



**VENTURA COUNCIL  
OF GOVERNMENTS**

**AGENDA**

**The meeting will be via Zoom Webinar  
PUBLIC ACCESS LINK**

**Thursday, November 12, 2020  
5:00 p.m.**

**<https://us02web.zoom.us/j/82457797698?pwd=OVJSTE05VUU5dVU3d0FveTJxYjVIZz09>**

*In light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 and the Guidance for Gatherings issued by the California Department of Public Health, councilmembers will participate in the meeting from individual remote locations, which is in accordance with the Governor's Executive Order. Members of the public are encouraged to attend the meeting remotely. Persons who wish to address the council on an item to be considered at this meeting are asked to submit comments in writing to the council at [ridgeriley@msn.com](mailto:ridgeriley@msn.com) by 4:30 PM, Tuesday, November 10, 2020. Due to the current circumstances if you would like to ask a question or offer a verbal public comment on any item on the agenda during the meeting, please e-mail your question or public comment to [ridgeriley@msn.com](mailto:ridgeriley@msn.com). Any question or public comment received will be read into the record during the public comment portion of this meeting. In compliance with the American's with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Council meeting, please contact VCOG staff at 805 217-9448. Notification of at least 48 hours prior to the meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting.*

**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).**

- 1. CALL TO ORDER AND FLAG SALUTE**
- 2. ROLL CALL & SPECIAL PRESENTATIONS**
- 3. PUBLIC COMMENT**

At this time, public comments received in advance by VCOG Staff will be read aloud into the meeting record. Individual Board Members may briefly respond to Public Comments or ask questions for clarification.

- 4. EXECUTIVE DIRECTOR'S REPORT** – Written Report Sent with Agenda Message

**MEMBERS**

City of Camarillo  
Kevin Kildee, Member  
Susan Santangelo, *Alternate*

City of Fillmore  
Tim Holmgren, Member  
*Alternate - To Be Named*

City of Moorpark  
Janice Parvin, Member  
David Pollock, *Alternate*

City of Ojai  
Ryan Blatz, Member  
Randy Haney, *Alternate*

City of Oxnard  
Tim Flynn, Member  
Oscar Madrigal, *Alternate*

City of Port Hueneme  
Sylvia Muñoz Schnopp, Member  
Will Berg, *Alternate*

City of San Buenaventura  
Lorrie Brown, Member  
Cheryl Heitman, *Alternate*

City of Santa Paula  
Jenny Crosswhite, Member  
Rick Araiza, *Alternate*

City of Simi Valley  
Ruth Luevanos, Member  
Mike Judge, *Alternate*

City of Thousand Oaks  
Al Adam, Member  
*Alternate - To Be Named*

County of Ventura  
Bob Huber, Member  
John Zaragoza, *Alternate*

5. **AGENCY REPORTS** – Oral Reports If Representatives Attend
- A. Southern California Association of Governments- Sustainable Communities Program
  - B. Ventura County Transportation Commission- VMT CEQA Mitigation
  - C. League of California Cities
  - D. Other

6. **CONSENT CALENDAR**

- A. **Summary of September 10, 2020 Meeting p. 4** – Approve Meeting Summary for the September 10, 2020 VCOG Meeting. **ACTION:** Approve Meeting Summary as published.
- B. **Financial Report p. 10** - Approve Ventura Council of Governments Financial report for the Budget Period September 5, 2020 to November 6, 2020 to **ACTION:** Approve Financial Report
- C. **Register of Warrants & Debit Card Transactions p. 16** - Approve the Register of Warrants for Expenditures and Debit Card Transactions incurred from August 28, 2020 to November 8, 2020 to. **ACTION:** Approve Register of Warrants and Debit Card Transactions.
- D. **Acknowledge Engagement Letter- EideBailly for 2019-2020 Independent Audit p. 19** - Acknowledge and confirm Audit Engagement Letter with EideBailly for Independent Audit for VCOG F.Y. 2019-2020 for a fee not to exceed \$5,250. **ACTION:** Confirm Audit Engagement Letter.
- E. **2021-SCAG Regional Council Elections- Districts 45 and 47 p. 32** - **ACTION:** Direct Staff to Issue Election Notice and Call for Candidates for Representatives to SCAG Regional Council for Sub-region Districts 45 and 47.

7. **PRESENTATION ITEMS**

- A. **VCOG Strategic Plan Update- p. 38** -Review and Discuss Draft of Updated VCOG Strategic Plan Document - **ACTION:** Review Draft of Updated VCOG Strategic Plan and direct Staff to make any additional changes based on discussion for presentation of Final Updated Plan on January 14, 2021.
- B. **Ventura County Emergency Shelter Plan-. p. 44** - **ACTION:** Receive Report from Patrick Maynard, Emergency Director, Office of Emergency Services, V.C.S.D. on Emergency Sheltering during Disasters – The Ventura County Emergency Shelter Plan.
- C. **Revised REAP Application and Fiscal Year 2020/2021 Budget Amendment- p. 45** - The review and Approve Amendments to VCOG Operating Budget for F.Y. 2020-2021 and Adopt VCOG Resolution No. 2020-06. **ACTION:** 1.) Authorize Staff to Submit Revised REAP Application to SCAG; 2.) Authorize VCOG Chair to Execute REAP Phase 1 Grant Agreement SCAG subject to final language approval by the Executive Director if the REAP Grant is awarded; and 3.) Review and Approve Amendment to the VCOG Operating Budget for F.Y. 2020-2021 for Revised REAP Expenditures and Adopt VCOG Resolution No. 2020-06

8. **BOARD MEMBER COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**  
Any Council Member present may propose items for placement on a future agenda. Members may discuss whether or not the item should be placed on the agenda and the description of the agenda item.
  
9. **ADJOURNMENT: Next Meeting- January 14, 2021**

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file with the Ventura Council of Governments 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).



**MEETING SUMMARY**

**ITEM 6A**

September 10, 2020  
5:00 p.m.  
VIA ZOOM Webinar

1. **CALL TO ORDER & FLAG SALUTE** – The meeting was called to Order at 5:03 PM by Chair Parvin. The Flag Salute was led by Chair Parvin.

2. **ROLL CALL**

**Present:**

Janice Parvin, Chair, City of Moorpark  
Jenny Crosswhite, Chair-Elect, City of Santa Paula  
Kevin Kildee, City of Camarillo  
Tim Holmgren, City of Fillmore  
Will Berg, Alternate for *Sylvia Muniz Schnopp*, City of Port Hueneme  
Lorrie Brown, City of San Buenaventura  
Ruth Luevanos, City of Simi Valley  
Bob Huber, Supervisor, County of Ventura

**Absent:** Al Adam, City of Thousand Oaks; Ryan Blatz, City of Ojai; Tim Flynn, City of Oxnard

**Guests:**

Rachel Wagner, Regional Affairs Officer, SCAG  
Amanda Fagan, Director of Planning and Policy, V.C.T.C.  
Darrin Peschka, Program Manager, Government and Community Relations  
Dr. Chris Williamson, AICP, REAP Consultant;  
Dr. Molly George, Associate Professor, Criminology & Criminal Justice, CLU  
Dr. Jamshid Damooei, Professor of Economics CLU

3. **PUBLIC COMMENT – NONE-**

**NOTE:** The Public was able to access the meeting by advising VCOG Staff in advance  
<https://us02web.zoom.us/j/87403087993?pwd=VFpGNIFBOVhaRik0MS9mcGFzNGNWZz09>

4. **EXECUTIVE DIRECTOR'S REPORT** – Riley reported on the following:

- **2020 Legislative Update** – A Summary Report on the status of bills of interest to VCOG was attached. In general, most of the bills that were a threat to local planning and zoning authority had not been enacted by the August 31, 2020 legislative deadline. The year began with over 2,700 bills / 500 of them in housing. Once COVID hit and that number was reduced to under 500 bills. Almost all of the major bills impacting cities fell by the wayside and that's why there has been very little advocacy letter-writing activity and few League Action Alerts this year. Some of the key issues are:
  - Local land use authority and affordable housing
  - Homelessness issues and funding opportunities
  - Disaster response funding and policy
  - COVID-19 response and recovery
  - Public safety, cannabis, and police reforms
  - The State budget

On the housing battle front the League has spent the last two years fighting "SB 50" type housing bills and has successfully defeated them. In fact in February of this year, there were multiple bills that would have allowed projects up to seven stories in transit oriented zones or along bus routes. There were also bills that would have allowed projects of up to four stories in yet to be defined "opportunity zones."

- **California Coalition to Support Local Recovery in our Communities** - Cities face severe revenue shortfalls as a result of the COVID-19 pandemic. Without relief, every Californian will face devastating impacts to core services they depend on and countless city employees will lose their jobs. That is why cities need direct and flexible funding from the state and federal governments now, so they can continue to provide essential services to residents and businesses and lead the economic recovery in their communities. Much of the advocacy efforts over the past months has focused on the CARES act funds to local governments and the hoped-for Federal Stimulus package that would include real relief for local governments.

**The Support Local Recovery Campaign Goals are:**

- **FOR State Government:** Secure \$7 billion in direct and flexible funding to support critical local services and secure CARES Act funding for all cities for COVID-19-related expenditures.
  - **FOR the Federal Government:** Secure \$500 billion in direct and flexible funding for all cities nationwide to support critical local services.
- **VCOG Administrative Committee**-The Committee met on September 4, 2020 via ZOOM Conference Call. The Committee received a Financial Report from Executive Director Riley. The Committee also reviewed the following items and is recommending approval:
    1. VCOG Contractor Procurement Policy
    2. CLU Grant Proposal – Community Benefit Grant- V.C. Family Justice Center
    3. REAP Partnership Project List
    4. Independent Contractor Agreement for Housing Programs Specialist
    5. Proposed VCOG Budget Amendments

The REAP Partnership Projects are a result of intensive work over the past several months since the last VCOG Council Meeting on June 11. VCOG Staff, assisted by Dr. Chris Williamson has met with the VCOG Administrative Committee, the Ventura County City Planners Association (VCCPA), the Ventura County City/County Managers Group (VCCM) and SCAG Housing Staff in order to develop the list of projects proposed for REAP Funding. This September 10 Council Meeting is the first official time many of the Council Members have received information on REAP.

- **SCAG Regional Council Approves REAP-Sub-regional Partnership Program Guidelines**- The SCAG Regional Council approved Program Guidelines on September 3, leading the way for SCAG to enter into Grant Agreements with Sub-regional Partners including VCOG for projects funded by the Regional Early Action Program (REAP). VCOG can receive up to \$432,000 to fund projects designed to accelerate the production of affordable housing units. (See Item 7B. on today's Council Agenda.

- **State of the County** – A Flier was attached inviting community members to attend the State of the County Address on Thursday September 17<sup>th</sup> at 1pm. The link to register for this virtual meeting is <https://stateofthecounty.ventura.org/>.
- **Revised Meeting Schedule** – Due to the cancellation of the 2020 Annual Dinner the Administrative Committee has issued a revised meeting schedule (Attached). The Committee will continue to meet via ZOOM Conference Call. The Council's next and final meeting for 2020 will be on November 12. This meeting will, most likely, be a ZOOM Webinar.
- **Council Reorganization-Filling Vacancies-** Reminder to Members/Alternates – We still have not received notice from the City of Oxnard; the City of Fillmore; and the City of Thousand Oaks concerning their Alternate Representative to VCOG

**5. AGENCY REPORTS – Oral Reports:**

**A. Southern California Association of Governments** – Rachel Wagner, SCAG Regional Affairs Officer, reported that the SCAG Regional Council approved the Connect SoCAL Plan and the REAP Guidelines on September 3.

**B. Ventura County Transportation Commission-** Amanda Fagan, Director of Planning and Policy introduced Darrin Peschka, Program Manager, Government and Community Relations. Amanda reported on current VCTC Projects, programs and activities

**C. League of California Cities-** Dave Mullinax was not available for the meeting.

**D. Other-** There were no other agencies or organizations present.

**6. CONSENT CALENDAR**

**A. Summary of June 11, 2020 Meeting** – Approve Meeting Summary for the June 11, 2020. **ACTION:** Approve Meeting Summary as published.

**B. Financial Report** - Approve Ventura Council of Governments Financial reports for the Budget Period June 11, 2020 to September 4, 2020. **ACTION:** Approve Financial Report

**C. VCOG Contractor Procurement Policy** – Adopt VCOG Resolution No. 2020-4 Approving a VCOG Contractor Procurement Policy. **ACTION:** Adopt Resolution No. 2020-4.

**D. Register of Warrants & Debit Card Transactions** - Approve the Register of Warrants for Expenditures and Debit Card Transactions incurred from June 12, 2020 to August 28, 2020. **ACTION:** Approve Register of Warrants and Debit Card Transactions.

**E. Approval of Independent Contractor Agreement** - Review Independent Contractor Agreement with Christopher B. Williamson, PhD, AICP, for Contract Housing Program Specialist Services. **ACTION:** Approve subject to final language approval by the Executive Director, and Authorize Chair to Execute Agreement.

**Motion** was made by Member Luevanos to approve the Consent Calendar. The Motion was **Seconded** by Member Huber. Roll Call: Ayes: 7 – Nays: 0. The Motion carried without opposition.

## 7. PRESENTATION ITEMS

**A California Lutheran University (CLU) Proposal for Community Benefit Grant – Ventura County Family Justice Center Evaluation Study- Dr. Molly George, CLU, Department of Criminology** - The Council Reviewed CLU, Department of Criminology and Criminal Justice Proposal for an \$8,000 VCOG Community Benefit Research Grant for an Evaluation Study of Ventura County Family Justice Center (VCFJC). Dr. Molly George briefed the Council the intent and details of the project and how the impact of the COVID-19 and recent social unrest has increased the instances of family issues and the acute need for the services provided at the VCFJC. Dr. Jamshid Damooei, Professor of Economics CLU and Co-investigator gave additional background and pointed to the fact that the services are victim-centered and that coordination with other service providers in the County is key aspect of the Center's contribution

Member Luevanos asked if there would be a distinction made with data obtained during the pandemic as opposed to prior to COVID-19 the differences between personal services and on-line services, bi-lingual communication and coordination with local high schools. Dr. George replied that the research would entail using secondary data analysis of the statistics that are kept by the Center and also crime data from the Ventura County Sheriff's Office. There will be surveys with Center staff as well as agency partners and the surveys will be bi-lingual.

**Motion** was made by Member Crosswhite to approve Grant Agreement subject to final language approval by the Executive Director, and authorize the Chair to Sign Agreement. The Motion was **Seconded** by Member Brown. Roll Call Vote- Ayes 8; Nays; 0. The Motion carried without opposition.

