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**COMMISSION ON HOMELESSNESS
SPECIAL MEETING AGENDA**

Monday, March 22, 2021, 4:00 to 5:30 p.m.

Via Zoom:

<https://zoom.us/j/95471942774?pwd=WXVldmkvNnFJeUpRRRTNmQ0Nuemtvdz09>

Passcode: 309854

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: 888 475 4499 (Toll Free)

Meeting ID: 954 7194 2774

Passcode: 309854

This meeting is held pursuant to the State Emergency Services Act, the Governor's Emergency Declaration, and Governor's Executive Order N-29-20 to allow members of the Commission on Homelessness, or staff to participate via teleconference.

Pursuant to the Ventura County Public Health Official's order and Governor's Executive Order N-33-20, all city buildings are temporarily closed to the public. Contact Angelica Navarro at (805) 385-8096 or at Angelica.Navarro@oxnard.org for information on participating in this meeting no later than 3:00 p.m. on March 22, 2021.

1. CALL TO ORDER

2. PUBLIC COMMENT

A person may address the Commission only on matters appearing on the Meeting agenda. The presiding officer shall limit public comments to three (3) minutes per speaker. Public comments will be heard during Commission consideration of the item on the agenda.

3. INFO/CONSENT

A. SUBJECT: Minutes of Meeting of 27 February 2021

RECOMMENDATION: Adopt minutes of meeting on 27 February 2021

4. COMMISSION BUSINESS

A. Homeless Solutions Center

RECOMMENDATION: Support

Please click the following link to view the required Measure M pre-recorded presentation video:

<https://www.youtube.com/watch?v=FMYjV4aZz6Q>

5. ADJOURNMENT

In accordance with the Americans with Disabilities Act and City of Oxnard policy, if you need special assistance to participate in a meeting, please call 385-8096 (TDD 487-2850). Notification 72 hours prior to the meeting will assist the City in making reasonable arrangements to ensure meeting accessibility.

The Commission on Homelessness agenda is available on the City's website at www.oxnard.org at least seven days prior to a regular meeting.



COMMISSION ON HOMELESSNESS AGENDA REPORT

DATE: March 22, 2021
TO: Commission on Homelessness
FROM: Emilio Ramirez, Housing Director
SUBJECT: Homeless Solutions Center

RECOMMENDATION

Staff recommends that the Commission on Homelessness adopt Resolution 2021-01 to endorse the proposed site and design of the Homeless Solutions Center, and the proposed City financial contribution for its development, and recommends that the City Council approve the proposal and take all necessary steps to finance, construct and open the Center.

BACKGROUND

The purpose of the Commission on Homelessness, as set forth in the City Code, includes advising the City Council on matters pertaining to homelessness in the City. Over the past decade, the Commission has evaluated and presented numerous recommendations to the Council on a wide range of programs, services, and policies designed to address all aspects of the homeless crisis.

The Commission has consistently placed the establishment of a year-round homeless shelter, with wrap-around services, as a priority among the various programs that the Commission has recommended. Between 2015 to 2018, the Commission adopted several resolutions recommending that the City find a site for a year-round facility, and provide funding sufficient to develop and operate it.

On September 18, 2018, in response to a series of recommendations presented by the Commission, the Oxnard City Council adopted a Five-Year Homeless Plan. That Five-Year Plan included the following goal which specifically referenced a year-round homeless center:

Goal 12: The City develop a facility and operate it as a year-round shelter and navigation center.

The National Guard Armory, 351 South K Street, was used as an annual alternating overnight homeless winter warming shelter from 2002-2018. In January 2019, the site transitioned to a 24-hour navigation center. This site was always intended to be a temporary location pending identification of a permanent venue for a complete service operation. The National Guard Armory is an eighty-year-old structure and is not adequate to offer the standard of operation that a modern

homeless navigation center should. Furthermore, the National Guard Armory encroaches upon the “runway protection zone” of the Oxnard Airport.

