

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. Agenda reports are also on the City of Oxnard web site at [www.oxnard.org](http://www.oxnard.org).



AGENDA  
OXNARD CITY COUNCIL  
FINANCE AND GOVERNANCE COMMITTEE  
Council Chambers, 305 West Third Street  
November 28, 2023  
**Regular Meeting - 5:00 to 6:30 PM**

Zoom details to call-in for public comment during a meeting:

1. Dial Phone Number: (888) 475-4499
2. Enter Meeting ID: 853 2195 6297
3. Passcode: 292576

If you wish to speak during public comments or a particular item on the agenda, please sign-on by following the zoom call-in steps listed above. Once the presiding officer calls for public speakers, press \*9 to raise your hand to inform the City Clerk you would like to speak during the public speaking section for that particular item on the agenda, while in the zoom waiting room. Press \*6 when asked to unmute. Listen to the instructions provided virtually on the phone while on hold in the zoom waiting room. Please note that there is a slight time delay when viewing the meeting via television.

IN ACCORDANCE WITH ASSEMBLY BILL 2449, MEMBERS OF THE LEGISLATIVE BODY MAY MEET IN-PERSON OR REMOTELY. TO PARTICIPATE REMOTELY VISIT [WWW.OXNARD.ORG](http://WWW.OXNARD.ORG).

To find out how you may provide public comment, please refer to the instructions below or at [www.https://www.oxnard.org/city-meetings/](http://www.https://www.oxnard.org/city-meetings/).

The public may view the meeting from home on Spectrum channel 10, Frontier channel 35, or YouTube at [Youtube.com/oxnardnews](https://www.youtube.com/oxnardnews). Video recordings of the meeting are typically available online following the meeting at the City's website at [www.oxnard.org/city-meetings](http://www.oxnard.org/city-meetings).

\*Please see the link for the Measure M pre-recorded presentation video for each item listed on this agenda.

YOU MAY PARTICIPATE IN THE MEETING IN THE FOLLOWING WAYS:

1. ATTEND THE MEETING AT THE LOCATION LISTED ABOVE: Submit a speaker card to the City Clerk.
2. EMAIL COMMENTS OR SIGN UP TO SPEAK REMOTELY BEFORE THE MEETING
  - a. Submit a request to speak remotely by 3 p.m. on the day of the meeting by using the form available at [www.oxnard.org/citymeetings](http://www.oxnard.org/citymeetings).
  - b. Submit an email to [cityclerk@oxnard.org](mailto:cityclerk@oxnard.org) by 3 p.m. on the day of the meeting (indicate the agenda item number in the subject line). All email correspondence will be forwarded to the legislative body prior to the start of the meeting and made part of the legislative record.
  - c. Contact the City Clerk's Office at (805) 385-7803 to submit your request.
3. PROVIDING PUBLIC COMMENTS REMOTELY DURING THE MEETING
  - a. Follow Zoom details listed above.

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.

Agenda Item Time Estimates include: (Minutes for Presentation + Council Discussion + Public Comment)

- b. Public comments on agenda items will be taken following the announcement of the item. After the item is announced, members of the public may register or otherwise be recognized for the purpose of providing public comment.

Please review the Zoom instructions on the registration page to help ensure there are no technical difficulties during your comments and help you understand public comment procedures using Zoom. Detailed participation instructions can be found at [www.oxnard.org/city-meetings](http://www.oxnard.org/city-meetings).

In the event of a disruption which prevents a legislative body of the City of Oxnard from broadcasting a meeting using a call-in option or internet-based service option, or in the event of a disruption within the City's control which prevents members of the public from offering public comment using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on a meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. However, if any of the broadcast options are disrupted, but any of the other broadcast options is still available to the public, the legislative body may take further action on items appearing on a meeting agenda without waiting for the disrupted broadcast option(s) to be restored.

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

Consideration of Teleconference Participation pursuant to Assembly Bill 2449.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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 requests shall be submitted as set forth on the first page of this agenda. Speakers are limited to three minutes. After 30 minutes, if all speakers have not had the opportunity to speak, the remaining speakers will be given an opportunity to speak 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.

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Finance & Governance Committee approve the minutes of the November 14, 2023 regular meeting as presented.

Contact: Dee Lai, (805) 385-8200

D. REPORTS

1. Billing and Licensing Department

SUBJECT: Clarification regarding Business Tax & Permit Administration, Discovery & Auditing Services (20 minutes)

RECOMMENDATION: That the Finance and Governance Committee recommend the City Council:

1. Authorize the outsourcing the Licensing Services;
2. Approve and authorize the Mayor to execute an agreement between the City of Oxnard and Hinderliter, de Llamas & Associates (HDL) to provide Business Tax and Permit Administration, Discovery and Auditing Services for a period of five years with the option to renew for another five years prior to the contract's expiration; and
3. Adopt a resolution authorizing examination of sales or transactions and use tax records by HDL.

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

<https://youtu.be/xKkiTRT8Bbo>

Contact: Eden Alomeri, (805) 385-7811

2. City Manager Department

SUBJECT: Updates to Citizen Advisory Group (CAG) Bylaws (10 minutes).

RECOMMENDATION: That the Finance and Governance Committee recommend that the City Council adopt a resolution incorporating modifications to the existing Citizen Advisory Group (CAG) uniform bylaws.

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

<https://youtu.be/7ogaeYynG5M>

Contact: Ashley Golden, (805) 385-7478

3. Fire Department

SUBJECT: Authorization to submit grant applications to Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (Matching requirement of up to \$193,815.03) (10 minutes).

RECOMMENDATION: The Finance and Governance Committee recommends that the City Council authorizes:

1. The submission of seven (7) grant applications to the FEMA Assistance to Firefighters Grant (AFG) for \$1,948,632, including a 10% local match for the purpose of procuring fifty (50) sets of structural firefighting turnouts, a paramedic squad, paramedic training, EMS training equipment, and USAR, HazMat and Fire Prevention training;
2. The submission of a Fire Prevention and Safety (FP&S) in an amount not to exceed \$350,000, including a 5% match for the installation of 5,000 combination smoke and carbon monoxide detectors.
3. The City Manager or designee to execute the grant agreements if grant funds are awarded to the City;
4. The Chief Financial Officer or designee to submit financial reports and grant claims for the use of match and grant funds and perform all other required financial actions; and
5. The Fire Chief or designee to submit non-financial reports.