**B. Regional Early Action Program (REAP) - Sub-Regional Partnership Grant Application** – Riley gave the Council the background and details of the planning activity beginning in June 2020 as VCOG Staff has developed the proposed VCOG REAP Projects with considerable input from the VCOG Administrative Committee, The Ventura County City/County Managers (VCCM), the Ventura County City Planners Association (VCCPA), the County of Ventura and SCAG Staff. Dr. Chris Williamson stated that REAP would be an approximately two and a half year program designed to accelerate the development of affordable housing units. The 2021-2029 Housing Element requirements are different this year and include ADUs and Affirmative Fair Housing Requirements. Unlike previous years, this year the state has provided funding to support housing element development including SB-2 and Local Early Action Program (LEAP) Funding directly to localities on a formula basis and the Regional Early Action Program (REAP) administered through sub-regional partnerships between Metropolitan Planning Organizations (MPOs) such as SCAG and sub-regions such as VCOG..

Dr. Williamson provided a summary of the REAP Program stated that the SCAG-REAP Guidelines emphasize three priority tasks:

1. Housing Element update preparation
2. Temporary staffing for housing element update and related activities
3. ADU's related to housing elements

Dr. Williamson continued to summarize the four projects the four projects to be included:

1. Housing Element Background Information Process: County-wide Outreach
2. Technical Assistance in Preparing Housing Elements, Adoption and HCD Certification.
3. Assessment of Fair Housing and Vehicle Miles Traveled Components
4. Regional ADU Program: Templates, Ordinances and Plans.

Member Crosswhite shared that if VCOG chose not to take advantage of this funding opportunity, the funds would go to other sub-regional jurisdictions and would not be available to VCOG's Member Cities and Ventura County. Chair Parvin added that the VCOG's REAP Program had to happen very quickly and there was not a lot of time to keep the entire Council informed along the way. VCOG is a regional organization and this is an excellent opportunity to deploy a regional approach to solving some of the housing challenges we face in Ventura County.

Member Brown complemented staff for the comprehensive approach. She asked if any of the four projects could benefit the larger cities. Dr. Williamson replied that Project 3 involving the VMT and the new Affirmative Fair Housing Issues could be helpful to all the cities. It will also be important to all the jurisdictions for follow-up activity after the housing elements are submitted to HCD. Riley stated that VCOG Staff would maintain continuous contact with all the jurisdictions and a progress and issues matrix to help identify issues and problems where REAP Resources can intervene.

Member Luevanos asked about the VMT Statistics and if they would be adjusted to take into account the reduction in travel created by the COVID-19 Pandemic. Dr. Williamson replied that much of the data is pre-COVID-19 and the question is how much will work environments and habits change in a post COVID -19 Situation. For CEQA Compliance, the State no longer allows Level of Service measurements for documenting transportation impacts but now requires VMT Statistics. For REAP, VCTC would provide the Vehicle Miles Traveled Matrix to VCOG. If a jurisdiction is below the thresholds, they will not have an issue. If above the threshold then the VMT will have to be considered and mitigations included in the final housing element.

Amanda Fagan with VCTC commented that there was a dramatic downturn in VMT toward the beginning of the Pandemic but that has gradually been coming back and, currently there is only about a 14% decrease.

Member Brown asked if the VMT Requirement was a result of the Greenhouse Gas Emission Reduction requirements. Ms. Fagan explained Senate Bill 743 passed in 2013 (became mandatory on July 1, 2020) that requires jurisdictions to use VMT Statistics to measure transportation impacts for CEQA Review of plans and projects.

Member Luevanos asked if things like GIS Mapping of a city's or area-wide affordability data would be available. Dr. Williamson cited the technical assistance aspects of REAP where if a city or a number of cities requested this kind of product, VCOG could respond. Luevanos also asked if historical RHNA Performance data could be made available? Dr. Williamson suggested that that data is available at HCD and a Task could be added to assemble the data back to a certain date for all the Ventura County Jurisdictions.

**Motion** was made by Chair Parvin to approve Proposed REAP Projects, Budget and Time Schedule and Authorize Submittal of REAP- Sub-Regional Partnership Application to the Southern California Association of Governments (SCAG). The motion was **Seconded** by Member Crosswhite. Roll Call Vote- Ayes 8; Nays; 0. The Motion carried without opposition.

**A. Amendments to Fiscal Year 2020/2021 Budget p. 64** – Riley presented VCOG No. 2020-05 Amending the VCOG Operating Budget for F.Y. 2020-2021. Riley explained the features of the budget amendment including:



**INCOME:**

- CLU Community Benefit Research Grant – Supplemental Appropriation
- REAP Phase 1-Project Funds –SCAG Grant for FY 20/21 estimated at \$178,255
- 2020 Annual Dinner Sponsor Funds Transferred to 2021 Annual Dinner

**EXPENSE:**

- REAP Management and Admin Costs – \$16,375 – Added for REAP Program
- REAP Staffing Contract Costs - \$86,600 – Added for REAP Program
- REAP Other Direct Costs - \$73,280 – Added for REAP Program
- TOTAL – Added for REAP Program - \$178,255
- 2020 Annual Dinner Cancellation - \$6,000 Moved to Unearned Income Liability

Member Brown asked how frequently the Council would review the budget and receive spending and activity reports. Riley replied that staff would be providing regular financial reports to the Council and Admin Committee that would include REAP Expenditures as well as progress reports on REAP Tasks involving the various jurisdictions.

Chair asked if staff was aware of the details of proposals from any of the other COGs in the SCAG Region? Riley responded that staff has been in communication with other COGS and there is a variety of activity and interest. Many COGs are submitting applications with projects like those of VCOG; while others are wanting to change the rules to fit their area of interest and still others do not seem to be interested in participating. The SCAG Region COG Directors meet on a regular basis with SCAG Staff. Riley mentioned that SCAG's Housing Manager had remarked that VCOG was well ahead of the others as far as a detailed development of REAP Projects.

**Motion** was made by Member Kildee to adopt VCOG Resolution No. 2020-05. The Motion was **Seconded** by Member Huber. Roll Call: Ayes: 8 – Nays: 0. The Motion carried without opposition.

**8. BOARD MEMBER COMMENTS & REQUESTS FOR FUTURE AGENDA ITEMS –**

Member Luevanos suggested a future agenda item be devoted to emergency services for the having to seek shelter from the heat, from wildfire evacuation, etc. when we have no power due to emergency power shut-offs, and whether there is any regional plan that identifies cooling centers as well as other types of shelter where persons can go. The Council concurred that this would be an appropriate future agenda item.

**9. ADJOURNMENT –** Chair Parvin adjourned the meeting at 6:35 p.m. to November 12, 2020



**ITEM 6B**

**MEMORANDUM**

**TO:** Council Members and Alternates

**FROM:** Hugh R. Riley, Executive Director

**SUBJECT:** Financial Report

**DATE:** November 12, 2020

**Recommendation:**

Receive and file Financial Report for Period ending November 6, 2020

**Discussion:**

This report transmits the Ventura Council of Governments (VCOG) Financial reports for the Budget Period to November 6, 2020

**Investments:**

The objectives of VCOG's adopted Investment Policy are safety, liquidity, and yield, with the foremost objective being safety. Prudence, ethics, and delegation of authority are the Policy's applied standards of care. Below is a summary of VCOG's investments that comply with the VCOG Investment Policy:

Institution	Investment Type	Maturity Date	Interest-FY to Date- 7/31/20	Rate	Balance
Bank of A	Maximizer 2635	N/A	\$ 1.59	0.03%*	\$47,083.94
Bank of A	CD-91000164558339	7/8/21	\$ .73**	0.05%	\$20,364.00

\* Variable

\*\* Earned but not paid-(Note: Available interest rate for bank certificates of deposit dropped to 0.05%).

The 2020-2021 F.Y. Budget was approved by the Council on June 11, 2020 and amended on September 10, 2020. The Financial Report for this period reflects expenditures for REAP Activity which included preparation of the Program Application and outreach surveys to member agency staffs for further input and project ideas.

**ATTACHMENTS:** Balance Sheet – As of November 6, 2020  
Profit and Loss – July 1, 2020 to November 6, 2020  
Budget vs. Actual - July 1, 2020 to November 6, 2020

# Ventura Council of Governments

## BALANCE SHEET

As of November 6, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
BofA - 5797	-905.00
BofA - 9045	84,012.02
BofA CD - 8339	20,331.60
BofA MM - 2635	47,083.54
<b>Total Bank Accounts</b>	<b>\$150,522.16</b>
Accounts Receivable	
Accounts Receivable (A/R)	1,916.00
<b>Total Accounts Receivable</b>	<b>\$1,916.00</b>
Other Current Assets	
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$152,438.16</b>
Other Assets	
Fraud	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$152,438.16</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	25.36
<b>Total Accounts Payable</b>	<b>\$25.36</b>
Other Current Liabilities	
Payroll Liabilities	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$25.36</b>
Long-Term Liabilities	
Unearned Income	6,000.00
<b>Total Long-Term Liabilities</b>	<b>\$6,000.00</b>
<b>Total Liabilities</b>	<b>\$6,025.36</b>
Equity	
Opening Balance Equity	111,291.04
Unrestricted Net Assets	-4,534.88
Net Income	39,656.64
<b>Total Equity</b>	<b>\$146,412.80</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$152,438.16</b>

# Ventura Council of Governments

## PROFIT AND LOSS

July 1 - November 6, 2020

	TOTAL
Income	
Dues Assessments	64,992.00
Other Types of Income	
Bank Interest	31.97
<b>Total Other Types of Income</b>	<b>31.97</b>
<b>Total Income</b>	<b>\$65,023.97</b>
<b>GROSS PROFIT</b>	<b>\$65,023.97</b>
Expenses	
Contract Services	
Accounting Fees	487.50
Executive Administration	14,625.00
<b>Total Contract Services</b>	<b>15,112.50</b>
Operations	
Advertising	68.00
Printing and Copying	37.36
Website	755.00
<b>Total Operations</b>	<b>860.36</b>
Other Types of Expenses	
Insurance - Liability, D and O	1,868.94
<b>Total Other Types of Expenses</b>	<b>1,868.94</b>
REAP Project Costs	
Project 1 - Application and Oversight	7,469.76
<b>Total REAP Project Costs</b>	<b>7,469.76</b>
Travel and Meetings	
Meals	55.77
<b>Total Travel and Meetings</b>	<b>55.77</b>
<b>Total Expenses</b>	<b>\$25,367.33</b>
<b>NET OPERATING INCOME</b>	<b>\$39,656.64</b>
<b>NET INCOME</b>	<b>\$39,656.64</b>

# 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
<b>Income</b>			
Annual Dinner Tickets		500.00	500.00
Dues Assessments	64,992.00	64,992.00	0.00
<b>Investments</b>			
Interest-Savings, Short-term CD		20.00	20.00
<b>Total Investments</b>		<b>20.00</b>	<b>20.00</b>
REAP Income		178,255.00	178,255.00
Research Grant Appropriation		8,000.00	8,000.00
<b>Total Income</b>	<b>\$64,992.00</b>	<b>\$251,767.00</b>	<b>\$186,775.00</b>
<b>GROSS PROFIT</b>	<b>\$64,992.00</b>	<b>\$251,767.00</b>	<b>\$186,775.00</b>
<b>Expenses</b>			
<b>Contract Services</b>			
Accounting Fees	487.50	2,550.00	2,062.50
Audit		5,250.00	5,250.00
Executive Administration	14,625.00	45,000.00	30,375.00
Legal Fees		370.00	370.00
Research Grant - CLU		8,000.00	8,000.00
<b>Total Contract Services</b>	<b>15,112.50</b>	<b>61,170.00</b>	<b>46,057.50</b>
<b>Operations</b>			
Printing and Copying	37.36	1,500.00	1,462.64
Supplies		600.00	600.00
Website	755.00	1,500.00	745.00
<b>Total Operations</b>	<b>792.36</b>	<b>3,600.00</b>	<b>2,807.64</b>
<b>Other Types of Expenses</b>			
Insurance - Liability, D and O	1,868.94	1,800.00	-68.94
<b>Total Other Types of Expenses</b>	<b>1,868.94</b>	<b>1,800.00</b>	<b>-68.94</b>
<b>REAP Project Costs</b>			
Project 1 - Application and Oversight	7,469.76	8,000.00	530.24
Project 2 - Administration		5,025.00	5,025.00
Project 2 - TASK A		6,000.00	6,000.00
Project 2 - TASK B		6,000.00	6,000.00
Project 2 - TASK C		4,000.00	4,000.00
Project 2 - TASK D		12,500.00	12,500.00
Project 3 - Administration		6,025.00	6,025.00
Project 3 - TASK A		12,500.00	12,500.00
Project 3 - TASK B		10,000.00	10,000.00
Project 3 - TASK C		6,200.00	6,200.00
Project 3 - TASK D		24,490.00	24,490.00
Project 3 - TASK E		11,780.00	11,780.00
Project 3 - TASK F		39,410.00	39,410.00
Project 4 - Administration		5,325.00	5,325.00
Project 4 - TASK A		4,000.00	4,000.00

# 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
Project 4 - TASK B		6,000.00	6,000.00
Project 4 - TASK C		8,000.00	8,000.00
Project 4 - TASK D		3,000.00	3,000.00
<b>Total REAP Project Costs</b>	<b>7,469.76</b>	<b>178,255.00</b>	<b>170,785.24</b>
Travel and Meetings			
Annual Dinner		7,500.00	7,500.00
Conference and Meetings		4,842.00	4,842.00
Travel		600.00	600.00
<b>Total Travel and Meetings</b>		<b>12,942.00</b>	<b>12,942.00</b>
<b>Total Expenses</b>	<b>\$25,243.56</b>	<b>\$257,767.00</b>	<b>\$232,523.44</b>
<b>NET OPERATING INCOME</b>	<b>\$39,748.44</b>	<b>\$ -6,000.00</b>	<b>\$ -45,748.44</b>
<b>NET INCOME</b>	<b>\$39,748.44</b>	<b>\$ -6,000.00</b>	<b>\$ -45,748.44</b>



**ITEM 6C**

**MEMORANDUM**

**TO:** Council Members and Alternates  
**FROM:** Hugh Riley, Executive Director   
**SUBJECT:** Register of Warrants and Debt Card Transactions  
**DATE:** November 12, 2020

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**Recommendation:**

Approve the Register of Warrants for expenditures and Debit Card Transactions incurred from September 4, 2020 to November 6, 2020.

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**Discussion:**

This report presents expenditures including bank debit card transactions incurred by the Ventura Council of Governments for the period September 4, 2020 to November 6, 2020

It is prepared in addition to the Financial Report so that the Council may be fully informed as to the expenditure of funds for services and other costs to the organization.