Operation and management of the shelter was taken over by Mercy House in June 2019. Mercy House, a homeless nonprofit service provider from Orange County, was selected as the shelter operator for both the City of Oxnard’s homeless shelter and City of Ventura’s homeless shelter following a complete procurement by the County of Ventura, in cooperation with the City of Oxnard and the City of Ventura.

The County of Ventura has agreed to provide financial assistance towards the improvements and on-going operations of a new Navigation Center at a new permanent location in the City of Oxnard. City staff has been working with the County of Ventura to prepare the Memorandum of Understanding that is being presented to the City Council. The Memorandum of Understanding sets up the framework for an equal cost sharing agreement between the County of Ventura and the City of Oxnard to pay for the capital costs associated with the build out the new shelter at the Homeless Solutions Center and for on-going operating costs at the new shelter once it is completed and becomes operational.

Since 2019, the City has re-doubled its efforts to find a more suitable location, and to implement the Five-Year Plan’s recommendations to the letter. After considering multiple possible sites for a new facility, a suitable location was ultimately located in the downtown area, at the corner of Second and “B” Streets. This Commission has been informed and apprised at several meetings of the progress made with respect to that development, to be called the Homeless Solutions Center.

Transforming the Homeless Solutions Center from a concept to a reality has been a complex process, involving the identification of development partners, securing site control, engaging in architectural design, applying for an obtaining the necessary permits, and lining up the financing from a variety of sources, with community engagement and outreach in all phases of the process. The proposed mixed-use Homeless Solutions Center will be five levels high and will include approximately 13,078 square feet of homeless shelter space that would accommodate 110 beds, 2,094 square feet of office space for leasing and supportive services, and fifty-six permanent supportive housing units.

All of those efforts have accelerated over the past year, and are now fast approaching a key milestone. On March 30, 2021, the City Council will be asked to formally approve the design and financing plan, with the goal of completing the construction of and opening the Homeless Solutions Center within three years.

City’s contribution of land donation at the appraised value of \$840,000, and \$1,500,000 in City Low-and Moderate-Income Housing Asset set-aside funds, which may only be used for the creation of affordable housing will leverage the full development cost estimated to be \$33,964,806. The remaining project costs would be brought to the table by Community Development Partners in the form of private, state and federal sources.

ATTACHMENTS:

1. Power Point Presentation
2. Commission Resolution Number 2021-01

RESOLUTION NO. 2021-01

A RESOLUTION OF THE COMMISSION ON HOMELESSNESS OF THE CITY OF OXNARD REGARDING THE PROPOSED HOMELESS SOLUTIONS CENTER

WHEREAS, the City Council has established the Commission on Homelessness and charged the Commission with advising the City Council on all matters pertaining to homelessness in the City; and

WHEREAS, the powers and duties of the Commission, as set forth in the City Code, include recommending programs, strategies and funding for preventing and reducing the incidence of homelessness in the City; and

WHEREAS, at numerous public meetings over the past years, the Commission discussed long-range strategies to address homelessness, and adopted several Resolutions setting forth the Commission's recommendation that the City Council develop a year-round, full-time facility to house and provide services to the City's homeless population; and

WHEREAS, on September 9, 2018, the Commission adopted and unanimously recommended that City Council approve a Five-Year Homeless Plan; and

WHEREAS, on September 18, 2018, the City Council approved City Council Resolution No. 15,167, setting forth a Declaration of Shelter Emergency, and at that same meeting, unanimously approved the Five-Year Homeless Plan as presented by the Commission; and

WHEREAS, that Five-Year Plan included the adoption of Goal Number 7 (that the City acquire and rehabilitate a property for a year-round shelter) and Goal Number 12 (that the City develop and operate a year-round shelter and navigation center); and

WHEREAS, in the intervening years, the Commission has received several presentations on the City's efforts to acquire a site for such a shelter, and has provided its input on the development process during the Commission's public meetings; and

WHEREAS, on March 22, 2021 the Commission conducted a Special Meeting for the purpose of analyzing information and providing input on the proposed Homeless Solutions Center, planned for construction at a site in downtown Oxnard; and

WHEREAS, the City Council is scheduled to consider the proposed development plan for the Homeless Solutions Center at its meeting of March 30, 2021.

