



**VENTURA COUNCIL
OF GOVERNMENTS**

AGENDA

Thursday, November 9, 2006

5:00 p.m.

City of Camarillo

Council Chambers

601 Carmen Drive, Camarillo, California 93010

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **PUBLIC COMMENT**

At this time, members of the public may comment on any item not appearing on the agenda upon completion of a speaker card. Individual Board Members may briefly respond to Public Comments or ask questions for clarification.

5. **BOARD MEMBER COMMENTS**
6. **APPROVAL OF THE FINAL AGENDA**
7. **CONSENT CALENDAR**

SUGGESTED MOTION: *Motion/Second to adopt the Consent Calendar as presented.*

- A. **Minutes** – Adopt the Minutes of the September 14, 2006 Meeting.
- B. **Update on Implementation of 2006 Workplan** – Receive and file report. Interim Executive Director Wally Bobkiewicz's report dated November 2, 2006.

MEMBERS

City of Camarillo
Jan McDonald, Member
Kevin Kildee, *Alternate*

City of Oxnard
Thomas Holden, Member
Tim Flynn, *Alternate*

City of Simi Valley
Paul Miller, Member
Steven Sojka, *Alternate*

City of Fillmore
Ernie Villegas, Member
Ken Smedley, *Alternate*

City of Port Hueneme
Jonathan Sharkey, Member
Anthony C. Volante, *Alternate*

City of Thousand Oaks
Jacqui Irwin, Member
Dennis Gillette, *Alternate*

City of Moorpark
Patrick Hunter, Member
Clint D. Harper, *Alternate*

City of San Buenaventura
Carl Morehouse, Member
Brian Brennan, *Alternate*

County of Ventura
Linda Parks, Member
John Flynn, *Alternate*

City of Ojai
Sue Horgan, Member
Rae Hanstad, *Alternate*

City of Santa Paula
Mary Ann Krause, Member
John Procter, *Alternate*

8. **ORDER OF BUSINESS**

- A. **Update on VCTC/VCOG Issues** - Receive update and provide direction to staff. Interim Executive Director Wally Bobkiewicz's November 2, 2006 report.
- B. **Future VCOG Staffing** – Direct the Interim Executive Director to negotiate an agreement with the Ventura County Transportation Commission to hire a full-time staff position to serve as VCOG Assistant Executive Director with all direct costs associated with the position to be funded by VCOG. A final agreement and budget costs would be presented for approval at the January 11, 2007 VCOG Board Meeting. Interim Executive Director Wally Bobkiewicz's November 2, 2006 report.
- C. **Regional Housing Needs Assessment Update**: Receive update and provide direction to staff as appropriate. County of Ventura Resource Management Agency Director Chris Stephens' oral report.
- D. **Update from Emergency Preparedness Subcommittee**: Receive update. Camarillo Assistant City Manager Bruce Feng's oral report.

9. **AGENCY REPORTS**

- A. Southern California Association of Governments
- B. Ventura County Transportation Commission
- C. League of California Cities
- D. Other Agencies

10. **INTERIM EXECUTIVE DIRECTOR REPORT**

11. **REQUEST FOR FUTURE AGENDA ITEMS**

Any Board Member may propose items for placement on a future agenda. Members may discuss whether or not the item should be agendized and the description of the agenda item.

12. **ADJOURNMENT TO JANUARY 11, 2007**

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the City of Santa Paula City Manager's Office and are available for public inspection. If you have any questions regarding any agenda item, contact the Interim Executive Director at (805) 933-4200.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Interim Executive Director. Notification 48 hours before the meeting will allow VCOG to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35, 102-35.104 ADA Title II).

ITEM 7.A.

Minutes of September 14, 2006 Meeting



**VENTURA COUNCIL
OF GOVERNMENTS**

***Draft* MINUTES**

Thursday, September 14, 2006

5:00 p.m.

City of Camarillo

Council Chambers

601 Carmen Drive, Camarillo, California 93010

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1. **CALL TO ORDER:** Chair Hunter called the meeting to order at 5:05 p.m.
 2. **FLAG SALUTE:** Interim Executive Director Wally Bobkiewicz led the Pledge of Allegiance.
 3. **ROLL CALL:**

Member Jan McDonald	City of Camarillo
Member Ernie Villegas	City of Fillmore
Member Patrick Hunter	City of Moorpark
Member Jonathan Sharkey	City of Port Hueneme
Member Carl Morehouse	City of San Buenaventura
Member Mary Ann Krause	City of Santa Paula
Member Paul Miller	City of Simi Valley
Member Linda Parks	County of Ventura
 4. **PUBLIC COMMENT:** None.
 5. **BOARD MEMBER COMMENTS:** Member McDonald thanked VCOG and all of the participating cities for writing a letter of opposition to SB 1589 (Romero), and stated that as a result, changing facility use from female juvenile offenders to male juvenile offenders or adult male offenders would require approval by the legislature. Camarillo is pleased with the outcome.
 6. **APPROVAL OF THE FINAL AGENDA:** Member Sharkey moved to approve the final agenda Member Krause seconded. Carried unanimously by voice vote.

