



AGENDA  
Parks, Recreation & Community Services Commission  
Regular Meeting  
Council Chambers, 305 W Third Street  
January 28, 2026  
5:30 p.m.

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

[https://us06web.zoom.us/webinar/tZEpdO2trjqwHNx81fSdKfiX4rUI9O5I3eC5/ics?icsToken=DKP8v1FYIfycANXITgAALAAAAAt27372tzXt6OTRWIhEU93euCFxOawebn9P2Nm0Tb6mNJUBR0ZeYJPdC\\_UYbRy9RFsmysg9zFmsp8eovTAWMDAwMQ](https://us06web.zoom.us/join/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 Mariah Sanchez at mariah.sanchez@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

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.

(Toll Free) and enter the Meeting ID and Passcode listed above as the Zoom details for this meeting. When the Chair announces the particular item on the agenda you want to speak on, press \*9 to raise your hand. Once called on, press \*6 to unmute your phone.

- 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 November 19, 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 a 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: Election of Chair and Vice Chair  
RECOMMENDATION: That the Commission Elect a Chair and Vice Chair for 2026
- 2. SUBJECT: Adoption of the 2026 Commission Calendar  
RECOMMENDATION: Adoption of 2026 Parks, Recreation and Community Services Commission Calendar
- 3. SUBJECT: Annual Work Plan  
RECOMMENDATION: That the Commission select items from the Oxnard Parks & Recreation Master Plan and develop a work plan for the calendar year.
- 1. 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

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.

1. SUBJECT: Field Allocation Policy Ad Hoc Committee  
RECOMMENDATION: That the Commission receive an update from the Ad Hoc Committee.  
Sunset Date: May 2026

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.

2. SUBJECT: Parks Division Updates  
RECOMMENDATION: That the Commission receive an update on current park projects in the City of Oxnard, including projected completion dates.
3. SUBJECT: Recreation and Community Services Division Updates  
RECOMMENDATION: That the Commission receive an update on upcoming Recreation and Community Services events and programs.

G. COMMISSIONER COMMENTS

Commissioners may individually report on items of interest or concern outside of Ad Hoc Committee reports. The Commission cannot enter into detailed discussion or take action on any item presented during these reports. The Commissioner's report shall not exceed three minutes.

H. ITEMS FOR FUTURE CONSIDERATION

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

I. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact Mariah Sanchez at 805-385-7995. Notification at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.



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

**FROM:** Steve Howlett, Assistant Director Public Works, [steve.howlett@oxnard.org](mailto:steve.howlett@oxnard.org)

**DATE:** January 28, 2026

**SUBJECT:** **Adoption of 2026 Parks, Recreation and Community Services Commission calendar**

### **RECOMMENDATION**

That the Parks, Recreation and Community Services Commission adopt the 2026 calendar of meeting dates, times, and locations.

### **DISCUSSION**

Per Article V, Section A of the CAG Bylaws, “the commission shall schedule at least four (4) regular meetings each calendar year. 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.”

In alignment with this section, members of this CAG are asked to review the attached proposed 2026 meeting calendar and approve the annual meeting calendar.

The annual calendar establishes the meeting schedule for the CAG. In the event that there is no business to consider at a scheduled meeting, or there are other special circumstances resulting in the need to cancel or postpone a meeting, the staff liaison has the authority to cancel a meeting with concurrence from the chair person.

Attachment #1 outlines the proposed 2026 meeting calendar for the Parks, Recreation and Community Services Commission, including the location and time of each meeting. Historically, the Parks, Recreation and Community Services Commission does not hold meetings in July because of staffing conflicts related to the Dallas Cowboys Training Camp or in December due to holiday conflicts.

### **Attachments:**

- A. Proposed 2026 meeting calendar for the Parks, Recreation and Community Services Commission.



