

Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection on the City of Oxnard website. Commission agendas are available on the City of Oxnard website 7 days prior to regular meetings, at www.oxnard.org/city-meetings



AGENDA
Cultural Arts Commission
Regular Meeting
Council Chambers, 305 W. Third Street
July 2, 2025
4:30pm

To join remotely, click on the link below:

<https://us06web.zoom.us/j/82238160454?pwd=wshxH0l1DDRvNddT9-athOugc9Wxhg.P5tgyIfVqivsJv4v>

Or telephone (toll-free): 833 548 0282 US Toll Free 877 853 5257 US Toll Free 888 475 4499 US Toll Free
833 548 0276 US Toll Free

Meeting ID: 822 3816 0454

Passcode: 434186

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 1:00pm on the day of the meeting by contacting the Commission Secretary Sandra Diaz at sandra.diaz@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 (888) 475-4499 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

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the February 5, 2025 and May 7, 2025, regular meeting.
RECOMMENDATION: Approve.

C. PUBLIC COMMENTS

At a regular meeting, a person may address the Cultural Arts Commission only on matters within the subject matter jurisdiction of the Commission. The presiding officer shall limit public comments to

In compliance with the Americans with Disability Act, if you require special assistance to participate in a meeting, please contact Julie Estrada 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.

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. REPORTS

1. SUBJECT: Presentation from the Downtown Oxnard Improvement Association (DOIA) on their upcoming Arts events and programs.
RECOMMENDATION: That the Commission receive a presentation from DOIA on their upcoming events and programs as part of their annual goals to receive a presentation from a local artist or arts group.

E. COMMISSION BUSINESS

1. SUBJECT: Public Art Permit for the Durley Park Improvement Project
RECOMMENDATION: That the Commission approve the Public Art Permit for the Durley Park Improvement Project.
2. SUBJECT: Review of Proposed Citizen Advisory Group (CAG) Bylaws Updates
RECOMMENDATION: That the Cultural Arts Commission review the proposed updates to the CAG Bylaws and recommend approval.
3. SUBJECT: Creation of Annual Report Ad Hoc Committee and Assignment of Members
RECOMMENDATION: That the Commission establish an Annual Report Ad-Hoc Committee and assign the Commission Chair and one additional Commissioner to develop the annual report for presentation to City Council on October 7. Sunset date: October 1, 2025.

F. AD-HOC COMMITTEE REPORTS

SUBJECT: Public Art Research Ad-Hoc Committee
RECOMMENDATION: That the Public Art Research Ad-Hoc Committee give a report to the Commission on their efforts. Sunset date: December 2025. Members: P. Concordia and E. Torres.

SUBJECT: Artist & Mural Registry Ad-Hoc Committee
RECOMMENDATION: That the Artist & Mural Registry Ad-Hoc Committee give a report to Commission on their efforts. Sunset date: December 2025. Members: S. Diaz and T. Lopez.

G. REPORT OF THE COMMISSION SECRETARY

The Commission Secretary shall report on items of interest to the Commission that have occurred 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.

H. 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.

I. ITEMS FOR FUTURE CONSIDERATION

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

J. ADJOURNMENT

Draft-MINUTES
Cultural Arts Commission
June 04, 2025

A. ROLL CALL

At 4:38pm, the regular meeting of the Cultural Arts Commission convened in the City Council Chambers. Vice Chair Paloma Concordia, Commissioner Elissa Torres and Commissioner Sandra Diaz Commissioner Jose Cano were present. Chair Teo Lopez was absent. The meeting opened with the Pledge of Allegiance to the flag of the United States. Staff members present were Julie Estrada, Management Analyst, and Sandra Diaz, Administrative Assistant.

B. PLEDGE OF ALLEGIANCE

C. PUBLIC COMMENTS

No Public Comments.

D. REPORTS

1. SUBJECT: Update on the Restorations of Murals on City Property
RECOMMENDATION: That the Commission receive an update on any restoration of murals on city property.

