



**VENTURA COUNCIL  
OF GOVERNMENTS**

**AGENDA**

Thursday, May 14, 2009  
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**

- A. **Minutes** – Adopt the Minutes of the January 8, 2009 meeting.
- B. **Minutes** – Adopt the Minutes of the March 12, 2009 meeting.

8. **ORDER OF BUSINESS**

- A. **Update on VCOG/VCTC/Ventura County Civic Alliance (VCCA) “Compact for a Sustainable Ventura County” Project and SB 375 Implementation:** Receive status report.

**MEMBERS**

City of Camarillo  
Jan McDonald, Member  
Dan Waunch, *Alternate*

City of Oxnard  
Thomas Holden, Member  
XXXXX, *Alternate*,

City of Simi Valley  
Paul Miller, Member  
Barbara Williamson, *Alternate*

City of Fillmore  
Patti Walker, Member  
Gayle Washburn, *Alternate*

City of Port Hueneme  
Maricela Morales, Member  
Sylvia Munoz Schnopp *Alternate*

City of Thousand Oaks  
Tom Glancy, Member  
Jaqui Irwin, *Alternate*

City of Moorpark  
Janice Parvin, Member  
Mark Van Dam, *Alternate*

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

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

City of Ojai  
Carol Smith Member  
Steve Olson, *Alternate*

City of Santa Paula  
Gabino Aguirre, Member  
Jim Tovias, *Alternate*

- B. **Update on Contracting for Administrative Services with Ventura County Transportation Commission and Other Options:** Receive report and provide direction to staff.
- C. **FY 2009/10 Budget and Dues Assessment:** Adopt Resolution 2009-01 approving the FY 2009/10 budget and dues assessment.
- D. **Update on Ventura County 2-1-1 Program:** Receive oral report from Interface Children and Family Services Executive Director Erik Sternad.
- E. **2009 VCOG Annual Meeting:** Update on Annual Meeting on Thursday June 18, 2009 in Thousand Oaks.

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 agendaized and the description of the agenda item.

12. **ADJOURNMENT TO JULY 9, 2009**

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).



**VENTURA COUNCIL  
OF GOVERNMENTS**

**MINUTES**

Thursday, January 8, 2009

5:00 p.m.

City of Camarillo

Council Chambers

601 Carmen Drive, Camarillo, California 93010

1. **CALL TO ORDER:** Chair Miller called the meeting to order at 5:00 p.m.

2. **FLAG SALUTE:** Member Holden led the Pledge of Allegiance.

3. **ROLL CALL:**

Member Jan McDonald	City of Camarillo
Member Patti Walker	City of Fillmore
Member Janice Parvin	City of Moorpark
Member Tom Holden	City of Oxnard
Member Carl Morehouse	City of Ventura
Member Gabino Aguirre	City of Santa Paula
Member Paul Miller	City of Simi Valley
Member Tom Glancy	City of Thousand Oaks
Member Linda Parks	County of Ventura

**Absent:** Member Cities: Ojai; Port Hueneme

4. **PUBLIC COMMENT:** None.

5. **BOARD MEMBER COMMENTS:** Chair Miller welcomed and congratulated all recently elected Board Members.

6. **APPROVAL OF THE FINAL AGENDA:** Approved unanimously by voice vote.

7. **CONSENT CALENDAR**

A. **Minutes:** Adoption of Minutes of the July 10, 2008 meeting.

B. **Minutes:** Adoption of Minutes of the September 11, 2008 meeting.

Executive Director Bobkiewicz noted a revision to Item B reflecting Member City of Fillmore was absent. Motion and a second to revise Item B by Member Walker and Chair Miller respectively.

Member Parvin moved to approve Items A and B. Member McDonald seconded. The motion carried unanimously.

8. **ORDER OF BUSINESS**

- A. **Election of Chair-Elect:** Chair Miller moved to nominate Member Aguirre from the City of Santa Paula.

Approved unanimously by voice vote.

- B. **Appointment of 2009 Administrative Committee:** Chair Miller appointed the 2009 Administrative Committee as follows: Chair Miller, Members Holden and Morehouse.

Motion and a second to approve by Member Holden and Member Parks respectively. The motion carried unanimously.

- C. **Adoption of 2009 Workplan:** Member Hogan stated that Item 5 of 2009 Workplan is also a priority for VCTC.

Motion and a second to approve by Chair Miller and Member Holden respectively. The motion carried unanimously.

- D. **Adoption of 2009 Legislative Agenda:** Motion and a second to approve by Member Hogan and Chair Miller respectively. The motion carried unanimously.

- E. **Update on SB375 Implementation and VCOG January 29, 2009 Workshop:** Executive Director Wally Bobkiewicz reported that the City Manager's group and Chair Miller had agreed on a workshop for January 29, 2009 regarding the SB375 Implementation. The purpose of the workshop would be to inform elected officials about the SB375 requirements and discuss possible issues. Mr. Bobkiewicz stated that it would be a short program with social beginning at 6:30pm and program from 7:00 to 8:00pm. The workshop would take place at the Camarillo Library.

Member parks asked if a SCAG representative would be in attendance. Mr. Bobkiewicz responded yes.

