



AGENDA
Parks, Recreation & Community Services Commission
Regular Meeting
Council Chambers, 305 W Third Street
September 24, 2025
5:30 p.m.

Please click the link below to join the webinar:

[https://us06web.zoom.us/webinar/tZEpdO2trjwgHNx81fSdKfiX4rUI9O5I3eC5/ics?icsToken=DKP8v1FYIfycANXITgAALAAAAAt27372tzXt6OTRWlhEU93euCFxOawebn9P2Nm0Tb6mNJUBR0ZeYJPdC_UYbRy9RFsmysg9zFmsp8eovTAwMDAwMQ](https://us06web.zoom.us/join/https://us06web.zoom.us/webinar/tZEpdO2trjwgHNx81fSdKfiX4rUI9O5I3eC5/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 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

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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 Meetings of June 25 and August 27, 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: Future Sports Park
RECOMMENDATION: That the Parks, Recreation, & Community Services Commission discuss the future Sports Park.
- 2. SUBJECT: Colonia Park Restroom
RECOMMENDATION: That the Commission discuss the restroom at Colonia Park.
- 3. SUBJECT: Parks Division Budget
RECOMMENDATION: That the Commission review and discuss the current Parks Division Expense Budget.
- 4. SUBJECT: Recreation or Parks Tour
RECOMMENDATION: That the Commission discuss an agenda and date for a special meeting to tour facilities.

E. AD HOC COMMITTEE REPORT

1. SUBJECT: Ad Hoc Committee for Donation Program
RECOMMENDATION: That the Commission receive an update from the Ad Hoc Committee about recommended edits for the Park Bench and Tree Donation Program

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.
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



TO: Parks, Recreation, & Community Services Commission

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

DATE: September 24, 2025

SUBJECT: Parks Division Budget Review

RECOMMENDATION

That the Parks, Recreation, & Community Services Commission review the 2025 Parks Division Budget

DISCUSSION

The Parks Division of the Public Works Department is funded by the General Fund and responsible for the maintenance and improvements of 36 City parks, street landscapes, citywide trees, and the Graffiti Action Program (GAP) within City properties and in the public right-of-way. For FY 2025-26, the Parks Division has 53 staff and a total operating budget of \$14,044,145 for all four Sub-Divisions.

- Parks Sub-Division - Responsible for the daily (7 days a week) maintenance of 34 General Fund Parks, 2 Measure O Fund Parks, 1.7 miles of Oxnard Beach, and 4 undeveloped lots. The Measure O Fund pays directly for the maintenance of College Park and East Village Park. The FY 2025-26 Measure O Funds for just these two parks is \$1,182,918. For FY 2025-26, the budget to maintain the General Fund Park areas with 27 employees and contract services is \$8,032,219.
- Tree Sub-Division - responsible for the health and maintenance of the citywide General Fund trees. This Sub-Division has a dedicated staff of 5 employees and two tree service contracts for grid pruning and on-call service. The FY 2025-26 operations budget is \$1,523,388.
- Graffiti Action Program (GAP) Sub-Division - responsible for citywide graffiti abatement with 6 dedicated employees and an FY 2025-26 operations budget of \$859,194.
- Street Landscapes Sub-Division - responsible for maintaining the citywide General Fund Street landscaping consisting of parkways, medians, right of ways and certain identified parking lots. This Sub-Division has 9 dedicated employees and For FY 2025-26, the budget to maintain the citywide street landscape with contract services is \$3,629,344.

