



**VENTURA COUNCIL
OF GOVERNMENTS**

AGENDA
VENTURA COUNCIL OF GOVERNMENTS
ADMINISTRATIVE COMMITTEE
(ZOOM Conference Call)
Thursday, July 23, 2020, 2:00 p.m.
VIA ZOOM

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 June 25, 2020 Committee Meeting Summary *(Attached)***
- 4. Executive Director's Report**
 - Financial Report *(Attached)*
 - Annual Dinner- Discuss Cancellation
- 5. VCOG Strategic Plan Up Date- *(Second Draft Attached)***
- 6. REAP Partnership Project List- *(Attached)***
- 7. Plans for Special Meeting in September- Possible Topics**
 - Final Report on REAP Program
 - Discussion with CLU Re: County Family Justice Center Evaluation
 - Budget Amendments as needed
 - Strategic Plan Up Date

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
June 25, 2020
CONFERENCE CALL-
33 E. High St., Ste. 200, Moorpark, CA
93021
Meeting Summary

1. Call to Order - 2:03 p.m.

Members On Call: Chair Parvin, Chair-elect Crosswhite, Immediate Past Chair Adam, At-Large Member Kildee, At-Large Member Holmgren. Staff on Call: Executive Director Riley; Mina Layba Legislative Affairs Manager, City of Thousand Oaks; Bryan Chong, Assistant to the City Manager, City of Moorpark; Roger Pichardo, Sr. Management Analyst, City of Camarillo.

Guests: Ma'Ayn Johnson, Housing Program Manager, SCAG; Alisha James, Community Engagement Specialist, SCAG; Rachel Wagner, Regional Affairs Officer, SCAG; Dr. Chris Williamson, AICP, Consultant

2. Public Statements – There were no members of the public.

3. May 28, 2020 Meeting Summary - The meeting Summary of the May 28, 2020 Committee Meeting was approved as published.

4. Executive Director's Report –

- **Financial Report-** The Financial Report was presented by Riley. Riley advised that there had been no significant changes to the Financial Reports since the Council Meeting on June 11. He reported that the new, approved budget had been entered for F.Y. 2020-2021. Riley also advised the Committee that he was in the process of interviewing contract bookkeeper/accountants to replace Lynne Heuel who is stepping down as our bookkeeper. Riley also reported that the Certificate of Deposit (CD) at Bank of America will mature on July 7 with interest earnings of approximately \$450. The Committee agreed to renew the CD for another 12 months.
- **State Budget Temporary Agreement** - The Legislature and the Governor have come to an agreement on the budget which must be signed by the Governor by the June 30th constitutional deadline. That budget agreement includes trailer bill language in AB 89 (page 201) and SB 121, which the Legislature will act on this week, to allocate \$500 million to cities from the state's share of CARES Act funds as follows:
 - \$275 million to cities with a population less than 300,000 on per capita basis relative to the population of the cities in this group.
 - \$225 million to cities with a population greater 300,000 that did not receive a direct allocation from the CARES Act. The funds will be allocated on a per capita basis relative to the population of the cities in this group.
 - No city will receive less than \$50,000.
 - COVID related expenses incurred starting March 1
Excludes cities that received funds directly from the CARES Act.

- **Legislative Update** – The COVID-19 Pandemic has required a shift in the Legislature's attention and resources away from normal legislative business. As a result, legislators were asked to reconsider their priorities and reduce the number of bills they carry. However last month the Senate leadership unveiled a "Housing Production Package consisting of five bills that are designed to speed up construction. These bills are SB 902 (Wienere); SB 995 (Atkins); SB 1185 (Skinner); SB 1120 (Atkins); and SB 1385 (Cabellero). Roger Pichardo reported on CARES Act allocations to Cities through the State. Mina Layba reported on Congressional Activity and debate on continued CARES Act Appropriations. She participated in a meeting with Senator McConnell's office where the Senate is being urged to pass a stimulus bill before the end of July to avoid the campaign season in August. She emphasized the need to have the Federal to enable the State to avoid drastic cuts in social programs and to full fund the funds for cities.

- **Housing Element Update Deadline Extension Request** - The October 2021 adoption deadline for housing elements in the Southern California region is set in accordance with state law. Due to unexpected impacts to city and county staffing as a result of the Coronavirus Disease 2019 (COVID-19), nearly every jurisdiction in the SCAG region is experiencing workload capacity issues. According to the Department of Housing and Community Development (HCD), it cannot postpone the housing element adoption deadline because state law does not provide for extensions of that deadline. SCAG is engaging with members of the State Legislature to allow for a six month delay for local housing element updates to HCD. Chair Parvin signed a letter to the Senate and Assembly leadership requesting their consideration for this extension.

