



AGENDA

Parks, Recreation & Community Services Commission
Regular Meeting
Council Chambers, 305 W Third Street
November 19, 2025
5:30 p.m.

Please click the link below to join the webinar:

https://us06web.zoom.us/webinar/tZEpdO2trjqwHNx81fSdKfiX4rUI9O5I3eC5/ics?icsToken=DKP8v1FYIfycANXITgAALAAAAAt27372tzXt6OTRWIhEU93euCFxOawebn9P2Nm0Tb6mNJUBR0ZeYJPdC_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

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact Jessy Tapia 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 Meetings of October 22, 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: Park Bench and Tree Donation Program
RECOMMENDATION: That the Parks, Recreation, & Community Services Commission review the revised Draft of the Park Bench and Tree Donation Program and provide a recommendation.
2. SUBJECT: Future Sports Park
RECOMMENDATION: That the Commission discuss the recommendations from the Parks & Recreation Master Plan as well as the current sports field use and demands for the future Sports Park.
3. SUBJECT: Field Allocation Policy
RECOMMENDATION: That the Commission receive an overview of the Field Allocation Policy and establish an ad hoc committee to recommend updates.

E. AD HOC COMMITTEE REPORT

1. SUBJECT: Ad Hoc Committee for Donation Program

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

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

MINUTES
Parks, Recreation & Community Services Commission
October 22, 2025

A. ROLL CALL/PLEDGE OF ALLEGIANCE

At 5:36 p.m., the regular meeting of the Parks, Recreation & Community Services Commission convened. Commissioners Angela Whitecomb, Miguel Fernandez, Joe Garcia, Oscar Hernandez, and Abel Velasquez were present. 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 Meetings of June 25 and August 27, 2025
RECOMMENDATION: Approve.
DISCUSSION: [None.]
ACTION: Minutes of the June 25, 2025, meeting were approved. (5-0). Minutes of the August 27, 2025, meeting were approved. (4-0). 1 abstained.

C. PUBLIC COMMENTS

Roger Poirier - Doya Special Meeting regarding Meta District

D. COMMISSION BUSINESS:

1. SUBJECT: Future Sports Park
RECOMMENDATION: That the Parks, Recreation, & Community Services Commission discuss the future of Sports Park
DISCUSSION: The Commission discussed the possible use of the future sports park.
ACTION: [None.]
2. SUBJECT: Colonia Park Restroom
RECOMMENDATION: That the Commission discuss the restroom at Colonia Park.
DISCUSSION: Commissioner Abel Velasquez addressed housekeeping issues with the restroom. Staff notified Commissioner Velasquez that it will be addressed.
ACTION: [None.]
3. SUBJECT: Parks Division Budget
RECOMMENDATION: That the commission review and discuss the current Parks Division Expense Budget.
DISCUSSION: The commission received and discussed the Parks Division Expense Budget with Mr. Howlett.
ACTION: [None.]
4. SUBJECT: Recreation or Parks Tour
RECOMMENDATION: That the Commission discuss an agenda and date for a special meeting to tour facilities.

DISCUSSION: The commission and staff discussed visiting Campus Park, Durley Park, Colonia Park, Wilson Park, Community West Park, and Southwinds Park on January 10.
ACTION: [None.]

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.
DISCUSSION: The Commission discussed edits for the Donation Program.
ACTION: The Commission approved extending the Committee for one month. (5-0)

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 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.]

G. COMMISSIONER COMMENTS

1. Commissioner Garcia spoke on Meet Up Clean Up, PAL Boxing Tournament, and Futsal at Colonia Gym
2. Commissioner Fernandez met with the City of Oxnard Project Manager regarding Campus Park.
3. Commissioner Whitecomb commented on her experience at parks throughout other states and current projects. Invited the community to Haunt in the Park.
4. Commissioner Vasquez attended the PVRPD El Pantion event, the Oxnard College 50th Anniversary Mural Ceremony, Coming Out Day Flag Raising, and Colonia Park Skate Park Community Event.
5. Commissioner Hernandez highlighted all of the hard work of fellow commissioners and staff.

H. ITEMS FOR FUTURE CONSIDERATION

1. Sports Park
2. User Fees Study & Rental Fees for 2024/2025 FY
3. Rio Vista moving to General Fund
4. Landscape standards
5. Park Policy/Allocation Policy Discussion
6. Futsal on the parking structure 4th floor

I. ADJOURNMENT

The meeting adjourned at 8:12 pm

Adriana Britt, Acting Secretary

Angela Whitecomb, Commission Chair



TO: Parks, Recreation, & Community Services Commission

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

DATE: November 19, 2025

SUBJECT: DRAFT Park Bench and Tree Donation Program

RECOMMENDATION

That the Parks, Recreation, & Community Services Commission review the revised DRAFT Park Bench and Tree Donation Program and consider a Recommendation to the City Council.

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 include Chair Whitecomb and Vice-Chair Fernandez. Staff work with the Ad Hoc Committee and compiled information and recommendations to create the DRAFT Park Bench and Tree Donation Program. The Commission approved the DRAFT Program at the June 25, 2025 Parks, Recreation, & Community Services Commission meeting and recommended the Program for the City Council's consideration.