ATTACHMENT:

- FY 2025-26 Parks Division Budget

FY 2025-26 Parks Division Budget

Dept	Account	FY2026	Comments
1013301 - PARKS		8,032,219	
1013301	50000 - SALARIES - REGULAR	1,537,262	Finance
1013301	50100 - SALARIES - TEMPORARY	70,000	
1013301	50200 - OVERTIME WAGES	67,500	
1013301	50168 - LEAVE BANK CASH OUT	35,511	Finance
1013301	50410 - WORK COMP SALARY CONTINUE	-	Finance
1013301	50900 - VACANCY SAVINGS	-	Finance
1013301	51000 - CALPERS PENSION NORMAL COST	155,263	Finance
1013301	51005 - CALPERS PENSION - CARMAN NORMAL	-	Finance
1013301	51010 - CALPERS PENSION UAL	-	Finance
1013301	51040 - EARLY RETIREMENT INCENTIVE	-	Finance
1013301	51030 - RETIREMENT ENHANCEMENT PLAN	94,184	Finance
1013301	51160 - CITY PAID EMPLOYEE BENEFITS	-	Finance
1013301	51161 - DEFERRED COMPENSATION	15,181	Finance
1013301	51162 - EMPLOYEE HEALTH INSURANCE	449,102	Finance
1013301	51163 - LIFE INSURANCE	1,459	Finance
1013301	51164 - LONG TERM DISABILITY	2,229	Finance
1013301	51165 - MEDICARE	26,681	Finance
1013301	51166 - POST EMPLOYMENT INSURANCE	2,261	Finance
1013301	51167 - UNEMPLOYMENT INSURANCE	4,600	Finance
1013301	51300 - WORKERS COMPENSATION	-	Finance
1013301	51400 - AUTO ALLOWANCE	-	Finance
1013301	51410 - UNIFORM ALLOWANCE	-	Finance
1013301	51420 - TOOL AND EQUIPMENT ALLOWANCE	-	Finance
1013301	52000 - POSTAGE		
1013301	52300 - UNIFORMS	10,000	
1013301	52310 - TRAINING-WORKSHOP-MTGS	11,500	
1013301	52340 - MEMBERSHIPS	5,000	
1013301	52350 - OTHER EXPENSE REIMB	-	
1013301	52400 - MINOR EQUIPMENT	75,000	
1013301	52600 - SUPPLIES CUSTODIAL	46,000	
1013301	52610 - SUPPLIES SAFETY	10,500	
1013301	52900 - MISC SUPPLIES	771,555	
1013301	53020 - INTERNAL PHOTOCOPING COSTS	2,687	
			Custodial - \$252,000 County of Ventura - \$200,000 Xtra Assistance - \$135,000 Projects Install Fertigation tanks - \$200,000 PIP Maintenance - \$100,000 Euc Assessment - \$100,000 Sports Court Resurfacing - \$100,000 Fence Repair - \$100,000 Electrical Repair - \$75,000 Measure O Grid Pruning - \$25,000 Weed Abate - \$20,000 LED Replace - \$50,000 Slurry Parking lot - \$150,000
1013301	53200 - PROF SERVICES - OTHER	2,709,890	
1013301	53400 - PROFESSIONAL SERVICES - HR		
1013301	54010 - UTILITY EXPENSE-ELECTRIC	283,352	