NOW, THEREFORE, BE IT RESOLVED that the Commission on Homelessness endorses the proposed site and design of the Homeless Solutions Center, and the proposed City financial contribution for its development, and recommends that the City Council approve the proposal and take all necessary steps to finance, construct and open the Center.

BE IT FURTHER RESOLVED that the Chair is directed to present this Resolution, on behalf of the Commission, to the City Council for its consideration.

PASSED AND ADOPTED THIS 22nd day of March, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Peggy Rivera, Chair

ATTEST:

Angelica Navarro, Executive Secretary

Homeless Solutions Center

Emilio Ramirez
Housing Director

Background

1. On June 30, 2020 the City Council Approved an Exclusive Negotiating Agreement by and between Community Development Partners and the City of Oxnard in consideration of developing a mixed-use Homeless Solutions Center Development
2. The proposed mixed-use project will be five levels high and will include approximately 13,078 square feet of homeless shelter space that would accommodate 110 beds, supportive services, and fifty-six permanent supportive housing units
3. On November 30, 2020 the Homeless Solutions Center received approval of a Major Downtown Design Development Review Permit and a Lot Line Adjustment
4. On December 17, 2020 the Homeless Solutions Center received Planning Commission approval for a Special Use Permit for operation of the homeless shelter

Proposed Site – 241 W Second Street



Elevation



Site Plan – Ground Floor



Site Plan – Floors 2 - 5



Podium Deck Lounge and Residential Gardens

Lounge - Active
Outdoor Kitchen and BBQ
Dining Tables
Lounge Seating
Shade Trees
Festoon Lighting

