4499 (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 Mariah Sanchez 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 April 23, 2025 and May 28, 2025.
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 on Recreation Sports
RECOMMENDATION: That the Commission receive an update on CCS Recreation Sports Programming from Juliet Morales, Youth Sports Supervisor
2. SUBJECT: Park Donation Program
RECOMMENDATION: That the Commission receive the Draft Park Donation Program from staff to approve a recommendation to City Council.

E. AD-HOC COMMITTEE REPORT

1. SUBJECT: Annual Report Ad Hoc Committee
RECOMMENDATION: That the Commission receive an update from the Committee on the Annual Report. Sunset date: June 25, 2025 Members: Chair Whitecomb and Commissioner Joe Garcia

F. REPORT OF THE COMMISSION SECRETARY

The Commission Secretary shall report on items of interest to the Commission occurring since the last meeting. The Commission cannot enter into detailed discussion or take action on any items presented during this report. Such items may only be referred to the Secretary

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for administrative action or scheduled on a subsequent agenda for discussion.

1. SUBJECT: Parks Division Updates

RECOMMENDATION: That the Commission receive an update on current park projects in the City of Oxnard, including projected completion dates.

2. SUBJECT: Recreation and Community Services Division Updates

RECOMMENDATION: That the Commission receive an update on upcoming 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

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact Mariah Sanchez 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.



TO: Parks, Recreation, & Community Services Commission

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

DATE: June 25, 2025

SUBJECT: Park Donation Program

RECOMMENDATION

That the Parks, Recreation, & Community Services Commission consider a Recommendation to the City Council for a Park Donation Program

DISCUSSION

The City of Oxnard does not have a program for residents to donate trees or benches within City Parks and other City facilities. Therefore, the Parks, Recreation, & Community Services Commission formed an Ad Hoc Committee in February 2025 to research other municipal donation programs, determine what items should be included as part of the donation program, the language for donation plaques, and the term of the donations. The members of the Ad Hoc Committee included Chair Whitecomb and Vice-Chair Fernandez. Staff work with the Ad Hoc Committee and compiled the information and their recommendations to create the draft Park Donation Program for your consideration.

After reviewing this draft Park Donation Program, the Commission may provide any additional information and recommended edits for the draft Park Donation Program. Upon acceptance of the Draft Park Donation Program, the Commission will vote for a Recommendation to the City Council for their final approval of the Park Donation Program.

Public Works Department

305 West Third Street, East Wing, Third Floor
Oxnard, California 93030
Tel 805.385.8280



PARK DONATION PROGRAM FOR BENCHES AND TREES

The City of Oxnard's Donation Program for Benches and Trees within City Parks and Facilities provides an opportunity for individuals and groups to honor a person, group, or accomplishment. The Parks Manager must approve each bench and tree donation, including the type and location, before payment is submitted. The Parks Manager will determine if the type, color, and location of the bench or type and location of the tree is complimentary to the design and style of the park. All trees must comply with the City of Oxnard Landscape Standards. In the event a requested item or location is not available or feasible, the Parks Manager will work with the applicant to provide alternatives.

THE PLAQUE

The donated item includes a plaque with one of two options:

In Honor of	In Memory of
"Person, Group, or Event"	"Person or Event"
Date of Recognition or Event	Date of Recognition or Event

APPLICATIONS

Applicants are encouraged to contact the Parks Manager at (805) 385-7950 to confirm the intended donation meets the criteria of the Donation Program for Benches and Trees. Applications are available online at www.oxnard.gov/publicworks/parks

Applications that promote commercial activities, political and activist affiliations, religious ideologies, racism, and discrimination will not be accepted.

Only one bench or one tree will be dedicated to a single person, group, or event, unless there is a compelling reason that is approved by the Public Works Director.

The Parks Manager may approve the donation of a bench or a tree to replace an existing one that is damaged, or has reach the end of its lifecycle. A donation cannot be accepted for an existing item that is not replaced.

OWNERSHIP

All donated items become the property of the City upon installation.

COST AND PAYMENT

The “Standard” bench and tree costs are based on the current cost of the item and plaque with installation and labor. Therefore, prices are subject to change based on materials and labor costs. Price includes all maintenance for 10 years.



\$2,000



\$1,000

Any “Special” requests for benches and trees, that are different than the “Standard”, must be approved by the Parks Manager. The costs for “Special” requests are based on the current cost of the item and plaque with installation and labor. Please contact the Parks Manager for the current costs for any “Special” requests. Price includes all maintenance for 10 years.

For both Standard and Special requests, full payment must be received before the item(s) is installed

Payments can be made through the Parks payment portal at www.