Ms. Debra Varnado provided a PowerPoint presentation on SB 375 (Sustainable Communities Strategies). Ms Varnado indicated that the intent of the legislation is to reduce greenhouse gases of only automobiles and light duty vehicles through land-use planning and transportation efforts. This would be achieved by the integration of the Regional Housing Assessment Allocation (RHNA) and the Regional Transportation Plan (RTP) processes. SCAG will be reaching out to stakeholders to develop workshops and public hearings. The SCAG workshops will present the requirements and changes that will take place with SB375. There are issues with conflicting timeframes, since the RTP is scheduled for 2012 and RHNA in 2013. There will also be clean up legislation for SB375.

Chair Miller asked about whether the legislation provides funding to implement requirements. Ms. Varnado responded that the state provided no funding as part of SB375. There is another legislative bill in process that may provide funds, but there is no guarantee.

Member Morehouse indicated that issues with SB375 are the transportation projects and RHNA timeframe. He added that he hopes the January 29<sup>th</sup> workshop will help inform all.

Member Parks indicated that VCOG can satisfy SB375 requirements as it did for RHNA process. She added that she is also concerned that the legislation only looks at the numbers of miles traveled by vehicles, but not at alternative transportation options. In addition, the lack of funding is also a concern, and the Housing element process needs to be delayed out from a 4 year to 8 year plan.

Chair Miller asked Mr. Bobkiewicz about the format for January 29<sup>th</sup> workshop. Mr. Bobkiewicz indicated that the workshop will open with introductions about the success of VCOG working and the opportunity for VCOG to minimize the impacts of SB375 on Ventura County. There will be an overview presentation of SB375 and conclude with a group discussion. Members Morehouse and Parks agree to moderate the discussion.

F. **Update on VCOG/Ventura County Civic Alliance (VCCA) “Compact for a Sustainable Ventura County” Project:** Executive Director Wally Bobkiewicz and Ms. Debra Varnado reported that the Request for Proposals (RFP) was released in September and received two responses in December. SCAG will again release RFP in an attempt to get more responses.

G. **2009 VCOG Annual Meeting:** Chair Miller reported that the City of Thousand Oaks had offered to host the meeting. Chair Miller requested suggestions from the Board for dates in June 2009. Member Glancy stated June 25<sup>th</sup> is the Annual League of California Cities meeting in Sacramento. The Board agreed that the 2009 VCOG Annual Meeting should be scheduled for Thursday, June 18, 2009 at the Los Robles Country Club.

Mr. Bobkiewicz asked the Board for suggestions on a topic for the meeting, possibly state budget issues or a representative from the League of California Cities.

Member Parks asked about the meeting schedule. Mr. Bobkiewicz stated the meeting would be scheduled from 6:00pm to 7:00pm for social and the dinner and presentation would begin at 7:00pm.

9. **AGENCY REPORTS:**

A. **Southern California Association of Governments:** None

B. **Ventura County Transportation Commission:** None

C. **League of California Cities:** None.

D. **Other Agencies:** None.

10. **INTERIM EXECUTIVE DIRECTOR REPORT:** None.

11. **REQUEST FOR FUTURE AGENDA ITEMS:** None

12. **ADJOURNMENT:** 5:35 p.m. Next meeting to be held at 5:00 p.m., March 12, 2009 at Camarillo City Council Chambers.



**VENTURA COUNCIL  
OF GOVERNMENTS**

**MINUTES**

**Thursday, March 12, 2009  
5:00 p.m.**

**City of Camarillo  
Council Chambers  
601 Camarillo Drive, Camarillo, California, 93010**

- 
1. **CALL TO ORDER:** Chair Miller called the meeting to order at 5:00 p.m.
  2. **FLAG SALUTE:** Member Jan McDonald led the Pledge of Allegiance.
  3. **ROLL CALL:**

Member Jan McDonald	City of Camarillo
Member Patti Walker	City of Fillmore
Alternate Keith Millhouse	City of Moorpark
Member Carol Smith	City of Ojai
Member Tom Holden	City of Oxnard
Member Maricela Morales	City of Port Hueneme
Member Carl Morehouse	City of Ventura
Member Gabino Aguirre	City of Santa Paula
Member Paul Miller	City of Simi Valley
Alternate John Zaragoza	County of Ventura

Absent: Member Cities: Thousand Oaks

4. **PUBLIC COMMENT:** None.
5. **BOARD MEMBER COMMENTS:** None.
6. **APPROVAL OF THE FINAL AGENDA:** Item 8D, 8E, and 8C were moved prior to item 8A on the agenda. Approved unanimously by voice vote.
7. **CONSENT CALENDAR:**

- A. **2009 Work plan Update** – Mr. Bobkiewicz provided the 2009 Work plan update.

It was moved by Member Holden, seconded by Member Morehouse to receive and file. Approved unanimously by voice vote.

**8. ORDER OF BUSINESS**

- D. **Contracting for Administrative Services with Ventura County Transportation Commission**

It was the consensus of the board to direct Mr. Bobkiewicz to (1) move forward with negotiating an administrative services agreement with the Ventura County Transportation Commission; and (2) provide the board with alternate options for administrative services during the next meeting.

- E. **VCOG’s Seat on the SCAG Community, Economic and Human Development Committee**

Member Carol Smith volunteered to serve on the SCAG Community, Economic, and Human Development Committee.

