



AGENDA  
Parks, Recreation & Community Services Commission  
Regular Meeting  
Council Chambers, 305 W Third Street  
August 27, 2025  
5:30 p.m.

**Please click the link below to join the webinar:**

**<https://us06web.zoom.us/join/tZEpdO2trjwqHNx81fSdKfiX4rUI9O513eC5/ics?icsToken=DKP8v1FYIfycANXITgAALAAAAAt27372tzXt6OTRWlhEU93euCFxOawebn9P2Nm0Tb6mNJUBR0ZeYJPdC 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 at [jesse.tapia@oxnard.org](mailto:jesse.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

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.

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.

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 June 25, 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: Approval of Bylaws Updates  
RECOMMENDATION: That the Parks, Recreation, & Community Services Commission review the proposed updates to the CAG Bylaws and recommend approval.
2. SUBJECT: Revise Tree and Bench Program  
RECOMMENDATION: That the Commission review the recommended edits to the Donation Program, provide any additional recommendations, and approve the revised program to be recommended to the City Council
3. SUBJECT: Resident Request for a New Dog Park  
RECOMMENDATION: That the Commission receive the request from a resident for a new dog park in the downtown area.
4. SUBJECT: Efren Gorre Mural at Community Center Park East  
RECOMMENDATION: That the Commission discuss the recommendation from Commissioner Velasquez for a mural of Efren Gorre at Community Center Park East

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.

E. 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.

2. SUBJECT: Recreation and Community Services Division Updates

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

F. 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.

G. ITEMS FOR FUTURE CONSIDERATION

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

H. 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, Assistant Public Works Director  
Steve.howlett@oxnard.org

**DATE:** August 27, 2025

**SUBJECT: Review of Proposed Citizen Advisory Group (CAG) Bylaws Updates**

### **RECOMMENDATION**

That the Parks, Recreation, & Community Services Commission review the proposed updates to the CAG Bylaws and recommend approval.

### **DISCUSSION**

On June 21, 2022, Resolution No. 15,589 established uniform bylaws for the following Citizen Advisory Groups (CAGs): Community Relations Commission, Cultural Arts Commission, Commission on Homelessness, Library Board, Parks, Recreation, and Community Services Commission, and Senior Services Commission. These bylaws standardized administrative processes for all CAGs, providing additional clarity for staff and volunteers. The City Council approved minor changes to these bylaws on December 19, 2023, which set a deadline for CAGs to elect officers, set a timeframe for when a quorum must be met to hold a meeting, and established the rules of order to be *Robert's Rules of Order Newly Revised*.

On May 20, 2025, the City Council approved changes to the Library Board to align its structure with the California Education Code. These changes primarily impacted its membership structure. As a result, the Library Board is required to establish its own set of bylaws, and the current CAG bylaws must be amended to reflect these changes.

The proposed updated bylaws include some administrative clean-up and formatting changes, as well as the following items:

- Removal of the Library Board
- Definition of CAG membership requirements
  - This was previously only listed in the City's administrative manual
- Modifications to the required number of meetings per year, now requiring at least four (4) per year (currently requires monthly meetings)
  - This is intended to provide flexibility to CAGs and volunteer time is respected by only holding meetings when there is business to discuss or action to take.

- Additional special meeting circumstance permitting CAGs to hold additional meetings should it be necessary
- Requires a bylaws review every two years (currently every year)
  - This is considered a standard timeframe for reviewing bylaws.

These recommendations were presented to three (3) CAG chairs in June 2025 at a chair training. City staff will be presenting these bylaws to City Council for approval on September 16, 2025 and request CAG support.

**EXHIBIT 1**  
**Citizen Advisory Groups (“CAG”) Bylaws**

DRAFT

**BYLAWS FOR CITIZEN ADVISORY GROUPS AS PROVIDED IN CHAPTER 2,  
ARTICLE II OF THE OXNARD CITY CODE**

Article I  
Application

The following bylaws shall apply to the following City of Oxnard Citizen Advisory Groups (“CAGs”): Senior Services Commission, Community Relations Commission, ~~Library Board~~, Parks and Recreation and Community Services Commission, Commission on Homelessness, and Cultural Arts Commission.

