



**VENTURA COUNCIL OF GOVERNMENTS
ADMINISTRATIVE COMMITTEE
Thursday, March 28, 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 January 24, 2019 Committee Meeting Summary (*Attached*)**
- 4. Executive Director's Report**
 - 2019 VCOG Program of Priorities (*Attached*)
 - Financial Report
 - 2019 Annual Dinner- "Town, Gown & Team"
 - Website Upgrade – Cost Proposal
 - VCOG's Role in RHNA – Do it or Delegate- Funding
- 5. 2019-2020 Annual VCOG Budget - Review recommended operating budget for F.Y. 2019-2020. Recommend consideration by the full Council on May 8, 2019. (*Attached*)**
- 6. Establishment of Agenda for May 8, 2019 VCOG Meeting- Possible Topics:**
 - County Emergency Response- Flood Warning System
 - Continuum of Care – Homeless Count Update- Committed- 20 Minutes
 - Voting Rights- District Elections
 - The Governor's Budget- What's In It for Cities?
 - Census – Impact to Ventura County of Undercount.
- 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
January 24, 2019 Meeting Summary

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

Members: Chair Adam, Chair-elect Parvin, Member Crosswhite, Member Mashburn;
Staff: Executive Director Riley, Mina Layba, Legislative Affairs Manager, City of
Thousand Oaks.

Members Absent: Member Kildee

2. Public Statements - None

3. November 29, 2018 Meeting Summary - The meeting Summary for the November 29, 2018 was approved as published.

4. 2019 VCOG Program of Priorities- The Committee discussed the Program of Priorities and recommended deleting the item "*VCOG's Role as AB 939 Local Task Force*" because this role was no longer in effect. Also the sub-set item "Emerging Trends i.e. scooters and bikes was added. Both changes appear on page 2 of the document. These changes will be recommended to the full Council on March 14, 2019.

5. Executive Director's Report –

- **Financial Report –** A Financial Report was included with the Agenda including a Balance Sheet, Profit & Loss Statement and Budget Analysis to December 31, 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 \$3,561.84. Riley reported that there were sufficient funds in the budget in other line items to cover these unanticipated costs.
- **Streaming VCOG Meeting Video on Website-Website Upgrade Needed-** Riley reported that the current VCOG Website is old and outdated in terms of capability to host live video and taped video. There have been minimal hits on the site. discussing the website with VCTC Staff (Steve DeGeorge). Video Streaming would require reprogramming the site and the cost to would exceed VCTC's IT Budget allocation for VCOG Support. Member Adam stated he would be reluctant to expend funds to upgrade the website without first developing a strategy to improve the usefulness of the site. Member Crosswhite suggested that the VCOG Meeting Schedule be put on the website. The committee continued to discuss the website and the lack of activity (visits). It was again suggested that VCOG explore possible links to the site on other sites such as City and County websites. Riley was asked to identify and make recommendations for the upgrading of the website and to further explore the costs involved.
- **SCAG Sub0Regional Council and Policy Committee Selection Process**
Riley reported that 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 Energy and Environment Committee (EEC) so there is a vacancy on that committee. Riley will ask SCAG Staff to advertise for interest in that committee within the county. Will Berg is serving on Transportation Committee.

SCAG Sub-Regional District Election Process

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 46 and 47 Positions were just filled and will expire in 2021.

On Riley's recommendation, the Committee elected **Option C** in order to maintain VCOG's involvement and visibility in the process.

6. Establishment of Agenda for the March 14, 2019 VCOG Meeting –

The Committee discussed presentation Item suggestions from staff including:

- 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

Chair Adam suggested that, in light of legislation currently being introduced and already made law concerning affordable housing and the Governor's threat to withhold SB-1 Gas Tax Transportations for failure to perform established goals, perhaps we should have a more thorough presentation on this issue from the League of California Cities. The Committee agreed. It was also agreed that Cpt. Chism be invite to address the meeting.

The Census Item can be set aside as a back-up item.

Adjournment – The meeting adjourned at 5:35 p.m.

Next Meeting - March 28, 2019- 4:00 PM.