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

<https://youtu.be/3FoLAKIhKdM>

Contact: Alexander Hamilton, (805) 385-7700

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT



**FINANCE AND GOVERNANCE COMMITTEE  
AGENDA REPORT**

**CONSENT AGENDA  
AGENDA ITEM NO. C.1**

**DATE:** November 28, 2023

**TO:** Finance & Governance Committee

**FROM:** Dee Lai, Assistant City Clerk, (805) 385-8200, dee.lai@oxnard.org

**SUBJECT:** Approval of Minutes.

**RECOMMENDATION**

That the Finance & Governance Committee approve the minutes of the November 14, 2023 regular meeting as presented.

**BACKGROUND**

Approval of Minutes.

**STRATEGIC PRIORITIES**

This agenda item is a routine operational item.

**FINANCIAL IMPACT**

There is no financial impact.

*Prepared by: Dee Lai, Assistant City Clerk*

**ATTACHMENTS**

1. 11 14 2023 FG Minutes

MINUTES  
OXNARD CITY COUNCIL  
FINANCE AND GOVERNANCE COMMITTEE  
Regular Meeting  
November 14, 2023

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 5:01 p.m., Chair John C. Zaragoza called to order the regular meeting of the Oxnard City Council Finance and Governance Committee in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. Dee Lai, Assistant City Clerk called the roll and announced the posting of the agenda. Chair John C. Zaragoza, Member Gabriela Basua, and Member Gabriel (Gabe) Teran were present in person.

Member Basua joined the meeting at 5:03 p.m.

Consideration of Teleconference Participation pursuant to Assembly Bill 2449.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

No public comments were received.

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Finance & Governance Committee approve the minutes of the October 24, 2023 regular meeting as presented.

No public comments were received.

*It was moved by Member Teran, seconded by Chair Zaragoza, to approve the Information/Consent item as presented. VOTE: Teran, and Zaragoza voted in favor; the motion passed 2-0. Member Basua was absent.*

D. REPORTS

1. Finance Department

SUBJECT: Update on the Financial Corrective Action Plan (FCAP) For Closing Past Audit Findings (20 minutes).

RECOMMENDATION: That the Finance and Governance Committee receive an update on the Financial Corrective Action Plan (FCAP) for closing past audit findings and recommend staff forward the presentation to City Council.

Jennifer Hiraoka, Senior Manager, Internal Control, and Javier Chagoyen-Lazaro, Interim Chief Financial Officer, were available to answer the Committee's questions. No public comments were received. Discussion ensued among the Committee and staff.

*It was moved by Member Teran, seconded by Member Basua, to approve the recommended action as presented. VOTE: Basua, Teran, and Zaragoza voted in favor; the motion passed 3-0.*

E. ITEMS FOR FUTURE AGENDAS

No requests were made.

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Zaragoza adjourned the meeting at

5:11 p.m.

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DEE LAI  
Assistant City Clerk

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JOHN C. ZARAGOZA  
Chair



## FINANCE AND GOVERNANCE COMMITTEE AGENDA REPORT

### REPORTS AGENDA ITEM NO. D.1

**DATE:** November 28, 2023

**TO:** Finance & Governance Committee

**FROM:** Eden Alomeri, Billing and Licensing Director, (805) 385-7811, eden.alomeri@oxnard.org

**SUBJECT:** Clarification regarding Business Tax & Permit Administration, Discovery & Auditing Services (20 minutes)

### RECOMMENDATION

That the Finance and Governance Committee recommend the City Council:

1. Authorize the outsourcing the Licensing Services;
2. Approve and authorize the Mayor to execute an agreement between the City of Oxnard and Hinderliter, de Llamas & Associates (HDL) to provide Business Tax and Permit Administration, Discovery and Auditing Services for a period of five years with the option to renew for another five years prior to the contract's expiration; and
3. Adopt a resolution authorizing examination of sales or transactions and use tax records by HDL.

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

<https://youtu.be/xKkiTRT8Bbo>

### BACKGROUND

On September 26, 2023, staff came before the Finance & Governance Committee regarding outsourcing business licensing services to Hinderliter, de Llamas & Associates (HDL). Upon review of that Committee, staff believes we did not communicate the revenue in this proposal as clearly as we could have. Thus, we return to distinguish between the savings the City will realize in this agreement, if approved, and the additional revenue the City could (but is not guaranteed) to realize.

### DISCUSSION

The Licensing Division under the Billing and Licensing Department consists of 1 Billing and Licensing Supervisor, 1 Code Compliance Inspector, 5 Customer Service Representatives and 1 Extra Help. The division's annual budget is \$944,000. Just the 5 Customer Service Representatives cost \$724,000 annually in FY23-24. (Note that the prior version of this report utilized this amount for all five years, but our new estimate more accurately increases the annual cost of providing this service over the next five years.)

By contracting with HDL, over the five-year contract term, the City will be paying approximately \$1.50 million in administration fees and \$1.47 million in collection fees. The difference between the City's cost in providing this service versus what we would pay HDL is presented in the chart below:

|                                    | YR 1                | YR 2                | YR 3                | YR 4                | YR 5                | TOTAL                 |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|
| City's Cost of Providing Service   | \$724,000.00        | \$760,200.00        | \$798,210.00        | \$838,120.50        | \$880,026.53        | \$4,000,557.03        |
| HDL's Administration Fee           | \$260,100.00        | \$278,567.10        | \$298,345.36        | \$319,527.88        | \$342,214.36        | \$1,498,754.70        |
| HDL's Collection Fee               | \$281,775.00        | \$287,410.50        | \$293,158.71        | \$299,021.88        | \$305,002.32        | \$1,466,368.41        |
| <b>City's Savings in Using HDL</b> | <b>\$182,125.00</b> | <b>\$194,222.40</b> | <b>\$206,705.93</b> | <b>\$219,570.74</b> | <b>\$232,809.85</b> | <b>\$1,035,433.92</b> |

Thus, \$1,035,433.92 is the total amount of savings the City will realize in this agreement, if approved, over five years.

