

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 City Clerk's Office, 300 West Third Street 4th Floor during customary business hours. Any materials to be presented at this meeting will be made available electronically 24 hours prior to the meeting, at the end of this agenda. The agenda reports are on the City of Oxnard web site at www.oxnard.org.



AGENDA
OXNARD CITY COUNCIL
OXNARD COMMUNITY DEVELOPMENT COMMISSION SUCCESSOR AGENCY
OXNARD FINANCING AUTHORITY
OXNARD HOUSING AUTHORITY
Council Chambers, 305 West Third Street
October 16, 2018
Regular Meeting - 6:00 PM
Closed Session - 5:00 PM

A. ROLL CALL/POSTING OF AGENDA

THE FOLLOWING LEGISLATIVE BODIES ARE MEETING: City Council.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

At this time, a person may address the legislative body only on matters appearing on the closed session agenda. The presiding officer shall limit public comments to three minutes.

C. CLOSED SESSION

1. Public Employee Performance Evaluation

CC Title: City Attorney

The City Attorney requested that this item be discussed in closed session under the Brown Act exception of Government Code section 54957(b)(1) (public employee performance evaluation).

2. Public Employee Performance Evaluation

CC Title: City Manager

The City Attorney requested that this item be discussed in closed session under the Brown Act exception of Government Code section 54957(b)(1) (public employee performance evaluation).

D. OPENING CEREMONIES

Pledge of allegiance to the flag of the United States.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact the City Clerk's Office at 385-7803. Notice at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

City of Oxnard internet address: www.oxnard.org.

E. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of a Proclamation Designating the Month of October, 2018 as "Domestic Violence Awareness Month" in the City of Oxnard.
2. SUBJECT: Presentation of a Commendation to Pablo Ortiz for His Contributions to the Heritage Square Summer Concerts.
3. SUBJECT: Presentation of Commendations to La Colonia Neighborhood Youth Mural Project Participants.

F. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

At this time, the legislative body will consider public comments for a maximum of thirty minutes. A person may address the legislative body only on matters not appearing on the agenda and within the subject matter jurisdiction of the legislative body. Speaker cards will not be accepted after the beginning of the general public comment period. Based on the number of speaker cards submitted, the presiding officer may impose time limits per speaker. Typically, speakers are limited to three minutes, but shorter time may be established as deemed necessary. A person not able to address the legislative body at this time because the thirty minutes expires may do so just prior to adjournment of the meeting. The legislative body cannot enter into a detailed discussion or take action on any items presented during public comments at this time. Such items may only be referred to the City Manager/ Executive Director/Secretary for administrative action or scheduled on a subsequent agenda for discussion. Persons wishing to speak on public hearing items should do so at the time of the hearing.

G. REPORT OF CITY MANAGER/EXECUTIVE DIRECTOR/SECRETARY

The City Manager/Executive Director/Secretary shall report on items of interest to the legislative body occurring since the last meeting. The legislative body cannot enter into detailed discussion or take action on any item presented during this report. Such items may only be referred to the City Manager/Executive Director/Secretary for administrative action or scheduled on a subsequent agenda for discussion.

H. CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY/FINANCING AUTHORITY BUSINESS/COMMITTEE REPORTS

At this time, a member of the legislative body may make a brief announcement, or make a brief report on his or her activities. Further, members of the legislative body may request to schedule consideration of whether to place an item on a future agenda. The legislative body cannot enter into detailed discussion or take action on any item presented during this report. The member's report shall not exceed three minutes, unless additional time is granted by the presiding officer.

I. REVIEW OF INFORMATION/CONSENT AGENDA

The members of the legislative body will consider whether to remove Information/Consent Agenda items for discussion later during the meeting.

J. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

At this time, a person may address the legislative body only on matters appearing on the information/consent agenda. The presiding officer shall limit public comments to three minutes.

K. INFORMATION CONSENT AGENDA**City Clerk Department**

1. **SUBJECT:** Approval of Minutes.

RECOMMENDATION: That the City Council approve the minutes of the October 9, 2018 Regular Meeting as presented.

Legislative Body: CC

Contact: Michelle Ascencion

Phone: (805) 385-7805

Cultural and Community Service Department

2. **SUBJECT:** RSVP Grant Application and Revenue Approval.

RECOMMENDATION: That City Council:

1. Adopt a resolution authorizing the City Manager or designee to submit an application for the next three-year Retired and Senior Volunteer Program grant cycle (July 2019 to June 2022); and

2. If funding is received, authorize the City Manager or designee to execute grant agreements; the Chief Financial Officer or designee to submit financial reports and grant claims and approve special budget appropriations for the use of the grant funds; and the City Manager or designee to submit non-financial reports.

Legislative Body: CC

Contact: Terrel Harrison

Phone: (805) 385-7994

Public Works Department

3. **SUBJECT:** Budget Appropriation for Apportionments Within Assessment District 2000-1.

RECOMMENDATION: That City Council approve a budget appropriation in the amount of \$5,095 to cover unexpected charges associated with apportionments in Assessment District 2000-1 (Oxnard Boulevard/Highway 101 Interchange).