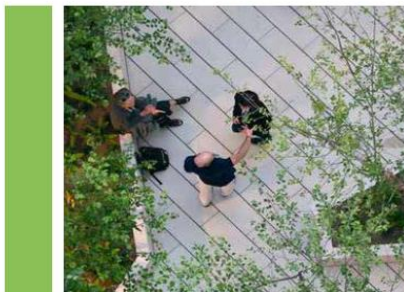


Lounge - Passive
Lounge Seating
Festoon Lighting
Outdoor Workspace



Residential Gardens

Raised Planters
Screen Planting



Community Gardens

Raised Planter Beds
Gathering Space
Fruit Espalier



Public Outreach

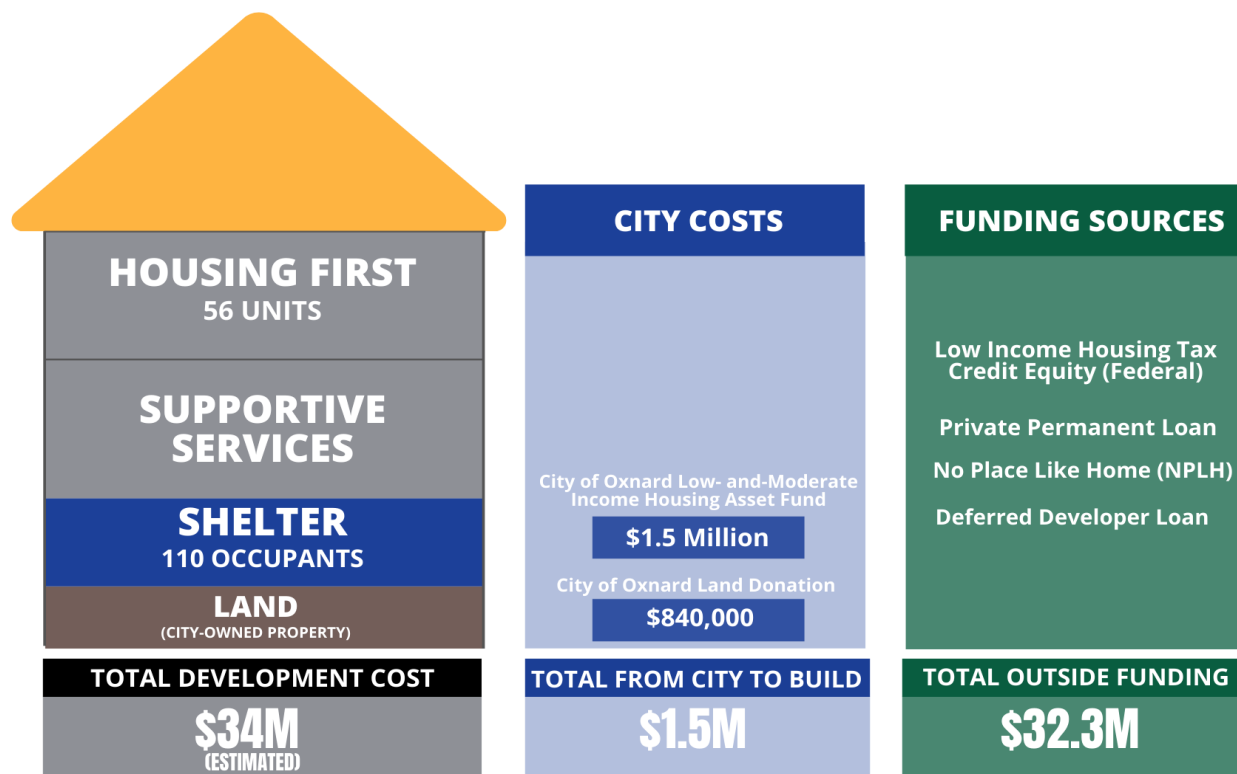
1. Downtown Oxnard Board Meeting January 22, 2020
2. Wilson Neighborhood Meeting held on February 2, 2020
3. Town Hall Meeting on February 11, 2020
4. Community Meeting on February 27, 2020
5. Commission on Homelessness on March 2, 2020
6. Dignity Health hosted a meeting on March 3, 2020
7. Housing and Economic Development Committee on May 26, 2020
8. Housing and Economic Development Committee on September 22, 2020
9. Community Workshop by the Community Development Department October 19, 2020
10. Community Development Director Hearing on November 30, 2020 (DDR & Lot Line Adjustment Permits)
11. Planning Commission Hearing on December 17, 2020 (Density Bonus & Special Use Permits)

Development and Disposition Agreement

1. Conveyance of the City-owned property to the Housing Trust Fund Ventura County
2. A 99-year ground lease between the Housing Trust Fund and CDP and a 99-year sublease of the shelter space between CDP and the shelter operator procured, selected, and contracted by the City
3. The Covenants restrict the use to a 110 bed overnight homeless shelter, office space for the provision of supportive and clinical services, and 56 units of permanent supportive housing for a term of 99 years
4. The permanent supportive housing units must be made affordable to very low income households
5. The City of Oxnard maintains the right to recapture the donated property should the Housing Trust Fund ever dissolve or fail to adhere to the terms of the covenants

Building the Homeless Solutions Center

1. City donates land (valued at \$840,000) which leverages \$32 million in NON City funds (Developer, State, Federal and Private) to build the 5 story structure
2. City will contribute \$1.5 million in affordable housing funds for Permanent Supportive Housing Units, located in the upper levels of the building above the shelter space.
3. City and County will split costs of the improvements to the shelter
4. City already approved \$1.5M in Measure 0 funds for this use
5. City and County will split the operation costs of the shelter



Development Schedule

Development Schedule	
Received Entitlements	Fall/Winter 2020
City Award of Project Based Vouchers	Winter 2020
Award of NPLH Funding	June 2021
Award of 4% Tax Credit Allocation	October 2021
Begin Construction	Spring 2022
Occupancy	Fall 2023

Recommendation

Staff recommends that the Commission on Homelessness adopt Resolution 2021-01 to endorse the proposed site and design of the Homeless Solutions Center, and the proposed City financial contribution for its development, and recommends that the City Council approve the proposal and take all necessary steps to finance, construct and open the Center.