5. REAP Sub-Regional Partnership – Riley reported on the opportunity for VCOG to take advantage of the \$400,000 reserved for VCOG to participate as a Sub-Regional Partner with SCAG for the Regional Early Action Planning (REAP) program. VCOG could utilize REAP Monies to fund projects and activities to benefit VCOG Member jurisdictions. There must be a nexus between the projects and accelerating housing unit production. Estimated REAP funding to be set aside for SCAG Sub Regional Partnerships is \$23 million with approximately \$400,000 for VCOG based on RHNA Methodology adopted in March 2020. Up to 5% of the funds awarded to specific projects may be used for administrative costs. VCOG jurisdictions may not apply for these funds directly to SCAG.

The committee and staff discussed ideas for possible projects that VCOG can submit to SCAG after obtaining input from member city and county staffs. Input from SCAG's Housing Programs Manager, Ma'Ayn Johnson was also provided. Riley has already made contact with the Ventura County City/County Manager's Group and the Ventura County City Planners Association informing them of the funding opportunity. The initial survey response to SCAG is due early in July with the objective of finalizing approved projects by September.

A MOTION was made by Member Adam that VCOG pursue the REAP Funding available from SCAG and the Admin Committee will come up with the project proposals. The Motion was SECONDED by Member Kildee and passed unanimously.

6. VCOG Strategic Plan Up Date - Staff has developed a Draft Strategic Plan Document with some initial, proposed changes for the Committee's review and discussion. Several committee members provided some initial comments and agreed to provide thsir comments by e-mail to Riley in the coming weeks. Riley recommended that this Item be continued to the next Committee Meeting on July 23, 2020 after discussion.

7. Establish Agenda for November Council Meeting – At the May 28 2020 Committee Meeting, Member Crosswhite had suggested a collaborative project with CLU to evaluate the effectiveness of the newly established Ventura County Family Justice Center. Riley has contacted Dr. Molly George about a potential project with grant funds provided by VCOG. Dr. George was very receptive and had been planning such a research project for some time. With the modified VCOG Meeting Schedule, the full Council will not meet again until November 12 unless a special meeting is called earlier. It was suggested that a well-balanced, action-packed agenda could include a proposal presentation from CLU and finalizing project selections for REAP Funding.

Other topics considered were:

- COVID-19- Where we are now- County Health Department- Dr. Levin
- Law Enforcement Up-Date- Bill Ayub, County Sheriff
- Emergency Funding Opportunities for Homeless Services- County Cof C, Tara Carruth

Riley suggested the Committee should plan to finalize the meeting plans including the Annual Dinner now planned for September 24 for the remainder of the year at their July 23 Committee Meeting.

Member Crosswhite asked Riley to check with VCOG's Insurance Carrier (Alliance) about coverage for a dinner meeting event considering the COVID-19 Social Distancing Requirements that may still come into play.

Adjournment – The Conference Call Concluded and the meeting adjourned at 3:34 p.m.

Next Meeting – July 23, 2020 at 2:00 PM.

Ventura Council of Governments

BALANCE SHEET

As of July 19, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BofA - 5797	-905.00
BofA - 9045	46,321.71
BofA CD - 8339	20,331.60
BofA MM - 1346	0.39
BofA MM - 2635	47,082.35
Wells Fargo	0.00
Wells Fargo - 3905	0.00
Wells Fargo - 4715	0.00
Total Bank Accounts	\$112,831.05
Accounts Receivable	
Accounts Receivable (A/R)	64,992.00
Total Accounts Receivable	\$64,992.00
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$177,823.05
Other Assets	
Fraud	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$177,823.05
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	-8,184.62
Total Accounts Payable	\$ -8,184.62
Other Current Liabilities	
Payroll Liabilities	-1.04
Total Other Current Liabilities	\$ -1.04
Total Current Liabilities	\$ -8,185.66
Total Liabilities	\$ -8,185.66
Equity	
Opening Balance Equity	111,292.08
Unrestricted Net Assets	9,723.23
Net Income	64,993.40
Total Equity	\$186,008.71
TOTAL LIABILITIES AND EQUITY	\$177,823.05