Legislative Body: CC

Contact: Rosemarie Gaglione

Phone: (805) 385-8055

L. REPORTS**Housing Department**

1. **SUBJECT:** Temporary Emergency Shelter; and Abatement of Vacated Encampments. (10/15/15)

RECOMMENDATION: That the City Council:

1. Authorize the utilization of the building at 351 South K Street for a pilot 24-hour temporary emergency shelter, beginning in December 2018, for a period of four to six months;

2. Authorize the re-programming of up to \$200,000 from the approved Measure "O" funding of the Homeless Program (MO5101) for a year-round shelter to be utilized for the operation

of the temporary emergency shelter;

3. Authorize the re-programming of up to \$75,000 from the approved Measure “O” funding of the Homeless Program (MO5101) for a year-round shelter to be utilized for the purpose of performing spot abatements of encampments that have been abandoned or vacated; and

4. Authorize and direct the City Manager or his designee to execute the necessary agreements for the establishment and operation of the temporary emergency shelter.

Legislative Body: CC

Contact: Rhonda Hodge

Phone: (805) 385-7889

M. ADJOURNMENT



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent

AGENDA ITEM NO.: 1

DATE: October 16, 2018

TO: City Council

FROM: Michelle Ascencion
City Clerk

SUBJECT: Approval of Minutes.

CONTACT: Michelle Ascencion, City Clerk
Michelle.Ascencion@oxnard.org, (805) 385-7805

RECOMMENDATION:

That the City Council approve the minutes of the October 9, 2018 Regular Meeting as presented.

STRATEGIC PRIORITIES:

This agenda item is a routine operational item that does not directly relate to the four strategic plans adopted by City Council on May 17, 2016. This agenda items does provide transparency of Council meetings to the public.

FINANCIAL IMPACT:

There is no financial impact.

Prepared by Michelle Ascencion, City Clerk

ATTACHMENTS:

Attachment A: Minutes 10.09.2018 CC regular meeting

MINUTES
OXNARD CITY COUNCIL
Regular Meeting
October 9, 2018

A. ROLL CALL/POSTING OF AGENDA

At 4:35 p.m., Mayor Flynn called to order the regular meeting of the Oxnard City Council in the City Hall Council Chambers, 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Councilmembers Bryan A. MacDonald, Oscar Madrigal, and Mayor Tim Flynn were present. Councilmember Bert Perello arrived at 4:37 p.m. and Mayor Pro Tem Carmen Ramirez arrived at 4:46 p.m.

Staff members present were Alexander Nguyen, City Manager; Stephen Fischer, City Attorney; Jesús Nava, Assistant City Manager; Ashley Golden, Interim Assistant City Manager; and Michelle Ascencion, City Clerk.

B. PUBLIC COMMENTS ON CLOSED SESSION ITEMS (None)

C. CLOSED SESSION

Mayor Flynn read the following closed session statement:

“The City Council will recess to a closed session pursuant to Government Code section 54956.9(d)(4), based on existing facts and circumstances, to decide whether to initiate litigation in one potential case. The City Council will also recess to a closed session pursuant to Government Code section 54956.9(d)(2), based on existing facts and circumstances, there is significant exposure to litigation against the City in one potential case regarding The Fisherman’s Wharf development proposed in Channel Islands Harbor by the County of Ventura.”

At 4:36 p.m., the City Council recessed to a closed session. At 5:33 p.m. the City Council reconvened in open session in the Council Chambers. The City Attorney announced that there were no reportable actions out of closed session.

Additional staff members present at this time were Adam Smith, Economic Development Project Manager; and Karen Moore, Assistant City Clerk.

D. APPOINTMENT ITEM

Economic Development Department

1. SUBJECT: Economic Development Collaborative - Ventura County Annual Update.
RECOMMENDATION: That the City Council receive a report on the Economic Development Collaborative - Ventura County (EDC-VC).

The Economic Development Project Manager introduced Bruce Stenslie, President/CEO of Economic Development Collaborative - Ventura County, who gave a report. No public comments were received. Discussion ensued among the Council and Mr. Stenslie.

E. OPENING CEREMONIES

The flag salute was followed by a moment of silence.

Additional staff members present at this time were Scott Whitney, Police Chief; Roger Brooks, Code Compliance Manager; Eric Sonstegard, Assistant Police Chief; and Rosemarie Gaglione, Public Works Director.

F. CEREMONIAL CALENDAR

1. SUBJECT: Presentation of **Resolution No. 15,172** to Eva Lopez for For Over Thirty Years of Outstanding Service to the City of Oxnard.

Mayor Flynn read the proclamation and presented it to Mrs. Lopez, who made some remarks.

It was moved by Mayor Pro Tem Ramirez, seconded by Councilmember Perello, to approve the resolution as presented. VOTE: Flynn, MacDonald, Madrigal, Perello, and Ramirez voted in favor, the motion carried 5-0.

2. SUBJECT: Presentation of a Proclamation Designating October 13, 2018 as “Community Safety and Anti-Violence Day” in the City of Oxnard.

The Police Chief made some remarks. Mayor Flynn read the proclamation and presented it to the Chief, who presented it to the family of Alfonso Limon Jr.

3. SUBJECT: Presentation of a Proclamation Designating the Week of October 7-13, 2018, as “Code Enforcement Officer Appreciation Week” in the City of Oxnard.

The Code Compliance Manager introduced the city’s Code Compliance Officers and made some remarks. Mayor Flynn read the proclamation and presented it to the Code Compliance Manager.

G. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Public comments were received from Woodrow Thomas Sr. (status of his claim against the city), Margaret Cortese (expressed support for the City Council), Lance Ralston (“One City - One Church” day of service), Harold Ceja (marijuana taxes), Jeff Burum (upcoming Veterans Day commemorations), Angela Nardone (new newspaper “The Voice/La Voz”), Aaron Starr (candidate for Mayor), Kelly Christiansen (parking/development in Southwinds neighborhood), Jackie Tedeschi (recent INCO candidate forum), Kitty Merrill (setting the default renewable energy level for the Clean Power Alliance), Christopher Tull (setting the default renewable energy level for the Clean Power Alliance), Alejandra Limon (the death of her son, Alfonso Limon Jr.), Lucy Cartagena (five-year homeless plan), Maria Collier (Community Action of Ventura County), and Lauraine Effress (improved Channel Islands Harbor water quality).

H. REPORT OF CITY MANAGER (None)

I. CITY COUNCIL REPORTS

Councilmember Madrigal reported on attending the Multicultural Festival, La Colonia neighborhood cleanup, and Knights of Columbus Civic Night, commented on the upcoming Oxnard Union High School District meeting regarding the new high school, and expressed sympathies for the Limon family.

Mayor Pro Tem Ramirez expressed sympathies for the Limon family, and commented on setting the default renewable energy level for the Clean Power Alliance, climate change, and the Polynesian voyaging canoe at Maritime Museum.

Councilman MacDonald commented on the recent firefighters' cancer fundraisers, Ventura County Transportation Commission meeting, Multicultural Festival, Knights of Columbus Civic Night, and an upcoming Gold Coast Transit District meeting.

Councilmember Perello expressed sympathies for the Limon family, and commented on recent traffic fatalities, the La Colonia neighborhood cleanup, global warming, Multicultural Festival, Knights of Columbus Civic Night, and lobbying state and federal representatives regarding the Channel Islands Harbor.

Mayor Flynn commented on increased landscaping and tree trimming work in the city, the Knights of Columbus Civic Night, and expressed sympathies for the Limon family.

J. REVIEW OF INFORMATION/CONSENT AGENDA

Items L-2, L-4, and L-5 were discussed among the Council and staff.

K. PUBLIC COMMENTS ON INFORMATION/CONSENT AGENDA

Public comments were received from Pat Brown.

L. INFORMATION/CONSENT AGENDA

City Clerk Department

1. SUBJECT: Approval of Minutes.

RECOMMENDATION: That the City Council approve the minutes of the October 2, 2018 Regular Meeting as presented.

Police Department

2. SUBJECT: Federal and State Asset Forfeiture Funds.

RECOMMENDATION: That City Council approve a special budget appropriation in the amount of \$154,350 for the use of Federal (\$108,350) and State (\$46,000) asset forfeiture funds allocated to the City of Oxnard Police Department. The funds will be used for training and equipment purchases not normally associated with general fund expenditures.

3. SUBJECT: Authorization to Apply for Grant from the Department of Justice in the Amount of \$564,491.
RECOMMENDATION: That City Council adopt **Resolution No. 15,173** authorizing:
1. The City Manager to execute and submit an application for the California Department of Justice (“DOJ”) grant funds in the amount of \$564,491 from the Tobacco Grant Program for fiscal years 2018-2020;
 2. The City Manager to execute a Memorandum of Understanding with the California DOJ to receive and expend grant funds with the City of Oxnard as the fiscal agent for the Tobacco Grant Program;
 3. The City Manager or designee to execute grant agreements and appropriate funds upon notification of the grant award and approve necessary administrative budget appropriations;
 4. The Chief Financial Officer or designee to submit financial reports and grant claims for the use of Tobacco Grant funds upon award; and
 5. The Chief of Police or designee to submit non-financial reports (program-related progress or status reports).

Public Works Department

4. SUBJECT: First Amendment to Agreement for Sidewalk and Curb and Gutter Grinding
RECOMMENDATION: That City Council approve and authorize the Mayor to execute the First Amendment with BPR, Inc., extending Agreement A-7955 for two years and increasing the amount by \$250,000 for a new agreement total of \$500,000.
5. SUBJECT: On Call Lighting and Electrical Maintenance and Repair Services Contract.
RECOMMENDATION: That City Council award and authorize the Mayor to execute three-year Agreement A-8087 with Oilfield Electric Company in the amount of \$600,000 for the On-Call Lighting and Electrical Maintenance and Repair Services Project SD 18-73R.
6. SUBJECT: Oxnard Traffic Management System and Adaptive Traffic Signals Project.
RECOMMENDATION: That City Council:
1. That City Council award and authorize the Mayor to execute Agreement A-8074 with McCain, Inc. in the amount of \$348,400 for Transparency TMS, which is software for the Intelligent Transportation System (ITS) Software – Adaptive Traffic Signal Project.
7. SUBJECT: Request for Approval of Contingencies for Public Projects.
RECOMMENDATION: That City Council:
1. Approve an appropriation from Lease Revenue Project and Refunding Bonds Series 2014B Fund 314 in the amount of \$47,000 to finalize Windsor North River Ridge Neighborhood Street Resurfacing Project 153119;
 2. Approve a contingency in the amount of \$139,474 for Windsor North River Ridge Neighborhood Street Resurfacing Project 153119, where the awarded contract amount was \$1,899,583;
 3. Approve a contingency in the amount of \$250,000 for Street Overlays Project 18IN03, where the awarded contract amount was \$3,767,000;
 4. Approve a contingency in the amount of \$99,437 for Redwood Neighborhood Street Resurfacing and Water Improvement Project 183103, where the awarded contract amount was \$3,241,339.50; and

5. Approve a contingency in the amount of \$40,000.00 for Police Station Roof Replacement, Project MO2107, where the awarded contract amount was \$569,979.