**ATTACHMENTS:** Warrant and Debit Card Registers



**Register of Warrants  
Ventura Council of Governments  
November 12, 2020**

Transactions from September 5, 2020 to November 6, 2020

<u>Check #</u>	<u>Date</u>	<u>Paid To</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount Paid</u>
392	09/05/20	PostNet CA110	09/01/20	Printing & Copying	\$ 12.00
393	09/08/20	Caroline Carter	09/08/20	Accounting Services 8-20	\$ 195.00
394	09/22/20	Alliant Insurance Services	09/10/20	SLIP Policy Renewal to 9-29-21	\$ 1,868.94
395	10/02/20	Chris Williamson	10/01/20	Consulting Services (REAP)	\$ 1,900.00
396	10/05/20	Hugh Riley, Pro. Management, LLC	10/01/20	Executive Administration- Sept.	\$ 4,375.00
397	10/05/20	Hugh Riley, Pro. Management, LLC	10/01/20	REAP Application & Oversight	\$ 1,562.50
398	10/05/20	Caroline Carter	10/01/20	Accounting Services 9-20	\$ 162.50
399	10/05/20	Caroline Carter	10/05/20	Accounting Services (REAP)	\$ 260.00
400	10/06/20	PostNet CA110	10/01/20	Printing Application (REAP)	\$ 72.26
401	11/02/20	Chris Williamson	11/01/20	Consulting Services (REAP)	\$ 2,175.00
402	11/02/20	Hugh Riley, Pro. Management, LLC	11/01/20	Executive Administration- Oct.	\$ 2,250.00
403	11/02/20	Hugh Riley, Pro. Management, LLC	11/01/20	REAP Application & Oversight	\$ 1,500.00

**Register of Debit Card Transactions  
Ventura Council of Governments**

**November 12, 2020**

Transactions from September 5, 2020 to November 6, 2020

<u>Card #</u>	<u>Date</u>	<u>Paid To</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount Paid</u>
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NONE



**VENTURA COUNCIL  
OF GOVERNMENTS**

**MEMORANDUM**

**ITEM 6D**

**TO:** Council Members and Alternates  
**FROM:** Hugh Riley, Executive Director   
**SUBJECT:** Engagement Letter with Independent Auditor- 2019-2020 Audit  
**DATE:** November 12, 2020

**Recommendation:**

Receive Engagement Letter (Attachment) with Eide Bailly, CPAs & Business Advisors, for professional financial auditing services at a not-to exceed cost of \$5,250 for Fiscal Year 2019-2020 and confirm the Executive Director's to acceptance of the Engagement Letter as recommended by the VCOG Admin Committee.

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**Discussion:**

On January 14, 2010, VCOG approved an Agreement for Professional Auditing Services for Fiscal Years 2009/2010 as an Optional Auditing Task with VTD. That contractual agreement has been extended through succeeding years concluding with the audit for Fiscal Year 2018-2019. The fee for services for the 2018-2019 Audit was \$5,000. EideBailly CPAs & Business Advisors, has proposed a fee of \$5,250 for the new audit based on the amount of work/hours they incurred during the audit last year and the changes that have been made in VCOGs accounting system and practices. There were no negative findings in the previous year's Financial Statements

The Engagement Letter for Professional Financial Auditing Services for the 2019-2020 Fiscal Year is attached.

**ATTACHMENT:** Engagement Letter from Eide Bailly, CPA's & Business Advisors.



September 24, 2020

Ventura Council of Governments  
Moorpark, California

The following represents our understanding of the services we will provide to Ventura Council of Governments (Council).

You have requested that we audit the governmental activities and the general fund information of the Council, as of June 30, 2020, and for the year then ended, and the related notes, which collectively comprise the Council's basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that certain information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Budgetary Comparison Schedule – General Fund

#### **Auditor Responsibilities**

We will conduct our audit in accordance with U.S. GAAS and in accordance with *Government Auditing Standards*, and/or state or regulatory audit requirements. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and, if applicable, in accordance with *Government Auditing Standards* and/or state or regulatory audit requirements.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Compliance with Laws and Regulations**

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the Council's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Management Responsibilities**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:

- i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit; and
  - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current period under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.
- i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j. For the accuracy and completeness of all information provided.

With respect to any nonattest services we perform, we agree to perform the following:

- Prepare or assist with preparing financial statements in conformity with U.S. generally accepted accounting principles based on information provided by you.

The Council's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

## **Reporting**

We will issue a written report upon completion of our audit of the Council's basic financial statements. Our report will be addressed to the governing body of the Council. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

## **Other**

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

## **Provisions of Engagement Administration, Timing and Fees**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Kinnaly Soukhaseum is the engagement partner for the audit services specified in this letter. Responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. We expect to begin our audit on approximately March 2021.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices are payable upon presentation. We estimate that our fee for the audit will not exceed \$5,250. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the Council's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

In addition, we will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before our audit procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We may use third party service providers and/or affiliated entities (including Eide Bailly Shared Services Private Limited) (collectively, "service providers") in order to facilitate delivering our services to you. Our use of service providers may require access to client information by the service provider. We will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the confidentiality of client information accessed by such service provider and any work performed by such service provider.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least eight years from the date of our report.

At the conclusion of our audit engagement, we will communicate to management and the Board of Directors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Eide Bailly LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to the oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability office pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of Eide Bailly LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability office. The oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability office may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

*Government Auditing Standards* require that we provide, upon request, a copy of our most recent external peer review report and any subsequent review reports to the party contracting for the audit. Accordingly, we will provide a copy of our most recent peer review report at your request.



Eide Bailly LLP is a member of HLB International, a worldwide organization of accounting firms and business advisors, ("HLB"). Each member firm of HLB, including Eide Bailly LLP is a separate and independent legal entity and is not owned or controlled by any other member of HLB. Each member firm of HLB is solely responsible for its own acts and omissions and no other member assumes any liability for such acts or omissions. Neither Eide Bailly LLP, nor any of its affiliates, are responsible or liable for any acts or omission of HLB or any other member firm of HLB and hereby specifically disclaim any and all responsibility, even if Eide Bailly LLP, or any of its affiliates are aware of such acts or omissions of another member of HLB.

Eide Bailly LLP formed The Eide Bailly Alliance Network, a network for small to mid-sized CPA firms across the nation. Each member firm of The Eide Bailly Alliance, including Eide Bailly LLP, is a separate and independent legal entity and is not owned or controlled by any other member of The Eide Bailly Alliance. Each member firm of The Eide Bailly Alliance is solely responsible for its own acts and omissions and no other member assumes any liability for such acts or omissions. Neither Eide Bailly LLP, nor any of its affiliates, are responsible or liable for any acts or omission of The Eide Bailly Alliance or any other member firm of The Eide Bailly Alliance and hereby specifically disclaim any and all responsibility, even if Eide Bailly LLP, or any of its affiliates are aware of such acts or omissions of another member of The Eide Bailly Alliance.

Eide Bailly, LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business Code. It is not anticipated that any of the non-licensee owners will be performing audit services for the Council.

#### **DISPUTE RESOLUTION**

The following procedures shall be used to resolve any disagreement, controversy or claim that may arise out of any aspect of our services or relationship with you, including this engagement, for any reason ("Dispute"). Specifically, we agree to first mediate.

##### ***Mediation***

All Disputes between us shall first be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator. The mediator will be selected by mutual agreement, but if we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA").

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute. Mediation will be conducted with the parties in person in Rancho Cucamonga.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Either party may commence suit on a Dispute after the mediator declares an impasse.

**INDEMNITY**

You agree that none of Eide Bailly LLP, its partners, affiliates, officers or employees (collectively "Eide Bailly") shall be responsible for or liable to you for any misstatements in your financial statements that we may fail to detect as a result of knowing representations made to us, or the concealment or intentional withholding of information from us, by any of your owners, directors, officers or employees, whether or not they acted in doing so in your interests or for your benefit, and to hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees from any such misstatement, provided that the services performed hereunder were performed in accordance with professional standards, in all material respects.

If a claim is brought against you by a third-party that arises out of or is in any way related to the services provided under this engagement, you agree to indemnify Eide Bailly LLP, its partners, affiliates, officers and employees against any losses, including settlement payments, judgments, damage awards, punitive or exemplary damages, and the costs of litigation (including attorneys' fees) associated with the services performed hereunder provided that the services were performed in accordance with professional standards, in all material respects.

**ASSIGNMENTS PROHIBITED**

You agree that you will not and may not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly LLP, its partners, affiliates, officers and employees, to any other person or party, or to any trustee, receiver or other third party.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your certified public accountants and look forward to working with you and your staff.

Respectfully,




Kinnaly Soukhaseum  
Partner

\*\*\*\*\*

**RESPONSE:**

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the Ventura Council of Governments by:

Signature:  \_\_\_\_\_  
2830EE82880E40E

Name, Title: Hugh Riley, Executive Director

Date: 9/25/2020

**Certificate Of Completion**

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Subject: VCOG 2020 Engagement Letter for your e-Signature

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Fargo, ND 58103

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dlewis@eldebally.com

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dlewis@eldebally.com

**Signer Events**

Hugh Riley

ridgeriley@msn.com

Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
*Hugh Riley*  
2830EED2889E40E...

**Timestamp**

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Signed: 9/25/2020 9:20:35 AM

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**Electronic Record and Signature Disclosure:**

Accepted: 9/25/2020 9:17:17 AM

ID: d6644f82-86c7-4478-8d59-df73f8442ae5

Company Name: Elde Bally LLP

**In Person Signer Events**

Signature

Timestamp

**Editor Delivery Events**

Status

Timestamp

**Agent Delivery Events**

Status

Timestamp

**Intermediary Delivery Events**

Status

Timestamp

**Certified Delivery Events**

Status

Timestamp

**Carbon Copy Events**

Status

Timestamp

Kinnaly Soukhaseum

**COPIED**

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ksoukhaseum@eldebally.com

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**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**Witness Events**

Signature

Timestamp

**Notary Events**

Signature

Timestamp

**Envelope Summary Events**

Status

Timestamps

Envelope Sent

Hashed/Encrypted

9/24/2020 11:25:59 AM

Certified Delivered

Security Checked

9/25/2020 9:17:17 AM

Signing Complete

Security Checked

9/25/2020 9:20:35 AM

Completed

Security Checked

9/25/2020 9:20:35 AM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **CONSUMER DISCLOSURE**

From time to time, Eide Bailly LLP (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the "I agree" button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign "Withdraw Consent" form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Eide Bailly LLP:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [salesforcehelpdesk@eidebailly.com](mailto:salesforcehelpdesk@eidebailly.com)

**To advise Eide Bailly LLP of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [salesforcehelpdesk@eidebailly.com](mailto:salesforcehelpdesk@eidebailly.com) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

**To request paper copies from Eide Bailly LLP**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to [salesforcehelpdesk@eidebailly.com](mailto:salesforcehelpdesk@eidebailly.com) and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Eide Bailly LLP**

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- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
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**Required hardware and software**

Operating Systems:	Windows2000 or WindowsXP
Browsers (for SENDERS):	Internet Explorer 6.0 or above
Browsers (for SIGNERS):	Internet Explorer 6.0, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum

Enabled Security Settings:	<ul style="list-style-type: none"> <li>ò Allow per session cookies</li> <li>ò Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection</li> </ul>
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\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the "I agree" button below.


By checking the "I Agree" box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Eide Bailly LLP as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Eide Bailly LLP during the course of my relationship with you.



**Item 6E**

**MEMORANDUM**

**TO:** Council Members and Alternates  
**FROM:** Hugh Riley, Executive Director   
**SUBJECT:** Notice of Election and Call for Candidates for Sub-region District Representatives to SCAG Regional Council.  
**DATE:** November 12, 2015

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**Recommendation:**

Direct Staff to Issue Election Notice and Call for Candidates for Representatives to SCAG Regional Council for Sub-region Districts 45 and 47.

**Discussion:**

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 selects one City Council Member from each District to serve on the Regional Council. The current District 45 and 47 Representative terms will expire in 2021. VCOG's past practice which conforms to SCAG Regional Council Selection Guidelines, 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.

To ensure the vacant seats are filled before May 2021, staff recommends that the Council authorize the Executive Director to issue a Call for Candidacy directed to the City Council Members of the cities in these Districts. Notices would be sent after the November 3, 2020 Election when election results are known. Notices are also sent to the City Clerks of each city.

Copies of the Call for Candidates Notices are attached.

**ATTACHMENT: Call for Candidates Notices-Districts 45 and 47**





**FIRST NOTICE: Call for Candidates-SCAG Regional Council**

**Attention: All CITY CLERKS of the Cities of (Oxnard, Camarillo, Port Hueneme) PLEASE POST THIS NOTICE**

January 15, 2021

To: The Honorable All Mayors and City Council Members within SCAG Regional Council District #45 (This District includes the Cities of Camarillo, Oxnard and Port Hueneme)

**RE: SCAG First Notice: CALL FOR CANDIDATES**

This is to notify all Mayors and Councilmembers of SCAG's Regional Council (RC) District 45 that the term of office is ending for the Honorable Carmen Ramirez of the City of Oxnard who currently serves as RC District 45 Representative for the cities of Camarillo, Oxnard, and Port Hueneme. Because of the anticipated end of term, a Regional Council District Election must be held no later than twenty-eight (28) days prior to the SCAG General Assembly, May 2, 2019.

**Call for Candidates:** Mayors and Councilmembers from member cities within RC District 45 are eligible candidates. Interested candidates must submit notice of their interest in writing (name, title and city) **no later than 5:00 p.m., Friday, March 5, 2021** either by U.S. mail or email to:

Hugh Riley, Executive Director  
[ridgeriley@msn.com](mailto:ridgeriley@msn.com)  
Ventura Council of Governments  
P.O. Box 157  
Moorpark, CA 93020

**Term of Office:** Two (2) years from May 2021 to May 2023

**District Election:** If there are two (2) or more candidates, an election will be held by member cities within RC District 45. The District 45 District Election will be scheduled for:

**Election Date, Time, and Location To Be Announced**

As soon as the candidate notification period has ended (March 5, 2021), a Second Notice will be sent identifying all of the candidates' names and confirming the District Election date, time and location.

As a Regional Council representative, the member is eligible to:

- serve on one of SCAG's policy committees: Community, Economic and Human Development Committee (CEHD); Energy and Environment Committee (EEC); or Transportation Committee
- receive \$120 stipend for attending SCAG meetings or SCAG-sponsored events
- receive public transit or mileage reimbursement (based on travel distance between member's seat of government and SCAG's meeting/event location)
- receive parking validation at SCAG's Los Angeles office
- receive lodging reimbursement for travel requirement of 75 miles or more one-way

Finally, the Regional Council meets on the first Thursday of each month at SCAG's downtown Los Angeles Office. An Information Sheet for Candidates is attached including the 2021-22 Schedule of Meetings. Owing to the COVID-19 Pandemic, there is a possibility that one or more of the scheduled Regional Council Meetings will be via ZOOM.

As always, please do not hesitate to call or email if you have any questions.

