CITY OF
OXNARD
CALIFORNIA

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 at the Library, 251 South "A" Street, the City Clerk's Office, 305 West Third Street and 435 South "D" Street during customary business hours. The agenda reports are on the City of Oxnard web site at www.ci.oxnard.ca.us.

# AGENDA
# REGULAR MEETING
# Commission on Homelessness
# Monday, June 3, 2013 - 3:00 p.m. – 5:00 p.m.
# City Council Chambers
# 305 West Third Street, Oxnard, CA 93030

**A. ROLL CALL**

**B. APPROVAL OF MINUTES**
February 4, 2013 (Attachment 1)
April 8, 2013 (Attachment 2)

**C. PUBLIC COMMENTS**
A person may address the Commission only on matters within the subject matter jurisdiction of the Commission. The presiding officer shall limit public comments to three minutes each. The Commission cannot enter into detailed discussion or take action on any item presented during public comments that is not on the agenda. Such item may only be referred to the Commission Secretary for administrative action or scheduled on a subsequent agenda for discussion.

**D. HOMELESS SERVICES UPDATE**
1. Public comment on Homeless Services Update: members of the public may comment on items listed under Homeless Services Update. Comments shall be limited to three minutes each.
2. Point In Time Count Review: Will Reed (Attachment 7)

**E. OLD BUSINESS**
1. Public comment on Homeless Services Update: members of the public may comment on items listed under Old Business. Comments shall be limited to three minutes each.
2. Senate Bill 2 Finalized: Commissioners (Attachment 3)
3. Year Round Shelter Discussion: Commissioner Courtland
4. 2013 Emergency Solutions Grant Recommendations: Will Reed (Attachment 4)

**F. NEW BUSINESS**
1. Public comment on Homeless Services Update: members of the public may comment on items listed under New Business. Comments shall be limited to three minutes each.
2. Support of House Resolution No. 13: Assemblyman Das Williams' Office (Attachment 5)
3. Review of 2013 Strategic Plan Draft: Commissioners (Attachment 6)
4. Emergency Winter Warming Shelter 2014-15: Commissioner Rivera
5. Preparation of 2012 Annual Report: Commissioners

**G. COMMISSION BUSINESS**
1. Commissioners may relate recent experiences or request that matters be placed on a future agenda for discussion.

**H. ADJOURNMENT**
The next business meeting of the Commission on Homelessness will be July 1, 2013, at 3:30 p.m. in the City Council Chambers, 305 West Third Street, Oxnard, CA, 93030.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, please contact Will Reed at (805) 385-8044. Notification 72 hours prior to the meeting will enable the City to make reasonable accommodations to assure accessibility to the meeting.

City of Oxnard
Commission on Homelessness
Business Meeting
February 4, 2013
3:30PM

Commissioner Rivera called to order the business meeting of the Commission on Homelessness at 3:35 PM on February 4, 2013 in the City Council Chambers at 305 West Third Street, Oxnard, CA 93030.

A. ROLL CALL

Will Reed conducts roll call. The following persons were present:

Commissioner Rivera
Commissioner Courtland
Commissioner Perez
Commissioner Jones
Commissioner Stern
Commissioner Tracy
Commissioner Gonzalez

B. APPROVAL OF MINUTES

Commissioner Jones made the motion to approve the minutes of January 7, 2013, as amended, seconded by Commissioner Courtland. Minutes passed.

C. PUBLIC COMMENTS

1. None

D. HOMELESS SERVICES UPDATE

1. Public Comment- None
2. Point in Time Count Update: A total of 48 volunteers were present. Preliminary street count not including shelter counts is 183. Final results in April or May. Heartfelt thanks to all volunteers, staff, City Corps, and all the vendors who made a donation.
3. Continuum of Care Grant Application: Back on the agenda for clarification. HMIS renewal same as last year. A HMIS Expansion Grant was applied for in the amount of $80,922. The County of Ventura also applied for a HMIS Expansion Grant in the same amount. If awarded the combination of both grants will allow HMIS to function at a more acceptable level and put both Continuums of Care in a position to be more competitive.

E. OLD BUSINESS

1. Public Comment-
    a. David Rosenthal, homeless veteran is surprised it's so hard to find programs to assist homeless veterans with transitional services and is planning to apply for a grant.
2. Follow up on letter to City Council regarding SB2: Commissioner Jones moved to adopt the letter and send to Council, second by Commissioner Courtland. Motion passed.

F. NEW BUSINESS

1. Public Comment-None
2. Support of Shelter at Community Action of Ventura County: Community action has some potential shelter space. If there is a way to help them make this possible the Commission should pursue it. Commissioner Courtland to find out where they are with this issue and will bring item back to the agenda for further discussion.
3. Annual Strategic Retreat- Commissioner Jones made a motion to approve the Retreat for March 8, 2013 from 9:00 a.m. to 3:00 p.m., second by Commissioner Courtland.

G. COMMISSION BUSINESS

1. A meeting has been schedule with the Winter Warming Shelter's personnel to discuss an incident that happened. The details that come out of the meeting may or may not be shared depending on the course the complaint takes. Being that its personnel sensitive information we may not be able to disclose certain information.
2. Since the retreat is on the same week as the regular meeting Will Reed wanted to know if Commissioners' still wanted to hold the meeting. Commissioner Courtland made the motion to cancel the March 4th meeting and reserve the first hour of the retreat for the Commission, it was second by Commissioner Perez.

3. ADJOURNMENT
   Commissioner Rivera adjourned the meeting at 5:02 p.m.

City of Oxnard
Commission on Homelessness
Business Meeting
April 8, 2013
2:30PM

Commissioner Rivera called to order the business meeting of the Commission on Homelessness at 2:42 PM on April 8, 2013 in the City Council Chambers at 305 West Third Street, Oxnard, CA 93030.

A. ROLL CALL

Will Reed conducts roll call. The following persons were present:

Commissioner Rivera
Commissioner Perez
Commissioner Stern
Commissioner García
Commissioner Tougas
Commissioner Miller
Commissioner Courtland
Commissioner Castanon
Commissioner Jones
Commissioner Couey
Commissioner MacIntosh

B. PUBLIC COMMENTS

1. William E. Wilkins- Comments on email received from Commissioner Courtland and copied to City Council regarding disparaging remarks made about Housing Staff not working with the Homelessness Commission. Copies of the email sent by Courtland, as well as the response from Wilkins were handed out to all Homelessness Commissioners. The rebuttal given by Wilkins in regards to Commissioner Courtland's email was directed towards ensuring a clear line of communication. Personal attacks against character and integrity should not be tolerated by the Homelessness Commission, and will not be accepted by staff. It was stressed that the Housing Department is desirous of establishing a partnership with the Commission. The Consolidated Plan and the Annual Action Plan are instruments to ensure that the City of Oxnard establishes priorities to meet the needs of the Very-Low to Moderate income households living in the City. The decision made regarding where the funding is directed comes from the legislative body of the City, which is City Council and not staff.