MEMBERS

City of Camarillo
Jan McDonald, Member
Kevin Kildee, *Alternate*

City of Oxnard
Thomas Holden, Member
Tim Flynn, *Alternate*

City of Simi Valley
Paul Miller, Member
Steven Sojka, *Alternate*

City of Fillmore
Ernie Villegas, Member
Ken Smedley, *Alternate*

City of Port Hueneme
Jonathan Sharkey, Member
Anthony C. Volante, *Alternate*

City of Thousand Oaks
Jacqui Irwin, Member
Dennis Gillette, *Alternate*

City of Moorpark
Patrick Hunter, Member
Clint D. Harper, *Alternate*

City of San Buenaventura
Carl Morehouse, Member
Brian Brennan, *Alternate*

County of Ventura
Linda Parks, Member
John Flynn, *Alternate*

City of Ojai
Sue Horgan, Member
Rae Hanstad, *Alternate*

City of Santa Paula
Mary Ann Krause, Member
John Procter, *Alternate*

7. **CONSENT CALENDAR:**

- A. Adopt Minutes of July 13, 2006 Meeting
- B. Update on Implementation of 2006 Workplan
- C. Correspondence
- D. FY 2005/06 Year End Budget Report

Member Krause moved approval of the Consent Calendar; Member Sharkey seconded. Carried unanimously by voice vote.

8. **ORDER OF BUSINESS**

- A. **Update on VCTC/VCOG Issues:** Interim Executive Director Bobkiewicz provided the Board with a complete agenda packet for the joint meeting of September 28. Mr. Bobkiewicz stated that was a one-item agenda, looking at a variety of options to move forward with a potential of either a merger or working more closely together between the two (2) agencies. Mr. Bobkiewicz noted that VCOG is the first board to receive the full agenda packet and that VCTC would meet September 15, 2006, and would also receive the agenda packet as part of their materials. He mentioned that everything is set for September 28 at the Camarillo Police Department facility. He noted that the packet would also be mailed to those cities that were absent from the meeting (Ojai, Oxnard, Thousand Oaks).
- B. **Regional Housing Needs Assessment Update:** Chris Stephens indicated that absentee VCOG board members might be at a SCAG meeting and might have more up-to-date information than he had, but in the meantime, he provided information about what has transpired in the last week and a half.

Mr. Stephens stated that the RHNA has been tied with what they called their *Regional Forecast Process*, which was discussed at the last meeting. He noted that SCAG's effort for their RHNA Pilot Program and legislation that they were pursuing failed and did not make it through in time. He mentioned that SCAG was intending to reintroduce it after the first of the year as urgency legislation in hopes getting it adopted by the Legislature. He pointed out that their direction to their staff was to proceed as if it were going to occur. In other words, trying to utilize the Pilot Program methodology as the backbone of their process. We are still not entirely sure what that means here at the local level, but they are going to be proceeding through the process and they have adopted their Preliminary Forecast numbers, which is really the starting point for that process.

These things are going to be changed in the future, which is the appropriate thing to do. The staff will be talking with the County Planning Directors' Association next week. The numbers look about 5% higher than their previous forecast for Ventura County. The population numbers from Department of Finance for Ventura County for 2005, were about 814,000 residents. The forecast population from SCAG for Ventura County by 2035 is 1,070,000. That represents approximately a 31% increase in population over the next 30 years, and the 5% that Mr. Stephens was referring to was 5% higher than their previous forecast, which was adopted in 2004 and reviewed by VCOG. It is a slight "ratcheting up" of the forecast. Clearly, in Messrs. Stephens and Bobkiewicz's opinion, this is within the margin of error that

one gets for a forecast of 30 years, and a number that they think is workable and will follow it through the process. It was not an unreasonable starting point for the process, and it will be tracked back to VCOG.

The first RHNA Workshop is scheduled for September 28, and will be held at the SCAG Regional offices. SCAG hopes to do their Subregional workshops in October. Mr. Bobkiewicz passed along some preliminary dates to County Planning staff, that they have taken a look at. They are aiming at early November. It is uncertain as to how this is going to work. Their regional RHNA Forecast, which is supposed to follow on that, is to happen in November, so they are cutting their time line very close.

As soon as a date is established, Mr. Bobkiewicz will notify the VCOG Board and will pass that along to all the cities. Mr. Bobkiewicz indicated that all this has been happening within the last seven (7) days. He received an email yesterday afternoon from SCAG with 10 or 12 different dates and times of the availability to have a workshop here in Ventura County. There is a date the afternoon of November 9, 2006—VCOG's next meeting and if this Chambers is available, it would make sense to have it take place from 1:00 p.m. – 5:30 p.m. Both Messrs. Bobkiewicz and Stephens do not feel that it needs this much time, but if were to start at 1:00 p.m., it would be finished prior to the start of VCOG, so unless there are any objections from this group, and pending the availability of this Chambers, it would be Thursday, November 9.

It was agreed to follow-up with the City of Camarillo September 15 for room availability and reserve it for November 9, 2006. All agreed.

Regarding AB 2158 Factors, this is an issue that needs to be weighed in on early in the process. VCOG will be doing so as an entity, and per Mr. Stephens, the County Planning Division will be submitting some comments at their meeting next week with the city Planning Directors, sharing draft comments with them and encouraging them to make their comments as soon as possible—not to wait until late in the process and then may bring something back to your Board or even to each of their individual boards depending on what's going on with the process. To reiterate, it is crucial that those factors—the same ones brought to you last time—need to continue to be put in front of the SCAG staff so that they are aware of their importance to the process.