City of Oxnard Commission on Homelessness

DRAFT – Corrected 3-9-2021 Minutes of Special Meeting of Saturday, February 27, 2021

On Saturday, February 27, 2021, at 10:25 a.m. the Special Meeting of the Commission on Homelessness convened via Zoom. The following Commissioners were in attendance: Chair Peggy Rivera, Vice-Chair Yukio Okano, and Commissioners Ruby Durias, David Littel, and Rene Camper-Stewart. City of Oxnard staff members participating were Emilio Ramirez, Oxnard Housing Director; Jessica Petrillo, Homeless Assistance Program Coordinator; and Housing Department Compliance Service Manager Karl Lawson, who served as moderator of the Annual Retreat session at the request of the Chair. Former Commissioner Mayra Plascencia participated in the meeting via telephone.

1. ROLL CALL AND CALL TO ORDER

The meeting was called to order at 10:25 a.m. Roll was called and a quorum was deemed present.

2. PUBLIC COMMENT

None

3. INFORMATION/CONSENT ITEMS

SUBJECT: Approval of Minutes of Meeting of February 1, 2021

Chair Rivera moved, and Commissioner Okano seconded, approval of the minutes as distributed. The motion carried unanimously.

4. REPORTS FROM CITY STAFF

SUBJECT: 2020 Year-End Report

Mr. Emilio Ramirez, Director of the Oxnard Housing Department, and Ms. Jessica Petrillo, the Housing Department's Homeless Assistance Program Coordinator, provided a verbal report on the progress and activities of the Department's Homeless Services Division in calendar year 2020. The Commission was provided with detailed information on numerous activities, including the following:

- Bringing Ms. Petrillo on to the Housing Department team in the summer of 2020, as a full-time Homeless Assistance Program Coordinator
- Operation by Mercy House, under contract with the City of Oxnard, of the year-round, 110-bed shelter/navigation center at the former National Guard Armory on "K" Street
- Impact of the COVID-19 pandemic on shelter operations, including the need to disperse the shelter residents to a second location
- Purchase of the former Vagabond Hotel and its utilization as an interim non-congregate shelter known as "Project Room Key", in a partnership with the County and non-profit organizations

- Planned conversion of that facility into a 70-unit Permanent Supportive Housing complex
- Acquisition by the City of a downtown site for the development of a Homeless Solutions Center, to house a 110-bed year-round shelter, with 56 units of Permanent Supportive Housing
- Projected date for the HSC to go to City Council: March 30, 2021
- Projected date to line up financing: by mid-July of 2021
- Initiation in 2020 of a Street Outreach team, coordinated by Ms. Petrillo, including team workers under a contract with the Salvation Army, back-pack medicine program, clean-up and remediation of the former Halaco site

Staff responded to questions from members of the Commission on these and other topics during the course of the discussion.

5. NEW BUSINESS

SUBJECT: Guest Speaker

Ms. Maria Navarro, from CAUSE (Coastal Alliance United for a Sustainable Economy) presented a detailed report on the impact of the COVID-19 epidemic on the housing situation in Ventura County, including specifically the mounting back-rent delinquency, and the economic consequences of that on both tenants and landlords; state and federal legislation and emergency orders regarding evictions; strategies being employed by some landlords to get around the prohibitions on evictions for non-payment of rent due to the economic impact of the pandemic; and the significant need for public education and the need for legal resources for tenants who are facing eviction. Ms. Navarro responded to questions from members of the Commission during the course of the discussion.