2. Cathy Brudnicki- Part time consultant for St. Vincent de Paul. Very pleased that SB2 is going forward, but had two concerns to share with the Commission. The first one is the grandfathering of service providers that may not be currently located in the proper zone. She expressed frustration, knowing that other cities would assure that such service providers would not be forced to move or have to ask for a Special Use Permit. She's had no statement from anyone in the City to assure that the Rescue Mission, the Lighthouse, or Community Action don't have to worry about moving or

having to go in for a Special Use Permit. She urged every Commissioner to contact City Council and ask for that assurance. She reminded the Commission that these three service providers are the critical ones in the City. Her second concern had to do with the future of the Winter Warming Shelter because there is no operator for it. Brudnicki said in the SB2 language, Winter Warming Shelter's will only be allowed to operate in ML, CM and C2 zones. Other cities of Ventura County have faith communities who operate a Winter Warming Shelter programs overnight and usually in different locations. Her concern was that any service providers that would like to participate in this type of program may not be in the right zoning.

3. Steve Nash- Commented on the grandfathering issue. He testified that the Planning Commission was given verbal assurance, however, thinks everyone knows the importance of having something in writing and is willing to speak before City Council in support of having a grandfather clause included.

C. REVIEW OF BROWN ACT
   1. A review of the Brown Act guidelines was presented to the Commission by Rahsaan Tilford of the City Attorney's Office.

D. ELECTIONS OF CHAIR AND VICE CHAIR
   1. CHAIR
      i. A motion was made to nominate Commissioner Rivera as Chair by Commissioner Castanon, second by Commissioner Courtland. Commissioner Rivera accepted the nomination.

   2. VICE CHAIR
      i. A motion was made to nominate Commissioner Jones as Vice Chair by Commissioner Courtland, second by Commissioner Castanon. Commissioner Jones accepted the nomination.
   3. After casting a vote, because there were no other nominations. The position of Chair and Vice Chair stood as nominated.

E. APPROVAL OF MINUTES
Commissioner Castanon made a motion to move approval of the minutes onto next month's agenda for clarification from staff on the dollar amount mentioned in minutes, second by Commissioner Courtland.

F. OLD BUSINESS
   1. Year round shelter discussion was led by Commissioner Courtland. He suggested the Commission create a subcommittee to draft a plan for a year round shelter to present to Council and also that Commissioners attend several Council meetings as they discuss the budget to reiterate the importance of developing a year round shelter.
   2. SB2 Zone Text Amendment support-Commissioner Jones made a motion that the Commission draft a letter to send to Council with the recommendation to grandfather the service providers and their right to existence be phrased properly, second by Commissioner Castanon. Motion passed.
   3. Consolidated Plan Responses- *Not discussed*

G. NEW BUSINESS

1. Review of Annual Retreat Report- *Moved to next month's agenda.*
2. 2013 Emergency Solutions Grant Review Committee- Commissioner Rivera made a motion to have Commissioners Castanon and Tougas be part of the review Committee of the proposals for the 2013 Emergency Solutions Grant, second by Commissioner Rivera. Motion passed.
3. Community Intervention Court- Officer Dave Walker and Assistant City Attorney, Rahsaan Tilford made a presentation of the Community Intervention Court and asked for the Commissions support.

H. COMMISSION BUSINESS

1. Commissioner Rivera made an invitation to anyone who would like to meet with the faith based community to bridge the gap on services for the homeless.
2. Commissioner Jones announced that the Commission and City are backing out of the Black & White Dinner Dance unless, St. Vincent de Paul reports back on the use of funds.

I. MEETING ADJOURNED

5:04 p.m.

CITY COUNCIL OF THE CITY OF OXNARD

ORDINANCE NO. 2864

ORDINANCE OF THE CITY OF OXNARD, CALIFORNIA, AMENDING CHAPTER 16 (ZONING) OF THE CITY CODE TO ADDRESS EMERGENCY SHELTERS, TRANSITIONAL HOUSING, SUPPORTIVE HOUSING AND FARMWORKER HOUSING PURSUANT TO SENATE BILL NO. 2.

(PZ 10-580-01).

WHEREAS, the City Council seeks to carry out the provisions of Senate Bill No. 2 and related housing element legislation ("the housing element statutes") to locate zone districts where emergency shelters, housing for low- and very low income and disabled households including farmworker housing are permitted by right; and

WHEREAS, the housing element statutes require the City's zoning regulations to permit supportive and transitional housing as residential uses subject only to restrictions applicable to other residential dwellings of the same type in the same zone; and

WHEREAS, the City has inventoried potential sites for emergency shelters and has found the most suitable locations for such facilities are in the City's "C-2," "C-M" and "M-L" zones because properties with these zoning designations are generally located near the City center, allow for these structures with minimal setbacks, consist of vacant lots and buildings with adequate space for emergency shelter operations, and are accessible to public transportation, medical and commercial services with the "M-L" zone as appropriate for permanent emergency shelters to be allowed by right; and

WHEREAS, this ordinance defines emergency shelters, supportive, transitional and farmworker housing consistent with Senate Bill No.2 and provides zones for location of these housing types; and

WHEREAS, in enacting this ordinance, the City Council seeks to preserve the residential characteristics of residential neighborhoods from the impacts of housing-related businesses while providing housing opportunities for persons considered disabled under State and federal law, and to ensure that these housing opportunities provide an environment which addresses support and/or recovery for disabled persons; and

WHEREAS, the City Council has determined that the California Environmental Quality Act (CEQA) does not apply to zone text amendment PZ 10-580-01 pursuant to Government Code 65583(a)(4)(B) and the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, under Section 15061(b)(3); and

WHEREAS, the City Council finds that the zone text amendment PZ 10-580-01 is consistent with the 2030 General Plan and the 2006 to 2014 Housing Element; and

WHEREAS, on October 20, 2011 and June 21, 2012 the Planning Commission conducted noticed public hearings on zone text amendment PZ 10-580-01, accepted comments and recommended approval to the City Council; and

WHEREAS, the City Council conducted noticed public hearings on zone text amendment PZ 10-580-01 at which comments were accepted on July 17, 2012, September 25, 2012, and April 9, 2013.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OXNARD DOES ORDAIN AS FOLLOWS:

Part 1. Subsection (A) of section 16-10 of the City Code is hereby amended by deleting definition (19) ("BOARDINGHOUSE").

Part 2. Subsection (A) of section 16-10 of the City Code is hereby amended by adding the following definitions, which subsection shall be reordered alphabetically and renumbered accordingly:

"EMERGENCY SHELTER FOR FAMILIES – A permanent facility consisting of a building or group of buildings with overnight sleeping accommodations providing temporary housing for six months or less to homeless families with children under the age of 18, or 21 if they are full-time students or disabled, pursuant to standards set forth in Article V, Division 18. Such accommodations shall include basic supportive services such as meals, restroom, bathing and laundry facilities. No family shall be denied emergency shelter because of an inability to pay. For purposes of this definition, "disabled" means persons with special needs, including mental disabilities, developmental disabilities, AIDS, substance abuse or chronic health conditions."