- C. **Prison Re-Entry Workshop**

It was the consensus of the board to direct Mr. Bobkiewicz to schedule a Prison Re-Entry Informational Workshop on an upcoming Friday from 8:30 a.m. to noon.

- A. **Update on SB 375 Implementation and VCOG January 29, 2009 Workshop** – Mr. Varnado provided update on SB 375.

Brian Brennan, spoke in regards to the sustainable discussions SOAR will be having on June 25, 2009.

- B. **Update on VCOG/Ventura County Civic Alliance (VCCA) “Compact for a Sustainable Ventura County” Project** – Ms. Varnado reported four bids were received for the “Compact for a Sustainable Ventura County Project” and informed the board recommendation has been made to SCAG.

Mary Ann Krause, urged the board to create a subcommittee of both VCOG and Civic Alliance members to begin meeting with the contractors for the project; and (2) informed the board that the Civic Alliance was recently awarded a grant for \$25,000 to be used toward civic engagement in the “Compact for a Sustainable Ventura County” project.

F. **2009 VCOG Annual Meeting**

It was moved by Member Morehouse, seconded by Member Aguirre to schedule the VCOG Annual Meeting for June 18, 2009 and direct Mr. Bobkiewicz to make arrangements for contracting Daryl Steinberg as a guest speaker. Approved unanimously by voice vote.

9. **AGENCY REPORTS**: None.
10. **INTERIM EXECUTIVE DIRECTOR REPORT**: None.
11. **REQUEST FOR FUTURE AGENDA ITEMS**: None.
12. **ADJOURNMENT**: Meeting adjourned at 5:50 p.m. to May 14, 2009.



**VENTURA COUNCIL  
OF GOVERNMENTS**

**MEMORANDUM**

**TO:** Board of Directors

**FROM:** Wally Bobkiewicz, Interim Executive Director

**SUBJECT:** **Update on VCOG/VCTC/Ventura County Civic Alliance (VCCA)  
“Compact for a Sustainable Ventura County” Project and SB  
375 Implementation**

**DATE:** May 11, 2009

---

**Recommendation:** Receive update.

---

**Discussion:** The Steering Committee for the VCOG/VCTC/Ventura County Civic Alliance “Compact for Sustainable Ventura County” met for the first time on April 30, 2009 to review final scope of work of for Phase II of the project and to discuss next steps.

The final scope of work is attached for your review.

Assistant Executive Director Debra Vanardo will provide an oral report with additional information on this first meeting.

**Attachment**

“Compact for a Sustainable Ventura County” – Phase II Scope of Work

# Phase II: Compact for a Sustainable Ventura County

## SCOPE OF WORK, The Planning Center

21 April 2009

---

This scope of work provides a framework for how the process will be conducted and delineates the deliverables. Details of individual tasks and deliverables will be discussed and agreed-upon with the project Steering Committee, sponsors, and through processes further delineated in this work scope.

### Task 1. REVISION OF Phase 1 Guiding Principles

In cooperation with the VCOG Steering Committee and Working Group, Planning Center (also referred to as Consultant) shall prepare a revised set of principles based on the Phase 1 guiding principles:

a) building an effective multimodal transportation system; b) maintaining a sustainable and healthy agricultural industry; c) keeping housing affordable for all residents; d) protecting open space and conserving energy; e) developing a diversified economy; and f) continuing education about sustainability and challenges to the region.

Consultant shall use revised guiding principles to aid in the development of a common direction and strategic focus among Phase 2 participants.

#### Existing Conditions

Planning Center will review existing conditions data compiled in Phase I and update it where new information is available. Planning Center will also review existing background documents and maps. Steering Committee and SCAG will provide Planning Center with existing documents and maps.

#### Deliverables:

- a) Rough consensus from the Steering Committee on revised Guiding Principles, and assistance in establishing a common direction and strategic focus among participants.
- b) One day of presentations.

### Task 2. Outreach

Public Outreach is a critical component of a successful vision. Plans that have staying power, despite changes in political leadership, are those that benefit from broad support. The Compact process will operate on the premise that residents and stakeholders will select the best course of action if given the opportunity to consider the long-term, holistic consequences associated with each option. Meaningful public involvement is an inclusive, transparent process where the eventual recommendations accurately reflect the input.

#### Media Plan

We recommend inviting the media to be a partner in the visioning process. This is accomplished by inviting them to be a sponsor, briefing them early and often, and potentially inviting a media administrator to serve on the steering committee. We will work with the media to write stories on key planning issues to pique public interest prior to the kickoff of the

process and will work with them to showcase the alternative futures that the Compact process will explore through scenarios.

Phase two will utilize workshops, community open houses, a website and other low-cost internet tools, and survey instruments to generate interest, attendance and input into the process. Given the budget, our approach to utilizing media outlets such as TV, cable, radio and newspaper outlets will be to work with the cities and organizations that partner in this effort to activate as much ‘earned’ or free media as realistically possible. Editorial board visits will be scheduled with the Ventura County Star.