As requested by Member Krause, Mr. Stephens agreed to update anything that is shared with the other County planning directors, with she and Member Morehouse, as they are working on RHNA as well.

Mr. Stephens mentioned that the last time the request of the VCOG Board related to Subregional delegation, as the term SCAG uses, and that is a process SCAG would delegate to the Subregion (VCOG Board) the responsibility for allocating the housing needs assessment—those housing target numbers—to each of the 10 cities in the county. It is not clear as yet what that delegation entails, and there are a lot of questions as to what liabilities VCOG might be assuming, or exactly what responsibilities and avenues are open to VCOG with respect to the greater regional numbers, should we take that on. The request is at this point, just to

express our interest in pursuing that. Until we see what the final process is, it would be appropriate for the Board to make a decision.

Mr. Bobkiewicz shared that to give the Board a sense of the timing he received a letter, dated last Friday, from Hasan Ikhata, SCAG's Director of Planning and Policy, who was here a couple of meetings ago. Mr. Bobkiewicz received it Monday and it requests VCOG give them a response in writing by September 15, and specifically, as Mr. Stephens has said, if VCOG has any interest in looking at this Regional Delegation issue. If this body is looking to participate, his recommendation would be that it is expressed to SCAG staff within 4 or 5 days, for decision-making. There is not a lot that can be done at this point. No action needed, but on behalf of VCOG, the least that should be done is to express via letter to SCAG staff that we are interested.

- C. **Update on Application with Ventura County Civic Alliance for "2% Strategy" Funds from the Southern California Association of Governments for "Compact for a Sustainable Ventura County"**: No action to report, Civic Alliance continues work on their application and should hear back from SCAG the first part of October. They have gone around and received Resolutions of Support from most of the communities in the County, and they had one from every community except Fillmore and Camarillo. They have at least 8 or 10, which is good. The next step is the appointment of an ad hoc committee to help oversee the process, and in talking with the Administrative Committee at their meeting it was felt to wait until the grant is actually in hand before appointing the Committee so if done prior to the November meeting, it can be put on the agenda.
9. **AGENCY REPORTS**: Nothing to report.
- A. Southern California Association of Governments
 - B. Ventura County Transportation Commission
 - C. League of California Cities
 - D. Other Agencies
10. **INTERIM EXECUTIVE DIRECTOR REPORT**: Mr. Bobkiewicz reminded the Board of the September 28 joint meeting. He will be absent from the next full board meeting on November 9, 2006. This will be an important meeting, as results from the September 28 meeting will be discussed.
11. **REQUEST FOR FUTURE AGENDA ITEMS**: Member McDonald polled the group for interest in Ethics training (deadline for completion of training is December 31, 2006). Chair Hunter requested that Mr. Bobkiewicz follow-up with some potential dates in the next 90 days and he agreed to do so. Member McDonald suggested City Attorney of Camarillo be considered for this training as they have put the program together and Mr. Bobkiewicz was asked to put email feelers out for those who haven't completed this training and what the need is.

Meeting adjourned at 5:34 p.m. to the September 28, 2006 at 6:00 p.m.

ITEM 7.B.

Update on Implementation of 2006 Workplan



**VENTURA COUNCIL
OF GOVERNMENTS**

MEMORANDUM

TO: Board of Directors
FROM: Wally Bobkiewicz, Interim Executive Director
SUBJECT: **Update on Implementation of 2006 Workplan**
DATE: November 2, 2006

Recommendation: It is recommended that the Board of Directors receive and file this update on implementation of the 2006 Workplan.

Discussion: The following is an overview of the status of the implementation of the 2006 Workplan.

1. AB 939 Task Force: There are no issues pending on this subject.
2. Regional Housing Needs Assessment: Staff will provide an update at the November 9, 2006 meeting.
3. Future Governance Models: The Boards of VCTC and VCOG held a joint meeting in September to discuss issues of mutual concern. The VCOG Board will discuss next steps at their November 9, 2006 meeting.
4. Santa Barbara/Ventura County Issues: No new information to report.
5. Legislative Agenda: A copy of the Legislative Committee's October 11, 2006 minutes are attached for your information.
6. Informal Gatherings of Ventura County Officials: Event was held at the Reagan Library on June 22, 2006.

Emergency Preparedness: The Emergency Preparedness Subcommittee will provide an oral report on their activities at the November 9, 2006 VCOG Board meeting.

**VCOG Legislative Committee
October 11, 2006
Meeting Notes**

1. League of California Cities Update- provided by phone

- a) Infrastructure Bonds: Polls are at below 50%
- b) Eminent Domain/Proposition 90: Polls indicate 41% opposed; 37% support. Media spots in opposition of Prop 90 are currently airing on T.V.

2. City reports

- a) Camarillo: SB 1589 (Romero) Juvenile Justice- Romero sent a letter of apology to City of Camarillo. She was not aware of the ramifications of SB 1589 to Ventura County. Governor vetoed bill.
- b) Moorpark- formally supported Prop 1C and Prop 84.
- c) Thousand Oaks- City does not take a stand on election issues/ propositions. Will be attending the California Redevelopment Agency's Legislative Briefing on Oct 18 and the LCC Legislative Briefing on November 16.

