

JEFF GORELLSupervisor, 2nd District

DALE THOMAS

Field Representative Supervisor Jeff Gorell



REGULAR MEETING Agenda

MEMBERS
OF THE BOARD

- J.L. DIAZ, CHAIR
- BRIAN TRUSHINSKI, VICE CHAIR
- MICHELLE SANTUCCI
- JANE NYE
- SEEMA CHANDRA

April 25, 2024 7:00 PM

Municipal Advisory Council Oak Park, California

Oak Park High School Room G-9 899 North Kanan Road Oak Park, CA 91377

WEB ACCESS

At: 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. 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

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

PUBLIC COMMENT

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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.

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

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OPENING

- 1. Call to Order Chair JL Diaz
- 2. Roll Call
- 3. Pledge of Allegiance to the Flag of the United States of America
- **4.** Approval of the Minutes of the meeting of the Oak Park Municipal Advisory Council held on Thursday, March 28, 2024
- **5.** Agenda Review
- 6. Consent Items 11-12.
- 7. Public Comments- Citizen Presentations regarding Oak Park Municipal Advisory Council related matters NOT appearing on this agenda. (See Guidelines above).

- 8. Comments by Representative of Supervisor Jeff Gorell.
- **9.** Written Comments Chair to read written comments received by the MAC prior to the meeting.
- 10. Council Comments –Comments by Council members on matters they deem appropriate. A Council member may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. A council member may also provide a reference to staff or other resources for factual information, or request staff to report back to the body at a subsequent meeting concerning any matter. The Council may also direct staff to place a matter of business on a future agenda.

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. Public Works Website Activities Report

In the month of March, seven requests for service were submitted using the Public Works App or Website. Three of the requests were for road maintenance, two reports were for weed or tree growth issues and two reports were general comments and concerns.

12. <u>Update on the Ventura County Public Works Cleanup of Medea Creek</u>

Concerns have been received about the cleanup activities within Medea Creek. Accordingly, the new Interim Ventura County Public Works Director is auditing all of the permits for the Medea Creek area. Additionally, they will look at feedback received from the community on areas of concern. Before the next MAC meeting, these actions will be complete and a site visit with Supervisor Gorell will occur. A report back will be provided to the community at the next MAC meeting.

REGULAR AGENDA

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

13. California Highway Patrol (CHP)

In person Report provided by Officer Ryan Ayers

14. Ventura County Fire Department

See enclosed report.

In person report provided by Chief Hector Garcia

15. Ventura County Sheriff

In person report provided by Detective Tim Behrend.

Note: Past reports have been limited to property incidents as opposed to all crime due to miscommunication. This has been resolved and future reports will be more inclusive.

16. Ventura County Library

The Ventura County Library's Summer Reading Program will run from May 15th to August 4th. The grand prize for each of our 12 locations will be a pack of 4 tickets to Disneyland. On Sunday, June 2nd at 1 p.m., join us as we welcome Saving Wildlife International for a demonstration with live animals.

Our Youth Services Librarian will be working with our Branch Manager to visit schools within the Oak Park District to let the community know about our upcoming programs, including a weekly STEAM activity for elementary school children, an adult crafting program on Monday nights at 6 p.m., and our popular chess club for teens on Wednesday at 4 p.m.

(Report provided by Tim Furgel, County Librarian, East Region)

17. County Service Area (CSA) 4 Budget Advisement

In accordance with the governing resolution for the Oak Park MAC, the MAC and the community will provide advisement to the Supervisor on desired changes to the budget including a review of all services provided. A PowerPoint presentation will be reviewed highlighting the financial status of the CSA, CSA reserve fund status, utilities financial break out for water & power, LED lighting savings, recommendations for license plate readers as well as cost, and an update on the landscaper RFP.

18. Rancho Simi Recreation & Parks District – Oak Park – Areas of Opportunity Continued discussion from the last meeting allowing the community to discuss areas of opportunity for improvement within Oak Park. Led by Brian Trushinski

19. Oak Park MAC Legislative Committee Updates

Training for the Oak Park Legislative Committee took place on April 10th. The committee had an opportunity to provide suggestions to Supervisor Gorell for the

April 23rd Board of Supervisors Meeting. The Committee provided a recommendation to Supervisor Gorell on item 33 of the Agenda to ensure that the Public Works Agency and the eventual selected contractor allow an opportunity for the Oak Park MAC to participate in the Vision Zero Plan for the County Unincorporated Areas.

RECOMMENDATION TO RECEIVE AND FILE

20. <u>Update on Rancho Simi Recreation & Parks District (RSRPD) Pickleball</u> <u>Improvements to Deerhill Park</u>

Plans have been submitted by RSRPD that include the installation of a sound baffle, change of entrance location for the courts, new fencing, and landscaping. RECOMMENDATION TO RECEIVE AND FILE

21. Calleaguas & Triunfo Water & Sanitation District Project Signage

Due to immense requests for project end date and status, Supervisor Gorell's office requested that signage be created and placed around the project that indicates when the project is contemplated to be completed. A copy of the design of the banner is attached.

RECOMMENDATION TO RECEIVE AND FILE

22. <u>Updates to the Resolution & Area Map for the Oak Park Municipal Advisory Council & Creation of Municipal Advisory Council Policies</u>

The Oak Park MAC Area Map did not include the totality of Oak Park areas including undeveloped property. Accordingly, we have updated the Oak Park MAC area map along with the resolution governing the MAC. Additionally, in an effort to improve operation of MACs, the need for clearly defined roles, responsibilities, processes and procedures has been made apparent. Accordingly, a Municipal Advisory Councils Policies document has been created.

CLOSING

23. <u>Adjournment</u> of the Oak Park Municipal Advisory Council meeting to the next meeting on May 30, 2024 at Oak Park High School, Room G-9, 899 North Kanan Road, Oak Park, CA 91377.





JEFF GORELL Supervisor, 2nd District

DALE THOMASField Representative
Supervisor Jeff Gorell

REGULAR
MEETING
Minutes

March 28, 2024 7:00 PM

EETING MEMBERS OF THE BOARD

- JANE NYE, CHAIR
- SEEMA CHANDRA, VICE CHAIR
- MICHELLE SANTUCCI
- JL DIAZ
- BRIAN TRUSHINSKI

Municipal Advisory Council Oak Park, California

Oak Park High School Room G-9 899 North Kanan Road

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<u>OPENING</u>

- 1. Call to Order by Vice Chair Brian Trushinski at 7:01 p.m..
- 2. Roll Call

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

- 3. Pledge of Allegiance to the Flag of the United States of America led by Brian Trushinski.
- 4. Approval of the Minutes of the meeting of the Oak Park Meeting of February 29. Motion to approve the minutes by Jane Nye. Seconded by Michelle Santucci and passed unanimously.

- 5. Agenda Review. Correction to the agenda regarding the next meeting of the MAC to April 25. Item 18 was moved to Item 16 to allow for an earlier presentation from Jeff Pratt on the CSA#4 budget. Motion to approve with changes by Michelle Santucci. Second by Jane Nye. Motion passed unanimously.
- Consent Item 11-15 Item #13 pulled by Michelle Santucci to be addressed in the Regular Agenda. Motion to Receive and File consent items without item 13 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).

Tim Furgel and Anne Hogya from the Ventura County and Oak Park Library systems introduced themselves to the MAC. The Oak Park Library is accepting book donations. In the future the library would like to be represented at each MAC meeting and will be included on the Agenda.

Stephen Kozel spoke about volunteer opportunities with the Friends of Oak Park Open Space in April to water the baby oak trees. Michelle Santucci asked if these were from the collected acorns last year which was confirmed.

- 8. Comments by Supervisor Gorell -delayed.
- 9. Written Comments no written comments were read.

10. Council Comments

Jane Nye reported on the educational activities scheduled with Triunfo Water.

Seema Chandra – no comments

Michelle Santucci announced that she will represent the MAC as the appointed Legislative Liaison with Chair JL Diaz at the Legislative Training session to be held by Supervisor Gorell's office in April.

Brian Trushinski gave his monthly report for the landscape committee. He reported that he and Dale Thomas met with Enhanced Landscape and determined that Oak Park appears in pretty good shape with the spring colors planted recently. Inspection of the trail head at Churchwood being flooded was reported to RSRPD. Brian reiterated that RSRPD has officially created a district with Oak Park and Wood Ranch. The Oak Park Planning Committee has been disbanded.

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11. California Highway Patrol

(Note: CHP report was not received in time to be included in the agenda packet and a hard copy was distributed to Council Members.)

12. Ventura County Fire Department

Written Update provided by Scott Thomson, Director of Communications and Public Affairs.

13. Ventura County Sheriff

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

REGULAR AGENDA

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16. Budget Presentation by Jeff Pratt, Director of Public Works

(Note- a copy of the 2024 Proposed budget was included in a new meeting packet and posted on the website as well as sent out to Board Members. This occurred following the meeting to allow for the scheduled discussion and input from Board members at the April meeting.)

Director Pratt reported that there is a structural deficit since 2022 in the budget which will become a serious issue in the coming years. This needs to be addressed by either raising revenues or cutting expenditure. The highest costs were reporte4d to be landscaping and crossing guards. Brian Trushinski asked what the timeline is for the budget. The fiscal year is July 1 – June 30. The final

budget will be voted on by the Board of Supervisors in June. Jeff Pratt indicated that the budget numbers are slightly inflated with "no obligation to spend but permission to spend" There is a \$150K line items for emergencies and \$210K is for school crossing guards. Seema Chandra raised the point that Oak Park is the only district where the CSA budget pays for the crossing guards with others paid by the school district. Discussion ensued that the school district budget is limited but that this is an issue that needs to be addressed. Seema Chandra requested information related to any cost savings because of the lite changes and Michelle Santucci requested a breakout of water and electricity in the utilities line item. Brian Trushinski requested that the members of the Board review the proposed budget and bring their comments and "wish list" to the April MAC meeting.

8. Supervisor Gorell's remarks (moved from earlier in the agenda)

Supervisor Gorell addressed the MAC late in the agenda. He spoke of the "grey wave" taking place in Ventura County with the retirement of many people across departments. He mentioned that more than 50% of county employees will reach retirement aged within the next 5 years. He thanked Jeff Pratt for his presentation on the last night of his position as Director of Public Works.

13. Consent Item #13 which had been pulled by Michelle Santucci was then addressed. Michelle was not happy with the report by the VC Sheriff given that there were crimes in Oak Park that were reported in the Acorn that were not addressed by the Sheriff's report. She questioned where the Acorn gets it information. Supervisor Gorell mentioned that they probably listen to scanners. Michelle requested that the public safety reports be more inclusive of actual crimes.

17. Presentation by Calleguas-Las Virgenes Interconnection project.

Power point presentation included in agenda packet. Dale Thomas mentioned that the office has requested signage be located at the sites indicating when the projected completion date will be to address residents' frustrations.

18. Oak Park Municipal Advisory Council 2024 elections.

A resolution was voted on and unanimously passed requesting that the election for the two vacating positions on the Board be placed on the November 2024 General Election ballot. Brian Trushinski signed the Resolution.