The DRAFT Program was then sent to the City Manager's Office and City Attorney's Office on July 8, 2025 for review. The DRAFT Policy was sent back to the Commission with recommended edits and requests for clarification. Attached is the DRAFT Park Bench and Tree Donation Program with the Commission's approved edits and clarifications.

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

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?

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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 Donations 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.

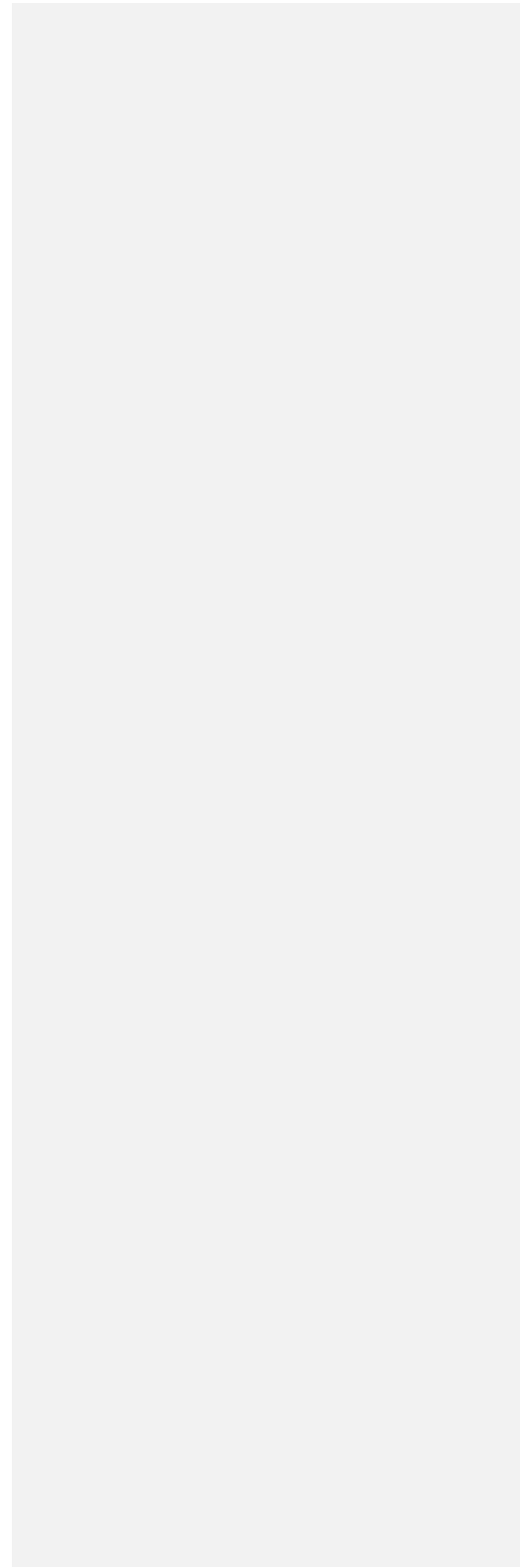
Payments can be made through the Parks payment portal at www.facilitron.com/co93030

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.

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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.



Public Works Department

305 West Third Street, East Wing, Third Floor
Oxnard, California 93030
Tel 805.385.7900



PARK BENCH AND TREE DONATION PROGRAM

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THE PLAQUE

The cost of the Bench or Tree Donation 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 Bench or Tree Donation meets the criteria of this Program. Applications are available online at www.oxnard.gov/publicworks/parks

Applications will not be accepted if the City determines the Application promotes commercial activities, or events and ideas that will divide people, cause exclusion, cause conflict, or discrimination.

Only one Bench or one Tree will be dedicated to a single person, group, or event. Appeals for additional dedications may be submitted to the Public Works Director, City Manager, or City Council.

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.

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 is 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 Bench Donation 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

TERM

Bench and Tree Donations are guaranteed to be maintained for 10 years. During this term, the City will be responsible for maintaining and replacing the 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. 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.

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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:



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

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

Commented [SH1]: DEFINE

Commented [SH2]: Any other isms?

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. Commented [SH4]: Why not the City Manager or City

Commented [SH3]: DEFINE

The Parks Manager may approve a Memorial Bench or Tree to replace an existing bench or tree

Council?

that is damaged, missing, or has reach the end of its lifecycle.

OWNERSHIP

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COST AND PAYMENT

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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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TO: Parks, Recreation, & Community Services Commission

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

DATE: November 19, 2025

SUBJECT: Future Sports Park

RECOMMENDATION

That the Commission discuss the recommendations from the Parks & Recreation Master Plan as well as the current sports field use and demands for the future Sports Park.

DISCUSSION

Based on the national average of parks and park amenities from data provided by the National Recreation and Parks Association (“NRPA”) that is contained in the Oxnard 2021 Parks and Recreation Master Plan (“Master Plan”), the City of Oxnard is deficient in the number of soccer and multi-purpose fields for a population the size of Oxnard (Attachment 1). Accordingly, staff has received requests from community members, soccer teams, the Parks, Recreation, & Community Services Commission, and the Mayor for additional sports fields and field lighting.