Throughout these bylaws, “Commission” refers to each individual CAG.

Article II  
Powers and Duties

The powers and duties, eligibility and qualifications of each Commission shall be established in the Oxnard City Code.

Article III  
Membership

- A. Each Commission shall consist of seven members appointed by the Mayor, with the approval of the City Council. Each council member shall strive to nominate a commissioner from the council members’ district to serve on each commission. The mayor shall nominate one commissioner at-large for each commission.
- B. Each Commissioner shall successfully undergo the City’s formal background check procedures prior to appointment to serve on a Commission.
- C. The term of a member of a Commission shall be established in the Oxnard City Code.
- D. In the event of a vacancy, the City Council shall appoint a replacement to complete the term of the member creating the vacancy.
- E. **Members shall be 18 years of age, a resident of the City of Oxnard, and not be concurrently serving on any CAG, Board, Committee, or Agency that advises the City Council. Neighborhood Council members and Inter-Neighborhood Council Organization (INCO) members are permitted to serve on a CAG.**

Article IV  
Officers

- A. Each Commission shall elect a Chairperson and Vice-Chairperson (the “Officers”).
- B. At **the first scheduled meeting** ~~an annual meeting scheduled in January~~ of each **calendar** year, the Officers shall be elected by a majority of the Commission members present. The Officers shall serve a one-year term.
1. If the Commission has not elected Officers by the second scheduled meeting of the year due to lack of volunteers, the City Manager or his or her designee may place the Commission on hiatus until current Commissioners volunteer to serve as Officers.
- C. The duties of the Officers shall be as follows:
1. Chairperson - (a) To preside at all meetings of the Commission; (b) To call special meetings with concurrence from the Staff Liaison; (c) Sign approved meeting minutes; and (d) Prepare, submit, and present an annual report of activities of the Commission to the City Council
    - i. ~~Special Meetings shall be limited to the following circumstances:~~
      1. ~~The regular meeting cannot be held that month because it lands on a holiday;~~
      2. ~~The time or location of the meeting is different from its regular meeting time/location;~~
      3. ~~The meeting must be rescheduled due to a lack of quorum;~~
      4. ~~The Commission must vote on an urgency item. An urgency item is one in which the Commission’s direction is vital to the City Council’s decision, and the Commission cannot consider the item at a regularly scheduled Commission meeting, before the City Council considers the item, without violating the City’s Sunshine Ordinance; or~~
      5. ~~For the purpose of having an annual retreat or tour of City facilities:~~
  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 and Staff Liaison

1. Each Commission shall have a secretary and a staff liaison. The Secretary and Staff Liaison may be the same person.
2. The Secretary shall have the following duties at all Commission meetings: (a) Attend; (b) Keep minutes; (c) Assist the Chairperson and Staff Liaison in preparing agendas; (d) Prepare and distribute agendas and agenda packets; (e) Ensure agendas are prepared and noticed in accordance with the City's Sunshine Ordinance; (f) Ensure agendas are reviewed and approved by the City Attorney's Office prior to posting; (g) Maintain attendance records; and (h) Provide the City Clerk an attendance list within 24 hours of a Commission meeting.
3. The Liaison shall have the following duties: (a) Attend; (b) Prepare agendas in collaboration with the Chairperson; (c) Coordinate presentations on behalf of the Commission; and (d) Communicate the Commission's concerns to the City Manager or other staff when necessary.

Article V  
Meetings/Quorum

- A. The Commission shall **schedule at least four (4) ~~conduct~~ regular meetings each calendar year. ~~once each month.~~** The exact dates, time and location of the meetings shall be determined by a vote of the Commission at the **last scheduled meeting of the prior year. ~~annual meeting in January.~~** The Staff Liaison may cancel a scheduled meeting, with concurrence from the Chairperson, if the Commission does not have any business to consider at that meeting.
- B. Meetings shall be public and shall be conducted in a publicly owned building or facility with adequate space for members of the public to attend the meetings.
- C. A majority of the commission positions filled at the time of a meeting shall constitute a quorum for the transaction of business.
- D. The Commission may establish Ad Hoc, but not Standing Committees. An Ad Hoc Committee is:
  1. Comprised solely of members of the Commission; and
  2. Consists of less than a quorum of the Commission; and
  3. Has a defined purpose and time frame to accomplish that purpose; and
  4. Is dissolved after the purpose is complete; and
  5. Is solely advisory to the Commission.