TERM OF THE DONATION

Donated benches and trees are guaranteed to be maintained for 10 years. During the term of the donation, the City will be responsible maintaining and replacing the donated item and plaque, if necessary, due to neglect, vandalism, or acts of nature. After 10 years, the City reserves the right to replace or remove the item and plaque without approval from the donor.

MINUTES
Parks, Recreation & Community Services Commission
April 23, 2025

A. ROLL CALL/PLEDGE OF ALLEGIANCE

At 5:46 p.m., the regular meeting of the Parks, Recreation & Community Services Commission convened. Commissioners Angela Whitecomb, Miguel Fernandez, Joe Garcia and Abel Velasquez were present. Commissioners Oscar Hernandez were excused. 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 Regular Meeting of March 26, 2025.

RECOMMENDATION: Approve.

DISCUSSION: Commissioner Fernandez noted changes to the March agenda minutes under item E, subject 1.

ACTION: March minutes will be reviewed for approval at the May meeting.

C. PUBLIC COMMENTS

[None.]

D. COMMISSION BUSINESS:

1. SUBJECT: City of Oxnard Soccer League Proposal

RECOMMENDATION: That the Parks, Recreation, and Community Services Commission recommends that the Oxnard City Council consider establishing a City operated soccer leagues for youth and adults.

DISCUSSION: [None.]

ACTION: Chair Whitecomb motioned to approve the recommendation that the Oxnard City Council consider establishing a City operated soccer leagues for youth and adults. Vice Chair Fernandez seconded the motion.

2. SUBJECT: Creation of Annual Report Ad Hoc Committee and Assignment of Members

RECOMMENDATION: That the Commission establish an Annual Report Ad-Hoc Committee and assign the Commission Chair and one additional Commissioner to develop the annual report for presentation to City Council on July 1. Sunset date: June 25, 2025.

DISCUSSION: [None.]

ACTION: That the Commission voted to assign Chair Angela Whitecomb and Commissioner Joe Garcia to the Annual Report Ad-Hoc Committee with no objections.

E. AD-HOC COMMITTEE REPORT

1. SUBJECT: Park Donation Program

RECOMMENDATION: That the Commission receive an update from the Committee on the development of the Parks Donation Program for park amenities such as benches and trees. Sunset date: August 27, 2025 Members: Chair Whitecomb and Vice Chair Fernandez

DISCUSSION: The commission received an update from Vice Chair Miguel Fernandez regarding the Park Donation program and discussed final verbiage for staff to finalize the recommendation that will be presented to Council.

ACTION: [None.]

F. REPORT OF THE COMMISSION SECRETARY

The Commission Secretary shall report on items of interest to the Commission occurring since the last meeting. The Commission cannot enter into detailed discussion or take action on any items presented during this report. Such items may only be referred to the Secretary for administrative action or scheduled on a subsequent agenda for discussion.

1. SUBJECT: Parks Division Updates

RECOMMENDATION: That the Commission receive an update on current park projects in the City of Oxnard, including projected completion dates.

DISCUSSION: Steve Howlett, Assistant Public Works Director, gave an update on the current park projects in the City of Oxnard.

ACTION: [None.]

2. SUBJECT: Recreation and Community Services Division Updates

RECOMMENDATION: That the Commission receive an update on upcoming Recreation and Community Services events and programs.

DISCUSSION: Jessy Tapia, Cultural & Community Services Manager gave an update on upcoming events in the community.

ACTION: [None.]

G. COMMISSIONER COMMENTS

1. Miguel Fernandez commented on the recreation staff advertising the Eggstravaganza event, specifically City Corps for giving flyers for the event.
2. Commissioner Abel Velasquez commented the Eggstravaganza event and his attendance on his last day of employment with the City of Oxnard and the Spring Float.
3. Commissioner Joe Garcia commented on his volunteer experience at the Colonia Gymnasium, meeting with Councilmember Perez regarding Southwinds neighborhood, Ninja Course at Oxnard PAL
4. Chair Angela Whitecomb commented on the Spring Float, preservation of the Pagoda and parties involved, Wilson Park and it's inclusivity,

H. ITEMS FOR FUTURE CONSIDERATION

1. Chair Whitecomb: Ad Hoc - Futsal on the fourth floor of the parking lot.
2. Commisioner Velasquez: More tournaments at parks for the community.