Additionally, by contracting with HDL, over the five-year contract term, the City will be paying approximately \$1.50 million in discovery and audit fees. (In contrast, the discovery portion alone would cost \$2.58 million if we were to hire employees in house to do this work, and we still do not have some of the resources HDL has to do this work.) HDL projects the City will gain new revenue from the discovery of unlicensed businesses amounting to \$4.46 million. According to HDL's representative: "We currently have approximately 3,000 businesses as targets that need investigation. Our revenue estimates for each year are based on our results in over 100 cities across the state. We have never provided services for a City where we have not performed well above the rough estimates we have provided." Assuming HDL's estimate is accurate, the City could see significant projected new revenue, as listed in the chart below:

|                               | YR 1         | YR 2           | YR 3         | YR 4         | YR 5         | TOTAL          |
|-------------------------------|--------------|----------------|--------------|--------------|--------------|----------------|
| HDL's Projected New Revenue   | \$994,500.00 | \$1,352,520.00 | \$689,785.20 | \$703,580.90 | \$717,652.52 | \$4,458,038.63 |
| HDL's Discovery and Audit Fee | \$323,212.50 | \$439,569.00   | \$241,424.82 | \$246,253.32 | \$251,178.38 | \$1,501,638.02 |
| Projected New City Revenue    | \$671,287.50 | \$912,951.00   | \$448,360.38 | \$457,327.59 | \$466,474.14 | \$2,956,400.61 |

Thus, if HDL's projection is correct, and the City gains \$4.46 million in new revenue from the discovery of unlicensed businesses, the City would keep \$2.96 million of that new revenue. However, the discovery and auditing revenue is money the City could (but is not guaranteed) to realize. If HDL brings in more than its projected \$4.46 million, the City will likewise obtain more than \$2.96 million in revenue; if HDL brings in less than its projected \$4.46 million, the City will obtain less than \$2.96 million in revenue.

## STRATEGIC PRIORITIES

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to reinforce, stabilize, improve, and strengthen the organizational foundation of the City in order to build a modern, high-functioning City government that effectively and efficiently supports the operating departments in providing high-quality services and programs for our residents and businesses.

## **FINANCIAL IMPACT**

Approval of the recommended outsourcing of the City's Licensing operations is estimated to bring in \$1,035,433.92 in savings over five years. Additionally, HDL estimates the City may also realize an additional revenue of \$2,956,400.61 during the five-year contract period

*Prepared by: Daniel Chavez, Management Analyst II*

## **ATTACHMENTS**

1. Presentation

# CLARIFICATION REGARDING BUSINESS TAX & PERMIT ADMINISTRATION, DISCOVERY & AUDITING SERVICES

Finance & Governance Committee  
November 28, 2023

Eden Alomeri, Billing and Licensing Director  
Department of Billing and Licensing

That the Finance and Governance Committee recommend the City Council:

1. Authorize the outsourcing of Licensing Services;
2. Approve and authorize the Mayor to execute an agreement between the City of Oxnard and Hinderliter, de Llamas & Associates (HDL) to provide Business Tax & Permit Administration, Discovery & Auditing Services for a period of five years with the option to renew for another five years prior to the contract's expiration; and
3. Adopt a resolution authorizing examination of sales or transactions and use tax records.

- On September 26, 2023, staff came before the Finance & Governance Committee regarding outsourcing business licensing services to Hinderliter, de Llamas & Associates (HDL)
- We return to distinguish between the savings the City will realize in this agreement, if approved, and the additional revenue the City could (but is not guaranteed) to realize.

# TOTAL SAVINGS THE CITY WILL REALIZE WITH HDL CONTRACT

4

|                                  | Year 1              | Year 2              | Year 3              | Year 4              | Year 5              | Total                 |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|
| City's Cost of Providing Service | \$724,000.00        | \$760,200.00        | \$798,210.00        | \$838,120.50        | \$880,026.53        | \$4,000,557.03        |
| HDL's Administration Fee         | \$260,100.00        | \$278,567.10        | \$298,345.36        | \$319,527.88        | \$342,214.36        | \$1,498,754.70        |
| HDL's Collection Fee             | \$281,775.00        | \$287,410.50        | \$293,158.71        | \$299,021.88        | \$305,002.32        | \$1,466,368.41        |
| <b>City's Savings</b>            | <b>\$182,125.00</b> | <b>\$194,222.40</b> | <b>\$206,705.93</b> | <b>\$219,570.74</b> | <b>\$232,809.85</b> | <b>\$1,035,433.92</b> |

|                                           | Year 1              | Year 2              | Year 3              | Year 4              | Year 5              | Total                 |
|-------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|
| HDL's<br>Projected<br>New<br>Revenue*     | \$994,500.00        | \$1,352,520.00      | \$689,785.20        | \$703,580.90        | \$717,652.52        | \$4,458,038.63        |
| HDL's<br>Discovery and<br>Audit Fee       | \$323,212.50        | \$439,569.00        | \$241,424.82        | \$246,253.32        | \$251,178.38        | \$1,501,638.02        |
| <b>Projected<br/>New City<br/>Revenue</b> | <b>\$671,287.50</b> | <b>\$912,951.00</b> | <b>\$448,360.38</b> | <b>\$457,327.59</b> | <b>\$466,474.14</b> | <b>\$2,956,400.61</b> |

HDL projects this based on:

- identification of 3,000 businesses as targets that need investigation
- results in over 100 cities serviced across the state
- no record where HDL provided services where they did not perform well above the estimate provided

That the Finance and Governance Committee recommend the City Council:

1. Authorize the outsourcing of Licensing Services;
2. Approve and authorize the Mayor to execute an agreement between the City of Oxnard and Hinderliter, de Llamas & Associates (HDL) to provide Business Tax & Permit Administration, Discovery & Auditing Services for a period of five years with the option to renew for another five years prior to the contract's expiration; and
3. Adopt a resolution authorizing examination of sales or transactions and use tax records.



# QUESTIONS?



## FINANCE AND GOVERNANCE COMMITTEE AGENDA REPORT

### REPORTS AGENDA ITEM NO. D.2

**DATE:** November 28, 2023

**TO:** Finance & Governance Committee

**FROM:** Ashley Golden, Assistant City Manager, (805) 385-7478, ashley.golden@oxnard.org

**SUBJECT:** Updates to Citizen Advisory Group (CAG) Bylaws (10 minutes).

### RECOMMENDATION

That the Finance and Governance Committee recommend that the City Council adopt a resolution incorporating modifications to the existing Citizen Advisory Group (CAG) uniform bylaws.

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

<https://youtu.be/7ogaeYynG5M>

### BACKGROUND

In 2019, the City Manager's Office began meeting with Citizen Advisory Group (CAG) chairs and staff with an intention of providing support to improve the overall effectiveness and efficiency of the CAGs, including potentially redefining and realigning CAGs with Council priorities. The 2019 meetings led to a series of topics the Chairs and staff liaisons felt would be beneficial to increase the effectiveness of CAGs including: creating uniform bylaws, agenda templates, goal setting procedures; defining the role of the CAGs and staff liaisons; and developing resources and trainings for CAGs.