Ventura Council of Governments

BUDGET VS. ACTUALS: VCOG ANNUAL BUDGET 7/1/20 - 6/30/21 - FY21 P&L

July 2020 - June 2021

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
Annual Dinner Sponsorship		12,000.00	12,000.00
Annual Dinner Tickets		500.00	500.00
Dues Assessments	64,992.00	64,992.00	0.00
Investments			
Interest-Savings, Short-term CD		450.00	450.00
Total Investments		450.00	450.00
Total Income	\$64,992.00	\$77,942.00	\$12,950.00
GROSS PROFIT	\$64,992.00	\$77,942.00	\$12,950.00
Expenses			
Contract Services			
Accounting Fees		2,550.00	2,550.00
Audit		5,250.00	5,250.00
Executive Administration		45,000.00	45,000.00
Legal Fees		100.00	100.00
Total Contract Services		52,900.00	52,900.00
Operations			
Printing and Copying		1,000.00	1,000.00
Supplies		400.00	400.00
Website		1,000.00	1,000.00
Total Operations		2,400.00	2,400.00
Other Types of Expenses			
Insurance - Liability, D and O		1,800.00	1,800.00
Total Other Types of Expenses		1,800.00	1,800.00
Travel and Meetings			
Annual Dinner		15,000.00	15,000.00
Conference and Meetings		4,842.00	4,842.00
Travel		1,000.00	1,000.00
Total Travel and Meetings		20,842.00	20,842.00
Total Expenses	\$0.00	\$77,942.00	\$77,942.00
NET OPERATING INCOME	\$64,992.00	\$0.00	\$ -64,992.00
NET INCOME	\$64,992.00	\$0.00	\$ -64,992.00

Ventura Council of Governments

PROFIT AND LOSS

July 1-19, 2020

	TOTAL
Income	
Dues Assessments	64,992.00
Other Types of Income	
Bank Interest	30.78
Total Other Types of Income	30.78
Total Income	\$65,022.78
GROSS PROFIT	\$65,022.78
Expenses	
Operations	
Advertising	29.38
Total Operations	29.38
Total Expenses	\$29.38
NET OPERATING INCOME	\$64,993.40
NET INCOME	\$64,993.40

Ventura Council of Governments

PROFIT AND LOSS DETAIL

July 1-19, 2020

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Income/Expenses								
Income								
Dues Assessments								
07/01/2020	Invoice	1090	City of San Buenaventura		Annual Member Assessment - 2020-2021	Accounts Receivable (A/R)	7,761.00	7,761.00
07/01/2020	Invoice	1084	City of Camarillo		VCOG Member Dues Assessment 2020-2021	Accounts Receivable (A/R)	5,338.00	13,099.00
07/01/2020	Invoice	1089	City of Port Hueneme		Annual Member Assessment - 2020-2021	Accounts Receivable (A/R)	2,784.00	15,883.00
07/01/2020	Invoice	1093	City of Thousand Oaks		Annual Member Assessment - 2020-2021	Accounts Receivable (A/R)	8,911.00	24,794.00
07/01/2020	Invoice	1086	City of Moorpark		VCOG Member Dues Assessment 2020-2021	Accounts Receivable (A/R)	3,529.00	28,323.00
07/01/2020	Invoice	1087	City of Ojai		Annual Member Assessment - 2020-2021	Accounts Receivable (A/R)	1,916.00	30,239.00
07/01/2020	Invoice	1088	City of Oxnard		Annual Member Assessment - 2020-2021	Accounts Receivable (A/R)	13,328.00	43,567.00
07/01/2020	Invoice	1085	City of Fillmore		Annual Member Assessment - 2017-2018	Accounts Receivable (A/R)	2,364.00	45,931.00
07/01/2020	Invoice	1091	City of Santa Paula		Annual Member Assessment - 2020-2021	Accounts Receivable (A/R)	3,232.00	49,163.00
07/01/2020	Invoice	1092	City of Simi Valley		Annual Member Assessment - 2020-2021	Accounts Receivable (A/R)	8,746.00	57,909.00
07/01/2020	Invoice	1094	County of Ventura		Annual Member Assessment - 2020-2021	Accounts Receivable (A/R)	7,083.00	64,992.00
Total for Dues Assessments							\$64,992.00	
Other Types of Income								
Bank Interest								
07/08/2020	Deposit					Bo/A CD - 8339	30.78	30.78
Total for Bank Interest							\$30.78	
Total for Other Types of Income							\$30.78	
Total for Income							\$65,022.78	
Expenses								
Operations								
Advertising								
07/06/2020	Expense	33650813	Indeed, Inc.		Job Announcement- Contract Housing Programs Specialist	Bo/A - 9045	29.38	29.38
Total for Advertising							\$29.38	
Total for Operations							\$29.38	
Total for Expenses							\$29.38	
Net Income							\$64,993.40	