19. Oak Park Meeting Calendar Update

A request to move the October MAC meeting from October 31 to October 24 as it conflicts with Halloween was voted on and passed. It was also suggested that the MAC meeting scheduled for November be moved to November 21, however further research revealed that it was already schedule for the 21st so not to conflict with Thanksgiving.

20. Discussion of the impacts to the Community Due to Recent Decisions by RSRPD and determine next steps.

Mark Perryman read the topic for discussion as outlined in the agenda. Some further discussion ensued with interest in pursuing the possibility of division between Oak Park and RSRPD. There is concern that without representation specifically for Oak Park, the community will take a back seat to Wood Ranch having been included with them in a district. With no planning committee from Oak Park residents are concerned. Brian Trushinski asked that serious consideration be given to this issue and that residents consider Why this should be considered. The recent upset with residents in the Deerhill areas by the decision to convert tennis court to pickleball seems to be the basis for the current discontent. The item was tabled until the April meeting.

CLOSING

21. Adjournment of the Oak Park Municipal Advisory Council meeting was adjourned at 8:41 p.m. to the next meeting, Thursday, April 25, 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

Direcotor of Communications and Public Affairs

Phone: (805) 914-8502

Email: scott.thomsen@ventura.org

April 8, 2024

Attn: Supervisor Jeff Gorell and Municipal Advisory Committees

- Annual notices for the Ventura County Fire Department's Fire Hazard Reduction Program will be mailed April 19 because the regular notice date falls on a Saturday this year. Property owners in high fire hazard areas covered by the program have until June 1 to trim vegetation, remove dead branches, clear roofs and gutters and take other fire hazard reduction steps outlined by the Fire Code.
- Following significant rain in March, Ventura County is experiencing another Spring of strong vegetation growth. Fire Hazard Reduction Program property owners should be prepared to trim vegetation several times this year.
- The Ventura County Fire Department continues to support CalTrans and county Public Works as they work to clear debris from roadways closed by mudslides, including Highway 150. VCFD is working with county EMS to support a coverage plan for cut off areas.
- Bids have been submitted for the construction of a new Fire Station 29. A contract is scheduled to be awarded April 23 and the tentative start for construction is May 21.

Sincerely,

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

VENTURA COUNTY SHERIFF'S OFFICE

MEMORANDUM

DATE: April 22, 2024

TO: Honorable Supervisor Jeff Gorell

FROM: Captain Kevin Lynch

RE: Proposed LPR Cameras – Oak Park

Greetings Supervisor Gorell,

Thank you for reaching out to the VCSO - East Valley Station and requesting our input in your proposal to equip the community of Oak Park with license plate reading cameras. After several discussions with my detectives, we believe the most efficient and cost-effective plan to protect the community is to strategically place three LPR cameras in the areas of East bound Kanan Road, East of Falling Star, East bound Lakeview Canyon Road, East of Falling Star and North bound Pinewood Avenue, North of Tamarind Street.

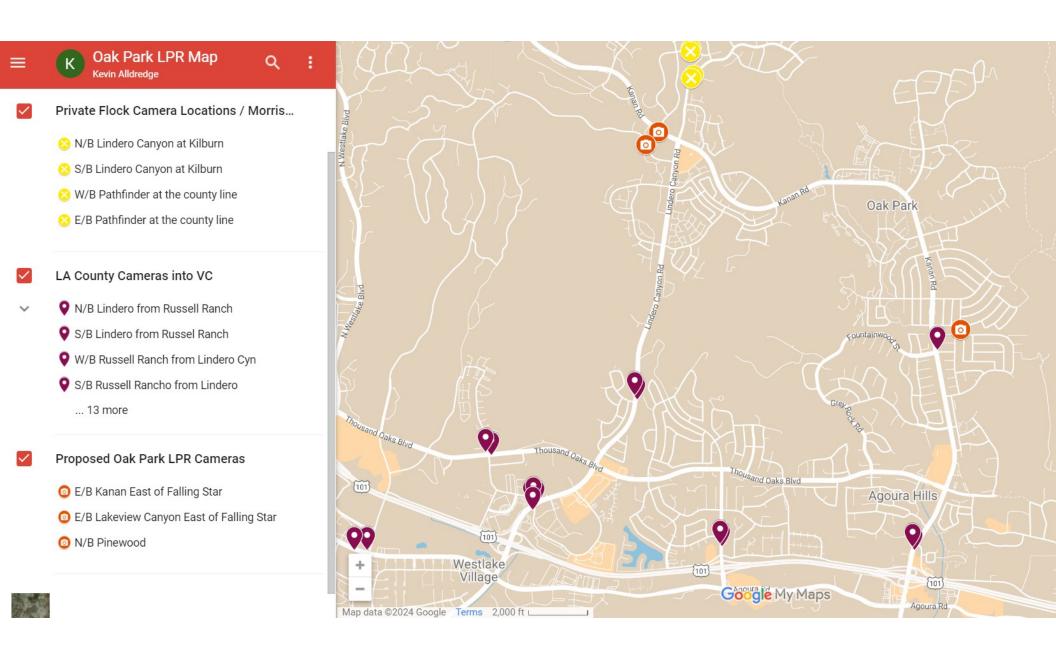
The Kanan Rd and Lakeview Canyon Rd camaras provide coverage for an entrance or exit into Oak Park through the Kanan Rd corridor from the North and West. Under the current array of LPR camaras in the cities of Thousand Oaks and Agoura Hills, vehicles can access Oak Park via Kanan / Westlake Blvd / Erbes Rd corridor and never cross paths with a freeway. The Pinewood Ave camera offers similar protection for a side road entrance into Oak Park off of N/B Kanan from the 101 freeway.

Theoretically, the freeway-based camaras in the city of Agoura can and will protect Oak Park from LA – based crime crews that enter the County via the 101 freeway. However, local criminal crews, savvy to the back roads of East County can access Oak Park via Kanan and never set their tires onto a freeway. Under our plan, two cameras will need to be mounted within the city limits of Thousand Oaks. However, we feel very confident that we can obtain approval from city leaders, as these cameras will also offer protection to Thousand Oaks residents.

The creation and evolution of the license plate reading camera has revolutionized law enforcement criminal investigations, not just in our community, but nationwide. Since our adaptation of this technology, the East Valley Sheriff's Station can boast an arrest and closure rate of about 35% to 40% for all residential and commercial burglaries in our jurisdiction, at a time when the national average for closures of these types of crimes hover around 12%. This technology is that important to us.

As always, we value our relationship with you and your staff and look forward to our continued partnership toward enhancing public safety.





Flock Safety + County of Ventura

Flock Group Inc. 1170 Howell Mill Rd, Suite 210 Atlanta, GA 30318

MAIN CONTACT:

Kyle Egkan kyle.egkan@flocksafety.com 7144690389

Created Date: 04/18/2024 Expiration Date: 07/31/2024 Quote Number: Q-79348

PO Number:

fłock safety



Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 800 South Victoria Avenue Ventura, California 93009 Ship To: 800 S Victoria Ave Ventura, California 93009

Billing Company Name: County of Ventura Subscription Term: 36 Months
Billing Contact Name: County Service Area 4 C/o Public Works
Billing Email Address: Subscription Term: As Met 30
Retention Period: 365 Days

Billing Phone: Billing Frequency: Annual Plan - First Year Invoiced at

Signing.

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$9,900.00
Flock Safety Flock OS			
FlockOS ™ - Essentials	Included	1	Included
Flock Safety LPR Products			
Flock Safety Falcon ®	Included	3	Included
Flock Safety Platform Add Ons			
Extended data retention (Up to 1 Year)	Included	3	Included

Professional Services and One Time Purchases

Item		Cost	Quantity	Total
			Quantity	Total
One Time Fees				
Flock Safety Prof	essional Services			
	ional Services - Existing Infrastructure entation Fee	\$150.00	3	\$450.00
			Subtotal Year 1:	\$10,350.00
			Annual Recurring Subtotal:	\$9,900.00
			Estimated Tax:	\$0.00
			Contract Total:	\$30,150.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Billing Schedule	Amount (USD)	
Year 1		
At Contract Signing	\$10,350.00	
Annual Recurring after Year 1	\$9,900.00	
Contract Total	\$30,150.00	

*Tax not included

Product and Services Description

Flock Safety Platform Items	Product Description
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.

One-Time Fees	Service Description	
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.	
	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.	
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.	

FlockOS Features & Description

FlockOS Features	Description
Community Network Access	The ability to request direct access to feeds from privately owned Flock Safety Falcon® LPR cameras located in neighborhoods, schools, and businesses in your community, significantly increasing actionable evidence that clears cases.
Unlimited Users	Unlimited users for FlockOS
State Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted into the Flock Safety network within your state.
Nationwide Network (License Plate Lookup Only)	With the vast Flock Safety sharing network, law enforcement agencies no longer have to rely on just their devices alone. Agencies can leverage a nationwide system boasting 10 billion additional plate reads per month to amplify the potential to collect vital evidence in otherwise dead-end investigations.
Law Enforcement Network Access	The ability to request direct access to evidence detection devices from Law Enforcement agencies outside of your jurisdiction.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Insights & Analytics	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Map-based interface that consolidates all data streams and the locations of each connected asset, enabling greater situational awareness and a common operating picture.
Real-Time NCIC Alerts on Flock ALPR Cameras	Receive automated alerts when vehicles entered into established databases for missing and wanted persons are detected, including the FBI's National Crime Information Center (NCIC) and National Center for Missing & Exploited Children (NCMEC) databases.
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera



District 2 Cross MAC Legislative Committee Recommendations

DATE: April 22, 2024 **BOS DATE:** April 23, 2024

COMMITTEE MEMBERS:

CASA CONEJO MAC	(DAK PARK MAC	SA	NTA ROSA VALLEY MAC		SOMIS MAC
□ Debra Hanna	\boxtimes	JL Diaz	\boxtimes	Rosemary Allison	\boxtimes	Pat Richardson
□ David Ayers	\boxtimes	Michelle Santucci	\boxtimes	Michael Adams		Robert Fulkerson
\boxtimes = Please click the box to confirm your participation.						