The first priority was creating uniform bylaws. Prior to this effort, each CAG operated under a different set of bylaws that often conflicted with another CAG or the City Code. Updating the bylaws provided uniformity across all CAGs to ensure clear direction, fairness, ease of learning if CAG members move between CAGs, to address CAG officers and their duties, secretary and staff liaison duties, meetings and quorums, and absences. The CAGs agreed to the bylaws changes in 2020, but with the COVID-19 pause, staff had the CAG chairs review and approve the bylaws again in March 2022.

On June 21, 2022, the City Council adopted Resolution No. 15,589 approving and establishing uniform bylaws for the following CAGs: Community Relations Commission, Cultural Arts Commission, Commission on Homelessness, Parks, Recreation and Community Services Commission, and Senior Services Commission.

The 2022 bylaws include a provision for each CAG to review and make recommendations on any needed changes to the bylaws. (Article IX, A-C). Changes to the Bylaws require approval of the City Council.

### DISCUSSION

In alignment with this article, the bylaws were reviewed on an agenda for each of the five CAGs and no recommended changes were requested. However, the City Manager's Office facilitated a meeting with CAG

chairs on September 27, 2023, in which two of the five active CAG chairs participated. During that meeting, the language in *italics* shows the recommendations that were agreed upon and directly respond to various situations or challenges that occurred since the adoption of the bylaws in June 2022:

1. **Article III, Section B:** Each Commission shall consist of seven members appointed by the Mayor, with the approval of the City Council. *Each council member shall strive to nominate a commissioner from the council members' district to serve on each commission. The Mayor shall nominate one commissioner at-large for each commission.*
  - a. The CAG chairs recommend this change to stress the importance of having CAG members representing each council district and to align the bylaws with language from the City Code
2. **Article IV, Section B.1:** *If the Commission has not elected officers by the second scheduled meeting of the year due to lack of volunteers, the City Manager or his designee may place the Commission on hiatus until current commissioners volunteer to serve as officers.*
  - a. Although the bylaws require the election of Officers in January, in 2023 the Commission on Homelessness did not elect officers until August. The sitting members of the Commission were not interested in volunteering for Officer positions and instead wanted to wait until additional members were appointed (though there were no pending appointments). The Chair is charged with presiding over a meeting, calling special meetings, approving meeting minutes and the annual report as well as developing each CAG agenda with the staff liaison. In the absence of a Chair and Vice Chair, an election of a temporary Chair and Vice Chair must be conducted at the beginning of each meeting. The lack of a consistent chair affects the efficiency of a meeting and the overall effectiveness of a CAG.
3. **Article IV, Section C.1.i.5:** For the purpose of having an annual retreat *or tour of City facilities.*
  - a. The Parks, Recreation and Community Services Commission held a special meeting touring City parks in September 2023. This change will allow for future tours of City facilities.
4. **Article V, Section B:** Meetings shall be public and conducted in a publicly owned building *or facility* with adequate space for members of the public to attend the meetings.
5. **Article V, Section D.5:** Is solely advisory *to the Commission.*
  - a. This is intended to clarify that ad hoc committees of a CAG are solely advisory to that specific CAG.
6. **Article V, Section F:** *If a quorum is not met within ten (10) minutes of the scheduled start time of that meeting, the meeting shall be canceled and adjourned to the next scheduled meeting. Under special circumstances, and with the approval of a majority of members present, the Chair is permitted to wait an additional five (5) minutes for a quorum to be present. If a quorum is not met at that point, the meeting shall be canceled due to lack of quorum and adjourned to next month's meeting.*
  - a. On at least 9 occasions, CAG meetings have been delayed for up to 20 minutes or canceled entirely while waiting for another member to arrive to establish a quorum after the scheduled meeting start time. This has occurred for the following CAGs: Community Relations Commission (3), Parks, Recreation & Community Services Commission (2), Senior Services Commission (1), and Commission on Homelessness (3). In the interest of respecting the CAG volunteer time and guest speakers, staff recommended, and the CAG chairs agreed to this recommended changes.
7. **Article VIII:** Robert's Rules of Order shall constitute the parliamentary authority for the meetings.
  - a. Per Measure M, Robert's Rules of Order is required for all City of Oxnard legislative bodies.
8. **Article IX, Section B:** The Chairpersons of each Commission shall convene once per year with the City Clerk's Office, City Manager's Office and City Attorney's Office to review and approve, if desired, the recommended changes to these bylaws.
  - a. Clerical change to provide clarity that a staff representative from each of the offices shall be present at said meeting.

These changes are designed to promote CAG efficiency and effectiveness by emphasizing active participation,

timelines and focused efforts and activities. If adopted, this would amend Resolution No. 15,589 to include the changes outlined above, and reflected in Attachment #1. All proposed changes are identified in red in the attachment. The draft bylaws being proposed for approval were sent to all CAG members via email on November 13, 2023 for their review and awareness.

## **ONGOING & NEXT STEPS:**

In an effort to continue to support the efficiency and effectiveness of the CAGs, the City Manager's Office and City Attorney's Office have continued to work with CAG chairs and staff liaisons to address the other priorities developed by the Chairs and CAG liaisons in 2019. To date, the following outcomes have been achieved:

1. Created standardized Bylaws (2022), and completed the annual review (subject agenda item).
2. Standardized the following documents for all CAGs: agendas, minutes, meeting cancellation, staff reports, recommendation from CAG to Council, presentation template, and bylaws.
3. Trained CAG chairs and staff support on the annual report process, resulting in three CAG annual reports presented to Council in 2023 (previously only one CAG presented an annual report to Council).
4. Trained CAG staff and chairs on their respective powers and duties; agenda items in support of powers and duties; creation and purpose of ad hoc committees; and responsibilities related to presiding over a CAG.
5. Implemented ongoing training for all Commissioners including: anti-harassment training, ethics training, parliamentary training, and bylaws, brown act, and powers and duties training (provided by City Attorney's Office).
6. Compliance with requirements outlined in the CAG bylaws and City's Sunshine Ordinance including City Attorney's Office review of all agendas, meeting agenda posting deadlines, and reporting attendance to the City Clerk.
7. Established a process for onboarding new commissioners upon appointment.
8. **In progress:** discussion on goal setting and ensuring agenda/discussion items are in alignment with individual powers and duties and City Council supported priorities and projects.

Staff will continue to provide ongoing support to the CAG chairs, commissioners and staff liaisons and staff support to ensure compliance with training procedures and policies and ensure their efforts are focused and supportive of their powers and duties to increase effectiveness and make volunteer time valuable.