### **Stakeholder Briefings**

This is an important step in the process. Key members of each part of the county should be briefed on the process and have an opportunity to share their suggestions and concerns. Our experience is that the transparency and neutrality of a regional visioning process is what helps give it credibility for a wide range of stakeholders regardless of their background. This would be one of the key messages conveyed through these briefings.

### **Project Website Materials**

The VCCA project website is a critical component of this effort. It will help newcomers to the process catch up to what has happened, enabling them to witness how interim products are a response to input received to date. The website will thus aid in conveying the transparency of the process. We will provide material for the project website, such as the Issues Survey and the Scenario Survey. Administration of the website will be handled by VCCA.

### **Revisit Committee Structure**

The Planning Center will work with the existing steering committee to consider augmentation of its membership to represent a broad range of geographic, political, and public versus private interests from throughout Ventura County. We also recommend that the committee represents the movers and shakers from Ventura County. The prominence of the committee itself helps increase the visibility of the visioning process and helps to make it newsworthy. In a regional vision, the committee meetings need the air of an event, an expectation needs to be shared that the use of committee alternates is not generally acceptable, and each meeting needs to accomplish a tangible outcome. Our approach is to have fewer yet more meaningful meetings than a typical planning process.

### **Issues Survey**

This initial survey helps establish a baseline for the process. What issues should be part of what the Compact addresses – which ones are on people’s minds? It helps the team prepare materials and introduce ideas that relate to and address the real concerns of the communities. The survey may also be useful in demonstrating which long-term quality of life issues are not currently in the public eye. This survey can help get people involved initially in the process and also informs the design of the public outreach events.

### **Supplementary mapping workshops**

We will augment the existing set of Phase I workshops with three more workshops to broaden the range of stakeholders involved in the process. We will use methodology identical to Phase One enabling this supplementary round of workshops to be summarized and added to the geographic database developed from Phase One. Alternative workshop approaches for this supplementary round could also be explored with the project steering committee as consistent with the project budget.

In our experience, stakeholders distrust scenarios, viewing them as “what are they thinking about doing to us”—unless they had some role in the scenario development and can see their own ideas and issues reflected in the scenarios. The value of the vision stems from the base of participants involved in its development and their level of buy-in. Phase One was a good start to involving stakeholders but based on our review the mapping workshops need to be augmented to help the Compact benefit from a broad base of support.

A workshop is also an opportunity for social learning. Through the process participants see how difficult it is to

reconcile competing goals, such as a desire for low density and for open space preservation, or for housing that is more affordable. They get a sense of the county as a whole as the setting in which they live their lives. The group dynamic puts them in a setting where they must discuss their ideas for the future with people who might see things differently. This “Countywide Planning 101” heightens participants’ allegiance to their county and will begin to incubate a sense of ownership over the eventual products of the Compact.

### **Deliverables**

- a) Media Plan
- b) Stakeholder Briefings (two days)
- c) Materials for use in updating project Website
- d) Compact speakers’ bureau material
- e) Issues survey
- f) 3 supplementary mapping workshops
- g) 3 town-hall meetings (after development and evaluation of scenarios) – outlined in Task 4.
- h) Technical memoranda discussing public process and findings

## **Task 3. Alternative Regional Scenarios**

The Consultant will design three to four regional future scenarios that 1) will illustrate public outreach findings, and 2) will test various policy approaches that attempt to reach explicit countywide goals. Data, assumptions, proposed policies, other scenario components, and methodologies shall be presented to the VCOG Working Group for discussion and approval.

The Phase One document includes Topics of Regional Concern. This explores a range of solutions that could be explored in Phase Two. Some are appropriate to package in scenarios while others should be explored not in maps but in text-based questions that frame the trade-offs inherent in the policy approach. Scenarios may be developed that explicitly test certain common goals of the county or of the state. This could include the GGE reductions called for in AB 32. The committee will guide The Planning Center in this regard, but some scenarios need to be an outgrowth of the public outreach process.

Our first step will be to package complementary policy ideas from this Phase One exploration with ideas generated in the workshops and other shared county or state goals. The most important step in scenario development is being clear about the policies that are being tested. Scenarios are not competing geographic futures for the county as much as they are mechanisms to convey and illustrate the consequences of various policy choices. Among other things, scenarios will vary with regard to land use and residential densities, building intensities, housing types and locations, community character, remaining open space and agricultural land.

The socio-economic forecast totals from SCAG will be used as a control for this effort – all scenarios will have the same control totals of housing units and employment. Consultants will meet with technical staff and interested committee members to work through these methods and assumptions; decisions will be reported back to the overall project committee. The ‘where’ and ‘how’ of growth will be tested in the scenarios and will in turn affect modeled travel behavior and patterns and their associated outcomes. For consistency, we will develop the scenarios at a complementary level of geographic detail as the Phase One scenarios and with consistent time horizons and forecasts.

A standardized set of measures that reflect the Guiding Principles and the four core areas of concern shall be used to reflect the performance of each scenario. SCAG will be conducting the travel demand modeling. We will utilize phase one indicators as we evaluate phase two scenarios, with likely augmentation of the indicators. The Planning Center will work through these issues with a technical subcommittee.

