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AGENDA
OXNARD CITY COUNCIL
COMMUNITY SERVICES, PUBLIC SAFETY,
HOUSING & DEVELOPMENT COMMITTEE
Council Chambers, 305 West Third Street
July 9, 2024
Regular Meeting - 6:45 to 8:15 PM

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

1. Dial Phone Number: (888) 475-4499
2. Enter Meeting ID: 886 8473 6814
3. Passcode: 423191

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.

To find out how you may provide public comment, please refer to the instructions below or at [www.https://www.oxnard.org/city-meetings/](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. Video recordings of the meeting are typically available online following the meeting at the City's website at 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.
 - b. Submit an email to 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.

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 Community Services, Public Safety, Housing & Development Committee approve the minutes of the June 25, 2024 regular meeting as presented.

Contact: Rose Chaparro, (805) 385-7805

D. REPORTS

1. City Manager Department

SUBJECT: Update on Citizen Advisory Groups (CAGs) Effectiveness and Efficiency and Direction on the Future of the Library Board and Commission on Homelessness. (15 minutes)

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee:

1. Receive an update on the efforts to evaluate and support the effectiveness and efficiency of the six (6) CAGs;
2. Provide direction on staff's recommendation to dissolve the Commission on Homelessness; and
3. Provide direction on staff's recommendation to restructure the Library Board.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/1tPLg5pdGbw>

Contact: Ashley Golden, (805) 385-7478

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT



**COMMUNITY SERVICES, PUBLIC SAFETY, HOUSING &
DEVELOPMENT COMMITTEE AGENDA REPORT**

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

DATE: July 9, 2024

TO: Community Services, Public Safety, Housing & Development Committee

FROM: Rose Chaparro, City Clerk, (805) 385-7805, rose.chaparro@oxnard.org

SUBJECT: Approval of Minutes.

RECOMMENDATION

That the Community Services, Public Safety, Housing & Development Committee approve the minutes of the June 25, 2024 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: Rose Chaparro, City Clerk

ATTACHMENTS

1. MINUTES 06 25 2024 Community Services, Public Safety, Housing & Development

MINUTES
OXNARD CITY COUNCIL
COMMUNITY SERVICES, PUBLIC SAFETY,
HOUSING & DEVELOPMENT COMMITTEE
Regular Meeting
June 25, 2024

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 6:45 p.m., Chair Bryan A. MacDonald called to order the regular meeting of the Oxnard City Council Community Services, Public Safety, Housing & Development Committee in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. The Assistant City Clerk called the roll and announced the posting of the agenda. Chair Bryan A. MacDonald and Member Oscar Madrigal were present in person. Member John C. Zaragoza was absent.

Consideration of Teleconference Participation pursuant to Assembly Bill 2449.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA (None received.)

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee approve the minutes of the June 11, 2024 regular meeting as presented.

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

D. REPORTS

1. Police Department

SUBJECT: MOU Agreement with Ventura County District Attorney's Office for Internet Crimes Against Children Investigations.

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee recommends that the City Council approve and authorize the Mayor to sign a three-year agreement with the Ventura County District Attorney's Office, with a total agreement amount not to exceed \$494,544 for the collaborative partnership between the Police Department and Ventura County District Attorney's Office for the detection, investigation, and prosecution of Internet Crimes Against Children (ICAC) cases.

Sergeant Dale McAlpine, Police Department, answered the Committee's questions. There were no public comments. Discussion ensued among the Committee and staff.

It was moved by Chair MacDonald, seconded by Member Madrigal, to approve the recommended action as presented. VOTE: MacDonald and Madrigal voted in favor; the motion carried 2-0. Member Zaragoza was absent.

2. Fire Department

SUBJECT: Oxnard EMS Corps Project Update and Staff Request.

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee recommends the City Council:

1. Receive a report on the progress of the "Oxnard EMS Corps" Workforce Development Project.
2. Approve and Adopt a Resolution to Amend the Fiscal Year 2024-2025 Position Control Resolution Authorizing an Administrative Services Coordinator Limited-Term Position Pursuant to Chapter 4 of the City Personnel Rules and Regulations, to fill the Grant EMS Corps Educator Role.
3. Approve and Adopt a Resolution to Amend the Fiscal Year 2024-2025 Position Control Resolution Authorizing the reclassification of the Department's Community Paramedic Position to EMS Specialist Senior, to perform grant administration activities and EMT program education.