The Master Plan has identified in Key Finding #2 that “*Oxnard is significantly below the national parks and recreation standards for... Soccer Fields and Multi-purpose fields*” and in Key Finding #7 that “*Soccer is the most popular sport throughout the community*” (Attachment 2). The Master Plan also states that there are approximately 250 youth soccer teams and approximately 50-60 adult soccer teams in the City of Oxnard, but the City only has eight dedicated programmable soccer fields (Attachment 3). Per the national average for a population the size of Oxnard, the Master Plan has identified that the City needs a total of 16 soccer fields and 27 multi-purpose fields. Multi-purpose fields also accommodate soccer.

The Sports Park Project is listed on page 90 of the 2025-29 Oxnard CIP, but has limited funding for preliminary design work. On January 17, 2023, the City Council designated the future use at Sports Park to be a baseball/softball complex (Attachment 4) that is supported by a recommendation in the Master Plan (Attachment 5).

The Master Plan calls for improvements at Durley Park and the future Sports Park to “consolidate resources” for baseball and softball (Attachment 6). The Durley Park improvements have bid-ready design plans and specifications with funding available from a State Parks Grant. This information is listed on page 75 of the 2025-29 Oxnard CIP.

Key Findings

The project team's **research and community engagement** revealed several key findings that **informed the recommendations.**

FINDING #1

Oxnard's parks and recreation services receive less money per capita than neighboring cities.

FINDING #2

Oxnard is significantly below the national parks and recreation standards for the following recreational amenities:

- Playgrounds
- Soccer fields
- Multi-purpose fields
- Pools
- Community gardens

FINDING #3

Residents wanted more diversity in park programming and amenities.

FINDING #4

Some neighborhoods are not within easy walking distance of a park and should capitalize on opportunities for better connectivity and safe access.

FINDING #5

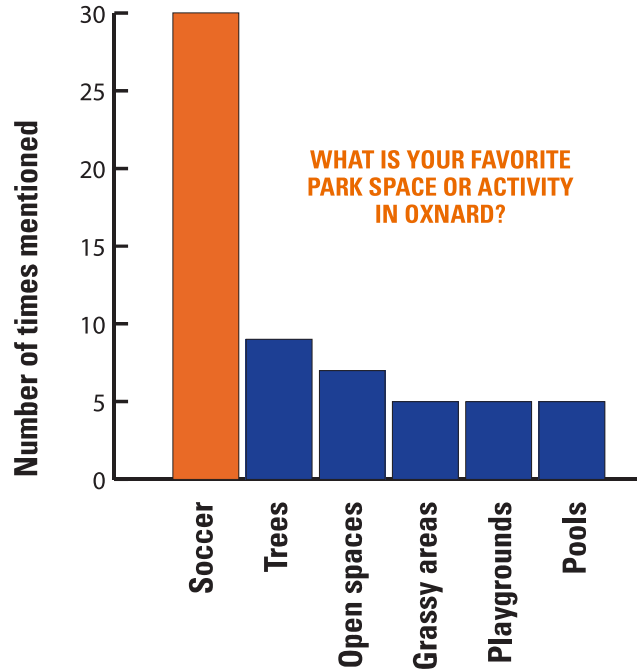
The beach is less active than it could be because of the lack of parking, lifeguards, and activities.

FINDING #6

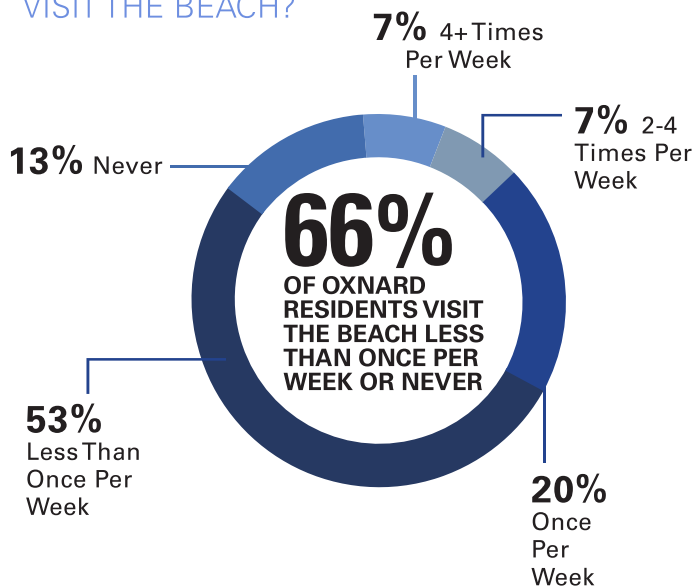
Primary community concerns are poor maintenance and safety.

FINDING #7

Soccer is the most popular sport throughout the community.



DURING THE PAST YEAR
HOW OFTEN DID YOU
VISIT THE BEACH?



NEW PARK SPACES
SHOULD...



Source: Community Survey,
1st Community Meeting

Primary Recommendations

While this document contains many recommendations for **enhancing Oxnard's parks and recreation** programs, the ones highlighted here, *in no particular order*, have the potential to make the **largest, most immediate impact**.

