



# REGULAR MEETING Minutes

**JEFF GORELL**  
Supervisor, 2<sup>nd</sup> District

**DALE THOMAS**  
Field Representative  
Supervisor Jeff Gorell

## MEMBERS OF THE BOARD

- J.L. Diaz, CHAIR
- Brian Trushinski, VICE CHAIR
- Michelle Santucci
- Jane Nye
- Seema Chandra

**May 30, 2024**  
**7:00 PM**

**Municipal Advisory Council**  
**Oak Park, California**

**Oak Park High School**  
**Room G-9**  
**899 North Kanan Road**  
[Title]

## WEB ACCESS

At: [ventura.org/oakparkmac](http://ventura.org/oakparkmac)

MAC Calendar, Agenda, and Minutes

Welcome to the meeting of the Oak Park Municipal Advisory Council (MAC) an advisory council for the unincorporated area of Oak Park to Ventura County Supervisor Jeff Gorell.

## LEGAL NOTICES

Persons who require accommodation for any audio, visual, language, or other disability to review an agenda or to participate in a meeting of the Oak Park Municipal Advisory Council per the American Disabilities Act (ADA), may obtain assistance by requesting such accommodation by calling (805) 214-2510 or e-mailing [dale.thomas@ventura.org](mailto:dale.thomas@ventura.org). Any such request for accommodation should be made at least 48 hours prior to the scheduled meeting for which assistance is requested.

All agenda reports and supporting data, including those filed in accordance with Government Code Section 54957.5 (b) (1) and (2) are available from Ventura County Supervisor Jeff Gorell's office at 2100 E Thousand Oaks Blvd, Suite E, Thousand Oaks, CA 91362. The same materials will be available and attached with each associated agenda item, when received, at the following website: [ventura.org/oakparkmac](http://ventura.org/oakparkmac)

Documents including staff materials, comment emails and letters, photos, etc., distributed to the Oak Park Municipal Advisory Council regarding any agenda item during an open session or after the meeting concluded, are posted online and made available for public inspection at [ventura.org/oakparkmac](http://ventura.org/oakparkmac)

## PUBLIC COMMENT

Public comment is the opportunity for members of the public to participate in meetings by addressing the Oak Park Municipal Advisory Council in connection with one or more agenda or non-agenda items. Public comments by a member of the public at a single meeting are limited to a cumulative total of five minutes at such meeting unless the time allotment is increased or decreased by the Chair depending on the number of speakers. The public comment period during the opening part of the meeting to address non-agenda items is limited to 30 minutes total for all speakers; this 30-minute limit does not apply to items on the agenda.

To maintain a public meeting environment conducive and welcoming to receiving public comments from all members of the public, the audience is discouraged from engaging in displays of support or opposition to staff reports or public comments, including clapping, yelling, booing, hissing or cheering, that may create a disruptive environment for members of the public wishing to participate. Any person who disrupts or impedes the orderly conduct of a meeting will be instructed to cease the disruptive conduct. Failure to do so may result in that person being removed from the meeting.

Members of the public who would like to augment their comments with visual or audio presentations must submit their materials to the [dale.thomas@ventura.org](mailto:dale.thomas@ventura.org) for review at least 48 hours before the meeting. The review will be conducted to determine only

whether the materials are on matters within the jurisdiction of the Municipal Advisory Council, would be disruptive of the meeting, or would foster illegality, such as identity theft. If it is determined that materials are about matters not within the Municipal Advisory Council's jurisdiction, or would be disruptive of the meeting, or would foster illegality, use of County-provided equipment will not be allowed.

### **Email or Mail Public Comment in Advance of the Meeting**

If you wish to make a comment on a specific agenda item by email or mail, please submit your comment by 12:00 p.m. on the day prior to the meeting. Indicate in the Subject Line the Agenda item number (e.g., Item No. 9) on which you are commenting. Your email or written comment will be distributed to the Municipal Advisory Council and placed into the item's record for the minutes of the meeting. Public Comments submitted in writing are public records and subject to disclosure. An unredacted version is made available when records are requested by a Public Records Act request. Please do not submit personal contact information you do not want to be made public. Please submit your comment to [dale.thomas@ventura.org](mailto:dale.thomas@ventura.org) or mail to:

Oak Park Municipal Advisory Council  
Ventura County Supervisor Jeff Gorell  
2100 E Thousand Oaks Blvd Suite E  
Thousand Oaks, CA 91362

### **In-Person Public Comment**

If you would like to provide a verbal comment **in person** during the meeting, upon arrival at the meeting location, check in with staff and complete a comment card. When your name is called for public comment, please proceed to the podium. If you do not wish to pre-register but would like to provide in-person comments at the meeting, you must check in with the staff prior to the agenda item being called.

## **OPENING**

1. Call to Order by Chair J. L. Diaz at 7:02 p.m..

2. Roll Call

Members Present: J. L. Diaz, Jane Nye, Brian Trushinski, Seema Chandra,  
Michelle Santucci

3. Pledge of Allegiance to the Flag of the United States of America led by J. L. Diaz

4. Approval of the Minutes of the meeting of the Oak ParkMAC Meeting of April 25th. Motion to approve the minutes (with changes) by Jane Nye. Seconded by Michelle Santucci and passed unanimously.

5. **Agenda Review.** Motion to approve by Brian Trushinski. Second by Jane Nye. Motion passed unanimously.
6. **Consent Item 11-17** -Brian Trushinski pulled items 13 and 15. Motion to Receive and File consent items 11, 12, 14, 16 and 17 made by Seema Chandra. Second by Michelle Santucci. Motion passed unanimously.
7. **Public Comments-** Citizen Presentations regarding Oak Park Municipal Advisory Council related matters NOT appearing on this agenda. (See Guidelines above).

**Speaker Cards-**

Sydney Stall from Athens Services announced that the Annual Oak Park Clean Up Day will be held on Saturday June 8<sup>th</sup> at Oak Park High School from 9 a.m. to 1 p.m. There will be document shredding, green waste, construction debris as well as electronic recycling. This event is sponsored by VC Public Works and Athens Services.

Harry Medved brought up the Medea Creek clear out and was told that the subject would be covered in Brian Trushinski's report.

Steven Kozel wanted Oak Park residents to know that Saturday June 8<sup>th</sup> is the 20<sup>th</sup> Anniversary of the Oak Park Community Gardens and will be celebrated with an Open House from 10 a.m.-1 p.m.

**8. Comments by Supervisor Gorell .**

The Supervisor announced that Chief of Staff Mark Perryman was on paternity leave and he welcomed Ashley Bautista to his staff as interim Chief. He announced that he had personally done a walkthrough of the Medea Creek clearance area which has been under discussion of late. On walk through he was accompanied by David Sasek, head of Public Works, David Fleish, from Public Works, Zach Miller from Rancho Simi Recreation and Parks District, Dale Thomas from his office and Brian Trushinski from the MAC. He commented on a need for a higher level of communication from Public Works to the public about their operations going forward. Public Works confirmed that the clearance was done under their direction because of a serious flood control requirement necessary to stop the culvert from backing up and causing flooding in the nearby townhomes. Brian Trushinski questioned whether the proper permits had been received from Fish and Wildlife and requested to see the Routine Maintenance Agreements from the VC Watershed Protection District and the VC Public Works Transportation Department.

The Supervisor announced that there is a new website in the works for his District. There is a new HQ for the Ventura County Fire Department in Thousand Oaks continuing his effort to centralize county services in the East County. He continues to work to try to establish a Family Justice Center in Thousand Oaks and talked about the many benefits of the 211 Emergency Service line in Ventura County. Seema Chandra mentioned that many people are unfamiliar with this service and requested that a presentation be made to the MAC soon. Michele Santucci mentioned that it should also be added to the website.

9. **Written Comments** – no written comments were read.

#### 10. Council Comments

**Brian Trushinski** reported that he, Dale Thomas and Matt Kovacevich toured the CSA4 Oak Park area and found that things are in good shape. Sumer planting will be done soon. He also requested that the solar lights around the monument signs be replaced as they are very dim.

The MAC agreed that they would like to see a new monument sign similar to the one at the entrance to Oak Park on Kanan Road placed on Lindero Canyon at Rockfield, another entrance to OP. It was requested that an estimate be provided by Supervisor Gorell's office to evaluate the proposal.

It was also mentioned that the MAC would like to have a monthly or at least quarterly report from Rancho Simi regarding their plans for landscape clearance. Supervisor Gorell's office will make that request.

**Seema Chandra** requested that a future agenda item address the lack of a sidewalk access at Lindero Canyon Road and Kanan Road where she has seen people walking in the street. Dale Thomas mentioned that, as this area is not in Oak Park, we would have no jurisdiction over this. Seema Chandra also mentioned the lighting around the OP Marquis signs also need replacing.

**Jane Nye** of the Triunfo Water Board talked about the Regional Art Calendar for K-12 to submit art for selection from the Municipal Water Board. A student from Oak Park won the contest last year with a \$500 prize. She also brought up a recent meeting about the Pure Water Project's location to be in Aroura Hills and preliminary designs have been reviewed.

**J.L. Diaz** announced that, due to work obligations for travel, he will be stepping down from his position as Chair of the MAC. According to Supervisor Gorell this needs to follow Brown Act requirements and be agendized for the next meeting to vote for Brian Trushinski, current Vice Chair, as the new chair and elect a new Vice Chair. Brian has agreed to accept the position. Post meeting it was determined that this will be voted on at the June meeting and occur at the July meeting.

**Brian Trushinski** brought up the two consent items which he had pulled #13 and #15. He confirmed that the Fire Department and homeowner must clear brush by June 1 and #15 that the Oak Park Clean Up would offer compost and electronic recycling but would not take paint.