**Proposed 2026 meeting calendar for the Parks, Recreation and Community Services Commission**

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
January 28, 2026	5:30 P.M.	City Council Chambers
February 25, 2026	5:30 P.M.	City Council Chambers
March 25, 2026	5:30 P.M.	City Council Chambers
April 22, 2026	5:30 P.M.	City Council Chambers
May 27, 2026	5:30 P.M.	City Council Chambers
June 24, 2026	5:30 P.M.	City Council Chambers
August 26, 2026	5:30 P.M.	City Council Chambers
September 23, 2026	5:30 P.M.	City Council Chambers
October 28, 2026	5:30 P.M.	City Council Chambers
November 18, 2026	5:30 P.M.	City Council Chambers

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

**FROM:** Steve Howlett, Assistant Director

**DATE:** January 28, 2026

**SUBJECT: Parks, Recreation and Community Services Commission 2026 Annual Work Plan**

### **RECOMMENDATION**

That the Commission select items from the Oxnard Parks & Recreation Master Plan and develop a work plan for the calendar year.

### **DISCUSSION**

The Oxnard Parks & Recreation Master Plan was adopted by the City Council on January 27, 2021.

This 221 page document provides information about the community demographics, existing facilities and programs, community outreach, findings, goals, and recommendations to meet the future parks and recreational needs of the community.

Staff has summarized the 2021 Oxnard Parks & Recreation Master Plan into a working spreadsheet for the assigned departments, divisions, and the Parks, Recreation, & Community Services Commission (“Commission”) to track progress.

As the Commission begins their new calendar year, staff requests the Commissioners to review this spreadsheet and determine the items that should be included in the Commission’s Annual Work Plan for this calendar year. Staff will use these selections to plan future meetings, assignments, and reports to the Commission.

### **Attachments:**

Summary Spreadsheet of the Oxnard Parks and Recreation Mater Plan

## 2021 Parks & Recreation Master Plan

<b>RECOMMENDATION #2: Restore and improve access to Ormond Beach by supporting the Ormond Beach Wetlands Restoration Plan and</b>				
No.	MP Pag	Task (Action Item)	Assigned	Status
R2	10, 200	Task #1	Engineering CIP	Partnership with Fed, State, Hueneme, Surfrider
<b>RECOMMENDATION #3: Coordinate with stakeholders to promote tourism as it specifically relates to parks and</b>				
No.	MP Pag	Task (Action Item)	Assigned	Status
R3	10	Task #1	Visit Oxnard (OCV)	TBD
<b>RECOMMENDATION #4: Improvements should be made to the bike network per the Mobility Plan and General Plan</b>				
No.	MP Pag	Task (Action Item)	Assigned	Status
R4	10	Task #1	Engineering	In Process - 2023 Sustainable Transportation Plan
<b>RECOMMENDATION #5: After auditing the current irrigation system, make appropriate repairs and alterations to make it more efficient</b>				
No.	MP Pag	Task (Action Item)	Assigned	Status
R5	10, 122	Waterwise Consulting Park Irrigation Audits Contractor Repairs	Parks	Completed
<b>RECOMMENDATION #6: Foster existing and potential partnerships including the establishment of a non profit parks foundation to</b>				
No.	MP Pag	Task (Action Item)	Assigned	Status
R6	10, 117	Task #1	TBD	TBD
<b>RECOMMENDATION #7: Re examine approach to urban forest system and landscape ordinance.</b>				
No.	MP Pag	Task (Action Item)	Assigned	Status
R7	11	Arborpro Grant	Parks	In Process
<b>RECOMMENDATION #8: Create a multi-purpose trail along the Santa Clara River with grant funds to meaningfully</b>				
No.	MP Pag	Task (Action Item)	Assigned	Status
R8	11	Task #1	Ventura County	In Process
<b>RECOMMENDATION #9: Reconsider Oxnard's Sunset Ordinance on a case by case basis and add field and pedestrian lighting to parks in</b>				
No.	MP Pag	Task (Action Item)	Assigned	Status
R9	11, 175	Task #1	City Council	In Process
<b>RECOMMENDATION #10: Incorporate revenue generating facilities into parks like rentals, concessions, and events. (GOAL 1.1.f.)</b>				
No.	MP Pag	Task (Action Item)	Assigned	Status
R10	11, 118	Task #1	Recreation	TBD
<b>RECOMMENDATION #11: Reform the permitting process to be online and simple in order to encourage more park events and</b>				
No.	MP Pag	Task (Action Item)	Assigned	Status
R11	11, 178	Task #1	Parks	In Process - TUPs and Facilitron
<b>RECOMMENDATION #12: Incorporate signage in parks in multiple languages. (GOAL 2.3.b.)</b>				
No.	MP Pag	Task (Action Item)	Assigned	Status
R12	11, 152	Task #1	Parks	In Process
<b>RECOMMENDATION #13: Transform turf to native or conservation plantings in appropriate areas. (GOAL 1.3.b.)</b>				
No.	MP Pag	Task (Action Item)	Assigned	Status
R13	11, 126	Task #1	Parks	In Process- Clean CA Grant, Durley, Campus Park

