

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



AGENDA
Cultural Arts Commission
Regular Meeting
Council Chambers, 305 W. Third Street
June 5, 2024
4:30pm

To join remotely, click on the link below:

<https://us06web.zoom.us/j/82238160454?pwd=wshxH0l1DDRvNddT9-athOugc9Wxhg.P5tgyJfVqivsJv4v>

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

Meeting ID: 822 3816 0454

Passcode: 434186

If you wish to speak during public comments or a particular item on the agenda, please sign-on by following the zoom call in steps listed above. Once the Chair calls for public speakers, press *9 to raise your hand, or if online, click the raise hand icon in the Zoom interface to inform the Chair you would like to speak during the public speaking section for that particular item on the agenda.

YOU MAY PARTICIPATE IN THE MEETING IN THE FOLLOWING WAYS:

1. ATTEND THE MEETING AT THE LOCATION LISTED ABOVE OR VIA ZOOM
2. EMAIL COMMENTS OR REQUESTS TO SPEAK BEFORE THE MEETING
 - a. Submit a request to speak no later than 1:00pm on the day of the meeting by contacting the Commission Secretary Sandra Diaz at sandra.diaz@oxnard.org. Please indicate the agenda item number in the subject line.
3. PROVIDING PUBLIC COMMENTS REMOTELY DURING THE MEETING
 - a. To provide a public comment during the meeting dial (888) 475-4499 and enter the Meeting ID and Passcode listed above as the Zoom details for this meeting. When the Chair announces the particular item on the agenda you want to speak on, press *9 to raise your hand. Once called on, press *6 to unmute your phone.
 - b. Public comments on agenda items will be taken following the announcement of the item. After the item is announced, members of the public shall have three minutes to register or otherwise be recognized for the purpose of providing public comment.

A. ROLL CALL/PLEDGE OF ALLEGIANCE

B. APPROVAL OF MINUTES

1. SUBJECT: Minutes of the meeting of April 3, 2024.
RECOMMENDATION: Approve.

C. PUBLIC COMMENTS

At a regular meeting, a person may address the Cultural Arts Commission only on matters within the subject matter jurisdiction of the Commission. The presiding officer shall limit public comments to three minutes. The Commission cannot enter into detailed discussion or take action on any item presented during public comments not on the agenda. Such items may only be referred to the

Commission Secretary for administrative action or scheduled on a subsequent agenda for discussion. Unless otherwise approved by the Commission, persons wishing to speak on items not on the agenda should do so during public comments.

D. REPORTS

1. SUBJECT: Training by the Office of the City Attorney on the Brown Act, CAG Bylaws, and the Powers and Duties for the Cultural Arts Commission.
RECOMMENDATION: That the Commission receive training on the Brown Act, CAG Bylaws, and the Powers and Duties.

E. COMMISSION BUSINESS

1. SUBJECT: Artist & Mural Registries for Oxnard-Based Artists
RECOMMENDATION: That the Commission receive a report from staff on the Artist & Mural registries and discuss the Commission's role in implementation and outreach.

F. REPORT OF THE COMMISSION SECRETARY

1. SUBJECT: 2024 World Art Day Wrap-up
RECOMMENDATION: That the commission receive a wrap-up report on the various activities held celebrating World Art Day held between April 11-18, 2024.

G. COMMISSIONER COMMENTS

Commissioners may individually report on items of interest or concern outside of Ad Hoc Committee reports. The Commission cannot enter into detailed discussion or take action on any item presented during these reports. The Commissioner's report shall not exceed three minutes.

H. ITEMS FOR FUTURE CONSIDERATION

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

I. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact Julie Estrada at 805-385-7995.. Notification at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.



TO: Cultural Arts Commission

FROM: Julie Estrada, Management Analyst, julie.estrada@oxnard.org, 805-385-7995

DATE: June 5, 2024

SUBJECT: Presentation by the City Attorney's Office on the Brown Act, Bylaws, and Powers & Duties of the CAG

RECOMMENDATION

That the Cultural Arts Commission receive a training presentation from the City Attorney's Office on the Brown Act, Bylaws and Powers & Duties of the CAG.