### **CONSENT AGENDA**

Consent Agenda items are routine and non-controversial. Items are reviewed and approved together by the Council as recommended and without discussion unless an item is pulled for separate action by the Board on the Regular Agenda. Consent items are heard at the Council's discretion and may be heard at any time during the meeting.

11. **California Highway Patrol**

Written Report Received from Officer Ryan Ayers

12. **Ventura County Fire Department**

Written Report Received by Scott Thomson, Director of Communications and Public Affairs.

Seema Chandra inquired as to the current status of the tower at the fire station in Oak Park. Unknown at present.

13. **Ventura County Sheriff**

Written Update provided by Sgt. Natoli.

**RECOMMENDATION TO RECEIVE AND FILE**

14. **Public Works Activities report**

**RECOMMENDATION TO RECEIVE AND FILE**

15. **Oak Park Street Paving Calendar**

**RECOMMENDATION TO RECEIVE AND FILE**

Note: All reports are included with the packet and were Received and Filed)

### **REGULAR AGENDA**

Regular Agenda items are heard at the Council's discretion and may be heard at any time during the meeting.

## **18. Landscape Committee Report**

Brian Trushinski reported that he attended a site meeting on May 20, 2024, with Supervisor Jeff Gorell, Dale Thomas, County Public Works staff David Fleisch and David Sasek, and Rancho Simi Recreation and Parks staff Zach Miller to discuss the October 9, 2023, clearing of Medea Creek (Oak Hills Drive and Kanan Road). Brian informed the group that several community residents contacted him saying that they are upset with the excessive clearing which they believe was unnecessary and the process used by the County was not in compliance with California Department of Fish and Wildlife (CDFW) standards and procedures. Mr. Fleisch said that the creek clearing was for flood control purposes in response to received post-Woolsey Fire flooding concerns from the upstream Hollytree Dr./ Foxwood Dr. residential neighborhood. He added that all the creek work was done in compliance with CDFW procedures and standards. Brian requested a copy of the County's Routine Maintenance Agreement with CDFW to verify compliance. He asked if a creek project plan was submitted by the County for the State's review prior to the work being initiated, as is a State requirement. Mr. Fleisch responded that there was a professional environmental monitor on site during the work and that he would be happy to discuss the matter with CDFW staff if they contacted him.

## **19. Flock License Plate Readers**

The MAC received a copy of a memo from Kevin Lunch of the Ventura County Sheriff's office outlining the benefits of the LPRs. Dale Thomas read from the memo with the recommendation by the Sheriff's office as to the locations of the two cameras which, although outside the CSA jurisdiction, are the best locations to protect Oak Park. J.L. Diaz moved that the MAC proceed with their request for the cameras to be installed. Michelle Santucci seconded the motion which passed with the exception of Brian Trushinski who objected to the placements and voted no. The motion passed and the Supervisor's office will review the next steps to procure the cameras.

## **20. Presentation to the MAC by Brad Benioff, Director of Student Support and School Safety from Oak Park Unified School District and Adam Rauch, Assistant Superintendent of Business Services.**

These gentlemen agreed to present to the MAC as there have been questions as to the increase in the budget, year over year, for the Crossing Guard program in the Oak Park Unified School District which is paid for by CSA#4.

A general review of the history of the Crossing Guard program reported that the program was started in 1994 with an agreement between the County and OPUSD with \$30K budgeted for 4 guards. This has increased to 13 guards and a projected budget of \$255,945 for 23/24. Rates have been set by ACMS (All City Management Services). A complete written report was provided by OPUSD to the MAC members with copies of

each agreement with revisions and all related information. Upon completion of the presentation, Michelle Santucci asked if there is an opportunity to review the contracts and do a RFP to have a study about competitive pricing in order to determine the administrative costs. JL Diaz requested that due diligence is needed to revisit the contract and determine how much we are paying for administrative costs. OPUSD representatives agreed to take the request back to the School Board and register the concerns of the MAC members. Jane Nye mentioned that more than 50% of the students in the OPUSD are from out of the district, making the traffic situation much worse with more cars doing drop offs. The members of the MAC agreed that student safety must come first, however they would like further review of the cost increases as a future date. OPUSD agreed.

### **CLOSING**

**21. Adjournment** of the Oak Park Municipal Advisory Council meeting was adjourned at 8:55 p.m. to the next meeting, Thursday, June 27, 2024, at Oak Park High School, Room G-9, 899 North Kanan Road, Oak Park, CA 91377





Website: **VCFD.org**  
Twitter: **@VCFD**  
Facebook: **@VenturaCountyFire**  
Instagram: **@VenturaCountyFire**

Contact: Scott Thomsen  
*Director of Communications and Public Affairs*  
Phone: **(805) 914-8502**  
Email: **scott.thomsen@ventura.org**

June 5, 2024

Attn: Supervisor Jeff Gorell and Municipal Advisory Committees

- Peak fire season will officially start June 30, based on moisture measurements in vegetation. A second year with heavy early rains supported more new growth across the county. As grasses dry out, all that extra growth could provide fuel for fast moving wildfires if there is an ignition.
- The deadline for completing fire hazard reduction measures was June 1. Inspections have started for enforcement. Ventura County has a long history of great participation by residents. If anyone has not completed brush clearance or other measures, now is the time to get it done. This could be another year of continuing brush growth, so property owners should be prepared to manage vegetation throughout the summer and fall.
- VCFD will be prepared for wildfires with three hand crews, our aviation unit and the CH-47 heavy helitanker based in Camarillo as part of a regional quick reaction force VCFD supports.
- As we prepare to celebrate our nation's independence next month, the fire department reminds residents that fireworks are illegal outside the City of Fillmore. If you enjoy celebrating with a bang, do so at one of the permitted shows in Thousand Oaks, Camarillo, Ojai, Channel Islands Harbor and Ventura. You can also check out drone shows in Santa Paula and Agoura Hills.

Sincerely,

Scott Thomsen  
Director of Communications and Public Affairs  
Ventura County Fire Department



# CALIFORNIA HIGHWAY PATROL

601 N 7th St, Sacramento, CA 95811 | 800-735-2929 (TT/TDD) | 800-735-2922 (Voice)

GAVIN NEWSOM, GOVERNOR

CALIFORNIA STATE TRANSPORTATION AGENCY

To: The Oak Park MAC c/o Supervisor Gorell's office

## CHP MOORPARK'S OAK PARK MAC TALKING POINTS: (6.27.24)

- CHP Moorpark will be hosting a free Start Smart class at our office on Wednesday, June 26<sup>th</sup> from 6-8 p.m. The Start Smart class is for 15-19 y/o drivers and covers important topics like safe driving habits, tips on how to avoid crashes, parental roles and responsibilities, and testimonies of people tragically impacted. Call the CHP Moorpark Area office at (805) 553-0800 to reserve your spot in the class.
- CHP Moorpark and the Moorpark Police Department (Ventura County Sheriff) will be hosting a National Night Out event at our station on August 5<sup>th</sup> from 5-7 p.m. This event will give the public a chance to see our station and check out our patrol and special enforcement vehicles. We will also be holding a "bike rodeo" for new, young bicycle riders which will include a skills course and a helmet fitting station. We look forward to seeing you and your families at this fun event.
- The CHP Moorpark Area continues to send Special Enforcement Units (SEU) to conduct targeted patrol in Oak Park, specifically targeting unsafe driving in the area surrounding the schools. Citations were issued for unsafe turns, unsafe passing, posted signage violations, unsafe speed, and various parking violations. Targeted patrols help saturate an area where multiple violations are known to be happening at once so multiple violations can be addressed in the area simultaneously.
- The California Highway Patrol will be conducting a Maximum Enforcement Period (MEP) over the Independence Day weekend. The MEP will run from Wednesday, July 3<sup>rd</sup> through Sunday, July 7<sup>th</sup>. A focus for this MEP will be speed violations. During the Memorial Day Maximum Enforcement Period, the CHP made over 1,100 arrests for DUI, issued over 19,000 citations for speed violations, over 800 of those were for speeding over 100 MPH, and issued over 1,800 citations for seatbelt violations. This resulted in an almost 20% decrease in fatal crashes statewide over last Memorial Day MEP. Additionally, there were no fatal crashes within CHP Moorpark's area of service, and overall, there were only four crashes total reported within our area during the MEP.
- The California Highway Patrol is hiring 1,000 officers to help make California's roadways safer. If you or someone you know would like to join the CHP, visit [www.betheCHP1000.com](http://www.betheCHP1000.com) for more information and to speak with a local recruiter. Also, the CHP is hiring more than just officers. We are currently looking to fill 165 dispatcher vacancies across the state and are also looking for Commercial Vehicle Inspection Specialists to inspect the growing number of commercial vehicles on California highways. The statewide examination for CVIS recently opened with a final filing date of 8/1/2024. The CHP will provide you with the training for all three of these positions. More details and applications can be found at [www.chp1000.com](http://www.chp1000.com).
- Follow CHP Moorpark on social media for traffic updates, sig alerts, evacuation notices, roadway closures, and general information on what the CHP is doing in your area.

Twitter: @CHPMoorpark  
Facebook: @CHP-Moorpark  
Instagram: @CHPMoorpark

Contact: **Officer Ryan Ayers**  
Public Information Officer

Phone: **(805) 553-0800**

Email: **rayers@chp.ca.gov**

*Safety, Service, and Security*

CHP 49 (Rev. 2-24) OPI 076

805-553-0800  
610 Spring Road, Moorpark, CA 93021

AN INTERNATIONALLY  
ACCREDITED AGENCY



# VENTURA COUNTY SHERIFF'S OFFICE

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## M E M O R A N D U M

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**DATE:** June 11, 2024  
**TO:** Supervisor Gorell's Office and the Oak Park MAC  
**FROM:** Detective Tim Behrend  
**RE:** May MAC Law Enforcement Report

During the month of May, the deputies working the Oak Park Community responded to 108 calls for service. They took 7 crime reports and 12 incident reports. Incident reports are generated from calls for service where deputies were unable to establish a crime but documented the incident. Those incidents are reviewed by Detectives to see if any further follow-up is required.