## **STRATEGIC PRIORITIES**

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to restore and increase quality services and programs that enrich Oxnard's diverse community, promotes safe neighborhoods, encourages community engagement, and supports our residents in their efforts to improve their quality of life.

## **FINANCIAL IMPACT**

There is no financial impact.

*Prepared by: Samantha Shapiro, Project Manager*

## **ATTACHMENTS**

1. Draft CAG Bylaws
2. Draft Resolution
3. CAG Bylaws Update Presentation

**EXHIBIT 1**  
**Citizen Advisory Groups (“CAG”) Bylaws**

DRAFT

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

Article I  
Application

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

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

Article II  
Powers and Duties

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

Article III  
Membership

- A. Each Commission shall consist of seven members appointed by the Mayor, with the approval of the City Council. **Each council member shall strive to nominate a commissioner from the council members’ district to serve on each commission. The mayor shall nominate one commissioner at-large for each commission.**
- B. Each Commissioner shall successfully undergo the City’s formal background check procedures prior to appointment to serve on a Commission.
- C. The term of a member of a Commission shall be established in the Oxnard City Code.
- D. In the event of a vacancy, the City Council shall appoint a replacement to complete the term of the member creating the vacancy.

Article IV  
Officers

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

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

#### Article V Meetings/Quorum

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

- F. A quorum must be met within ten (10) minutes of the scheduled meeting start time. Under special circumstances, and with the approval of a majority of members present, the Chair is permitted to wait an additional five (5) minutes for a quorum to be present. If a quorum is not met at that point, the meeting shall be canceled due to lack of quorum and adjourned to the next month's scheduled meeting.

#### Article VI

##### Absences

- A. If any member of the Commission has three or more consecutive unexcused absences, or is absent, excused or unexcused, for more than half of the meetings in a calendar year, the member shall be deemed to have resigned from the Commission.
- B. If a commissioner is going to be absent, the commissioner shall notify the Secretary no less than sixty minutes prior to the start of the meeting. Failure to do so shall be deemed an unexcused absence.
- C. An absence may be deemed excused for the following reasons: sickness/illness, an emergency beyond the commissioner's control, observance of a religious holiday or a medical appointment that cannot be rescheduled.
- D. The Secretary shall notify the City Clerk in writing of any such consecutive absences. The member shall be deemed to have resigned from the Commission on the date that the City Clerk receives notice from the Secretary.
- E. Should any member be absent without good cause for more than three consecutive meetings, the Secretary shall immediately inform the City Clerk of such fact. Effective on the date of receipt of such notice by the City Clerk, such member shall be deemed to have resigned from the Commission.

#### Article VII

##### Coordination with City Council

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

#### Article VIII

##### Rules of Order

**Robert's** Rules of order shall constitute the parliamentary authority for the meetings.

Article IX  
Amendments

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

Article X  
Effective Date

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

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. \_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD AMENDING EXISTING  
UNIFORM BYLAWS FOR VARIOUS CITIZEN ADVISORY GROUPS

WHEREAS, the City Council has established Citizen Advisory Groups (“CAGs”) that make recommendations to the City Council on matters within the subject matter jurisdiction of those CAGs; and

WHEREAS, on June 21, 2022, City Council adopted uniform bylaws for the following CAGs: Community Relations Commission, Cultural Arts Commission, Commission on Homelessness, Parks, Recreation and Community Services Commission, and Senior Services Commission; and

WHEREAS, the bylaws provide uniformity across all CAGs to ensure clear direction, fairness, ease of learning if CAG members move between CAGs, and to address CAG officers and their duties, secretary and staff liaison duties, meetings and quorums, and absences; and

WHEREAS, Article IX of the uniform bylaws require the CAGs to annually review and provide recommended changes to the bylaws; and

WHEREAS, the bylaws were presented to the CAGs in Fall 2023 for review and recommendations, and were approved by the CAGs on the dates below:

- Community Relations Commission: August 21, 2023
- Cultural Arts Commission: August 2, 2023
- Commission on Homelessness: September 11, 2023
- Parks, Recreation & Community Services Commission: August 23, 2023
- Senior Services Commission: September 12, 2023; and

WHEREAS, the proposed bylaws with amendments were presented to the CAG Chairs and approved on September 27, 2023; and

WHEREAS, the City Council wishes to amend the existing uniform CAG bylaws.

NOW, THEREFORE, the City Council of the City of Oxnard resolves as follows:

Section 1. The amended uniform CAG bylaws, attached hereto as **Exhibit 1** and incorporated herein by reference, are adopted.

PASSED AND ADOPTED THIS \_\_\_\_ day of \_\_\_\_\_, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

John C. Zaragoza, Mayor

ATTEST:

---

Rose Chaparro, City Clerk

APPROVED AS TO FORM:

---

Stephen M. Fischer, City Attorney

**EXHIBIT 1**

[On the Page to Follow]

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

Article I  
Application

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

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

Article II  
Powers and Duties

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

Article III  
Membership

- A. Each Commission shall consist of seven members appointed by the Mayor, with the approval of the City Council. Each council member shall strive to nominate a commissioner from the council members’ district to serve on each commission. The mayor shall nominate one commissioner at-large for each commission.
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Officers

- A. Each Commission shall elect a Chairperson and Vice-Chairperson (the “Officers”).

B. At an annual meeting scheduled in January of each year, the Officers shall be elected by a majority of the Commission members present. The Officers shall serve a one-year term.

1. If the Commission has not elected Officers by the second scheduled meeting of the year due to lack of volunteers, the City Manager or his or her designee may place the Commission on hiatus until current Commissioners volunteer to serve as Officers.

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

1. Chairperson - (a) To preside at all meetings of the Commission; (b) To call special meetings with concurrence from the Staff Liaison; (c) Sign approved meeting minutes; and (d) Prepare, submit, and present an annual report of activities of the Commission to the City Council

i. Special Meetings shall be limited to the following circumstances:

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5. For the purpose of having an annual retreat or tour of City facilities.

2. Vice-Chairperson - To perform the duties of the Chairperson in the event of his/her absence, resignation or inability to perform the duties of office.

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1. Each Commission shall have a secretary and a staff liaison. The Secretary and Staff Liaison may be the same person.
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Office prior to posting; (g) Maintain attendance records; and (h) Provide the City Clerk an attendance list within 24 hours of a Commission meeting.