Sincerely,

Hugh Riley  
Executive Director

Cc: City Managers, Cities of Oxnard, Camarillo, Port Hueneme

Attachment: SCAG Regional Council Information for Candidates



**VENTURA COUNCIL  
OF GOVERNMENTS**

**FIRST NOTICE: Call for Candidates-SCAG Regional Council**

**Attention: All CITY CLERKS of the Cities of (Fillmore, Ojai, Ventura, and Santa Paula) PLEASE POST THIS NOTICE**

January 15, 2021

**To:** All Mayors and City Council Members within SCAG Regional Council District #47 (This District includes the cities of Fillmore, Ojai, San Buenaventura, and Santa Paula)

**RE: SCAG First Notice: CALL FOR CANDIDATES**

This is to notify all Mayors and Councilmembers of SCAG's Regional Council (RC) District 47 that the term of office is ending for the Honorable Carmen Ramirez of the City of Oxnard who currently serves as RC District 45 Representative for the cities of Camarillo, Oxnard, and Port Hueneme. Because of the anticipated end of term, a Regional Council District Election must be held no later than twenty-eight (28) days prior to the SCAG General Assembly, May 2, 2019.

**Call for Candidates:** Mayors and Councilmembers from member cities within RC District 45 are eligible candidates. Interested candidates must submit notice of their interest in writing (name, title and city) **no later than 5:00 p.m., Friday, March 5, 2021** either by U.S. mail or email to:

Hugh Riley, Executive Director  
[ridgeriley@msn.com](mailto:ridgeriley@msn.com)  
Ventura Council of Governments  
P.O. Box 157  
Moorpark, CA 93020

**Term of Office:** Two (2) years from May 2021 to May 2023

**District Election:** If there are two (2) or more candidates, an election will be held by member cities within RC District 45. The District 45 District Election will be scheduled for:

**Election Date, Time, and Location To Be Announced**

As soon as the candidate notification period has ended (March 5, 2021), a Second Notice will be sent identifying all of the candidates' names and confirming the District Election date, time and location.

As a Regional Council representative, the member is eligible to:

- serve on one of SCAG's policy committees: Community, Economic and Human Development Committee (CEHD); Energy and Environment Committee (EEC); or Transportation Committee
- receive \$120 stipend for attending SCAG meetings or SCAG-sponsored events
- receive public transit or mileage reimbursement (based on travel distance between member's seat of government and SCAG's meeting/event location)
- receive parking validation at SCAG's Los Angeles office
- receive lodging reimbursement for travel requirement of 75 miles or more one-way

Finally, the Regional Council meets on the first Thursday of each month at SCAG's downtown Los Angeles Office. An Information Sheet for Candidates is attached including the 2021-22 Schedule of Meetings. Owing to the COVID-19 Pandemic, there is a possibility that one or more of the scheduled Regional Council Meetings will be via ZOOM.

As always, please do not hesitate to call or email if you have any questions.

Sincerely,

Hugh Riley  
Executive Director

Cc: City Managers, Cities of Oxnard, Camarillo, Port Hueneme

Attachment: SCAG Regional Council Information for Candidates

# SCAG Regional Council Information for Candidates

The Regional Council is SCAG's 86-member governing board. Membership is comprised of local elected officials representing the six counties and 191 cities within the SCAG jurisdiction, including elected representatives from 67 Districts, each consisting of one or more cities in the region with approximately equal population and geographic continuity; an elected representative from each of the six counties within the region; and representatives of the County Transportation Commissions and tribal governments located within the region.

The Regional Council has general authority to conduct the affairs of SCAG, and implements the policy direction provided at the annual General Assembly of the membership. In addition, the Regional Council acts upon policy recommendations from SCAG policy committees and external agencies; appoints committees to study specific problems and programs; amends, decreases or increases the proposed budget to be reported to the General Assembly; and directs the actions of the agency throughout the year.

## Meeting Schedule- 2021

Meetings are held on the First Thursday of each month from 12:30 to 2:00 PM. At SCAG Main Offices, 900 Wilshire Blvd., Ste. 1700, Los Angeles, CA 90017 unless a virtual meeting is required.

January 7	April 8	July 1	October 7
February 4	May 6	August 5	November 4
March 4	June 3	September 2	December 2

## Summary of Regional Council Stipend and Travel Reimbursement Policy

- Regional Council members receive a \$120 per diem stipend for attendance at SCAG-sponsored meetings or events, for a maximum of six (6) per diem stipends per month\*. The SCAG President is authorized to approve two additional per diem stipends per month. Nine (9) or more per diem stipends per month require full RC approval.
- Regional Council members are eligible to be reimbursed for mileage (at the prevailing federal reimbursement rate) or public transit expenses for attendance at SCAG-sponsored meetings or events. SCAG provides validation for parking.
- Regional Council members do not receive medical, dental, life or pension benefits from SCAG.

### Staff Contact:


Maggie Aguilar  
(213) 630-1420

Email: [aguilarm@scaq.ca.gov](mailto:aguilarm@scaq.ca.gov)



**ITEM 7A**

**MEMORANDUM**

**TO:** Council Members and Alternates  
**FROM:** Hugh Riley, Executive Director   
**SUBJECT:** VCOG Strategic Plan Update- 2020  
**DATE:** November 12, 2020

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**Recommendation:**

Review and Discuss Draft of Updated VCOG Strategic Plan Document

**Discussion:**

The VCOG Admin Committee began a review of the VCOG Strategic Plan in July 2020. The plan was originally developed and adopted in 2002. Over the past several months the Committee has examined a number of drafts updating the plan.

Attached is the most recent draft of the 2020 Revised VCOG Strategic Plan for the Council's review and discussion.

A Final Updated Strategic Plan will be presented to thy Full VCOG Council on January 14, 2021.

**ATTACHMENT:** 2020 VCOG Strategic Plan Update- Fourth Draft 10-15-20



## **VCOG STRATEGIC PLAN**

Revise July 2020

FOURTH DRAFT- 10/15/20

### **Introduction**

The **Ventura Council of Governments (VCOG)** is a voluntary joint powers authority representing the 10 cities of Ventura County as well as the County whose goal is to facilitate cooperative sub-regional and regional planning, coordination and technical assistance on issues of mutual concern.

Various Agencies including colleges and universities, regional agencies, joint powers authorities, utility companies, and state and federal agencies may be invited to participate on issues that involve their respective interests, missions and/or facilities. Anyone may attend meetings to observe

VCOG is based on the premise that Ventura County can have more representation without more government and issues of common concern often extend beyond the purview of local jurisdictions and agencies, requiring insight and input from a wide range of affected interests.

VCOG works efficiently by utilizing existing resources to the greatest extent possible, collaboratively finding new ways to perform needed activities for less, while eliminating duplication of effort.

The following information is intended to provide a framework for establishing future goals and priorities for the Ventura Council of Governments.

Included:

■ **VCOG Mission Statement**

■ **VCOG Strategy**

The *VCOG Strategy* was initially developed in 2004 as the sub-region's 'plan'. It was the result of interviews conducted with elected and appointed officials of the member cities and the county as well as some of the private sector organizations in the county. These interviews were meant to solicit input on priority issues.

■ **General Baseline Work Program**

■ **Potential Issues To Address**

List of issues in policy areas in which VCOG could participate.

■ **Possible Implementation Strategies**

Programs and projects that VCOG could establish to carry out its Mission.

## Mission Statement

Work to continue to make Ventura County a unique national model of orderly development based on Guidelines for Orderly Development with sustainable economic prosperity, equitable economic opportunity and high environmental quality by:

- Promoting cooperation between the municipalities of Ventura County in the discussion of area-wide issues of mutual interest as well as advancing city-county cooperation.
- Promoting cooperation and communication with colleges and universities, special districts, regional agencies, joint powers authorities, utility companies and State and Federal agencies, and Naval Base Ventura County on an as-needed basis.
- Unifying Ventura County cities and the county to advocate with one cohesive voice on important regional issues and legislative matters.
- Investigate issues of common concern through joint studies and cost-effective, multi-jurisdictional programs that lead to model ordinances, programs, and other products for use by all members.
- Supporting members' proposals that further the objectives of the Ventura Council of Governments.
- Providing a forum for communication and representation on behalf of the Ventura County cities and the county with other governing bodies and organizations in the county, as well as facilitate the exchange of ideas and information.
- Increasing visibility and awareness of Ventura County as an outstanding place to live, work, and play.
- Balance the expressed and enacted policies and directions of the County's residents with Federal, state, judicial, or other regional mandates and directions.

### VCOG Strategy

This is the second installment of an evolving strategy which will enable participating cities in Ventura County and the County to identify and act on issues of mutual interest or concern. As such, it is consistent with the rights and limitations prescribed in the VCOG Joint Powers Authority agreement. It is only as strong as the commitment invested by members of the council of governments and its implementation will depend on the priorities established by the members.



Objectives of the Strategy are:

- To identify areas of common concern and interest among the 11 participating jurisdictions;
- To provide a means by which to document ideas and solutions discussed by VCOG;
- To provide a policy foundation for future VCOG planning efforts; and
- To serve as a potential blueprint for future implementation actions within the Sub-region of SCAG.

The focus of this Strategy is to find ways to capitalize on the strengths of the county and its cities at all levels of government and within the private sector. It is intended to enable individual cities and the county to better achieve their visions in collaboration with neighboring communities with whom they share common issues and goals.

#### General Baseline Work Program

- A. Serve as a forum for consideration, study and recommendation on area-wide and regional problems.
- B. Assemble information helpful in the consideration of problems unique to the County and its cities and explore practical avenues for intergovernmental cooperation, coordination, and action in the interest of its members.
- C. Seek economies of scale whenever practical in the administration of governmental services.
- D. Facilitate intergovernmental coordination with public and private sectors on issues common to Ventura County governmental agencies.
- E. Coordinate Public Information and Outreach on issues of local government importance, as needed and/or requested.

#### Potential Issues To Address

- Growth Projections
  - Who are we planning for - demographic characteristics of the future population in the county
  - Impact and relevance of Naval Base Ventura County
- Growth Management
  - Perception of diminishing quality of life
  - Urban form capable of accommodating anticipated growth
  - Land Use/Transportation linkages
- Housing
  - Jobs/Housing imbalance

- Lack of production of diverse housing choices – ownership/rental, workforce, entry level, and affordable
  - Homelessness
  - Making use of existing or new federal, state and local resources for housing development
  - Concern of excessive administrative and economic burdens to meet requirements to build housing
  - State preemption of local zoning control and processes
  - Protecting environment and existing neighborhoods
  - Regional Housing Needs Allocation (RHNA)
- Challenges related to high fire hazard severity zones Integrated Waste Management
  - VCOG is the Local Task Force (in accordance with Sec. 40950 of Public Resources Code) responsible for coordinating development of the city and county source reduction and recycling elements of the countywide integrated waste management plan and for assisting in the preparation of the countywide facility siting element of the plan.
  - Siting of food waste recycling facilities
  - Materials recovery and reuse
- Mobility
  - Emergency/alternate access roads
  - Inter-county traffic concerns
  - Jobs/housing imbalance
  - Lack of funding for infrastructure improvements
  - Finding more effective alternative modes of travel
  - Effects of the virtual work place on our transportation system
- Goods Movement
  - Community impact on increasing truck movements
  - Impact of the growth projected for Port Hueneme and in the region
- Air Quality
  - Regional air quality, protecting public health Regional, state and federal air quality plans and requirements
  - Practical transportation control measures
- Use of new technologies Impacts of New Technology and Climate Change
  - Production, storage, and recycling of energy
  - Wireless technology
  - State and federal mandates
- Open Space/Green Belts/Preservation of Agricultural Land
  - Conserving the open space and green belts in the face of , growing land use demands and worldwide competition
  - Wildlife safety and preservation
  - Wildlife corridor and wildfire protection areas
- Water Resources and Water Quality
  - Maintaining sufficient water supply and quality to meet growing demand

- Water conservation and reuse
- Energy Issues
  - Adequacy of energy supply at reasonable cost in view of growing demand
  - Community aggregation alliances
  - Energy efficiency and conservation
  - Energy efficient building
- Public Safety & Hometown Security
  - Sustain low crime rates and safe communities
  - Juvenile Justice and anti-gang related programs
  - Emergency preparedness
- Economic Development
  - Sustain economic vitality within the county as a whole and its individual city communities
  - Job Training, re-training and educational needs
  - Maintaining Ventura County and its cities' competitive market posture.
  - Role of High Tech, Bio Tech, Agriculture, Trade & Tourism and other important industry clusters in the county
  - Customer service

## Possible Implementation Strategies


- Advocacy
  - Legislative Forums with legislators – some social time and questions and answers
  - Coordinate legislative outreach, and interface on activities affecting member agencies
  - Work collaboratively with League of California Cities and California State Association of Counties Fund studies that will test the efficacy of certain community benefit programs.
- RHNA
  - Coordinate consensus response to regional housing need allocations
  - General Plan Updates Housing Elements
  - Water
  - Solid waste
  - Open space
  - Land use/Transportation
- Information Sharing and Clearinghouse
  - Web site
- Regular Meetings
  - City Managers and County CAO
  - Planning and Community Development City Staffs
  - Economic Development Agencies



**VENTURA COUNCIL  
OF GOVERNMENTS**

**ITEM 7B**

**MEMORANDUM**

**TO:** Council Members and Alternates  
**FROM:** Hugh Riley, Executive Director   
**SUBJECT:** Emergency Sheltering During Disasters in Ventura County  
**DATE:** November 12, 2020

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**Recommendation:**

Receive Report from County of Ventura Staff on Emergency Sheltering During Disasters.


**PRESENTING:**

Mike Petit, Assistant County Executive Officer, Ventura County  
Patrick Maynard, Director, Ventura County Sheriff, Office of Emergency Services  
Melissa Livingston- Director of the Ventura County Human Services Agency



**MEMORANDUM**

**TO:** Council Members and Alternates

**FROM:** Hugh Riley, Executive Director 

**SUBJECT:** Revised REAP Application and Fiscal Year 2020/2021 Budget Amendment

**DATE:** November 12, 2020

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**Recommendation:**

Review Proposed Revised REAP Application and Budget Amendment:

1. Authorize Staff to Submit Revised REAP Application to SCAG
2. Authorize VCOG Chair to Execute REAP Grant Agreement with SCAG subject to final language approval by the Executive Director if the REAP Grant is awarded.
3. Review and Approve Amendments to the VCOG Operating Budget for F.Y. 2020-2021 for Revised REAP Expenditures and Adopt VCOG Resolution No. 2020-06.

**Discussion:**

On September 30, 2020, VCOG Staff submitted the initial REAP Grant Application and budget. A review of the application with SCAG Staff on October 19, 2020 resulted in some modifications to the projects included in the application which will also require further changes to VCOG's Annual Operating Budget.