Agenda Item #	MAC(s)	Recommendation(s)
#6 (Moment	Casa Conejo MAC–	Agenda has a grant relating to green school initiatives.
of Inspiration)	DH	Encourage similar grant opportunities for District 2
		schools. Supports these kind of programs.
#18-20	Casa Conejo MAC-	Camarillo Airport Improvements: Will the
(Consent)	DH	improvements increase air traffic, road traffic and noise
		for our communities? Does the budget for these
		improvements include money for traffic & noise
		mitigation
#27 (Consent)	Somis MAC - PR	\$6M Dollars for farm workers for 400 farm workers.
		Does any of the money go towards the Somis
		Farmworkers housing/workers? That accounts for
		\$15,000 per person. Does Somis benefit this or is going
		to other districts?
#33 (Consent)	Casa Conejo MAC -	Please include the MACs when formulating the plan.
	DH	
#33 (Consent)	Oak Park MAC	Support this. Traffic at our local schools should be
		looked at. Should we also reduce speed limits in high
		traffic areas (e.g. Conifer & Kanan and certain other
		residential areas). Should we have speed bumps or
		cross walks?
#33 (Consent)	Somis MAC - PR	Are they talking about safe streets which would include
		safe routes to schools? If so, can any of that money be
		spent on safe sidewalks for our school in Somis?
#48 Volunteer	Santa Rosa Valley	Happy about this! Supports this agenda item.
Appreciation	MAC	
Week		



DISTRICT 2 LEGISLATIVE MAC COMMITTEE OVERVIEW



APRIL 2024



AGENDA

- 1. Overview & Purpose of the Legislative Committee
- 2. Board of Supervisors Overview
- 3. Roles & Responsibilities
- 4. Board of Supervisors Agenda Notifications



OVERVIEW & PURPOSE OF THE MAC LEGISLATIVE COMMITTEE

Upon taking office in 2023, Ventura County Supervisor Jeff Gorell wanted to ensure that each of the Municipal Advisory Councils in his district had an opportunity to provide recommendations to him as it pertains to each item on the County's Board of Supervisors (BOS) agenda. The BOS is responsible for all County departments and delivering services to unincorporated areas. Per MAC resolutions, MACs are responsible for "providing advisory recommendations regarding planning, public works, public health, safety and welfare matters." As BOS meetings are more frequent than MAC meetings, subcommittees made up of the MAC Chair and a MAC-appointed additional member are selected to discharge this official duty.



VENTURA COUNTY BOARD OF SUPERVISORS











District 1
Supervisor
Matt LaVere

District 2
Supervisor
Jeff Gorell

District 3
Supervisor **Kelly Long**

District 4
Supervisor
Janice Parvin

District 5
Supervisor
Vianey Lopez



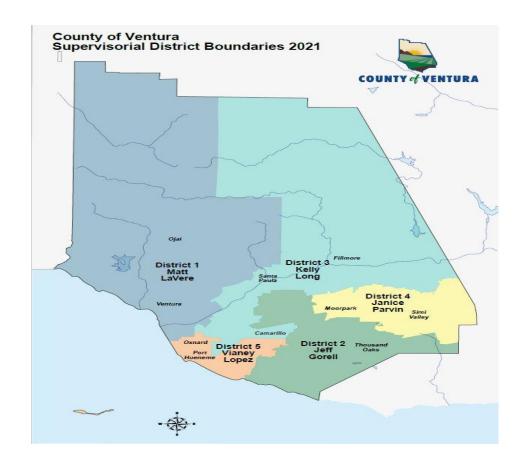
DUTIES OF THE BOARD OF SUPERVISORS

- Serves as the legislative and executive body of Ventura County
- Sets the priorities of the County
- Oversee County departments, programs, officials, property, and more
- Adopt the County Budget and oversee the financial management of the County
- Approve and regulate land use and development
- Manage emergency services and disaster preparedness
- Address community concerns and issues



ABOUT VENTURA COUNTY

- Founded on January 1, 1873 after separating from Santa Barbara County
- Home to over 900,000 residents
- 42 miles of coastline
- Elevation: Sea-level to 8,831 feet at the peak of Mt. Pinos in the Los Padres National Forest
- 1.2 million acres





26 COUNTY AGENCIES – OVER 10,000 EMPLOYEES

- Agricultural Commissioner
- Air Pollution Control District
- Airports
- Animal Services
- Area Agency on Aging
- Assessor's Office
- Auditor-Controller
- Child Support Services
- Clerk-Recorder & Registrar of Voters

- County Counsel
- County Executive Office
- District Attorney
- Fire Protection District
- General Services Agency
- Harbor Department
- Health Care Agency
- Human Services Agency
- Information Technology
- Libraries

- Medical Examiners Office
- Probation Agency
- Public Defender
- Public Works Agency
- Resource Management Agency
- Sheriff's Office
- Treasurer-Tax Collector



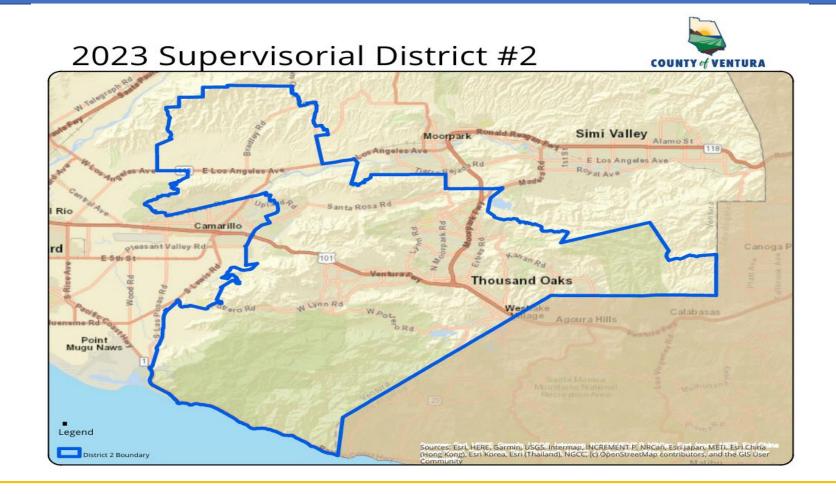
DISTRICT 2 – AREAS REPRESENTED BY JEFF GORELL

- City of Thousand Oaks
- Northern & Eastern portions of the City of Camarillo
- Newbury Park
- Westlake Village
- Oak Park
- Hidden Valley
- Lake Sherwood
- Somis
- Las Posas Valley
- Camarillo Springs
- Camarillo Heights
- Casa Conejo
- Santa Rosa Valley
- Ventu Park
- South Coast





MAP OF DISTRICT 2



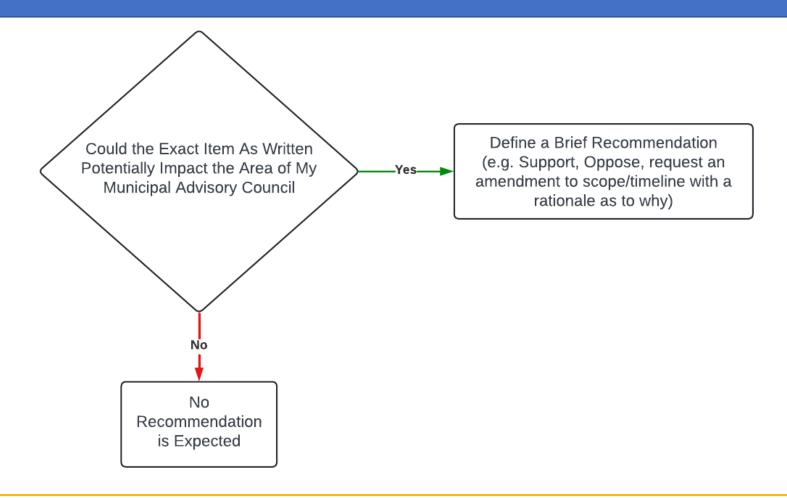


MAC LEGISLATIVE COMMITTEE ROLES & RESPONSIBILITIES

#	Who	What	When
1	Each District 2 MAC	Appoint a member to join the Chair as legislative sub committee members.	Annually
2	Each Legislative Sub Committee Member	Sign-Up for Board of Supervisors Meeting Agenda Notifications	At Beginning of MAC Assignment
3	Each Legislative Sub Committee Member	Be aware of Board of Supervisors <u>Meeting Calendar</u> as draft agenda is released the Tuesday before the meeting and final agenda is released Thursday before the meeting.	At Beginning of MAC Assignment
4	Each Legislative Sub Committee Member	Review the draft agenda, final agenda & any relevant agenda attachments to evaluate recommendations to Supervisor Gorell	Upon Agenda Distribution
5	Supervisor's Scheduler	Distribute a document where final MAC Liaison feedback can be inserted	Friday before Board of Supervisors Meeting
6	Each Legislative Sub Committee Member	Provide recommendations on BOS agenda items in the document provided.	Before Monday Review Meeting
7	Each Legislative Sub Committee Member	Join meeting with your Supervisor's Office MAC Liaison to review your recommendations that have been submitted into the document.	Monday before Board of Supervisors Meeting
8	Each Legislative Sub Committee Member, MAC Liaison, Supervisor	Review recommendations received across all MAC's with County Supervisor. MAC Chair presents their areas of recommendations to the Supervisor.	Monday afternoon before Board of Supervisors Meeting
9	Sub Committee Members	Present their recommendations and updates of the committee.	At MAC Meeting



MAC LEGISLATIVE COMMITTEE SCOPE EVALUATION



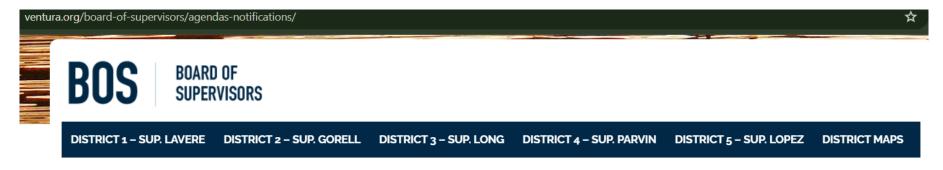


MAC LEGISLATIVE COMMITTEE EXAMPLE TIMELINE





MAC LEGISLATIVE COMMITTEE BOS AGENDA SIGN-UP



Board Of Supervisors Agenda Notifications

Subscribe to receive Board of Supervisors Agenda Notifications using the form below. You will receive an e-mail notification each time a new agenda is posted for the board meeting you select. Please note that after an agenda is posted, revisions to staff reports and/or the posting of late received items may occur. This subscription will not send subsequent notifications for each revision after the initial agenda is posted due to the volume of email this might generate.

Email *	
Confirm your email address *	
Preferred format for emails: ○ Text ● HTML	





New Project in District

County of Ventura · Resource Management Agency · Planning Division 800 S. Victoria Avenue, Ventura, CA 93009-1740 · (805) 654-2478 · vcrma.org/divisions/planning

Date: April 22, 2024

To: Office of Supervisor Gorell, District. No. 2

From: Kristina Boero, Senior Planner

Residential Permits Section

Ventura County Planning Division

Subject: Conditional Use Permit No. 4067, as augmented by Minor Modification

No. PL13-0163

Permit Adjustment Case No. PL24-0051

6500 Doubletree Drive, Oak Park

Assessor's Parcel Numbers 801-0-040-145 & 801-0-040-065

Attached please find the following information regarding a recently submitted application for a project located in your district:

- Project Description
- Plans
- Location Map

<u>Project Description:</u> The Rancho Simi Park and Recreation District requests that a Permit Adjustment be granted for the conversion of the existing two tennis courts at Deerhill Park into six pickleball courts. A sound baffle will be installed on the inside of all fence panels of the entire court. The entrance to the courts will be relocated to the south side. New fencing (12 feet in height) around the courts and landscaping is also proposed. Existing lighting will remain, and double and single pole mounted light fixtures will be installed in the center of the court.

Note: On February 29, 2024, the Oak Park Municipal Advisory Council reviewed the proposed project, and voted unanimously to support the applicant's request to convert the tennis courts to pickleball courts.