RECOMMENDATION #1

Create an Oxnard Parks and Recreation District to generate more revenue.

RECOMMENDATION #2

Restore and improve access to Ormond Beach by supporting the Ormond Beach Wetlands Restoration Plan and Public Access Plan.

RECOMMENDATION #3

Coordinate with stakeholders to promote tourism as it specifically relates to parks and recreation.

RECOMMENDATION #4

Improvements should be made to the bike network per the Mobility Plan and General Plan to ensure Oxnard develops as a safe and connected city for all.

RECOMMENDATION #5

After auditing the current irrigation system, make appropriate repairs and alterations to make it more efficient and controlled.

RECOMMENDATION #6

Foster existing and potential partnerships including the establishment of a non-profit parks foundation to accept donations.

RECOMMENDATION #7

Re-examine approach to urban forest system and landscape ordinance.

RECOMMENDATION #11

Reform the permitting process to be online and simple in order to encourage more park events and programming.

RECOMMENDATION #8

Create a multi-purpose trail along the Santa Clara River with grant funds to meaningfully connect the community to the river.

RECOMMENDATION #12

Incorporate signage in parks in multiple languages.

RECOMMENDATION #9

Reconsider Oxnard's Sunset Ordinance on a case by case basis and add field and pedestrian lighting to parks in order to extend the use of existing parks.

RECOMMENDATION #13

Transform turf to native or conservation plantings in appropriate areas.

RECOMMENDATION #10

Incorporate revenue generating facilities into parks like rentals, concessions, and events.

RECOMMENDATION #14

Develop Park Checklists to assist with standardizing the work and training of maintenance and operations staff.

Address the Soccer Shortage

There are approximately 250 youth soccer teams and 50-60 adult teams in Oxnard, but only eight official fields. The immense popularity of the sport combined with the shortage of playing fields has created tension between the soccer community and non-soccer playing residents. To ensure that soccer teams have adequate playing and practicing space while still allowing for multiple activities in parks and for the fields to be used for multiple other uses when soccer is not being played, the project team is proposing a variety of strategies.



Soccer is the most popular sport in Oxnard. It also demands the most amount of resources. Considering various solutions for the soccer shortage will help accommodate everyone.

CONSOLIDATE SOCCER AT COLLEGE PARK

Part of College Park’s undeveloped 25 acres should be converted into an outdoor soccer complex. The goal is to consolidate soccer practice in one location, using fewer maintenance and staff resources. While the current fields at College Park are locked for game use only, much of the undeveloped acreage could be designed as practice fields for everyday use. This should alleviate the burden on the rest of Oxnard’s parks enough to support teams and even host tournaments. Of course, Pelota Mixteca should still be able to use this space as well.

ARTIFICIAL FIELDS THAT ARE PRE-STRIPED

The City could install artificial turf fields in parks to reduce long-term maintenance costs. An advantage of artificial fields is that they can come “pre-striped” for a range of field sizes. This allows the same space to be used by teams for 8, 12, 15-year olds, etc. Incorporating more artificial fields that are pre-striped for different field sizes will make it easier to conserve space and have multiple games on a single field.

CONSIDER AN INDOOR SOCCER FACILITY FOR 24 HOUR PLAY

Oxnard should consider teaming with a private firm to build an indoor soccer complex. Although outdoor soccer is more appealing for the community, an indoor complex will allow for play at all hours of the day and be usable in bad weather. As soccer complexes only take up about an acre of land, the facility would be only a fraction of the overall soccer complex. An indoor soccer facility in Oxnard would need to be privately run by an outside operator, so it would be necessary for the City to partner with a developer/operator.

COMMUNITY PARTNERSHIPS WITH LAND OWNERS

The City of Oxnard should work to find creative partnerships for providing more soccer to the community. Private landowners with old agriculture lots, turf farms, or empty fields may be willing to convert their land for tax incentives or private capital. Like the Tuckahoe Turf Farm example from the Community Engagement Chapter, private owners may be ready to have seasonal soccer tournaments on their land for a rental fee.

LEAGUE & SEASON PLAY CONSOLIDATION

The number of soccer leagues in Oxnard, in addition to year-round play, has put too much strain on resources. The consultant recommends consolidating the leagues into a more manageable number that can be run by the City. Also, the competitive soccer season should be shortened from 12 to 8 months of the year so that field facilities and staff can rest. These changes will result in a strengthened soccer program that is not only more organized but better funded per player.

IMPLEMENT SCHEDULING SOFTWARE

With consolidated leagues, the City of Oxnard should continue with its plans to purchase a soccer league management software. This technology will allow each league to manage the game and practice schedule efficiently. It will also ensure all teams will have a designated time and place to play. Implementing software allows for a consolidated soccer network that can easily record team registration data, financial information, and club roster lists. With so much demand for soccer, scheduling software is necessary to make the most efficient and effective use of resources.