- E. A majority of the Commission or the Chairperson may call a Special Meeting with the concurrence of the Staff Liaison.
1. **Special Meetings shall be limited to the following circumstances:**
    - i. A regular meeting cannot be held because it lands on a holiday;
    - ii. The regular time and location of the meeting is different from its regular meeting time/location;
    - iii. The meeting must be rescheduled due to a lack of quorum;
    - iv. The Commission has relevant updates or business to discuss which must be shared before its next scheduled meeting (e.g. presentation of an item related to its powers that is being presented to Council);
    - v. The Commission must vote on an urgency item. An urgency item is one in which the Commission's direction is vital to the City Council's decision, and the Commission cannot consider the item at a regularly scheduled Commission meeting, before the City Council considers the item, without violating the City's Sunshine Ordinance; or
    - vi. For the purpose of having an annual retreat or tour of City facilities.
- F. A quorum must be met within ten (10) minutes of the scheduled meeting start time. Under special circumstances, and with the approval of a majority of members present, the Chair is permitted to wait an additional five (5) minutes for a quorum to be present. If a quorum is not met at that point, the meeting shall be canceled due to lack of quorum and adjourned to the next month's scheduled meeting.

#### Article VI

#### Absences

- A. If any member of the Commission has three or more consecutive unexcused absences, or is absent, excused or unexcused, for more than half of the meetings in a calendar year, the member shall be deemed to have resigned from the Commission.
- B. If a commissioner is going to be absent, the commissioner shall notify the Secretary no less than sixty minutes prior to the start of the meeting. Failure to do so shall be deemed an unexcused absence.
- C. An absence may be deemed excused for the following reasons: sickness/illness, an emergency beyond the commissioner's control, observance of a religious holiday or a medical appointment that cannot be rescheduled.
- D. The Secretary shall notify the City Clerk in writing of any such consecutive absences. The member shall be deemed to have resigned from the Commission on the date that the

City Clerk receives notice from the Secretary.

- E. 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.

Article VII  
Coordination with City Council

The Staff Liaison shall as soon as possible inform the City Council, through the City Manager, of recommendations made by the Commission. The Staff Liaison shall inform the Commission on the status of the recommendations as warranted.

Article VIII  
Rules of Order

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall constitute the parliamentary authority for the meetings.

Article IX  
Amendments

- A. Once **every two** ~~per~~ years, each Commission shall review these bylaws, and make recommendations to their respective Chairpersons.
- B. The Chairpersons of each Commission shall convene **after the Commission reviews these bylaws** ~~once per year~~ with the City Clerk's Office, City Manager's Office and City Attorney's Office to review and approve, if desired, the recommended changes to these bylaws.
- C. The City Council shall approve amendments to these bylaws.

Article X  
Effective Date

These bylaws shall go into effect upon approval by City Council.



**TO:** Parks, Recreation, & Community Services Commission

**FROM:** Steve Howlett, Assistant Public Works Director  
Steve.howlett@oxnard.org

**DATE:** August 27, 2025

**SUBJECT: Donation Program Revisions**

### **RECOMMENDATION**

That the Parks, Recreation, & Community Services Commission review the comments regarding the Bench and Tree Donation Program and provide edits for future submission.

### **DISCUSSION**

The Commission recommended the Parks Bench and Tree Donation Program to the City Council on June 25, 2025. The following edits and questions were sent back to the Commission from the City Manager's Office. (Attachment)



**Public Works Department**  
 305 West Third Street, East Wing, Third Floor  
 Oxnard, California 93030  
 Tel 805.385.7900



**PARK ~~MEMORIAL~~-BENCH AND TREE DONATION PROGRAM**

The City of Oxnard’s Donation Program for ~~Memorial~~-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 or Tree Application, including the type and location, before the applicant’s payment is submitted. The Parks Manager will determine if the style, color, and location of the Bench, or the type and location of the Tree is complimentary to the design of the park. All Trees will 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 cost of the Memorial Bench or Tree includes a plaque with one of these 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 ~~Memorial~~ Bench or Tree Donation meets the criteria of this Program. Applications are available online at [www.oxnard.gov/publicworks/parks](http://www.oxnard.gov/publicworks/parks)

Applications will not be accepted if the City determines the Application promotes; commercial activities, political or activist affiliations, religious ideologies, racism, or discrimination.