1013301	54030 - UTILITY EXPENSE- WASTEWATER	92,724	
1013301	54040 - UTILITY EXPENSE WATER	1,146,336	
1013301	54050 - UTIL EXP REFUSE AND DISPOSE	203,578	
1013301	54080 - TELEPHONE CHGS	21,864	
1013301	55020 - VEHICLE / EQPT. MAINTENANCE	1,000	
1013301	56040 - CAPEX - MACHINERY/EQUIP	-	
1013301	57000 - RENTALS & LEASES	180,000	New Vehicle Purchase
1013301	57110 - TAXES AND FILING FEES		Finance
1013301	59200 - IT & DATA PROCESSING CHGS	-	Finance
1013301	59300 - LIABILITY INSURANCE CHGS	-	Finance
1013301	59400 - TELECOM / SEC / INTERNET	-	Finance
1013301	59500 - FLEET EQUIPMENT ISF CHG	-	Finance
1013301	59700 - FACILITY CHG MAINTENANCE	-	Finance
1013302	- TREES	1,523,388	
1013302	50000 - SALARIES - REGULAR	358,914	Finance
1013302	50100 - SALARIES - TEMPORARY		
1013302	50200 - OVERTIME WAGES	20,000	Finance
1013302	50168 - LEAVE BANK CASH OUT	8,291	Finance
1013302	50410 - WORK COMP SALARY CONTINUE		Finance
1013302	50900 - VACANCY SAVINGS	-	Finance
1013302	51000 - CALPERS PENSION NORMAL COST	36,250	Finance
1013302	51005 - CALPERS PENSION - CARMAN NORMAL	-	Finance
1013302	51010 - CALPERS PENSION UAL	-	Finance
1013302	51030 - RETIREMENT ENHANCEMENT PLAN	11,986	Finance
1013302	51160 - CITY PAID EMPLOYEE BENEFITS	-	Finance
1013302	51161 - DEFERRED COMPENSATION	3,579	Finance
1013302	51162 - EMPLOYEE HEALTH INSURANCE	75,097	Finance
1013302	51163 - LIFE INSURANCE	385	Finance
1013302	51164 - LONG TERM DISABILITY	686	Finance
1013302	51165 - MEDICARE	5,978	Finance
1013302	51166 - POST EMPLOYMENT INSURANCE	658	Finance
1013302	51167 - UNEMPLOYMENT INSURANCE	1,031	Finance
1013302	51300 - WORKERS COMPENSATION	-	Finance
1013302	51400 - AUTO ALLOWANCE	-	Finance
1013302	51410 - UNIFORM ALLOWANCE	-	Finance
1013302	51420 - TOOL AND EQUIPMENT ALLOWANCE	-	
1013302	52000 - POSTAGE	100	
1013302	52300 - UNIFORMS	2,000	
1013302	52310 - TRAINING-WORKSHOP-MTGS	2,250	
1013302	52340 - MEMBERSHIPS	420	
1013302	52350 - OTHER EXPENSE REIMB	-	
1013302	52400 - MINOR EQUIPMENT	19,000	
1013302	52610 - SUPPLIES SAFETY	4,800	
1013302	52900 - MISC SUPPLIES	600	
1013302	53020 - INTERNAL PHOTOCOPING COSTS	607	
1013302	53200 - PROF SERVICES - OTHER	680,000	Measure O Grid Pruning
1013302	54010 - UTILITY EXPENSE-ELECTRIC		
1013302	54040 - UTILITY EXPENSE WATER		
1013302	54080 - TELEPHONE CHGS	5,905	
1013302	55020 - VEHICLE / EQPT. MAINTENANCE		
1013302	57000 - RENTALS & LEASES	20,000	
1013302	59200 - IT & DATA PROCESSING CHGS	61,402	
1013302	59300 - LIABILITY INSURANCE CHGS	53,017	Finance

1013302	59400 - TELECOM / SEC / INTERNET	378	Finance
1013302	59500 - FLEET EQUIPMENT ISF CHG	108,568	Finance
1013302	59700 - FACILITY CHG MAINTENANCE	41,486	Finance