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  1. Comprised solely of members of the Commission; and
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Article X  
Effective Date

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# Updates to Citizen Advisory Group (CAG) Bylaws

## Finance and Governance Committee

November 14, 2023

Samantha Shapiro, Project Manager



### RECOMMENDATION

2

That the Finance and Governance Committee recommend that the City Council adopt a resolution incorporating modifications to the existing Citizen Advisory Group (CAG) uniform bylaws.

In 2019, the City Manager's Office began meeting with CAG chairs and staff with an intention of providing support to improve the overall effectiveness and efficiency of the CAGs.

Discussion topics included:

- Creating uniform bylaws
- Standardizing documents and processes (agendas, minutes)
- Goal setting
- Role of the CAGs and staff support
- Available resources for the CAGs

Uniform bylaws were agreed upon by all CAGs and ultimately adopted by the City Council in June 2022.

## RECOMMENDATIONS TO BYLAWS

Article IX of the bylaws require an annual review of the bylaws. Each CAG reviewed the document and on September 27, the CMO facilitated a meeting with CAG chairs to review and approve proposed changes. The recommended changes are in response to common challenges and questions that developed since the adoption of these in 2022.

Some of the recommendations include:

- **Article III, Section B:** clarifies Council Member nomination process by district
- **Article IV, Section B-1:** requirement that officers must be elected by the second meeting of the year to remain active
- **Article IV, Section C-1(i-5):** allows special meetings for the purpose of a facility tour
- **Article V, Section B:** allows meetings to be held in a publicly owned facility
- **Article V, Section F:** a quorum must be met within 15 minutes of the scheduled start time of the meeting or the meeting must be cancelled
- **Article VIII:** clarifies that Robert's Rules of Order must be followed

All recommendations are highlighted in red in Attachment #1.

CMO & CAO staff continue to provide ongoing support to CAG chairs, commissioners and staff support. To date, the following outcomes have been achieved:

1. Created standardized bylaws (2022 and completed the annual review (subject agenda item)
2. Standardized the following documents for all CAGs: agendas, minutes, meeting cancellation, staff reports, recommendation from CAG to Council, presentation template, and bylaws
3. Trained CAG chairs and staff support on the annual report process, resulting in 3 CAG annual reports to Council in 2023
4. Trained CAG staff and chairs on their respective powers and duties, agenda items in support of powers and duties, creation and purpose of ad hoc committees, and responsibilities related to presiding over a CAG
5. Implemented ongoing training for all Commissioners including anti-harassment training, ethics training, parliamentary training, and bylaws, brown act and powers & duties training (CAO)
6. Compliance with requirements outlined in CAG bylaws and Sunshine Ordinance
7. Established a process for onboarding new commissioners
8. **In progress:** discussion on goal setting and ensuring agenda items are in alignment with powers and duties and Council-supported priorities and projects



THE END



## FINANCE AND GOVERNANCE COMMITTEE AGENDA REPORT

### REPORTS AGENDA ITEM NO. D.3

**DATE:** November 28, 2023

**TO:** Finance & Governance Committee

**FROM:** Alexander Hamilton, Fire Chief, (805) 385-7700, alexander.hamilton@oxnard.org

**SUBJECT:** Authorization to submit grant applications to Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (Matching requirement of up to \$193,815.03) (10 minutes).

### RECOMMENDATION

The Finance and Governance Committee recommends that the City Council authorizes:

1. The submission of seven (7) grant applications to the FEMA Assistance to Firefighters Grant (AFG) for \$1,948,632, including a 10% local match for the purpose of procuring fifty (50) sets of structural firefighting turnouts, a paramedic squad, paramedic training, EMS training equipment, and USAR, HazMat and Fire Prevention training;
2. The submission of a Fire Prevention and Safety (FP&S) in an amount not to exceed \$350,000, including a 5% match for the installation of 5,000 combination smoke and carbon monoxide detectors.
3. The City Manager or designee to execute the grant agreements if grant funds are awarded to the City;
4. The Chief Financial Officer or designee to submit financial reports and grant claims for the use of match and grant funds and perform all other required financial actions; and
5. The Fire Chief or designee to submit non-financial reports.

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

<https://youtu.be/3FoLAKIhKdM>

### BACKGROUND

The City of Oxnard and surrounding agencies are eligible to submit grant applications to FEMA for consideration of federal funds totaling \$1,948,632. Fire departments are eligible to apply for the FEMA Fiscal Year 2023 Assistance to Firefighters Grant (AFG) to obtain critically needed resources necessary for protecting the public and emergency personnel from fire and related hazards. The FY2023 AFG Program has three activities: Operations and Safety, Vehicle Acquisition, and Regional Projects. Within the Operations and Safety category, there are sub-categories of training and equipment. Successful AFG submissions are awarded on an annual basis. The grant funds, if awarded, will fund fifty (50) sets of structural firefighting turnouts, a paramedic squad, paramedic training, EMS training equipment, and USAR, HazMat and Fire Prevention training.

The Fire Prevention and Safety (FP&S) Grant Program (hereafter referred to as the FP&S Program) is the second of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA's) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The FP&S Program accomplishes this by providing financial assistance directly to eligible fire departments, national, regional, state, local, tribal and non-profit organizations such as

academic (e.g., universities), public health, occupational health, and injury prevention institutions for fire prevention programs and supporting firefighter health and safety research and development.

The City of Oxnard Fire Department has been awarded three FP&S grants for smoke detector and carbon monoxide detector installation in the past. The funding allowed the distribution and installation of 5,000 carbon monoxide detectors and 5,000 smoke detectors in 2014, 2,500 smoke detectors in 2015 and 5,000 combination smoke/carbon monoxide detectors in 2022.

## **DISCUSSION**

Council recently passed a resolution on council actions regarding grant applications. The Oxnard Fire Department believes it was important to bring this agenda item before council as the local match for the grants listed in this agenda item do not have a budgeted local match. The local match will be requested in the FY 24-25 budget development process.

This agenda item is being published in anticipation of seven (7) grant applications to be submitted to FEMA in January 2024. The solicitation period for FY2022 AFG grants in 2022 was January 9th 2023 to February 10th 2023. Due to Measure E, this item is being presented prior to confirmation of the funding required by the regional partners; Ventura County Fire Protection District, Ventura City Fire and Fillmore Fire Department, on the Oxnard regional application for USAR training. This will impact the total request, but not the amount required for the City of Oxnard or the local match identified in this report.