3. Committee Recommendations for Board Advocacy- none

4. Next Meeting

Committee discussed postponing next meeting to February 2007- after the new Legislative Biennium begins and elected officials sworn in. Will check with Interim Director for input/approval.

5. Announcements

Channel Counties Division Dinner at the Ronald Reagan Library- October 20, 2006, 6 p.m.

ITEM 8.A.

Update on VCTC/VCOG Issues



**VENTURA COUNCIL
OF GOVERNMENTS**

MEMORANDUM

TO: Board of Directors

FROM: Wally Bobkiewicz, Interim Executive Director

SUBJECT: **Update on VCTC/VCOG Issues**

DATE: November 2, 2006

Recommendation: It is recommended that the Board of Directors receive and file this report and provide direction to staff

Discussion: The Boards of VCOG and VCTC met on September 28, 2006 to discuss issues of working more closely together. The agenda set forth a variety of options to be considered. After discussion, the Boards directed staff to craft a cooperative agreement that would focus on better communication, cross consultation, and information-sharing on items of mutual interest, and to consider periodic joint meetings of both boards.

I have spoken with VCTC Executive Director Ginger Gherardi since the joint meeting and we have begun a discussion on what such a cooperative agreement would look like. Staff is requesting that the VCOG Board this evening discuss the results of the joint meeting as appropriate and provide any additional direction on specific content for a cooperative agreement with VCTC. I will continue working with Ms. Gherardi on a draft cooperative agreement between our two agencies.

ITEM 8.B.

Future VCOG Staffing



**VENTURA COUNCIL
OF GOVERNMENTS**

MEMORANDUM

TO: Board of Directors

FROM: Wally Bobkiewicz, Interim Executive Director

SUBJECT: **Future VCOG Staffing**

DATE: November 2, 2006

Recommendation: It is recommended that the Board of Directors direct the Interim Executive Director to negotiate an agreement with the Ventura County Transportation Commission to hire a full-time staff position to serve as VCOG Assistant Executive Director with all direct costs associated with the position to be funded by VCOG. A final agreement and budget costs would be presented for approval at the January 11, 2007 VCOG Board Meeting.

Discussion: Now that the Boards of VCOG and VCTC have met and decided to remain separate agencies, I believe it is important for the VCOG Board of Directors to once again review the staffing needs of the organization.

I have now served as Interim Executive Director since August, 2005 and believe for VCOG to continue to be a viable organization that full time staffing is needed. A part-time staffer or consultant will not provide VCOG with the type of attention and follow through that is necessary to move forward. I am willing to continue as Executive Director at the pleasure of the Board in a very part-time capacity. I do recommend that VCOG hire a full-time employee to serve as Assistant Executive Director. This position would be actively involved in all appropriate meetings of the Southern California Association of Governments (SCAG), identify ways for VCOG to benefit from grant funds available to COGs for projects, work with Ventura County city and county officials regularly on regional issues and serve as the day to day administrator of the agency.

I have discussed this idea with VCTC Executive Director Ginger Gherardi and have proposed to her that this individual be employed by VCTC on our behalf. The individual would have an office at VCTC and be able to use resources there (copy machine, Internet access, telephone, etc.). The Assistant Executive Director would report to me. Ms. Gherardi has outlined the costs associated with such a position at a level that would not only be appropriate for the work, but to pay competitively in order to attract a good candidate. Ms. Gherardi's memorandum on the subject is attached.

The fully loaded cost of this position could be as much as \$170,000 per year. While I believe these costs could be refined, the final cost will still be considerably more than what VCOG has previously paid for a staff person. From a budget perspective, hiring this position would cause VCOG's budget to increase about \$75,000 from its last budget with full time staff. Attached please find the latest budget for VCOG for reference.

There are likely opportunities for grants with overhead to help cover some of the costs. In addition, there may be work from VCTC that this position could undertake to help defray costs. However, it may be at least two years until VCOG would know how much of the costs of the position could be defrayed. In the meantime, VCOG member agencies would need to cover the full cost of the position. I would anticipate this equating to an increase of member dues of approximately 60% from the level dues were last assessed in FY 2004/05.

Staff recommends that the VCOG Board discuss this proposal and direct the Interim Executive Director to return with a final set of actions to implement this change at your January, 2007 Board Meeting.

Attachment

1. October 23, 2006 letter from Ginger Gherardi
2. FY 2006/07 VCOG Budget

October 23, 2006

MEMO TO: WALLY BOBKIEWICZ
FROM: GINGER GHERARDI
SUBJECT: COST FOR VCOG EMPLOYEE

The easiest part of your question is to provide you with an estimated cost – so I will do that first and leave all the caveats and questions to the end. Based on a salary to the employee of \$80,000 per year the cost to VCOG would be \$170,626 this year. That breaks down as follows:

\$80,000	Salary (Pay ranges shown below)
26,550	Insurance
800	Worker's Compensation (1% of salary)
14,904	PERS (18.63% of salary – varies each year)
5,440	Payroll Taxes (6.8% - varies each year)
25,640	Overhead (25.32% of Salary plus Fringe – varies each year)
\$160,026	Sub- Total
10,600	Start Up Costs (shown below)
\$170,626	Total

There are a number of significant issues which must be addressed. The person would need to be a VCTC employee who can report to VCOG and the VCTC Executive Director. All salary, benefits, COLA would need to be identical with all other VCTC employees otherwise we could be liable for some sort of discrimination claim. The person must comply with VCTC personnel policies and rules. VCTC would be liable for law suits, for worker's compensation/disability problems, unemployment claims. We would need to work out how VCOG would be billed for this person's costs.