It was moved by Councilmember Perello, seconded by Mayor Pro Tem Ramirez, to approve the Information/Consent items as presented. VOTE: Flynn, MacDonald, Madrigal, Perello, and Ramirez voted in favor, the motion carried 5-0.

M. ADJOURNMENT

There being no further business on the agenda, and without objection, Mayor Flynn adjourned the meeting at 7:24 p.m.

MICHELLE ASCENCION, CMC
City Clerk

TIM FLYNN
Mayor



**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent

AGENDA ITEM NO.: 2

DATE: October 16, 2018

TO: City Council

FROM: Terrel Harrison
Interim Cultural and Community Services Director

SUBJECT: RSVP Grant Application and Revenue Approval.

CONTACT: Terrel Harrison, Interim Cultural and Community Services Director
Terrel.Harrison@oxnard.org, 385-7994

RECOMMENDATION:

That City Council:

1. Adopt a resolution authorizing the City Manager or designee to submit an application for the next three-year Retired and Senior Volunteer Program grant cycle (July 2019 to June 2022); and
2. If funding is received, authorize the City Manager or designee to execute grant agreements; the Chief Financial Officer or designee to submit financial reports and grant claims and approve special budget appropriations for the use of the grant funds; and the City Manager or designee to submit non-financial reports.

BACKGROUND

For the past 41 years, the City of Oxnard has successfully operated the Retired and Senior Volunteer Program (RSVP). The RSVP grant is funded by the federal Corporation for National and Community Service (CNCS). The dual purpose is to engage older adults in volunteer services to meet critical community needs and to provide a high-quality service experience that will enrich the lives of the volunteers. Grant agreements with CNCS are awarded on a three-year basis, with FY 2019/20 being the first year of this cycle. The annual grant award is \$67,777. The grant proposal is due November 7, 2018.

Last year the program served about 550 volunteers age 55 and older. In 2017, RSVP volunteers assisted at about 40 non-profit or public agencies, serving more than 68,000 hours and providing about \$2 million of time and talent to our community. The largest priorities addressed are hunger through food collection and distribution and helping seniors living independently.

RSVP Grant Application and Revenue Approval

October 16, 2018

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Special projects operated by RSVP include RSVP Bone Builders, which last year provided classes to about 1,000 seniors and enhancing their physical and mental well-being; Tai Chi: Moving for Better Balance, which provides a simplified, but evidence-based Tai Chi experience to seniors; and the CarFit program, which checks that seniors are using their car's safety devices correctly.

STRATEGIC PRIORITIES

Goal 3. Strengthen neighborhood development, and connect City, community, and culture.

Objective 3a. Create a renewed focus on establishing a positive outlook and orientation of our City, neighborhoods and overall community.

FINANCIAL IMPACT

If the grant is awarded, each fiscal year will require a General Fund match of \$29,047 each year for a three year total match of \$87,141. The matching funds are composed of personnel costs and is part of the annual operating budget for Recreation / Senior Services (101-5303). The annual grant award will be \$67,777 for a three year total grant funding of \$203,331. The recommended budgets for Fiscal Years 19-20, 20-21 and 21-22 will include the annual match amount of \$29,047 (101-5503) and grant award of \$67,777 (263-5503).

Prepared by Marisue Eastlake, Recreation Coordinator.

ATTACHMENTS:

Attachment A: 2018 Grants Resolution RSVP

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD
APPROVING SUBMITTAL OF GRANT APPLICATION

WHEREAS, City Council Resolution No. 12, 053 sets out the procedures by which City staff may submit grant applications, following approval of the City Council; and

WHEREAS, the Cultural and Community Services Department has requested that the City Council approve submittal of an application to the Corporation for National and Community Service for \$203,331 in Retired & Senior Volunteer Program funding to be used for senior volunteer programming; and

NOW, THEREFORE, the City Council of the City of Oxnard hereby resolves to approve the submittal of a grant application by the City Manager or designee for the Retired & Senior Volunteer Program. The City Council further resolves that the City Manager or designee is authorized to execute grant agreements; the Finance Director or designee is authorized to submit financial reports and grant claims and approve special budget appropriations for the use of grant funds; and the Cultural and City Manager or designee is authorized to submit non-financial reports.

PASSED AND ADOPTED THIS _____ day of _____, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

 Tim Flynn, Mayor

ATTEST:

 Michelle Ascencion, City Clerk

APPROVED AS TO FORM:

 Stephen M. Fischer, City Attorney

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**CITY COUNCIL
AGENDA REPORT**

TYPE OF ITEM: Info/Consent
AGENDA ITEM NO.: 3

DATE: October 16, 2018

TO: City Council

FROM: Rosemarie Gaglione
Public Works Director

SUBJECT: Budget Appropriation for Apportionments Within Assessment District 2000-1.

CONTACT: Rosemarie Gaglione, Public Works Director
rosemarie.gaglione@oxnard.org, (805) 385-8055

RECOMMENDATION:

That City Council approve a budget appropriation in the amount of \$5,095 to cover unexpected charges associated with apportionments in Assessment District 2000-1 (Oxnard Boulevard/Highway 101 Interchange).