E. COMMISSION BUSINESS

SUBJECT: Presentation from the Downtown Oxnard Improvement Association (DOIA) on their upcoming arts events and programs.

RECOMMENDATION: That the Commission receive a presentation from DOIA on their upcoming events and programs as part of their annual goals to receive a presentation from a local artist or arts group.

ACTION: DOIA has been postponed and will be present in July.

SUBJECT: Discuss upcoming City events for the Commission to Participate

RECOMMENDATION: That the Commission review the list of City events and discuss where they can hold a cultural arts information booth to engage the community and get feedback.

DISCUSSION: Commissioners discussed locations they can attend, free concerts at the park, Dia de los Muertos. Google sheet will have dates and times, Commissioners will fill availability to sign up.

SUBJECT: Discuss meeting schedules for the Ad-Hoc Committees

RECOMMENDATION: That the Commission discuss and set a meeting schedule for the two ad-hoc committees: Future Public Art Project Research Committee and the Artist and Mural Registry Promotion Committee.

DISCUSSION: Ad hoc-re Public Art Research, Vice Chair P. Concordia and Commissioner E. Torres will meet and return with a report.

Ad hoc- re Artist Mural registry, Chair T. Lopez and Commissioner S. Diaz will meet and return with a report.

F. REPORT OF THE COMMISSION SECRETARY

Mini mural event in August 2025. Arts academy is wrapping up sessions in June 2025.
Pop up Art class at South Oxnard. Insect Festival June 7, 2025.

G. COMMISSIONER COMMENTS

1. Commissioner S. Diaz-Oloy Koy Park Friday support for Military Families
2. Commissioner J. Cano-Introduced himself as new commissioner.

ITEMS FOR FUTURE CONSIDERATION

1. Commissioner E. Torres-Exploring options for artist studios. Models other cities use or partnerships.

G. ADJOURNMENT

At 5:37 pm Vice Chair Concordia moved for the meeting to adjourn.

Julie Estrada, Commission Liaison

Teodoro Lopez, Chair



TO: Cultural Arts Commission

FROM: Julie Estrada, Cultural Arts Manager, julie.estrada@oxnard.org, 805-385-7995

DATE: July 2, 2025

SUBJECT: Public Art Permit for the Durley Park Improvement Project

RECOMMENDATION

That the Commission approve the Public Art Permit for the Durley Park Improvement Project.

DISCUSSION

The City of Oxnard City Council and Cultural Arts Commission are committed to increasing the quality of life in Oxnard by interweaving arts into the fabric of everyday life. Providing a means for artistic expression through public art projects is one way in which the city supports the arts. Public art initiatives contribute to community vitality, enhance community identity and place, and provide a highly visible means for artists to express themselves, while simultaneously allowing the public to enjoy and engage in conversation and show appreciation of art.

This Public Art Permit is a comprehensive overview of the guidelines, steps, and criteria for developing public art projects that are on private property, city property, or in the city right of way. Potential applicants are encouraged to read the instructions thoroughly prior to the application process.

The permit presented today is for two murals to be installed at Durley Park as part of the Durley Park Improvement Project. Staff has reviewed the submitted application and has verified that it is complete and has included all required supporting documents. A description of the project included in the application states “This project consists of applying murals to two decommissioned water tanks at a neighborhood park. These murals will provide artwork depicting the history, culture and identity of the community. These include the little league championship winning year, a basketball player, a skateboarder, and past community leaders. The mural's design was thoughtfully crafted to celebrate the local residents and provide pride to the community.”

After preliminary review it is the staff’s recommendation to approve the enclosed Public Art Permit for the Durley Park Improvement Project.

Attachments:

- A. Public Art Permit - Durley Park Improvement Project

City of Oxnard Public Art Permit Application

Title of Project: Durley Park Improvement Project Date Submitted: _____

Applicant Name: Petros Gazazyan Address: 910 Hill st.

