

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO: Honorable City Council**

**FROM: Maureen Benson, City Clerk**

**DATE: December 4, 2014 (CC Meeting of 12/17/14) *YMB***

**SUBJECT: Consider City Council Standing Committee Appointments and Assignments for Calendar Year 2015 (continued from 12/3/2014)**

**DISCUSSION**

This agenda item was continued from the December 3, 2014, City Council meeting to allow Councilmember Millhouse to participate in the discussion; and as the Council requested clarification about restrictions for the appointment of alternates to the Oversight Board. The applicable law does not address appointments of alternates, so it continues to be staff's position that one or more alternates may be appointed.

City Council Policies Resolution No. 2014-3294 states:

“With the approval of the majority of the members of the City Council, the Mayor shall make all appointments to Standing Committees of the City Council, including the designated alternate. The appointments shall be made at the first regularly scheduled meeting in January of each odd-numbered year and at the reorganization meeting of the City Council in each even-numbered year.”

The following table shows the current appointments and regular meeting schedule.

<b>STANDING COMMITTEE</b>	<b>TIME</b>	<b>DAY</b>
Community and Economic Development Members: Mikos and Pollock Alternate: Van Dam	6:00 p.m.	Third Wednesday of the month.
Finance , Administration, and Public Safety Members: Mayor and Mayor Pro Tem Alternate: Immediate Past Mayor Pro Tem	6:00 p.m.	First Wednesday of the month.
Transportation and Public Works Members: Millhouse and Van Dam Alternate: Mikos	5:30 p.m.	First Monday of the month.

Attached to this report is the complete list of City Council Assignments for the City Council's consideration regarding appointments. The regular meeting schedule for non-City commissions, committees and/or organizations has been added to the attached draft assignments list to facilitate appointment decisions.

Recommended revisions are shown with legislative format. Since the update to Municipal Code Chapter 2.48 naming the City Council as the Disaster Council, that appointment has been deleted from Other Assignments. It is recommended to name the Mayor Pro Tem to replace the retiring Assistant City Manager as the Alternate for the Oversight Board to the Successor Agency of the Redevelopment Agency of the City of Moorpark with any other Councilmember to serve as an alternate if needed.

Consistent with City Council Policy 1.2, the Transportation and Public Works Committee (T&PWC) considers matters involving city facilities, buildings and parks as needed. In the interest of streamlining assignments, Mayor Parvin has asked staff to incorporate the Youth Sports Liaison and Community Park Joint Development Coordinating Committee (Shadyridge Buffer) as responsibilities to the T&PWC.

The Youth Sports Liaison has been in existence for at least ten (10) years. This Liaison requires semiannual meetings attended by recognized Moorpark youth sports organizations as a group, one member of the Parks & Recreation Commission as designated by the Commission, and the assigned Councilmember, to discuss matters and concerns to the sports organizations usually related to the use of City facilities and related fees. As proposed, the only change would be to add a second Councilmember and to conduct the meetings as open meetings consistent with the requirements of the Brown Act for standing committees. The Parks and Recreation Commission would still designate one of its members to participate.

The Community Park Joint Development Committee is a requirement of the Joint Powers Agreement (JPA) with the County of Ventura. The JPA was formed to provide for funding, improvement and maintenance of what is referenced as the Home Acres or Shadyridge Buffer. The committee consists of two City representatives, County Supervisor of the Fourth District or his representative, one member of the Mountain Meadows HOA selected by the HOA, and one member of the Home Acres Neighborhood Council selected by its council. Its purpose is to advise on pertinent matters. The committee is supposed to meet as needed but not less than once a year. It has not met for several years.

City/MUSD Facilities, Programs and Advance Planning has been deleted from the list of Other Committees based on advice from the City Attorney.

Staff is recommending that the appointments for the Standing Committees, Ad Hoc Committees, and other City Council committees and assignments be made at the December 17, 2014, regular meeting. The approval of the regular meeting schedule will be agendaized for the second meeting in January 2015 (and will be based on the availability of the appointed Councilmembers.)

Fair Political Practice Commission (FPPC) Regulation 18705.5 requires that Form 806 be completed to report additional compensation that public officials receive when appointing themselves to positions on committees, boards, or commissions of a public agency, special district, or joint powers agency or authority. It has been determined the Ventura County Animal Regulation Commission and the Ventura County Transportation Commission provide compensation for meetings attended.

The FPPC has provided a fact sheet of Frequently Asked Questions with guidelines and examples on common activities in regard to completion of Form 806.