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

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- Landfill Capacity and Emerging Waste-to-Energy Technology

Sustainable Groundwater Management Act (SGMA) Implementation

Technology Trends in Transportation

- Emerging Trends i.e. scooters, bicycles

Transient Rentals Impacts

- Internet-based market



**VENTURA COUNCIL
OF GOVERNMENTS**

TO: Administrative Committee
FROM: Hugh Riley, Executive Director
SUBJECT: Fiscal Year 2019/2020 Budget
DATE: March 28, 2019

Recommendation:

The Administrative Committee should review and discuss the proposed VCOG Operating Budget for F.Y. 2019-2020 and recommend approval by the Full Council on May 9, 2019.

Discussion:

The VCOG Joint Powers Authority Agreement Section 23 requires that a budget be adopted, and dues be approved, at the last regular meeting of the Governing Body prior to June 30 of each year or at the first meeting, regular or special, of the Governing Body after June 30. This report transmits the proposed VCOG Budget for Fiscal Year 2019/2020.

Fiscal Year 2018/2019 Expenditures

Fiscal Year 2018/2019 total expenditures are estimated to be \$75,189. The 2018-2019 Budget totaled \$76,500 leaving a probable unexpended fund balance of \$1,311. Estimated expenses for Executive Administration (Executive Director) \$44,690 are within the budgeted \$45,000.

2019/2020 Estimated Revenue

Considering the commitment from SCAG for \$3,000 donation for the Annual Dinner, annual revenue is budgeted at \$67,500 including a conservative estimate for interest income from the Reserve Fund. In addition, based on past experience \$500 has been budgeted as income from guest ticket sales for the annual dinner. Thus the proposed expenditure plan for Fiscal Year 2019/2020 is \$67,500.

2019/2020 Proposed Expenditures

The Executive Administration line item has been maintained at \$45,000 which conforms to the services contract approved on March 8, 2018. Accounting Fees and Audit are presented as separate line items at \$1,400 and \$5,000 respectively. Funds are included for periodic accounting services with a local bookkeeping professional at a rate of

\$55.00/hour as recommended by the auditor to help provide increased internal control. Funds are also provided for the preparation of IRS Form 1099 for VCOG Vendors.

Separate line items for Insurance and Legal Services have also been included in the budget based on the existing Alliant insurance policy premium and the agreement with Myers, Widder, Gibson, Jones & Feingold, LLP. \$7,500 has been budgeted for the Annual Dinner, \$4,000 for Conference and Meetings and \$1,000 for staff Travel.

The Miscellaneous Expense Line Item of \$200 has been eliminated. Expenses relating to video-taping services for the six monthly VCOG Board Meetings at approximately \$30.00 per meeting will be charged to the Conference and Meeting Budget.

Administrative Operating Costs

Expenses for office supplies, printing and copying, and Internet are based on current year's expenditures including the \$640 annual fee for the Quickbooks Program. The proposed budget for 2019-2020 continues to separate these expenses and maintains a similar, overall total amount adjusted considering actual expenses in the previous year's budget.

Fiscal Year 2019/2020 Proposed Budget

The proposed Fiscal Year 2018/2019 budget (Attachment A) totals **\$67,500** in order to continue operations of VCOG. Member agency Dues Assessments (Attachment B) have been maintained at the same level as 2018-2019.

**ATTACHMENT: Proposed Budget 2019-20120
VCOG Resolution 2019-04 and Attachments**

ATTACHMENT

VENTURA COUNCIL OF GOVERNMENTS RESOLUTION NO. 2019-04

A RESOLUTION OF THE GOVERNING BODY OF THE VENTURA COUNCIL OF GOVERNMENTS ADOPTING THE FISCAL YEAR 2019-2020 BUDGET

BE IT RESOLVED by the Governing Body of the Ventura Council of Governments as follows:

SECTION 1: The Governing Body finds that a budget for Fiscal Year 2019/2020 must be adopted to fund operations for the coming year.

SECTION 2: The Governing Body agrees to adopt the proposed budget for Fiscal Year 2019/2020 as detailed in Attachment A.

SECTION 3: The Governing Body agrees to adopt dues assessments for Fiscal Year 2019/2020 as detailed in Attachment B.

PASSED AND ADOPTED this 9th day of May, 2019.

Al Adam, Chair

Attest:

Hugh Riley, Executive Director