**Revised REAP Projects and Budget** – Based on staff discussions and consultation with SCAG Staff, City Planning Staffs and their consultants, V.C.T.C Staff, and with other possible consulting professionals, VCOG Staff has revised the REAP Application and proposed grant budget. Staff is recommending four REAP projects to be included in the funding proposal.

**PROJECT 1- REAP Application, Management and Executive Outreach**

**TASK DESCRIPTION**

**TASK A-** Networking with City Managers and senior planning staff to develop the REAP program and application; possible contract amendments; continuing interface with the VCOG Board; continuing networking with jurisdiction city executives and senior planning staff.

**TASK B-** Ongoing executive supervision of REAP projects; review and authorization of REAP quarterly reports.

TASK C- Administrative support to prepare and execute REAP application, SCAG MOU, and use of VCOG financial software for invoicing and related transactions with SCAG and consultants.

**PROJECT 1- BUDGET**

**(Nov. 2020 to June 2021)**

TASK A	\$ 10,500
TASK B	\$ 13,000
TASK C	\$ 780
<b>TOTAL:</b>	<b>\$ 24,280</b>

**PROJECT 2- Localized Content for Documents, Presentations, and Public Information Programs**

**TASK DESCRIPTION**

TASK A- This Task will produce a deliverable document presenting the State Housing Crisis Declaration and RHNA/Housing Element Legislation (highlighting the changes compared to prior housing elements), Ventura-specific SCAG RTP/SCS Programs and Priorities, the total RHNA Allocations in the VCOG subregion; integrate subregional planning and demographic and affordability data to 'localize' the need for affirmative housing production; and demonstrate that RHNA allocations can be met consistent with the character and planning policies unique to Ventura County (SOAR and local City Urban Restriction Boundaries, Guidelines for Orderly Development, VCTC Connect 101, SCAG HQTA and HQTC areas, Coastal Zone, High-Risk Wildfire designated areas, various State and Federal lands and military facilities, adjudicated and managed groundwater basins, Farmlands of State Importance and Williamson Act contracts, and inter-city Agricultural Greenbelts). The document would be prepared by the contract housing specialist and reviewed by the REAP Technical Assistance team.

TASK B- This Task would create two deliverables: 1) a flexible PPT based on the Task A document allowing local jurisdiction staff to decide on content and length and combine with their local content; and a 2) a narrated "Ventura County Housing Crisis Background" video in English and Spanish that could be posted on city housing element websites. A videographer and translator would be contracted to "professionalize" the PPT and create the self-narrated videos in English and Spanish.

TASK C- This Task is the administrative function not to exceed 5% specific to this project.

**PROJECT 2 - BUDGET**

**Total Costs  
(Nov. 2020 to June 2021)**

TASK A	\$ 9,500
TASK B	\$ 10,000
TASK C	\$ 1,040
<b>TOTAL:</b>	<b>\$ 20,540</b>

**PROJECT 3- Regional Model Optional Inclusionary Ordinance**

**TASK DESCRIPTION**

TASK A- model ordinance would be drafted by the housing specialist and reviewed by a respected local affordable housing advocate attorney, Ms. Barbara Macri-Ortiz.

TASK B- Task B is the administrative support related to this Project.

**PROJECT 3 - BUDGET**

**Total Costs  
(Nov. 2020 to June 2021)**

TASK A	\$ 19,500
TASK B	\$ 1,040
<b>TOTAL:</b>	<b>\$ 20,540</b>

**PROJECT 4 – Regional ADU Program for Pre-Fabricated and Garage Conversion ADUs**

**TASK DESCRIPTION**

TASK A- This Task builds on the current initiative of Lauterbach and Associates Architects of Oxnard to develop an HCD-approved pre-fabricated modular ADU program for general use, and specifically as farmworker housing in Ventura and other Agricultural Counties such as Monterey. REAP funding would cover the costs of preparing a companion VCOG regional ADU program for review by all VCOG permitting jurisdictions, receive and consolidate ADU plan changes and related site improvement options and standards, preparing a web-based "ADU Planner" that enable the public to select an ADU model and specify options, include features required by the different jurisdictions (roof materials, façade treatments, fire-resistance in wildfire risk areas, etc.), generate a web-based delivery and connection cost-estimate, and print a set of plans for ADU permitting consistent with any participating VCOG jurisdiction. This task would require a professional web-author.

TASK B- This Task is similar to Task A. Task B would contract with a local architect and/or utilize existing ADU plans in the public domain to develop a range of plans to convert a typical two-car garage of about 400 sf into an ADU. Like Task A, participating VCOG jurisdictions would review the plans and a web-based application would allow an owner to select options, print plans and cost estimate, and be assured of plan check approval.

TASK C- Task C is a regional ADU outreach program to lower income neighborhoods to demonstrate the cost-effectiveness of the Task A program, with Spanish translated materials. This task would require an outreach coordinator and translator.

TASK D- Task D is the administrative function not to exceed 5% specific to this project.

**PROJECT 4 - BUDGET**

**Total Costs  
(Nov. 2020 to June 2021)**

TASK A	\$ 29,250
TASK B	\$ 29,250
TASK C	\$ 69,000
TASK D	\$ 6,500
<b>TOTAL:</b>	<b>\$134,000</b>

**BUDGET SUMMARY**

Project 1 – Application & Outreach	\$ 24,280
Project 2 – Housing Element-CEQA	\$ 20,540
Project 3 – Inclusionary Ordinance	\$ 20,540
Project 4 - Regional ADU Package	<u>\$134,000</u>

TOTAL PHASE 1- REAP APPLICATION: **\$199,360**

**REVISED REAP APPLICATION- Phase 1**

VCOG’s revised REAP Grant Application has been discussed with SCAG. A number of entities are identified in the application including professional consultants and local agencies (Participating Partners). Staff has obtained verbal acknowledgment of their willingness to participate from these entities.

Following approval by the Council, the attached application will be submitted for SCAG’s final consideration. Assuming the application is accepted as complete and approved by SCAG, a grant agreement will be offered. Since VCOG will not meet again until January 12, 2021, staff is requesting Council approval for the Chair to execute the grant agreement subject to final language approval by the Executive Director.

**REAP APPLICATION- Phase 2**

In coordination with Ventura County Transportation Commission (VCTC) staff, VCOG staff is continuing to develop Project 5, a “Regional Vehicle Miles Traveled (VMT) Adaptive Mitigation Program” to submit as Phase 2 of the REAP Program. The Project would identify a range of mitigation projects or programs to offset VMT that exceeds a locally-adopted significance level (VMT per resident or employee) in order to avoid having to prepare a full EIR and adopt overriding considerations for housing and other development projects. This project idea was withdrawn from VCOG’s Phase 1 REAP Application to allow additional time to refine optional mitigation methods and consult with various General Plan/CEQA consultants. Staff is finalizing this Phase 2 Project with VCTC.

Since Phase 2 Applications must be submitted to SCAG by December 1, 2020 staff is proposing to review the final VMT Project with the Administrative Committee at their meeting on November 19, 2020 so that the Phase 2 Application may be submitted by the SCAG deadline. The Grant Agreement for the Phase 2 Project, as approved and/or modified by SCAG, would be submitted to the full VCOG Council on January 12, 2021. Project 5 would have a budget of about \$185,000 that is the balance of the total SCAG REAP allocation not used in Phase 1, Projects 1 to 4, as proposed.

**PROPOSED BUDGET AMENDMENT**

The VCOG Operating Budget for F.Y. 2020-2021 (Budget) was approved on June 11, 2020 with expenses totaling \$77,942. Since June 1, several decisions and proposed projects have occurred that will require an amendment to the Operating Budget.

On September 10 2020, the Council adopted VCOG Resolution No. 2020-05, to amend the Operating Budget and incorporate the anticipated REAP Grant and expenditures Based on the above revised project budgets, \$ 199,360 should be included in the newly amended VCOG Budget. VCOG Resolution No. 2020-06 presents the revised budget for the remainder of F.Y. 2020-2021.



**ATTACHMENT: Revised REAP Application  
VCOG Resolution No. 2020-6**

# Ventura Council of Governments (VCOG)

## REAP Subregional Partnership Program

(REVISED) November 6, 2020

### Application for Phase I Project Funding

#### Program Objectives

The Regional Early Action Program (REAP) Subregional Partnership Program is intended to help accelerate housing production throughout the SCAG region and have a net-positive effect on housing supply by increasing housing planning, meeting the sixth cycle regional housing needs assessment (RHNA). The Subregional Partnership program has been designed to augment and complement funds that are awarded to jurisdictions by the California Department of Housing and Community Development (HCD) pursuant to SB (Senate Bill) 2 Planning Grants and the Local Early Action Program (LEAP).

Approximately \$23 million is available to fund subregional partnership projects. The REAP funds are available on a reimbursement basis, requiring completed contractual deliverables.

The planning activities are to accommodate the development of housing and infrastructure that will accelerate housing production in a way that aligns with state planning priorities, housing, transportation, equity, and climate goals and regional priorities.

Please refer to the Subregional Partnership Program guidelines for more information about this program, along with requirements for project funding, applicants, and other important information.

Questions about REAP and the Subregional Partnership Program can be submitted to Ma'Ayn Johnson, Housing Program Manager, at [johnson@scag.ca.gov](mailto:johnson@scag.ca.gov).

#### Application

All subregional partners requesting project or activity funding must submit a program application. Applications may be filed starting September 17, 2020. All applications are due to SCAG no later than December 1, 2020. Subregional partners may submit more than one application for different projects and activities during this time period.

# Regional Early Action Planning (REAP) Grant VCOG Subregional Partnership Program Application Phase I Project and Activity Funding

Date (REVISED)	11/6/2020
Applicant (subregional partner)	Ventura Council of Governments (VCOG)
Authorized representative name	Hugh Riley
Authorized representative title	Executive Director
Authorized representative address	33 East High Street, Suite 200, Moorpark, 93021
Contact person name	Hugh Riley
Contact person title	Executive Director
Contact person email	ridgeriley@msn.com

## Projects and Activities -

Please list the projects and activities the applicant is requesting funding for and how much funding will be required for Phase 1 and Phase 2 REAP funding:

	Project/Activity Name	Phase 1 funding	Phase 2 funding
1	REAP Application, Management, and Executive Outreach	\$24,280	<del>\$18,050</del>
2	Localized Content for Documents, Presentations, and Public Information Programs	\$20,540	\$0
3	Regional Model Inclusionary Ordinance	\$20,540	\$0
4	Regional ADU Program for Pre-Fabricated and Garage Conversion ADUs	\$134,000	<del>\$29,150</del>
5	TBD Phase II Application	\$0	<del>\$185,440</del>
	Phase Total Funding	\$199,360	<del>\$232,640</del>
Total funding amount requested in Phase I application		<b>\$199,360</b>	

Individual Project/Activity Information

1	<b>REAP Application, Management, and Executive Outreach</b>
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Estimated cost	\$42,330 Phase I \$24,280
Expected start date	9/4/2020
Expected end date	6/30/2023
Does this project require the procurement of at least one consultant?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes _2_ total number of consultant firms expected for projects
Agency expected to procure consultant	<input checked="" type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify: Click or tap here to enter text.
Agency expected to administer or implement project or activity*	<input checked="" type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify: Click or tap here to enter text.
Which agency will be directly paying consultant invoices?	<input checked="" type="checkbox"/> subregional partner (SCAG will reimburse the subregional partner) <input type="checkbox"/> SCAG
Does this project require adoption or approval by a local decision-making body for implementation?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes If yes, please specify the expected adoption/approval date: _11/12/2020_ VCOG Board budget approval_____

\*The implementing agency cannot have any unresolved audit findings from prior government contracts and cannot be party to pending land use, housing, or environmental litigation which could impact the proposed activities.

1	REAP Application, Management, and Executive Outreach
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For each project and activity listed, please provide more details about the project or activity, including:

- Brief Description of project Key deliverables and tasks, proposed performance indicators
- Nexus to housing production and why the task necessary for the adoption or implementation of the listed eligible activities for any tasks that are considered indirect to housing production (e.g., EIRs or General Plan amendments)
- Expected outcome of project or activity (i.e., plans for adoption or implementation)
- Related Tasks that will be funded from other funding sources besides REAP (e.g., LEAP, SB 2) and the amount
- You may add additional space, as needed.

Project 1 would continue through the end of REAP (June 30, 2023) and is budgeted at roughly 10% of the REAP budget of \$432,000, or \$42,330, split between Phases I and II.

Project 1, Task A, is an indirect eligible activity leading to adoption of housing elements with greater public support and enhanced CEQA compliance (Projects 2 and 5), and Project 1 indirectly leads to adoption of Projects 3 and 4 that directly support housing development. Project 1 is primarily the VCOG Executive Director (ED), the contract Housing Specialist, and contract part-time financial support staff to prepare the REAP application, interact with SCAG for its approval, and execute the SCAG REAP contract. Project 1 would also cover amending the SCAG REAP contract, if needed, and initial and ongoing networking with the 11 VCOG County/City Managers and their senior planning staff. Task A covers the ongoing VCOG Executive Director's interaction with and reporting to the VCOG Board related to REAP.

Task B covers the ED's REAP Project-level management including procurements and contracts with subconsultants, consistent with the VCOG procurement policies. The ED's office would retain all work products, correspondence, and other materials as required by the SCAG contract and best practices. Task B covers the review and authorization of REAP quarterly reports.

Project 1 work and charges began on September 4, 2020 after the SCAG Regional Council adopted the REAP Guidelines per SCAG staff direction. The ED completed two e-mail surveys with personal follow up calls to the 11 VCOG city managers to determine their interest in and likely use of REAP projects. Projects 2 to 5 are a direct result of this survey and take into account the housing element preparation status of each of the VCOG jurisdictions.

Project 1 deliverables are: 1) database of SB2 and LEAP projects in each jurisdiction to avoid duplication with REAP (utilizing the HCD database and local contacts), 2) survey of jurisdictions' approaches to their housing elements and status, and 3) responses to the ED's REAP project surveys of VCOG jurisdictions, and 4) REAP quarterly report, subcontracts, and invoices.

TASK C includes administrative time charged as defined by the SCAG REAP Guidelines, page 9, Paragraph 5.b. not to exceed 5%, or \$1,000.00. VCOG will utilize its own existing accounting software.

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1	REAP Application, Management, and Executive Outreach
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**Alignment with SCAG Connect SoCal regional priorities (refer to Program Guidelines and attachment)**

*Please describe below how the project or activity aligns and advances Connect SoCal and Housing Program regional priorities and framework. You may add additional space, as needed.*

Completion and execution of the VCOG/REAP contract is necessary for Projects 2 to 5, each of which is presented in their respective sections. Consistency with specific priorities is shown below in CAPS for one or more items in *italics*.