6. COMMISSION BUSINESS

SUBJECT: Commission on Homelessness Retreat/Workshop

Mr. Lawson moderated the Commission's annual retreat discussion, which addressed the following topics:

- (a) **Mission Statement Review:** Commissioner Okano provided the Commission with a copy of a draft mission statement dated 2/25/20 (Attachment No. 1 to these minutes). He noted that the first paragraph was drawn verbatim from the City Council's wording, as set forth in Chapter 2 of the City Code.

During the course of the discussion, input was provided by all Commissioners. Chair Rivera cited the Commission By-laws, and noted that since the City Council had not yet approved amended by-laws, the By-laws in effect continue to be those that were adopted by the Council on September 26, 2017 (Attachment No. 2 to these minutes).

Commissioner Littel proposed adding a new clause at the end of the first bullet point, so that it would now read as follows: "...end homelessness, and provide relief while they are

homeless.” The Commissioners reached a consensus to request that Commissioners Okano and Littel collaborate to refine the language of a proposed mission statement, and submit the product to staff in order to be placed on the agenda of a future Commission meeting.

(b) **Calendar Year 2021 Planning.** The Commissioner engaged in a lengthy discussion on possible activities for Calendar Year 2021, including both (1) activities of the Commission, and (2) actions and events of the City and City Council related to homelessness. Among the matters discussed were the following potential Commission activities:

- i. Visible annual event of the Commission
- ii. Sales of t-shirts, candy, or Mother’s Day items
- iii. Organization of a foul-weather shelter
- iv. Organization of a “Longest-Night” event
- v. COVID relief and vaccinations for the homeless community
- vi. Increased distribution of County homeless program brochures
- vii. Increasing public education for the homeless community
- viii. Increasing public awareness of homelessness

Upcoming matters going before City bodies which the Commission addressed include the following:

- i. Homeless Solutions Center (HSC) site, design, and financing to City Council on March 30, 2021
- ii. Planning Commission review of HSC in April 2021
- iii. HSC tax credit financing to City Council in July 2021
- iv. Planning Commission review of non-congregate Project Home Key facility for conversion to a Permanent Supportive Housing facility (date to be determined)
- v. Presentation of proposed Vocational Program for homeless individuals to City Council (date to be determined)
- vi. Presentation to City Council, by the end of calendar year 2021, of a proposal for a ten-year plan to build 600 housing units in the City.

The Commissioners agreed that the significance of the Homeless Solutions Center item was such that the body wishes to take formal action on a recommendation with respect thereto prior to the City Council meeting of March 30, 2021. Given that the March 1st Commission meeting had been cancelled, the Commission agreed to try to schedule a Special Meeting of the Commission before the end of March.

The Commission requested that they be provided with a calendar of all meetings of City bodies and city events related to homelessness, and that it be updated as necessary. Mr. Ramirez pledged to compile and send such a calendar to the Commission in the following days.

At 12:00 noon, the meeting recessed for a short time. The Commission re-convened at 12:09 p.m., and continued with the discussion of the Commission Retreat items on the agenda:

(c) **Potential Commission Sub-Committees.** Mr. Ramirez introduced this item, and referred to the four potential Committees listed on the agenda: Health and Safety; Safe Sleep; Foul-Weather Shelter; Long-Night Event. Commissioner Okano indicated his support for those four

proposed committees. Commissioner Littel recommended that the Commission not bite off more than it can chew, and urged the group to focus on just a couple of committees, recommending Safe Sleep and FWS. Commissioner Durias expressed interest in Safe Sleep, and inquired about the nature of the Health and Safety committee. Commissioner Rivera proposed a committee to conduct oversight of the shelter operator, and suggested that a detox facility was needed. Commissioner Camper-Stewart inquired about the Long-Night item, and proposed a committee on Tiny Homes.