There were 2 vandalism reports taken. One was a broken home window and the other was a vehicle that was egged. Both cases are still under investigation.

Forgery / Fraud cases: 2 cases were investigated by detectives. One was reported for insurance purposes only and closed by detectives. The other case was a telephone scam call. This case was forwarded to the FBI for investigation.

The other crimes reported were an attempt extortion from an internet scam that is being investigated by Major Crimes Detectives. The other cases were elder abuse and a child abuse allegation. Both are under investigation by the Sexual Assault Unit.

Encourage your community members to check their security cameras to ensure they are properly working. This is one of the best tools for investigators to identify suspects.

We are still seeing the trend of telephone scams throughout the Conejo Valley. Remind your community members if individuals ask for banking information or personal information this is a scam. These scammers will also ask for you to pay for services via gift cards or crypto currency. These are red flags and if you receive these calls hang up and call the Sheriff's Office.

In the first week of Juen, there were over 20 thefts from vehicles in a short time frame in the city of Thousand Oaks. All the vehicles were unlocked.

These crimes were preventable. We encourage everyone to lock their vehicles and remove all their valuable items. Remove it, Lock it, Keep it.



# Summer Reading Events & Activities

May 15th - August 4th  
2024



## Weekly programs:

Sign-up for  
Summer  
Reading



- Mondays - Toddler Play - 11am to 1pm  
Crafter Time (adults & teens) - 6pm to 7:30pm (check calendar)
- Tuesdays - Special events or activities (check calendar)
- Wednesdays - Reuse/Recycle Crafts for kids - 1 to 3pm
- Thursdays - Storytime with free play after - 11am to 11:30am  
STEAM activity - 2pm to 3pm (check calendar)
- Saturdays - Fun With Legos - 1pm to 3pm
- Sundays - Color, Craft, or More - 1pm to 4pm



## Special Events:



- Tuesday, May 28 - Family Bingo - 6pm
- Sunday, June 2 - Saving Wildlife International - 1pm -  
Summer Reading kick-off show!
- Tuesday, June 11 - Chalk Day - 1pm to 4pm
- Tuesday, June 25 - Family Bingo - 6pm
- Monday, June 24 - Magician Shawn McMaster - 3:30pm
- Thursday, July 11 - Dogman Day - 2pm
- Tuesday, July 16 - Chalk Day - 1pm to 4pm
- Tuesday, July 30 - Family Bingo - 6pm
- Sunday, August 4 - End of Summer Party - Mister Softee ice cream - 1pm



Oak Park Library | 805-626-READ (7232)  
899 N Kanan Rd | Oak Park, CA 91377  
Visit us at [vencolibrary.org](http://vencolibrary.org)





# COUNTY OF VENTURA

## BOARD OF SUPERVISORS

**SUPERVISOR**  
**JEFF GORELL**  
Second District

**MEMBERS OF THE BOARD**  
KELLY LONG, CHAIR  
MATT LAVERE  
JEFF GORELL  
JANICE S. PARVIN  
VIANEY LOPEZ

June 18, 2024

Board of Supervisors  
County of Ventura  
800 South Victoria Avenue  
Ventura, CA 93009

**SUBJECT: Recommendations by Supervisor Gorell to Adopt Updated Resolutions for the Casa Conejo Municipal Advisory Council, Oak Park Municipal Advisory Council, Santa Rosa Valley Municipal Advisory Council, and Somis Municipal Advisory Council; and Review, Provide Feedback on, and Adopt Ventura County Municipal Advisory Council Policies**

**Recommendations:**

1. Review, provide feedback on, and adopt the Ventura County Municipal Advisory Council Policies
2. Adopt the resolution for the establishment and operation of the Casa Conejo Municipal Advisory Council.
3. Adopt the resolution for the establishment and operation of the Oak Park Municipal Advisory Council including an updated map incorporating additional Oak Park precincts into the Council territory.
4. Adopt the resolution for the establishment and operation of the Santa Rosa Valley Municipal Advisory Council including an updated map incorporating additional Santa Rosa Valley precincts into the Council territory.
5. Adopt the resolution for the establishment and operation of the Somis Municipal Advisory Council including an updated map incorporating additional Somis precincts into the Council territory.

**Fiscal Impact:**

None.

**Discussion:**

Municipal Advisory Council Policies

County Counsel has reviewed the contents of this letter, resolutions and policies. Please feel free to contact my office with any additional questions.

Sincerely,



Jeff Gorell  
Supervisor, Second District

Attachments:

1. Exhibit 1 – County Of Ventura Municipal Advisory Council Policy Document
2. Exhibit 2 – Resolution of the Board of Supervisors of the County of Ventura Repealing and Replacing Resolution No. 17-009 for the Establishment and Operation of the Casa Conejo Municipal Advisory Council with Attached Existing Territorial Map (Exhibit A)
3. Exhibit 3 – Resolution of the Board of Supervisors of the County of Ventura Repealing and Replacing the July 2012 Resolution for the Establishment and Operation of the Oak Park Municipal Advisory Council with Updated Territorial Map (Exhibit A)
4. Exhibit 4 – Resolution of the Board of Supervisors of the County of Ventura Repealing and Replacing the November 2012 Resolution for the Establishment and Operation of the Santa Rosa Valley Municipal Advisory Council with Updated Territorial Map (Exhibit A)
5. Exhibit 5 - Resolution of the Board of Supervisors of the County of Ventura Repealing and Replacing the February 2012 Resolution for the Establishment and Operation of the Somis Municipal Advisory Council with Updated Territorial Map (Exhibit A)

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF VENTURA REPEALING AND REPLACING THE JULY 2012  
RESOLUTION FOR THE ESTABLISHMENT AND OPERATION OF  
THE OAK PARK MUNICIPAL ADVISORY COUNCIL**

**WHEREAS**, pursuant to the authority granted by Section 31010 of California Government Code, the Oak Park Municipal Advisory Council ("Council") was established June 3, 1975, as amended by resolution dated July 17, 2012; and

**WHEREAS**, Government Code section 31010 authorizes the Board of Supervisors to establish, by resolution, a Municipal Advisory Council for any unincorporated area of the County to advise the Board of Supervisors on such matters which related to that area as may be designated by the Board of Supervisors; and

**WHEREAS**, the Council was established in 1975 as the area was not and continues to not be an incorporated City. Even though Oak Park, at the time, had a homeowners' association, the association's paying membership only included 30-60% of the residents. When the association represented the community to public agencies, some questioned whether the group legitimately spoke for the entire community. Community leaders asked the Ventura County Board of Supervisors to establish a MAC for Oak Park to create a locally recognized voice for all residents; and

**WHEREAS**, residents in the designated unincorporated area of the Council desire to continue advising the Board of Supervisors on matters pertaining to their designated area; and

**WHEREAS**, there is a desire to expand the territory of the designated area for which the Council is established; and

**WHEREAS**, to better assist and define expectations of the Council in alignment with Government Code Section 31010, a County of Ventura Municipal Advisory Council Policy document was adopted by the Board of Supervisors on June 18, 2024, which may be updated from time to time, to provide a framework of rules and procedures in connection with the establishment and operation of Municipal Advisory Councils to help ensure that such councils are effectively serving their advisory purpose to the Board of Supervisors, and more specifically their District Supervisor, and are successfully representing the concerns and recommendations of their respective unincorporated communities; and

**WHEREAS**, by resolution of the Board of Supervisors in June 3, 1975, the Council conducted its first elections in November 4, 1975. Election requirements for this Council are hereby stipulated in the County of Ventura Municipal Advisory Council Policy document.



**NOW, THEREFORE, BE IT FURTHER RESOLVED, ORDERED AND DETERMINED**  
by the Board of Supervisors that:

1. Repeal and Replacement of Prior Resolutions. All prior resolutions of the Board of Supervisors regarding creation and operation of the Oak Park Municipal Advisory Council, including but not limited to the July 17, 2012 resolution, are hereby repealed and replaced with this resolution.
2. Continuation of Council and Expansion of Council territory. There is hereby continued a Municipal Advisory Council for the unincorporated area of the County, commonly known as the Oak Park area, as shown on the updated map attached hereto as Exhibit A, and incorporated herein by reference. Upon effective date of this resolution, the Council territory shall include County of Ventura Election Registration Precincts: Oak Park 2-001, Oak Park 2-002, Oak Park 2-003, Oak Park 2-004, Oak Park 2-005, Oak Park, 2-006, Oak Park 2-007, Oak Park 2-008 Oak Park 2-009, Oak Park 2-010, Oak Park 2-011, Oak Park 2-012, Oak Park 2-013, Oak Park 2-014, Oak Park 2-015, Oak Park 2-016, Oak Park 2-017; and
3. Name of the Council. The Municipal Advisory Council shall continue to be known as the Oak Park Municipal Advisory Council.
4. Designated Powers and Duties. The Council shall only have those powers and duties expressly set forth in this resolution and as set forth in the County of Ventura Municipal Advisory Council Policy document adopted by the Board of Supervisors on June 18, 2024, and as such Policy document may be amended ("hereinafter Policy Document"). In the event of a conflict between this resolution and the Policy Document, this resolution shall control.
5. Membership of the Council. The Council shall be composed of five elected members. Nominations, qualifications, and elections shall be conducted as set forth in the Policy Document.
6. Termination of the Council. The Board of Supervisors may, at its sole discretion, terminate and dissolve the Council as set forth in the Policy Document.
7. Effective Date. This resolution shall become effective upon adoption.