John Colamarino, Assistant Fire Chief answered the Committee's questions. There were no public comments. Discussion ensued among the Committee and staff.

It was moved by Member Madrigal, seconded by Chair MacDonald, to approve the recommended action as presented. VOTE: MacDonald and Madrigal voted in favor; the motion carried 2-0. Member Zaragoza was absent.

E. ITEMS FOR FUTURE AGENDAS (No requests were made.)

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Bryan A. MacDonald adjourned the meeting at 6:50 p.m.

ROSE CHAPARRO
City Clerk

BRYAN A. MACDONALD
Chair



COMMUNITY SERVICES, PUBLIC SAFETY, HOUSING & DEVELOPMENT COMMITTEE AGENDA REPORT

REPORTS AGENDA ITEM NO. D.1

DATE: July 9, 2024

TO: Community Services, Public Safety, Housing & Development Committee

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

SUBJECT: Update on Citizen Advisory Groups (CAGs) Effectiveness and Efficiency and Direction on the Future of the Library Board and Commission on Homelessness. (15 minutes)

RECOMMENDATION

That the Community Services, Public Safety, Housing & Development Committee:

1. Receive an update on the efforts to evaluate and support the effectiveness and efficiency of the six (6) CAGs;
2. Provide direction on staff's recommendation to dissolve the Commission on Homelessness; and
3. Provide direction on staff's recommendation to restructure the Library Board.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/1tPLg5pdGbw>

BACKGROUND

The City of Oxnard currently has six (6) Citizen Advisory Groups (CAGs) who serve in an advisory capacity to the City Council within their subject matter jurisdiction. These CAGs include:

- Commission on Homelessness
- Community Relations Commission
- Cultural Arts Commission
- Library Board (*inactive since February 2019*)
- Parks, Recreation and Community Services Commission
- Senior Services Commission

On March 5, 2019, the City Council approved changes to the CAGs, including membership by district, terms of office, and efforts to establish uniform bylaws. These changes were recommended by the City Manager's Office (CMO) to streamline the City's CAG program in order to make them more uniform, effective, and manageable. This item was first discussed at the January 19, 2019 Finance & Governance Committee and recommended to Council with the request that staff conduct an assessment of the purpose and effectiveness of the City's CAGs.

This effort has been ongoing but was stalled in 2020 with the onset of the pandemic when CAGs and in-person meetings were put on hold. Efforts resumed in 2022 with the creation of uniform bylaws, development and transition to uniform templates and processes, implementation of member and staff training, annual reports to Council, an onboarding program for new members, and ongoing support of CAG processes and efforts.

DISCUSSION

While some CAGs have benefitted from this ongoing support, others have struggled to engage volunteers, meet quorum requirements, identify work that aligns with their powers and duties, does not duplicate administrative staff responsibilities, and aligns with Council policies and priorities. In recent years, the Council has prioritized and invested in programs and staffing for particular City services that overlap with certain CAG subject areas, specifically addressing homelessness and restoring and enhancing senior programs. In the recently adopted 2024-2025 budget, the Council also committed to increasing staff and funding to support the Oxnard Public Library in alignment with the September 19, 2023 City Council "Reinventing the Oxnard Library System" discussion. After multiple years of consistent support and evaluation of CAGs, staff recommend that the Council dissolve the Commission on Homelessness, and restructure the Library Board, pending further analysis.

Commission on Homelessness:

Prior to the Commission on Homelessness (COH) being established, the Oxnard Homeless Task Force (OHTF) existed. The OHTF comprised representatives from homeless service agencies, staff from the City and County, and interested community members. It was an evolving group that met every 1-2 months and generally had 15-25 homeless/social service providers and persons from the community at the meetings. In 2000, the COH was established to formalize the work of the OHTF. The COH was intended to comprise eleven (11) community members from the following categories: business sector, homeless/social service providers, faith community, neighborhood councils, education/youth, health care (physical/mental), and housing providers and developers. The membership make-up was intended to provide a linkage and collaboration between the groups with a focus on identifying the needs of and recommending programs for the homeless community to City Council. In 2014, the COH membership was reduced to seven (7) members and the City Code updates did not reflect membership requirements by category as was intended upon the creation of the COH.