“Q. If an official leaves the room while the other members of the council vote on the appointment which provides at least \$250 per year stipend, will Form 806 need to be posted?”

“A. No. The Form 806 is only required if the official, that is appointed, participates in the vote.”

“Q. If the mayor appoints a councilmember to serve on a committee, is a Form 806 required?”

“A. No. The form is only required when the appointed member votes on his/her appointment.”

Staff is proposing the Councilmember nominated for appointment to the Ventura County Animal Regulation Commission may recuse themselves and leave the dais, while the remaining members of the Council make the appointment.

The Councilmember nominated for appointment to the Ventura County Transportation Commission may recuse themselves and leave the dais, while the remaining members of the Council make the appointment.

### **STAFF RECOMMENDATION**

Determine appointments to the Standing Committees, Ad Hoc Committees, and Other Moorpark City Council Appointments following the process described above for appointment to the Ventura County Animal Regulation Commission and Ventura County Transportation Commission.

Attachment: Current City Council Committee Assignments List (in legislative format)

**CITY COUNCIL COMMITTEE ASSIGNMENTS**

**STANDING COMMITTEES**

1. Community and Economic Development Committee

Members: Mikos and Pollock  
Alternate: Van Dam  
Staff: Community Development Director  
Meeting Date: Third Wednesday of the month at 6:00 p.m.

- A. General Plan Amendment Pre-Screening Requests
- B. OSCAR Element
- C. Member of Economic Development Collaborative of Ventura County (EDCVC)  
Member: Mikos  
First Alternate: Pollock  
Second Alternate: Van Dam
- D. Regional Defense Partnership  
Member: To be determined on case-by-case basis  
Alternate: To be determined on case-by-case basis
- E. Base Retention and Closure (BRAC)
- F. Possible Residential Relocation Benefits for affected Moderate Income Persons
- G. Commercial Facade Improvement Program
- H. Homeless Issues Related to New Housing Element
- I. Green Building Issues / Objectives
- J. Residential Rehabilitation Loan Program

2. Finance, Administration and Public Safety Committee

Members: Mayor and Mayor Pro Tem (Mikos)  
Alternate: Immediate Past Mayor Pro Tem (Van Dam)  
Staff: Deputy City Manager  
Meeting Date: First Wednesday of the month at 6:00 p.m.

- A. Mobilehome Park Rent Hardship Review Panel
- B. Review of City's Annual Legislative Program
- C. Revenue Enhancement Options
- D. California Vehicle Code (CVC) Enforcement on Private Property
- E. Evaluate options and strategies for enhancement of General Fund revenue including but not limited to potential tax measures for sales, business license, oil extraction and utility users; mail ballot for increase in assessments for parks, street lighting and landscaping; and community outreach. (*Objective III.A.1. from FY 2014/15 Goals & Objectives*)

- F. Statement on Auditing Standards No. 99 (SAS 99) Audit Committee
- G. Review Business Registration Requirements
- H. Review of annual Investment Policy

3. Transportation and Public Works Committee

Members: Millhouse and Van Dam  
Alternate: Mikos  
Staff: City Engineer/Public Works Director  
Meeting Date: First Monday of the month at 5:30 p.m.

- A. Review Annual Update to Capital Improvement Program
- B. Truck Scales
- C. VISTA Board  
Member: Millhouse  
Alternate: Van Dam
- D. Neighborhood Traffic Calming
- E. Review conceptual design options for North Hills Parkway and Alternate SR 23.
- F. Youth Sports Liaison
- G. Community Park Joint Development Coordinating Committee (Shadyridge Buffer Zone)

**AD HOC COMMITTEES**

- 1. Mansi/Rim (GPA 2004-02) Development Agreement  
Members: Pollock and Parvin  
Staff Assignment: City Manager
- ~~2. City/MUSD Facilities, Programs and Advance Planning  
Members: Millhouse and Van Dam  
Staff Assignment: City Manager~~
- 32. Development of Goals Pertaining to Reducing or Eliminating Truck Traffic on SR 118 through Moorpark  
Members: Millhouse and Parvin  
Staff Assignment: City Engineer/Public Works Director
- 43. Greenbelt  
Members: Van Dam and Mikos  
Staff Assignment: Community Development Director
- 54. Hitch Ranch Property Owners (SP No. 2004-01) Development Agreement  
Members: Mikos and Millhouse  
Staff Assignment: City Manager

| 65. John Chiu FLPN Development Agreement  
Members: Millhouse and Van Dam  
Staff Assignment: City Manager

| 76. Solid Waste Franchise  
Members: Parvin and Millhouse  
Staff Assignment: City Manager