On motion of Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_,  
the Board adopted this resolution on the 18<sup>th</sup> day of June 2024.

\_\_\_\_\_  
Kelly Long  
Chair, Board of Supervisors  
County of Ventura

ATTEST:

Dr. Sevet Johnson  
Clerk of the Board of Supervisors

Since the State of California's establishment of Government Code Section 31010 in 1971 and amended in 1978, Municipal Advisory Councils ("MACs") have come a long way in providing advisement on behalf of their communities to their representative County Supervisor and our Board of Supervisors. Since the establishment of the code, the State has placed the responsibility of establishing policies and procedures for the creation of and management of MACs in the hands of the Board of Supervisors.

Policies and procedures or a handbook are important tools to communicate basic expectations while helping to shape necessary outcomes to ensure the performance of the Municipal Advisory Councils. To date, our County has not established specific MAC policies or a handbook while many other Counties have done so. Instead, our MACs have operated solely under the resolutions that created them, existing state laws, and applicable County Administrative Manual policies. The MACs have not had a practical tool tailored to the volunteers that graciously give their time to serve on our advisory MACs.

Supervisory District 2 maintains the largest quantity of Municipal Advisory Councils within the County of Ventura. The Casa Conejo Municipal Advisory Council, the Oak Park Municipal Advisory Council, the Santa Rosa Valley Municipal Advisory Council, and the Somis Municipal Advisory Council. Each of these four councils represent their community's interests and provide advisement to me on behalf of the Board of Supervisors.

After over a year of participation and operation of these Councils, the need for clearly defined roles, responsibilities, processes and procedures has been made apparent. The Municipal Advisory Council Policies document includes information incorporated from our Board of Supervisors Policies and Procedures, Contra Costa County's Municipal Advisory Council Policies, City of Thousand Oaks Policies on Decorum, County Counsel's feedback, and feedback from each of the District 2 Municipal Advisory Councils.

Due to the Brown Act's limitations on our ability to communicate with more than one Supervisors Office and due to the fact two other Supervisors maintain Municipal Advisory Councils, we are unsure of if there may be changes that other Supervisors may wish to adopt. Accordingly, we have included a provision within the Municipal Advisory Council Policies that stipulates that the policies are applicable only if a Municipal Advisory Council resolution indicates as such. This provision is meant to be temporary in nature until all Municipal Advisory Council resolutions are updated to reflect adoption of the Policies.

#### Casa Conejo Municipal Advisory Council Resolution

The resolution for this municipal advisory council was updated to standardize the layout and provisions including original date of establishment, history, designated area, appointed positions, and adoption of the Ventura County Municipal Advisory Council Policies. By standardizing this MAC's resolution, this MAC will now fully have the ability to provide advisory opinions to the Supervisor on recommendations related to planning, public works, public health, public safety, and welfare matters which relate to the "designated area." Additionally, while no change is being made to the designated MAC boundaries, the resolution explicitly

establishes the designated area of Casa Conejo by virtue of standardization by election precinct.

#### Oak Park Municipal Advisory Council Resolution

The resolution for this municipal advisory council was updated to standardize the layout and provisions including original date of establishment, history, designated area, elected positions, and adoption of the Ventura County Municipal Advisory Council Policies. By standardizing this MAC's resolution, this MAC will now fully have the ability to provide advisory opinions to the Supervisor on recommendations related to planning, public works, public health, public safety, and welfare matters which relate to the "designated area". Additionally, the resolution explicitly updates the designated area of Oak Park by virtue of standardization by election precinct. Previous versions of the Oak Park MAC designated area did not include the totality of Oak Park election precincts. While not all election precincts identified as Oak Park are populated, the Oak Park MAC would want to provide advisement on matters pertaining to the total area of Oak Park.

#### Santa Rosa Valley Municipal Advisory Council Resolution

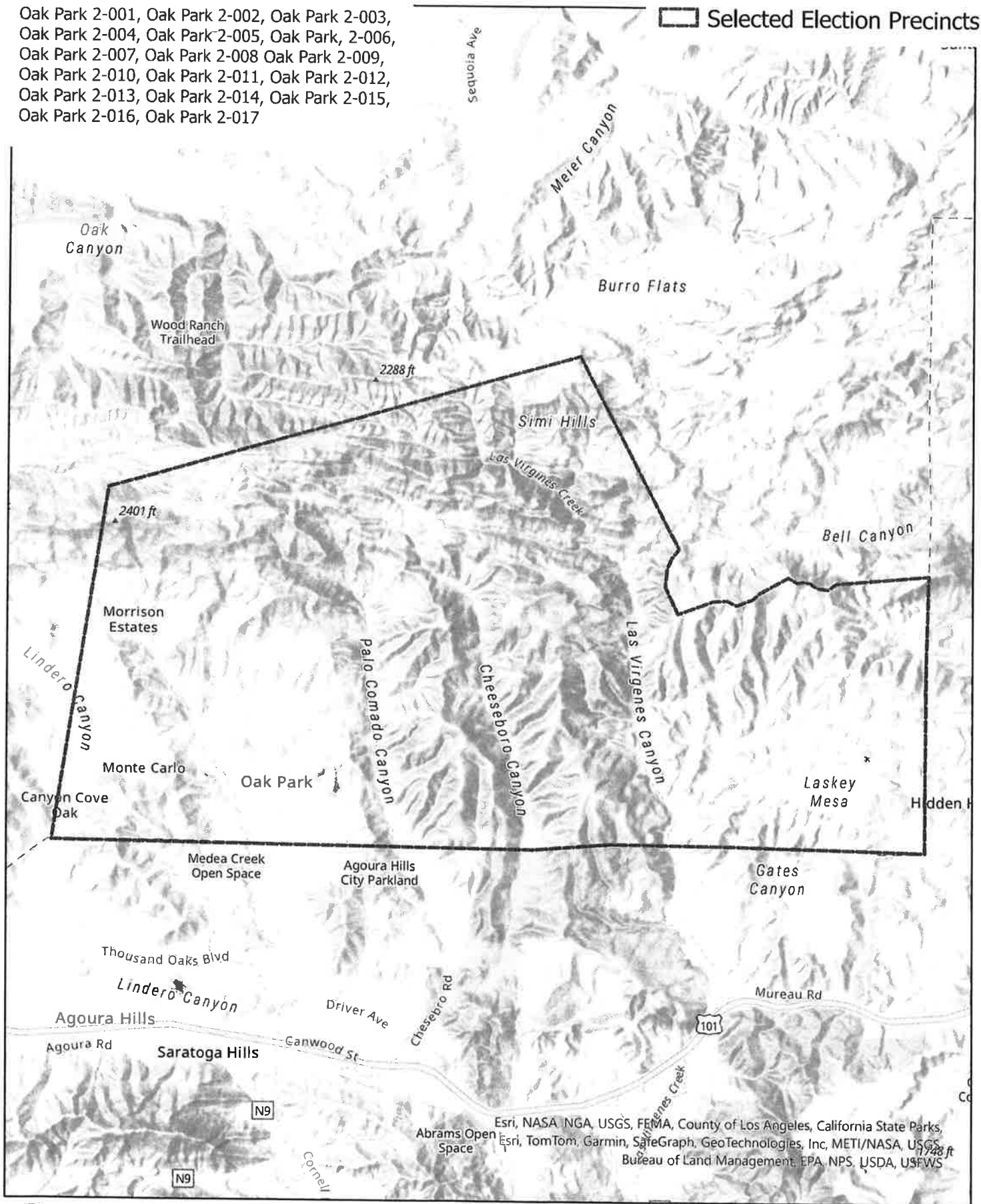
The resolution for this municipal advisory council was updated to standardize the layout and provisions including original date of establishment, history, designated area, elected positions, and adoption of the Ventura County Municipal Advisory Council Policies. By standardizing this MAC's resolution, this MAC will now fully have the ability to provide advisory opinions to the Supervisor on recommendations related to planning, public works, public health, public safety, and welfare matters which relate to the "designated area". Additionally, the resolution explicitly updates the designated area of Santa Rosa Valley by virtue of standardization by election precinct. Previous versions of the Santa Rosa Valley MAC designated area did not include the totality of recognized Santa Rosa Valley election precincts. While not all election precincts identified as Santa Rosa Valley are populated, the Santa Rosa Valley MAC would want to provide advisement on matters pertaining to the total area of Santa Rosa Valley.

#### Somis Municipal Advisory Council Resolution

The resolution for this municipal advisory council was updated to standardize the layout and provisions including original date of establishment, history, designated area, appointed positions, and adoption of the Ventura County Municipal Advisory Council Policies. By standardizing this MAC's resolution, this MAC will now fully have the ability to provide advisory opinions to the Supervisor on recommendations related to planning, public works, public health, public safety, and welfare matters which relate to the "designated area". Additionally, the resolution explicitly updates the designated area of Somis by virtue of standardization by election precinct. Previous versions of the Somis MAC designated area did not include the totality of recognized Somis election precincts. While not all election precincts identified as Somis are populated, the Somis MAC would want to provide advisement on matters pertaining to the total area of Somis.