Between 2022 and 2023, the COH held meetings on a semi-consistent basis, though eight (8) of the twenty-four (24) planned meetings were canceled due to a lack of quorum. In 2023, membership of the COH dropped to only four members, and the CAG did not elect officers until August 2023 due to a lack of volunteers. As of July 2024, the COH has four vacancies, and all seven (7) scheduled meetings in 2024 have been canceled due to a combination of reported absences and a lack of agenda items/work to focus on. This is, in part, due to dedicated City staff focusing on the ongoing homeless services and programs and the enhanced partnership with regional stakeholders. Although there are active COH applications from community members, staff recommends not filling these vacancies and instead, dissolving the COH based on the reasons outlined below.

The City Council has prioritized addressing homelessness. As part of this effort, Council increased staffing for the Housing Department, including two (2) staff members dedicated to homeless services, as well as numerous contracts and agreements with homeless service providers. This has allowed the City to provide direct, ongoing supportive services to the homeless community, as well as dedicate time to researching and developing programs and policy recommendations, organizing events and presentations, and fostering strong relationships with other regional stakeholders. Prior to this Council prioritization, much of the research and program development was completed by the COH.

The early work of the COH served to identify the needs of the homeless populations in Oxnard; however, the programs and partnerships to address these needs have now been developed and are functioning, not only at a local level but at a regional level with the Ventura County Continuum of Care (CoC) Alliance. This regional approach allows the City to more efficiently and effectively serve the needs of our homeless population. In addition to identifying homeless persons' needs, one of the larger accomplishments of the COH was COH members working closely with staff to develop the Foul Weather Shelter program. This program was approved by the City Council in July 2023.

In addition to the Council-supported staffing, a number of homeless support services, programs, and developments are funded, managed, or provided through collaborative relations in the City of Oxnard:

- **Casa de Carmen** is a development effort for a fifty-six (56) permanent supportive housing unit and a 110-bed overnight homeless shelter and navigation center. This project is currently under construction at 2nd and B streets.
- The **Oxnard Navigation Center** provides around-the-clock shelter and services to 110 homeless residents, including shelter, laundry, meals, and case management to create and work through individualized housing plans with each client. This is primarily funded by the City of Oxnard and operated by Mercy House.
- The **Encampment Response Funding (ERF) program** is a State grant that provides funding to utilize local motel rooms to provide non-congregate shelter and case management services to those who have been relocated from encampment sites within the City. The goal of ERF is to place clients into permanent housing. The Ventura County Health Care Agency provides case management services for this program, and the City coordinated closely with the CoC to develop this program and secure its grant funding.
 - This program launched in late December 2023 and provides non-congregate shelter and case management services for sixty-five (65) clients.
- **Turning Point Foundation** serves ten (10) homeless residents from the City of Oxnard through the **Our Place Safe Haven Shelter**, funded through the Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG) programs.
- **Street outreach** for unhoused and unsheltered residents is provided via a contract between the City and Salvation Army. The street outreach team provides practical assistance, housing navigation, employment assistance, health navigation, and crisis intervention.
 - From July 1 - December 21, 2023, the Salvation Army reported serving 622 people through its street outreach program. Due to the limitations of the Homeless Management Information System (HMIS) database, this may include repeat (duplicate) clients.
- The City contracts with Mercy House and United Way to provide rapid re-housing assistance, which quickly transitions clients from homelessness to housing through practical assistance that may include housing identification, landlord negotiation, and assistance with short-term costs.
 - In FY 22-23, Mercy House served seventeen (17) Oxnard residents in their rapid re-housing program.
 - In the first three quarters of FY 23-24, Mercy House has served eighteen (18) Oxnard Residents, and United Way has served 9 Oxnard residents through their rapid re-housing programs.
- **One Stop** is a drop-in service funded and run by the Ventura County Health Care Agency. It provides health care, referrals to behavioral health and case management services, and practical assistance to unhoused residents in Camarillo, Oxnard, Santa Paula, and Ventura. Services are held weekly at the Oxnard One Stop.
 - One Stop does not keep a separate tally of client interactions at their locations and similar to the data collection for Salvation Army Street Outreach, the HMIS data limitations of unduplicated clients exist with this program. Therefore staff does not have data on Oxnard clients served.