**Priorities and Strategies in the Connect SoCal Plan**

***Focus Growth Near Destinations & Mobility Options***

- Emphasize land use patterns that facilitate multimodal access to work, educational and other destinations
- Focus on a regional jobs/housing balance to reduce commute times and distances and expand job opportunities near transit and along center-focused main streets
- Plan for growth near transit investments and support implementation of first/last mile strategies
- Promote the redevelopment of underperforming retail developments and other outmoded nonresidential uses
- Prioritize infill and redevelopment of underutilized land to accommodate new growth, increase amenities and connectivity in existing neighborhoods
- Identify ways to “right size” parking requirements and promote alternative parking strategies (e.g. shared parking or smart parking)

***Promote Diverse Housing Choices***

- Preserve and rehabilitate affordable housing and prevent displacement
- Identify funding opportunities for new workforce and affordable housing development
- Create incentives and reduce regulatory barriers for building context sensitive accessory dwelling units to increase housing supply
- Provide support to local jurisdictions to streamline and lessen barriers to housing development that supports reduction of greenhouse gas emissions

***Support Implementation of Sustainability Policies***

- Pursue funding opportunities to support local sustainable development implementation projects that reduce greenhouse gas emissions
- Support statewide legislation that reduces barriers to new construction and that incentivizes development near transit corridors and stations
- Support local jurisdictions in the establishment of Enhanced Infrastructure Financing Districts (EIFDs), Community Revitalization and Investment Authorities (CRIAs), or other tax increment or value capture tools to finance sustainable infrastructure and development projects, including parks and open space
- *Work with local jurisdictions/communities to identify opportunities and assess barriers to implement sustainability strategies*

- Enhance partnerships with other planning organizations to promote resources and best practices in the SCAG region
- Continue to support long range planning efforts by local jurisdictions
- Provide educational opportunities to local decisions makers and staff on new tools, best practices and policies related to implementing the Sustainable Communities Strategy

**PROJECT 1 DEVELOPS THE VCOG REAP PROGRAM AND SCAG CONTRACT BY WORKING WITH THE 11 VCOG COUNTY/CITY MANAGERS AND SENIOR PLANNING STAFF.**

**Objectives of the Housing Program Framework**

- Align resources with allocation methodology for the 6th Cycle of RHNA to support local jurisdictions in addressing identified housing needs
- Advance Connect SoCal sustainable development goals including supporting local jurisdictions in promoting housing in priority growth areas to increase access to jobs and transit and reduce environmental impacts
- Maximize funding allocations by providing technical assistance and capacity building necessary to support local agencies in applying for and expending program resources
- Direct resources toward programs and activities that complement and increase the competitiveness of the SCAG region for other funding programs, including by increasing the number of jurisdiction that are designated by HCD as “pro-housing”, as specified in AB 101, qualifying them to receive additional points in the scoring of program applications for housing and infrastructure programs pursuant to guidelines adopted by HCD.
- Build longer term capacity at SCAG and in the region to address housing issues, including by:

- *Facilitating compliance with state housing law*

**PROJECT 1 MANAGES THE REAP PROGRAM AND SCAG CONTRACT THAT MUST COMPLY WITH APPLICABLE STATE LAW AND GRANT REQUIREMENTS.**

- Defining a sustainable role for SCAG that marries housing with transportation objectives
- *Strengthening regional/sub-regional partnerships, collaborations and funding Models*

**PROJECT 1 DEVELOPS THE REAP PROGRAM AND SCAG CONTRACT BY WORKING WITH THE 11 VCOG COUNTY/CITY MANAGERS AND SENIOR PLANNING STAFF.**

- *Establishing regional/subregional vision as basis for future funding*

**PROJECT 1 PROMOTES DEVELOPMENT OF REGIONAL APPROACHES TO VMT IMPACT MITIGATION BASED ON THE VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT (APCD) CEQA PROJECT AND CUMULATIVE IMPACT “BUY DOWN” MITIGATION THAT GENERATES LOCAL GRANT MATCHING FUNDS.**

**Other objectives**

Other SCAG programs also include similar housing, land use, sustainability, and social equity objectives. In an effort to coordinate strategies and objectives, the Sustainable Communities Program (SCP), which will include a focus area for housing-related project grants in an upcoming call for projects, outlines several key goals, including:

- Provide needed planning resources to local jurisdictions for active transportation and multimodal planning efforts, sustainability, land use, and planning for affordable housing;
- Promote, address and ensure health and equity in regional land use and transportation planning and to close the gap of racial injustice and better serve our communities of color;

- *Encourage regional planning strategies to reduce motorized Vehicle Miles Traveled (VMT) and greenhouse gas (GHG) emissions, particularly in environmental justice communities where there is the highest need for air quality improvements;*

**PROJECT 1 PROMOTES DEVELOPMENT OF REGIONAL APPROACHES TO VMT IMPACT MITIGATION BASED ON THE VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT (APCD) CEQA PROJECT AND CUMULATIVE IMPACT "BUY DOWN" MITIGATION THAT GENERATES LOCAL FUNDS FOR THE VENTURA COUNTY TRANSPORTATION COMMISSION TO SPEND ON ACTIVE TRANSPORTATION AND GHG REDUCTION PROGRAMS.**

- Develop local plans that support the implementation of key strategies and goals outlined in Connect SoCal and the Sustainable Communities Strategy;



Individual Project/Activity Information

1 REAP Application, Project Management, and Executive Outreach						
Project/Activity Tasks						
Task and sub-tasks	Staff/Consultant/Both	Estimated cost	Phase 1 or 2	Begin date	End date	Deliverable
TASK A Develop the REAP program and application; possible future contract amendments; continuing interface with the VCOG Board; continuing networking with jurisdiction city executives.	Both	\$15,500	Phase 1 \$10,500	9/4/2020	6/30/2023	- Survey of VCOG jurisdictions status for housing elements; VCOG member SB2 and LEAP projects; Survey of VCOG jurisdictions interest in REAP projects; SCAG application; SCAG REAP contract
TASK B Ongoing executive supervision of REAP projects; subconsultant procurements, preparation and review and authorization of REAP quarterly reports.	Both	\$21,500	Phase 1 \$13,000	With SCAG notice to proceed	6/30/2023	VCOG agendas and reports related to REAP; SCAG quarterly progress reports; review of subconsultants contracts
TASK C Administrative support to prepare and execute SCAG contract, subconsultant contracts, and use of VCOG financial software for invoicing, related transactions with SCAG, and initial contracts with subconsultants.	Consultant	\$5,330	Phase 1 \$780	9/4/2020	6/30/2023	Invoices to SCAG; Payments from SCAG; Processing sub contractor invoices and payments. NOTE -- Phase II to be adjusted NTE 5% overall REAP.
Total projected cost		\$42,330	\$24,280			

<b>2</b>	<b>Localized Content Documents for Documents, Presentations, and Public Information Programs</b>
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Estimated cost	\$20,540
Expected start date	11/1/2020
Expected end date	10/15/2021
Does this project require the procurement of at least one consultant?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes <u>4</u> total number of consultant firms expected for projects
Agency expected to procure consultant	<input checked="" type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify: Click or tap here to enter text.
Agency expected to administer or implement project or activity*	<input checked="" type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify: Click or tap here to enter text.
Which agency will be directly paying consultant invoices?	<input checked="" type="checkbox"/> subregional partner (SCAG will reimburse the subregional partner) <input type="checkbox"/> SCAG
Does this project require adoption or approval by a local decisionmaking body for implementation?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes If yes, please specify the expected adoption/approval date: <u>11/12/2020</u> VCOG Board budget approval

\*The implementing agency cannot have any unresolved audit findings from prior government contracts and cannot be party to pending land use, housing, or environmental litigation which could impact the proposed activities.

2	Click or tap here to enter text. Localized Content for Documents, Presentations, and Public Information Programs
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For each project and activity listed, please provide more details about the project or activity, including:

- Brief Description of project Key deliverables and tasks, proposed performance indicators
- Nexus to housing production and why the task necessary for the adoption or implementation of the listed eligible activities for any tasks that are considered indirect to housing production (e.g., EIRs or General Plan amendments)
- Expected outcome of project or activity (i.e., plans for adoption or implementation)
- Related Tasks that will be funded from other funding sources besides REAP (e.g., LEAP, SB 2) and the amount
- You may add additional space, as needed.

The primary goal of Project 2 is to prepare a text insert document by the end of 2020 for optional use by VCOG jurisdictions in their respective housing elements, CEQA documentations, and/or public presentations and outreach media in early and mid-2021. This project was requested by several city managers as an efficient way to present a consistent housing crisis and need to affirmatively encourage housing to the entire county and to use local demographic and housing data in addition to SCAG data.

The contract housing specialist would prepare the Task A document would present the State Housing Crisis Declaration and RHNA/Housing Element Legislation, highlight the changes compared to prior housing elements, list Ventura-specific SCAG RTP/SCS Programs and Priorities (HQTA, HQTC, etc.), list RHNA VCOG Allocations, and integrate subregional planning and demographic and housing affordability data to 'localize' the need for affirmative housing production and demonstrate that RHNA allocations can be met consistent with the character and planning policies unique to Ventura County (SOAR and local City Urban Restriction Boundaries, Guidelines for Orderly Development, VCTC Connect 101 Plan, Metrolink and transit services, Coastal Zones, High-Risk Wildfire designated areas, various State and Federal lands and military facilities, adjudicated and managed groundwater basins, Farmlands of State Importance and Williamson Act contracts, and inter-city Agricultural Greenbelts). The document would be reviewed by the HCD's Technical Assistance team. All consultants under contract for housing elements and CEQA work would be made aware of this product designed for "drop in" to their respective housing elements and CEQA documents.

Task B would retain a professional media artist and Spanish translator to create two deliverables: 1) a flexible PPT based on the Task A document allowing local jurisdiction staff to decide on content and length and combine with their local content; and a 2) a narrated "Ventura County Housing Crisis Background" video in English and Spanish that could be posted on city housing element websites.

Task C is the administrative function not to exceed 5% specific to this project.

2 Click or tap here to enter text. Click or tap here to enter text. Localized Content for Documents, Presentations, and Public Information Programs

**Alignment with SCAG Connect SoCal regional priorities (refer to Program Guidelines and attachment)**

*Please describe below how the project or activity aligns and advances Connect SoCal and Housing Program regional priorities and framework. You may add additional space, as needed.*

Consistency with specific priorities is shown below in CAPS. If no comment is made, PROJECT 2 is considered consistent.

**Priorities and Strategies in the Connect SoCal Plan**

***Focus Growth Near Destinations & Mobility Options***

- *Emphasize land use patterns that facilitate multimodal access to work, educational and other destinations*

*PROJECT 2 EMPHASIZES THE 50-YEAR COUNTY-WIDE PLANNING CONTEXT AND HOW THE NEW HOUSING ELEMENTS WILL REMAIN CONSISTENT WITH LOCAL PLANNING PROGRAMS THAT FOCUS GROWTH INTO EXISTING CITIES AND ALONG HQTC'S AND HQTA'S.*

- *Focus on a regional jobs/housing balance to reduce commute times and distances and expand job opportunities near transit and along center-focused main streets*

*PROJECT 2 DOCUMENTS ALIGNMENT WITH SCAG, VCTC, TRANSIT OPERATORS, AND COUNTY PLANNING THAT COLLECTIVELY REDUCE COMMUTE TIMES AND DISTANCES.*

- *Plan for growth near transit investments and support implementation of first/last mile strategies*

*PROJECT 2 DOCUMENTS ALIGNMENT WITH SCAG HQTA AND HQTC DESIGNATIONS.*

- *Promote the redevelopment of underperforming retail developments and other outmoded nonresidential uses*

- *Prioritize infill and redevelopment of underutilized land to accommodate new growth, increase amenities and connectivity in existing neighborhoods*

*CONSISTENT WITH COUNTY'S 50 YEAR PLANNING POLICIES THAT FOCUS GROWTH INTO EXISTING CITIES AND DISCOURAGE SPRAWL.*

- *Identify ways to "right size" parking requirements and promote alternative parking strategies (e.g. shared parking or smart parking)*

***Promote Diverse Housing Choices***

- *Preserve and rehabilitate affordable housing and prevent displacement*
- *Identify funding opportunities for new workforce and affordable housing development*
- *Create incentives and reduce regulatory barriers for building context sensitive accessory dwelling units to increase housing supply*
- *Provide support to local jurisdictions to streamline and lessen barriers to housing development that supports reduction of greenhouse gas emissions*

***Support Implementation of Sustainability Policies***

- *Pursue funding opportunities to support local sustainable development implementation projects that reduce greenhouse gas emissions*
- *Support statewide legislation that reduces barriers to new construction and that incentivizes development near transit corridors and stations*

**PROJECT 2 EXPLAINS THE STATE AND REGIONAL HOUSING LEGISLATIVE INTENTS AND HOW THEY MANIFEST IN THE VENTURA COUNTY GEOGRAPHY AND PLANNING CONTEXT.**

- Support local jurisdictions in the establishment of Enhanced Infrastructure Financing Districts (EIFDs), Community Revitalization and Investment Authorities (CRIAs), or other tax increment or value capture tools to finance sustainable infrastructure and development projects, including parks and open space
- Work with local jurisdictions/communities to identify opportunities and assess barriers to implement sustainability strategies
- *Enhance partnerships with other planning organizations to promote resources and best practices in the SCAG region*

**CONSISTENT WITH COUNTY'S 50 YEARS PLANNING POLICIES TO FOCUS ON HQTA'S AND HQTC'S.**

- *Continue to support long range planning efforts by local jurisdictions*

**PROJECT 2 EXPLAINS HOW LOCAL PLANNING IN EACH VCOG JURISDICTION ALIGNS WITH THE VENTURA COUNTY PLANNING CONTEXT.**

- *Provide educational opportunities to local decisions makers and staff on new tools, best practices and policies related to implementing the Sustainable Communities Strategy*

**PROJECT 2 CREATES PUBLIC-FRIENDLY PRESENTATION MATERIALS FOR USE BY LOCAL DECISION MAKERS AND STAFF TO MOTIVATE DECISION MAKERS TO ADOPT**

**Objectives of the Housing Program Framework**

- Align resources with allocation methodology for the 6th Cycle of RHNA to support local jurisdictions in addressing identified housing needs
- *Advance Connect SoCal sustainable development goals including supporting local jurisdictions in promoting housing in priority growth areas to increase access to jobs and transit and reduce environmental impacts*

**DEMONSTRATES CONSISTENCY WITH COUNTY'S 50 YEARS PLANNING POLICIES TO FOCUS ON HQTA'S AND HQTC'S.**

- Maximize funding allocations by providing technical assistance and capacity building necessary to support local agencies in applying for and expending program resources
- Direct resources toward programs and activities that complement and increase the competitiveness of the SCAG region for other funding programs, including by increasing the number of jurisdiction that are designated by HCD as "pro-housing", as specified in AB 101, qualifying them to receive additional points in the scoring of program applications for housing and infrastructure programs pursuant to guidelines adopted by HCD.
- Build longer term capacity at SCAG and in the region to address housing issues, including by:
  - Facilitating compliance with state housing law
  - Defining a sustainable role for SCAG that marries housing with transportation objectives
  - Strengthening regional/sub-regional partnerships, collaborations and funding Models
  - Establishing regional/subregional vision as basis for future funding