Phone: 805-509-9110 City/State/Zip: Oxnard, CA 93033

Email address: petros.gazazyan@oxnard.org

Organization: Public Works, Engineering

Artist: Brian Peterson

Email: brianpetersonsdesign@gmail.com

Short Description of Project:

This project consists of applying murals to two decommissioned water tanks at a neighborhood park. These murals will provide artwork depicting the history, culture and identity of the community. These include the little league championship winning year, a basketball player, a skateboarder, and past community leaders. The mural's design was thoughtfully crafted to celebrate the local residents and provide pride to the community.

A. Artist Selection:

Was there an open call to the public for artists? If not, please explain why.
How was/were the artist/artists selected for your project?

This was a project that was funded by a state grant and the muralist was part of the design team bidding on the project so there was no opportunity for an open call. The muralist is a highly competent artist and has an extensive background in community artwork.

B. Design Development:

What was the process for developing the design(s)?

What are the themes and ideas represented in the design(s)?

How do these themes relate to the site, design of adjacent sites, and the community?

The design was developed by engaging the community and presenting the proposed artwork during the community meeting. The mural consists of the little league championship winning year, a basketball player, a skateboarder, and past community leaders. The mural's theme relates to the history of the park which hosted and won the 1972 little league championship and historical figures from the community.

C. Connection between Designs and Locations:

What artistic connections are being made between locations and designs?

If this is a utility box project, how do the individual boxes connect to their individual surroundings? If any of the boxes are near existing works of public art (including murals), how are the selected designs sensitive to those works of art, both in content and aesthetics?

The connection between the design and the location is that the mural reflects the culture and history of the community

D. Timeline:

Please detail your timeline.

The project is set to start construction in the spring/summer of 2025 and completed in the spring/summer of 2026.

E. Maintenance:

Describe how you plan to maintain the artwork.

The mural will be finished with a climate and graffiti resistant sealant.

F. Traffic Management (if applicable)

Not Applicable

G. Project Budget:

(Note: The City requires a budget submittal as a demonstration that the applicant has the capacity to implement the project, has raised the necessary funds and has budgeted for artist fees, insurance and ongoing maintenance.)

What is your project budget?

Include the following information, and include in-kind contributions for key required items.

The total Mural budget is \$50,000 to cover all fees, materials, labor, insurance, equipment rentals, and all other incidental items for the project.

Artist/ Vendor Fees:	<u>\$30,300</u>
Materials/Fabrication (paint, brushes, tarps, graffiti coating, etc):	<u>\$3000</u>
Installation (Labor, City Permits, Equipment, Traffic Barriers):	<u>5000</u>
Liability Insurance (Auto, General, Workers' Compensation	<u>\$200</u>
Equipment Rental (scaffolding, scissor lift, truck, etc)	<u>\$2000</u>
Other: Travel	<u>\$5000</u>

H. Attachments:

Include required forms and attachments listed below with your application. You must combine them in **one PDF document**.

- Images of the final design
- Resumes of participating artists
- Letter of support (such as neighborhood council(s), surrounding property owners, schools, etc)
- For applicants with previous permits: Photos documenting current condition of the artwork(s)
- VARA Waiver signed by each artist

I. Information Agreement

I/We understand that the materials we submit are public information under the California Public Records Act and may be shared by the City of Oxnard with members of the public or the media for informational purposes or as otherwise required. Accordingly, I/we hereby grant a non-exclusive license to the City of Oxnard to make and distribute a limited number of copies of the submitted materials for the purposes of information and/or evaluation of the Project.

X 

 Signature of Applicant

June 13, 2025

 Date

CITY OF OXNARD

Artist Waiver for Artwork Placed Upon Private Property

Artist has designed a unique artwork for the Property Owner to be installed from at:

Address/Location: 910 Hill St, Oxnard, CA 93033


The Property Owner has the absolute right to change, modify, destroy, remove, relocate, move, replace, transport, repair or restore the Work, in whole or in part, with prior notification and approval from City staff.