In addition to what was mentioned above, we would need to have a job description of what exactly the person is expected to do. Presumably he or she will maintain VCOG website, billing, staff all regional and VCOG meetings, prepare minutes and do mailings. The cost for mailings, phone and reimbursing the employee for mileage is covered in the overhead costs – so there is no additional charge. Would the individual be able to do any work for VCTC – this could possibly offset some of your cost?

Below are the pay ranges for various positions and a listing of start up equipment.

Pay Ranges FY 6/7

	Low	High
Director	\$83,724	\$115,404
Manager 1	\$80,330	\$104,090
Manager 2	\$73,542	\$96,170
Manager 3	\$66,753	\$82,593
Senior	\$41,715	\$55,620

Start Up costs

Desk	300
Chair	200
File Cabinet	200
Phone	250
Phone Installation	150

Newtork Connection	500	
Computer	2,500	
Printer	500	
Software	1,000	annual cost
Copy Machine	5,000	plus annual maintenance on copy machine
Total	10,600	

**Ventura Council of Governments
Adjusted FY 2005/06 Budget
Adopted FY 2006/07 Budget**

	<u>FY 05/06 Adopted</u>	<u>FY 05/06 Adjusted</u>	<u>FY 05/06 ACTUAL</u>	<u>FY 06/07 Adopted</u>
REVENUES				
Membership Dues	\$100,000	\$0	\$0	\$9,375
SCAG OWP Project	\$10,000	\$0	\$0	\$0
Interest Earned	\$1,500	\$1,500	\$2,556	\$750
Annual Dinner Meeting	\$0	\$2,250	\$585	\$2,250
Contribution	\$0	\$0	\$4	\$0
Transfer from Fund Balance	\$0	\$21,000	\$21,000	\$59,500
Total	\$111,500	\$24,750	\$24,145	\$71,875
EXPENDITURES				
Executive Administration	\$82,500	\$6,875	\$6,875	\$27,500
Administrative Support	\$2,000	\$1,000	\$231	\$2,500
Special Projects	\$15,000	\$0	\$0	\$5,000
RHNA Staff Support	\$0	\$1,000	\$0	\$15,000
Annual Dinner Meeting	\$0	\$13,000	\$8,281	\$10,000
Web Site	\$2,000	\$1,000	\$783	\$1,000
Accounting Services	\$1,000	\$1,000	\$1,000	\$1,000
Supplies	\$4,000	\$10	\$14	\$500
Contingency Reserve	\$21,300	\$0	\$0	\$9,375
Total	\$127,800	\$23,885	\$17,184	\$71,875
Excess Revenues (Expenditures)	-\$16,300	\$865	\$6,961	\$0
Fund Balance				
As of March 31, 2006	\$83,545			
Transfer 05/11/2006	-\$21,000			
As of June 30, 2006	\$62,545			
FY 2006/07 Operating Transfer	-\$59,500			
Estimated As of June 30, 2007	\$10,006			

ITEM 9

Agency Reports

EXECUTIVE DIRECTOR' S MONTHLY REPORT NOVEMBER 2006

Each month I establish, with input from the Directors, the priority issues on which management and the staff focus. This report summarizes the work that was accomplished during the month as well as other items I feel will give the Council a better understanding of what the staff and I are doing to accomplish our performance objectives.

I. Improve the efficiency and accountability of management within the organization

- Continuous Improvement

Status of the four projects that commenced in September are:

Strategic Leadership Team - the team charter has been finalized and the team is meeting weekly to provide leadership and support the other organizational improvement efforts. The team is chaired by the Director of Planning & Policy and the vice chair is the CFO.

Pilot Project Chartering & Preliminary Performance Measures - a kick-off meeting for the project team and individual meetings with the team members to gather information were completed in October. The consultant will be working with the SLT to create the pilot charter and performance measures with Maglev as the project.

Staff Retreat - The work being done in the above three projects is the focal point for the staff retreat on November 7th. The retreat will be the forum for having an organization-wide discussion on the fundamental principles and values that we believe should guide how we work and to incorporate these values into our SCAG mission.

- Sub Regional Audits. All pre-award audits of Sub regions were completed this month with no new accounting issues identified. OWP Post Award audits are currently in progress at Gateways Cities COG and Western Riverside COG.
- External Audit. Vasquez & Co. completed its field work at the SCAG offices on October 20, 2006. Their audit work is on schedule for the annual financial report and the Single Audit report. The firm is now preparing the financial statements and reports, which will be presented to the Audit Committee at the end of November. We plan to publish the final report by the end of December.
- GASB 45 Accounting Requirements. Bartel & Associates has been engaged by SCAG to produce a report estimating the actuarial liability associated with SCAG's healthcare benefits to retirees. A preliminary report was presented to the CFO on October 19, 2006. Options to either fully or partially fund the estimated liability

were requested to be delivered to the CFO on November 13, 2006. Following completion of an analysis, a report and recommendations will be presented to the Audit Committee, the Administration Committee and the RC.