BACKGROUND

The City of Oxnard established Assessment District No. 2000-1 (the “District”) and issued bonds to finance the construction of an interchange on U.S. Highway 101 at Oxnard Boulevard. The District was part of a coordinated financing solution to provide approximately \$113.5 million of infrastructure improvements known as the Vineyard Avenue-Johnson Drive Freeway Improvement Project. The improvements consisted of the following four major components: (a) a new 12-lane bridge on Highway 101 over the Santa Clara River; (b) extra lanes to Highway 101 between Vineyard Avenue and Montalvo railroad spur crossing; (c) an elevated rail grade crossing at Johnson Drive; and (d) a freeway interchange at Oxnard Boulevard.

An apportionment takes the assessment lien from an existing parcel or lot that is being split, and respreads that lien to newly created parcels or lots, when the existing parcel lies within a 1915 Act Assessment District. Apportionments must be performed because they are required by law. Parts 10 and 10.5 of Division 10 of the California Streets and Highways Code require an apportionment of an assessment lien every time a subdivision, lot line adjustment or other re-configuration of land occurs to a property within an assessment district that was formed pursuant to the Improvement Bond Act of 1915.

Budget Appropriation for Apportionments Within Assessment District 2000-1

October 16, 2018

Page 2

In 2017, the developer requested parcel changes requiring two separate apportionments. Now these parcels are being split further into individual condo parcels that must have the assessment liens apportioned to the new parcels.

The City has retained the services of NBS Government Finance Group to handle apportionments, and this item is the result of its services. Apportionments are not typically a budgeted item; therefore, these services are outside of the current operational Fiscal Year 2018-19 adopted budget of \$179,767 which included annual debt service of \$165,205.

This is a pass through item, as the City collects the fees from the developer for the apportionment, and then pays NBS for its services.

STRATEGIC PRIORITIES

This agenda item is a routine operational item or does not relate to the four strategic plans adopted by City Council on May 17, 2016.

FINANCIAL IMPACT

There is no financial impact to the City's General Fund associated with this action. An additional \$5,095 will be required from Assessment District 2000-1 Fund 513 Fund Balance to fund the apportionment services. The estimated unaudited undesignated unreserved fund balance for FY 2017-18 after this appropriation will be approximately \$694,461.

Prepared by Sandra Burkhart, Special Districts Manager

ATTACHMENTS:

BA - Item#2345 AD2000-1 NBS - 10.16.18

REQUEST FOR BUDGET APPROPRIATION

Department: Public Works
Project/Program
Manager: Sandra Burkhart

Date: October 16, 2018
Phone: (805) 385-7496

Reason for Appropriation:

To provide additional funding for one-time unanticipated apportionments to Oxnard Blvd./Highway 101 Assessment District.

Accounts and Descriptions

AMOUNT

Fund: 513 - ASSESSMENT DIST. 2000-1

Expenditures/Transfers Out

513-1901-871.82-09	CONTRACTS AND SERVICES / SVCS-OTHER PROF/CONT	5,095
	Sub-total Expenditures	5,095

Net Change to Fund Balance	(5,095)
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Net Appropriation Change	5,095
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Approvals

Department Director _____

Chief Financial Officer _____

City Manager _____

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**CITY COUNCIL
AGENDA REPORT**

**TYPE OF ITEM: Report
AGENDA ITEM NO.: 1**

DATE: October 16, 2018

TO: City Council

FROM: Rhonda Hodge
Interim Housing Director

SUBJECT: Temporary Emergency Shelter; and Abatement of Vacated Encampments.
(10/15/15)

CONTACT: Rhonda Hodge, Interim Housing Director
rhonda.hodge@oxnard.org, 385-7889

RECOMMENDATION:

That the City Council:

1. Authorize the utilization of the building at 351 South K Street for a pilot 24-hour temporary emergency shelter, beginning in December 2018, for a period of four to six months;
2. Authorize the re-programming of up to \$200,000 from the approved Measure "O" funding of the Homeless Program (MO5101) for a year-round shelter to be utilized for the operation of the temporary emergency shelter;
3. Authorize the re-programming of up to \$75,000 from the approved Measure "O" funding of the Homeless Program (MO5101) for a year-round shelter to be utilized for the purpose of performing spot abatements of encampments that have been abandoned or vacated; and
4. Authorize and direct the City Manager or his designee to execute the necessary agreements for the establishment and operation of the temporary emergency shelter.

BACKGROUND

A. Recent City Council Actions

On July 24, 2018, the City Council directed the City Manager and Housing Director to work with the County of Ventura (County) to develop a detailed agreement to address homelessness and the establishment of shelters. Pursuant to that direction, staff worked with the County and the City of Ventura to develop a Memorandum of Understanding (MOU) for the Governance and Oversight of Foul-Weather Shelter System, which was adopted by Council on September 18,

2018.

A related action taken by City Council on September 18th was the approval of the Homeless Five-Year Plan and Strategy (Plan) and the twenty-nine specific action goals set forth therein, designed to further the objectives set forth in the Plan. Among those are Goals Number 6, 7 and 11, related to the establishment of a 24-hour, year-round Shelter and Navigation Center, with wrap-around services. Staff continues to actively search for an appropriate site and facility, and will return to Council upon selection.