In addition to the City supported programs, the opportunities and partnerships that exist with the Ventura County Continuum of Care (CoC) Alliance, a regional planning body of representatives and stakeholders with the goal of ending homelessness, is one of the main reasons staff recommends dissolving the COH. The CoC includes a similar membership as the originally established COH. The CoC governance board is composed of public agency leadership, service providers, and community members to create a collaborative, representative alliance. Housing Director Emilio Ramirez is a member of the CoC. The majority of direct State funding goes directly to the CoCs in the State, so it is essential to have a strong Oxnard voice within this organization.

Lastly, the CoC runs the Coordinated Entry System, a network that aligns homeless services in the County

together to ensure that resources are efficiently and equitably distributed to support people experiencing homelessness. The CoC's regional approach allows for collaborative solutions that may not be possible at a citywide level by leveraging funds and providing strong resources without duplicating efforts. With this partnership, per the 2024 point-in-time count, the City has been able to strengthen our relationships and achieve a 10.3% reduction in homelessness over the past year.

While homeless support services and staff are commonplace in cities across Ventura County, homeless-focused CAGs are not. As of May 2024, there is no homeless-related commission in the cities of Ventura, Thousand Oaks, Simi Valley, or Moorpark. These cities engage with local service providers, collaborate with the CoC, and dedicate professional staff to providing supportive services.

Several volunteer opportunities are available for community members interested in supporting homeless efforts within Oxnard and throughout the County. These volunteer opportunities include, but are not limited to:

- a. Participate in the annual *Point-in-Time* Count (a count of sheltered and unsheltered people experiencing homelessness) held in January each year;
- b. Attend the City's *Longest Night Memorial Event* held in December;
- c. Volunteer time or donate to one of many local service providers and non-profit organizations that provide programs that support the homeless and at-risk populations, including, but not limited to, Mercy House, The Salvation Army, Community Action of Ventura County, and Food Share;
- d. Attend CoC Governance Board meetings and advocate for policies through public comment opportunities; and
- e. Apply to become a member of the CoC or the CoC Governance Board to support the alliance's mission and vision.

The City's active involvement with the CoC, strong partnerships with local homeless service providers, and staff dedicated to connecting individuals with resources ensure that the City continues to provide robust supportive services to address homelessness in Oxnard. Because of this, the purpose and efforts of the COH duplicate the daily work of staff and do not provide meaningful, effective volunteer opportunities for the community. As outlined above, there are volunteer opportunities with service providers, government agencies, and non-profit organizations available to community members. ***Staff recommends Council dissolve the Commission on Homelessness and rescind any City code sections related to this advisory body.***

Should Council support this recommendation, community members will continue to have an opportunity to share homeless-related comments, issues, or concerns through public meetings (e.g. City Council or a CAG when the subject relates to their focus area) or directly contacting their elected representative or Housing Director Emilio Ramirez. Housing staff will continue to facilitate town hall meetings and presentations at public meetings, including City Council, CAGs, or Neighborhood Councils, as necessary and applicable. Staff continue to remain available to assist members of the public and support those in need of homeless services.

Library Board:

Currently, the Oxnard Public Library system supports three branches (Downtown, South Oxnard, and Colonia) with twenty-five (25) professional staff members focused on providing free access to information, resources, exhibits, programs, and more for community members. In addition, the Library became a division of the Cultural and Community Services (CCS) Department in 2016, which provides additional synergy for programming and oversight of its policies and procedures.