Oak Park 2-001, Oak Park 2-002, Oak Park 2-003,  
Oak Park 2-004, Oak Park 2-005, Oak Park, 2-006,  
Oak Park 2-007, Oak Park 2-008 Oak Park 2-009,  
Oak Park 2-010, Oak Park 2-011, Oak Park 2-012,  
Oak Park 2-013, Oak Park 2-014, Oak Park 2-015,  
Oak Park 2-016, Oak Park 2-017

 Selected Election Precincts



Ventura County  
Resource Management Agency  
Information Systems GIS Services  
Map created on 4/12/2024



## County of Ventura Oak Park Municipal Advisory Council

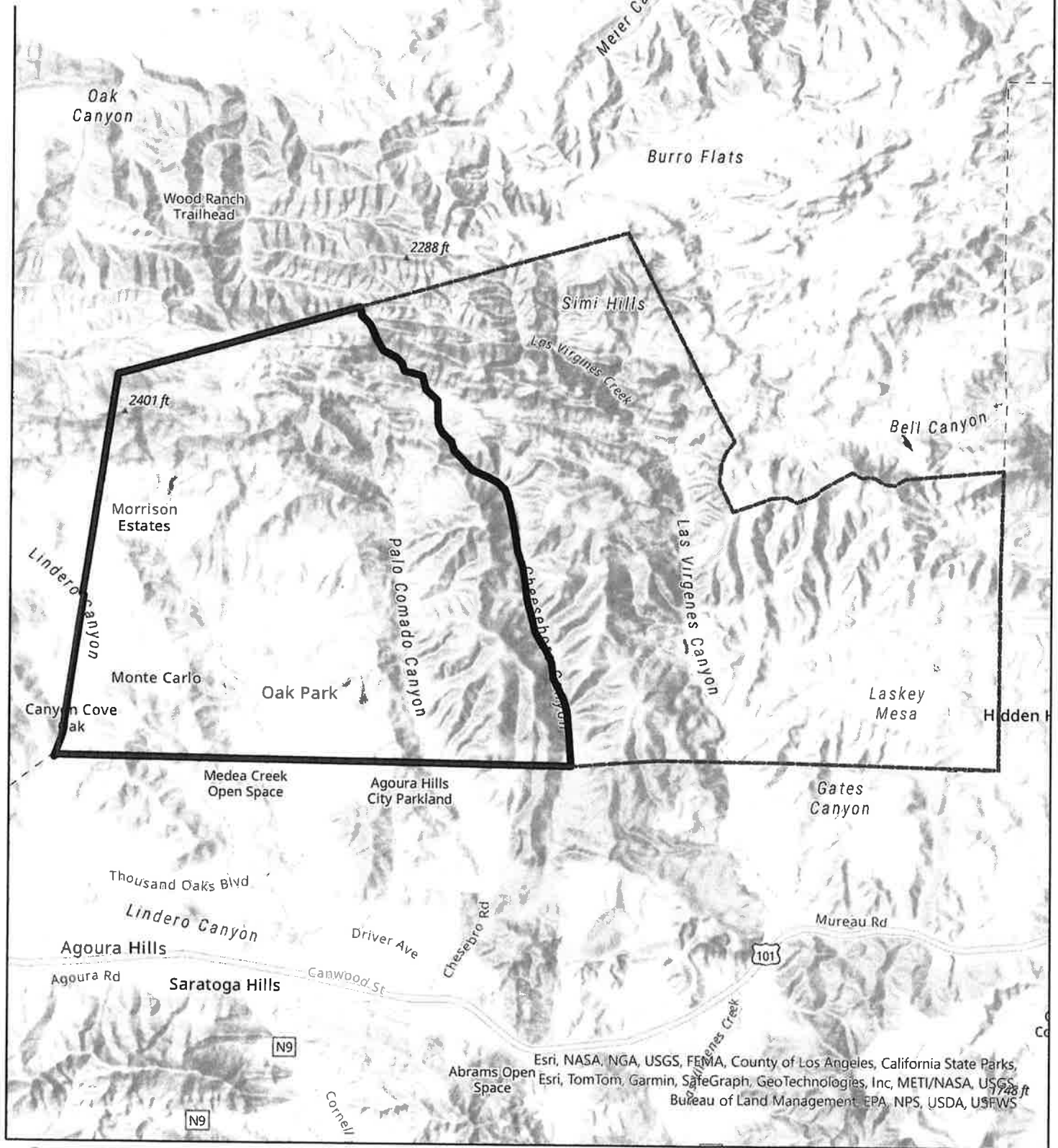
0 1,500 3,000 6,000 Feet

Disclaimer: this map was created by the Ventura County Resource Management Agency Information Systems GIS, which is designed and operated solely for the convenience of the County and related public agencies. The County does not warrant the accuracy of this map and no decision involving a risk of economic loss or physical injury should be made in reliance therein.



Oak Park 2-001, Oak Park 2-002, Oak Park 2-003,  
Oak Park 2-004, Oak Park 2-005, Oak Park, 2-006,  
Oak Park 2-007, Oak Park 2-008 Oak Park 2-009,  
Oak Park 2-010, Oak Park 2-011, Oak Park 2-012,  
Oak Park 2-013, Oak Park 2-014, Oak Park 2-015,  
Oak Park 2-016, Oak Park 2-017

Existing Oak Park MAC Boundary  
Selected Election Precincts



Ventura County  
Resource Management Agency  
Information Systems GIS Services  
Map created on 4/12/2024



## County of Ventura Oak Park Municipal Advisory Council

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# County of Ventura

## Municipal Advisory Council (MAC) Policies

*Adopted by the Board of Supervisors on \_\_\_\_\_, 2024*

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## Introduction

California Government Code section 31010 allows the Board of Supervisors to establish a Municipal Advisory Council (“MAC”) for any unincorporated area in the County to advise the Board on matters that relate to the designated MAC area concerning services which are or may be provided to the area by the County or other local governmental agencies, including but not limited to advice on matters of public health, safety, welfare, public works and planning. When established, a MAC is an advisory body of local citizens with the purpose of representing the community to the Board of Supervisors. As an advisory body, a MAC has no fiscal or administrative authority. Nor does a MAC have any final decision-making authority. Because a MAC lacks authority to implement the MAC’s position directly, it must seek to accomplish its goals through County government. As advisory bodies to facilitate input from the community to the Board of Supervisors, MACs hold public meetings, receive community input, survey community opinion, and speak for the community to the Board of Supervisors on matters under Government Code section 31010 and matters of interest specific to the MAC designated area when requested by the District Supervisor.

This Policy seeks to establish a framework to manage the County’s Municipal Advisory Councils more effectively across all Supervisorial Districts. While some variances may appropriately reflect the inherent differences in the communities served and the priorities of the District Supervisor, a general framework for the operating rules and procedures of MACs will ensure that MACs are effectively serving their advisory purpose to the Board of Supervisors, and more specifically to their District Supervisor, and are successfully representing the concerns and recommendations of their respective communities.

## Purpose of Municipal Advisory Councils

Ventura County’s MACs advise their representative District Supervisor on matters concerning services which are or may be provided to the MAC area by the County or other local governmental agencies, including but not limited to advice on matters of public health, safety, welfare, public works, and planning. MACs do not establish government policy or objective. Rather, MACs provide valuable input and advisement from their community that may help their representative District Supervisor make policy decisions, provide necessary resources, or inform the Board of Supervisors on potential opportunities, risks, or issues that affect their community. MACs should strive to govern and work together in an effective, efficient, ethical, and courteous manner in the highest tradition of public service and in the best interest of the County of Ventura and its residents.

## Applicability of this Municipal Advisory Council Policy Document

Government Code section 31010, subdivision (f) recognizes the ability for the Board of Supervisors to adopt rules, regulations and procedures as may be necessary in connection with the establishment and operation of MACs. Consistent with that authority, this policy document was



created with the best intentions to assist the Board of Supervisors and their respective Municipal Advisory Councils. This policy document can be changed from time to time by majority vote of the Board of Supervisors. Finally, this policy document shall only be applicable to a municipal advisory council if the resolution for the municipal advisory council explicitly recognizes adoption of this policy document.

These policies are procedural only. Except as otherwise provided by law, the failure to strictly observe the application of these policies shall not affect the jurisdiction of the MAC or invalidate any action taken at a MAC meeting that is otherwise held in conformity with law.

## Board Member MAC Assignment

From time to time, Municipal Advisory Council designated unincorporated areas may in whole or in part shift from being entirely in one supervisorial district's boundaries or within the area of multiple districts. This generally occurs due to redistricting. In order to streamline MAC operations, one specific District Supervisor's district office team will be considered responsible for administration of each MAC. Should something of interest to the MAC reside in another Supervisorial District's area, the responsible District Supervisor will communicate with the other District Supervisor to invite that District Supervisor to participate and/or communicate back the concerns of the MAC.

As of the adoption of this policy in June 2024, below is a current list of MACs in the unincorporated areas of the County:

<b>Municipal Advisory Council</b>	<b>Assigned County Supervisor District</b>
Casa Conejo	2
El Rio/Del Norte	3
Oak Park	2
Ojai Valley	1
Santa Rosa Valley	2
Saticoy	1
Somis	2

## Scope and Designated Powers & Duties

The scope, under California Government Code section 31010, indicates that Municipal Advisory Councils shall "advise the Board on such matters which relate to [the territorial area of the MAC] concerning services which are or may be provided to the area by the County or other local governmental agencies, including but not limited to advice on matters of public health, safety, welfare, public works, and planning." More specifically, items to be considered by the MAC are ultimately determined by the District Supervisor in whose district the MAC is located. Some MAC members may also be called upon by their respective District Supervisor to provide input on various topics that the Supervisor has requested. Examples include committees that work on the MAC's Annual Plan, Legislative Committees and Area Plans. MACs have the authority to review and

approve oversized vehicle parking permits in areas where an oversized vehicle ordinance requires a MAC to do so.

## MAC Member Appointments & Elections

Depending upon how the MAC was established via resolution by the Board of Supervisors, MAC members are either appointed by the Board of Supervisors or elected by voters within a MAC's designated boundaries. Whether or not a MAC is an elected body, or an appointed body, is determined by Board of Supervisors' resolution. Unless otherwise specified in the applicable resolution, MAC Members, whether elected or appointed, serve four-year terms. The resolution establishing the MAC shall specify the number of members on the MAC. Additionally, MACs shall be composed and serve as provided herein.