Additionally, Goal Number 8 of the Plan calls for the former Oxnard National Guard Armory, located at 351 South “K” Street, to be utilized as a temporary emergency shelter, if needed prior to the establishment and operation of a Year-Round Shelter and Navigation Center. To date, an appropriate location has not yet been identified for a Year-Round Shelter and Navigation Center. This report sets forth the site history and details the logistics to utilize the “K” Street location as the site of a 24-hour temporary emergency shelter facility with on-site services, for up to six months.

B. History of Utilization of Former Armory Facility

For several years, most recently in the winter of 2016-17, the former Oxnard Armory was the site of a night-time only Winter Warming Shelter (WWS), jointly operated by the cities of Oxnard and Ventura. The WWS typically operated from early December through the end of March. In 2017-18, the WWS was hosted by the City of Ventura, at the Ventura National Guard Armory.

The WWS offered a safe place to sleep, shower, and a hot meal, for an average of 92 persons per night during colder and inclement months. While it provided a valuable service, the primary drawback of the WWS model was that it was a night-time only shelter. The National Guard utilized the facility during the daytime hours, therefore the two cities could only provide access to limited services, and could not use the Armory for case management staff work during the day.

The fact that the homeless clients had to leave the facility every morning by 7:00 a.m. was not a Best Practice, and the surrounding neighborhoods suffered the impact of large groups of persons departing every morning, and returning in large concentrations every evening. This daily event generated a considerable number of complaints from surrounding neighborhoods, businesses, and offices, and required an expenditure of staff and public safety resources during the daylight hours in order to minimize the presence and impact near the vicinity of the WWS facility.

As part of a state-wide reorganization, the California Military Department recently ceased utilizing the Oxnard facility for National Guard purposes, and has turned the building back over to the City. For the first time, the building is available for use during both night and day hours.

Proposed Temporary Emergency Shelter

Both the City of Oxnard and the City of Ventura are actively seeking to establish year-round shelter and navigation centers, under the framework of the multi-jurisdictional Memorandum of Understanding that was ratified by the Oxnard City Council on September 18, 2018, and by the Ventura City Council on September 24, 2018. Ventura has identified a building on Knoll Drive in Ventura as its preferred site, and is currently proceeding to procure the renovations and improvements that are necessary to render it suitable for a shelter. At the Ventura City Council meeting of September 24, Jeff Lambert, Ventura's Community Development Director, reported that the year-round facility's projected opening date is mid-2019, following completion of the property renovations.

The foul-weather shelter system, envisioned as an adjunct to the 24-hour year-round centers, can only be operated as such once the year-round centers have begun operations. In the meantime, there is a need during the colder months for a safe shelter for homeless individuals.

As indicated above, no suitable location for a year-round shelter has yet been identified in Oxnard in spite of on-going efforts. Based on the fact that neither city will have a year-round shelter up and running within the next six to nine months, the two cities and the County propose to launch a pilot 24-hour temporary emergency shelter, commencing operations on, or about, December 10, 2018. It would be distinct from the prior year's WWS model in the following ways:

- Homeless clients will not be sent outside every morning
- It will be operated on a 24-hour basis, fully-staffed
- Service providers will be on-site to provide wrap-around services to homeless persons into public systems and move towards transitional housing solutions
- Social service agencies and County staff will be on site five days per week
- 24-hour security staff will be provide for the facility and for surrounding areas, to minimize congregation of shelter clients in parks or other public spaces

With respect to the selection of the operator, the three jurisdictions recently concluded interviews with three firms which responded to a Request for Proposals for operation of a year-round shelter. All three responders have extensive experience in managing similar 24-hour facilities, and are under consideration for selection to operate the proposed system on a pilot basis.

The projected budget for the operation is \$570,000 for six months, the maximum amount of time that any operation could be sited at this location. That budget, set forth on Attachment No. 1, includes significant on-site and off-site security components, to minimize negative impacts on the surrounding neighborhoods. In addition to providing refuge from the elements, various operational features (a low-barrier entry system, provision of meals during the daytime hours, secure facility for storage of individuals' possessions, and presence of services and activities) are all designed to incentivize individuals to remain in the shelter during the day, rather than departing to congregate in parks and other public spaces. The operational plan envisions a "no walk-up" system, and the proposed budget includes a shuttle van to provide transportation for

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individuals who need assistance getting from a service provider facility or other location to the temporary shelter. That shuttle service will also be used by the shelter operator to facilitate transportation of shelter clients to appointments during the day without them having to take all of their possessions with them, and to safely and promptly provide return transportation back to the temporary shelter.

The City of Ventura and the County of Ventura staff are seeking authorization for those jurisdictions to contribute \$200,000 and \$185,000, respectively, towards the operational cost, for a total of \$385,000. Based on the total projected cost of \$570,000, the balance of \$185,000 in operational costs would be borne by the City of Oxnard. In addition, staff recognizes that there will be additional administrative costs to the City, and proposes an additional \$15,000, primarily for legal services and personnel costs to be dedicated to the administration and operation of the shelter. As indicated in the Five-Year Plan previously adopted by City Council, staff recommends re-purposing funds from the approved FY 18-19 Measure “O” appropriation, on a one-time basis, for the temporary emergency shelter. The total amount proposed for re-purposing would not exceed \$200,000.

Staff seeks City Council action authorizing the City Manager to negotiate and execute the necessary funding agreements with the City of Ventura, the County of Ventura, and operational agreements with other third parties, to effectuate the establishment and operation of the pilot 24-hour temporary emergency shelter at the former Armory location.