If the Property Owner modifies the Artwork without the Artist's consent in a manner that is prejudicial to Artist's reputation, Artist retains the right to disclaim authorship of the Artwork in accordance with the Visual Artists Rights Act 17 U.S.C. § 106A (a) (2).

Artist bears the sole responsibility for providing the City with any changes to the Artist's Address for Notice. Notice of changes must be mailed to the City of Oxnard, 305 West Third Street, Oxnard, CA 93030 and to the Property Owner.

Artist and Property Owner understand the terms of this waiver and hereby acknowledge the rights described herein with respect to the artwork.

By Artist:

Name (Signature): 

Name (Print): Brian Peterson Date: June 13, 2025

Phone: 786-543-7787 Email brianpetersondesign@gmail.com

By Property Owner:

Name (Signature): _____

Name (Print): _____ Date: _____

Phone: _____ Email _____

Waiver of Rights

Pursuant to the Visual Artists Rights Act (VARA) and the California Art Preservation Act (CAPA)

I, Brian Peterson (“Artist”), have prepared designs for the following art work (“the Work”):

DESCRIPTION: [type, mural, medium]:

This mural is a spray painted (Montana 94 cans) mural in two decomissioned water towers.

The mural depicts sports history and cultural figures in the community.

TITLE, DATE: Durley Park, 2025-2026

DIMENSIONS: 23'x115'

ADDRESS/LOCATION: 910 Hill St, Oxnard CA 93033

In consideration of the City of Oxnard’s (“City”) approval of Artist’s design of the Work, Artist agrees to waive and does hereby waive voluntarily any and all rights of attribution and integrity with respect to the Work and any and all claims as may arise under the Visual Artists Rights Act of 1990, 17 U.S.C. §§106A and 113(d) (“VARA”), the California Art Preservation Act (Cal. Civ. Code §§987 et seq.) (“CAPA”), or any other local, state, foreign or international law, as currently drafted or as may be hereafter amended, that conveys the same or similar rights (“Moral Rights Laws”), with respect to the Work, its display, removal from display, exhibition, installation, conservation, storage, study, alteration and any other activities conducted by the City, its officers, employees, agents, contractors, licensees, successors or assigns. If the Work is incorporated into a building such that the Work cannot be removed from the building without physical defacement, mutilation, alteration, distortion, destruction, or other modification (collectively, “Modification”) of the Work, Artist waives any and all such claims under any Moral Rights Laws arising out of or against any current or future owners of the site, and its agents, officers and employees, for Modification of the Work.

The City has the absolute right to change, modify, destroy, remove, relocate, move, replace, transport, repair or restore the Work, in whole or in part, in the City’s sole discretion.

The City has no obligation to pursue claims against third parties for modifications or damage to the Work done without the City’s authorization. However, the City may pursue claims against third parties for modifications or damage or to restore the Work if the work has been modified without the City’s authorization. In the event that the City pursues such a claim, it shall notify the Artist, and Artist shall cooperate with the City’s efforts to prosecute such claims.

If the City modifies the Artwork without the Artist’s consent in a manner that is prejudicial to Artist’s reputation, Artist retains the right to disclaim authorship of the Artwork in accordance with 17 U.S.C. § 106A (a) (2).


Artist understands the effect of this waiver and hereby acknowledges the rights described herein with respect to the Work.