A lengthy discussion among Commissioners ensued about the various proposed committees. Mr. Lawson advised the Commissioners that any sub-committee of the COH can have no more than three members; must have a defined mission; and must not be a permanent committee (i.e., it must cease to exist after no more than one year). The City Attorney has advised that any sub-committee of the Commission which has four or more members, or which has a life of more than one-year, then must be considered a “legislative body” which, under the Brown Act, requires all meetings of the sub-committee to be considered “Public Meetings”.

At the conclusion of the discussion, the Commission agreed to place on the agenda of the next regular Commission meeting an item for the Commission to formally determine which sub-committees it wishes to establish, to be followed by appointments to those sub-committees of Commissioners who wish to serve on them. It is anticipated that this will take place at the April meeting of the Commission.

- (d) **Commissioners’ Representation in the Community.** The Commission and staff discussed various ways that individual Commissioners can participate in the community, by serving on Boards or volunteering with a homeless-service related organization. All agreed that such participation increases the visibility of the Commission as a group.

Among the ways that Commissioners could participate which were discussed were the following: volunteering at the Mercy House shelter; being appointed to represent the Commission on the Regional Continuum of Care body; participating on the Oxnard Inter-Faith Council; and volunteering at one of the non-profit homeless service providers. It was agreed that each Commissioner should commit to whichever organization or volunteer tasks that he/she wishes. Mr. Ramirez indicated that staff would forward to the Commissioners a list of the various organizations and groups, including dates of regular meetings of committees.

- (e) **Homeless Solutions Center (HSC):** Mr. Ramirez described in detail the financing and progress of the construction of the downtown Homeless Solutions Center, and the plan which is being presented to the City Council on March 30, 2021. The City will directly contribute \$1.5 million of the projected total cost of \$33 million. The City’s investment, combined with the land donation valued at \$820,000.00, will be used to leverage the balance of \$31.5 million.

As a tax credit project, the City Council must formally apply for tax credit financing sometime in the summer of 2021. Such an application requires a letter of support to be adopted by the COH.

Commissioner Okano recommended that the Commission meet before the Council takes its action on March 30, 2021. The Commission agreed to schedule the Special Meeting for Monday, March 22, 2021, at 4:00 p.m., with only one agenda item, the HSC recommendation.

- (f) **Vocational Program.** Ms. Jessica Petrillo described the progress of of the vocational program which she is currently developing. The objective is to bring this to City Council for approval and funding at a date in 2021 to be determined. The program is designed to provide a formal pathway for homeless individuals to receive vocational training, and to be placed in jobs with participating employers, as a way to achieve stabilization on their transition out of homelessness.

Commissioner Rivera spoke positively of the experience that the City has enjoyed with previous vocational programs, which have successfully trained and placed numerous individuals on career paths. Ms. Petrillo and Mr. Ramirez responded to questions from the Commissioners on the vocational program.

- (g) **Housing First Strategy:** Mr. Ramirez provided an explanation of the “Housing First” strategy, and the Housing Department’s goal to have a detailed strategy approved by the City Council by the end of calendar year 2021. The strategy will focus on building 600 units of Permanent Supportive Housing (PSH) over the next ten years, in order to provide housing to the approximately 600 chronically-homeless individuals who call Oxnard their home, who have been identified over the years in the annual Point-in-Time Count.

Mr. Ramirez indicated that he has created a Housing First Strategy staff team consisting of Ms. Petrillo, Mr. Lawson, and Ms. Elsa Brown, who is the manager of the Affordable Housing and Rehabilitation Division. That team will be meeting under Mr. Ramirez’ leadership, and he anticipates that the Commission to be engaged in the development of the strategy.

- (h) **2021 Goals of the Commission:** The Commission discussed proposed goals for 2021, which included the following elements:

Commissioner Rivera: implement a Safe Sleep program; work to fundraise for such a program; open a Foul Weather shelter: and submit an application to fund a FWS.

Commissioner Okano: Have the Commission advocate for a FWS Plan; seek a resolution on this matter; have the subcommittee make solid recommendations.

Commissioner Camper-Stewart: Understand and develop the Housing First Strategy; implement a Safe Sleep program.