Abatement of Abandoned or Vacated Encampments

The City has experienced an increase in the number of encampments of homeless individuals, scattered throughout the City. The Police, Code Compliance, Public Works, and other departments, in conjunction with service providers have deployed resources in order to protect public safety and attempt to assist those residing in these encampments to obtain appropriate services and to re-locate whenever possible. In many cases, the individuals who abandon or leave these encampments voluntarily leave behind accumulated property and debris, often on public property or in the public right-of-way.

The cost to the City to clean up these abandoned and vacated sites after the individuals have departed is considerable. In the past the costs have been absorbed by the various departments involved in the efforts, sometimes as the expense of not carrying out other planned work efforts. In accordance with Goal Number 4 of the adopted Five-Year Plan, staff proposes establishment of a centralized fund to pay for and track the costs associated with these encampment abatements, and seeks authorization at this time to re-purpose \$75,000 of the previously approved FY 18-19 Measure “O” allocation for homeless efforts for this purpose.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to build relationships and create opportunities within the community for safe and

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vibrant neighborhoods, which will showcase the promising future of Oxnard. This item supports the following goals and objectives:

Goal 2. Address homelessness through the development and implementation of a multi-tiered strategy.

FINANCIAL IMPACT

The FY 2018-19 Adopted Budget included \$500,000 of Homeless Program (MO5101) for start-up and operational costs for Year-Round shelter facility for the homeless. The recommended action will re-program up to \$200,000 for the temporary emergency shelter, and \$75,000 for abatement of abandoned and vacated encampments. With the re-programming of the up to \$275,000, the available balance for the FY 18-19 Measure O allocation for the shelter operations will be \$225,000.

Prepared by Karl Lawson, Housing Compliance Services Manager.

ATTACHMENTS:

Attachment A: Temp Shelter Draft Budget

**Proposed Operation Plan and Budget for
Temporary Emergency Homeless Shelter and Navigation Center**

Proposed Location: Former Oxnard Armory, 351 S K St, Oxnard, CA 93030

Proposed Opening Date: Monday, December 10, 2018

Closing Date: To be determined; no later than June 1, 2019

Summary

As part of the expanded scope of the mission of the City's homelessness program, the Housing Department and Homeless Services Division have been actively building capacity to identify a suitable location for a year-round homeless facility. The City is committed to developing a permanent Emergency Homeless Shelter and Navigation Center within the City limits.

Since March of 2018, the County of Ventura, the City of Ventura and the City of Oxnard have been collaborating diligently on agreements and potential funding opportunities to establish permanent year-round emergency shelters and to procure a qualified shelter operator. The City of Ventura has identified a County-owned building for its permanent year-round shelter, and is commencing negotiations with the County to fund and perform the necessary renovations to equip that building to serve as a shelter, with a projected start date of late 2019. As work continues on establishing year-round shelters (including searching for an appropriate site in Oxnard), the three entities simultaneously are partnering to provide temporary emergency shelter solutions at alternate locations.

In Oxnard specifically, the search for a location for a year-round facility has been challenging. An extremely tight sales market for commercial properties in Oxnard has limited the availability of potential appropriate buildings for acquisition in the City's SB-2 zoned areas. This reality, coupled with the upcoming cold-weather season, has forced City staff into identifying the former Armory as a possible temporary sheltering site. This alternative addresses the need to shelter the homeless during the winter season, and to also roll out a 7-day, 24-hour sheltering operation/navigation center with social services. For legal reasons, the maximum duration of any operation at this location is 180 days, hence the designation as temporary.

The objective is to initiate a system for bringing the unsheltered into a homeless services facility and to establish viable pathways out of homelessness. A temporary 24-hour homeless facility will give service providers and other agencies an immediate location for a coordinated entry system to reduce homelessness in Oxnard. An important factor regarding the temporary use of the former Armory is a request from the City of Ventura to accommodate a portion of their homeless population when a foul weather event occurs during the winter season. This would require an agreement for a financial commitment based on the number of beds reserved or needed, the ability to provide transportation from Ventura to Oxnard in order to maintain a coordinated entry system and to provide management assistance and direction when a foul weather event is being planned and implemented.

GOALS AND TIMELINES

The City of Oxnard is proposing to support and operate a temporary homeless shelter at the old Oxnard Armory through implementing the following goals and objectives:

Goal 1. Establish an operational budget with approved or identifiable funding sources by October 17, 2018.

Goal 2. Contract a qualified homeless shelter operator and secure a temporary building use permit by November 15, 2018.

Goal 3. Provide community outreach for surrounding neighborhoods adjacent to the former Armory in October and November 2018.

Goal 4. With the assistance from the City of Oxnard, the operator will have contracted the needed staff and support services by December 3, 2018.

Goal 5. Have the Armory prepared and stocked by December 7, 2018.

Goal 6. Open former Armory facility 24 hours/7 day basis, maximum of 6 months, for homeless sheltering and social services for 100 people on December 10, 2018 with the following:

- Coordinated entry with HMIS intake services
- Sleeping accommodations
- Nutrition services
- Hygiene and showering services
- Laundry services
- Personal storage
- Case management
- Street outreach
- Classes and workshops
- Amenities – phone charging stations, TV, movies, designated smoking areas,
- Transportation: shuttle van to bring in clients, and for appointments and personal needs
- 24 hour security

Goal 7: Termination of services at this site no later than June 1, 2019.

