

**VENTURA COUNCIL
OF GOVERNMENTS**

**VENTURA COUNCIL OF GOVERNMENTS
ADMINISTRATIVE COMMITTEE
Thursday, January 24, 2019, 4:00 p.m.
Camarillo City Hall
Administrative Conference Room**

AGENDA REPORTS AND OTHER DISCLOSABLE PUBLIC RECORDS RELATED TO OPEN SESSION AGENDA ITEMS ARE AVAILABLE ON THE VCOG WEBSITE UNDER AGENDA AND MINUTES AT WWW.VENTURACOG.ORG AND AT THE PRINCIPAL VCOG BUSINESS OFFICE LOCATED AT 33 EAST HIGH STREET, SUITE 200, MOORPARK, CALIFORNIA BY APPOINTMENT [(805) 217-9448] DURING REGULAR BUSINESS HOURS, MONDAY THROUGH FRIDAY, 9:00 A.M. TO 4:00 P.M

- 1. Call to Order**
- 2. Public Statements**
- 3. Adoption of November 29, 2018 Committee Meeting Summary** (*Attached*)
- 4. 2019 VCOG Program of Priorities-** Review Draft Program of Priorities and make recommendations for the 2019 Final Document to the Council for consideration on March 13, 2019. (*Attached*)
- 5. Executive Director's Report**
 - Financial Report (*Attached*)
 - Streaming VCOG Meeting Video on Website-Website Upgrade Needed
 - SCAG Sub-Regional District Representative and Policy Committee Selection Process (*Attached*)
- 6. Establishment of Agenda for March 13, 2019 VCOG Meeting- Possible Topics:**
 - 2020 U.S. Census- Report from The Rose on the changes in demographics and the implications of such political shifts in Southern California (See Hand Out) -15 Minutes + Q&A
 - 2020 U.S. Census- Mike Petitt, Assistant County Executive Officer- What's At stake for Our Region- Census Schedule and local Government Costs (See Hand Out)-15 Minutes + Q&A
 - Cpt. Jeff Chism, USN, Commanding Officer, Naval Base Ventura County- Welcome and briefing on base growth and activity- 10 Minutes + Q&A
 - County Emergency Response- Flood Warning System- County OES
- 7. Adjournment**

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file with the VCOG Executive Director and are available for public inspection. If you have any questions regarding any agenda item, contact the Executive Director at (805) 217-9448.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the 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).

VCOG ADMINISTRATIVE COMMITTEE
November 29, 2018 Meeting Summary

1. Call to Order - 4:05 p.m.

Members: Chair Huber, Immediate Past Chair Procter, Member Parvin, Member Adam.
Staff: Executive Director Riley, Mina Layba, Legislative Affairs Manager, City of Thousand Oaks.

2. Public Statements - None

3. September 27, 2018 Meeting Summary - The meeting Summary for the September 27, 2018 was approved as published.

4. Financial Report – Riley distributed a Finance Report including a Balance Sheet, Profit & Loss Statement and Budget Analysis to November 28, 2018. He reported that the Budget Line Item for Legal Services had been exceeded due to the fees to determine the applicability of the Dynamex Matter. As of October 31, 2018 fees paid to Myers, Widders, Gibson, Jones & Feingold, LLP were \$3,274.50. Riley reported that there were sufficient funds in the budget in other line items to cover these unanticipated costs.

5. Executive Director's Report –

- **Streaming VCOG Meeting Video on Website-Website Upgrade Needed-** Riley reported discussing the website with VCTC Staff (Steve DeGeorge). VCOG's Website is old and outdated. Video Streaming would require reprogramming the site and the cost to would exceed VCTC's IT Budget for VCOG Support. Riley had requested DeGeorge to provide an estimate of the cost for reprogramming and was awaiting the response. The committee discussed the website and the lack of activity (visits). It was suggested that VCOG explore possible links to the site on other sites such as City and County websites. The committee deferred further action until a new Administrative Committee is seated in 2019.
- **2019 Meeting Schedule** – Riley provided the proposed VCOG Meeting Schedule for 2019. The Annual Dinner scheduled for June 13, 2019 will be moved to June 20, 2019 to avoid conflict with LOCC Polict Committee Meetings.
- **Succession Planning- Chair and Chair-Elect (Nominating Committee)** – After discussion, the Committee, acting as the VCOG Nominating Committee nominated Al Adam for the Office of Chair for 2019. The Nomination will be reported to the full board at the January 10, 2019 Board Meeting. The board will then elect a Chair-Elect for the 2020 Year.