"EMERGENCY SHELTER, PERMANENT – A permanent facility consisting of a building or group of buildings with overnight sleeping accommodations providing temporary housing for six months or less to homeless persons pursuant to standards set forth in Article V, Division 18. Such accommodations shall include basic supportive services such as meals, restroom, bathing and laundry facilities. No individual or household shall be denied emergency shelter because of an inability to pay."

"EMERGENCY SHELTER, TEMPORARY – A temporary facility consisting of a building or group of buildings with overnight sleeping accommodations providing housing to homeless persons for winter warming or similar short-term, temporary operation not to exceed four months within a twelve-month period. No individual or household shall be denied emergency shelter because of an inability to pay."

"FAMILY – A group of residents whose members jointly occupy a dwelling unit as a single housekeeping unit; have joint use of and responsibility for common areas; share household activities such as meals, chores, maintenance and expenses; but not including residents of commercial group living such as hotels, dormitories and fraternities."

"FARMWORKER – An employee, also known as an agricultural worker, engaged in agricultural work/farming and any practices performed on a farm in conjunction with farming including cultivating and tillage of soil, the raising of animals and the preparation of agricultural products for market and or to carriers for transportation to market."

"FARMWORKER HOUSING – Deed-restricted housing for agricultural workers that is available to and occupied only by low and very low income farmworker households, and that is subject to standards that apply to other residential dwellings of the same type and in the same zone."

"SUPPORTIVE HOUSING – Housing with no limit on length of stay, that is occupied by the target population, and that is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community. Such housing shall be considered a residential use of the property and shall be subject only to those restrictions that apply to other residential dwellings of the same type and in the same zone."

"TRANSITIONAL HOUSING – Five or more dwelling unit(s) used as rental housing but operated under program requirements that call for the termination of assistance and recirculation of the assisted unit to another eligible program recipient. Supportive services are provided to facilitate the movement of homeless individuals and their families to permanent housing. An eligible person(s) may live in the dwelling for up to two years, pursuant to Cal. Health and Safety Code sections 50675.2(h) and 50801(i). Some units may be designated for transition in place, where person(s) may stay in the unit for more than two years. Such housing shall be considered a residential use of the property and shall be subject only to those restrictions that apply to other residential dwellings of the same type and in the same zone."

Part 3. Subsection (B) of section 16-21 of the City Code is amended by adding the following subsections and reordering the subsections alphabetically:

"Farmworker housing;"

"Supportive housing;"

Part 4. Subsection (B)(1) of section 16-21 of the City Code is amended by deleting the following text from item (B)(1):

" Boardinghouses are not permitted."

Part 5. Section 16-40 of the City Code is hereby amended to read as follows:

"This zone shall provide a district of low density multi-family dwellings as well as emergency shelters for families and supportive housing pursuant to statutory requirements that maintain a residential character suitable for locations abutting single-family dwellings."

Part 6. Section 16-42 is hereby amended by adding the following subsection and reordering the section alphabetically:

"Emergency shelters for families;"

Part 7. Section 16-55 of the City Code is hereby amended to read as follows:

"This zone shall provide a district of moderate density multiple-family dwellings as well as emergency shelters for families, transitional housing and supportive housing pursuant to statutory requirements, suitable for locations abutting commercial centers and in other locations where moderate density is warranted."

Part 8. Section 16-56 of the City Code is hereby amended by adding the following subsection and reordering the section alphabetically:

"Transitional housing;"

Part 9 Section 16-64 of the City Code shall be deleted.

Part 10. Section 16-70 of the City Code is hereby amended to read as follows:

"This zone shall provide a district for high density, high rise multi-family dwellings, emergency shelters for families, transitional housing and supportive housing pursuant to statutory requirements, and other uses suitable for location within the city core and in other selected areas."

Part 11. Section 16-85 of the City Code is hereby amended to read as follows:

"This zone shall provide a district for the development of mobile home parks and to permit mobile home use for single-family, farmworker housing, small, licensed residential care facilities, as well as supportive housing pursuant to statutory requirements."

Part 12. Subsection (B) of section 16-86 of the City Code is hereby amended by adding the following subsections and reordering subsection (B) alphabetically:

"Farmworker housing;"

"Supportive housing;"

Part. 13. Subsection (A) of section 16-135 of the City Code is hereby amended by adding the following subsections and renumbering subsection (A):

"Emergency shelters for families, except that such facilities shall not be permitted in the airport hazard overlay zone;"

"Emergency shelters, temporary, except that such facilities shall not be permitted in the airport hazard overlay zone;"

Part 14. Subsection (A) of section 16-136 of the City Code is hereby amended by adding the following subsections and renumbering subsection (A):

"Emergency shelters, permanent, except that such facilities shall not be permitted in the airport hazard overlay zone;"

"Farmworker housing, except that such facilities shall not be permitted in the airport hazard overlay zone;"

"Supportive housing, except that such facilities shall not be permitted in the airport hazard overlay zone;"

"Transitional housing, except that such facilities shall not be permitted in the airport hazard overlay zone;"

Part 15. Section 16-143 of the City Code is hereby deleted.

Part 16. Subsection (I) of section 16-149 of the City Code is hereby amended to read:

"Social services (including soup kitchens, charitable food distribution centers, drug/alcohol treatment and rehab centers that serve more than six persons) and emergency shelters;"

Part 17. Subsection (F) of section 16-149 of the City Code is hereby deleted and the section is reordered alphabetically.

Part 18. Section 16-160 of the City Code is hereby amended to read as follows:

"The purpose of this division is to provide a zone for selected commercial retail sales and services, for light manufacturing, including warehousing, distributing, storage and wholesale activities, with development standards suitable for commercial and industrial districts, as well as permanent and temporary emergency shelters and emergency shelters for families, supportive and transitional housing and farmworker housing pursuant to statutory requirements."

Part 19. Subsection (B) of section 16-162 of the City Code is hereby amended by adding the following subsections and reordering subsection (B) alphabetically:

"Emergency shelters for families;"

"Emergency shelters, temporary;"

Part 20. Section 16-163 of the City Code is hereby amended by adding the following subsections and reordering the section alphabetically:

"Emergency shelters, permanent;"

"Farmworker housing;"

"Supportive housing;"

"Transitional housing;"

Part 21. Subsection (A) of section 16-164 of the City Code is hereby amended to read as follows:

"(A) Residential uses, except as permitted in sections 16-162 and 16-163. Existing residential uses shall be considered to be nonconforming uses;"

Part 22. Subsection (A) of section 16-185 of the City Code is hereby amended to read as follows:

"(A) The M-L Limited Manufacturing zone is intended to provide areas suitable for adult businesses, permanent and temporary emergency shelters and emergency shelters for families to provide housing pursuant to statutory requirements, and for the development and protection of restricted manufacturing uses and activities involving a high level of performance and site development. Uses may include adult businesses, unobtrusive administrative, wholesaling, warehousing and manufacturing activities and scientific research offices and laboratories, including certain accessory facilities necessary to serve the employees of such uses located in the zone. The development and performance standards of this division will enhance views from major transportation routes and assure a high-quality environment compatible with surrounding and abutting residential zones."