CITY COUNCIL AGENDA REPORT

REPORTS AGENDA ITEM NO. K.5

DATE: January 17, 2023
TO: City Council
FROM: Alexander Nguyen, City Manager, (805) 385-7430, alexander.nguyen@oxnard.org
SUBJECT: Determination of Future Uses of Sports Park & College Park. (60 minutes)

RECOMMENDATION

1. That the City Council, based on the Parks and Recreation Master Plan and outcomes of Sports Park Idea Day, designate the future use at Sports Park to be a baseball/softball complex and designate the future use at College Park to be a soccer complex.
2. That the City Council find that its action is not subject to the California Environmental Quality Act pursuant to California Code of Regulations, Title 14, Chapter 3, section 15060(c)(2).

(Community Services, Public Safety, Housing and Development Committee voted 2-1 to move this item forward for Council discussion without a recommendation.)

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/fk11UjEqwQ>

BACKGROUND

EXECUTIVE SUMMARY

Using the Parks and Recreation Master Plan as the guiding information, which was also supported by the Sports Park Idea Day feedback, staff recommends that City Council align with the Parks and Recreation Master Plan's identified recommendations and determine the future use of Sports Park to "...incorporate baseball/softball fields...to provide players with functional, consolidated playing facilities" (Attachment #1) and the future use of College Park to "...be developed to accommodate enough soccer fields for the sports community, as well as passive and economic-generating programming" (Attachment #2).

Public participation was a key component of the Master Plan development, which included 29 public meetings and events over a two year process; these outreach methods included four (4) total community workshop sessions, eight (8) workshop-in-a-box events, six (6) two-day focus groups, presentations at five (5) Parks, Recreation and Community Services Commission a public participation survey with over 700 responses, and six (6) advisory committee meetings composed of community stakeholders focused on engaging the community and reviewing content.

As identified through robust community outreach in the Master Plan process, the City's Parks and Recreation system will benefit from the addition of soccer, baseball and softball fields for its residents and community at large. This finding was further supported by the community input provided at Sports Park Idea Day held on April 30, 2022. The creation of a baseball/softball complex at Sports Park and a soccer complex at College Park, in alignment with the Parks and Recreation Master Plan recommendations, will address the growing demand that the baseball, softball and soccer communities currently face and provide much needed amenities in Oxnard. As a result of this two years long development process with 29 outreach efforts, there is not a recommendation specific to ice skating Master Plan

BACKGROUND

Parks and Recreation Master Plan

City Council adopted the Parks and Recreation Master Plan (Master Plan) on February 16, 2021. The Master Plan is to guide decision-making for the future development and management of parks, recreation facilities, beaches, and open space within the City of Oxnard. Developed over 24 months through a multi-pronged approach, the Master Plan collected feedback from a wide cross-section of the City to develop a guide grounded in the diverse interests of the local community. Members of the public had significant opportunities to participate in the process, including 29 community meetings and events held from July 2018 through October 2019:

- a. Six (6) focus group sessions made up of selected individuals and experts in a particular field
- b. Four (4) Community Workshop sessions to gather feedback from a larger group of residents held both in South Oxnard and Central Oxnard
- c. Eight (8) Workshop-in-a-Box events to gather feedback from smaller groups outside of the community workshop events
- d. Statistically valid randomized survey sent to 1,800 homes (164 responses)
- e. Open participation survey available on the City's website (584 total responses, inclusive of 113 responses from the first community workshops and 166 responses from the workshop-in-a-box events)
- f. Six (6) Advisory Committee meetings with key community stakeholders, including three (3) Parks, Recreation and Community Services Commissioners, focused on community engagement and reviewing content before it was released to a broader audience
- g. Presentations to the Parks, Recreation and Community Services Commission five (5) times between June 2018 and October 2019

Members of the public were once again given the opportunity to provide input as the completed draft Master Plan was reviewed by the Parks, Recreation and Community Services Commission two (2) times in November and December 2020. It was then reviewed by the Community Services Commission on January 12, 2021 and finally approved and adopted by the City Council on February 16, 2021.

The Master Plan assessed all of the City's Parks physical amenities and Recreation programs, identified service gaps and needs, and developed goals, strategies, and recommendations to address those identified gaps and needs. One of the recommendations in the Master Plan is to create a place for baseball & softball at Sports Park (Attachment #1). The Sports Park Action Plan in the Master Plan (Attachment #3) states that Sports Park will help meet baseball and softball needs in the City, as well as provide passive, flexible programming space in the expansive outfields.

To address the soccer shortage in the City, the Master Plan recommended the development of soccer fields in the undeveloped space at College Park, primarily as practice fields (Attachment #4). Developing additional practice fields at College Park would help alleviate the burden on the rest of Oxnard's parks and also provide a space to host soccer tournaments. Currently, there are five soccer fields reserved for game use at College Park. The College Park Action Plan (Attachment #2) states that "...the City should provide the soccer community with a well-maintained, large outdoor complex to accommodate the needs of its leagues for practice."

The Master Plan document can be viewed at: https://www.oxnard.org/wp-content/uploads/2021/01/Oxnard-Parks-Rec-Master-Plan_1-27-2021_FINAL-hr-1.pdf

Sports Park Idea Day

Staff received Council approval of American Rescue Plan Act (ARPA) dollars to conduct community outreach regarding the determination of future uses for Sports Park (approximately 20 Acres of undeveloped land). Important to note, the available land at Sports Park does not include Sports Park South, which is approximately four (4) acres of developed neighborhood park space located directly south of Sports Park in a Special District, LMD No. 39 (Promesa & Sueno).