### Appointed MAC Member Policies

1. Should a member of the public wish to be considered for an appointed role on a MAC, the individual must reside in, and be registered to vote in, the MAC's designated area. A completed County of Ventura Application for Appointment to Boards, Commissions, and Committees must also be received.
2. The District Supervisor for the MAC will receive all applications and conduct interviews as necessary. Upon selection of a candidate, the District Supervisor must submit a board letter to the Board of Supervisors recommending appointment to the MAC.
3. For a scheduled vacancy, the appointment term shall be four years unless removed earlier by the Board of Supervisors. For an unscheduled vacancy, the appointment term shall be for the remainder of the existing unexpired term unless removed earlier by the Board of Supervisors.
4. MAC members are required to review, be familiar with, and comply with the open meeting provisions of the Ralph M. Brown Act (Government Code section 54950 et seq.).
5. MAC members are required to review the County's Conflict of Interest code, complete training and abide by the requirements of the Conflict-of-Interest code.
6. MAC members are required to abide by the rules set forth in the Ventura County Municipal Advisory Council Policies.
7. MAC members shall serve without compensation of any kind, and the Board of Supervisors shall not provide funds for the payment of Council meeting stipends or reimbursement of Council members' expenses.
8. MAC members shall be cognizant of any perceived conflict of interest pertaining to items scheduled for MAC review and input, and shall recuse themselves from deliberations and from voting on such matters.
9. There shall be no automatic re-appointment or holdover of MAC members upon expiration of a member's term.
10. The District Supervisor may choose whether to re-nominate an incumbent member or nominate a new member. Any re-nomination or nomination must be approved by the Board of Supervisors.

#### Elected MAC Member Policies (Currently Oak Park and Santa Rosa Valley MACs Only)

Qualification for and election to the MAC and all proceedings incidental to and connected with the election shall be performed in accordance with the California Uniform District Election Law (California Elections Code section 10500 et seq.) and California Elections Code except as specifically provided herein.

1. The MAC shall be composed of five members. All members shall be elected at large by registered voters residing within the MAC area.
2. All candidates for MAC Member positions must be registered voters residing within the MAC's area.
3. Elections shall be held on scheduled election days determined by the County Clerk-Recorder & Registrar of Voters presiding over elections according to the following:
  - a. The term of office for elected MAC members shall be four years.
  - b. Elections shall be held on the first Tuesday after the first Monday in November of even numbered years for as long as the MAC exists.
  - c. The candidates who receive the greatest number of votes shall be elected. In case of a tie, the contest shall be decided by lot.
  - d. Elected MAC members shall take office at noon on the first Friday in December next following the election pursuant to Elections Code section 10554.
4. MAC members are required to review, be familiar with, and comply with the open meeting provisions of the Ralph M. Brown Act (Government Code section 54950 et seq.).
5. MAC members are required to review the County's Conflict of Interest code, complete training and abide by the requirements of the Conflict-of-Interest code.
6. MAC members are required to abide by the rules set forth in the Ventura County Municipal Advisory Council Policies.
7. MAC members shall serve without compensation of any kind, and the Board of Supervisors shall not provide funds for the payment of MAC meeting stipends or reimbursement of MAC members' expenses.

## Appointed MAC Member Termination

Each appointed member of a MAC serves at the pleasure of the Board of Supervisors and may be removed, at will, by a majority vote of the Board. Removal by the Board is rare. However, policies should be in place in the event that a MAC member acts inappropriately toward other MAC members, staff, or the public; acts outside the authority of the MAC; or has persistent problems with attendance.

#### Termination Policies

1. Appointed MAC members may be removed from their appointments at will upon recommendation by the District Supervisor and a majority vote of the Board of Supervisors.
2. MAC members should express their concerns about any inappropriate behavior by a member to their District Supervisor.

- a. If an issue arises, a District Supervisor may meet with or send a letter to the MAC member advising the member of the concern and indicating that a failure to correct the inappropriate behavior may lead to removal from the MAC.
3. The MAC member should receive written notice of a recommendation for removal, the date and time of the meeting at which the Board of Supervisors will consider the removal, and of the opportunity for public comment to the Board before action on the removal.
4. If a MAC member or alternate has been absent from two consecutive meetings, the secretary or District Supervisor's administrative support staff should advise the member or alternate that absence from three consecutive regular meetings of the MAC may result in a recommendation of removal to the Board of Supervisors. In District 1 the administrative support staff is referred to as the "Executive Officer" for the MAC.
5. Where it appears that there will be sufficient members to hold a meeting but, at the actual time of the meeting a quorum cannot be reached and the meeting is canceled, those members or alternates who are absent will have an absence counted against them.

## Management of Unscheduled Vacancies

A MAC position shall become vacant on the occurrence of the events specified in Government Code section 1770. This section may be amended from time to time.

In the event there is an unscheduled vacancy on the MAC, the Board of Supervisors shall fill such a vacancy by appointment for the remainder of the unscheduled vacancy term. The following is a partial list of events triggering Government Code 1770 that apply:

1. Death of an incumbent.
2. An adjudication pursuant to a quo warranto proceeding declaring that the incumbent is physically or mentally incapacitated due to disease, illness, or accident, and there is reasonable cause that the incumbent will not be able to perform the duties of his or her office for the remainder of their term.
3. His or her resignation.
4. His or her removal from office.
5. His or her ceasing to be a resident of the designated MAC area.
6. His or her ceasing to discharge the duties of his or her office for a period of three consecutive months, except when prevented by sickness, or absent from the state with permission required by law.
7. His or her conviction of a felony or of any offense involving a violation of his or her official duties.
8. The decision of a competent tribunal declaring void his or her election or appointment.

## MAC Alternate Positions

For appointed MACs, appointed alternate positions may be established. Alternates can serve a useful purpose by assisting with the achievement of a quorum. However, a policy of automatic appointment of the alternate in the event of a vacancy may discourage other interested individuals

from applying for appointment. Moreover, appointments should not be made automatically, in respect of District Supervisor responsibility for member nominations. Accordingly, the following policy has been set forth:

1. Alternate positions do not automatically assume a member position when a vacancy arises. Alternates, however, may be nominated to fill a member vacancy to the Board of Supervisors by the District Supervisor.
2. The establishment of an alternate position (or positions) on a MAC is at the discretion of the District Supervisor.

## Powers and Duties of MAC Officers

Each calendar year, at the first meeting of the year of the MAC, officers of the MAC are appointed by motion and formal vote for each officer position.

### **Chair (selected by MAC)**

The Chair shall serve as presiding officer of the MAC, shall rule on questions of procedure, shall sign official documents approved by the MAC, shall preserve order and decorum and shall decide all questions of order. Decisions of the Chair may be overruled by a majority vote of the MAC. The Chair, in their capacity, can only act on behalf of items formally voted on and agreed to by the MAC and approved by the District Supervisor.

### **Vice Chair (selected by MAC)**

The Vice Chair shall have and exercise all the powers of the Chair at the meeting over which he or she is called on to preside. In the event of nonappearance by the Chair at any regular or special meeting, the Vice Chair shall call the MAC meeting to order and shall serve as presiding officer.

### **Chair Pro Tempore**

If neither the Chair nor the Vice Chair is present at a meeting, the MAC members present shall, by a motion and vote select one of their members to act as the Chair Pro Tempore. The Chair Pro Tempore shall have and exercise all the powers and duties of the Chair for that particular meeting only.

### **Secretary**

A recording secretary is responsible for documenting the motions, votes, comments, and other official actions of the MAC. The secretary shall take meeting minutes during the MAC meeting and e-mail a draft copy of the minutes to the assigned staff member from the District Supervisor's office at the end of the MAC meeting. The District Supervisor's office will include the draft minutes in the next meeting's agenda packet for formal MAC approval of the minutes.

District 1 MACs (Ojai Valley and Saticoy MAC) do not have a Secretary Officer position. Rather, the Executive Officer (Supervisory Office Staff) is tasked with taking meeting minutes during the MAC meeting and provides a draft at the subsequent MAC meeting for review and approval.

# MAC Meetings

The frequency and length of meetings increase the cost and requirements of administrative support for the MACs. The annual meeting calendar will be developed and posted annually by the Supervisor's office. Any scheduled meeting may be canceled upon order of the Chair or a majority of the members of the MAC.

## Regular Meetings

1. MACs shall establish a standard meeting schedule for the year and meet no less than quarterly at an established time and place.
2. MAC meetings should be held at a time and place convenient and accessible to MAC members, the community, and administrative support staff within the adopted designated area of the MAC.
3. MAC meetings should not exceed three (3) hours in length.
4. MAC meetings shall be fully compliant with the Brown Act.
5. The MACs shall agendaize and respond to items that are referred to them in a timely manner (at the next regularly scheduled meeting or sooner, if needed) such that their review does not delay the County Board of Supervisors' consideration of the matter.
6. The agenda should reflect, and the MAC Chair should remind the public at the start of each meeting that the MAC is an advisory body to their representative District Supervisor.
7. Should a MAC member be unable to attend a meeting, all reasonable effort shall be made to notify the Chair and the designated District Supervisor's office in writing as soon as possible.
8. For each MAC, a quorum sufficient to transact business shall be a majority of the MAC membership, both filled and vacant positions. A valid action must reflect the consent of at least a majority of the MAC membership, both filled and unfilled positions.

## Special Meetings

1. Special Meetings to discuss a specific topic(s) may be called. No other business shall be considered at the special meeting. Rules for posting are outlined in the Brown Act.