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 a Memorial Bench or Tree to replace an existing bench or tree that is damaged, missing, or has reach the end of its lifecycle.

OWNERSHIP

All Memorial Benches and Trees become the property of the City upon installation.

- Commented [SH1]: DEFINE
- Commented [SH2]: Any other isms?
- Commented [SH3]: DEFINE
- Commented [SH4]: Why not the City Manager or City Council?

COST AND PAYMENT

The “Standard” Bench and Tree costs are based on the current price of the item with a plaque, in addition to all costs for: shipping, taxes, installation labor and materials, and routine maintenance for ten years. Therefore, the **cost for these items are subject to change.**



*(6ft. Bench – Color to match existing Park Scheme)*

\$2,000

For Parks that do not have the “Standard” style bench, such as Olokoy Beach Park and Plaza Park, please contact the Parks Manager for the cost and availability for ~~a~~Memorial Bench ~~Dontationes~~ that matches the standard for that park. As with the “Standard” Bench, the cost is based on the current price of the item with plaque, in addition to all costs for: shipping, taxes, installation labor and materials, and routine maintenance for ten years.



*(24in. Box -Appearance will vary based on Species)*

\$1,000

Full payment must be received with the Approved Application before the Bench or Tree is installed.

Payments can be made through the Parks payment portal at [www.facilitron.com/co93030](http://www.facilitron.com/co93030)

TERM

Memorial Benches and Trees Donations are guaranteed to be maintained for 10 years. During this term, the City will be responsible for maintaining and replacing the Memorial Bench or Tree, with plaque, if necessary, due to normal wear and tear, 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.

June 9, 2025  
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The Donor is welcome to apply for another Donation that will be subject to the current standard and cost for the item at that time.