### **OTHER ASSIGNMENTS**

#### Moorpark City Council Appointments

1. Association of Ventura County Cities (AVCC)  
Representative: Mayor  
Alternate: Mayor Pro Tem; and any remaining Councilmember may be an alternate

| ~~2. Disaster Council  
Chairman: Mayor~~

| 32. Channel Counties Division--League of California Cities  
Representative: Mayor  
Alternate: Mayor Pro Tem; and any remaining Councilmember may be an alternate

| 43. Ventura County Council of Governments (VCOG)  
Representative: Mayor  
Alternate: Mayor Pro Tem followed by any remaining Councilmember may be an alternate

| 54. CJPIA  
Voting Delegate: Mayor  
Alternate: Councilmembers, City Manager, Assistant City Manager, and Deputy City Manager

| 65. Ventura County Transportation Commission (VCTC) (Regular meeting is monthly on 1<sup>st</sup> Friday at 9:00 a.m.)  
(Appointed by City Council)  
Regular Member: Millhouse  
Alternate: None  
Compensation: \$100 per meeting – Meets each month except for August

| 76. Ventura County Animal Regulation Commission (Regular meeting is quarterly on 2<sup>nd</sup> Thursday of month at 9:00 a.m.)  
Member: Parvin  
Alternate: Any remaining Councilmember may be an alternate  
Compensation: \$50 per meeting

- | 87. Santa Monica Mountains Conservancy (Regular meeting is monthly on 4<sup>th</sup> Monday at 7:30 p.m.)  
Member: Mikos
  
- | 98. Ventura Cities Mortgage Financing Authority  
Representative: Parvin  
Alternate: Any remaining Councilmember may be an alternate, Assistant City Manager, and Finance Director
  
- | ~~10. Youth Sports Liaison  
Representative: Van Dam~~
  
- | ~~1110. Community Park Joint Development Coordinating Committee (Shadyridge Buffer Zone)  
Members: Parvin and Van Dam  
Staff Assignment: Parks and Recreation Director~~
  
- | 129. Oversight Board for the Successor Agency of the Redevelopment Agency of the City of Moorpark  
Representative: Mayor  
Alternate: Hugh Riley, Assistant City Manager, Mayor Pro Tem and any remaining Councilmember may be an alternate  
Former Agency Employee: Kathy Priestley, Administrative Secretary/Assistant I

Other Agency Appointments

- 1. City Selection Committee  
City Representative: Mayor  
Chair: Mayor Parvin, January 2014 to 2015
  
- 2. Metrolink Board of Directors  
(Appointed by Ventura County Transportation Commission [VCTC])  
Board Member: Millhouse  
Term: January 2013 to 2015  
Compensation: \$100 per meeting – maximum of 5 meetings per month
  
- 3. Ventura Local Agency Formation Commission (LAFCO)  
(Appointed by Ventura County City Selection Committee)  
Commissioner/Chair: Parvin  
Term: January 1, 2012 to January 1, 2016  
Compensation: \$50.00 per meeting – maximum of 10 meetings per year
  
- 4. Remote Area Network (RAN) Board  
(Appointed by City Selection Committee)  
Member: Mayor

5. Southern California Association of Governments (SCAG) Energy and Environmental Policy Committee  
(Appointed by VCOG's Chair)  
Representative: Pollock  
Term: Two years (Nov. 2012 - 2014)  
Compensation: \$120 per meeting – one meeting per month
6. Southern California Association of Governments (SCAG) for the annual General Assembly  
Official Representative: Mayor Parvin  
Alternate: Any remaining Councilmember may be an alternate  
[Per SCAG Bylaws: Official Representative and Alternate means the Mayor or a member of the legislative body of each member City]  
Term: Annual (Fiscal Year July 1 – June 30)
7. Southern California Association of Governments (SCAG) Regional Council and Transportation Committee  
Member, Regional Council: Millhouse  
Chair, Transportation Committee (Appointed by VCTC): Millhouse  
Term: Two years (Nov. 2012 – 2014)  
Compensation: \$120 per meeting (number of meetings per month may vary)
8. Ventura County Air Pollution Control District Board (Meetings are the 2<sup>nd</sup> Tuesday of the month at 11:00 a.m.)  
(Appointed by City Selection Committee)  
City Representative to Board: Pollock  
Term: (None)

cc: Honorable City Council (via email)  
City Manager (hard copy and email)  
ACM, Department Heads and City Staff (Email/Staff Share folder)  
ASD/CC - Scan into Laserfiche (*Hard copies for File 1 no longer required per DST*)

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