6. Establishment of Agenda for the January 10, 2019 VCOG Meeting – Since the November 8, 2018 VCOG Meeting was cancelled due to the fires, the committee approved Riley's recommendation to reschedule the a presentation from the Public Agency Retirement Services.

Adams suggested as an additional or alternative Agenda Item, a presentation from Joel Price and former Sheriff Geoff Dean on gun violence, active-shooter preparedness and related issues. Adam will work with Riley to possibly arrange this item.

7. CLOSED SESSION: The Committee will Adjourn to Closed Session for one Item:

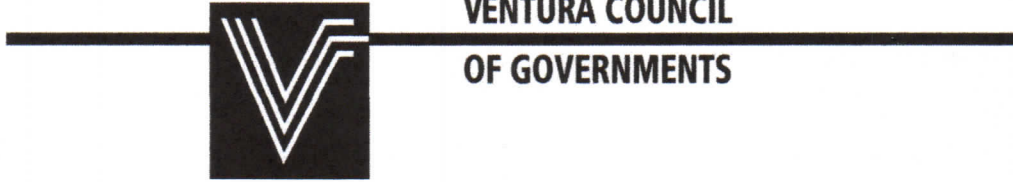
- **PUBLIC EMPLOYEE EMPLOYMENT & PERFORMANCE EVALUATION**
Government Code Section 54957
Title: Executive Director

CONFERENCE WITH LABOR NEGOTIATORS
Government Code Section 54957.6
Unrepresented employee: Executive Director
Conference Line: (805) 383-5623

There was no report from the Closed Session


Adjournment – The meeting adjourned at 4:45 p.m.

Next Meeting - January 24, 2019



**VENTURA COUNCIL
OF GOVERNMENTS**

MEMORANDUM

TO: Administrative Committee
FROM: Hugh R. Riley, Executive Director 
SUBJECT: Review DRAFT – VCOG 2019 Program of Priorities
DATE: January 24, 2019

Recommendation:

Review, VCOG Program of Priorities and Recommend changes to the Full Council for Consideration on March 14, 2019

Discussion:

This report transmits the Draft - VCOG 2019 Program of Priorities. The attached document is unchanged from 2018. The Council has referred the Program to the Administrative Committee for recommendations for 2019.

ATTACHMENT: DRAFT - VCOG 2019 Program of Priorities

ATTACHMENT

DRAFT - VCOG 2019 PROGRAM OF PRIORITIES

2016-2040 Sustainable Communities Strategy

Collaboration with Regional Partners

Consolidation of Municipal Services to Achieve Economies of Scale and Administrative Efficiencies (e.g., public safety dispatch)

Countywide High Speed Internet Access (consider Point to Point Protocol)

Economic Development

- Business retention/attraction issues
- Local preference in contracting and purchasing
- Sales tax measures

Fiscalization of Land Use

Homelessness

Housing Issues

- Addressing Substandard Housing
- Second Dwelling Units

Infrastructure Funding Issues

Joint Powers Authority for Provision of Countywide Fire Services (including review of methodology for establishing rates)

Legislative Priorities of:

- Land Use and Environment
- Housing and Blight
- Economic Development
- Public Infrastructure
- Solid Waste Management
- Public Safety
- Resources Management/Water Supply Reliability
- Local Governance Sustainability

Municipal Utilities Districts for Water and Wastewater

Power Plant Siting Issues

Solid Waste Management

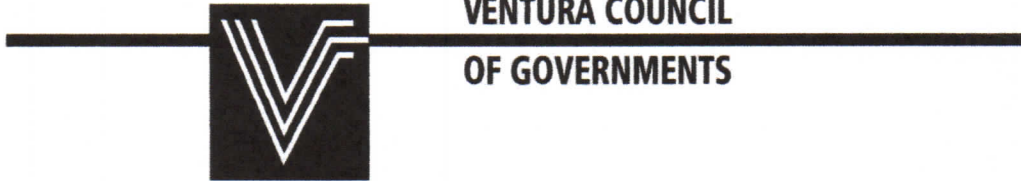
- VCOG's Role as AB 939 Local Task Force
- Landfill Capacity and Emerging Waste-to-Energy Technology

Sustainable Groundwater Management Act (SGMA) Implementation

Technology Trends in Transportation

Transient Rentals Impacts

- Internet-based market



**VENTURA COUNCIL
OF GOVERNMENTS**

MEMORANDUM

TO: Administrative Committee
FROM: Hugh R. Riley, Executive Director 
SUBJECT: Financial Report
DATE: January 24, 2019

Recommendation:

Receive and file Financial Report for Period July 1, 2018 to January 19, 2019.