If you have any questions, or would like additional information regarding the project, please contact me at (805) 654-2467 or kristina.boero@ventura.org.



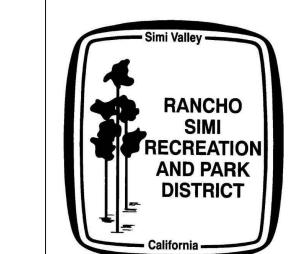
ABBREVIATIONS GENERAL NOTES Feet Above Sea Level DESIGN INTENT: THESE DRAWINGS AND ACCOMPANYING TECHNICAL SPECIFICATIONS REPRESENT THE Floor Drain Point of Intersection GENERAL DESIGN INTENT TO BE IMPLEMENTED ON THE SITE. CONTRACTOR SHALL BE RESPONSIBLE FOR Fire Depart. Connection Property Line Aggregate Base Flanged End Point of Connection CONTACTING THE PARK DISTRICT REPRESENTATIVE FOR ANY ADDITIONAL CLARIFICATION OR DETAILS POS Air Blown Mortar Point on Slope PNT Asphalt Concrete Point NECESSARY TO ACCOMMODATE SITE CONDITIONS. Fire Hydrant or Flat Head PREFAB Air Conditioner Prefabricated Asbestos Cement Pipe Proposed Pounds Per Square Inch CONTRACTOR COORDINATION: THE CONTRACTOR SHALL COORDINATE AND OTHERWISE INTEGRATE HIS WORK Polyvinyl Chloride WITH THAT OF OTHERS IN AN EFFICIENT, CRAFTSMANLIKE AND TIMELY MANNER SO AS TO PROVIDE THE PARK **PVMT** Above Finished Floor Pavement DISTRICT WITH A WELL-CONSTRUCTED, EASILY MAINTAINABLE PROJECT **PWR** RECREATION QTY ALUM APPROX AND PARK COMPOSITE BASE INFORMATION: THE DESIGN OF THIS PROJECT WAS BASED ON PLAN DATA THAT HAS BEEN R, RAD COMPILED USING THE BEST INFORMATION AVAILABLE FROM MULTIPLE SOURCES INCLUDING BUT NOT LIMITED Reinforced Concrete DISTRICT Reinforced Concrete Box TO; TOPOGRAPHIC SURVEY, GIS, GPS, SATELLITE IMAGERY, AERIAL PHOTOGRAPHY, AND IN-FIELD SURVEY. Begin Curve Flow Valve Remote Control Valve Begin Curb Return Fire Water Service Road SIZE AND LOCATION OF EXISTING FEATURES SHOWN ON THESE DOCUMENTS ARE FOR CONTRACTOR'S Reinforcement Bar CONVENIENCE ONLY. THE CONTRACTOR WILL BE RESPONSIBLE TO VERIFY BY FIELD MEASUREMENT THE SIZE REF Reference Relocated AND LOCATION OF ALL FEATURES. THE DISTRICT WILL NOT BE HELD RESPONSIBLE FOR DISCREPANCIES Galvanized Required Rim Elevation BETWEEN THE PLAN AND ACTUAL FIELD CONDITIONS. THE CONTRACTOR SHALL INFORM THE DISTRICT OF ANY DISCREPANCIES BETWEEN FIELD CONDITIONS AND PLANS PRIOR TO PROCEEDING WITH WORK. ALL FIELD RND Bottom of Pipe Round Railroad ADJUSTMENTS MUST BE APPROVED BY THE PARK DISTRICT REPRESENTATIVE PRIOR TO INSTALLATION. Right of Way Bottom of Wal Rain Water Leader UTILITIES & UNDERGROUND INFRASTRUCTURE: A REASONABLE EFFORT HAS BEEN MADE TO LOCATE AND Surface Four Sides Computer Aided Drafting DELINEATE ALL KNOW UNDERGROUND UTILITIES AND INFRASTRUCTURE. THE CONTRACTOR IS CAUTIONED Southern California CA. Building Code THAT ONLY EXCAVATION WILL REVEAL THE TYPES, EXTENT, SIZES, LOCATION, AND DEPTHS OF SUCH Construction Document Schedule UNDERGROUND OBJECTS. HOWEVER, THE PARK DISTRICT CAN ASSUME NO RESPONSIBILITY FOR THE Storm Drain . Square Foot Handhole COMPLETENESS OR ACCURACY OF DELINEATION OF SUCH UNDERGROUND OBJECTS, NOR FOR THE Cast In Place Similar EXISTENCE OF OTHER BURIED UTILITIES OR OBJECTS WHICH ARE NOT SHOWN ON THESE DRAWINGS. THE Sewer Manhole CONTRACTOR IS RESPONSIBLE FOR CONTACTING THE UTILITY COMPANIES INVOLVED, PRIOR TO COMMENCING Specification(s) Square CONSTRUCTION, AND REQUESTING A VISUAL VERIFICATION OF LOCATIONS OF UNDERGROUND FACILITIES. DEERHILL PARK Sanitary Sewer Stainless Steel UTILITY COMPANIES ARE MEMBERS OF UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA (USA/SC) **CNTRL** STA OR DIGALERT ONE-CALL PROGRAM. NOTIFICATION SHALL BE 48 HOURS IN ADVANCE OF PERFORMING Station STL Steel COL EXCAVATION WORK BY CALLING 811 AND SETTING UP SERVICES. EXCAVATION IS DEFINED AS BEING 6 OR SWR Sewer CONST SY Square Yard MORE INCHES IN DEPTH BELOW THE EXISTING SURFACE SYN PICKLEBALL COURTS CONT Interior Continuous Invert Cleanout THE CONTRACTOR SHALL BE RESPONSIBLE FOR DAMAGE TO ANY UTILITY CAUSED BY CONSTURCTION Traffic Box Junction Bo TOC Top of Curb ACTIVITIES. SHOULD ANY DAMAGES OCCUR, THE CONTRACTOR SHALL NOTIFY THE DISTRICT REPRESENTATIVE TEMP Temporary Corrugated Steel Pipe **CONVERSION PROJECT** THK AND THE UTILITY OWNER IMMEDIATELY To Match Existin Cubic Yard TOS Top of Step THE PARK SHALL REMAIN OPEN DURING THE CONSTRUCTION PERIOD. THE CONTRACTOR SHALL BE TOW Top of Wall RESPONSIBLE FOR TAKING PROPER PRECAUTIONS AND MAINTAINING THE SAFETY OF PARK PATRONS. THE Limit of Wor CONTRACTOR SHALL ALSO CONTROL MOVEMENT AND ACCESS THROUGHOUT THE PARK SITE FOR ALL PARTIES Unless Otherwise Noted DURING CONSTRUCTION. Mechanical Design Development Medium Vertical Curve Decomposed Granite THE CONTRACTOR SHALL ONLY BE PERMITTED TO WORK MONDAY THROUGH FRIDAY, DURING THE HOURS OF Dimension(s) 7AM UNTIL 5PM. CONTRACTOR SHALL NOT START ANY EQUIPMENT BEFORE 7AM. 6700 DOUBLETREE ROAD Ductile Iron Pipe Wide Flange THE CONTRACTOR SHALL CLEANUP AND REMOVE ALL CONSTRUCTION DEBRIS AND LOOSE MATERIAL FROM Water Meter or Waste Management THE CONSTRUCTION SITE AND ADJACENT AREAS AT THE CLOSE OF EACH DAY. THIS WORK SHALL BE INCLUDED OAK PARK, CA. 91377 Weakened-Plane J IN THE COST OF THE CONTRACT AND NO ADDITIONAL PAYMENT SHALL BE MADE BY THE DISTRICT. Water Surface Electrical Box Water Valve Box THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY REPAIRS OR RESTORATION TO ITEMS DAMAGED BY CONSTRUCTION OR CONSTRUCTION EQUIPMENT AT NO ADDITIONAL COST TO THE DISTRICT. THE DAMAGED AREAS SHALL BE RESTORED TO THE SATISFACTION OF THE DISTRICT REPRESENTATIVE. ALL RESTORATION WORK SHALL BE INCLUDED IN THE COST OF THE CONTRACT. ONLY VEHICLES RELATED TO THE CONSTRUCTION OF THE PROJECT SHALL BE PERMITTED WITHIN THE PARK SITE. NO PERSONAL VEHICLES SHALL BE STAGED WITHIN THE PARK. CONTRACTOR IS PERMITTED TO USE THE PARK RESTROOMS THROUGHOUT THE COURSE OF CONSTRUCTION, 100% CD HOWEVER, CONTRACTOR SHALL BE RESPONSIBLE TO KEEP THE FACILITY CLEAN AND CLEAR OF ANY TRACKED IN MUD AND/OR DEBRIS BY HIS/HER EMPLOYEES, ASSOCIATES, OR SUB-CONTRACTORS. DO NOT USE RESTROOMS TO WASH EQUIPMENT OR FOR ANY CONSTRUCTION RELATED ACTIVITIES. **KEY PLAN** SHEET INDEX VICINITY MAP SHEET TITLE SHEET FRONT SHEET L-0.1 Deerhill Park -SITE PLAN (EXISTING CONDITIONS) L-1.1 **DEMOLITION PLANS** L-2.1 CONSTRUCTION PLAN L-3.1 Oak Canyon Dog Park Jesus Christ of Latter. L-3.2 SURFACING, SIGNAGE, AND DIMENSION PLAN Medea Creek CONSTRUCTION DETAILS L-4.1 Rock Ridge Open Space CONSTRUCTION DETAILS L-4.2 CONSTRUCTION DETAILS L-4.3 Church of the Epiphany **Pickleball Courts**