I. ADJOURNMENT

The meeting adjourned at 6:40 pm

Jessy Tapia, Community & Cultural
Services Manager

Angela Whitecomb, Chairman

MINUTES
Parks, Recreation & Community Services Commission
May 28, 2025

A. ROLL CALL/PLEDGE OF ALLEGIANCE

At 5:31 p.m., the regular meeting of the Parks, Recreation & Community Services Commission convened. Commissioners Angela Whitecomb, Miguel Fernandez, and Abel Velasquez were present. Commissioners Joe Garcia and Oscar Hernandez were excused. Staff members present were Steve Howlett, Assistant Public Works Director, Pam Morrison, Cultural and Community Services Manager, and Adriana Britt, Cultural and Community Services Analyst.

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the Regular Meeting of March 26, 2025.

RECOMMENDATION: Approve.

DISCUSSION: [None.]

ACTION: Minutes were approved as recommended.

2. SUBJECT: Minutes of the Regular Meeting of April 23, 2025.

RECOMMENDATION: Approve.

DISCUSSION: [None.]

ACTION: Minute approval was postponed for June.

C. PUBLIC COMMENTS

[None.]

D. COMMISSION BUSINESS:

1. SUBJECT: Plaza Park Bench Discussion

RECOMMENDATION: That the Commission consider options for the benches in Plaza Park and provide a recommendation to City Council.

DISCUSSION: The commission was informed of the recommendation of the Oxnard Police Department to remove the benches surrounding the Pagoda at Plaza Park. Possible methods of removal, who would be removing it, and costs were also discussed.

ACTION: Vice Chair Miguel Fernandez motioned to approve the removal of the park benches and for the pagoda to be restored to its original condition, along with the removal of any loose pavers. Commissioner Abel Velasquez seconded the motion. Recommendation approved 3-0.

PUBLIC COMMENTS:

Abel Magana: Spoke in favor of removing the park benches surrounding the pagoda at Plaza Park.

E. AD-HOC COMMITTEE REPORT

1. SUBJECT: Park Donation Program

RECOMMENDATION: That the Commission receive an update from the Committee on the development of the Parks Donation Program for park amenities such as benches and trees. Sunset date: August 27, 2025 Members: Chair Whitecomb and Vice Chair Fernandez

DISCUSSION: Chair Whitecomb and Vice Chair Fernandez asked staff to prepare the recommendation to be presented to City Council as discussed before the meeting.

ACTION: [None.]

1. SUBJECT: Annual Report Ad Hoc Committee

RECOMMENDATION: That the Commission receive an update from the Committee on the Annual Report. Sunset date: June 25, 2025 Members: Chair Whitecomb and Commissioner Joe Garcia

DISCUSSION: Chair Whitecomb updated the commission on the progress of the Annual Report.

ACTION: [None.]

F. REPORT OF THE COMMISSION SECRETARY

The Commission Secretary shall report on items of interest to the Commission occurring since the last meeting. The Commission cannot enter into detailed discussion or take action on any items presented during this report. Such items may only be referred to the Secretary for administrative action or scheduled on a subsequent agenda for discussion.

1. SUBJECT: Parks Division Updates

RECOMMENDATION: That the Commission receive an update on current park projects in the City of Oxnard, including projected completion dates.

DISCUSSION: Steve Howlett, Assistant Public Works Director, provided an update on the ongoing playground installations and maintenance bids at various parks.

ACTION: [None.]

2. SUBJECT: Recreation and Community Services Division Updates

RECOMMENDATION: That the Commission receive an update on upcoming Recreation and Community Services events and programs.

DISCUSSION: Pam Morrision, Cultural and Community Services Manager, provided information in regards to the upcoming Egg-ccessible Eggstravaganza Egg Hunt, Spring Float Tours, Ninja Challenge Course at PAL, Meet Up Clean Up at Olokoy Beach Park, Grad Nite at Universal Studios, Meet Up Clean Up at Southwinds Park, and the CAL PAL Soccer Tournament in June at College Park.

ACTION: [None.]

G. COMMISSIONER COMMENTS

1. Chair Angela Whitecomb commented about the Palomazo Series, Heritage Square Concert Series, City of Oxnard Memorial Day Service, Mayor Tom Holden, and Casa Pacifica's Food & Wine Festival.

2. Commissioner Abel Velasquez commented on his attendance at the City of Oxnard Memorial Day Service, Mayor Tom Holden's passing, First Artist High School Tour, a

resident's 100th birthday celebration, and upcoming events that he will be taking part in, such as the VCTF Dinner.

H. ITEMS FOR FUTURE CONSIDERATION

I. ADJOURNMENT

The meeting adjourned at 6:40 pm

Adriana Britt

Angela Whitecomb

Adriana Britt, Secretary

Angela Whitecomb, Chairman