Part 23. Subsection (B) of section 16-188 of the City Code is hereby amended by adding the following subsection after subsection (B)(3) and reordering the subsection numerically:

"Emergency shelters, permanent and temporary, and emergency shelters for families, except that no special use permit otherwise required by section 16-186 shall be required for such emergency shelter uses;"

Part 24. Section 16-245 of the City Code is hereby amended by deleting subsection (BB) and reordering the subsequent subsections alphabetically.

Part 25. Subsection (Q) of Section 16-257 of the City Code is hereby amended to read as follows:

"Farmworker housing;"

Part 26. Division 18 of Article V of Chapter 16 of the City Code is hereby adopted to read as follows:

"DIVISION 18. EMERGENCY SHELTERS"

"SEC. 16-504. EMERGENCY SHELTER DEVELOPMENT AND OPERATION STANDARDS.

(A) Permanent emergency shelters and emergency shelters for families shall meet the following standards:

(1) No shelter patron shall be re-admitted to the same emergency shelter within five days of being discharged after a stay of six months.

(2) If site characteristics permit, an enclosed or screened waiting area shall be provided between the on-site intake area for shelter patrons and the public right-of-way in order to prevent queuing within any public right-of-way.

(3) Each shelter shall establish hours of operation for patron intake and discharge, patron rules of conduct and procedures for notifying patrons of such hours and rules of conduct.

(4) On-site manager/shelter personnel shall be provided during all hours of operation when patrons are present. A designated area for on-site personnel shall be located near the main entry to the shelter for the purpose of controlling admittance and providing security.

(5) The emergency shelter operator shall conduct a background check on all prospective patrons using Megan's Law database and restrict patron intake in accordance with State and local registered sex offender residency restrictions.

(6) Patrons shall not possess or consume alcoholic beverages or illegal drugs while in the shelter, nor shall the possess weapons of any kind while in the shelter.

(7) Space shall be allocated for each patron consisting of a bed and storage area.

(8) At least two toilets, one shower and one sink shall be provided for every twenty patrons.

(9) A shelter shall be limited to serving no more than the number of patrons allowed by fire or building code occupancy.

(10) Off-street parking shall be provided for the on-site manager.

(11) Each emergency shelter shall be equipped with exterior security lighting in accordance with section 16-320 of the zone code. Lighting shall be shielded from all adjacent residential areas.

(12) The emergency shelter operator shall maintain an on-site security plan and emergency preparedness plan.

(13) All items stored outdoors shall be screened from the view of all public rights-of-way.

(14) Should an emergency shelter be proposed within 300 feet of a school, the Development Services Director or designee may request that the developer/sponsor coordinate with the school district to address potential concerns."

Part 27. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance is for any reason held to be invalid and/or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

Part 28. Pursuant to Government Code Section 36933(c)(1), the City Attorney was designated to prepare, and the City Clerk published, a summary of this ordinance, and a certified copy of the ordinance was posted in the Office of the City Clerk a minimum of five days before the City Council's adoption of the ordinance.

Part 29. The City Clerk shall certify as to the adoption of this ordinance and shall cause the summary thereof to be published within fifteen calendar (15) days of the adoption and shall post a certified copy of this ordinance, including the vote for and against the same, in the office of the City Clerk, in accordance with Government Code Section 36933. Ordinance No. 2864 was first read on April 9, 2013, and finally adopted on April 23, 2013, to become effective thirty days thereafter.

AYES: Councilmembers Flynn, Ramirez, MacDonald and Padilla.

NOES: None.

ABSTAIN: None.

ABSENT: None.

Tim Flynn, Mayor

ATTEST:

Daniel Martinez, City Clerk

APPROVED AS TO FORM:

Alan Holmberg, City Attorney

ATTACHMENT NO. 3
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# MEMO

CITY OF OXNARD CALIFORNIA

**TO:** **Commission on Homelessness**

**FROM:** **Will Reed, Homeless Program Coordinator**

**DATE:** **May 29, 2013**

**SUBJECT:** **2013 Emergency Solutions Grant Recommendations**

While the City has yet to receive the official announcement from HUD regarding the 2013 allocation of Emergency Solutions Grant funds, we were still mandated to complete the obligation of potential funds by May 7, 2013. However, with the current Federal Sequester in place, we were advised to anticipate a ten percent (10%) reduction from the 2012 amount. Therefore, the recommendations for 2013 are based on the City receiving $192,690. The immediate deductions from the grant include the City's Administrative Fees (7.5%), and HPRP-like activities at 40% of the grant amount, and an HMIS allocation of $15,000.

The City received five (5) applications, and the Review Committee met on April 24, 2013, to review the applications. The results are as follows:

| Agency | Shelter Request | Eviction Prevention | Rapid Re-housing | Total Request | Funding Recommendation |
|---|---|---|---|---|---|
| Society of St. Vincent de Paul | $70,000 | | | $70,000 | $70,000 |
| County of Ventura | | $30,000 | $30,000 | $60,000 | $60,000 |
| Turning Point Foundation | $20,000 | | | $20,000 | $20,000 |
| Kingdom Center | $10,000 | | | $10,000 | $13,239 |
| City HMIS Support | | | | $15,000 | $15,000 |
| City Administrative Fees | | | | $14,451 | $14,451 |
| St. Johns Foundation | | $15,000 | $10,000 | $25,000 | $0 |
| | | | | | |
| **Grand Totals** | **$90,000** | **$ 45,000** | **$ 40,000** | **$214,451** | **$192,690** |

However, the City received the official notification from HUD on Wednesday, May 29th, and learned the actual amount for the 2013 Program Year (PY) will be $150,512. Applying the mandates established by HUD for Emergency Solutions Grant, the City must use at least 40% for

HPRP-like activities (homeless/eviction prevention and rapid re-housing), 7.5% for administrative fees, and HMIS. The 2013 ESG will be applied as follows:

| Agency | Shelter Activity | Eviction Prevention | Rapid Re-housing | Funding Recommendation |
|---|---|---|---|---|
| Society of St. Vincent de Paul | $45,000 | | | $45,000 |
| County of Ventura | | $30,000 | $30,205 | $60,205 |
| Turning Point Foundation | $16,000 | | | $16,000 |
| Kingdom Center | $10,000 | | | $10,000 |
| City HMIS Support | | | | $8,020 |
| City Administrative Fees | | | | $11,287 |
| | | | | |
| **Grand Totals** | **$70,000** | **$ 30,000** | **$ 30,205** | **$150,512** |

# House Resolution No. 13

**Introduced by Assembly Member Williams**

March 14, 2013

House Resolution No. 13—Relative to homeless court programs.