Sports Park Idea Day was held on April 30, 2022 from 10:00 a.m. - 2:00 p.m. at Sports Park South. Local organizations and groups with an idea for the future use of Sports Park were invited to set up an exhibitor booth at the event and share

their ideas with residents. After robust outreach to solicit exhibitors, ten (10) organizations and groups participated in the day by sharing the following ideas: League/Club Soccer, YMCA, Baseball, BMX, Softball, Multi-use Sports Fields, Ice Rink/Ice Sports, Roller Sports, and Passive Park Uses. Additional outreach was conducted to promote the actual Sports Park Idea Day event.

A total of 164 attendees completed an on-site survey, which asked them to rank their top three uses of the park and allowed them to provide additional responses for other uses and amenities for Sports Park. The survey was limited to the day of the event. The survey results (Attachment #5) show the ranking of the top three uses for Sports Park based on resident feedback:

1. League/Club Soccer (150)
2. Baseball (94)
3. Softball (69)

Residents also provided input on other uses for Sports Park not represented at Sports Park Idea Day (Attachment #6). The top requested amenities for Sports Park included: parking (17), restrooms (12), pool (10), and snack bar (8).

The results of this survey are consistent with the Master Plan, which identified the need for additional soccer and baseball/softball fields in the City. Many of the top requested amenities are typical amenities that are included in sports complexes, including restrooms, snack bars, and parking. Residents will have access to a pool, and many other water activities, with the development of the South Oxnard Aquatics Center estimated to be completed in 2025.

DISCUSSION

The Master Plan developed an inventory of physical recreation amenities available in the City (Attachment #10). A total of 37 ball fields and eight (8) soccer fields were identified within this inventory.

Ball Fields:

The term “ball fields” in the Master Plan includes baseball fields, softball fields, and backstops located in neighborhood parks; all these ball fields are not necessarily programmed for game or league use.

- Total Ball Fields Identified Per the Master Plan: 37
- Total Ball Fields Owned by the City: 30
- Total Ball Fields Owned by Rio School District (located at Rio Vista/Rio Del Mar): 7
The City has access to use these fields through a joint-use agreement in place through 2060.
- Backstops Located in Neighborhood Parks Not Programmed for Game or League Use: 10
- Fields Not Currently Programmed: 4
Field improvements and maintenance are required. There is not a timeline to complete these necessary improvements.

Total Currently Available Ball Fields for Game or League Use: 23

Soccer Fields:

The soccer fields identified in the Master Plan do not include any multi-use spaces programmed for soccer.

- Total Soccer Fields Identified Per the Master Plan: 8
- Total Soccer Fields Created on Multi-Use Space Owned by the City: 6
- Total Soccer Fields on Multi-Use Space Owned by Rio School District (Rio Vista/Rio Del Mar): 4
The City has access to use these fields through a joint-use agreement in place through 2060. These fields are used for soccer when baseball and softball are out of season.

Total Currently Available Soccer Fields: 18

The table below provides an inventory of baseball, softball and soccer fields available for City programming. Staff created an exhibit showing the location of these fields within the City (Attachment #7). Not included in the table below or in Attachment #7 are fields owned and programmed by the school districts, single backstops located in neighborhood parks not programmed for game or league use, and fields not currently programmed as they require field improvements and maintenance.

Fields Available for City Programming			
Location	Baseball	Softball	Soccer
Beck Park		3	
Carty Park		2	
College Park			5
Colonia Park	3		
Community Center West Park		2	
Del Sol Park*			2
Durley Park	4		
Eastwood Park	2		
Rio Vista/Rio Del Mar**	4	3	4
River Ridge			2
Southwest Community Center Park***			5
Total	13	10	18
<p>*Del Sol Park has one official soccer field (stadium) and programs one additional soccer field in the multi-use area of the park.</p> <p>**Rio Vista/Rio Del Mar is owned by the Rio School District; however, the City has access to use these fields through a joint-use agreement in place through 2060. The existing baseball/softball fields can be used for soccer fields when baseball/softball is out of season.</p> <p>***Southwest Community Center Park is a multi-use field area programmed primarily for soccer.</p>			

Baseball/Softball Complex at Sports Park

Developing Sports Park to be primarily programmed with baseball and softball facilities, as recommended in the Master Plan, would provide functional, consolidated playing facilities. Locating baseball/softball at one location allows specialized maintenance equipment associated with this use to be consolidated. Combining the votes for softball and baseball from the Sports Park Idea Day survey results in the most votes at 163 votes. This is consistent with the Master Plan to create a baseball and softball complex at Sports Park.

With the L-shape of Sports Park, baseball/softball field shapes might not be the most effective fields to layout, but it is anticipated that the twenty (20) acres of land can accommodate up to five (5) baseball/softball fields and support facilities. The support facilities associated with the use could include parking, snack bar, restrooms, walking paths, sidewalks, and open space for passive, flexible programming when games are not being played. Many of these support facilities were among the top requested by residents in the Sports Park Idea Day survey results. Staff created a rough draft exhibit showing a potential layout for baseball/softball fields at Sports Park (Attachment #8). This layout, as well as others, would be explored in more detail should Council provide such direction.