DISCUSSION

Once a year, the City Attorney's Office (CAO) attend a CAG meeting to provide a presentation on the Brown Act, Bylaws, and Powers & Duties specific to each CAG. This is part of the City's overall efforts to support the effectiveness and efficiency of CAGs by providing members with an understanding of their specific powers and duties. It also ensures members are trained on legal requirements related to their role on an appointed legislative body.

Staff from the CAO have prepared an in-depth training on the Brown Act, Bylaws and Powers & Duties which is available to watch on Youtube. In addition, staff will highlight key aspects of each of these topics during the meeting. Members will have an opportunity to address any outstanding questions about their general administrative functions, as well as specific questions related to their powers & duties and the Brown Act.

This staff report includes a copy of the current uniform CAG bylaws (attachment #1) and the individual CAG powers & duties (attachment #2) for reference.

Attachments (include these documents in the published report - do not link these):

- A. Uniform CAG Bylaws:
- B. CAG powers and duties

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. 15,755

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.

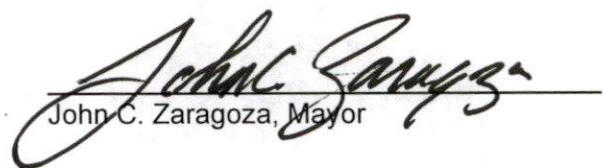
PASSED AND ADOPTED THIS 19 day of December, 2023, by the following vote:

AYES: Councilmembers Basua, MacDonald, Madrigal, Perello, Teran,
Valenzuela Zavala and Zaragoza

NOES: None.

ABSENT: None.

ABSTAIN: None.

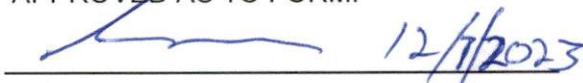

John C. Zaragoza, Mayor

ATTEST:



Rose Chaparro, City Clerk

APPROVED AS TO FORM:

 12/1/2023

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

Article VII

Coordination with City Council

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

Article VIII

Rules of Order

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

Article IX

Amendments

- A. Once 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.

DIVISION 11. CULTURAL ARTS COMMISSION

SEC. 2-130. ESTABLISHED; QUALIFICATIONS.

(A) There is hereby established a cultural arts commission composed of seven members.

(B) A member shall serve without compensation, shall reside in the city, shall be at least 18 years of age, and shall have a special knowledge or interest in the arts.

(Ord. No. 2886, 2957)

SEC. 2-131. POWERS AND DUTIES.

The powers and duties of the cultural arts commission shall be as follows:

(A) Advise the city council on all matters pertaining to the cultural arts in the community;

(B) Recommend to the city council the adoption, amendment or repeal of ordinances regarding public art, and/or art related projects and proposals;

(C) Assist the cultural arts community in raising funds through grants or other sources for the development, growth, incorporation, and expansion of the arts;

(D) Provide a local, state and national network of support and supporters of the local arts;

(E) Build a growth continuum of education, training and arts to develop an incubator for home grown evaluators and evaluation training tools so that congruity among mission, vision and requirements of requests for proposals matches skills assessed by evaluators in the review process;

(F) Develop public arts projects that include developing written materials for soliciting participation, appointing and training selection panels, and reviewing and recommending funding to ensure integrity of such processes;

(G) Receive recommendations from ad-hoc local panels to review art actions in conjunction with the commission;

(H) Recommend to the city council the distribution of revenues collected through fund raising, grants and public art funds consistent with the needs of the community, including solicitation and analysis of cultural arts grant proposals;

(I) Participate in the development of the strategic annual public art plan and longer-ranged strategic public art plans;

(J) Cooperate with other commissions and civic organizations in order to promote, market, and publicize the arts in order to increase and foster public interest in the arts; and

(K) Perform other art, cultural and arts education duties as may from time to time be prescribed by the city council.

(Ord. No. 2886, 2957)



TO: Cultural Arts Commission

FROM: Julie Estrada, Management Analyst, julie.estrada@oxnard.org, 805-385-7995

DATE: June 5, 2024

SUBJECT: Artist & Mural Registries for Oxnard-Based Artists

RECOMMENDATION

That the Commission receive a report from staff on the Artist & Mural registries and discuss the Commission's role in implementation and outreach.