1013303 - GRAFFITTI ACTION PROG.		859,194	
1013303	50000 - SALARIES - REGULAR	369,990	Finance
1013303	50200 - OVERTIME WAGES		
1013303	50168 - LEAVE BANK CASH OUT	8,547	Finance
1013303	50410 - WORK COMP SALARY CONTINUE		Finance
1013303	50900 - VACANCY SAVINGS	-	Finance
1013303	51000 - CALPERS PENSION NORMAL COST	37,369	Finance
1013303	51005 - CALPERS PENSION - CARMAN NORMAL	-	Finance
1013303	51010 - CALPERS PENSION UAL	-	Finance
1013303	51030 - RETIREMENT ENHANCEMENT PLAN	20,385	Finance
1013303	51160 - CITY PAID EMPLOYEE BENEFITS	-	Finance
1013303	51161 - DEFERRED COMPENSATION	3,651	Finance
1013303	51162 - EMPLOYEE HEALTH INSURANCE	104,382	Finance
1013303	51163 - LIFE INSURANCE	152	Finance
1013303	51164 - LONG TERM DISABILITY	-	Finance
1013303	51165 - MEDICARE	6,576	Finance
1013303	51166 - POST EMPLOYMENT INSURANCE	-	Finance
1013303	51167 - UNEMPLOYMENT INSURANCE	1,134	Finance
1013303	51300 - WORKERS COMPENSATION	-	Finance
1013303	51400 - AUTO ALLOWANCE	-	Finance
1013303	51410 - UNIFORM ALLOWANCE	-	Finance
1013303	51420 - TOOL AND EQUIPMENT ALLOWANCE	-	
1013303	52300 - UNIFORMS	2,150	
1013303	52350 - OTHER EXPENSE REIMB	-	
1013303	52400 - MINOR EQUIPMENT	2,000	
1013303	52610 - SUPPLIES SAFETY	3,600	
1013303	52620 - SUPPLIES OTHER	60,000	
1013303	52900 - MISC SUPPLIES	13,500	
1013303	53020 - INTERNAL PHOTOCOPING COSTS	400	
1013303	53200 - PROF SERVICES - OTHER	6,500	
1013303	54080 - TELEPHONE CHGS	2,801	
1013303	55020 - VEHICLE / EQPT. MAINTENANCE		
1013303	57000 - RENTALS & LEASES	12,000	
1013303	59200 - IT & DATA PROCESSING CHGS	65,868	Finance
1013303	59300 - LIABILITY INSURANCE CHGS	57,832	Finance
1013303	59400 - TELECOM / SEC / INTERNET	307	Finance
1013303	59500 - FLEET EQUIPMENT ISF CHG	62,206	Finance
1013303	59700 - FACILITY CHG MAINTENANCE	17,844	Finance

1013304 - STREETS LANDSCAPE		3,629,344	
1013304	50000 - SALARIES - REGULAR	480,860	Finance
1013304	50200 - OVERTIME WAGES	15,000	
1013304	50168 - LEAVE BANK CASH OUT	11,108	Finance
1013304	50900 - VACANCY SAVINGS	-	Finance
1013304	51000 - CALPERS PENSION NORMAL COST	48,567	Finance
1013304	51005 - CALPERS PENSION - CARMAN NORMAL	-	Finance
1013304	51010 - CALPERS PENSION UAL	-	Finance
1013304	51030 - RETIREMENT ENHANCEMENT PLAN	39,819	Finance
1013304	51160 - CITY PAID EMPLOYEE BENEFITS	-	Finance
1013304	51161 - DEFERRED COMPENSATION	4,771	Finance
1013304	51162 - EMPLOYEE HEALTH INSURANCE	149,704	Finance
1013304	51163 - LIFE INSURANCE	645	Finance
1013304	51164 - LONG TERM DISABILITY	1,021	Finance
1013304	51165 - MEDICARE	8,587	Finance
1013304	51166 - POST EMPLOYMENT INSURANCE	1,235	Finance
1013304	51167 - UNEMPLOYMENT INSURANCE	1,481	Finance
1013304	51300 - WORKERS COMPENSATION	-	Finance
1013304	51400 - AUTO ALLOWANCE	-	Finance
1013304	51410 - UNIFORM ALLOWANCE	-	Finance
1013304	51420 - TOOL AND EQUIPMENT ALLOWANCE	-	Finance
1013304	52000 - POSTAGE	100	
1013304	52300 - UNIFORMS	3,400	
1013304	52310 - TRAINING-WORKSHOP-MTGS	2,330	
1013304	52340 - MEMBERSHIPS	260	
1013304	52350 - OTHER EXPENSE REIMB	-	
1013304	52400 - MINOR EQUIPMENT	20,000	Account moving to 52900
1013304	52610 - SUPPLIES SAFETY	10,000	
1013304	52900 - MISC SUPPLIES	148,848	Account from 52400
1013304	53020 - INTERNAL PHOTOCOPING COSTS		
			Landscape Monthly - \$1,461,480 Xtra Assistance - \$70,000 Projects Mulch and Plants - \$100,000 Cages and Backflow - \$50,000 Irrigation - \$120,000 Contingency - \$200,000
1013304	53200 - PROF SERVICES - OTHER	\$ 2,001,480	
1013304	54010 - UTILITY EXPENSE-ELECTRIC	19,179	
1013304	54040 - UTILITY EXPENSE WATER	283,030	
1013304	54050 - UTIL EXP REFUSE AND DISPOSE	60,078	
1013304	54080 - TELEPHONE CHGS	7,500	
1013304	56040 - CAPEX - MACHINERY/EQUIP		
1013304	57000 - RENTALS & LEASES	150,000	Increase for new truck lease
1013304	59200 - IT & DATA PROCESSING CHGS	81,497	Finance
1013304	59300 - LIABILITY INSURANCE CHGS	78,844	Finance
1013304	59500 - FLEET EQUIPMENT ISF CHG	-	Finance
1013304	59700 - FACILITY CHG MAINTENANCE	-	Finance
Total - Parks Division ONLY		14,044,145	