WHEREAS, There are approximately 132,931 homeless people in California; and

WHEREAS, People experiencing homelessness often receive citations for minor offenses such as traffic tickets, infractions, and various minor misdemeanors, including jaywalking, riding public transportation without a fare, sleeping in public places, illegal use of shopping carts, possession of an open container of alcohol in public, obstructing traffic on the sidewalk, and sleeping on a bus bench, as well as any warrants that arise for failure to resolve these minor offenses; and

WHEREAS, Outstanding warrants limit the reintegration into society of the homeless, deterring them from using social services and impeding their access to employment. They are effectively blocked from obtaining driver's licenses, job applications, and rental agreements; and

WHEREAS, Homeless courts are special court sessions held in local shelters or community centers for homeless defendants to resolve outstanding misdemeanor offenses and warrants. Several jurisdictions in California have instituted Homeless court programs, including the Counties of Alameda, Contra Costa, Fresno, Humboldt, Kern, Santa Clara, Sonoma, and Ventura, and the Cities of Los Angeles, Sacramento, San Diego, San Joaquin, and Santa Maria; and



ATTACHMENT NO. 5
PAGE 1 OF 2

WHEREAS, Homeless court programs reduce court and jail costs, build community collaboration, improve access to court, and assist homeless people in accessing vital services and jobs; and

WHEREAS, To counteract the effect of criminal cases pushing homeless defendants further outside society, these programs combine a progressive plea bargain system, alternative sentencing structure, assurance of "no custody," and proof of program activities to address a full range of misdemeanor offenses and bring homeless defendants back into society; and

WHEREAS, These courts are funded and operated by local jurisdictions; and

WHEREAS, The benefits to a county that has instituted a successful homeless court program are extraordinary; now, therefore, be it

*Resolved by the Assembly of the State of California,* That the Assembly hereby encourages county governments to find ways to make homeless courts more accessible, such as allowing people to bring multiple cases to court per year instead of limiting them to one, and allowing fines to be recalled from collection by the county or collections agencies; and be it further

*Resolved,* That the Chief Clerk of the Assembly transmit copies of this resolution to the author for the appropriate distribution.

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ATTACHMENT NO. 5
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# City of Oxnard Commission on Homelessness

# 2013 Annual Retreat

## Final Report

# March, 2013

Honorable Chair and Members of the Commission on Homelessness:

It was an honor and privilege to work with you this year to develop your goals and objectives for 2013. The following is the report on the work you accomplished. Included are goals, objectives and the work plan for 2013 as developed during the retreat by the Commission.

Thank you for this opportunity and I look forward to working with the Commission further if it is desired.

Warm regards,

Mary Anne Rooney

ATTACHMENT NO. 6
PAGE 1 OF 25

Annual Retreat Notes:

The Oxnard Commission on Homelessness meeting was convened at 9:00 a.m. on Friday, March 8, 2013. The Commission held their meeting prior to beginning the strategic planning session with facilitator, Mary Anne Rooney, around 10:15.

Bill Wilkins greeted the Commission and was interested in the outcome of their retreat. Present were Commissioners:

| | |
|---|---|
| Peggy Rivera, Chair | Al Jones, Vice Chair |
| Leslye Stearn | Frank Perez |
| David Courtland | Darlene Miller |
| Francine Castanon | Ken Tougas |
| John _____ | Clarice Couey |

Staff:

| | |
|---|---|
| Norma Owens | Will Reed |

Also present was Eileen Tracy, a member of the public.

The Commission began with an icebreaker exercise and then reviewed the Goals and Objectives from 2012. Each Goal, Objective and Activity was reviewed for progress and determination if it would remain on the active priority of the Commission for 2013.

Building upon the work that was accomplished in the 2012 Retreat, the Commission then held a discussion about Goals, Objectives, and Activities for 2013. The Commission determined the following would be a priority for the Commission for 2013.

The Commission established three goals to be accomplished during the 2013 year. Those are outlined below and methods to attain them are fully described in the document below.

**GOAL NUMBER 1:** The Commission determined that open and honest communication with Commission members, staff and public is a priority. The Commission will pursue tasks to assist in meeting this goal.

**GOAL NUMBER 2:** The Commission determined a number of priorities that would assist in understanding and fulfilling their role, developing stronger relationships with agencies related to the Homeless in Oxnard, and providing access to information to a broader audience.

**GOAL NUMBER 3:** The Commission believes that participation in the Five Year Plan is important to facilitate their Commission duties and responsibilities.

The detailed objectives and activities will follow in this report.

The Commission adjourned at 3:30 p.m.

# PROGRESS REPORT
for
GOALS FOR 2012
CITY OF OXNARD HOMELESSNESS COMMISSION

The Commission agreed to the following:

- Establish a Secretary to the group from within the group. This is not in competition with the City Code requirement, but in addition to that requirement to provide support to the Commission. **UPDATE: Discussion occurred during the year and concluded that due to budgetary constraints, a Commissioner will assist Will Reed. The Commission will appoint a Commissioner at a future meeting in 2013 to fill this role.**

- Establish a Parliamentarian to the group. **UPDATE: The Commission did not appoint a Parliamentarian for the group. The Commission believes that it should be the role of all Commissioners to serve in this role. They received training in March, 2012 from the City Attorney on Brown Act and related rules that supplied information for the Commission.**

- Facilitation of communications and participation in public process is a priority of the group. **UPDATE: Commission sustained this goal.**

- Joining with other voices is a priority of the group. Implementation is "not" an activity of the group. **UPDATE: The Commission wants to continue to have other voices joining in the conversation.**

- By-laws define lines of communication. **UPDATE: The Commission sustained this goal and wants to have discussion surrounding these By-laws.**

- Staff are assigned, but not paid for through line items that are part of the Homelessness Commission. Therefore, meeting with the City Manager to solve the issue of support staff and expectations is a major need for the Commission. **UPDATE: The Commission acknowledges this constraint. No action for 2013.**

- The Chair coordinate with staff to establish the Agenda for the group. **UPDATE: The Commission confirmed this agreement. Also, the Commission acknowledges that any Commissioner has the authority to place an item on the agenda and those requests will be given to Staff Member, Will Reed.**

- The Commission established three goals to be accomplished during the 2012 year. Those are outlined below and methods to attain them are fully described in

the document below. **UPDATE: the updates will follow each Objective and Activity.**

**GOAL NUMBER 1:** The Commission determined a comprehensive resource that contained relevant information would be beneficial to each Commissioner in fulfilling their role.

**GOAL NUMBER 2:** The Commission determined a number of priorities that would assist in understanding and fulfilling their role, developing stronger relationships with agencies related to the Homeless in Oxnard, and providing access to information to a broader audience.

**GOAL NUMBER 3:** The Commission believes that participation in the Five Year Plan is important to facilitate their Commission duties and responsibilities.

Goals, Objectives, and Activities Review

**GOAL NUMBER 1:** The Commission determined a comprehensive resource that contained relevant information would be beneficial to each Commissioner in fulfilling their role.

**Objective 1:** Develop a Commissioner Binder that contains all pertinent documents.
**Anticipated Completion Date:** April Commission meeting.