**TO:** Parks, Recreation, & Community Services Commission

**FROM:** Steve Howlett, Assistant Public Works Director  
 Steve.howlett@oxnard.org

**DATE:** August 27, 2025

**SUBJECT: Dog Park Request for the Five Points Neighborhood**

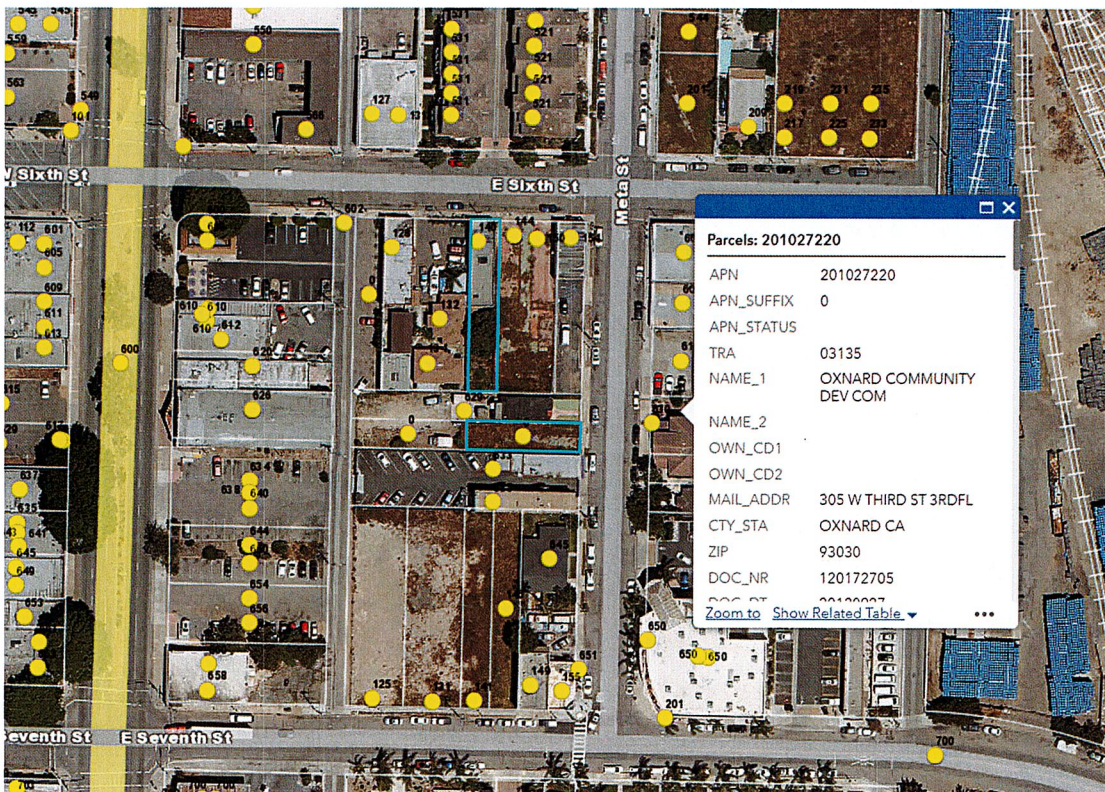
**RECOMMENDATION**

That the Parks, Recreation, & Community Services Commission receive the request from resident Rex Levi regarding a dog park for Downtown Oxnard

**DISCUSSION**

On July 24, 2025, Rex Levi sent a request (attached) to Chair Whitecomb for a dog park within the Downtown Oxnard District.

The Commission has been discussing program options for the development of the park within the Five Points Neighborhood.





7/24/25

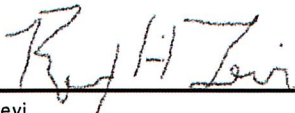
Parks and Recreation Committee Attn: Angela Whitecolm

Via Email: [angelawhitecomb@gmail.com](mailto:angelawhitecomb@gmail.com)

Dear Mrs Whitecolm;

The purpose of this letter is express the Downtown Oxnard Improvement Associations' Land Use Committee overwhelming support for the creation of a dog park for the Downtown Oxnard district. With hundreds of new multi unit housing projects in the pipeline for Downtown, we feel the need is present and even more so forthcoming for the Community's k-9's. Knowing this is easier said than done, this Committee is here to assist if we are so able as what could be a wonderful addition to Downtown.

Very best,

X   
\_\_\_\_\_  
Rex H Levi

Chair Land Use Committee

Downtown Oxnard Improvement Association

519 S. C Street

Oxnard, CA 93030





**TO:** Parks, Recreation, & Community Services Commission

**FROM:** Steve Howlett, Assistant Public Works Director  
Steve.howlett@oxnard.org

**DATE:** August 27, 2025

**SUBJECT: Mural Request**

**RECOMMENDATION**

That the Parks, Recreation, & Community Services Commission receive the request from Commissioner Velasquez regarding a mural at Community Center Park East.

**DISCUSSION**

On July 13, 2025, Commissioner Velasquez sent the attached email request for a mural at Community Center Park East in honor of Efren Gorre.



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## Future agenda items

2 messages

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**Abel Velasquez** <abelvs12345@gmail.com>  
To: Angela Whitecomb <angelawhitecomb@gmail.com>  
Cc: steve.howlett@oxnard.org

Sun, Jul 13, 2025 at 10:12 AM

Good morning, madam chairwoman and Mr Howlett,

I'd like to add to a future agenda items

A mural of Efen Gorre be added to Lions park near the City Corps house/office be added to the agenda with a discussion and vote on a recommendation to city council

to add The elementary area of Durley park, park for kids be added to the agenda with a discussion and vote on a recommendation to city council to add mulch or rubber flooring so the kids could use it again!

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**Howlett, Steve** <steve.howlett@oxnard.org>  
To: Abel Velasquez <abelvs12345@gmail.com>  
Cc: Angela Whitecomb <angelawhitecomb@gmail.com>

Thu, Jul 24, 2025 at 5:03 PM

Will do.  
[Quoted text hidden]  
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**Steve Howlett** - Assistant Public Works Director  
**Public Works Department, Administration**  
305 West Third Street, East Wing, Third Floor  
Oxnard, California 93030  
O: 805.385.7830  
[www.oxnard.gov](http://www.oxnard.gov)