The Library Board was first established on December 26, 1906, along with the newly established Oxnard Public Library. The California Education Code (CEC) requires that a municipal public library be managed by a board of library trustees, consisting of five (5) members serving three-year terms on a staggered basis. The board of library trustees is responsible for making and enforcing rules and regulations of a library, managing staff responsibilities, quantity, and compensation, purchasing property as necessary, and administering any trust

created for a library. Originally, the City's *Board of Library Trustees* was a five-member body appointed by the Chair of the Board of Trustees of the City. The financial management function of the *Board of Library Trustees* was removed and transferred to the City Council.

In 1998, in an effort to align CAGs, clarify ambiguities, and enhance overall effectiveness, the Council supported a comprehensive update to the ordinances related to CAGs. This effort resulted in the creation of the Library Board, as we know it today, being formally recognized as an advisory board to the Council. This change aligned the Library Board with its existing functions and clarified its powers and duties to match what the City Code reflects today. Although consistent with the spirit of the CEC regarding the establishment of a library board, the current structure and powers and duties of the Library Board are not entirely consistent with the CEC. Further, while the administrative and financial responsibilities of the Library Board of Trustees are currently fulfilled or delegated by the Council, this action has not been formalized through an ordinance or resolution.

The Library Board has not met since February 2019. Originally, the lack of holding meetings was primarily due to a lack of applicants for the Library Board; however, the increased professional staff assigned to manage the Library, the Library becoming a division within the CCS Department, and the active involvement of the Oxnard Friends of the Library Foundation (FOL), a non-profit volunteer organization, has also contributed to the lack of agenda items and interest for the Board.

On September 19, 2023, Council received a report on "Reinventing the Oxnard Library System." As detailed in that report and live presentation, the CCS Department partnered with the FOL, which funded and participated in an information gathering tour, visiting libraries awarded for their innovative library design and services, program offerings, and ability to connect with the community. An important outcome of that effort has been a renewed strength between the City Staff and the FOL. FOL is dedicated to raising funds to benefit the Library and its patrons and increasing community awareness of the Library. This organization provides volunteer opportunities for residents, including sorting and pricing donated books, working shifts at the gift shop or the occasional book sales, and delivering books to those who are home-bound through the "Books on Wheels" program. This organization meets monthly and works closely with Library staff by providing input, suggestions, and public feedback on the needs of City programs, services, and space use. Community members interested in volunteering to support the public library system have an opportunity to do so through the FOL.

In summary, due to the following reasons, staff recommends restructuring the Library Board:

1. Full compliance with the California Education Code;
2. Increased professional City staff dedicated to supporting Library programs and administrative oversight;
3. Existing volunteer opportunities with FOL ;
4. Lack of applicants for the Board; and
5. Lack of Library Board meetings since 2019

The eventual staff recommendation for the restructured Library Board will depend on a response from the California Attorney General (AG). The City has requested an AG opinion, via Assemblymember Steve Bennett, regarding the CEC's language about the requirement that the Board be five members. If feasible, based on the eventual AG response, staff would recommend the City's seven-member City Council be established as the Library Board of Trustees. This would allow the board to function similarly to the role of the Parking Authority, with the City Manager assuming the administrative responsibilities delegated to the Council.

If the Committee supports the restructuring of the Library Board, upon response from the AG, staff will return to the Council with a proposal to restructure the Library Board.

Continued & Future CAG Efforts:

Staff from the CMO oversees, monitors, and evaluates the CAG efforts, processes, and requirements. To

evaluate the effectiveness of the CAGs and provide meaningful volunteer opportunities for City residents, staff monitors each CAG's activities, including compliance with administrative requirements, alignment with powers and duties, general efforts and outcomes, and member engagement.

Ongoing training with the CAGs has resulted in more consistency with procedures, increased member engagement, and a stronger understanding of their individual powers and duties. Ongoing or planned CAG efforts in 2024 include:

- **Community Relations Commission (CRC):** highlighting City programs that focus on diversity, inclusion, and equal opportunities; strengthening signature programs, including the Multicultural Festival and Community Awards to increase community involvement.
- **Cultural Arts Commission (CAC):** finalizing the Request for Proposals to complete the third downtown mural through the Public Art Fund; discuss modifications to their existing powers and duties to refine their role and align with public art fund restrictions.
- **Library Board:** Pending AG response, and committee support at the subject meeting, return to Council with a restructure for the Library Board.
- **Parks, Recreation and Community Services Commission (PRCSC):** focusing efforts on implementation of the 2021 Parks & Recreation Master Plan. Recently the Chair of the PRCSC introduced the concept of merging with the CAC.
- **Senior Services Commission (SSC):** working through their adopted 2024 goals to explore senior center signage and accessibility, existing programs and possible new areas of interest to the community, and technology education opportunities.