**Other objectives**

Other SCAG programs also include similar housing, land use, sustainability, and social equity objectives. In an effort to coordinate strategies and objectives, the Sustainable Communities Program (SCP), which

will include a focus area for housing-related project grants in an upcoming call for projects, outlines several key goals, including:

- Provide needed planning resources to local jurisdictions for active transportation and multimodal planning efforts, sustainability, land use, and planning for affordable housing;
- Promote, address and ensure health and equity in regional land use and transportation planning and to close the gap of racial injustice and better serve our communities of  
Encourage regional planning strategies to reduce motorized Vehicle Miles Traveled (VMT) and greenhouse gas (GHG) emissions, particularly in environmental justice communities where there is the highest need for air quality improvements;
- Develop local plans that support the implementation of key strategies and goals outlined in Connect SoCal and the Sustainable Communities Strategy;

2 Localized Content for Documents, Presentations, and Public Information Programs  
Project/Activity Tasks

Task and sub-tasks	Staff/Consultant/ Both	Estimated cost	Phase 1 or 2	Begin date	End date	Deliverable
<p><b>Task A</b> Prepare a text insert document that 'localizes' the State Housing Crisis Declaration, Legislation, SCAG RTP/SCS Programs and Priorities, and RHNA Allocations, integrate local and demographic and affordability data to illustrate the need for affirmative housing production; and provide a version tailored to VCOG jurisdictions' housing element and/or CEQA documents. This task would be reviewed by HCD and/or SCAG technical assistance teams. The ED would network with city managers for context direction</p>	Both	\$9,500	Phase 1	11/1/2020	10/15/2021	Text insert document with tables, charts, etc. Supporting source data use in the document.
<p><b>TASK B</b> Multimedia and translator professional subcontractors would create a flexible Powerpoint presentation of the Task A content that allows city staff to combine with their local content; convert the presentation into a narrated "Ventura County Housing Crisis Background" streaming video in English and Spanish that could be posted on jurisdiction housing element websites.</p>	Consultants	\$10,000	Phase 1	11/1/2020	10/15/2021	Powerpoint Narrated PPT as a video in English and Spanish.
<p><b>TASK C</b> Task C is the administrative function not to exceed 5% specific to this project.</p>	Staff	\$1,040	Phase 1	11/1/2020	10/15/2021	Invoices, content for quarterly report, consultant documentation
Total projected cost		\$20,540	\$20,540			



Regional Early Action Planning (REAP) Grant  
 Subregional Partnership Program  
 Application for Project and Activity Funding

Individual Project/Activity Information

3	<b>Regional Model Inclusionary Ordinance</b>
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Estimated cost	\$20,540
Expected start date	11/1/2020
Expected end date	6/30/2023
Does this project require the procurement of at least one consultant?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes _3_ total number of consultant firms expected for projects
Agency expected to procure consultant	<input checked="" type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify: Click or tap here to enter text.
Agency expected to administer or implement project or activity*	<input checked="" type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify: Click or tap here to enter text.
Which agency will be directly paying consultant invoices?	<input checked="" type="checkbox"/> subregional partner (SCAG will reimburse the subregional partner) <input type="checkbox"/> SCAG
Does this project require adoption or approval by a local decisionmaking body for implementation?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes If yes, please specify the expected adoption/approval date: _11/12/2020_ VCOG Board budget approval

\*The implementing agency cannot have any unresolved audit findings from prior government contracts and cannot be party to pending land use, housing, or environmental litigation which could impact the proposed activities.





3	Click or tap here to enter text. Click or tap here to enter text. Regional Model Inclusionary Ordinance
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For each project and activity listed, please provide more details about the project or activity, including:

- Brief Description of project Key deliverables and tasks, proposed performance indicators
- Nexus to housing production and why the task necessary for the adoption or implementation of the listed eligible activities for any tasks that are considered indirect to housing production (e.g., EIRs or General Plan amendments)
- Expected outcome of project or activity (i.e., plans for adoption or implementation)
- Related Tasks that will be funded from other funding sources besides REAP (e.g., LEAP, SB 2) and the amount
- You may add additional space, as needed.

Project 3 is in response to requests from several VCOG jurisdictions. Several cities have inclusionary ordinances and several are interested in considering an inclusionary program within their 2021-2029 Housing Elements. There is a regional awareness that having a relatively uniform inclusionary ordinances in all jurisdictions would help create affordable units in more locations and, at the option of each jurisdiction, in-lieu fee revenue to use in housing production programs. Under State density bonus law, projects of 10 or more units with a 10% lower income inclusionary requirement are entitled to a 20% density bonus of market rate units and the use of the State's parking standards. These extra market rate units and reduced parking costs available to the developer should cross-subsidize the 10% affordable units and not constraint affordable housing, consistent with State law.

The VCOG housing specialist and a local affordable housing attorney (Barbara Macri-Ortiz) would collect local and best-practices inclusionary ordinances and develop a template zoning code-formatted document with optional sections and standards (minimum size project, for sale and/or rental, percent inclusionary, in-lieu fee option and amount, offsite option, etc.). A draft staff report would also be prepared. The documents would be made available to any jurisdiction for its optional use.

As this is a potential program for a housing element, Project 3 should be completed by early 2021 so that the inclusionary code amendment program may be considered for inclusion in 2021-2029 housing elements and, if included, is ready for adoption within the first implementation year.

Task B would be administrative support related to this Project.



3	Click or tap here to enter text. Regional Model Inclusionary Ordinance
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**Alignment with SCAG Connect SoCal regional priorities (refer to Program Guidelines and attachment)**

*Please describe below how the project or activity aligns and advances Connect SoCal and Housing Program regional priorities and framework. You may add additional space, as needed.*

If no comment is made, PROJECT 3 is considered consistent.

Priorities and Strategies in the Connect SoCal Plan

The adopted Connect SoCal Plan lists several priorities and strategies specifically relating to land use, housing, sustainability, and social equity:

*Focus Growth Near Destinations & Mobility Options*

- Emphasize land use patterns that facilitate multimodal access to work, educational and other destinations
- Focus on a regional jobs/housing balance to reduce commute times and distances and expand job opportunities near transit and along center-focused main streets
- Plan for growth near transit investments and support implementation of first/last mile strategies
- Promote the redevelopment of underperforming retail developments and other outmoded nonresidential uses
- Prioritize infill and redevelopment of underutilized land to accommodate new growth, increase amenities and connectivity in existing neighborhoods
- Identify ways to “right size” parking requirements and promote alternative parking strategies (e.g. shared parking or smart parking)

*Promote Diverse Housing Choices*

- Preserve and rehabilitate affordable housing and prevent displacement
  - *Identify funding opportunities for new workforce and affordable housing development*
- AN INCLUSIONARY HOUSING IN-LIEU FEE PROGRAM WOULD GENERATE LOCAL FUNDS FOR AFFORDABLE HOUSING.**
- Create incentives and reduce regulatory barriers for building context sensitive accessory dwelling units to increase housing supply
  - Provide support to local jurisdictions to streamline and lessen barriers to housing development that supports reduction of greenhouse gas emissions

*Support Implementation of Sustainability Policies*

- Pursue funding opportunities to support local sustainable development implementation projects that reduce greenhouse gas emissions
- Support statewide legislation that reduces barriers to new construction and that incentivizes development near transit corridors and stations
- Support local jurisdictions in the establishment of Enhanced Infrastructure Financing Districts (EIFDs), Community Revitalization and Investment Authorities (CRIAs), or other tax increment or value capture tools to finance sustainable infrastructure and development projects, including parks and open space

- *Work with local jurisdictions/communities to identify opportunities and assess barriers to implement sustainability strategies*
- *Enhance partnerships with other planning organizations to promote resources and best practices in the SCAG region*

**THE MODEL INCLUSIONARY ORDINANCE WOULD BE BASED ON BEST-PRACTICES AND LESSONS LEARNED.**

- Continue to support long range planning efforts by local jurisdictions
- Provide educational opportunities to local decisions makers and staff on new tools, best practices and policies related to implementing the Sustainable Communities Strategy

#### Objectives of the Housing Program Framework

At the October 3, 2019 Regional Council meeting, concepts for a Housing Program Framework were included as part of the agenda. These objectives were developed based on preliminary discussions with policy members and stakeholders and are intended not only for REAP activities, but also to guide a broader SCAG Housing Program:

- Align resources with allocation methodology for the 6th Cycle of RHNA to support local jurisdictions in addressing identified housing needs
- Advance Connect SoCal sustainable development goals including supporting local jurisdictions in promoting housing in priority growth areas to increase access to jobs and transit and reduce environmental impacts
- Maximize funding allocations by providing technical assistance and capacity building necessary to support local agencies in applying for and expending program resources
- Direct resources toward programs and activities that complement and increase the competitiveness of the SCAG region for other funding programs, including by increasing the number of jurisdiction that are designated by HCD as “pro-housing”, as specified in AB 101, qualifying them to receive additional points in the scoring of program applications for housing and infrastructure programs pursuant to guidelines adopted by HCD.
- Build longer term capacity at SCAG and in the region to address housing issues, including by:
  - Facilitating compliance with state housing law
  - Defining a sustainable role for SCAG that marries housing with transportation objectives
  - Strengthening regional/sub-regional partnerships, collaborations and funding models
  - Establishing regional/subregional vision as basis for future funding

#### Other objectives

Other SCAG programs also include similar housing, land use, sustainability, and social equity objectives. In an effort to coordinate strategies and objectives, the Sustainable Communities Program (SCP), which will include a focus area for housing-related project grants in an upcoming call for projects, outlines several key goals, including:

- Provide needed planning resources to local jurisdictions for active transportation and multimodal planning efforts, sustainability, land use, and planning for affordable housing;
- Promote, address and ensure health and equity in regional land use and transportation planning and to close the gap of racial injustice and better serve our communities of color;



Regional Early Action Planning (REAP) Grant  
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- Encourage regional planning strategies to reduce motorized Vehicle Miles Traveled (VMT) and greenhouse gas (GHG) emissions, particularly in environmental justice communities where there is the highest need for air quality improvements;
- Develop local plans that support the implementation of key strategies and goals outlined in Connect SoCal and the Sustainable Communities Strategy;

3 Click or tap here to enter text. Regional Model Inclusionary Ordinance

Project/Activity Tasks

Task and sub-tasks	Staff/Consultant/Both	Estimated cost	Phase 1 or 2	Begin date	End date	Deliverable
TASK A Collect inclusionary ordinances already adopted by VCOG and other jurisdictions and prepare a model inclusionary ordinance with optional regulations. Prepare a staff report.	Both	\$19,500	Phase 1	11/1/2020	6/30/2023	Model inclusionary ordinance.  Draft staff report.
TASK B Administrative function not to exceed 5% specific to this project.	Staff	\$1,040	Phase 1	11/1/2020	6/30/2023	Invoices and content for quarterly reports specific to this project.
Total projected cost		\$20,540	\$20,540			



Regional Early Action Planning (REAP) Grant  
 Subregional Partnership Program  
 Application for Project and Activity Funding

Individual Project/Activity Information

4	Regional ADU Program for Pre-Fabricated and Garage Conversion ADUs
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Estimated cost	\$163,150 (Phase I \$134,000)
Expected start date	11/1/2020
Expected end date	6/30/2023
Does this project require the procurement of at least one consultant?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes <u>4</u> total number of consultant firms expected for projects
Agency expected to procure consultant	<input checked="" type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify: Click or tap here to enter text.
Agency expected to administer or implement project or activity*	<input checked="" type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify: Click or tap here to enter text.
Which agency will be directly paying consultant invoices?	<input checked="" type="checkbox"/> subregional partner (SCAG will reimburse the subregional partner) <input type="checkbox"/> SCAG
Does this project require adoption or approval by a local decisionmaking body for implementation?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes If yes, please specify the expected adoption/approval date: <u>11/12/2020</u> VCOG Board re-adoption

\*The implementing agency cannot have any unresolved audit findings from prior government contracts and cannot be party to pending land use, housing, or environmental litigation which could impact the proposed activities.



4	Regional ADU Program for Pre-Fabricated and Garage Conversion ADUs
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For each project and activity listed, please provide more details about the project or activity, including:

- Brief Description of project Key deliverables and tasks, proposed performance indicators
- Nexus to housing production and why the task necessary for the adoption or implementation of the listed eligible activities for any tasks that are considered indirect to housing production (e.g., EIRs or General Plan amendments)
- Expected outcome of project or activity (i.e., plans for adoption or implementation)
- Related Tasks that will be funded from other funding sources besides REAP (e.g., LEAP, SB 2) and the amount
- You may add additional space, as needed.

The intent of Project 4 is to increase the likelihood of private development of affordable ADU's by working with an RFP- selected architectural firm and manufacturer to develop a pre-fabricated stand-alone modular ADU that is significantly less expensive than an equivalent site-built ADU. In the RFP process, the selected architecture firm will have demonstrated familiarity with VCOG jurisdictions' building codes and the local ADU market. The firm will identify one HCD-approved pre-fab ADU product line best suited to the VCOG region and under-served markets, create ADU plans with options (roof materials, façade treatments, fire-resistance in wildfire risk areas, etc.) required for an ADU building permit submittal, submit the pre-fab ADU plans to all VCOG jurisdictions for plan check, review plan check corrections, modify the ADU plans to respond to as many plan check corrections as feasible, cost estimate the ADU with the optional features, and provided the information for posting on a VCOG-sponsored "Regional ADU Program" website for public use.

Task B utilizes the same architectural firm to develop a template plan with several options for the conversion a typical 400 sf garage (20 ft X 20 ft) into an ADU, run the plans through all VCOG jurisdictions for plan checks, review plan check corrections, modify the ADU plans to respond to as many plan check corrections as feasible, cost estimate the ADU with optional features, and provided the information for posting on the VCOG ADU website.

Task C would retain a website designer to take the Task A and B information and format into a user-friendly web-site that allows users to select an ADU plan, choose options, generate plans for permit submittal, and generate a conditional construction cost-estimate suitable to secure conditional financing. Task C includes affirmative outreach to areas where ADU permitting is below average to demonstrate the web-site to homeowners who had not previously considered an ADU due to cost or ease of permitting. The website and outreach would be available in Spanish.

Task D is the administrative function not to exceed 5% specific to this project.



4	Regional ADU Program for Pre-Fabricated and Garage Conversions
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**Alignment with SCAG Connect SoCal regional priorities** (refer to Program Guidelines and attachment)

*Please describe below how the project or activity aligns and advances Connect SoCal and Housing Program regional priorities and framework. You may add additional space, as needed.*

Compliance with VMT is required for adoption of housing elements. If no comment is made, PROJECT 4 is considered consistent.