The Compact process is fundamentally different than an SB375 Sustainable Community Strategy (SCS) in that

the key product from this effort is the text-based Principles of Agreement, not the formal MPO-adopted land use and transportation scenario that would be derive from an SCS. In that light, the scenarios are a means to help county stakeholders explore various policy choices; they are key in developing the political rationale for the text-based Principles of Agreement. They need to be plausible and defensible, but not at the level of scrutiny needed for a Sustainable Community Strategy. Where feasible, given project resources and timeline, Consultant will utilize data and methods consistent with SCAG SB375 efforts. Consultant will work to develop the scenarios with an eye toward their usefulness as a foundation for the upcoming SB375 efforts.

#### **Deliverables**

- a) Steering Committee or working group (as appropriate) approval of scenario development parameters: control totals, methods, use of existing studies and data
- b) Baseline Scenario (extrapolation of recent trend) land use GIS data ready for evaluation in Task 4
- c) Baseline Transportation network GIS shapefile provided to SCAG to direct coding and network preparation to be conducted by SCAG
- d) Three alternative scenario's land use GIS data ready for evaluation in Task 4
- e) Three alternative transportation network GIS shapefiles provided to SCAG to direct coding and network preparation to be conducted by SCAG.

## **Task 4. Alternative Regional Futures + Preferred Alternative**

### **EVALUATION OF ALTERNATIVE REGIONAL FUTURES**

The guiding principles will be used as measuring sticks to gauge the success of alternative scenarios. For each principle, a variety of scenario indicators will be utilized.

The scenario indicators must reflect the range of issues stakeholders care about within the categories established by the guiding principles (Task 1). Land use indicators will include elements outlined in the RFP: land use and residential densities, building intensities, housing types, and locations, community character, remaining open space and agricultural land, and wildlife corridors. We will also include proximity and accessibility measures. For example, under the direction of the steering committee, we will report the percentage of the county's employees with walk/bike access to transit in each scenario; or the number of households within a short driving distance of employment centers.

SCAG transportation modelers will evaluate the transportation indicators: driving distances (VMT), hours of driving (VHT), transit ridership, greenhouse gas emissions, standard air pollution measures, and congestion (hours of delay).

We will work to deliver many of the indicators in layman's terms, e.g., what they mean for an individual household.

### **Selection of preferred alternative**

We will not approach this task by asking people to pick one scenario, but rather will use the various scenarios to gauge the reaction or level of support people have for various policy ideas. This input will then be used as the basis for a new preferred alternative that might be composed of complementary pieces of more than one scenario.

This input will be received in three town-hall meetings. We will use keypad polling to maintain participants' anonymity and to give them an immediate understanding of how the overall group of participants reacted. Keypad polling results often surprise people, and the immediate feedback strengthens the grassroots nature of our approach.

Questions will be interspersed with information and indicators for each scenario, educational material, and a

discussion of various policy approaches. This format enables us to get feedback on countywide policy solutions that may not be effectively communicated solely through scenario maps. The notion of fare-share housing is an illustrative example of a policy question that is tough to map. This example may or may not be explored, depending on committee feedback on results from the supplementary mapping workshops.

### **Deliverables**

- a) Steering Committee approved evaluation methodology and results for 5 scenarios (4 scenarios + 1 preferred scenario)
- b) Technical memoranda discussing the scenario development process, and the three to four proposed scenarios' policy options performance and impacts, associated maps, supporting data, and other supporting documentation.
- c) One day of presentations.
- d) Selection of the Preferred Regional Future alternative (or complementary elements of individual scenarios) along with mapped and written vision, and supporting documentation.
- e) Preferred Scenario land use GIS data
- f) Preferred Scenario Transportation network GIS shapefile provided to SCAG to direct coding and network preparation to be conducted by SCAG

## **Task 5. Compact Language and Principles of Agreement**

We will take feedback from the town hall meetings and outline draft elements both for the preferred scenario and for the Principles of Agreement. These will be included in a discussion paper. The discussion paper will clarify areas where common ground has emerged and where clear Principles of Agreement can thus be developed and defended. The report will also address areas where agreement is unclear or where disagreement persists and additional steps may be needed after the Phase II effort.

Discussion paper shall also demonstrate: how the Compact relates to the four core areas of concern (livability, mobility, prosperity, sustainability), and to local plans, policies, and decision-making; how the Compact relates to AB 32, SB 375, SCAG RHNA and RTP, and VCTC transportation goals, policies and plans; how the Compact relates to other areas of sustainability: energy, water, wildlife habitat and linkage; how the Compact relates to the SOAR, Guideline for Orderly Development, the local economy, and other "Factors for Considerations" (listed in the workscope).

Including in the discussion paper will be 3 - 4 non-Ventura County case studies of regional Compacts and Principles of Agreement.

Consultant will then work with the steering committee to draft the language of the Compact including the Principles of Agreement. The draft Compact shall include recommended next steps in the process focused on Phase 3 Implementation.

Consensus on draft Compact language and Principles of Agreement shall be reached.

### **Deliverables**

- a) Discussion paper on the Preferred Regional Future and elements to be included in a Compact and Principles of Agreement; discussion of 3 – 4 non-Ventura County case studies of regional Compacts and Principles of Agreement
- b) Draft language and develop consensus from Steering Committee on a voluntary Ventura County Compact and Principles of Agreement and discussion of recommended next steps.
- c) Develop "A Compact Roadshow" materials including PowerPoint, maps, presentations outlining the Compact issues and process suitable for use in public education and community workshops.

