


ITEM 10.E.

CITY OF MOORPARK, CALIFORNIA
City Council Meeting

of 2-2-2005
ACTION: Received and
filed report
BY: Mary K. Lindley

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: The Honorable City Council

FROM: Mary K. Lindley, Director of Community Services 

DATE: January 18, 2005 (Meeting of February 2, 2005)

SUBJECT: Shadyridge Buffer Zone Vehicle Gates Moorpark
Administrative Procedure

DISCUSSION

At its meeting on January 5, 2005, the City Council directed staff to finalize a Moorpark Administrative Procedure (MAP) for the Shadyridge Buffer Zone Vehicle Gates. The attached MAP outlines when the vehicle gates may be opened to residents of Home Acres and MUSD school buses. As the Council may recall, a MAP is a City Manager approved procedure.

As stated in the MAP, the vehicle gates will be opened by the City when State Route 118 (SR 118) is closed at Hitch Road, thereby preventing Home Acres residents from exiting the area by making a left and a right turn onto SR 118, the City will open the Shadyridge Buffer Zone vehicle gates. Additionally, the vehicle gates may also be opened by the City, Moorpark Police and the Ventura County Fire Protection District to facilitate an evacuation of the area in the event of an emergency, such as, but not limited to: flood, fire, and hazardous spill.

As requested by the Council the MAP also requires City staff and/or Moorpark Police deputies to be present to monitor and manage the flow of traffic whenever the vehicle gates are open. It also addresses how requests to open the vehicle gates will be handle and to whom such requests should be directed.

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The Honorable City Council
February 2, 2005
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The MAP will be mailed to residents in the adjacent neighborhood in Moorpark (Belmont) and Home Acres. The MAP will also be posted on the City's website.

STAFF RECOMMENDATION

Receive and file.

Attachment A: Buffer Zone Moorpark Administrative Procedure

ATTACHMENT A

MOORPARK ADMINISTRATIVE PROCEDURES

PROCEDURES FOR OPENING THE SHADYRIDGE/HOME ACRES BUFFER ZONE VEHICLE GATES

**MOORPARK
ADMINISTRATIVE PROCEDURES**

ISSUED DATE _____
REVISION DATE _____
APPROVED BY _____
M.A.P. NO. _____

SUBJECT:

PAGE 1 OF 3

SHADYRIDGE/HOME ACRES BUFFER ZONE VEHICLE GATES

PURPOSE:

To provide procedures for opening the Shadyridge/Home Acres Buffer Zone (herein after referred to as Buffer Zone) vehicle gates in the event access to State Route 118 (SR 118) is completely closed to either a left or right turn from Hitch Road; Hitch Road is closed as a result of an emergency situation preventing access to SR 118; or the Ventura County Fire Protection District and/or Ventura County Sheriff Department have ordered the evacuation of Home Acres and/or the Shadyridge Drive area.

GUIDELINES:

1. Moorpark City staff, Moorpark Police, and the Ventura County Fire Protection District are authorized to open the Buffer Zone vehicle gates in situations outlined in this MAP.
2. When SR 118 is closed at Hitch Road, thereby preventing vehicles from Home Acres from exiting the area by making a left or a right turn onto SR 118, the City will open the Shadyridge Buffer Zone vehicle gates.
3. The vehicle gates may also be opened to facilitate an evacuation of the Home Acres or Shadyridge Drive areas in the event of an emergency, such as, but not limited to: flood, fire, and hazardous spill.

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4. Vehicle passage through the vehicle gates will be restricted to City staff, Home Acres residents, MUSD school buses, law enforcement and other emergency agencies, and any other agency that is permitted pursuant to an existing agreement with the City, or that might otherwise be approved at the City's discretion.
5. The City will ensure that Moorpark Police and the Ventura County Fire Protection District have access to the Buffer Zone vehicle gates by either issuing a gate key or maintaining a lock box at the gate.
6. This MAP is not intended at any time to allow SR 118 traffic to be diverted through the Buffer Zone.

PROCEDURES:

1. Requests to open the vehicle gates should be directed to the Community Services Director for action. In the absence of the Community Service Director, such requests should be directed to the City Manager, Assistant City Manager, Public Works Director, or other available Department Heads, including Moorpark Police Chief whom are authorized to open the Buffer Zone vehicle gates. In the event a request to open the Buffer Zone vehicle gates takes place during non business hours, the staff person who receives the initial request will contact one of the aforementioned individuals or their supervisor.
2. As soon as vehicle traffic access is restored to Home Acres residents via SR 118 or Hitch Road in such a manner that residents can enter and exit Home Acres by at least one direction (making a right or a left turn onto SR 118), the Buffer Zone vehicle gates will be closed to all vehicular traffic.
3. When the Buffer Zone vehicle gates are open, City staff and/or a Moorpark police officer will be present to ensure that vehicle passage through the Buffer Zone is consistent with this MAP.

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MOORPARK ADMINISTRATIVE PROCEDURES

PROCEDURES FOR OPENING THE SHADYRIDGE/HOME ACRES
BUFFER ZONE VEHICLE GATES

**MOORPARK
ADMINISTRATIVE PROCEDURES**

ISSUED DATE 3-22-05
REVISION DATE _____
APPROVED BY SLC
M.A.P. NO. CM-30

SUBJECT:

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