Soccer Complex at College Park

One of the recommendations in the Master Plan is to address the high demand for, and shortage of, soccer fields. The Plan recommended six (6) strategies to address the soccer field shortage, one of which is consolidating soccer at College Park (Attachment #4). “Part of College Park’s undeveloped 25 acres should be converted into an outdoor soccer complex. The goal is to consolidate soccer practice in one location...This should alleviate the burden on the rest of Oxnard’s parks enough to support teams and even host tournaments.” The recommendation of consolidating soccer at College Park is to both provide additional practice fields to support the needs of the soccer community while also relieving some of the burden of over-demand on the rest of Oxnard’s parks that are currently being used for practice although they are not identified as such.

Taking into consideration the space being used for the South Oxnard Aquatics Center, staff created a rough draft exhibit showing a potential layout for additional soccer fields in the remaining open space at College Park (Attachment #9). The available space at College Park can accommodate up to five soccer fields, depending on the configuration.

Though the survey results for Sports Park Idea Day found great support for soccer fields at Sports Park, in alignment with the Master Plan, it is recommended that additional soccer fields be developed at College Park to address the high demand. This will provide the soccer community with much needed additional playing space.

Parks, Recreation and Community Services Commission (PRCSC)

On July 27, 2022, staff presented the Sports Park Community Feedback survey results to the Parks, Recreation and Community Services Commission at their regular meeting in Council Chambers. Commissioners, exhibitors from Sports Park Idea Day, Neighborhood Council Chairs, and those who expressed interest in the event or were contacted about the event received an email invitation to the meeting along with the published staff report. A pre-recorded presentation was published on the Commission agenda seven (7) days prior to the meeting, which can be viewed here: <https://www.youtube.com/watch?v=MxPAiRgfOHU>

At the Commission meeting, there were public comments received in support of the following uses for the future of Sports Park: Ice Skating Rink (8), BMX (1), AYSO/Soccer (1), and YMCA (1). Eight (8) public comments were received prior to the meeting in support of an Ice Skating Rink. Additional comments requested considerations for parking, restrooms, safety, maintenance, and the impact of neighborhoods in any future development. **There were no comments received from the four (4) Parks, Recreation and Community Services Commissioners present at the meeting on the future uses of Sports Park.** However, after this item concluded, and during Item H-2 “Ad Hoc Committees” on the agenda the PRCSC made a motion to develop a Sports Park Design Ad Hoc Committee. The City Attorney’s Office later determined that this Ad Hoc Committee was not valid because the City Council had not provided any determination or direction for the property.

A recording of the meeting including public comments received can be viewed here: <https://oxnardca.civicclerk.com/Web/Player.aspx?id=4703&key=-1&mod=-1&mk=-1&nov=0>

Community Outreach to West Village Neighborhood Council Meeting

At the request of the Neighborhood Council chair, city staff provided a “Sports Park update” presentation to the West Village Neighborhood Council via Zoom on November 30, 2022. The presentation included information regarding the size of Sports Park, its Community Park classification, the Master Plan, Sports Park Idea Day, and staff’s recommendation that was provided to the Council committee on October 25, 2022. There were ten (10) attendees at the meeting, inclusive of three (3) City staff members and three (3) Parks, Recreation and Community Services Commissioners.

At the meeting, the West Village Neighborhood Council Chair expressed a concern that the interests of the neighborhood were not included in the Master Plan or the recommendation to Council Committee. He expressed a desire for additional outreach to be conducted in the neighborhood and for the Sports Park design to provide more passive, varied opportunities for the West Village neighborhood. Parks, Recreation and Community Services Commissioners spoke in support of the Master Plan’s efforts, but suggested the Sports Park Design be modified to allow less baseball fields and increased green/open space.

Community engagement for the Master Plan process was robust, as outlined earlier in this report. The 29 total community meetings and events provided an opportunity for members of the public, including the specific neighborhoods, to provide input into the development phase. Neighborhood Councils were kept informed of this process and were specifically contacted about the Master Plan public community workshops both in January and April 2019. There were nine (9) opportunities for members of the neighborhood to share their opinions at the Parks, Recreation and Community Services Commission, Community Services Committee, and City Council Meeting before the Master Plan was adopted.

The Sports Park Idea Day process also engaged the Neighborhood Councils. The Neighborhood Council chairs were informed of the event via email, asked to share the information, and invited to set up a booth if they wished to. The West Village Neighborhood Council was one of the ten exhibitors at the event. All exhibitors of the event have been invited to participate in the public meetings since the Sports Park Idea Day event, including the Parks, Recreation and Community Services Commission in July 2022, the Council Committee in October 2022, and the Council meeting in January 2023.

City staff encouraged attendees of this meeting to provide public comments and concerns at the City Council meeting and to share the information with other interested community members.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to restore and increase quality services and programs that enrich Oxnard's diverse community, promotes safe neighborhoods, encourages community engagement, and supports our residents in their efforts to improve their quality of life.

