



**VENTURA COUNCIL  
OF GOVERNMENTS**

**VENTURA COUNCIL OF GOVERNMENTS  
ADMINISTRATIVE COMMITTEE**

**Thursday, July 25, 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](http://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 June 27, 2019 Committee Meeting Summary (*Attached*)**
- 4. Executive Director's Report**
  - Financial Report- Update on Capital One Claim
  - 2019 Annual Dinner- Invoices for "No Shows"
  - Legislative Update
  - Website Upgrade – Update
- 5. Review of Agenda for September 12, 2019 Council Meeting**
- 5. Adjournment- Next Meeting- October 3, 2019**

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**  
**June 27, 2019 Meeting Summary**

**1. Call to Order - 4:00 p.m.**

Members: Chair Adam, Chair-elect Parvin,; Member Kildee; Member Crosswhite. Staff: Executive Director Riley, Rachel Wagner, SCAG, Devon Cichoski, Celtis Ventures, Inc.

Absent: Member Mashburn

**2. Public Statements - None**

**3. May 23, 2019 Meeting Summary** - The meeting Summary for the May 23, 2019 was approved as published.

**4. Executive Director's Report –**

- **Financial Report** – A Financial Report distributed including a Balance Sheet, Profit & Loss Statement and Budget Analysis to June 25, 2019. There were no comments or questions about the Financial Report.
- **Final Budget Amendment F.Y. 2018-2019** – Riley distributed a proposed final budget amendment making budget adjustments to address extra costs incurred for the Annual Dinner and in Operations-Printing & Copying. The Committee Agreed to recommend approval of the Budget Amendment Resolution 2019-06 to the full Council on July 11, 2019.
- **2019 Annual Dinner – Final Report** – Riley provided a report on the Annual Dinner on June 20, 2019:

Event Sponsors:

SCAG	\$3,000
SCE	\$3,000
Dinner Tickets Sold (19)	<u>\$ 950**</u>
TOTAL	\$6,950.00

VCOG Amended Event Budget- **\$ 7,000.00**

Expenses were as follows:

Reception	\$ 769.77
Dinner and Settings (Command Performance)	\$ 4,371.78
Facility Fees	\$ 1,256.00
Liability Insurance Premium for Added Coverage	\$ 305.50
Printing	\$ 99.74
Musical Entertainment	<u>\$ 600.00</u>
TOTAL	<b><u>\$ 7,403.49</u></b>
AMOUNT OVER BUDGET:	<b>(\$ 403.49)</b>

**NOTES:**

- There were 5 No-shows-
- There were 2 Unpaid Tickets (\$100)\*\*
- Flowers and Costume Rental of \$544.80 were donated
- **Legislative Update-** Riley reported on the LOCC's Action Request supporting SB 5 as well as on opposition to SB 330 and SB 592. He also discussed the Legislative Summary Table that was included in the Agenda Package. The Table provides current status of bills of interest.

- **VCOG Website Upgrade-** Devon Cichoski, Chief Communications Officer for Celtis Ventures, Inc., the consultant retained to complete VCOG Website upgrades, presented a preview of the upgraded site. Cichoski addressed questions from the Committee and suggestions for further tweaking. The question of streaming VCOG Videos was tabled until the next Fiscal Year. Riley advised that the 2019-2020 Operating Budget included additional funds for further refinements to the website including pursuing video streaming features.

The Committee revisited discussion of the July 11, 2019 Council Meeting Agenda and the scheduled report from the VCTC. Committee Member Crosswhite wanted to be sure there would be enough time for the Safe Passages Report including questions. The question as to whether Executive Director Kettle might discuss the VCOG-VCTC Merger was discussed and the Committee concluded that omission of this discussion would be preferable. Riley advised that Mr. Kettle intended to provide an outline of his proposed report content so Riley would be aware of these details before publishing the agenda. It was also concluded that the VCTC Report should be placed on the Agenda before the Safe Passages Report and that the Chair would ensure there was sufficient time for both presentations.

Chair Adam suggested that County CEO Mike Powers be invited to be at the September 12 Council Meeting to provide an update on County issues of interest to all member agencies including but not limited to oil and gas drilling, gun show issue, the Homeless Fund of \$2 million, wildlife corridors and the VCMC.

**Adjournment** – The meeting adjourned at 5:10 p.m.

**Next Meeting** – July 25, 2019 at 4:00 PM.