**Activity #1:** Identify all pertinent documents to include, but not limited to, the City Zoning Map, relevant sections of the Consolidated Plan, Annual Action Plan, CAPER document, glossary of terms and acronyms, Bylaws, Articles, relevant City Code, and other documents as deemed necessary by the Commission.
**Anticipated completion date:** March meeting

**Activity #2:** Compile the Commissioner Binder and distribute to all Commissioners.
**Anticipated Completion Date:** April meeting

**UPDATE: Goal Number 1 was completed in its entirety by April, 2012. City Staff Member Will Reed maintains the original document, will provide copies to new Commissioners as it arises, and will place additional documents in this Binder.**

**GOAL NUMBER 2:** The Commission determined a number of priorities that would assist in understanding and fulfilling their role, developing stronger relationships with

agencies related to the Homeless in Oxnard, and providing access to information to a broader audience.

**Objective 1:** Acquire Information and Training on Commission Responsibilities and Duties, and Review of Meeting Systems.

**Activity #1:** Have a Commission training session with City Attorney to review Bylaws, Roles, Responsibilities, Articles, Brown Act, Ethics, Commissioner Succession Planning, agenda review to address possible rewording and addition of items to include Commissioner Comments and Successes, and duties in regard to program service providers.
**Anticipated Completion Date: April meeting**

**UPDATE: The Commission had a training provided by the City Attorney in April, 2012. Commission would like to have training on service provider site guidelines in 2013.**

**Activity #2:** Chair Rivera to contact City Attorney to request his expertise and training in these matters.
**Anticipated Completion Date: prior to March meeting**

**UPDATE: Completed and resulted in a training session.**

**Objective 2:** Build a stronger collaboration with service providers and agencies through open dialogue and engagement.

**Activity #1:** Identify all service providers and agencies (and their missions and services) that provide assistance to the Homeless in Oxnard.
**Anticipated Completion Date:** March meeting

**UPDATE: This was completed and Commission would like to have this included in the Commissioner Binder.**

**Activity #2:** Determine how the Commission relates to each agency and the relationship the Commission would like to develop with each provider/agency.
**Anticipated Completion Date:** March meeting

**UPDATE: The Service Providers that serve the City of Oxnard made presentations throughout the year to the Commission.**

**Activity #3:** Develop an outreach plan for engagement with timelines.
**Anticipated Completion Date:** April meeting

**UPDATE: This was completed and occurred during the year.**

**Activity #4:** Contact each provider/agency to begin discussion of needs for the next five (5) year plan.
**Anticipated Completion Date:** May through November

**UPDATE: This was included in Activity #2 and will be continued in 2013.**

**Objective 3:** Place the Consolidated Plan online.

**Activity #1:** Chair Rivera to schedule a meeting with Interim City Manager and Commissioner Gonzalez to discuss allocating City resources in order to accomplish the priorities of the Commission. Discuss the cost of these and the options to meeting the interests of the City and the Commission.
**Anticipated Completion Date: request meeting week of February 20, meeting prior to March Commission meeting.**

**UPDATE: Discussion ensued about possible constraints of completing this item and issues were resolved. The Consolidated Plan was placed on the City's website in the Summer of 2012.**

**Activity #2:** Chair Rivera to report back to the Commission following the meeting with Interim City Manager. Action to be determined after this meeting.

**UPDATE: The draft Consolidated Plan was placed on the City's website by Summer, 2012.**

**GOAL NUMBER 3:** The Commission believes that participation in the Five Year Plan is important to facilitate their Commission duties and responsibilities.

**Objective 1:** Participate in meetings on discussion of Needs Assessment and hearings.

**Activity #1:** Schedule a Commission meeting with Norma Owens to discuss the needs of the homeless in Oxnard over the next five (5) years.
**Anticipated Completion Date: Winter, 2012**

**UPDATE: This Activity is scheduled to continue through 2013.**

**Activity #2:** Commission to engage project sponsors and service providers in a dialogue to identify homeless needs prior to the discussion with Norma Owens. (See Goal 2, Objective 2, Activity 4)
**Anticipated Completion Date: July through November**

**UPDATE: This Activity is scheduled to continue through 2013.**

## GOALS, OBJECTIVES AND ACTIVITIES FOR 2013

**GOAL NUMBER 1:** The Commission determined that open and honest communication with Commission members, staff and public is a priority. The Commission will pursue tasks to assist in meeting this goal.

**Objective 1:** The Commissioner Binder compiled during 2012 is a comprehensive resource containing relevant information beneficial to each Commissioner in fulfilling their role. The Objective is to Maintain, Update and Distribute the Commissioner Binder containing all pertinent documents.
**Anticipated Completion Date:** April Commission meeting.

**Activity #1:** Maintain the current Commissioner Binder and identify new pertinent documents to add to the Binder. These might include, but are not limited to, the City Zoning Map, relevant sections of the Consolidated Plan, Annual Action Plan, CAPER document, glossary of terms and acronyms, Bylaws, Articles, relevant City Code, and other documents as deemed necessary by the Commission. Specifically, add the list of service providers and agencies (and their missions and services) that provide assistance to the Homeless in Oxnard.
**Anticipated completion date:** May meeting and ongoing

**Activity #2:** Distribute the Commissioner Binder to all new Commissioners prior to their first meeting.
**Anticipated Completion Date:** as needed

**Objective 2:** Facilitation of communications and participation in public process is a priority of the Commission.

**Activity #1:** Investigate video recording for the meetings so they can be broadcasted to those unable to attend the meetings and to have for the record.
**Anticipated Completion Date:** April meeting

**Activity #2**: Appoint a Secretary from the Commission to work alongside Staff, not to replace Staff, but to provide extra support.
**Anticipated Completion Date**: April meeting

**Objective 3:** Maintaining a professional and orderly meeting is of importance for the Commission.

**Activity #1:** Commission to develop a set of guidelines that define the decorum to be used with the Commission. These might include, but are not limited to, the use of titles and last names for all Commissioners, Staff, and Public, use of appropriate language, addressing the Chair, and honoring time limits.
**Anticipated Completion Date:** April meeting

**Activity #2:** Staff and Commissioners agree that sharing information with each other in a timely fashion is valuable. Develop a plan on how to achieve this interest.
**Anticipated Completion Date:** May meeting

**GOAL NUMBER 2:** The Commission determined a number of priorities that would assist in understanding and fulfilling their role, developing stronger relationships with agencies related to the Homeless in Oxnard, and providing access to information to a broader audience.

**Objective #1:** All members of the Commission have up-to-date training on materials that surround their roles as Commissioners.

**Activity #1**: Have member training every year on Brown Act, Ethics and other issues that may be relevant to the Commission. This would include, but not limited to, service provider site guidelines, potential conflicts of interest, etc.
**Anticipated Completion Date**: Within 60 days of appointment.

**Objective #2**: The Commission is interested in pursuing a change in the Bylaws.

**Activity #1:** Review the current Bylaws for all applicable areas and propose any changes to Staff.
**Anticipated Completion Date**: May meeting

**Activity #2:** Through the Staff, the Commission may make a formal request to alter the Bylaws to incorporate changes.
**Anticipated Completion Date:** June meeting

**Objective #3**: Build a stronger collaboration with service providers and agencies through open dialogue and engagement.