Name: Brian Peterson

Address: 13518 sw 184 terrace, Miami FL 33177

Email: brianpetersonsdesign@gmail.com

Phone: 786-543-7787

Signature: 

Date: June 13, 2025

Brian Peterson
Durley Park Permit Application
June 13, 2025

Durley Park Permit Application

Artist: Brian Peterson

June 13, 2025

23' x 115'

Water Tank 1



Durley Park Permit Application

Artist: Brian Peterson

June 13, 2025

Water Tank 1 Environment



Durley Park Permit Application

Artist: Brian Peterson

June 13, 2025

Water Tank 2



Durley Park Permit Application

Artist: Brian Peterson

June 13, 2025

Water Tank 2 Environment



Durley Park Permit Application

Artist: Brian Peterson

June 13, 2025

Full Mural Environment



CURRICULUM VITAE

Brian Peterson www.facesofsantaana.com
www.brianpetersonart.com

EDUCATION

2009 Bachelor of Arts. The Cleveland Institute of Art, Cleveland, OH. Selected Murals

MURAL PROJECTS

2024

- Nickerson Gardens, Courthedral/ Lakers/ Mamba & Mambacita Mural. Watts, LA
- Loin Arts Tower, Santa Ana, CA.
- Rafferty, Santa Ana, CA.
- Charlotte Rescue Mission, Charlotte, NC.

2023

- Scholarship Prep, Elementary School in Santa Ana, CA.
- Prodigal Son, Phoenix Rescue Mission Men's Home, Phoenix, AZ.
- A Mother's Love, Phoenix Rescue Mission Women's Home, Phoenix, AZ.
- Humility, Orlando Rescue Mission Men's Home, Orlando, FL.
- Yo Veo, Washington Elementary School, Santa Ana, CA.

2022

- Food Forward, Food Forward food distribution center, Los Angeles, CA.
- Carnegie Shelter, Carnegie Shelter, Santa Ana, CA.
- Forever Courtside, Pearson Park Basketball Court, Anaheim, CA.
- La Placita Cinco. La Placita Cinco affordable housing community, Santa Ana, CA.

2021

- Miracles Happen Within These Walls. Western Carolina Rescue Missions, Asheville, NC.
- Adobe Truth Project with Adobe Gen Create and Santa Ana High School students (1M+ views on Instagram). Santa Ana High School, Santa Ana, CA.
- Serenity. Hutton Centre Lake, Santa Ana, CA.
- More Than an Athlete (Kobe Bryant receiving Oscar award). Ovation Hollywood, Hollywood, CA.
- OCEAA Playground, 60' x 18' wall mural and 5,500 sq ft mural on playground surface. Orange County Educational Arts Academy, Santa Ana, CA.
- Veterans Village. Hero's Landing (permanent supportive housing for veterans), Santa Ana, CA.
- Golden Wings. Cantlay Food Distribution Center, Santa Ana, CA.
- We Will Rise Above (Kobe Bryant and Mookie Betts). Philippe The Original, Los Angeles, CA.
- Home is Where the He(art) Is. Yale Navigation Center (largest homeless shelter in Santa Ana), Santa Ana,

2020

- La Placita Cinco. La Placita Cinco affordable housing community, Santa Ana, CA.
- Casa Querencia. Casa Querencia (permanent supporting housing), Santa Ana, CA.
- Rise Above the Storm. Illumination Foundations Fullerton care shelter, Fullerton, CA.
- Love Always Wins. Vineyard Anaheim Church, Anaheim, CA.
- Food for the Soul. Someone Cares Soup Kitchen, Costa Mesa, CA.

2019

- Unity Through the Bond of Peace. Orange County Educational Arts Academy, Santa Ana, CA.
- The Harder the Battle, the Sweeter the Victory. The Link Shelter, Santa Ana, CA.
- Home Sweet Home. United to End Homelessness (United Way homeless division), Costa Mesa, CA.
- Love for La Mesa. La Mesa Shelter, Anaheim, CA.

2017

- Street Art for the Heart. The Orchard (permanent community housing), Santa Ana, CA.

EXHIBITIONS

2021

- "Faces of Mankind", group exhibition of Faces of Mankind artists across various cities. Muzeo Museum and Cultural Center, Anaheim CA.

2018

- "Invisible Neighbor", exhibition for Faces of Santa Ana presented by KIA. KIA Stinger Salon, Irvine Spectrum, Irvine, CA.