Discussion:

This report transmits the Ventura Council of Governments (VCOG) Financial reports for the period ending January 19, 2019.

Investments:

ATTACHMENTS: Balance Sheet – As of January 19, 2019
Profit and Loss – July 1, 2018 to January 19, 2019
Budget vs. Actual – July 1, 2018- January 19, 2019

Ventura Council of Governments

BALANCE SHEET

As of January 19, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BofA - 5784	0.00
BofA - 5797	71,546.89
BofA MM - 1346	67,050.21
Wells Fargo	0.00
Wells Fargo - 3905	0.00
Wells Fargo - 4715	0.00
Total Bank Accounts	\$138,597.10
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$138,597.10
TOTAL ASSETS	\$138,597.10
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
Payroll Liabilities	-1.04
Total Other Current Liabilities	\$ -1.04
Total Current Liabilities	\$ -1.04
Total Liabilities	\$ -1.04
Equity	
Opening Balance Equity	111,292.08
Unrestricted Net Assets	-1,083.91
Net Income	28,389.97
Total Equity	\$138,598.14
TOTAL LIABILITIES AND EQUITY	\$138,597.10

Ventura Council of Governments

PROFIT AND LOSS

July 1, 2018 - January 19, 2019

	TOTAL
Income	
Annual Dinner Tickets	62.00
Dues Assessments	64,992.00
Other Types of Income	
Bank Interest	10.15
Total Other Types of Income	10.15
Total Income	\$65,064.15
GROSS PROFIT	\$65,064.15
Expenses	
Contract Services	
Accounting Fees	660.00
Executive Administration	22,750.00
Legal Fees	3,961.84
Research Grant - CLU	4,800.00
Total Contract Services	32,171.84
Miscellaneous Expense	116.91
Operations	
Printing and Copying	317.15
Supplies	88.30
Website	645.00
Total Operations	1,050.45
Other Types of Expenses	
Insurance - Liability, D and O	1,610.03
Total Other Types of Expenses	1,610.03
Travel and Meetings	
Conference and Meetings	1,646.53
Travel	78.42
Total Travel and Meetings	1,724.95
Total Expenses	\$36,674.18
NET OPERATING INCOME	\$28,389.97
NET INCOME	\$28,389.97

Ventura Council of Governments

BUDGET VS. ACTUALS: FY2018/2019 - FY19 P&L

July 2018 - June 2019


	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
Annual Dinner Sponsorship		3,000.00	3,000.00
Annual Dinner Tickets	62.00	500.00	438.00
Dues Assessments	64,992.00	64,992.00	0.00
Other Types of Income			
Bank Interest	10.15	8.00	-2.15
Total Other Types of Income	10.15	8.00	-2.15
Safe Passages Grant Appropriation		8,000.00	8,000.00
Total Income	\$65,064.15	\$76,500.00	\$11,435.85
GROSS PROFIT	\$65,064.15	\$76,500.00	\$11,435.85
Expenses			
Contract Services			
Accounting Fees	660.00	1,300.00	640.00
Audit		5,000.00	5,000.00
Executive Administration	22,750.00	45,000.00	22,250.00
Legal Fees	3,961.84	400.00	-3,561.84
Research Grant - CLU	4,800.00	8,000.00	3,200.00
Total Contract Services	32,171.84	59,700.00	27,528.16
Miscellaneous Expense			
Operations			
Printing and Copying	317.15	550.00	232.85
Supplies	88.30	400.00	311.70
Website	645.00	550.00	-95.00
Total Operations	1,050.45	1,500.00	449.55
Other Types of Expenses			
Insurance - Liability, D and O	1,610.03	1,600.00	-10.03
Total Other Types of Expenses	1,610.03	1,600.00	-10.03
Travel and Meetings			
Annual Dinner		7,500.00	7,500.00
Conference and Meetings	1,646.53	5,000.00	3,353.47
Travel	78.42	1,000.00	921.58
Total Travel and Meetings	1,724.95	13,500.00	11,775.05
Total Expenses	\$36,674.18	\$76,500.00	\$39,825.82
NET OPERATING INCOME	\$28,389.97	\$0.00	\$ -28,389.97
NET INCOME	\$28,389.97	\$0.00	\$ -28,389.97