Staff's continued training plans include goal-setting workshops to focus and align the CAGs with their powers and duties, strengthen their outcomes, and create robust, active CAGs that serve as liaisons between the community and City Council in their focus area.

Lastly, part of the support for CAGs includes filling vacancies. Although some CAG appointments have been delayed due to the evaluation of the CAGs and concepts presented by the PRCSC chair, we continue to accept applications for vacancies. As of June 27, 2024, four community members were appointed to the CAGs. If the COH is dissolved and the Library Board is restructured, staff would work with the existing members, if they still want to serve the community in some aspect, to help place them on another CAG or find opportunities within the existing outside volunteer opportunities.

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. Presentation

Update on Oxnard Citizen Advisory Groups (CAGs) Effectiveness and Efficiency and Direction on the Future of the Library Board and Commission on Homelessness

Community Services, Public Safety, Housing and Development Committee

July 9, 2024

Samantha Shapiro, Project Manager



That the Community Services, Public Safety, Housing and Development Committee:

1. Receive an update on the efforts to evaluate and support the effectiveness and efficiency of the six (6) CAGs;
2. Provide direction on staff's recommendation to dissolve the Commission on Homelessness; and
3. Provide direction on staff's recommendation to restructure the Library Board.

The City of Oxnard currently has six (6) CAGs who serve in an advisory capacity to the City Council within their subject matter jurisdiction. These CAGs include:

- Commission on Homelessness
- Community Relations Commission
- Cultural Arts Commission
- Library Board (*Inactive since February 2019*)
- Parks, Recreation and Community Services Commission
- Senior Services Commission

In 2019, City Council approved changes to the CAGs, including membership by district, terms of office, and efforts to establish uniform bylaws. Council supported this with a request that staff conduct an assessment of the purpose and effectiveness of CAGs.

This effort has been ongoing, but was stalled with the onset of COVID. Efforts resumed in 2022 and the following items have been accomplished:

- Creation of uniform bylaws
- Development and transition to uniform templates and processes
- Implementation of member and staff training
- Annual reports to Council
- Onboarding program for new members
- Ongoing support of CAG processes and efforts

While some CAGs have benefitted from this ongoing support, others have struggled to:

- Engage volunteers
- Meet quorum requirements
- Identify work that aligns with their powers and duties, does not duplicate administrative staff responsibilities, and is in alignment with Council policies and priorities

In recent years, Council has prioritized and invested into programs and staffing for particular City services which overlap with certain CAG subject areas.

After multiple years of consistent support and evaluation of CAGs, staff recommend that Council dissolve the Commission on Homelessness, and restructure the Library Board, pending further analysis.

Commission on Homelessness established in 2000 to formalize the work of the Oxnard Homeless Task Force

- The proposed 11-member COH was intended to be composed of community members from specific categories to create linkage and collaboration between service providers, community members, and the City.

Between 2022 and 2023, COH held meetings on a semi-consistent basis, though 8 of 24 meetings were canceled due to lack of quorum. As of July 2024, all COH meetings have been canceled due to reported absences and lack of agenda items/work to focus on.

- This is partially due to dedicated City staff focusing on homeless services and the enhanced partnership with regional stakeholders

City Council's prioritization of homelessness has resulted in increased staffing for the Housing Department, including two staff members dedicated to homeless services, including:

- Direct, ongoing supportive services to the homeless community
- Researching and developing programs
- Organizing events and presentations
- Fostering strong relationships with stakeholders

Prior to this, much of this work was done by the COH. The COH's early work identified the needs of Oxnard's homeless populations. One of the larger accomplishments of the COH was the COH members working closely with staff to develop the *Foul Weather Shelter* program approved by Council in July 2023.