## 2021 Parks & Recreation Master Plan

### GOAL #1 IMPROVE MAINTENANCE AND OPERATIONS

#### Strategy #1: Increasing & Diversifying Funds. MP pg. 112

No.	MP Page	Task (Action Item)	Assigned	Status
1.1.a.	113	Generate Additional Revenue for Parks	<b>Parks, Recreation</b>	Installed new Parking Meters at Ololkoy Beach Park
1.1.b.	114	Create a Tax to Fund Parks & Recreation	<b>City Council</b>	Taxes are policy decisions
1.1.c.	115	Create an Oxnard Parks & Recreation District	<b>City Council</b>	Districts are policy decisions.
1.1.d.	115	Encourage Business Improvement Districts in Commercial Areas		DOIA, Heritage Square, Auto Center
1.1.e.	117	Establish a Non-Profit Parks Foundation		Friends of Campus Park
1.1.f.	118	Incorporate Revenue Generating Facilities into Parks		

#### Strategy #2: Becoming More Efficient with Funds. MP pg. 120

No.	MP Page	Task (Action Item)	Assigned	Status
1.2.a.	121	Reduce Energy Costs	<b>Parks</b>	On Going
1.2.b.	122	Install Efficient & Controlled Irrigation	<b>Parks</b>	On Going

#### Strategy #3: Designing Parks to Lower Maintenance Load. MP pg. 124

No.	MP Page	Task (Action Item)	Assigned	Status
1.3.a.	125	Use Durable & Sustainable Materials	<b>Parks</b>	On Going
1.3.b.	126	Transform from Turf to Native or Conservation Plantings	<b>Parks</b>	CIP, Clean CA Grant, Durley, Campus Park
1.3.c.	128	Use "Low-Mow Turf" for Sustainable Landscapes	<b>Parks</b>	On Going
1.3.d.	129	Utilize Bio-Retention Technologies	<b>Parks</b>	
1.3.e.	130	Use Artificial Turf In Parks for Sports Play	<b>Parks</b>	Cost prohibitive at this time

#### Strategy #4: Streamlining Resources. MP pg. 132

No.	MP Page	Task (Action Item)	Assigned	Status
1.4.a.	133	Develop Park Maintenance Checklists	<b>Parks</b>	On Going

## 2021 Parks & Recreation Master Plan

### GOAL #2 DIVERSIFY AMENITIES & FACILITIES

#### Strategy #1: Designing Better Parks, MP pg. 136

No.	MP Page	Task (Action Item)	Assigned	Status
2.1.a.	137	Incorporate Habitats and Natural Features	Parks	CA Grant, Campus Park Design, Civic Center Project
2.1.b.	138	Design Parks for Flexibility and Multi-Use	Commission	
2.1.c.	140	Focus on Existing Parks Before Adding More	Commission	
2.1.d.	141	Make Each Park Distinct	Commission	
2.1.e.	142	Establish Park Design Recommendation & Standards on Park Classifications	Commission	

#### Strategy #2: Activating the Beach, MP pg. 144

No.	MP Page	Task (Action Item)	Assigned	Status
2.2.a.	145	Add Lifeguards	City Council	
2.2.b.	146	Provide More Wayfinding Signage	City Manager	COMPLETED
2.2.c.	147	Establish Programming & Economic Drivers	Recreation	
2.2.d.	148	Add More Bike Parking	Parks	
2.2.e.	149	Promote Regional & Private Events	Visit Oxnard?	City logo (support) cannot be used for non-City eve