The City of Oxnard will submit three (3) applications specifically for the Oxnard Fire Department. These are to purchase a paramedic squad in the amount of \$275,000, EMS training equipment in the amount of \$250,000 and funding to send one firefighter to paramedic school in the amount of \$170,000. The paramedic squad would be purchased to replace the squad that is currently in use at Fire Station #6. The current squad was purchased from the Ventura County Fire Department. It is a 2007 Ford F450 cab and chassis that is due to be replaced. The EMS training equipment will ensure that our personnel get the advanced training we can provide to ensure the continued high-quality care our residents expect. The Fire Department was recently able to purchase a manikin that creates very real training for treating trauma victims, including high fidelity injury patterns, and positive training feedback of interventions to improve firefighter trauma assessment and treatment capabilities. This grant request would add significant capability to our training that would expand the department training aids to include high fidelity for adult patients with complex medical (non-trauma) complaints, while advancing the department's efforts on children and infants. The addition of high fidelity pediatric manikins adds a new enhanced training capability for low frequency, high risk assessment and intervention that is currently unavailable. The funding for paramedic training will allow the City of Oxnard to continue to expand its paramedic capability to meet the growing needs of our residents.

One (1) regional application for Urban Search and Rescue (USAR) training will be submitted by the City of Oxnard. The application will pay for overtime and backfill for Suppression personnel to attend Rope Rescue Technician, Structural Collapse Tech 1 and 2, Confined Space Rescue Tech, Regional Tech Search Specialist, and Regional Task Force Leader courses. The Oxnard Fire Department request for funds will not exceed \$292,000. The total grant application request is unknown at the time of publication, while regional partners confirm their funding request. The additional request for regional partners will not affect the local match for the City of Oxnard.

Ventura County Fire Protection District will submit a regional application for fifty (50) sets of structural firefighting turnouts at \$6500 per set for a total cost of \$325,000. This critical piece of safety equipment is utilized on all structure fires and traffic collisions. Every sworn member of the Fire Department has two sets of turnouts that includes boots, pants, jacket, gloves, hood and helmet. This funding would allow the department to upgrade 50 sets of turnouts. The turnouts being removed from active service would continue to be used in future firefighter recruiting academies.

A regional application for Hazardous Materials Technician and Specialist level classes will be submitted on behalf of the region by Ventura City Fire Department. If funded, \$236,632 will pay the tuition, overtime and backfill for fifteen (15) Oxnard Firefighters to attend the 160 hour course Technician training and cover those same costs for ten (10) fire personnel to attend the 80 hour Specialist level class.

The final regional AFG grant request will be submitted by Fillmore Fire Department. The request is a comprehensive list of training for multiple Fire Prevention personnel to receive qualifications and certifications required by the State of California to be qualified as State Fire Marshal Inspectors. It will also fund firefighters interested in joining the Prevention division funding to receive training to become investigators/inspectors. Finally, it will also cover the cost of providing training to the Chief Officers of the department in the role of Fire Marshal. The request for the Oxnard Fire Department will cover all training costs including instructor fees, travel expenses and overtime. The Oxnard Fire Department has reviewed the outstanding certifications for Prevention staff and is requesting funding in the amount not to exceed \$400,000.

The FP&S grant is being submitted so the Fire Department can continue to pursue installing smoke detectors for our residents. In 2022, the City of Oxnard had a fire fatality rate five (5) times the California average. According to a report published by the National Fire Protection Agency in 2019, three out of five home fire deaths resulted from homes without smoke detectors or with smoke alarms that were not working. Oxnard mirrors these statistics, with 60% of all residential structure fires occurring in homes without a working smoke detector. Additionally, the risk of dying in a home fire is cut in half with working smoke detectors.

To protect the members of the Oxnard community, the Fire Department will submit an application to FEMA for FP&S funding that will allow the purchase of and cost for staff and volunteers to install, 5,000 dual purpose smoke and carbon monoxide detectors. The detectors to be installed will be tamper-proof with a ten-year life span. The funding request includes funds for personnel costs related to the installation of the smoke detectors in residences. The funds requested will purchase 5,000 dual purpose smoke/carbon monoxide detectors and 15 strobe light smoke/carbon monoxide detectors for the deaf and hearing impaired.

The grant solicitation has not been posted, but the department anticipates the application window opening before the end of March 2023. The request for funding will not exceed \$350,000 and requires a 5% local match.

If awarded, the grant period is scheduled to start between April 30th 2024 and September 30th 2024. Historically, the vast majority of grants are awarded between July and the September 30th deadline. As of the time of this report, the grant solicitation has not been posted by FEMA. However, the posting for AFG is anticipated to be posted prior to December 2023 with a submission deadline of January 2024. The FP&S grant application will likely have a submission deadline of February 2024.

## **STRATEGIC PRIORITIES**

This agenda item supports Public Safety strategy. The purpose of the Public Safety strategy is to restore and modernize the delivery of public safety services to provide for the safety of our neighborhoods and health of our community.

## **FINANCIAL IMPACT**

There is a matching funds requirement of 10% for each AFG grant, if awarded. The FP&S grant has a matching requirement of 5%. Expenditures are anticipated to begin in FY 2024-2025. The grant funding and local match will be requested in the proposed Fiscal Year's 2024-2025 budget with local sources mainly coming from the General Fund. The grant term is projected to end 12 months after the notification of award.

There will be an ongoing cost to the General Fund for one firefighter to become a licensed paramedic pursuant

to the MOU agreement between the City and the Oxnard Firefighters Association IAFF L1684. The approximate cost of the annual fiscal impact is \$9,640.35.

*Prepared by: Alexander Hamilton, Fire Chief, Fara Ravan, Administrative Services Support Supervisor*

## **ATTACHMENTS**

1. Presentation

# **Assistance to Firefighter (AFG) and Fire Prevention and Safety (FP&S) Grant Applications**

Alexander Hamilton, Fire Chief

### The Finance and Governance Committee Recommends that the City Council:

1. Authorizes the submission of seven (7) grant applications to the FEMA Assistance to Firefighters Grant (AFG) for \$1,948,632, including a 10% local match for the purpose of procuring fifty (50) sets of structural firefighting turnouts, a paramedic squad, paramedic training, EMS training equipment, and USAR, HazMat and Fire Prevention training;
2. Authorize the submission of a Fire Prevention and Safety (FP&S) in an amount not to exceed \$350,000, including a 5% match for the installation of 5,000 combination smoke and carbon monoxide detectors.
3. Authorize the City Manager or designee to execute the grant agreements if grant funds are awarded to the City;
4. Authorize the Chief Financial Officer or designee to submit financial reports and grant claims for the use of match and grant funds and perform all other required financial actions; and
5. Authorize the Fire Chief or designee to submit non-financial reports.