MINUTES
Parks, Recreation & Community Services Commission
June 25, 2025

A. ROLL CALL/PLEDGE OF ALLEGIANCE

At 5:41 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 Julie Estrada, Cultural and Community Services Administrative Supervisor.

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the Regular Meeting of April 23, 2025 and May 28, 2025
RECOMMENDATION: Approve.
DISCUSSION: [None.]
ACTION: Minutes were approved as recommended (4-0)

C. PUBLIC COMMENTS

Adriel Villamontes - Importance of Parks & Recreation
Carolina Gallardo - Pleasant Valley Park Improvements

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
DISCUSSION: Recreation Supervisor Juliet Morales presented on the sports programs in the Oxnard Recreation Division.
ACTION: [None.]
2. SUBJECT: Park Donation Program
RECOMMENDATION: That the Commission receive the Draft Park Donation Program from staff to approve a recommendation to City Council.
DISCUSSION: Assistant Director Steve Howlett presented the draft of the Park Donation Program and received feedback from the Commission to edit language regarding the images, prices, and payment portals.
ACTION: The recommendation was approved with edits. (4-0)

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
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 Durley Park Renovation Project and turf replacement in 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: Jessy Tapia, Cultural and Community Services Manager, provided information in regards to the CAL PAL Soccer Tournament in June at College Park, Camp Serendipity, Mobile Activity Center (MAC), Oxnard PAL Kids Fest, Oxnard PAL Community Cinema, and Day at the Park.

ACTION: [None.]

G. COMMISSIONER COMMENTS

1. Commissioner Fernandez spoke about the removal of benches around the Plaza Park Pagoda being on hold, and attended the Pleasant Valley neighborhood council meeting.
2. Commissioner Garcia spoke about participating in the California PAL Soccer tournament and asked about the status of Colonia Boxing Gym.
3. Commissioner Velasquez spoke on attending neighborhood council meetings, city events, and the Tax Payers Focus on Public Safety, and his community service efforts.
4. Chair Whitecomb spoke on the Pleasant Valley Neighborhood Council meeting, walking Wilson Park, the Oxnard Sterling Summer Concerts at Plaza Park, and the Juneteenth Celebration

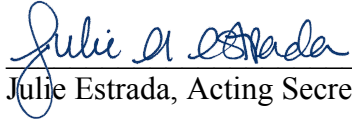
H. ITEMS FOR FUTURE CONSIDERATION

1. Discussion Item: Pleasant Valley Park Activation/Demonstration Day with ribbon cutting for playground and restroom.
2. Tennis and Basketball Court Condition and Utilization
3. Art Programs: Recreation/Parks Art vs Arts Commission
4. Policy for Adults & Children to avoid coach player incidents
5. Community gardens for unused lots
6. Bike Traffic Plan Report
7. Funding for Sports Park and Expansion of College Park
8. Senior Activities in the Park