#### Strategy #3: Ensuring Facilities Work for Everyone, MP pg. 150

No.	MP Page	Task (Action Item)	Assigned	Status
2.3.a.	151	Focus on Senior Center Development & Resources	Senior Services Commission	Senior Services Commission has ad hoc committees that may relate
2.3.b.	152	Incorporate Signage in English, Spanish and Mixteco	Parks	On Going
2.3.c.	153	Establish/Renegotiate Joint-Use Strategies for Necessary Amenities		
2.3.d.	154	Design Parks that Reflect the Neighborhood Culture		
2.3.e.	155	Ensure Accessible Programs & Equipment	ALL	
2.3.f.	156	Address the Soccer Shortage	Commission	Council - more soccer fields - College Park 01/23
2.3.g.	158	Create a Place for baseball and softball	Commission	Council - new baseball fields at Sports Park 01/23
2.3.h.	159	Improve Tennis Facilities & Grow Interest in Pickleball	Engineering, Parks	Current CIP for Tennis Center
2.3.i.	160	Support Indoor Basketball	Recreation	
2.3.j.	161	Evaluate the Future of RiverRidge Golf	Public Works	COMPLETED
2.3.k.	162	Add Community Gardens	Commission	

#### Strategy #4: Creating a Dynamic Recreation Program, MP pg. 166

No.	MP Page	Task (Action Item)	Assigned	Status
2.4.a.	168	Address Program Gaps through Partnerships and In-House Programming	Recreation	
2.4.b.	169	Provide Transformative Programming	Recreation	
2.4.c.	170	Upgrade Capacity for New, Expanded Programs and Facilities	Recreation	
2.4.d.	170	Explore Development of Wellness Initiatives	Recreation	
2.4.e.	170	Provide Technology Resources for Users and Staff	Recreation	

## 2021 Parks & Recreation Master Plan

### GOAL #3 CREATE SAFE & ACTIVE PARKS

#### Strategy #1: Increasing Activity, MP pg. 174

No.	MP Page	Task (Action Item)	Assigned	Status
3.1.a.	175	Reconsider Ordinance's Sunset Ordinance	City Council	
3.1.b.	176	Increase Programming	Recreation	Commission can support Recreation outreach efforts
3.1.c.	178	Reform the Permitting Process	Parks	In Process - TUPs and Facilitator

#### Strategy #2: Improving Lighting, MP pg. 180

No.	MP Page	Task (Action Item)	Assigned	Status
3.2.a.	181	Add Pedestrian and Field Lighting to All Parks	City Council	In Process

#### Strategy #3: Improving Safety, MP pg. 182

No.	MP Page	Task (Action Item)	Assigned	Status
3.3.a.	183	Partner with Non-Profits to Provide Homeless Resources	Commission (working w/ Homelessness Commission)	
3.3.b.	184	Foster Existing and Potential Partnerships		
3.3.c.	185	Preventative Crime Efforts	Police - Neighborhood	OPD neighborhood policing team focus on this topic
3.3.d.	186	Rely More on Cameras In Parks	Police	

### GOAL #4 CONNECT THE CITY WITH NATURAL RESOURCES

#### Strategy #1: Designing Parks for Safety, MP pg. 187

No.	MP Page	Task (Action Item)	Assigned	Status
3.4.a.	188	Improve Crime Prevention Through Environmental Design	Police, Commission	
3.4.b.	193	Performance Measures for Benchmarking	All	

#### Strategy #2: Promoting Stewardship, MP pg. 199

No.	MP Page	Task (Action Item)	Assigned	Status
4.2.a.	200	Restore & Improve Access to Ormond Beach	Engineering	Current CIP
4.2.b.	201	Celebrate Agricultural Heritage	Recreation	

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

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Adriana Britt, Acting Secretary

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Angela Whitecomb, Commission Chair