**Activity #1:** Develop a plan to inform each agency of the expectations the Commission has for a presentation before the Commission. This may include, but not limited to, the method of delivery of each report, timing, and the Five Year needs of the provider.
**Anticipated Completion Date:** May meeting

**Objective 3:** Adopt the Countywide 10 Year Plan to End Homelessness

**Activity #1:** Make an official recommendation to City Council to adopt the Countywide 10 Year Plan to End Homelessness.
**Anticipated Completion Date:** May meeting

**Activity #2:** Have a link on the City's website to the Ventura County Homelessness Commission Countywide 10 Year Plan to End Homelessness.
**Anticipated Completion Date:** May meeting

**Objective 4:** The Commission supports Community Activities.

**Activity #1:** The Chair, Vice Chair and Housing Director to meet with the City Attorney to determine the level of participation in community events/activities.
**Anticipated Completion Date:** April 8

**GOAL NUMBER 3:** The Commission believes that participation in the City's Five Year Consolidated Plan is important to facilitate their Commission duties and responsibilities.

**Objective 1:** Participate in meetings on discussion of Needs Assessment and hearings.

**Activity #1:** Schedule a Special Commission meeting with Staff to discuss the needs of the homeless in Oxnard over the next five (5) years.
**Anticipated Completion Date:** February, 2014

**Objective 2:** The Commission supports the Zone Text Amendment and wants the City to take a formal stance on SB2.

**Activity #1:** Make a presentation to City Council seeking a letter of support to be written in support of the Zone Text Amendment.
**Anticipated Completion Date:** April 30

# ATTACHMENTS

# CITY OF OXNARD
# COMMISSION ON HOMELESSNESS

## 2013 Retreat

AGENDA

- ICEBREAKER
- REVIEW 2012 PLAN – February 17, 2012
- DISCUSS GOALS FOR 2013

AMENDED AND RESTATED

BY-LAWS

FOR THE

COMMISSION ON HOMELESSNESS

These "Amended and Restated By-Laws for the Commission on Homelessness" ("By-Laws") amend and restate the by-laws for the Commission on Homelessness ("Commission") in their entirety. These By-Laws amend and/or supercede all previous amendments.

Article I

Organization

The name of this legislative body shall be the Commission on Homelessness.

Article II

Powers and Duties

The powers and duties of the Commission shall be as follows:

A. Advise the City Council on all matters pertaining to homelessness issues in the City.

B. Serve as a liaison between the City Council and the community in matters related to homelessness.

C. Prepare and submit an annual report of activities to the City Council and make such other reports and recommendations to the City Council from time to time as the Commission may determine necessary to address homelessness issues in the City.

## Article III

## Membership

A. The Commission shall consist of a maximum of eleven members appointed by the Mayor with the approval of the City Council. The commission is authorized to function with less than eleven members, but if membership falls below eleven, the Commissioners shall endeavor to recruit potential members for appointment by the Mayor in accordance with the provisions of Article III.C. hereof.

B. Except for members appointed to fill vacancies caused by removal, resignation or inability of a Commissioner to serve, the term of office for Commission members shall be approximately 2 years. Commissioners are appointed by the mayor and approved by the City Council after each general election in the City. The terms of Commissioners shall begin on the date of appointment, approval and swearing in by the City Clerk, end upon the appointment, approval and swearing in of new Commission members after the next general election.

C. In the event of a vacancy caused by removal or inability of a member to serve, the Mayor, with approval of City Council, may appoint a replacement to complete the term of such member.

## Article IV

## Officers

A. The officers of the Commission shall be a Chairperson and Vice-Chairperson.

B. At the annual meeting, the officers shall be elected by a majority of Commission members present. Officers shall serve a one year term, provided that, despite the expiration of such one year term, officers are authorized to serve until a successor is appointed. The annual meeting shall be scheduled as provided below.

If for any reason, election of officers does not occur at the annual meeting, officers may be elected at any regularly scheduled meeting or at a special meeting; provided the term of an officer so elected shall, subject to Article IV.B. above be until the next annual meeting following such Officer's election.

C. The duties of the officers shall be as follows:

1. Chairperson - (a) To preside at all meetings; (b) To call special meetings as may be necessary; and (c) To prepare agendas, with the assistance of City staff.

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.

3. In the event an Officer is removed, resigns, or becomes unable to perform the duties of office, the members may at a regularly scheduled meeting or a special meeting, elect a successor to serve the remaining term of such officer.

D. Secretary.

1. Pursuant to the Oxnard City Code the Commission shall have a secretary.

2. The Secretary shall have the following duties: (a) Keep minutes of all meetings; (b) Provide advance and proper notice of all meetings; (c) Assist the Chairperson to prepare agendas; and (d) Attend all meetings of the Commission.

## Article V

## Meetings/Quorum

A. The annual meetings of The Commission shall be the first Commission meeting after the City Council meeting at which the mayor appoints members to the

Commission and the first Commission meeting after the one year anniversary of such date of appointment.

B. The Commission shall conduct regular meetings at least once in each month. The exact dates, time and location of the meetings shall be determined by the Commission at the annual meeting, or any regularly scheduled meeting or any special meeting.

C. Special meetings may be called by the Chairperson or upon the request of at least six members.

D. Meetings shall be public and shall be conducted in a publicly owned building with adequate space for members of the public to attend the meetings.

E. Fifty percent of the then current membership of the Commission shall constitute a quorum for the transaction of business.

## Article VI
## Absences

A. 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.

B. The Chairperson shall determine whether a member's absence is with good cause. An absence due to illness shall be considered an absence with good cause; provided, that notice of such absence is given to the Chairperson as much in advance as possible.

## Article VII

## Coordination with City Council

The Chairperson shall as soon as possible inform the City Council, through the City Manager, of policy recommendations made by the Commission. A copy of the minutes of meetings and resolutions of the Commission shall be delivered to the City Manager by the Secretary following each meeting.

## Article VIII

## Rules of Order and Procedure

Rules for order and procedure of Commission meetings shall be determined by the Chairperson and approved by a majority of the Commission.

## Article IX

## Amendments

These by-laws may be amended upon presentation to City Council for approval.

## Article X

## Effective Date

These by-laws shall go into effect upon approval by City Council.

## Article X1

## Ratifications

All previous actions of the Commission are hereby ratified.