PROPOSED BUDGET FOR TEMPORARY EMERGENCY SHELTER**STAFFING**

(Based on 960 hours for each Full-Time position;

		Hourly Rate	Total
1 Shelter Manager	FT	31.50	30,240
2 Shelter Supervisors	FT	24.00	46,080
5 Shelter Monitors	FT	13.25	63,600
4 Shelter Security	FT	16.50	63,360
1 Intake Worker (3/4 FTE)	PT	15.00	10,800
3 Case Managers	FT	16.50	47,250
Subtotal:			\$261,330
Plus Benefit Factor(16%)			<u>41,815</u>
Total Personnel Cost:			\$303,145

NON-PERSONNEL OPERATIONAL COSTS

Meals/nutrition	180,355
Shelter supplies	15,000
Laundry Service	18,000
Programs and Services	4,000
Amenities	4,000
Utilities	23,500
Equipment Rental	15,000
15-Person Shuttle Van	15,000
Refuse Collection	<u>12,000</u>
Operational Costs Subtotal:	\$286,855

Total Cost for 24-week operation = \$590,000

REVENUE:

City of Ventura	\$200,000
County of Ventura	185,000
Contributions	<u>20,000</u>
Total:	\$405,000

NET FUNDING REQUEST FROM OXNARD MEASURE 'O':

\$185,000

HOMELESS FIVE-YEAR PLAN IMPLEMENTATION UPDATE: TEMPORARY EMERGENCY SHELTER; AND ABATEMENT OF VACATED ENCAMPMENTS

By: Karl Lawson, Housing Department

October 16, 2018



SUMMARY

- City Council approved Five-Year Homeless Plan and Strategy on September 18, 2018
- Plan represents a significant expansion of City efforts aimed at homelessness
- Today: update on Plan Implementation re:
 - Temporary Emergency Shelter
 - Abatement of Vacated Encampments

YEAR-ROUND SHELTER

- Objective: two year-round facilities, one in Oxnard, one in Ventura
- Shelter/navigation center concept:
 - full services, whole-person care, trauma-informed
- Each city to select site for its shelter
- Each city has allocated significant funding
- Partnership with, and support from, County of Ventura Board of Supervisors

YEAR-ROUND SHELTER/NAVIGATION CENTERS

- City of Ventura has selected a building on Knoll Drive
- Currently in procurement process for renovations needed for use as a shelter
- Estimated opening: late 2019
- Site search on-going in Oxnard
- Operator Selection RFP Process nearly complete

EMERGENCY SHELTER

- Cold weather approaching
- Foul-weather shelter as an adjunct to the year-round shelters cannot be implemented until year-round shelters are open
- Proposal:
 - Temporary Emergency Shelter, to be located at 351 South K Street (former National Guard Armory)
 - Projected opening 12/10/18
 - Maximum duration: until 6/1/18

TEMPORARY EMERGENCY SHELTER

- Previous “Winter Warming Shelter” (WWS) model rejected
- WWS was night-time only with limited services
- Daily exodus, severe local impact
- Temporary Emergency Shelter will operate 24-hours (building now available round-the-clock)
- Fully staffed
- Coordinated entry, with on-site wrap-around services (non-profits, County agencies)

TEMPORARY EMERGENCY SHELTER

KEY FEATURES:

- Full-time security for facility and area; close coordination with Police Department
- Storage for possessions
- No walk-ups; not a drop-in center
- Shuttle van for clients
- Minimize congregation in open spaces/parks/public areas

IMPACT OF RECENT COURT OF APPEALS DECISION

- Challenge posed by Ninth Circuit Court of Appeals Decision (*Martin v. City of Boise*)
- Decision limits ability of cities to enforce ordinances regulating sleeping/camping in open areas
- Police cannot cite individuals unless there are shelter beds available and accessible on a non-discriminatory basis

TEMPORARY SHELTER: VALUE AS AN OPTION

- Oxnard Police Department currently unable to enforce ordinances due to unavailability of shelter beds
- Opening of shelter will provide option for Homeless Liaison Officers and pathway to services for homeless individuals

TEMPORARY EMERGENCY SHELTER

- Proposed 24-week budget: \$570,000
- County and City of Ventura contributing more than two-thirds of cost (\$385,000)
- Proposal: re-program \$200,000 of Measure “O” allocation for Temporary Emergency Shelter
- Operator selection pending
- Community outreach and engagement on-going

ENCAMPMENT ABATEMENTS

- Five-Year Plan: Abatement of Abandoned or Vacated Encampments
 - Removal of property and possessions (not people)
 - Ongoing abatement efforts of various locations, sizes, complexity
 - Resources from various departments involved
- Funding request: re-program \$75,000 for abatement of abandoned/vacated sites

RECOMMENDATIONS

1. Authorize the use of 351 South K Street for a pilot 24-hour temporary emergency shelter, beginning in December 2018, for a period of four to six months;
2. Authorize the re-programming of up to \$200,000 from the approved Measure “O” funding of the Homeless Program (MO5101) to be utilized for the operation of the temporary emergency shelter;
3. Authorize the re-programming of up to \$75,000 from the approved Measure “O” funding of the Homeless Program (MO5101) for the purpose of performing abatements of encampments that have been abandoned or vacated; and
4. Authorize and direct the City Manager or his designee to execute the necessary agreements for the establishment and operation of the temporary emergency shelter.

QUESTIONS?