VENTURA COUNCIL
OF GOVERNMENTS

MEMORANDUM

TO: Administrative Committee

FROM: Hugh Riley, Executive Director 

SUBJECT: Selection of Sub-region District Representatives to SCAG Regional Council and to SCAG Policy Committees

DATE: January 24, 2019

Recommendation:

Notify Members and Alternates that there is a vacancy on the SCAG Energy and Environment Policy Committee. Select Option C for Selecting District Representatives to the SCAG Regional Council.

Discussion:

SCAG Policy Committee Appointments:

VCOG has two sub-regional appointments as of right now. Those can be made at the COG's discretion. David Pollock has left a sub-regional vacancy on EEC- Energy and Environment Committee so that would be preferable. Although he still needs/may serve on a policy committee of his choosing. Will Berg is serving on Transportation Committee, so I am still showing another vacancy for your Sub-region.

SCAG Sub-Regional District Election Process

There are three (3) Sub-regional Districts in Ventura County – Districts 45, 46, and 47.

1. District 45- Cities of Oxnard, Port Hueneme, and Camarillo
2. District 46- Cities of Moorpark, Simi Valley, Thousand Oaks
3. District 47- Cities of Ventura, Ojai, Fillmore, and Santa Paula

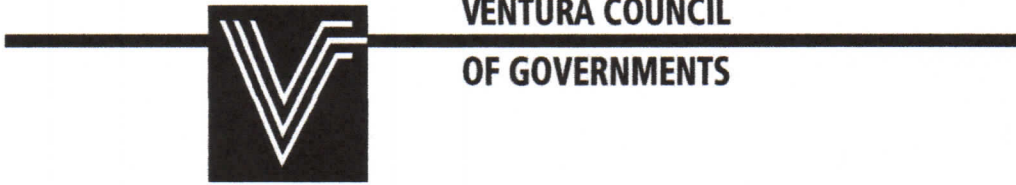
VCOG's past practice has been that, when a term expires creating a vacancy in a District, the Executive Director issues a Call for Candidates and administers any required election process.

SCAG is attempting to establish a more uniform process for electing Sub-Region District Representatives and is now offering the following options for COGs:

- **Option A:** Sub-regional Executive Director will send all required notices regarding the SCAG RC District elections using the standard Notice of Election template and conduct any election as appropriate. Sub-regional Executive Director will maintain regular communication with the SCAG staff on the process.

- **Option B:** SCAG will send all required notices regarding the SCAG RC District Representative elections using the standard Notice of Election template and conduct any election as appropriate. SCAG staff shall maintain regular communication with the sub-regional organization on the process.
- **Option C:** Executive Director will send all required notices regarding the SCAG RC District elections using the standard Notice of Election template and request that SCAG staff conduct any election as appropriate. Sub-regional Executive Director will maintain regular communication with the SCAG staff on the process.

The District 45 Representative would be up for election this year as it is an odd year (corresponding with odd number District). The District 47 Representative was just filled and will expire in 2021.



Schedule of VCOG Meetings for 2019

Board Meeting- City Council Chambers
Thursdays from 5:00 p.m. to 6:30 p.m.

January 10, 2019

March 14, 2019

May 9, 2019

June 20, 2019 (*Annual Dinner- Location TBA in Thousand Oaks*)

July 11, 2019

September 12, 2019

November 14, 2019

Legislative Committee– Admin or Central Conference Room-
Thursdays from 3:00 p.m. to 4:00 p.m. (*Coincides with
Administrative Committee meetings*)

January 24, 2019

March 28, 2019

May 23, 2019

June 27, 2019

July 25, 2019

October 3, 2019

November 21, 2019

Administrative Committee – Admin or Central Conference Room
Thursdays from 4:00 p.m. to 6:00 p.m.

January 24, 2019

March 28, 2019

May 23, 2019

June 27, 2019

July 25, 2019

October 3, 2019

November 21, 2019