# Parliamentary Procedure for Meetings

***Robert's Rules of Order*** is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. ***Robert's Rules*** will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of ***Robert's Rules***, used by most organizations:

1. ***Motion:*** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. ***Postpone Indefinitely:*** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. ***Amend:*** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. ***Commit:*** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. ***Question:*** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. ***Table:*** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. ***Adjourn:*** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

*Note:* If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using ***Robert's Rules*** is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

## Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in ***Robert's Rules***.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion,** *stand and address the chair.*
- **If you approve the motion as is,** *vote for it.*
- **If you disapprove the motion,** *vote against it.*
- **If you approve the idea of the motion but want to change it,** *amend it or submit a substitute for it.*
- **If you want advice or information to help you make your decision,** *move to refer the motion to an appropriate quorum or committee with instructions to report back.*
- **If you feel they can handle it better than the assembly,** *move to refer the motion to a quorum or committee with power to act.*
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered,** *move to lay the motion on the table.*
- **If you want time to think the motion over,** *move that consideration be deferred to a certain time.*
- **If you think that further discussion is unnecessary,** *move the previous question.*
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee,** *move the motion be recalled.*
- **If you think that the assembly should give further consideration to a matter already voted upon,** *move that it be reconsidered.*
- **If you do not agree with a decision rendered by the chair,** *appeal the decision to the assembly.*
- **If you think that a matter introduced is not germane to the matter at hand,** *a point of order may be raised.*
- **If you think that too much time is being consumed by speakers,** *you can move a time limit on such speeches.*
- **If a motion has several parts, and you wish to vote differently on these parts,** *move to divide the motion.*

# PARLIAMENTARY PROCEDURE AT A GLANCE

| TO DO THIS | YOU SAY THIS | MAY YOU INTERRUPT SPEAKER | MUST YOU BE SECONDED | IS MOTION DEBATABLE | WHAT VOTE REQUIRED |
|---|---|---|---|---|---|
| Adjourn meeting* | I move that we adjourn | No | Yes | No | Majority |
| Recess meeting | I move that we recess until... | No | Yes | No | Majority |
| Complain about noise, room temperature, etc.* | Point of privilege | Yes | No | No | No vote |
| Suspend further consideration of something* | I move we table it | No | Yes | No | Majority |
| End debate | I move the previous question | No | Yes | No | 2/3 vote |
| Postpone consideration of something | I move we postpone this matter until... | No | Yes | Yes | Majority |
| Have something studied further | I move we refer this matter to committee | No | Yes | Yes | Majority |
| Amend a motion | I move this motion be amended by... | No | Yes | Yes | Majority |
| Introduce business (a primary motion) | I move that... | No | Yes | Yes | Majority |
| Object to procedure or personal affront* | Point of order | Yes | No | No | No vote, Chair decides |
| Request information | Point of information | Yes | No | No | No vote |
| Ask for actual count to verify voice vote | I call for a division of the house | No | No | No | No vote |
| Object consideration of undiplomatic vote* | I object to consideration of this question | Yes | No | No | 2/3 vote |
| Take up a matter previously tabled* | I move to take from the table... | No | Yes | No | Majority |
| Reconsider something already disposed of* | I move we reconsider our action relative to... | Yes | Yes | Yes | Majority |
| Consider something already out of its schedule* | I move we suspend the rules and consider | No | Yes | No | 2/3 vote |
| Vote on a ruling by the Chair | I appeal the Chair's decision | Yes | Yes | Yes | Majority |

*Not amendable

# PARLIAMENTARY PROCEDURE AT A GLANCE

| | | Debatable | Amendable | Can Be Reconsidered | Requires 2/3 Vote |
|---|---|---|---|---|---|
| Privileged Motions | Fix Time at Which to Adjourn | No | Yes | No | No |
| | Adjourn | No | No | Yes | No |
| | Question of Privilege | No | Yes | Yes | No |
| | Call for Order of Day | No | No | Yes | No |
| Incidental Motions | Appeal | Yes | No | Yes | No |
| | Objection to Consideration of a Question | No | No | Yes | Yes |
| | Point of Information | No | No | No | No |
| | Point of Order | No | No | No | No |
| | Read Papers | No | No | Yes | No |
| | Suspend the Rules | No | No | No | Yes |
| | Withdraw a Motion | No | No | Yes | No |
| Subsidiary Motions | Lay on the Table | No | No | Yes | No |
| | The Previous Question (close debate) | No | No | Yes | Yes |
| | Limit or Extend Debate | No | Yes | Yes | Yes |
| | Postpone to a Definite Time | Yes | Yes | Yes | No |
| | Refer to Committee | Yes | Yes | Yes | No |
| | Amend the Amendment | Yes | No | No | No |
| | Amendment | Yes | Yes | Yes | No |
| | Postpone Indefinitely | Yes | No | Yes | No |
| Main Motion | Main or Procedural Motion | Yes | Yes | Yes | No |

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

PLEASE NOTE: many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

# IN THE MEETING

***TO INTRODUCE A MOTION:***

Stand when no one else has the floor.
Address the Chair by the proper title.
Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...," state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . ., is there any discussion?"

***DEBATE OR DISCUSSING THE MOTION:***

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

***VOTING ON A MOTION:***

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

# AMENDMENTS ILLUSTRATED

**Any main motion or resolution may be amended by:**

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that. . . "

MAIN MOTION

Another member seconds the motion.

The Chair repeats the motion and says, "Is there any discussion?"

Must be germane to the main motion

To improve the motion, a member rises, receives recognition and says, "I move to amend the motion by . . . "

PRIMARY AMENDMENT

Another member seconds the amendment.

The Chair repeats the amendment and says, "Is there any discussion on the amendment?"

Must be germane to the primary amendment

To improve the amendment, a member rises, receives recognition, and says, "I move to amend the amendment by . . . "

SECONDARY AMENDMENT
(not amendable)

Another member seconds the amendment.

The Chair repeats the amendment to the amendment and says, "Is there any discussion on the amendment to the amendment?"

- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.

# Appendix B - Total Number of Persons Sheltered and Unsheltered by Jurisdiction

| | Total Sheltered & Unsheltered | | Sheltered – Emergency Shelter | | Sheltered – Transitional Housing | | Unsheltered | |
|---|---|---|---|---|---|---|---|---|
| | # | % | # | % | # | % | # | % |
| County | 1774 | *100* | 349 | *20* | 351 | *20* | 1074 | *60* |
| | | | | | | | | |
| Camarillo | 27 | *100* | 0 | *0* | 0 | *0* | 27 | *100* |
| Fillmore | 13 | *100* | 0 | *0* | 0 | *0* | 13 | *100* |
| Moorpark | 9 | *100* | 0 | *0* | 0 | *0* | 9 | *100* |
| Ojai | 43 | *100* | 19 | *44* | 0 | *0* | 24 | *56* |
| Oxnard | 645 | *100* | 245 | *38* | 92 | *14* | 308 | *48* |
| Port Hueneme | 17 | *100* | 0 | *0* | 11 | *65* | 6 | *35* |
| Santa Paula | 34 | *100* | 0 | *0* | 0 | *0* | 34 | *100* |
| Simi Valley | 211 | *100* | 21 | *10* | 0 | *0* | 190 | *90* |
| Thousand Oaks | 121 | *100* | 46 | *38* | 24 | *20* | 51 | *42* |
| Ventura | 519 | *100* | 5 | *1* | 159 | *31* | 355 | *68* |
| Unincorporated Area | 135 | *100* | 13 | *10* | 65 | *48* | 57 | *42* |

ATTACHMENT NO. 7
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