FINANCIAL IMPACT

American Rescue Plan Act (ARPA) funds in the amount of \$1,500,000 were designated for the purpose of Sports Park Community Outreach, study, and design to develop Sports Park (Project M2204). There are many park Capital Improvement Projects and ARPA projects already funded and in process, so the timing of further study and design for Sports Park will need to be evaluated after the Council makes a determination of the use for Sports Park. There is no funding associated with the development of Sports Park or College Park at this time.

COMMITTEE OUTCOME

The Community Services, Public Safety, Housing & Development Committee voted to move this item forward to the City Council for discussion with no recommendation on October 25, 2022 with a 2 (Zaragoza, Madrigal) -1 (MacDonald) vote. The full discussion can be viewed here: https://youtu.be/KUwqXqa_Mpo

Committee Member comments addressed the following:

- Councilmember Madrigal: concerns about availability of funding for any use; introduced the idea of developing parks with turf that can be used by both baseball and soccer. Questioned where baseball fields could be located if not at the Sports Park location and expressed the need for Council to move in a direction and see what's best for the community as a whole.
- Mayor Zaragoza: Asked about the cost, space needed, and funding source of an ice rink; supports soccer fields at College Park to consolidate fields and compliment the Aquatics Center; would support additional community outreach if that was the direction of Council.
- Mayor Pro Tem MacDonald: discussed struggles to find a new home for an ice rink with commercial owners after Wagon Wheel development was approved; would love to see the ice skating community come back to serve this portion of Ventura County; Master Plan document states that Sports Park should have a diversity of fitness and sports activities; may also be a need for BMX in the community; there may be alternative locations for an ice rink that are worth exploring.

Public Comments received from the community included:

- Request for further outreach to be conducted in regards to community interest of the future use of Sports Park before Council decision, inclusive of back to the Parks, Recreation and Community Services Commission
- Request for an ice skating rink to be included in design options for the future Sports Park

- Support for baseball fields at Sports Park
- Support for soccer fields at College Park
- Request for a BMX Track to be incorporated into the design at College Park

Prepared by: Samantha Shapiro, Project Manager

ATTACHMENTS

1. Parks and Recreation Master Plan - Create A Place for Baseball & Softball (p. 158)
2. Parks and Recreation Master Plan - Finish College Park Action Plan (p. 211)
3. Parks and Recreation Master Plan - Build Sports Park Action Plan (p. 214)
4. Parks and Recreation Master Plan - Address the Soccer Shortage (p. 156)
5. Sports Park Idea Day Survey Results (Question 1) - April 2022
6. Sports Park Idea Day Survey Results (Question 2) - April 2022
7. Map - Fields Available for Programming Under City's Control (September 2022)
8. Rough Draft - Baseball Softball Fields at Sports Park (August 2022)
9. Rough Draft - Soccer Fields at College Park (August 2022)
10. Parks and Recreation Master Plan - Inventory of Amenities (p. 35)
11. Determination of Future Uses of Sports Park & College Park - City Council Presentation

Create A Place for Baseball & Softball

Baseball and softball teams in Oxnard have suffered from the poor condition of Durley Park. Issues such as safety, poor lighting, homelessness, and failing equipment/fields have prevented these sports from thriving. The City of Oxnard needs to provide baseball and softball leagues with maintained facilities at the very least. The consultant recommends the City prioritize improvements to Durley Park's baseball field and incorporate baseball/softball fields into the new design for Sports Park to provide players with functional, consolidated playing facilities.



MAKE IMPROVEMENTS TO DURLEY PARK A PRIORITY

Repairing the baseball facilities at Durley Park should be a priority. The fencing needs replacing, the field needs resurfacing, and the bleachers require repair. The City should also add appropriate lighting.



BUILD A BASEBALL & SOFTBALL COMPLEX AT SPORTS PARK TO CONSOLIDATE FIELDS

Develop Sports Park to be primarily programmed with baseball and softball facilities. Sports Park is located near existing baseball and softball leagues which helps consolidate resources.



TO: Parks, Recreation and Community Services Commission

FROM: Jessy Tapia, Community Services Manager

DATE: November 19, 2025

SUBJECT: Field Allocation Policy

RECOMMENDATION

That the Parks, Recreation, and Community Services Commission receive an overview of the Field Allocation Policy and establish an ad hoc committee to recommend updates.

DISCUSSION

The City of Oxnard's **Field Allocation Policy** establishes the procedures and priorities for scheduling and permitting athletic fields and facilities managed by the Recreation and Community Services Department. The current policy was adopted several years ago; the Recreation and Parks staff have begun reviewing the current policy to update and improve it.

Staff is recommending the creation of a **PRCSC Ad Hoc Committee on Field Allocation Policy** to work collaboratively with staff to:

- Reviewing the current Field Allocation Policy.
- Identifying areas where updates are needed
- Gathering and considering feedback from local youth and adult sports organizations, community partners.
- Assisting staff in developing policy recommendations to present to the full Commission

This ad hoc committee would serve in an advisory capacity only and would be dissolved upon completion of its purpose