## Order of Business

The order of business at each regular meeting, except for such times as may be set apart for consideration of special items, shall be as follows:

### **1. Meeting Called to Order**

The Chair shall open the meeting by calling the meeting to order. The officer shall state the name of the MAC and further state that the MAC is an advisory body to the Board of Supervisors on matters that relate to the MAC's designated area.

### **2. Roll Call**

The Chair, at the commencement of a meeting of the MAC, shall call the roll and the Secretary (or Executive Officer for the Ojai Valley and Saticoy MACs) shall record by name all members present or absent. If the Chair has been notified prior to the meeting that a member will be absent, the Secretary (or Executive Officer for the Ojai Valley and Saticoy MACs) shall record in the minutes that the absence of said member is by prearrangement (excused). Should a quorum of three members of the MAC not be met, the meeting must be adjourned to the next scheduled meeting of the MAC.

### **3. Pledge of Allegiance to the Flag of the United States of America**

The Chair shall designate a member of the MAC to lead the meeting in reciting the Pledge of Allegiance.

### **4. Minutes**

The minutes of previous meetings of the MAC shall be considered and any corrections, alterations, or additions may be made by the MAC.

### **5. Agenda Review**

The Chair will announce any agenda amendments and/or revisions, and requests for items to be continued or removed from the Consent agenda. The MAC will consider and approve, by majority vote, such revisions to MAC agenda items and any item added to, or removed/continued from, the MAC agenda. Any addition of items to the agenda after it is posted must comply with the provisions of the Brown Act.

### **6. Consent Agenda Items**

Consent agenda items are routine in nature and do not require individual consideration. All consent items are approved by a single vote as recommended without discussion unless an item is pulled and considered during the Regular agenda for separate action at the request of a MAC member, staff member, or a member of the public.

### **7. Public Comment**

The rules relating to public comment are as follows:

#### **Addressing the MAC**

1. Prior to the meeting, or during the meeting prior to the time the agenda item to be addressed begins, a person wishing to address the MAC should fill out a speaker card or equivalent and submit it to the Chair. While completion of a speaker card or signing in on the sign in sheet is helpful for the minutes of the meeting, a speaker is not precluded from speaking if the speaker does not complete a speaker card or does not give the speaker's name.
2. When called upon, the person should come to the podium, state his or her name and city of residence for the record, and, if speaking for an organization or other group, identify the organization or group represented. The Secretary or Executive Officer shall enter in the minutes the names of the individual(s) speaking.
3. All remarks should be addressed to the MAC as a whole, not to individual members thereof. Each person speaking from the floor shall obtain permission from the Chair.

4. Questions, if any, should be addressed to the Chair of the MAC who will determine whether, or in what manner, an answer will be provided.
5. Public Comment is that period of time set aside at MAC meetings for members of the public to address the MAC on items not listed on the agenda or on matters that are listed under the Consent Agenda. If the matter is listed on the Consent Agenda, the item will be moved to the Regular Agenda for consideration following the approval of the remainder of the Consent Agenda, at which time the speaker will be heard, or the speaker will be allowed his or her time before the MAC's consideration of the Consent agenda.
6. Public Comment shall be limited to no more than 30 minutes total for all speakers, with each speaker given no more than three minutes. If there are more than six speakers, the Chair may reduce the time each speaker is allowed to (3) three minutes or any other period less than five minutes. At the discretion of the Chair, the time allotment for speakers may be adjusted above or below five minutes relative to the number of speakers present. Persons wishing to speak under Public Comment should submit a speaker card prior to the commencement of the item.
7. Presentations under Public Comment are limited to items within the subject matter jurisdiction of MAC and are limited to no more than five minutes.
8. The Public Comment portion of the MAC meetings shall be deemed to constitute the opportunity for members of the public to address the MAC in compliance with Government Code section 54954.3.
9. Members of the public making public comments to the MAC in connection with one or more agenda or non-agenda items at a single meeting are limited to a cumulative total of five minutes for all of their oral presentations at such meeting unless otherwise provided.
10. If a matter has been presented orally before the MAC, whether the MAC has taken action, or determined to take no action, the same or substantially same matter may not be presented orally by the same person at the same meeting any further. Nothing in the foregoing precludes submission of comments to the MAC in writing for such action or non-action as the MAC, in its discretion, may deem appropriate.
11. Any of the foregoing rules may be waived by the presiding officer or by a majority vote of the MAC members present when it is deemed that there is good cause to do so based upon the particular facts and circumstances involved.

#### Comments in Writing Encouraged

12. Members of the public may submit, and are encouraged to submit, comments in writing to the MAC relating to any items in the MAC's scope and designated area, whether on the MAC agenda or otherwise. When written materials are provided to the MAC during a meeting, 10 copies are required to be submitted. Such written comments will be distributed to members of the MAC and considered and acted upon, or not acted upon, as the MAC in its judgment may deem appropriate. Written comments made on agenda items will become part of the record of the agenda proceeding.

#### **8. Comments by Representative of the District Supervisor or the District Supervisor Responsible for the MAC**



This is the time for the District Supervisor or the Supervisor's designee to provide feedback or updates pertinent to the MAC's scope and area or feedback and updates as it pertains to the County.

#### **9. Comments by MAC Members**

Comments by MAC members on matters they deem appropriate within the MAC's scope and area. Consistent with the Brown Act, a MAC member may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. A MAC member may also provide a reference to staff or other resources for information or request staff to report back to the body at a subsequent meeting concerning any matter. The MAC may also direct staff to place a matter of business on a future agenda.

#### **10. Regular Agenda Items**

Items not included in the Consent agenda or items that are not time certain are taken up for consideration as part of the Regular agenda. They will be heard at the MAC's discretion, either before or after scheduled appointments and hearings.

#### **11. Adjournment**

The last item on the agenda shall always be an adjournment item indicating the date, time, and location for the next scheduled meeting. (Government Code section 54955)

#### **Official Actions in a Meeting**

##### **1. Motions**

- a. Action of the MAC shall be taken by motion. Any action of the MAC may be proposed by the motion of any MAC member. Such a motion, if seconded by a member, shall be on the floor and must be considered. If a motion is not seconded, the motion fails for lack of a second, shall be so declared by the Chair, and shall not be further considered.
- b. A motion may be withdrawn by its maker at any time before adoption or rejection, with the consent of the second. Absent the consent of the second, the motion shall remain on the floor. The second to a motion may be withdrawn by the second at any time before adoption or rejection of the motion. Upon withdrawal of the second, the motion will be lost for lack of a second and so declared by the Chair unless seconded by another member.
- c. When a question or "original motion" is under debate, no motion shall be received unless:
  - i. To adjourn
  - ii. To lay on the table
  - iii. To consider the previous question
  - iv. To continue to a certain date
  - v. To amend
  - vi. To remove These motions shall have preference in the above order.
- d. A motion on the floor may be amended by motion at any time before adoption or rejection. If the motion to amend fails, the original motion will be voted upon. If the motion to amend passes, the amendment is adopted and, thereafter, the original motion, as amended, will be voted upon. After a motion has been seconded, any member may discuss the subject of

- the motion. When no member wishes to discuss the motion further, the Chair shall call for the vote on the motion. At any time after a motion has been seconded, any member who has the floor may call for a question. The Chair may call for the vote if it appears that further discussion will be repetitious or that a majority of the Members present concur in the call.
- e. A motion to consider the previous question shall preclude all amendment from debate to the main question and shall be put in the form “shall the main question be put to a vote.”
  - f. A member called to order shall relinquish the floor unless permitted to explain, and the MAC, if appealed to, shall decide on the case, but without debate. If there is no appeal, the decision of the Chair shall be final.
  - g. A Motion to Reconsider Made at the Same Meeting – Upon motion by a MAC member who voted with the prevailing side of the matter previously considered, and seconded by any MAC member, the MAC may, by majority vote of the entire MAC (at least three votes in favor), reconsider any matter dealt with previously by the MAC at the same meeting. The motion may be made either during the same session or at any recessed or adjourned session of that same meeting.
  - h. A Motion to Reconsider Made at a Subsequent Meeting – Upon request of and a motion by a MAC member who voted with the prevailing side of the matter previously considered, and seconded by any MAC member, the MAC may, by majority vote of the entire MAC (at least three votes in favor), reconsider any matter dealt with previously by the Board at a previous meeting of the MAC. All such requests for reconsideration that appear on the agenda shall contain both the recommendation to reconsider and a recommendation on the matter previously considered and are subject to standard agenda requirements. All decisions made after consideration at a public hearing shall be reconsidered only at a public hearing, which is noticed in the same manner as the original hearing.

## **2. Votes**

- a. Voting shall be by roll call. Each roll call vote shall be made in an order determined by the Chair but shall first include the maker of the motion and the member who seconded the motion, followed by the balance of the members present, with the Chair called last, unless the Chair made, or seconded, the motion.

## **MAC Subcommittees**

MACs may establish subcommittees to address subject areas considered by the MAC. It is important that subcommittees adhere to the Brown Act, and County’s policies and ordinances. Unless these policies and procedures are followed, the MAC, the public and the Board of Supervisors may not be well served by the committees.

- 1. MACs may establish a limited, single-purpose committee (or subcommittee) when needed. The committee (or subcommittee) shall be composed of less than a quorum of the MAC and chaired by one of its members. Members of the public who are not MAC members may serve on a committee or subcommittee to allow broad-based input from the community.

2. A specific charge or outline of responsibilities shall be established for the committee (or subcommittee) by the MAC.
3. The committee (or subcommittee) shall operate in accordance with MAC operating procedures, the Brown Act, the County's Conflict of Interest Code, and the County's Municipal Advisory Council policies.
4. Meeting agendas for committees (or subcommittees) shall be posted and records of action should be maintained and posted as well.
5. A report on the status of the committee (or subcommittee) is to be provided in the regular agenda of the MAC complete with copies of any agendas, minutes or other materials created since the last MAC meeting.