- PARS Supplemental Defined Benefit Plan. The CFO is analyzing a plan to fully fund this liability along with the GASB 45 requirements. A report and recommendations to the Audit Committee, the Admin Committee and the RC will follow.
- FY07-08 Budget Process The Budget process was officially kicked off on October 11, 2007. An updated Budget Input Module was provided to SCAG staff and Sub regions at a training session held on the same day. Budget input is scheduled to be received by Nov 13, 2006.

II. Provide support to the Regional Council in providing direction and leadership to SCAG

- On September 25th I participated in Orange County's Strategic Focus Stakeholders' Interviews. The viewpoints would assist Orange County in their strategic planning efforts and would be critical to the County's effective delivery of services now and in the future.
- On October 16th-17th I participated in CFEE's (California Foundation on the Environment and the Economy) Roundtable Conference on State and Local water needs at the Silverado Conference Center in Napa Valley. The conference focused on specific strategies, including public private partnerships; to plan, develop, implement and finance projects which are not dependent on state and federal funding. The objective was to identify practical tools and potential legislation to implement consensus-based outcomes of the conference.
- On October 25th I gave a Compass Growth Vision presentation before the Inland Valleys Association of Realtors at their retreat. They expressed a desire to establish a more active partnership with our members and SCAG on Compass implementation and our legislation to support Compass.
- On October 27th I attended the 2006 Boston World Oil Conference at Boston University and participated on a panel on "Peak Oil and Energy Policy, from Local to Global. Councilmember Debbie Cook and Randy Udall were the moderators. ASPO-USA had partnered with Boston University researchers to explore the critical role that new energy analysis should play in their policy decisions that go forward. The purpose of the conference was to have the experts provide the most current available information about the evolving peak oil and natural gas challenges.
- On October 30th I attended the Mobility 21 Fifth Annual Transportation Summit at the Sheraton Universal Hotel. There were breakout sessions on "Beyond SAFETEA-LU: An Agenda for 2009, "State Transportation Infrastructure Funding: Opportunities for the Region, Public Private Partnership. Senator Barbara Boxer

was Keynote Speaker. She indicated that the next reauthorization should focus primarily on Goods Movement.

- SCAG's RFP for Leadership Development and Training resulted in ten (10) proposals being submitted. After screening and review, interviews were held with the top three (3) rated consultants. Since this leadership program will be for Regional Council Members, staff has recommended that the three finalists be invited for a second interview with a review panel composed of all RC Members. We look forward to moving ahead on the consultant selection.

III. SCAG Operations

- Recruitments

The Manager for Information Technology, Catherine Chavez, began working on October 30, 2006. The Manager of Accounting, Basil Panas, starts November 22nd and the Manager of Budget & Grants, Jacqueline Bobo, starts November 27th. The Manager of Member Relations is scheduled for completion this month. Several other staff recruitments are underway.

- Training and Development/Professional Pathways

The wellness theme for November is Navigating Holiday Eating. An educational session on taming holiday eating is scheduled for November 8th and complimentary flu shots will be offered on the 9th. Leadership/management training series continues in November with classes on Project Management, Presentation & Delivery, as well as others. Preventing harassment and discrimination training was held on-site for management and staff in October. Speech communication and SAP training are on-going as well.

IV. Implement Adopted Regional Plan

- Maglev. On October 2nd, Mayor Patrick Morris of the City of San Bernardino submitted a formal letter of support for SCAG's work on and advocacy for Maglev. The Mayor also requested that the Initial Operating Segment (IOS) be extended to connect to San Bernardino International Airport. Staff will bring the request forward to the Maglev Task Force at their November 9 meeting.

On October 17th, the Santa Clarita City Council approved a formal resolution supporting the development of a Maglev station in Santa Clarita. The station is part of the proposed Orangeline Maglev route that would connect Palmdale to Orange County, and is currently under study by the Orangeline Development Authority. The City Council also agreed to consider recommendations from the study regarding transit-oriented development around the station area. The study is expected to be completed within the next few months.

- Aviation. On October 12th the recently reactivated Southern California Regional Airport Authority (SCRAA) held its first meeting at the MTA offices. The keynote

speaker at this meeting was SCAG consultant Scott McKenzie (of Prof. Steven Erie's consulting team) who presented their initial stakeholder survey results recently conducted for SCAG's Regional Airport Management Implementation Study. Partly in response to this presentation, the SCRAA board will address issues related to powers and membership at their next meeting in January by recommending changes to the SCRAA's joint powers agreement. It was generally agreed that the SCRAA has unneeded powers that are potentially onerous and should be eliminated, and that its membership is too county-centric and needs to be expanded. I will represent SCAG at this meeting and will advocate that the agency be represented on the SCRAA as a full voting member (instead of our current status as a non-voting ex-officio member).

