

MINUTES
Parks, Recreation & Community Services Commission
November 19, 2025

A. ROLL CALL/PLEDGE OF ALLEGIANCE

At 5:33 p.m., the regular meeting of the Parks, Recreation & Community Services Commission convened. Commissioners Angela Whitecomb, Miguel Fernandez, Joe Garcia, and Oscar Hernandez (5:38 pm) were present. Commissioner Abel Velasquez 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 Meetings of October 22, 2025.

RECOMMENDATION: Approve.

DISCUSSION: [None.]

ACTION: Minutes were approved as recommended.

C. PUBLIC COMMENTS

[None.]

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.

DISCUSSION: [None.]

ACTION: The commission recommended sending the revised Draft of the Park Bench and Tree Donation Program to the City Manager and the Attorney's Office for review. (Fernandez/Garcia 4/0)

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.

DISCUSSION: Commission discussed funding, usage, location, joint use with neighboring school, and accessibility.

ACTION: The commission recommends that the item be presented to the Commission if the design gets approved as a CIP Program. (Whitecomb/Fernandez 4/0)

Ray Blattel: For baseball and softball usage at 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.

DISCUSSION: [None.]

ACTION: The Commission established a Field Allocation Policy Ad Hoc Committee with a Sunset Date of May 2026 and appointed Commissioners Joe Garcia and Oscar Hernandez.

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: [None.]

ACTION: The Committee was sunsetted.

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 Colonia Park restrooms, Durley Park, Orchard Park, and Del Sol Exeloo installation.

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 Oxnard PAL Holiday Events, Santa Float Tours, and MLK Youth Summit.

ACTION: [None.]

G. COMMISSIONER COMMENTS

1. Commissioner Garcia will participate in the Christmas Parade with Oxnadr PAL.
2. Commissioner Fernandez is assisting with the Christmas Parade as a committee member.
3. Commissioner Hernandez wished everyone a Happy Holidays and thanks all staff for efforts.
4. Commissioner Whitecomb informed the community on upcoming Tree Lighting, Tamale Festival, Christmas Parade, Christmas Tree Lane, Sip, Taste, and Tour and mentioned trees around the pagoda that were provided from community members.

H. ITEMS FOR FUTURE CONSIDERATION

1. Parks & Recreation District
2. Recreation Facilities Discussion
3. Update on grants received and implemented by Eric Humel
4. Maintenance schedule for facilites

I. ADJOURNMENT

The meeting adjourned at 7:21 pm



Adriana Britt, Acting Secretary

Angela Whitecomb

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Date: 2020.02.08 12:09:29-0800

Angela Whitecomb, Commission Chair