REFERENCE

Country Vista

Wistful Vista 🦚

Community Garde



DEERHILL PARK PICKLEBALL COURT CONVERSTION PROJECT

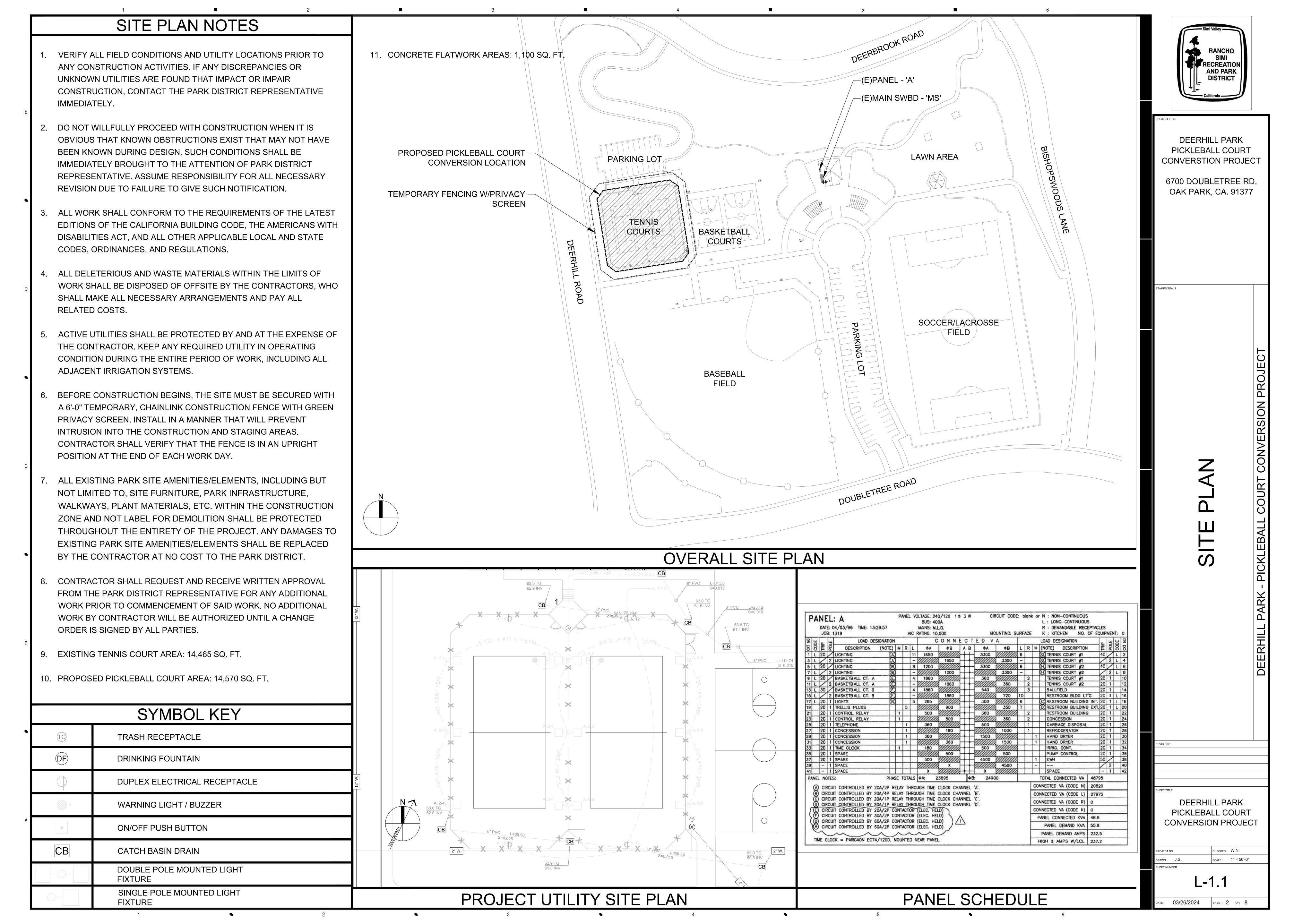
6700 DOUBLETREE RD OAK PARK, CA. 91377

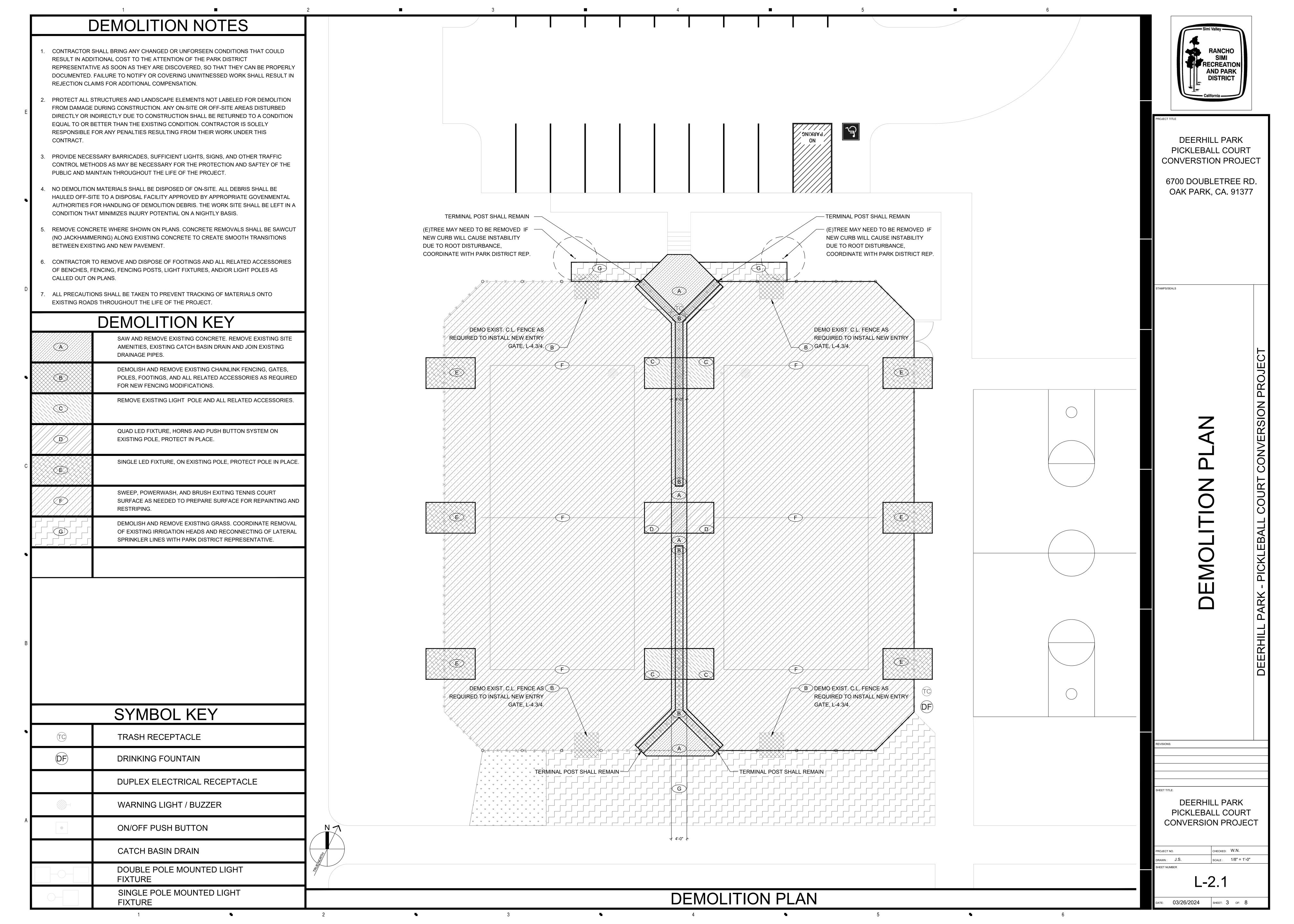
DEERHILL PARK PICKLEBALL COURT **CONVERSION PROJECT**

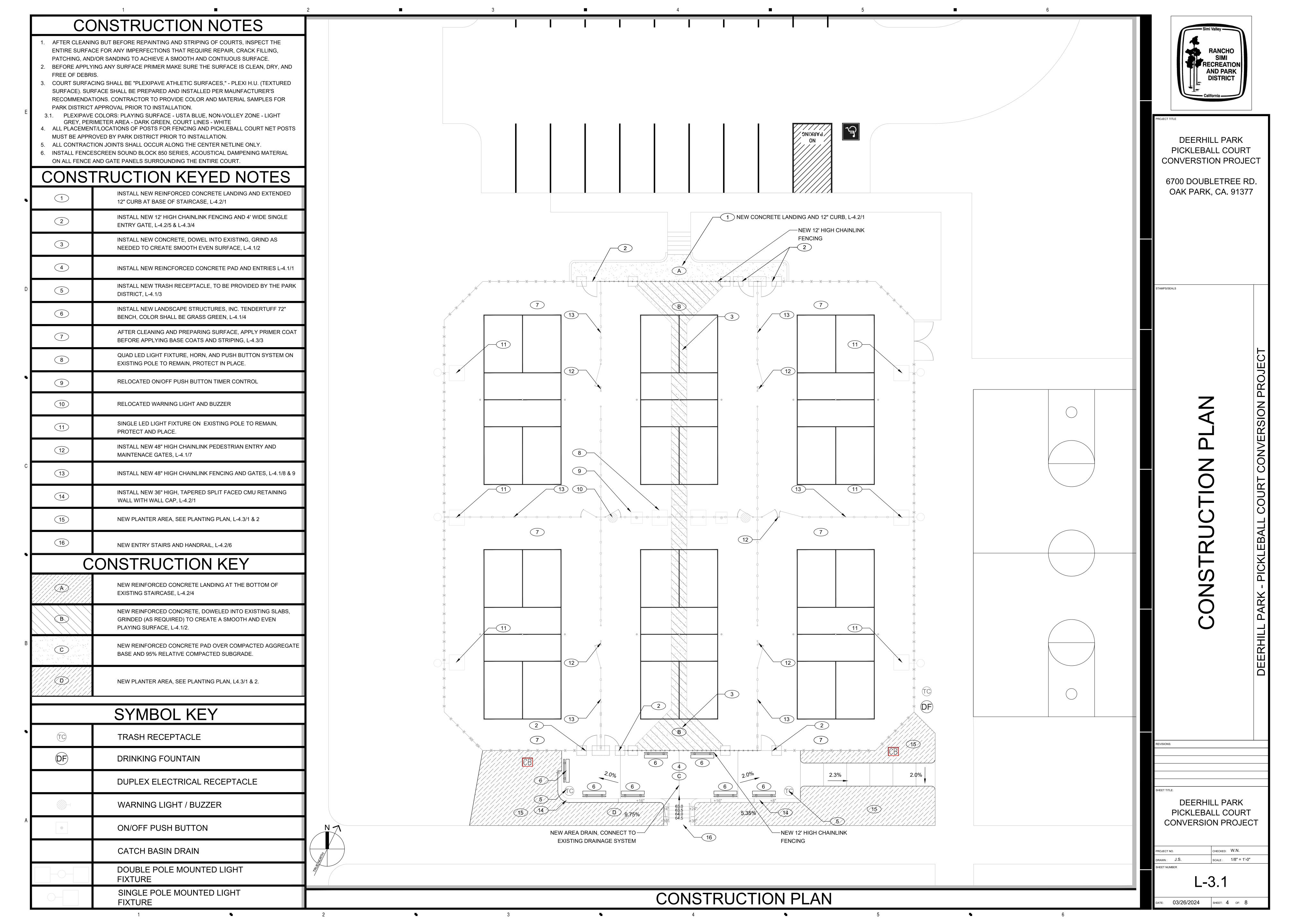
L-0.1

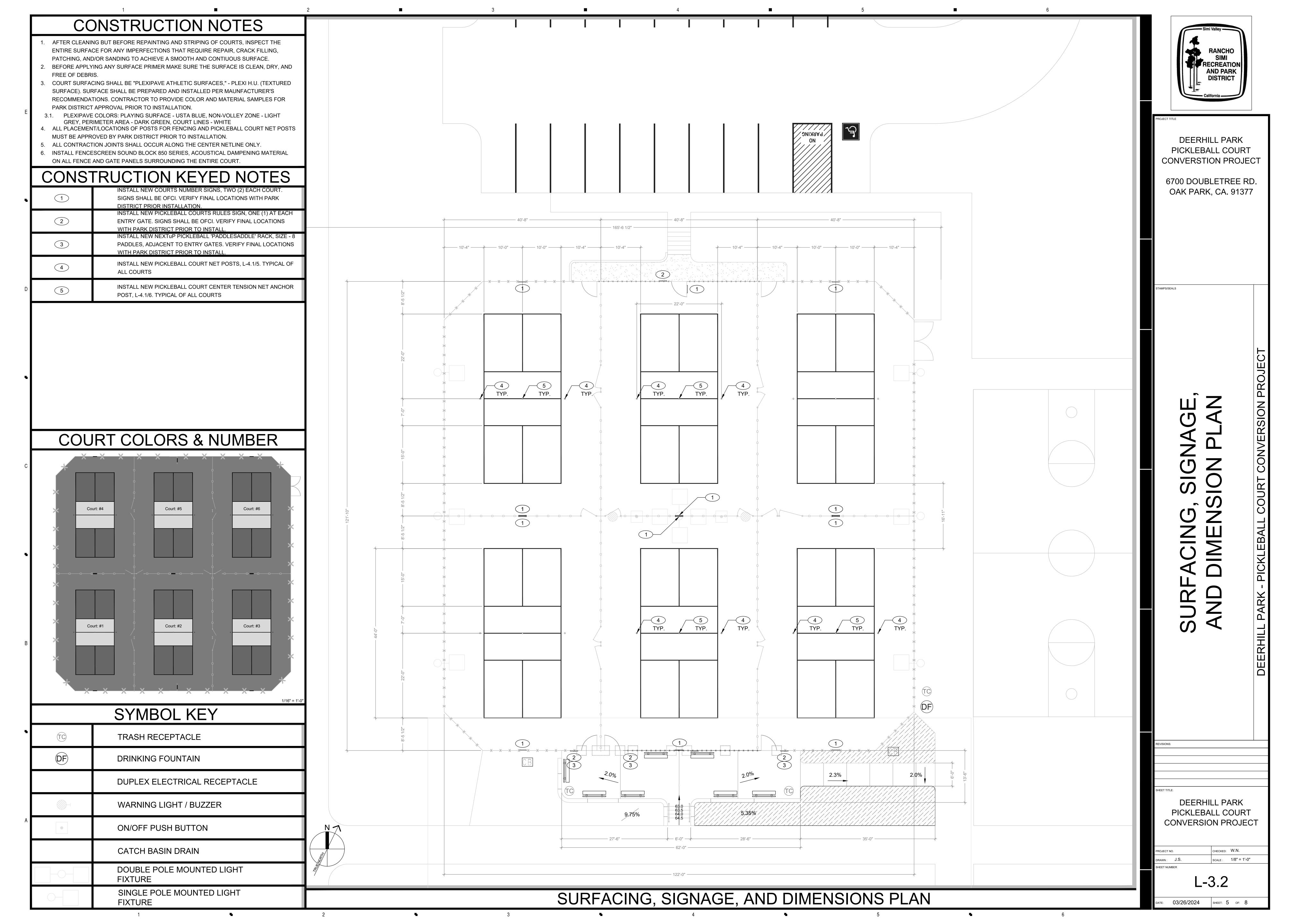
04/18/2024

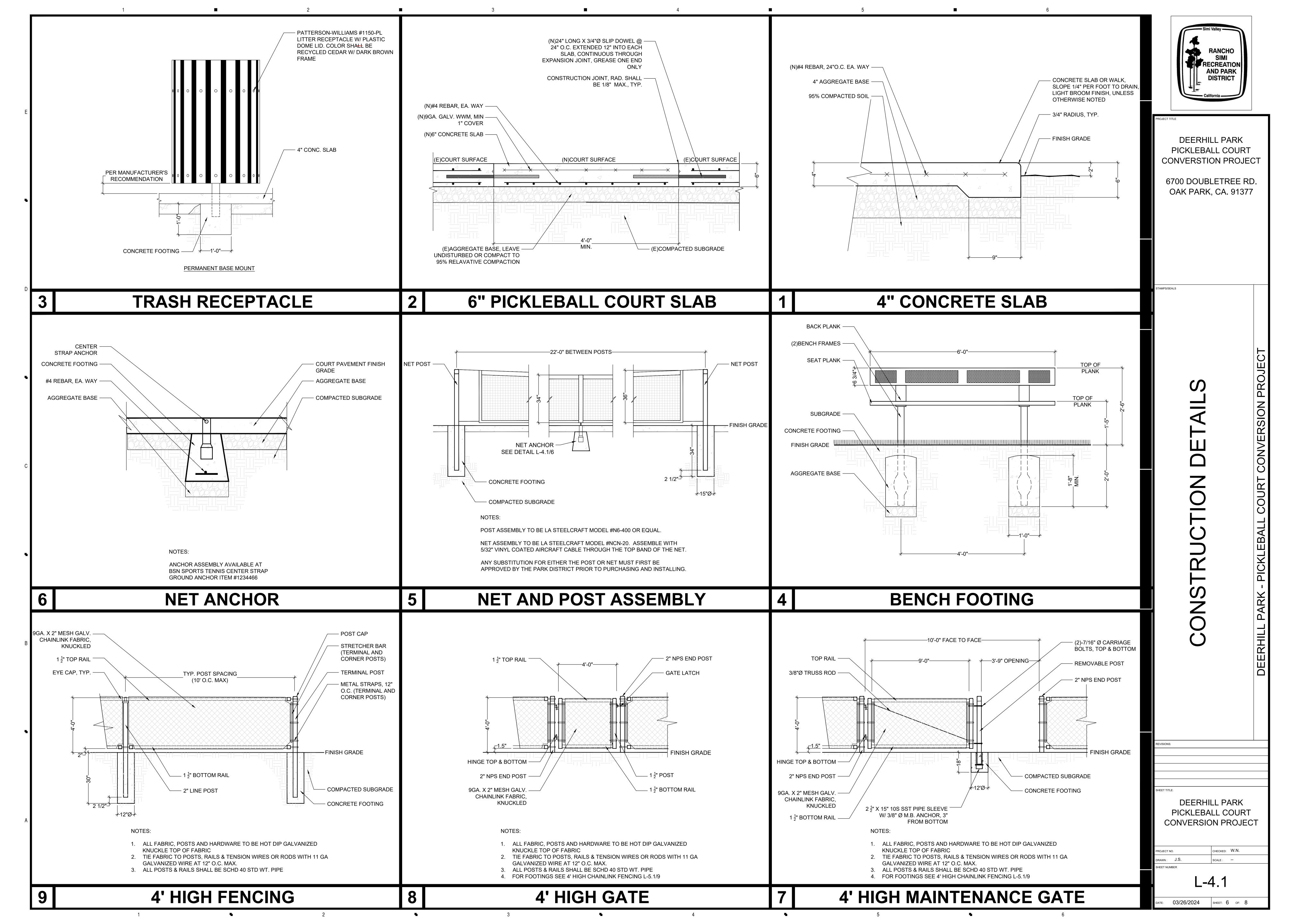
SHEET: 1 OF: 8

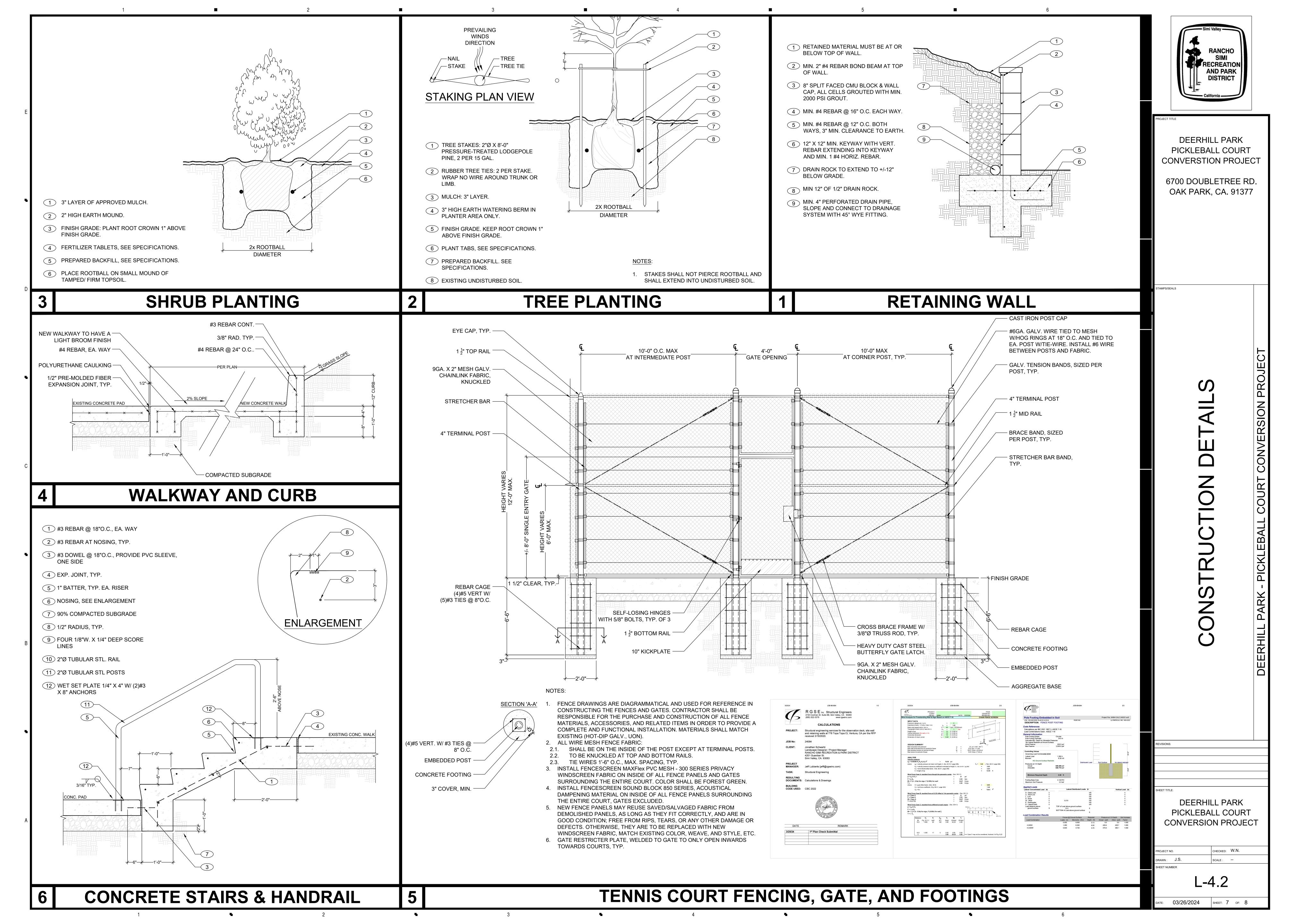


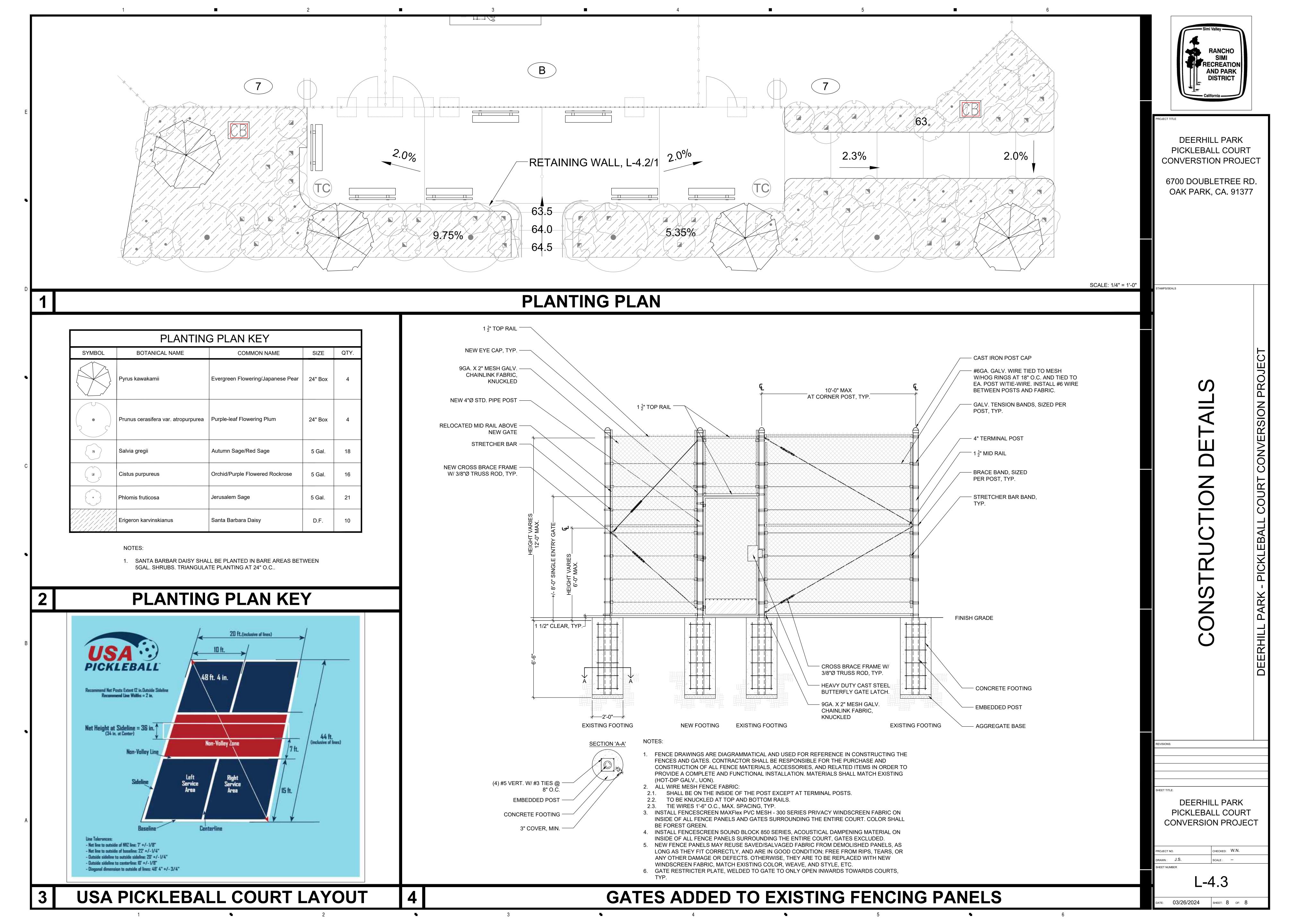


















Construction is moving forward on the

Calleguas-Las Virgenes Interconnection Project!

Projected Completion Date: End of 2024

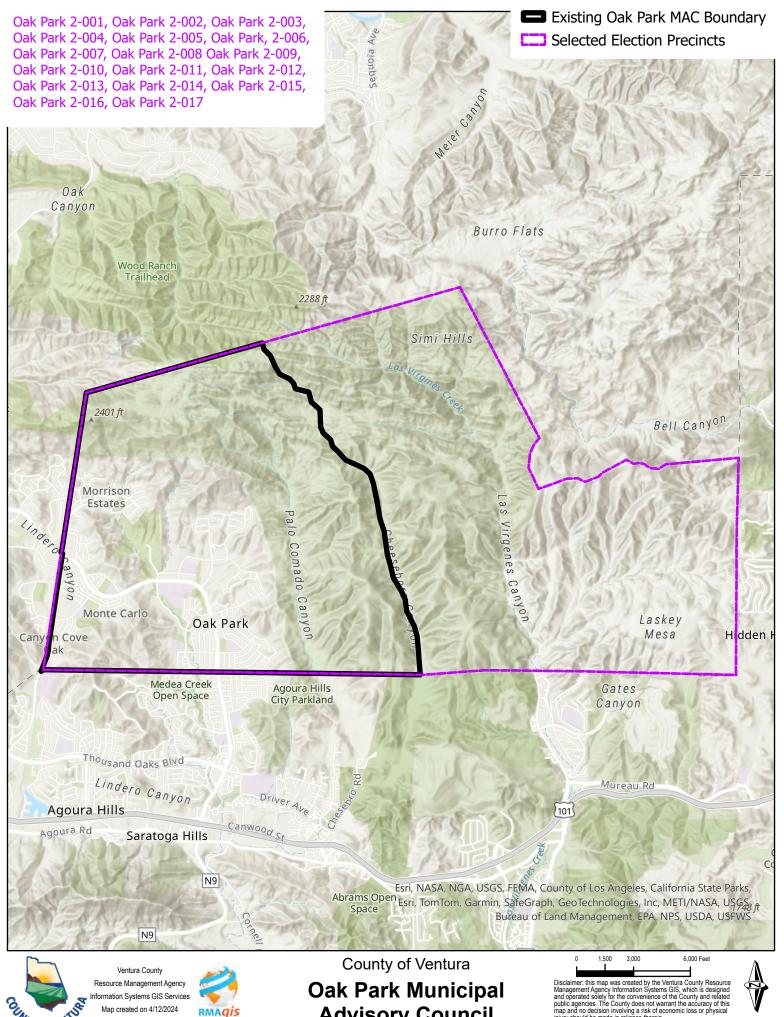
For schedule updates, scan the QR Code or visit: CMWD-LVMWDInterconnection.com



Please note, construction is dependent on many variables, including, but not limited to weather conditions, and this information is subject to change.

(800) 371-0723 @ info@calleguas.com

Thank you for your patience as we enhance water reliability for our region.





Advisory Council

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

RESOLUTION NO	
---------------	--

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF VENTURA REVISING THE FRAMEWORK AND ESTABLISHING POLICIES TO MORE EFFECTIVELY MANAGE 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 February 7, 2012; and

WHEREAS, the Council's duties, scope, district, and elected member residence requirements are focused to a designated area that includes 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

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, to better assist and define expectations of the Council in alignment with Section 31010, et seq., a County of Ventura Municipal Advisory Council Policy document has been established which is updated from time to time. The Council is expected to abide by these policies as established by the Board of Supervisors; 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 regarding the Oak Park Municipal Advisory Council are hereby repealed and replaced with this resolution.
- 2. <u>Continuation of Council.</u> There is hereby continued a Municipal Advisory Council for the unincorporated are of the County, commonly known as the Oak Park area, as shown on the updated map attached hereto as Exhibit A.

- 3. <u>Name of the Council.</u> The Municipal Advisory Council shall continue to be known as the Oak Park Municipal Advisory Council ("OPMAC").