DISCUSSION

The Cultural Master Plan contains components to establish working goals for Oxnard Cultural Arts. These components are:

1. Public Relations
2. Grants Program
3. Arts Education
4. Support Services/Technical Assistance

The registries assist with the Public Relations, Arts Education, and Support Services/Technical Assistance components of the Cultural Master Plan. The Public Relations component envisions enhanced communications about the arts in Oxnard and builds on the successes of the Oxnard Visitors and Convention Bureau. Arts Education component envisions developing future art audiences and long-term support for the arts in Oxnard. The Support Services Component envisions assistance to the Oxnard arts community by providing contact information, periodic workshops and general support.

The Commission previously discussed the creation of an artist registry to provide a central location for Oxnard based artists to list their information for anyone interested in commissioning art or booking musicians, photographers, and videographers. The intent for such a list also includes the creation of a mailing list that the Cultural Arts staff can use to send out notices of upcoming opportunities to submit qualifications and proposals, and future events or programs to support Oxnard-based artists. The second registry is for Murals in Oxnard, the purpose of this registry is to build a listing of all murals that can be viewed by the public. The intent for such a list is to begin the development of a digital brochure of Oxnard art and in the future build an interactive art map that highlights both the murals and the artists that created them.

Staff is finalizing the postings and materials to support this launch and plan to have the links live no later than July 1, 2024 on the city's website. The discussion on this item is to plan the Cultural Arts Commission's participation in promoting these registries in the community.



TO: Cultural Arts Commission

FROM: Julie Estrada, Management Analyst, julie.estrada@oxnard.org, 805-385-7995

DATE: June 5, 2024

SUBJECT: 2024 World Art Day Wrap-up

RECOMMENDATION

That the commission receive a wrap-up report on the various activities held celebrating World Art Day held between April 11-18, 2024.

DISCUSSION

World Art Day was declared on April 15 at the General Assembly of the International Association of Art in official partnership with the United Nations Educational, Scientific and Cultural Organization (UNESCO). The first celebration was in 2012. The date was chosen to honor the birthday of the famous Leonardo da Vinci. Da Vinci represents tolerance, world peace, freedom of expression, and multiculturalism. The first world art day was supported by all the International Association of Art (I.A.A.) national committees. World Art Day is a great reminder to help people notice the beauty around them. It reminds people to express themselves fully. We are all full of emotions and should be allowed to show them without fear.

The City of Oxnard Cultural & Community Services (CCS) Department's Cultural Arts Division celebrated World Art Day with all programs within the department hosting an activity celebrating the 2024 theme of "A Garden of Expressions: Cultivating Community through Art". The festivities began with the Spring Mini Murals event held April 13-14 in the Downtown Parking Structure. During this two day event over 125 individuals participated in creating murals in the parking structure. Youth participants learned about the mural process while creating an interactive mural where community members can take photos while pretending to be on a bench, holding balloons, sitting on a tire swing, or flying a kite. Other murals included a garden of happy flowers, a brightly colored display of produce as a nod to our farm community, a colorful sunset, and a music themed corner. These can all be seen on the interior first floor of the parking structure.

On World Art Day itself celebrated on Monday, April 15th other garden themed activities were done at the various CCS locations including senior centers, youth centers, the Oxnard Police Activities League (PAL), Oxnard Public Library Branches, City Corps, and our preschool programs. All of the art created during the celebrations were highlighted at the Cultural & Community Services Art Gala that was held in the Oxnard PAL Gym on Thursday April 18th. Hundreds of drawings, paintings, sculptures and 3D art were displayed. The event included performances by the Oxnard Arts Academy Music Classes highlighting our piano, violin, cello, ukulele, and vocal classes. There was also a competition that students from Rio Mesa High



School participated in. The third place entry was titled *Rainbow Fairy* by Dana Asuncion Pitones; second place was the *Lizard Incense Holder* by Juliet Hernandez; first place went to *The Black Pearl* by Danna Arellano.

This year's celebration marked the first time for Cultural and Community Services and we are excited to once again celebrate World Art Day on April 15, 2025.