Priorities and Strategies in the Connect SoCal Plan  
 The adopted Connect SoCal Plan lists several priorities and strategies specifically relating to land use, housing, sustainability, and social equity:

*Focus Growth Near Destinations & Mobility Options*

- Emphasize land use patterns that facilitate multimodal access to work, educational and other destinations
- Focus on a regional jobs/housing balance to reduce commute times and distances and expand job opportunities near transit and along center-focused main streets
- Plan for growth near transit investments and support implementation of first/last mile strategies
- Promote the redevelopment of underperforming retail developments and other outmoded nonresidential uses
- *Prioritize infill and redevelopment of underutilized land to accommodate new growth, increase amenities and connectivity in existing neighborhoods*

*ADU'S ARE A FORM OF INFILL DEVELOPMENT WITHIN EXISTING NEIGHBORHOODS AND UTILIZING REAR YARD AREAS.*

- Identify ways to "right size" parking requirements and promote alternative parking strategies (e.g. shared parking or smart parking)

*Promote Diverse Housing Choices*

- Preserve and rehabilitate affordable housing and prevent displacement
- *Identify funding opportunities for new workforce and affordable housing development*

*ADU'S ARE AN AFFORDABLE OPTION FOR WORKFORCE HOUSING*

- *Create incentives and reduce regulatory barriers for building context sensitive accessory dwelling units to increase housing supply*

*PROJECT 4 RESULTS IN TWO TYPES OF PRE-APPROVED ADU PLANS ELIGIBLE FOR FAST PERMITTING IN VCOG PARTICIPATING JURISDICTIONS.*

- Provide support to local jurisdictions to streamline and lessen barriers to housing development that supports reduction of greenhouse gas emissions

*Support Implementation of Sustainability Policies*

- Pursue funding opportunities to support local sustainable development implementation projects that reduce greenhouse gas emissions



- Support statewide legislation that reduces barriers to new construction and that incentivizes development near transit corridors and stations
- Support local jurisdictions in the establishment of Enhanced Infrastructure Financing Districts (EIFDs), Community Revitalization and Investment Authorities (CRIAs), or other tax increment or value capture tools to finance sustainable infrastructure and development projects, including parks and open space
- Work with local jurisdictions/communities to identify opportunities and assess barriers to implement sustainability strategies
- Enhance partnerships with other planning organizations to promote resources and best practices in the SCAG region
- Continue to support long range planning efforts by local jurisdictions
- Provide educational opportunities to local decisions makers and staff on new tools, best practices and policies related to implementing the Sustainable Communities Strategy

#### Objectives of the Housing Program Framework

At the October 3, 2019 Regional Council meeting, concepts for a Housing Program Framework were included as part of the agenda. These objectives were developed based on preliminary discussions with policy members and stakeholders and are intended not only for REAP activities, but also to guide a broader SCAG Housing Program:

- Align resources with allocation methodology for the 6th Cycle of RHNA to support local jurisdictions in addressing identified housing needs
- Advance Connect SoCal sustainable development goals including supporting local jurisdictions in promoting housing in priority growth areas to increase access to jobs and transit and reduce environmental impacts
- Maximize funding allocations by providing technical assistance and capacity building necessary to support local agencies in applying for and expending program resources
- Direct resources toward programs and activities that complement and increase the competitiveness of the SCAG region for other funding programs, including by increasing the number of jurisdiction that are designated by HCD as “pro-housing”, as specified in AB 101, qualifying them to receive additional points in the scoring of program applications for housing and infrastructure programs pursuant to guidelines adopted by HCD.
- Build longer term capacity at SCAG and in the region to address housing issues, including by:
  - Facilitating compliance with state housing law
  - Defining a sustainable role for SCAG that marries housing with transportation objectives
  - *Strengthening regional/sub-regional partnerships, collaborations and funding models*  
*PROJECT 4 CREATES A REGIONAL ADU PERMITTING PROGRAM WITH OUTREACH TO AREAS WITH LOW ADU ACTIVITY.*
  - Establishing regional/subregional vision as basis for future funding

#### Other objectives

Other SCAG programs also include similar housing, land use, sustainability, and social equity objectives. In an effort to coordinate strategies and objectives, the Sustainable Communities Program (SCP), which



Regional Early Action Planning (REAP) Grant  
Subregional Partnership Program  
Application for Project and Activity Funding

will include a focus area for housing-related project grants in an upcoming call for projects, outlines several key goals, including:

- Provide needed planning resources to local jurisdictions for active transportation and multimodal planning efforts, sustainability, land use, and planning for affordable housing;
- Promote, address and ensure health and equity in regional land use and transportation planning and to close the gap of racial injustice and better serve our communities of color;
- Encourage regional planning strategies to reduce motorized Vehicle Miles Traveled (VMT) and greenhouse gas (GHG) emissions, particularly in environmental justice communities where there is the highest need for air quality improvements;
- Develop local plans that support the implementation of key strategies and goals outlined in Connect SoCal and the Sustainable Communities Strategy;

4 Regional ADU Program for Pre-Fabricated and Garage Conversion ADUs

Project/Activity Tasks

Task and sub-tasks	Staff/Consultant/Both	Estimated cost	Phase 1 or 2	Begin date	End date	Deliverable
<b>TASK A</b> Conduct RFP and select an architectural firm to develop a pre-fab ADU product, complete jurisdiction plan checks, revise ADU plan for regional use, cost-estimate, and provide all information for the Task C VCOG "Regional ADU Program" web-page.	Consultant	\$40,300	Phase 1 \$29,250	12/1/2020	6/30/2023	RFP proposals, selection criteria, scope; ADU pre-fab product line specification and plans; Plan check corrections; Revised ADU program; Cost estimate metrics; CAD and PDFs for webpage designer.
<b>TASK B</b> Task A subcontractor to develop a template garage conversion ADU product, complete jurisdiction plan checks, revise ADU plan for regional use, cost-estimate, and provide all information for the Task C VCOG "Regional ADU Program" web-page.	Consultant	\$40,300	Phase 1 \$29,250	12/1/2020	6/30/2023	ADU garage conversion product line specifications and plans; Plan check corrections; Revised ADU program; Cost estimate metrics; CAD and PDFs for webpage designer.
<b>TASK C</b> Subcontractor to design and create a VCOG-hosted webpage that enables users to select either a pre-fab or garage-conversion ADU and generate plans and cost estimates. Conduct outreach to select communities with low ADU activity. Spanish translation.	Consultant	\$69,000	Phase 1 \$69,000	12/1/2020	6/30/2023	Survey of ADU permitting areas in VCOG region; Outreach Plan and Schedule; Record of owners initiating ADU permit; Website and its products; Spanish mirror website
<b>TASK D</b> Administrative tasks for this Project.	Consultant	\$13,550	Phase 1 \$6,500	12/1/2020	6/30/2023	Invoices and content for quarterly reports specific to this project.
Total projected cost		\$163,150	\$134,000			

5 To Be Determined – Phase II Application due by Dec 1, 2020

Estimated cost	\$185,440
Expected start date	Click or tap to enter a date.
Expected end date	Click or tap to enter a date.
Does this project require the procurement of at least one consultant?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes
Agency expected to procure consultant	<u>2</u> total number of consultant firms expected for projects <input checked="" type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify: Click or tap here to enter text.
Agency expected to administer or implement project or activity*	<input checked="" type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify: Click or tap here to enter text.
Which agency will be directly paying consultant invoices?	<input checked="" type="checkbox"/> subregional partner (SCAG will reimburse the subregional partner) <input type="checkbox"/> SCAG
Does this project require adoption or approval by a local decisionmaking body for implementation?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes If yes, please specify the expected adoption/approval date: <u>11/19/2020</u>

\*The implementing agency cannot have any unresolved audit findings from prior government contracts and cannot be party to pending land use, housing, or environmental litigation which could impact the proposed activities.

# Housing Element progress

Subregional partners must demonstrate jurisdictional progress toward housing element preparation before projects and activities that are not directly related to housing element preparation can be funded. In the section below, please list the jurisdictions your subregional area covers, planned SB 2 and LEAP activities (if any), and housing element progress. If a LEAP grant has not yet been awarded, please also indicate in the table. The rubric below can be used to indicate housing element progress: Use additional space or add additional lines, if needed.

- A. The jurisdiction has either consultant or dedicated staff resources for their housing element updates, with all updates underway; no additional REAP support is proposed.
- B. The jurisdiction has either consultant or dedicated staff resources for their housing element updates. A REAP support project for housing element updates is proposed by our subregion.
- C. The jurisdiction has neither consultant nor dedicated staff resources for their housing element updates. A REAP support project for housing element updates by our subregion is NOT proposed. This jurisdiction will need technical assistance resources for their housing element update.
- D. Our subregion is unaware of the status of housing element updates for this jurisdiction

Jurisdiction	SB 2 or LEAP (Local Early Action Program) Tasks re: Housing Element	Housing element progress (A. , B., C. or D.)
Camarillo	In Progress- Public Outreach, land Inventory, Background Info. Analysis.	B
Fillmore	Not started	C
Moorpark	Ongoing	B
Ojai	Ongoing	B
Oxnard	Ongoing	B
Port Hueneme	Edits to first staff draft underway	B
Ventura (city)	In-Progress	B
Santa Paula	Underway	B
Simi Valley	In Progress- Site Inventory; Preparation for Public Outreach	B
Thousand Oaks	In progress.	B
Unincorporated Ventura	DRAFT completed <a href="https://vcrma.org/housing-element-update">https://vcrma.org/housing-element-update</a> Public Outreach: August 2020 – November 2020	A

**VENTURA COUNCIL OF GOVERNMENTS RESOLUTION  
NO. 2020-06**

**A RESOLUTION OF THE GOVERNING BODY OF  
THE VENTURA COUNCIL OF GOVERNMENTS  
AMENDING THE 2020-2021 BUDGET**

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

SECTION 1: On June 11, 2020, the Governing Body adopted a budget for Fiscal Year 2020-2021 to fund VCOG operations for the fiscal year.

SECTION 2: On September 10, 2020 the Governing Body adopted VCOG Resolution No. 2020-05, Amending the Operating Budget to incorporate changes including the cancellation of the 2020 Annual Dinner, the research grant award to CLU, the anticipated REAP Grant and Expenditures and other minor line item adjustments.

SECTION 3: In consideration of revisions to the REAP Grant Application and proposed project expenses the Governing Body has determined that it is necessary to amend the adopted budget for VCOG's continued operations and payment of costs.

SECTION 4: The Governing Body agrees to adopt an amended budget for Fiscal Year 2020-2021 as detailed in Attachment A.

PASSED AND ADOPTED this 12<sup>th</sup> day of November 2020.

\_\_\_\_\_  
Janice Parvin, Chair

Attest:

\_\_\_\_\_  
Hugh Riley, Executive Director

**ATTACHMENT A**

**VENTURA COUNCIL OF GOVERNMENTS  
FISCAL YEAR 2020/2021  
AMENDED BUDGET  
PROPOSED**

<u>Budget Item</u>	Fiscal Year 2020/2021 1 <sup>st</sup> Amended Budget*	Fiscal Year 2020/2021 2 <sup>nd</sup> Amended Budget
<b>Income</b>		
Annual Dinner Sponsorships	-0-	-0-
Annual Dinner Tickets	500	500
Dues Assessments	<u>64,992</u>	<u>64,992</u>
<b>Sub Total Income</b>	<b>65,492</b>	<b>65,492</b>
<b>Other Types of Income</b>		
Bank Interest	20	20
Research Grant Appropriation	8,000	8,000
SCAG- REAP Contract	<u>178,255**</u>	<u>199,360**</u>
<b>Total-Other Types of Income</b>	<b><u>186,275</u></b>	<b><u>207,380</u></b>
<b>Total Income</b>	<b><u>251,767</u></b>	<b><u>272,872</u></b>
<b>Unearned Income Liability</b>	<b><u>6,000</u></b>	<b><u>6,000</u></b>
<b>Total Income &amp; Unearned Income</b>	<b><u>257,767</u></b>	<b><u>278,872</u></b>
<b>Expenses</b>		
<b>Contract Services</b>		
Accounting Services	2,550	2,550
Audit	5,250	5,250
Executive Administration	<u>45,000</u>	<u>45,000</u>
<b>SUB TOTAL Contract Services</b>	<b>52,800</b>	<b>52,800</b>
<b>REAP Project Costs</b>		
<b>Project 1 Application, Mgmt. &amp; Executive Outreach</b>		
Executive Outreach	8,000	-0-
TASK A	-0-	10,500
TASK B	-0-	13,000
TASK C	-0-	<u>780</u>
<b>SUB TOTAL- Project 1</b>	<b>-0-</b>	<b>24,280</b>
<b>Project 2</b>		
TASK A	6,000	9,500
TASK B	6,000	10,000
TASK C	4,000	-0-
TASK D	12,500	-0-
TASK C -Administration	<u>5,025</u>	<u>1,040</u>
<b>SUB TOTAL- Project 2</b>	<b>32,625</b>	<b>20,540</b>
<b>Project 3</b>		
TASK A	12,500	19,500
TASK B	10,000	-0-
TASK C	6,200	-0-
TASK D	24,490	-0-
TASK E	11,780	-0-
TASK F	39,410	-0-
TASK B - Administration	<u>6,025</u>	<u>1,040</u>
<b>SUB TOTAL- Project 3</b>	<b>111,505</b>	<b>20,540</b>
<b>Project 4</b>		
TASK A	4,000	29,250
TASK B	6,000	29,250
TASK C	8,000	69,000
TASK D	3,000	-0-
TASK D - Administration	<u>5,325</u>	<u>6,500</u>
<b>SUB TOTAL- Project 4</b>	<b>26,125</b>	<b>134,000</b>

<b>TOTAL REAP COSTS</b>	<b>178,255</b>	<b>199,360</b>
Research Grant-CLU	8,000	8,000
Legal Fees	<u>370</u>	<u>370</u>
Total All Contract Services	<b>239,425</b>	<b>260,530</b>
Miscellaneous Expense	-0-	-0-
Operations		
Printing and Copying	1,500	1,500
Supplies	600	600
Website & Programs	<u>1,500</u>	<u>1,500</u>
Total Operations	3,600	3,600
Other Types of Expenses		
Insurance-Liability, D and O	<u>1,800</u>	<u>1,800</u>
Total-Other Types of Expenses	1,800	1,800
Travel and Meetings		
Annual Dinner	7,500	7,500
Conference and Meetings	4,842	4,842
Travel	<u>600</u>	<u>600</u>
Total- Travel and Meetings	<u>12,942</u>	<u>12,942</u>
<b>Total Expenditures</b>	<b>257,767</b>	<b>278,872</b>

\* Budget as Approved June 9, 2020

\*\* Assuming SCAG-REAP Grant Approval