



**VENTURA COUNCIL
OF GOVERNMENTS**

AGENDA

Thursday, July 8, 2021 - 4:00 p.m.
City of Camarillo, Council Chambers
601 Carmen Drive
Camarillo, CA 93010

AGENDA REPORTS AND OTHER DISCLOSABLE PUBLIC RECORDS RELATED TO OPEN SESSION AGENDA ITEMS ARE AVAILABLE ON THE VCOG WEBSITE UNDER AGENDA AND MINUTES AT WWW.VENTURACOG.ORG AND AT THE PRINCIPAL VCOG BUSINESS OFFICE LOCATED AT 33 EAST HIGH STREET, SUITE 200, MOORPARK, CALIFORNIA BY APPOINTMENT DURING REGULAR BUSINESS HOURS, MONDAY THROUGH FRIDAY, 9:00 A.M. TO 4:00 P.M. Call 805 217-9448.

1. CALL TO ORDER AND FLAG SALUTE

2. ROLL CALL

3. PUBLIC COMMENT

At this time, members of the public that have registered to participate may comment on any item not appearing on the agenda. Individual Board Members may briefly respond to Public Comments or ask questions for clarification.

4. EXECUTIVE DIRECTOR'S REPORT AND REAP UPDATE –

5. AGENCY REPORTS – Oral Reports If Representatives Attend

- A. Southern California Association of Governments (5-7 Min.)
- B. Ventura County Transportation Commission (5-7 Min.)
- C. League of California Cities (5-7 Min.)

6. CONSENT CALENDAR- ROLL CALL VOTE REQUIRED (10 Min.)

- A. **Summary of May 13, 2021 Meeting p. 3:** Approve Meeting Summary for the May 13, 2021. **Action:** Approve Meeting Summary as published.
- B. **Financial Report p. 9:** Approve Ventura Council of Governments Financial reports for the Budget Period from May 10, 2021 to June 30, 2021. **Action:** Approve Financial Report
- C. **Register of Warrants & Debit Card Transactions p.15:** Approve the Register of Warrants for Expenditures and Debit Card Transactions incurred from May 10, 2021 to June 30, 2021. **Action:** Approve Register of Warrants and Debit Card Transactions.

MEMBERS

City of Camarillo
Kevin Kildee, Member
Tony Trembley, Alternate

City of Fillmore
Ari Larson, Member
Diane McCall, Alternate

City of Moorpark
Janice Parvin, Member
Chris Enegren, Alternate

City of Ojai
Randy Haney, Member
Betsy Stix, Alternate

City of Oxnard
Bert Perello, Member
Oscar Madrigal, Alternate

City of Port Hueneme
Steven Gama, Member
Misty Perez, Alternate

City of San Buenaventura
Mike Johnson, Member
Doug Halter, Alternate

City of Santa Paula
Jenny Crosswhite, Member
Andy Sobel, Alternate

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

City of Thousand Oaks
Al Adam, Member
Bob Engler, Alternate

County of Ventura
Bob Huber, Member
Carmen Ramirez-Alternate

- D. **Fiscal Year 2021/2022 Budget p. 18:** Review the proposed Final VCOG Operating Budget for F.Y. 2021-2022 totaling \$467,402 and Adopt VCOG Resolution No. 2021-04. **Action:** Adopt VCOG No. Resolution No. 2021-04
- E. **REAP Contract No. 2021-02, Agreement for Consulting Services- Schneider & Associates for REAP Project No. 3 for a Total Contract Amount of \$23,290. P.24** Review proposed Agreement with Schneider & Associates. **Action:** Approve Agreement and Authorize Chair to Sign Agreement.
- F. **REAP Contract No. 2021-02, Agreement for Consulting Services- Iteris- Planning Solutions for REAP Project No. 5 for a Total Contract Amount of \$ 199,605. P.33** Review proposed Agreement with Iteris Planning Solutions. **Action:** Approve Agreement and Authorize Chair to Sign Agreement.

7. PRESENTATION ITEM

Matthew Fienup, Executive Director of the Center for Economic Research and Forecasting (CERF) at CLU – P.44 Dr. Fienup will present an Up-to-date Report on the State of the Ventura County Economy. **Action:** Hear Report and discuss.

8. BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

Any Board Member may propose items for placement on a future agenda. Members may discuss whether or not the item should be placed on the agenda and the description of the agenda item.