## Procedure for Rules of Debate

During a MAC meeting, it is possible that differences in opinion or views may occur. Accordingly, regardless of debate, MAC members shall follow the following procedures to ensure a clear record and ensure that all MAC members that wish to speak are heard in a respectful manner.

### Recognition to Speak

Every MAC member desiring to speak shall first address the Chair and be recognized by such. The member shall solely discuss the question under debate, avoiding personalities and indecorous language.

### Questions to Staff

Every MAC member desiring to question County staff, after recognition by the Chair, shall address the questions to the Supervisor's representative who may either to answer or designate a member of staff for that purpose.

### Interruption

A MAC member, once recognized, shall not be interrupted by other MAC members when speaking unless called to order by the Chair or a point of order or personal privilege is raised by another MAC member. If a MAC member, while speaking, is called to order, the member shall cease speaking until the question of order is determined. Members of the Supervisor's staff, after recognition by the Chair, shall hold the floor until the completion of their remarks or until recognition is withdrawn by the Chair.

### Points of Order

The Chair shall determine all "points of order" subject to the right of any MAC member to appeal the Chair's decision to the full MAC. If an appeal is taken, the question shall be, "Shall the decision of the Chair be sustained?" A majority vote of those MAC members present shall conclusively determine such question of order.

### Point of Personal Privilege

The right of a MAC member to address the MAC on a question of personal privilege shall be limited to cases in which the member's integrity, character or motives are questioned. A MAC member raising a point of personal privilege may interrupt another MAC member who has the floor only if the Chair recognizes the personal privilege.

#### Privilege of Closing the Debate.

The MAC member moving the item shall have the privilege of making the closing remarks during debate prior to the vote by the MAC.

#### Limitation of Debate.

To encourage the full participation of all members of the MAC, no MAC member(s) shall be permitted to monopolize the discussion of the question. If a MAC member has already spoken and other MAC Members wish to speak, the latter MAC Member(s) should be recognized in preference to the MAC Member who has already spoken. However, if no other MAC Members seek recognition, the Chair may recognize the MAC Member who has already spoken.

## Rules and Guidelines of Decorum

In order to maintain a public meeting environment conducive to receiving public testimony from all sides of any issue, and to ensure that all persons have an equal opportunity to see, hear and participate in the public meeting, the following rules of decorum shall be used during MAC meetings:

To minimize distractions during public meetings, all personal communication devices must be turned off or put in a non-audible mode during meetings.

#### Chair and MAC Members

While the MAC is in session, the members shall preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings nor disturb any member while speaking nor refuse to obey the orders of the Chair.

#### Persons Addressing the MAC

Speakers are prohibited from using profane or vulgar language, making true threats of physical violence, and from engaging in such other conduct that disrupts, disturbs, or impedes the orderly conduct of the meeting. Any person who becomes disruptive while addressing the MAC, shall be called to order by the Chair and, if such conduct continues, may, at the discretion of the Chair, be ordered removed from the premises during that meeting. Nothing herein shall preclude a member of the public from commenting on, questioning, or criticizing the policies, procedures, programs, or services of the County, the acts or omissions of the MAC, or the positions, statements, votes, actions, or omissions of members of the MAC.

#### Members of the Audience

Audience members are prohibited from engaging in audible displays such as shouting, yelling, whistling, foot stomping, clapping, booing, hissing, and cheering in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting. Any person who becomes disruptive while in the audience shall be called to order by the Chair and, if such conduct continues, may, at the discretion of the Chair, be ordered removed from the premises during that meeting.

Signs, placards, or posters shall not be brought into the meeting room if the presence of such an item disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting. The Chair may direct that all signs, placards, and posters be placed in the back of the meeting room where they will still be visible by members of the MAC but will not block or otherwise obstruct the view or participation of other members of the public attending the meeting.

#### *Maintaining Order and Decorum*

1. The Chair shall be responsible for maintaining the order and decorum at public meetings and uniformly enforcing the provisions of this policy.
2. In the event any person violates a provision of this policy in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting, the Chair may order that person to cease the offending conduct.
3. If any person continues to violate the provision in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting following an order from the Chair to cease the offending conduct, the Chair may order that person to leave the meeting.
4. If any person refuses to leave the meeting following an order from the Chair to do so, the Chair may order any law enforcement officer on duty to remove that person from the meeting.
5. Any person removed from the meeting shall be excluded from further attendance at the meeting from which the person has been removed unless permission to attend has been granted by the presiding officer or by majority vote of the MAC.

## MAC Training Requirements

MAC members should be trained in meeting operating procedures, the Brown Act, and County policies. Training provides MAC members with resources and knowledge to operate efficiently and effectively. When offered, MAC members are expected to attend any relevant training by County Counsel or other County staff related to the scope, operations, and applicable law for MAC meetings. MAC members should receive an orientation on MAC member duties and responsibilities by Supervisorial District and/or County staff before their first meeting.

1. If applicable, within three months of appointment, each MAC member shall complete the prescribed training on compliance with conflict of interest, Form 700, and shall certify that he or she has completed such training. Training certificates and compliance shall be maintained by the Clerk of the Board of Supervisors.

## Administrative Support of MACs

To ensure effectiveness, all MACs need some level of administrative support services provided by the responsible supervisorial district staff.

### Supervisorial District Staff Shall:

1. Identify and manage the securing and setup of a location for MAC meetings.
2. Annually develop a draft calendar for the consideration and approval by the MAC.
3. Develop an optional draft agenda that is shared with the public no fewer than three days prior to the finalization of the agenda to allow time for community preparation and participation.
4. Develop agenda packages complete with the draft minutes created by the MAC-appointed Secretary or Executive Officer and any other materials planned to be presented.
5. In adherence to the Brown Act, posting the agenda at the location of the meeting no later than 72 hours prior to the meeting.
6. Post the agenda on the corresponding MAC website.
7. E-mail the agenda package to the e-mail list for the MAC.
8. Maintain the MAC website.
9. Prepare responses to inquiries made during public comment.
10. Prepare responses to requests from MAC members.

## Advisement on County Service Areas and Other Taxation Districts

The designated area of MACs may coincide with funding districts such as County Service Areas. When requested by the District Supervisor, a MAC may review and provide advisory recommendations concerning the financing and operation of such areas. Where a separate board or entity exists to manage a taxation district, the MAC shall give deference to that entity for all official advisement matters.

## MAC External Communications and Representations

In accordance with Government Code section 31010, MACs, where optionally established, advise the Board of Supervisors on such matters that relate to their designated area. In Ventura County, MACs advise their representative District Supervisor on items of import. Accordingly, it is understood that the Board of Supervisors is the final decision-making authority with respect to issues concerning the community and that the MAC shall serve solely in an advisory capacity.

### Policies Regarding External Communication and Representations

1. Except when expressly authorized by the majority of the Board of Supervisors, the MAC and its individual members acting on behalf of the MAC, may not represent the community to any

- federal, state, other county, city, special district or school district, agency or commission, or any other organization on any matter concerning the community.
2. Should a MAC member wish to opine on any matter that has not been expressly authorized by the MAC or the Ventura County Municipal Advisory Council Policies, they must indicate that while they are a member of the MAC, their opinion does not reflect the official opinion of the MAC or the County of Ventura.
  3. The MAC may not, as a body, take positions on candidates for any public office.
  4. Any letterhead or printed material from the MAC should identify the MAC as an advisory body to their representative Supervisor, and the contact information for the District Supervisor should be included.

## MAC Annual Reports, Including Work Plans

When requested by the District Supervisor, the MAC shall create an annual report regarding MAC activities, accomplishments, membership attendance, records of required training, and a proposed Work Plan or objectives for the following year.

1. Before the last MAC meeting of the calendar year, the MAC shall review and provide feedback on a draft of their annual report and work plan for the following year created by the Chair and Vice Chair.
2. At the last MAC meeting of the calendar year, the MAC shall finalize their annual report and work plan for submission to the representative District Supervisor.
3. Failure to submit an annual report and work plan may result in consideration of MAC dissolution.

## MAC Boundaries

Municipal Advisory Council boundaries are required to be within the unincorporated area of Ventura County and within the commonly accepted known area that could have impact on the designated area of the MAC. The designated area will be defined by an official map that accompanies the Board of Supervisors resolution forming the MAC. The resolution of the MAC shall explicitly define the precincts and/or specific parcel numbers for the designated area of the MAC.

When an unincorporated community of interest is adjacent to industrial areas or facilities (e.g., refineries, power plants, gas fields) that are also in the unincorporated area, these industrial areas or facilities should be included in the MAC boundaries if there are known or anticipated matters of public health, safety, welfare, public works, and/or planning. When an unincorporated community of interest is adjacent to government-owned lands (e.g., airports, special district lands, transitional military bases, etc.) that are also in the unincorporated area, these government owned lands should be included in the MAC boundaries only if there are known or anticipated matters of public health, safety, welfare, public works, and/or planning.

From time to time, MAC boundaries may be updated by review and advisement approval by the MAC and consideration and approval by the Board of Supervisors. The Board of Supervisors is the sole authority for the ultimate determination of MAC boundaries. Any action to update the MAC

boundaries must comply with the resolution and mapping requirements of Government Code section 31010.

Should a MAC's boundaries incorporate more than one Supervisorial District, please refer to the Board Member MAC Assignment section of the Ventura County Municipal Advisory Council Policies.

## Termination of a MAC

The Board of Supervisors may, at its sole discretion, take action to terminate and dissolve a Municipal Advisory Council at a regular meeting of the Board of Supervisors. Such termination will be effective after giving 30 days written notice to the MAC after the Board's action at a regular Board meeting.