- On October 13th I attended the first meeting of the Coalition to Explore the Development of a New Regional Airport in Palmdale, led by state senators Richard Alarcon and George Runner. At this meeting I discussed the economic importance of aviation to the region, and SCAG plans for addressing the looming regional airport capacity crisis.
- Forecasting. Forecasting staff completed the disaggregation of integrated growth forecasts (population, employment, household, housing units) at regional and county levels into small geographic areas--including city, subregion, and transportation analysis zones (TAZ). Working closely with consultant teams, Housing, Compass and Forecasting staff processed, compiled, and prepared statistics/data/forecasts for the information packets to be used in the October-November Integrated Growth Forecast/RHNA subregion/local jurisdiction workshops.

Separately, Forecasting staff is in the process of developing methodologies to allocate the secondary variables as required by Modeling Division, and working in collaboration with key SCAG Divisions (Modeling, Transportation Planning, Compass Growth Visioning) to build consensus, develop better modeling methodology/process/procedure to assess the land use and smart growth benefits.

- Goods Movement. SCAG staff is continuing its discussions with officials at both the Federal and State governments regarding their commitment to sign the Southern California National Gateway Strategy MOU. Thus far, SCAG's Regional Council and the Board of Directors from most of the county transportation commissions have approved the MOU in its current form, and the Ports are proceeding positively to approve it. In our discussions with high level officials at both the Federal and State governments, it appears that some changes to the MOU may be required in order to get them fully on-board. However, we do not believe that these changes will be significant. Julie Nelson, who replaced Joel Szabat as the head of USDOT's Intermodal Hot Spot Team focused on Southern California goods movement issues, expects to visit Los Angeles to discuss this matter further on October 24th. I along with the other Chief Executives from the county transportation commissions and the ports intend to meet with her during her visit. In the meantime, she has agreed to coordinate with her counterparts at other key federal agencies. At the State level, we continue our discussions with Barry Sedlick, Assistant Secretary of Business Transportation & Housing (BT&H). Officials at BT&H have expressed concerns

regarding appropriate institutions for funding, environmental processing, and inter-jurisdictional projects. Nonetheless, the MOU effort is expected to be convened at the request of the Governor and dovetail with and provide for the regional implementation of the State Goods Movement Action Plan with respect to the Southern California National Freight Gateway.

V. Develop Additional Planning Efforts

- RHNA. The CEHD RHNA Subcommittee has taken several policy actions regarding RHNA and housing allocation and will be ready to present their findings and recommendations to the CEHD after their last meeting on October 19th. In their first three meetings, the RHNA Subcommittee discussed how various AB 2158 planning factors, which are required by state housing law, would be incorporated into jurisdictional allocations. AB 2158 factors discussed included farmworker housing needs, the loss of at-risk low-income units, housing cost, market demand, and the over-concentration of low income groups. The housing staff worked closely with the forecasting staff to obtain and transmit the data to the Subcommittee.

Housing staff has also received written questions and comments from interested parties regarding both RHNA methodology and policy. These inquiries and comments have been carefully logged so that housing staff can address them.

- Compass Blueprint. On October 3, 2006, the Compass Partnership convened and was updated on completed and future Demonstration Projects. A review of the Compass team's work and upcoming projects led to an interesting exchange of ideas for improving by-right and expedited entitlement processes, as well as strategies for increasing return on investment for infill development. With this, the group may explore future collaboration with ULI to develop guidelines for Municipal Revenue Enhancement programs. Committee members also provided their feedback on the preliminary plans for a Springtime Compass Blueprint Event and Recognition Program.

At the CEHD October meeting, the committee approved the staff ranking of Compass Blueprint Demonstration Project proposals with the caveat that proposals from non-member cities will only be approved if the cities join SCAG. Letters were mailed October 17th informing local jurisdictions of the status of their proposals. 11 projects have been approved and work will begin shortly. Four projects were "wait-listed" pending identification of additional program funding or resolution of SCAG membership issues. We look forward to working with our local jurisdictions to provide planning services that integrate land use and transportation planning, provides a mix of land uses and housing types, and engages a variety of public and private stakeholders.

- Regional Comprehensive Plan. The Regional Comprehensive Plan Task Force and staff team held the first of three workshops with the Regional Council and policy committees in October. The topic was world oil markets, featuring Professor Robert Kaufmann from Boston University. Staff is following up on the Regional Council's request to collect and disseminate information on innovative energy planning efforts

in the region. Future sessions are tentatively planned on Open Space and earthquake preparedness. The Task Force is also in the process of approving initial performance outcomes for the RCP. These outcomes will be subsequently reported to the appropriate policy committees and will form the basis for outreach and further development of the RCP.

In October, SCAG held two regional workshops to gather input on environmental mitigation measures for the next Regional Transportation Plan. The outreach effort sought to identify how mitigation measures included in the current 2004 RTP could be of more assistance to agencies and local governments. The workshops drew over 30 participants from Federal, State and Tribal land use planning, natural resource, wildlife, environmental protection, conservation, and transportation agencies. This effort will help SCAG comply further with the new SAFETEA-LU environmental requirements.

- Air Quality/Conformity

Air Quality Management Plan for the South Coast Air Basin

As described in last month's RC Report, the State Implementation Plan (SIP) demonstrating attainment with the 8-hour ozone national ambient air quality standard (NAAQS) is due to the U.S. EPA by June 15, 2007. The SIP for the PM_{2.5} NAAQS is due to U.S. EPA by April 5, 2008. These are new standards that have not been included in previous air plans. As required by State law, the 2007 Air Quality Management Plan (AQMP) for the South Coast Air Basin is being prepared by South Coast Air Quality Management District (SCAQMD), the California Air Resources Board (CARB), and SCAG, and will be submitted after approval by the respective Boards to U.S. EPA to meet the SIP requirements for 8-hour ozone and PM_{2.5}.