- d) One day of presentations.

## Task 6. draft and final deliverables

Consultant shall develop Phase 2 Draft and Final documents, including mapped information and a written vision document.

Consultant shall develop website materials and email newsletter to disseminate information to decision-makers, stakeholders and residents.

### Deliverables

- a) Workbook: compilation of interim products from tasks 1 to 5 including memorandum.
- b) Draft and final reports, graphics, and camera-ready quality suitable for presentation to and discussion by decision-makers, stakeholders, residents, and the media.
- c) Website materials and email newsletter.
- d) Press conference and media interviews as appropriate (one day)
- e) Electronic copies of all final products (hard copies to be provided by SCAG).

## Budget

<b>Task</b>	<b>Cost</b>
Task 1. Revise Phase One Guiding Principles	\$5,200
Task 2. Plan and Conduct Outreach	36,500
Task 3. Design Alternative Regional Future Scenarios	15,000
Task 4. Evaluate Alternative Regional Futures and Select Preferred Alternative	11,500
Task 5. Develop Draft Compact Language and Principles of Agreement	16,000
Task 6. Develop Draft and Final Deliverables	13,800
<b>Reimbursables</b>	<b>2,000</b>
<b>PROJECT TOTAL</b>	<b>\$100,000</b>



**VENTURA COUNCIL  
OF GOVERNMENTS**

**MEMORANDUM**

**TO:** Board of Directors

**FROM:** Wally Bobkiewicz, Interim Executive Director

**SUBJECT:** Update on Contracting for Administrative Services with the Ventura County Transportation Commission and Other Options

**DATE:** May 11, 2009

---

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

---

**Discussion:** At its March 12, 2009 meeting, the VCOG Board directed me to continue meeting with VCTC Executive Director regarding contracting for VCOG administrative services with VCTC. The VCTC Board met at its April 3, 2009 Board meeting on this subject and had continued questions about this arrangement. The VCTC Board asked that the City Managers Group review a proposed agreement prior to further VCTC review.

VCTC Executive Director Darren Kettle and I have prepared a draft agreement (attached) for the VCOG Board's review at its May 14, 2009 meeting. This draft will be reviewed by the City Managers at their May 19, 2009 and returned to the VCTC Board for its review in June. It is my hope that a final agreement could be returned to the VCOG Board for final approval in July with VCOG assuming administrative services August 1, 2009. The proposed agreement would continue indefinitely and would cost in FY 2009/10 \$50,000.

The Board also asked that consideration be given to having an independent consultant perform the needed functions for VCOG. This is the model that was employed most recently from January, 2004 –July, 2005. The cost associated with this consultant in the final year was \$82,500. I would estimate that the cost for a consultant to provide similar services in 2009 would be approximately \$90,000 -\$100,000.

If the VCOG Board wishes to go with contracting with an outside consultant, I would prepare and circulate an RFP for services similar to what was done in 2003 when hiring the consultant and the process in 2007 that hired our current Assistant Executive Director. The Scope of Work from 2003 for the Executive Director is attached.

**Attachment**

Draft VCOG/VCTC Agreement  
2003 Executive Director Scope of Work

**VCTC/VCOG ADMINISTRATIVE RELATIONSHIP**  
**DRAFT TERM SHEET**  
April 2009

1  
2  
3  
4  
5  
6 1. VCTC and VCOG shall remain separate legal entities and will maintain separate legal  
7 liability with respect to statutory and/or administrative functions. VCOG shall provide for  
8 its own legal counsel separate from VCTC.

9  
10 2. VCTC shall maintain a Board of Commissioners separate from the VCOG Board of  
11 Directors.

12  
13 3. VCTC shall assume responsibility for the administration of VCOG, including providing  
14 meeting sites; administration of the VCOG Board of Directors and the VCOG  
15 Administrative Committee; conduct of elections of the SCAG Regional Council/VCOG  
16 Board of Directors; preparation of agendas, staff reports and minutes; distribution and  
17 posting of meeting notices and meeting materials; conduct of VCOG financial  
18 requirements pursuant to the VCOG bylaws and Caltrans pre-award audit  
19 determinations; invoicing and collection of payments from Ventura County and Cities  
20 for dues.

21  
22 4. VCTC shall provide staff and/or contract for consultant support for VCOG to carry out  
23 its responsibilities, including the designation of:

- 24 a) VCOG Executive Director,
- 25 b) Clerk of the VCOG Board,
- 26 c) Professional Staff as required.

