



# COUNTY OF VENTURA

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## BOARD OF SUPERVISORS

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**JEFF GORELL**  
Second District

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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

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.

Supervisorial 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

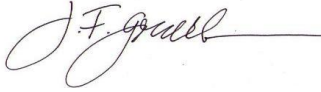
The resolution for this municipal advisory council was updated to standardize the layout and provisions including original date of establishment, history, designated area, elected positions, and adoption of the Ventura County Municipal Advisory Council Policies. By standardizing this MAC's resolution, 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.

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 – Territorial Map
2. Exhibit 2 – County Of Ventura Municipal Advisory Council Policy Document
3. Exhibit 3 – 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 1)
4. Exhibit 4 – 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 1)
5. Exhibit 5 – 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 1)
6. Exhibit 6 - 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 1)