- 4. <u>Designated Powers and Duties.</u> The OPMAC shall only have those powers and duties set forth in this resolution and as defined by the County of Ventura Municipal Advisory Council Policy document.
- 5. <u>Termination of the OPMAC.</u> The Board of Supervisors may, at its sole discretion, terminate and dissolve the OPMAC.
- 6. Effective Date. This resolution shall become effective upon adoption.

/// ///	
On motion of Supervisor, s the Board adopted this resolution on the 14 th	seconded by Supervisor, day of May 2024.
	Kelly Long Chair, Board of Supervisors County of Ventura
ATTEST:	
Dr. Sevet Johnson Clerk of the Board of Supervisors County of Ventura, State of California.	
By:	



County of Ventura

Municipal Advisory Council (MAC) Policies

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Introduction

In recognition of the need by unincorporated communities for increased influence with their county Boards of Supervisors ("BOS"), the State of California, under Government Code 31010, states the Board of Supervisors of any county may by resolution establish a Municipal Advisory Council ("MAC") for any unincorporated area in the County to advise the Board on such matters that relate to their designated area. Such a council is an advisory body of local citizens with the purpose of representing the community to the Ventura County BOS. Although a MAC is a governing body, it has no fiscal or administrative authority. Because it lacks authority to implement its position directly, it seeks to accomplish its goals through County government. These councils focus on both actions taken by the BOS and actions and interests of the community. The councils hold public meetings, receive community input, survey community opinion, and speak for the community to the BOS on matters of public safety, planning, public health, public works, and matters of interest specific to the MAC designated area.

This document seeks to establish a framework and policies to manage the County's Municipal Advisory Councils more effectively. While some variances may appropriately reflect the inherent differences in the communities served, a framework for the operating rules and procedures of the MACs will ensure that the MACs are effectively serving their advisory purpose to the BOS and are successfully representing the concerns and recommendations of their respective communities.

Purpose of Municipal Advisory Councils