Commissioner Littell: Focus on Safe Sleep and Foul Weather Shelter

Commissioner Durias: Commission should focus on its advisory role and keep issues of homelessness in the forefront of all City plans; Commission should speak up at City Council meetings and support a Housing First Strategy; urge City to produce a periodic newsletter on homelessness issues; and recommends Commission should develop strategies on how the Commission can help more..

Mr. Ramirez recommend that in terms of the goals of the Commission, the Commissioners should consider setting and pursuing a “reach” goal, one that may be unattainable. In that vein, Commissioner Rivera suggested that the Commission try to “house every child”, or strive to help a silent sector of the homeless community (such as those between the ages of 17-24).

Mr. Lawson recommended placing an item on the agenda of a subsequent Commission meeting to setting of 2021 Goals for the Commission.

- (i) **Signature Event:** Mr. Ramirez proposed that the Commissioners choose an annual signature event that would be a Commission-organized and Commission-run event. Ms. Petrillo suggested that such an event could be considered by a Community Engagement Subcommittee, and included as examples a Longest Night event, or Coldest Night event or community walk. Staff responded to questions from Commissioners, and agreed that the discussion can be placed on the agenda for a subsequent Commission meeting.

7. ADJOURNMENT

There being no further business, the meeting stood adjourned at 1:55 p.m.

ATTACHMENTS TO THESE MINUTES:

No. 1: Proposed Commission on Homelessness Mission Statement, Draft by Commissioner Okano, February 25, 2020

No. 2: Commission By-Laws, as adopted by Oxnard City Council September 26, 2017

(Minutes prepared by Karl Lawson)

DRAFT

**City of Oxnard Commission on Homelessness
Mission Statement**

The Oxnard Commission on Homelessness advises the city council on all matters pertaining to homelessness, serves as a liaison between the city council and the community, reviews and evaluates programs, and recommends strategies to prevent and reduce homelessness.

In performing these duties, the Commission on Homelessness affirms the inherent worth and dignity of every person. It seeks to act with compassion and empathy to:

- Advocate for those who are homeless and to support programs that will end homelessness;
- Empower those without homes to find their unique pathway to secure housing;
- Educate the community, including those who are homeless and those at risk of becoming homeless; and
- Promote the coordination of city and community efforts to end homelessness.

Draft by Yukio Okano
02/25/20

BY-LAWS FOR THE COMMISSION ON HOMELESSNESS

(Amended September 26, 2017 by City Council Resolution No. 15,053)

Article 1 Organization

The name of this Citizen Advisory Group 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. Without limiting the foregoing, review and evaluate programs, requests for homeless funds and homeless services in the City.
- D. Without limiting the foregoing, recommend programs, strategies, and funding for preventing and reducing the incidence of homelessness in the City.
- E. 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 seven members appointed by the Mayor with the approval of the City Council. The Commission is authorized to function with less than seven members, but if membership falls below seven, 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 two 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, and 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 the removal or inability of a Commissioner to serve, the Mayor, with the approval of City Council, may appoint a replacement to complete the term of such member.
- D. Eligibility: Commissioners must be residents of and registered to vote in the City of Oxnard, and must be at least eighteen (18) years of age in order to serve on the Commission.

Article IV Officers

- A. The officers of the Commission must be members of the Commission. 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, the 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 Oxnard City Code, the Commission shall have a Secretary. The Secretary may be a City of Oxnard staff member.
2. The Secretary shall have the following duties: (a) Keep minutes of all meetings; (b) Provide advance and proper notice of all meetings; and (c) Assist the Chairperson to prepare agendas; and (d) Attend all meetings of the Commission.

Article V
Meetings/Quorum

- A. The annual meeting 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 one meeting shall be scheduled 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. A special meeting may be called by the Chairperson or upon the request of at least four 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. Four Commissioners 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 XI
Ratifications

All previous actions of the Commission are hereby ratified.