27  
28 The responsibilities of the VCOG Executive Director (or his/her designee) shall be as  
29 specified in the VCOG bylaws, and shall further include the performance of  
30 responsibilities as the:

- 31 a) VCOG Subregional Coordinator to the Southern California Association of  
32 Governments (SCAG);
- 33 b) VCOG representative to the SCAG Plans and Programs Technical Advisory  
34 Committee; and,

- 1 c) Convener of Ventura County Plans and Programs Technical Advisory Committee to  
2 consist of one planning professional from each VCOG member jurisdiction. (CCPA  
3 or equivalent?)  
4
- 5 5. VCTC and VCOG shall jointly develop and adopt a work plan for Fiscal Years 2009-10  
6 and 2010-11 to comply with their respective responsibilities, The work plan shall spell  
7 out for each entity tasks, costs, schedules and deliverables and assign financial and  
8 policy responsibilities.  
9
- 10 6. VCTC and VCOG shall jointly develop a staffing plan and professional services  
11 requirements to carry out the work plan.  
12
- 13 ~~7.~~ Prior to VCTC assuming responsibility for the administration of VCOG, VCOG shall  
14 adopt annual membership dues to support its operations and administration.  
15
- 16 8. VCTC and/or VCOG may elect to participate in additional regional monitoring and  
17 planning activities outside of those covered by this agreement. In that case, each  
18 agency shall independently support those activities with monetary and other resources  
19 other than those specified in this agreement.  
20
- 21 9. The MOU between VCTC and VCOG may be extended by mutual agreement and may  
22 be amended and/or terminated by either party under specified circumstances, VCTC  
23 shall provide VCOG with 120 day notice of termination in order to provide sufficient  
24 lead time to select and prepare a successor administrative agency.  
25
- 26 10. VCTC and VCOG shall develop, and adopt concurrently with this agreement, a  
27 separate agreement to determine their respective roles and responsibilities for  
28 complying with the provisions SB 375.

## ITEM #7B.

### REVISED EXHIBIT A (revisions are in bold)

#### VENTURA COUNCIL OF GOVERNMENTS PROFESSIONAL SERVICES AGREEMENT FOR EXECUTIVE DIRECTOR

#### SCOPE OF SERVICES

Executive Director shall, during the term of this Agreement, perform all duties and activities as Executive Director necessary for the functioning of VCOG including:

#### Work Program/Strategic Plan Implementation

- Major tasks shall include:
  - Work with **VCOG Sub-committee and city personnel** on performing VCOG's statutory responsibilities to facilitate development, amendments and updates to the county Integrated Waste Management Plan
  - Coordinate staff working group and regional consensus for RHNA allocations for the subregion
  - Work with **VCOG Santa Barbara/Ventura Issues Subcommittee** on growth and mobility issues
  - **Respond to member requests for legislative advocacy by bringing the issue to the Administrative Committee and the Board if appropriate**
  - **Bring programs to the Board which support VCOG's mission to be a model of orderly development & smart growth, i.e. lessons learned, successful strategies**
  - **Use issue areas of VCOG's Strategic Plan to arrange programs and stimulate discussion of areas and possible action**
  - **Work to establish VCOG as a clearinghouse forum for other agencies to present their issues and updates as they are relevant to VCOG's mission**

#### Other Responsibilities

- Meeting Attendance:
  - VCOG Governing Body meetings – up to 5 per year
  - VCOG Administrative Committee meetings – up to 11 per year
  - VCOG All-Membership meetings – up to 2 each year
    - **One of these meetings shall be a major event in which the public and press are invited (December 9, 2004 this year)**
  - **VCOG Subcommittee meetings**
  - Other
    - County City Manager meetings – up to 11 each year
    - **City/County Planners' meetings – as needed based on agenda content**

- Meeting Duties
  - Scheduling - Planning, Coordinating, Noticing
  - Agenda Preparation, including background materials
  - **Program Content**
  - **Staff support** at the meetings as required (City of Camarillo will provide secretarial service for the Board meetings)
  - Reports, minutes, **follow-up actions for all meetings as required**
  
- Agency Coordination
  - Maintain contacts with the Ventura County Planning Department, the Ventura County Transportation Commission (VCTC) and the Ventura County Air Pollution Control District (VCAPCD), the Southern California Association of Governments (SCAG), **Santa Barbara County Association of Governments (SBCAG), League of California Cities (LCC), California Association of Councils of Governments (CALCOG), Association of Water Agencies of Ventura County (AWA), Ventura County Special Districts Association (VCSDA), Ventura County Economic Development Association (VCEDA) and others as appropriate and/or directed for the purpose of providing coordination and issues updates to the VCOG Board and member agencies.**
  - **Attend other agency and organization meetings from time to time to share VCOG's programs and projects and report back on their issues**
  
- Administrative Items
  - Respond to all phone inquiries and handle all correspondence
  - Oversee any contracts, payments and other matters as applicable
  - Oversee finances
    - Coordinate with Camarillo the collection of bills and others payments from member agencies
    - **Develop annual budget and mid-year budget amendment, if necessary**
  - Oversee all VCOG files
  - Coordinate the filing of all Fair Political Practices Commission (FPPC) reporting and any and all other State or Federal filings, assuring that every effort is made for filing to occur within the prescribed times.
  - **Oversee development and maintenance of VCOG web site**

All tasks shall be performed under the direction of the Chair and Administrative Committee.

All major plans, programs proposals, fiscal year budgets and any subsequent proposed amendments to include relevant documents shall be submitted, in sufficient time, to the Ventura County/City Managers group for comment and recommendation with submittal to the Administrative Committee for approval and distribution to VCOG or the public.



**VENTURA COUNCIL  
OF GOVERNMENTS**

**MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Wally Bobkiewicz, Interim Executive Director  
**SUBJECT:** **FY 2009/10 Budget**  
**DATE:** May 8, 2008

---

**Recommendation:** It is recommended that the Board of Directors adopt Resolution No. 2009-01 adopting the proposed FY 2009/10 budget.