Ventura County's Municipal Advisory Councils advise their representative County Supervisor on matters that pertain to the MAC's designated unincorporated area. Municipal Advisory Councils do not establish government policy or objective. Rather, MACs provide valuable input and advisement from their community that can help their representative County Supervisor make policy decisions, provide necessary resources, or inform the BOS on potential opportunities, risks, or issues that affect their community. The MAC strives 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. Where no other representative body is responsible for advisement on management of a taxation district's budget (e.g. a County Service Area), the MAC shall fulfill this duty.

Applicability of this Municipal Advisory Council Policy Document

This document was created with the best intentions to assist the Ventura County Board of Supervisors and their respective Municipal Advisory Councils. As this document was created by one Supervisorial District's office team and Brown Act restrictions exist, not all Board of Supervisors offices were consulted in this document's formation. Accordingly, this policy document is able to be changed from time to time by majority vote of the Supervisors. Finally, this

policy document shall only be applicable to a municipal advisory council if the resolution for the municipal advisory council explicitly establishes its adoption.

These policies are deemed to be 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 Council or invalidate any action taken at a 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 County Supervisor's district office team will be considered responsible for management of and receiving advisement from each MAC. Should something of interest to the MAC reside in another Supervisorial District's area, the responsible County Supervisor will communicate with the other County Supervisor to invite them to participate and/or communicate back the concerns of the MAC.

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

Scope and Designated Powers & Duties

The scope, as defined in California Government Code 31010, indicates that Municipal Advisory Councils shall advise their County Supervisor on matters of public health, safety, welfare, public works, and planning. Items to be considered by the MAC are determined by the District Supervisor in whose district the Council is located. Some MAC members may also serve on subcommittees and 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 manage the review and approval of parking permits in areas where an oversized vehicle ordinance requires a MAC to do so.