SCAG is responsible for the transportation strategy and transportation control measures for the South Coast Air Basin AQMP, as well as providing socio-economic data and transportation model activity data to the SCAQMD and CARB for use in air quality and emission factor models. The EEC released SCAG's portion of the draft 2007 AQMP for the South Coast Air Basin in September, and a report on the release was given to the RC in October. The SCAQMD released the draft AQMP for public review and comment on October 10, 2006. A final draft AQMP is expected to be released in January 2007, and the public hearing by the SCAQMD Board is tentatively scheduled for April 2007. CARB expects to release its draft Statewide Air Plan element in January and take action on local plan elements in time to meet the June 15, 2007 submittal deadline.

SCAG staff will update the Energy and Environment Committee and the Transportation and Communications Committee on the status of the Draft AQMP in the coming months. The AQMP will be agendaized for Regional Council action early next year.

- Project-Level Conformity. As previously reported, SCAG staff has developed effective protocols and processes for interagency review of transportation projects to meet the project-level Particulate Matter conformity requirements (enacted in March by EPA). These processes have proved to be efficient and effective in moving projects through the TCWG meetings and Federal approval process. In October, SCAG staff made a presentation on these processes at a Caltrans sponsored workshop held in San Bernardino. The workshop, attended by approximately 100 people, was intended to educate transportation project sponsors, staff of the transportation commissions and Caltrans, consultants and other interested parties on the requirements for project-level conformity, including the interagency review process. To date, approximately 75 transportation projects for project-level PM conformity have been processed through the TCWG monthly meetings at SCAG. Without this processing, these projects would not receive Federal approval.

VI. Data & Planning Methods

- Upcoming 2006 State of the Region Release. Staff has completed a draft 2006 State of the Region Report which has been reviewed by the Benchmarks Task Force and SCAG Senior Management. Highlights of the report findings were provided to the CEHD Policy Committee for review at its October meeting. Staff is scheduled to brief the CEHD and Regional Council on major findings at their November 2, 2006 meetings. In addition to its usual broad coverage encompassing, among others, regional economy, transportation, housing, environment and education, the 2006 report also includes an Energy Section reflecting its growing significance for the future of Southern California and beyond. The report is currently scheduled for release through a press conference in December 2006.
- GIS Training for Member Jurisdictions. SCAG provided GIS training sessions to member jurisdictions from October 16-19, 2006. This four-day training provides the foundation for becoming a successful GIS user. The training involves showing staff from local agencies how to use the GIS software to perform analyses, create maps and perform data queries. There are 15 staff representatives from member jurisdictions participating in the training. The training is very successful and due to an overwhelming response, SCAG staff is scheduled to offer another training sessions in December 2006.
- New RTIP Database Released for CTC Final Review. Database staff has been working to develop a new Regional Transportation Improvement Program (RTIP) Database. The new database is an essential tool for the County Transportation Commission (CTC) staff to effectively manage the implementation of the RTIP program. It includes detailed information (e.g., types of improvements, funding source and level) for all projects contained in the RTIP. This is the first time that SCAG developed the new RTIP Database that is comprehensive and interactive. The database is a web-based, real time application and allows multiple users to access at the same time. These advanced features are aimed at enhancing the effectiveness of utilization by

CTC staff and other users. The project was completed with internal staff resources only without consultant assistance.

The complete new RTIP Database was released on October 26, 2006 to CTC staff for final review. Final deployment is anticipated in December 2006. Staff will provide extensive training and on-going assistance to staff members from all county transportation commissions.

VII. Legislative and Communication Programs

- Legislative Program

Staff has prepared a draft Annual Legislative Program that will be presented to the policy committees in November and then for approval of the Regional Council in December. Because of SCAG's increased involvement in direct advocacy, the 2007 program is more focused and directed to our legislative audience. The 2007 Legislative Program federal advocacy priorities include those relating to Goods Movement, Aviation, and TEA-LU Reauthorization and Appropriations. State advocacy priorities include those related to Housing and Land Use, CEQA Reform and Environmental Streamlining, Transportation and Financing, Air Quality, Sustainability, Water, Waste Management, Habitat and Open Space, and Tribal Governments.

The U.S. Congress is in recess until after the November 7th election, and the state legislature is adjourned until December 4th. Our most immediate state legislative effort is to secure consensus on legislative language of the RHNA pilot project bill that SCAG intends to introduce. Staff has continued to meet with housing stakeholders to craft language and will request authorization at this month's Policy Committees and Regional Council meeting to proceed with final legislative language.

- Communication

On October 18th, representatives from 12 metropolitan planning organizations from around the country participated in a conference call to discuss Best Practices in the area of public communications. The idea of the conference call stemmed from a discussion amongst MPO Executive leaders at an August TRB conference on the future of MPOs and the sharing of Best Practices and lessons learned. Topics discussed during the one-hour conference call included:

- Segmenting and effectively outreaching to the "General Public"
- Reaching out to underrepresented and underserved communities/groups
- Translating materials into alternative languages – when is it appropriate?