9. Futsal in the 4th floor Parking Structure
10. Update on Colonia Boxing Gym
11. Update on multi-use courts
12. Update on the College Park Snackbar

I. ADJOURNMENT

The meeting adjourned at 6:40 pm



Julie Estrada, Acting Secretary

Angela Whitecomb, Commission Chair

MINUTES
Parks, Recreation & Community Services Commission
August 27, 2025

A. ROLL CALL/PLEDGE OF ALLEGIANCE

At 5:37 p.m., the regular meeting of the Parks, Recreation & Community Services Commission convened. Commissioners Miguel Fernandez, Joe Garcia, Oscar Hernandez, and Abel Velasquez were present. Commissioner Angela Whitecomb was excused. Staff members present were Steve Howlett, Assistant Public Works Director, Jessy Tapia, Cultural and Community Services Manager, and Adriana Britt, Cultural and Community Services Administrative Services Analyst.

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the Regular Meeting of June 25, 2025
RECOMMENDATION: Approve.
DISCUSSION: [None.]
ACTION: Tabled for the regular September meeting.

C. PUBLIC COMMENTS

Abel Magana - Mini Nature Reserve
Roger Poirier - Hobson Park East
Heather Smith - Park reservations, lighting, murals

D. COMMISSION BUSINESS:

1. SUBJECT: Approval of Bylaw Updates
RECOMMENDATION: That the Parks, Recreation, & Community Services Commission review the proposed updates to the CAG Bylaws and recommend approval.
DISCUSSION: Assistant Director Steve Howlett presented the Bylaw updates as recommended.
ACTION: Bylaw Updates were approved with edits. (4-0)
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
DISCUSSION: Assistant Director Steve Howlett presented the Tree and Bench Program suggested edits and comments from the City Manager's Office.
ACTION: The commission voted to extend the Tree and Bench Program Ad Hoc for two months to continue working on the proposal. (4-0)
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.
DISCUSSION: The commission received the request for a new dog park with the clarification that the neighborhood discussed is the Five Points Neighborhood.
ACTION: [None.]

Roger Poirier: Task force to locate recreation areas for the Five Points Neighborhood with Abel Magana.

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.
DISCUSSION: Commissioner Velasquez presented his recommendation for a mural of Efren Gorre to the commission with suggested locations. Julie Estrada explained that a mural would not be within the powers and duties of the PRCSC; however, they can create a recommendation to present to the Cultural Arts Commission.
ACTION: [None.]

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.
DISCUSSION: Steve Howlett, Assistant Public Works Director, provided an update on the completed Carty Park playground, the start of the Olo Koy Park playground renovation, and the Colonia Boxing Gym renovation.
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 and Community Services Manager, provided information in regards to Youth Sports Fall Registration, September 20 Meet Up Clean Up at Oxnard PAL, and the 2025 International PAL Boxing Tournament.
ACTION: [None.]

F. COMMISSIONER COMMENTS

1. Commissioner Hernandez expressed his gratitude towards the City of Oxnard staff.
2. Commissioner Garcia thanked Steve Howlett's prompt responses
3. Commissioner Velasquez highlighted the library's and PAL youth programming, PAL Movie Nights, and reminded all to stay hydrated.

G. ITEMS FOR FUTURE CONSIDERATION

1. Discuss Colonia Park bleachers
2. Discuss the conflict between baseball and soccer at Colonia Park
3. Art on park restrooms
4. Park Tour in Meta District and El Rio

5. Rec Facilities Tour
6. City Corps Presentation

H. ADJOURNMENT

The meeting adjourned at 6:45 pm

Adriana Britt, Acting Secretary

Miguel Fernandez, Commission Chair