MAC Member Appointments & Elections

Municipal Advisory Council Members are either appointed by the Board of Supervisors, based on the nomination from the County Supervisor 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 BOS

resolution. Unless otherwise specified, MAC Members, whether elected or appointed, shall serve four-year terms. Terms should be staggered to limit the number of scheduled vacancies at any one time. Municipal Advisory Councils shall be composed of five members selected and serving as provided herein.

Appointed MAC Member Policies

- 1. Should a member of the public wish to be considered for an appointed role on a municipal advisory council they must reside in their council's designated area. A County of Ventura Application to Boards & Commissions must also be received.
- 2. The managing County Supervisor for the MAC will receive all applications and conduct interviews as necessary. Upon selection of a candidate, the County Supervisor must submit a board letter to the Ventura County Board of Supervisors suggesting an appointment.
- 3. An appointment term shall be four years.
- 4. A Council member is required to review the Brown Act, complete training and abide by the Brown Act's rules.
- 5. A Council member is required to review the County's Conflict of Interest code, complete training and abide by the requirements of the Conflict-of-Interest code.
- 6. A Council member is 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. There shall be no automatic re-appointment or holdover of MAC members upon expiration of a member's term.
- The County 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.
- 10. MAC member terms shall be coterminous to the term of office of the County Supervisor managing the MAC. Appointments need to be made within 60 days of the beginning of the County Supervisor's term.
- 11. In the case of newly elected Supervisors, MAC members can carry over their positions for a period not to exceed 90 days, to allow time for the County Supervisor to recruit, interview, make position selections and nominations to the Board of Supervisors.

Elected MAC Member Policies

Qualification for and election to the Council and all proceedings incidental to and connected with the election shall be performed in accordance with the California Uniform District Election Law and California Elections Code except as specifically provided herein.

- 1. The Council shall be composed of five members. All members shall be elected at large by registered voters residing within the Council area.
- 2. All nominees for Council Member positions must be registered voters residing within the Council's area.
- 3. Elections shall be held on scheduled election days determined by the County Clerk &

Recorder presiding over elections according to the following:

- a. The term of office for Council members shall be four years.
- b. Elections shall be held in November of even numbered years for as long as the Council exists.
- c. Elected MAC members shall take office upon the first MAC meeting following the election.
- d. In April of an election year, elected municipal advisory councils must consider and approve a
- 4. A Council member is required to review the Brown Act, complete training and abide by the Brown Act's rules.
- 5. A Council member is required to review the County's Conflict of Interest code, complete training and abide by the requirements of the Conflict-of-Interest code.
- 6. A Council member is 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.

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. The rescission of an appointment 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

- 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 and the MAC Chair, advising the member of the concern and indicating that a failure to correct the inappropriate behavior may lead to removal.
- 3. The MAC member should receive written notice of a recommendation for removal, the date and time of the meeting at which the Board will consider the matter, and of the opportunity for public comment to the Board before action on the matter.
- 4. If a MAC member or alternate has been absent from two consecutive meetings, the secretary or 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 termination to the Board of Supervisors.

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 Council 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 a vacancy on the council, the Board of Supervisors shall fill such a vacancy by appointment. 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 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 Municipal Advisory Councils, 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) in the case of a five member MAC is at the discretion of the District Supervisor.

Powers and Duties of MAC Officers

Each year, at the first calendar meeting 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 Board. 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 County 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 Council 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 County Supervisor's office at the end of the MAC meeting. The County Supervisor's office will include the draft minutes in the next meeting's agenda packet for formal MAC approval of the minutes.

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. Municipal Advisory Councils shall hold regular meetings at least quarterly at an established time and place.
- 2. MACs shall establish a standard meeting schedule for the year and meet no less than quarterly.

- 3. MAC meetings should be held at a time and place convenient and accessible to MAC members, the community, and administrative support staff.
- 4. MAC meetings should not exceed three (3) hours in length.
- 5. MAC meetings shall be fully compliant with the Brown Act.
- 6. The MACs shall agendize and respond to items that are referred to them in a timely manner (e.g. within 30 days of referral) such that their review does not delay the County Board of Supervisors' consideration of the matter.
- 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 County Supervisor.
- 8. Should a MAC member be unable to attend a meeting, all reasonable effort shall be made to notify the Chair and the designated County Supervisor's office in writing as soon as possible.
- Three members of the MAC shall constitute a quorum sufficient to transact business. A
 valid action must reflect the consent of at least three members present (Government
 Code section 25005).

Special Meetings

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

Order of Business

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

1. Meeting Called to Order

The presiding officer shall initiate the proceedings by gaveling the meeting to order. The officer shall indicate that "This is a meeting of the <Insert Name of MAC> Municipal Advisory Council. Municipal Advisory Councils provide advisement to our representative County Supervisor on such matters that relate to their designated area."

2. Roll Call

The Chair, at the commencement of a meeting of the Council, shall call the roll and the Secretary 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 shall record in the minutes that the absence of said member is by prearrangement (excused). Should a quorum of three members of the Council 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 Council, or other official, to lead the meeting in reciting the Pledge.

4. Minutes

The minutes of previous meetings of the County and dependent special districts governed by the MAC shall be considered to the end that any corrections, alterations, or additions may be made by the MAC.

5. Agenda Review

The presiding officer will review 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 Council agenda.

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 oral presentations by members of the public 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 and submit it to the Chair.
- 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 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. Speaker time shall be limited to 3 minutes to be supervised by the Chair.
- 6. 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.
- 7. 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.
- 8. Presentations under Public Comment are limited to items within the subject matter jurisdiction of the County or dependent special districts and are limited to no more than five minutes.
- 9. 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.
- 10. Members of the public making oral presentations 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.
- 11. Speakers shall not present the same or substantially the same items or argument to the MAC repeatedly or be repetitious, dilatory, or profane in presenting their oral comments. 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 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.

a. Miscellaneous

- i. 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 shall enter in the minutes the names of the individual(s) speaking. 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.
- ii. In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the MAC on the same subject matter, the Chair may request that a spokesperson be chosen by the group and, in case additional matters are to be presented by any other member of the group, limit the number of such persons addressing the MAC. A specific time limit may also be set for the total presentation.
- 12. Any of the foregoing rules may be waived by the presiding officer or by a majority vote of the Council 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

13. 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.

8. Comments by Representative of the County Supervisor or the County Supervisor Responsible for the MAC

This is the time for the County Supervisor or their 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 Council Members

Comments by Council members on matters they deem appropriate within the MAC's scope and area. 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 factual 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 of 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 Council shall be taken by motion. Any action of the Council may be proposed by the motion of any Council 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 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 Committees

MACs may establish committees (or subcommittees) to address subject areas considered by the MAC. It is important that committees and sub-committees 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.

MACs may establish a 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.
- 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 out on the status of the committee (or subcommittee) is to be provided in the regular agenda of the municipal advisory council complete with copies of any agendas, minutes or other materials created since the last municipal advisory council meeting.

Procedure for Rules of Debate

During a MAC meeting, it is possible that differences in opinion or views may occur. Accordingly, irrespective of debate, MAC members shall follow the following procedures.

Recognition to Speak

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

Interruption

A Council Member, once recognized, shall not be interrupted when speaking unless called to order by the Chair or a point of order or personal privilege is raised by another Council Member. If a Council 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 presiding officer.

Points of Order

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

Point of Personal Privilege

The right of a Council Member to address the Council on a question of personal privilege shall be limited to cases in which the member's integrity, character or motives are questioned. A Council

Member raising a point of personal privilege may interrupt another Council Member who has the floor only if the Chair recognizes the privilege.

Privilege of Closing the Debate.

The Council Member moving the item shall have the privilege of making the closing remarks during debate.

Limitation of Debate.

To encourage the full participation of all members of the Council, no Council member(s) shall be permitted to monopolize the discussion of the question. If a Council Member has already spoken and other Council Members wish to speak, the latter Council Member(s) should be recognized in preference to the Council Member who has already spoken. However, if no other Council Members seek recognition, the Chair may recognize the Council 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, it shall be policy that the audience will be discouraged from engaging in audible displays of support of or opposition to testimony provided. Behaviors such as clapping, booing, hissing, and cheering can create an intimidating environment for people interested in giving public testimony and consequently these behaviors are to be discouraged.

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

Chair and MAC Members

While the Council 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 presiding officer.

Persons Addressing the MAC

Any person making impertinent or slanderous remarks or who becomes disruptive while addressing the Council, shall be called to order by the Chair and, if such conduct continues, may, at the discretion of the Chair, be ordered barred from the premises during that meeting.

Members of the Audience

Any person in the audience who engages in disorderly conduct, such as hand clapping, stamping of feet, whistling, using profane language, yelling and similar demonstrations, which conduct disturbs the peace and good order of the meeting, or who refuses to comply with the lawful orders of the Chair shall be removed from the premises.

Disruption Management

1. Chair should quickly bang the gavel loudly 2-3 times.

- Chair should state: "Outbursts or disruptions will not be tolerated. Please cease and desist. If this behavior continues, this meeting will be recessed until decorum is observed."
- 3. If disruption continues, Chair shall state: "We have a member(s) of the public who are being disruptive, therefore I will call a recess until decorum is observed."
- 4. MAC members shall exit the premises
- 5. Once decorum is observed, MAC members can return
- 6. If behavior continues after calling a recess, the individual(s) may be removed by law enforcement.
- 7. If disruption continues, order the meeting room cleared and continue in session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. f) Persons authorized to be within the City Council/ staff dais area.

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.

Policies Regarding Training Requirements

- MAC members must attend a training offered by the County Counsel staff at least once during the first two years of his/her term, preferably in the first year, and must view the video training "The Brown Act and Better Government Act—What You Need to Know" within 60 days of their appointment by the Board of Supervisors.
- MAC members are encouraged to attend the annual advisory body training and should receive an orientation on MAC member duties and responsibilities by District and/or County staff before their first meeting.
- 3. 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 a Municipal Advisory Council meeting.
- 2. Annually develop a draft calendar for the municipal advisory council.

- 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 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 municipal advisory council website
- 7. E-mail the agenda package to the e-mail list for the municipal advisory council.
- 8. Maintain the municipal advisory council 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 Municipal Advisory Councils may coincide with funding districts such as County Service Areas. 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 provide deference to that entity for all official advisement matters.

MAC External Communications and Representations

In accordance to California Government Code 31010, Municipal Advisory Councils, where optionally established, advise the Board of Supervisors on such matters that relate to their designated area. In Ventura County, MACs advise their representative County 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 Council shall serve solely in an advisory capacity.

Policies Regarding External Communication and Representations

- Except as authorized by the MAC via an agenda item voted upon and authorized by the majority
 of the MAC or the Ventura County Municipal Advisory Council Policies, 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. Should business cards, letterhead, or printed material from the MAC be created, the MAC should be identified 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

Each Municipal Advisory Council 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 Municipal Advisory Council 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 Municipal Advisory Council shall finalize their annual report and work plan for submission to the representative County 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 of 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), these areas should be included 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.), these areas should be included 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 Municipal Advisory Council and consideration and approval by the Board of Supervisors.

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 the sole discretion, terminate and dissolve a Municipal Advisory Council after giving 30 days written notice.