The Assistance to Firefighters Grant (AFG) program and the Fire Prevention and Safety (FP&S) Grant program are both critical initiatives administered by the Federal Emergency Management Agency (FEMA).

## AFG Program

- Enhances firefighter safety
- Strengthens emergency response capabilities
- Promotes community resilience
- Supports training and education
- Encourages collaboration and innovation



FEMA

## FP&S Grant Program

- Prioritizes risk reduction and prevention
- Focuses on community education and outreach
- Supports fire safety research and development
- Enhances firefighter health and safety
- Strengthens code enforcement and compliance

### Previous Assistance to Firefighters Grant (AFG) Accomplishments

Last year, the grant program awarded \$324 million dollars nationwide.

Recent AFG grant awards for the Oxnard Fire Department allowed us to:

- Train medics (\$850K)
- Purchase a ladder truck (\$1 million)
- Purchase a light & air unit (\$500K)
- Purchase other critical equipment including: chest compression devices, medic monitors, thermal imaging cameras, & wildland equipment



### Previous Fire Prevention and Safety (FP&S) Grant Accomplishments

FP&S grant awards total \$36 million dollars in initial funding nationwide.

The Oxnard Fire Department has been awarded \$900K between 2011-2020, which has allowed us to install over 20K smoke detectors throughout our community.



### Oxnard Fire Department Applications:

- Paramedic Squad replacement
- EMS training equipment
- Paramedic training for one firefighter

### Regional Applications:

- Urban Search and Rescue (USAR) training - OFD
- Structural firefighting turnouts - VCFD
- Hazardous materials training - VFD
- Fire Prevention Training - FFD

Total requested amount: \$1,948,632



### Funding Applications for Oxnard Fire Department:

- Paramedic squad purchase: \$275,000
- EMS training equipment purchase: \$250,000
- Funding for one firefighter's paramedic school: \$170,000

Objective: To replace the existing squad at Fire Station 6 and enhance emergency medical services to meet the community's evolving needs, send a single firefighter to paramedic school.

## Regional Applications

### USAR Training Application by Oxnard

- Requested funds not to exceed \$292,000.
- Classes include: Rope Rescue Technician, Structural Collapse Tech 1 and 2, Confined Space Rescue Tech, Regional Technical Search Specialist, and Regional Task Force Leader courses.

### Regional Application by Ventura County Fire Protection District

- Requesting \$325,000 for fifty (50) sets of structural firefighting turnouts at \$6,500 per set.
- Structural firefighting turnouts are essential safety equipment utilized in all structure fires and traffic collisions.

### Regional Application by Fillmore Fire Department

- Requesting Fire Prevention training in an amount not to exceed \$400,000
- This will provide training to prevention and suppression staff in CA State Fire Marshal classes in fire prevention, inspection and plans examiner classes
- 

### Regional Application by Ventura City Fire Department

- Requesting \$236,632 for Hazardous Materials Technician and Specialist level classes
- Fifteen (15) Oxnard Firefighters to Technician training and ten (10) OFD personnel to Specialist level class

### Grant Request for Smoke Detectors

**Need:** Oxnard's fire fatality rate was five times the California average in 2022, with 60% of residential fires occurring in homes without working smoke detectors, leading to a higher risk of casualties.

**Objective:** The Fire Department plans to submit an FP&S grant application to FEMA to install 5,000 tamper-proof dual-purpose smoke and carbon monoxide detectors, aiming to reduce the risk of fire-related fatalities.



### Requested Funding

The application seeks a maximum of \$350,000, requiring a 5% local match

This includes provisions for

- 5,000 dual purpose smoke/carbon monoxide detectors
- 15 special detectors for the hearing impaired.
- Personnel costs associated with the installation process



## Grant Application Timeline

### AFG

- Anticipated grant posting is: December/January 2023
- Expected submission deadline: January 2024
- Grant Term: Grants are awarded by September 30, 2024

### FP&S

- Anticipated grant posting is: January/February 2024
- Expected submission deadline: February 2024
- Grant Term: Grants are awarded by September 30, 2024

## FINANCIAL IMPACT

Total grant request: \$2,298,632.00

Total matching requirement: Up to \$193,815.03

- AFG Grant Matching Requirement: 10% = \$177,148.36
- FP&S Grant Matching Requirement: 5% = \$16,666.67

| Application Request | Federal Share   | Local Share   | Total           |
|---------------------|-----------------|---------------|-----------------|
| Medic Unit          | \$ 250,000.00   | \$ 25,000.00  | \$ 275,000.00   |
| Medic training      | \$ 154,545.45   | \$ 15,454.55  | \$ 170,000.00   |
| EMS Equipment       | \$ 227,272.73   | \$ 22,727.27  | \$ 250,000.00   |
| USAR Training       | \$ 265,454.55   | \$ 26,545.45  | \$ 292,000.00   |
| Turnouts            | \$ 295,454.55   | \$ 29,545.45  | \$ 325,000.00   |
| Haz Mat Training    | \$ 215,120.00   | \$ 21,512.00  | \$ 236,632.00   |
| Prevention Training | \$ 363,636.36   | \$ 36,363.64  | \$ 400,000.00   |
| FP&S Grant          | \$ 333,333.33   | \$ 16,666.67  | \$ 350,000.00   |
| Total               | \$ 2,104,816.97 | \$ 193,815.03 | \$ 2,298,632.00 |

## Cost Match Calculations

Use the Calculator Below to Determine the Local Cost Share for your Organization

|                              |               |
|------------------------------|---------------|
| Total Project Cost:          | \$ 100,000.00 |
| Local Cost Share Percentage: | 10%           |

*Example: For 15% enter .15 into the calculator, for 10% enter .10, for 5% enter .05*

|                             |               |
|-----------------------------|---------------|
| Federal Funding Assistance: | \$ 90,909.091 |
| Local Cost Share:           | \$ 9,090.909  |

Information above can be found here:

[https://www.fema.gov/sites/default/files/documents/fema\\_fy22-afg-cost-share-calculator-unrounded.pdf](https://www.fema.gov/sites/default/files/documents/fema_fy22-afg-cost-share-calculator-unrounded.pdf)

## FINANCIAL IMPACT

Anticipated Expenditure Start: FY 2024-2025

Budget Allocation: Proposed in FY 2024-2025 budget, with the majority from the General Fund

Grant Term: Projected to end 12 months after the notification of award

Ongoing Costs: Approximate annual fiscal impact of \$9640.35 per firefighter for paramedic licensing pursuant to the MOU agreement with the Oxnard Firefighters Association IAFF LI684



QUESTIONS?