Homeless support services, programs and developments funded, managed or provided through collaborative relationships in the City include:

- **Casa de Carmen:** fifty-six permanent supportive housing unit and a 110-bed overnight homeless shelter
- **Oxnard Navigation Center** provides around the clock shelter and services to 110 homeless residents
- **Encampment Response Funding (ERF) Program:** utilizes local motel rooms to provide non-congregate shelter and case management to those who have been relocated from encampment sites
- **Salvation Army** street outreach case management team provides support
- **Rapid re-housing** assistance is provided by Mercy House and United Way through a City contract
- **One Stop** holds a weekly clinic to provide health care, case management and other services

The Ventura County Continuum of Care (CoC) Alliance, a regional planning body of representatives and stakeholders the the goal of ending homelessness, allows the City to more effectively serve the needs of our homeless population.

- The CoC includes a similar membership makeup as the originally established COH, with a governance board including service providers, public agency leadership, and community members
- The majority of direct state funding goes directly to CoCs in the state
- The CoC runs the Coordinated Entry System, a network that aligns homeless services in the County
- With this partnership, the City has achieved a 10.3% reduction in homelessness over the past year per the 2024 Point-in-Time Count

The opportunities and partnerships that exist within the CoC is one of the main reasons staff recommends dissolving the COH.

Volunteer opportunities available for community members with an interest in supporting homeless efforts include:

- Participate in the annual *Point in Time Count*
- Attend the City's *Longest Night Memorial Event*
- Volunteer with one of the many local service providers or non-profit organizations in the area
- Attend CoC Governance Board meetings
- Apply to become a member of the CoC

The City's active involvement with the CoC, strong partnerships with local service providers, and staff dedicated to providing robust supportive services to address homelessness in Oxnard, ***staff recommends that Council dissolve the Commission on Homelessness.***

Oxnard Public Library system supports three branches, has 25 professional staff, and is a division under the Cultural and Community Services (CCS) Department.

The Library Board of Trustees was first established in 1906 with the newly established Oxnard Public Library to manage the library operations.

- California Education Code (CEC) requires that a municipal public library be managed by a Library Board of Trustees, consisting of five members serving three-year terms on a staggered basis.

In 1998, the Library Board was formally designated an advisory body to City Council

- While the administrative and financial responsibilities of the Library Board of Trustees are fulfilled or delegated by Council, this action has not been formalized
- Current structure and powers and duties are not entirely consistent with the CEC

The Library Board has not met since February 2019. While this was originally due to lack of applicants, increased professional staff, administrative oversight by CCS, and active involvement of the *Friends of the Library (FOL)* has contributed to lack of agenda items and interest on the Board.

FOL provides feedback and community input to library staff and offers volunteer opportunities, including:

- Raising funds to benefit the Library and its patrons
- Sorting and pricing donated books
- Working shifts at the gift shop or book sales
- Delivering books to those who are home-bound through the “Books on Wheels” program

Due to the following reasons, staff recommends restructuring the Library Board:

1. Full compliance with the California Education Code
2. Increased professional staff dedicated to supporting the library programs and administrative oversight
3. Existing volunteer opportunities with FOL
4. Lack of applicants for the Board
5. Lack of meetings since February 2019

The eventual staff recommendation will depend on a response from the California Attorney General (AG) regarding the requirement that the Board be five members. If the Committee supports the restructuring of the Board, upon response from the AG, staff will return to the Council with a proposal.

Staff from the CMO oversees, monitors and evaluates the CAG efforts, processes, and requirements. Ongoing or planned activities in 2024 include:

- **Community Relations Commission:** highlighting City programs that focus on diversity, inclusion and equal opportunities
- **Cultural Arts Commission:** finalizing the Request for Proposals for the third downtown mural
- **Library Board:** pending AG response, and committee support, return to Council with a restructure for the Library Board.
- **Parks, Recreation and Community Services Commission:** focusing efforts on implementing the Parks & Recreation Master Plan
- **Senior Services Commission:** working through their adopted 2024 goals

In 2024, four community members have been appointed to the CAGs. If the COH is dissolved, and the Library Board restructured, staff would work with existing members on identifying volunteer opportunities if they still want to serve the community.



THE END