---

**Discussion:** Staff is proposing a budget that would continue operations of the organization in a similar fashion to the past year. The proposed budget is a reduction of \$6,875 primarily in reduced contingency reserve.

With this proposed expenditure budget of \$67,300, I am recommending assessing member dues in FY 2009/10 of \$65,000. Breakdown of dues is attached.

The proposed budget is attached to Resolution No. 2009-01.

Attachment:

- A. Resolution No. 2009-01
- B. FY 2009/10 Dues Assessment

**VENTURA COUNCIL OF GOVERNMENTS RESOLUTION NO. 2009-01**

**A RESOLUTION OF THE GOVERNING BODY OF THE VENTURA COUNCIL  
OF GOVERNMENTS ADOPTING THE FY 2009/10 BUDGET**

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

SECTION 1: The Governing Body finds as that a budget for FY 2009/10 must be adopted to fund operations for the coming year.

SECTION 2: The Governing Body agrees to adopt the proposed budget for FY 2009/10 as detailed in Attachment A.

SECTION 3: The Governing Body agrees to adopt dues assessment for FY 2009/10 as detailed in Attachment B.

SECTION 3.: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 14<sup>th</sup> day of May, 2009.

---

Paul Miller, Chair

**Ventura Council of Governments  
Proposed FY 2009/10 Budget**

	<u>FY 05/06</u> <u>Actual</u>	<u>FY 06/07</u> <u>Actual</u>	<u>FY 07/08</u> <u>Actual</u>	<u>FY 08/09</u> <u>Budget</u>	<u>FY 08/09</u> <u>Estimated</u>	<u>FY 09/10</u> <u>Proposed</u>
<b>REVENUES</b>						
Membership Dues	\$0	\$9,375	\$0	\$65,000	\$65,000	\$65,000
Interest Earned	\$2,556	\$4,284	\$0	\$500	\$100	\$0
Annual Dinner Meeting	\$589	\$0	\$0	\$300	\$150	\$150
SCAG RHNA Reimbursement	\$0	\$20,000	\$0	\$0	\$0	\$0
Transfer from Fund Balance	\$21,000	\$0	\$0	\$8,375	\$0	\$2,150
Total	\$24,145	\$30,535	\$0	\$74,175	\$65,250	\$67,300
<b>EXPENDITURES</b>						
Executive Administration	\$6,875	\$7,554	\$0	\$50,000	\$50,000	\$50,000
Administrative Support	\$231	\$0	\$0	\$2,000	\$0	\$2,000
Special Projects	\$0	\$0	\$0	\$5,000	\$4,000	\$5,000
RHNA Staff Support	\$0	\$15,817	\$0	\$0	\$0	\$0
Annual Dinner Meeting	\$8,281	\$5,224	\$0	\$5,000	\$5,000	\$3,000
Web Site	\$783	\$949	\$0	\$1,000	\$1,000	\$1,000
Accounting Services	\$1,000	\$750	\$0	\$1,000	\$1,000	\$1,000
Supplies	\$14	\$241	\$0	\$500	\$250	\$300
Contingency Reserve	\$0	\$0	\$0	\$9,675	\$0	\$5,000
Total	\$17,184	\$30,535	\$0	\$74,175	\$61,250	\$67,300
Excess Revenues (Expenditures)	\$6,961	\$0	\$0	\$0	\$4,000	\$0
Estimated Fund Balance / June 30, 2008	\$14,000					

Proposed FY 2009/10 Executive Administration

City of Santa Paula	\$12,500
Assistant Executive Director	\$32,500
County Planning Assistance	\$5,000
Sub-Total	\$50,000

11-May-09

Ventura Council of Governments

Proposed FY 2009/10 Allocation of Budget (Dues) by Member

Allocation is based on \$65,000 to be spread \$16,250 evenly and \$48,750 by population.

	<u>Population</u>	<u>Percent of Total Population</u>	<u>Spread \$65,000</u>
Camarillo	66,149	7.91%	\$5,334
Fillmore	15,639	1.87%	\$2,389
Moorpark	37,086	4.44%	\$3,640
Ojai	8,157	0.98%	\$1,953
Oxnard	197,067	23.57%	\$12,968
Port Hueneme	22,171	2.65%	\$2,770
San Buenaventura	108,787	13.01%	\$7,820
Santa Paula	29,725	3.56%	\$3,210
Simi Valley	125,814	15.05%	\$8,813
Thousand Oaks	128,564	15.38%	\$8,974
County of Ventura	<u>96,921</u>	<u>11.59%</u>	<u>\$7,129</u>
	<u>836,080</u>	<u>100.00%</u>	<u>\$65,000</u>

From the Joint Powers Authority Agreement, dues are calculated as follows:

a. Three-fourths (3/4) of all Dues shall be borne by the Entities in proportion to their respective populations. The population figures shall be those population figures set forth in the most recent Population and Housing Estimate prepared by Department of Finance of the State of California ("Estimate") as of January 1 of each year.

b. The remaining one-fourth (1/4) of such Dues shall be borne equally by the Entities

Population Estimates as of January 1, 2009

11-May-09