Awards

- 2022 James Carrington Community Award. MLK Jr. Prayer Breakfast, Santa Ana, CA.
- 125 Most Influential People of OC in 2021, OC Register.
- 100 Most Influential People of OC in 2018, OC Register.
- 2018 OC Human Relations Award.



Build HOPE: Investing in People and Place

June 13, 2025

To Whom It May Concern,

It is with great enthusiasm that I write this letter in support of Brian Peterson and his proposed mural project at Durley Park in Oxnard, California. As a muralist, Brian has demonstrated not only an outstanding artistic vision but also a deep commitment to community engagement and storytelling through public art. Most notably, he successfully completed an 8-mural series for HACLA at Nickerson Gardens in South Los Angeles—an ambitious project that was delivered on time and with an exceptional level of quality and professionalism.

Brian's creative approach brings vibrancy and meaning to the space he touches. His murals at Nickerson Gardens celebrated themes of family, athleticism, and hope, and have already had a profound impact on the residents and the broader community. His ability to collaborate with city agencies, community members, and partners help our project become a success. We had many Nickerson Gardens tenants remark how beautiful these murals were and how much depth and sense of community they added to Nickerson Gardens. Brian also has the ability to connect with the community, being both approachable, friendly, and sincere in his commitment to beautify the Watts neighborhood. In fostering this community driven approach, Brian Peterson held a few community events, providing the opportunity for residents to participate in the selection of the murals prior to the commencement of the project and to assist in painting the murals. The community and especially the youth and children of Nickerson Gardens felt seen and heard. These new 8 wall murals will surround a new Central Park at Nickerson Gardens.

I have no doubt that Brian's work at Durley Park will be equally transformational. His artistic integrity, proven track record, and heart for community-centered design make him an ideal choice for this opportunity.

Should you require any further information regarding Brian's past work with HACLA, I would be more than happy to provide it. You can contact me via 213-252-5413 and/or Marisela.Ocampo@hacla.org.

Sincerely,

A handwritten signature in black ink that reads 'Marisela Ocampo'.

Marisela Ocampo
Director of Housing Services



TO: Cultural Arts Commission

FROM: Julie Estrada, Cultural Arts Manager, julie.estrada@oxnard.org , 805-385-7995

DATE: July 2, 2025

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

RECOMMENDATION

That the Cultural Arts Commission review the proposed updates to the CAG Bylaws and recommend approval.

DISCUSSION

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

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

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

- Removal of the Library Board
- Definition of CAG membership requirements
 - This was previously only listed in the City's administrative manual
- Modifications to the required number of meetings per year, now requiring at least four (4) per year (currently requires monthly meetings)
 - This is intended to provide flexibility to CAGs and volunteer time is respected by only holding meetings when there is business to discuss or action to take.
- Additional special meeting circumstance permitting CAGs to hold additional meetings should it be necessary
- Requires a bylaws review every two years (currently every year)
 - This is considered a standard timeframe for reviewing bylaws.

These recommendations were presented to three (3) CAG chairs in June 2025 at a chair training.



City staff will be presenting these bylaws to City Council for approval on September 16, 2025 and request CAG support.

EXHIBIT 1
Citizen Advisory Groups (“CAG”) Bylaws

DRAFT

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

Article I
Application

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

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

Article II
Powers and Duties

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

Article III
Membership

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

Article IV

Officers

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

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

Article V
Meetings/Quorum

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

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

Article VI
Absences

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

City Clerk receives notice from the Secretary.

- E. Should any member be absent without good cause for more than three consecutive meetings, the Secretary shall immediately inform the City Clerk of such fact. Effective on the date of receipt of such notice by the City Clerk, such member shall be deemed to have resigned from the Commission.

Article VII
Coordination with City Council

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

Article VIII
Rules of Order

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

Article IX
Amendments

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

Article X
Effective Date

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