9. ADJOURNMENT: NLT-6:30 PM –

Next Business meeting – November 4, 2021- 4:00 PM-
VCCF- 4001 Mission Oaks Blvd., Camarillo, CA.

REMINDER: Annual VCOG Dinner- Thursday September 9, 2021 in Santa Paula

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

May 13, 2021
5:00 p.m.
VIA ZOOM Webinar

1. CALL TO ORDER & FLAG SALUTE – The meeting was called to Order at 5:02 PM by Chair Crosswhite. The Flag Salute was led by Member Adam

2. ROLL CALL

Members Present:

Jenny Crosswhite, Chair, City of Santa Paula
Kevin Kildee, City of Camarillo – Chair-elect
Janice Parvin, IP-Chair, City of Moorpark
Al Adam, City of Thousand Oaks
Ruth Luevanos, City of Simi Valley
Misty Perez, City of Port Hueneme (Alternate for Mr. Gama)
Randy Haney, City of Ojai
Bert Perello, City of Oxnard
Mike Johnson, City of San Buenaventura
Carmen Ramirez, Supervisor, County of Ventura (Alternate for Mr. Huber)

Members Absent: Mark Austin, City of Fillmore, Steven Gama, City of Port Hueneme, Bob Huber, Supervisor, County of Ventura.

Alternates Attending: Andy Sobel, City of Santa Paula, Betsy Stix, City of Ojai, Doug Halter, City of Buenaventura

Staff:

Hugh Riley, Executive Director
Dr. Chris Williamson, AICP, Housing Programs Specialist

Guests:

Darrin Peschka, Program Manager, Government and Community Relations, V.C.T.C.
Rachel Wagner, Regional Affairs Officer, SCAG
Dave Mullinax, Regional Public Affairs Manager, League of California Cities
Dr. Molly George Associate Professor of Criminology & Criminal Justice (CLU)

3. PUBLIC COMMENT – NO PUBLIC COMMENT

NOTE: The Public was able to access the meeting by advising VCOG Staff in advance

<https://us02web.zoom.us/j/82951088336?pwd=UUZQVDIyT205dGVK29FTy8zeUNYUT09>
Meeting ID: 829 5108 8336 - Password: 766622 - Dial-in # 1-669-900-6833

4. CHANGE OF VCOG MEETING START TIME to 4:00 PM- Staff surveyed the Council Members to determine their ability and willingness to change the meeting start time to 4:00 PM and invoke a "time certain" for the meetings to conclude. In this case, the time certain could be 6:00 PM if the VCAA changes their meeting time to 6:30 PM. The City of Camarillo has indicated that they can accommodate an earlier start time for VCOG. All members and many alternates indicated that they had no objection to the change proposed. The change would require full Council approval and would be effective for the July VCOG Meeting.

MOTION was made by Member Adam to change the VCOG Meeting Start Time from 5:00 PM to 4:00 PM effective for the July 8, 2021. The Motion was **SECONDED** by Member Parvin. A roll call vote was recorded with all voting members present voting yes. The Motion carried.

5. EXECUTIVE DIRECTOR'S REPORT – Referring to the Report included in the Member's Agenda Material, Riley reported on the following:

- **2021 Legislative Update** – An up-to-date Summary of active bills that are of interest to VCOG is attached along with a Status Summary Report (Table). VCOG has sent support letters for SB 612 (Portantino), SB 765 (Stern); and opposition letters for SB 9 (Atkins), AB 215 (Chiu), AB 989 (Gabriel), and AB 1401 (Friedman). Copies were sent to VCOG Council Members and Alternates, our local delegation, and LOCC Staff. VCOG Staff attended the League's Spring Legislative Briefing Webinar on Tuesday, May 4. Presentation Slides and video file from the briefing have been forwarded to VCOG Members and Alternates.

- **REAP Progress Report** - During the first week of April, Chris Williamson finalized the RFP's for Projects 3 (Inclusionary Ordinance), 4 (Regional Accessory Dwelling Unit Pre-submittal), and 5 (Vehicle Miles Traveled Mitigation Program). On April 8, RFPs were sent to a list of firms for each project and for posting on websites of several professional associations. Proposals are due on May 7 for Project 3, May 14 for Project 4, and May 21 for Project 5. One Project 3 proposal has been received as of April 30. By the end of May, VCOG should have selected a consultant for each Project and either be under contract or in a contract process.

Also, during April, Chris completed three of the five Project 2 Chapters' describing the State legislation-to-SCAG RHNA allocation process. He sent a draft to our VCOG staff contacts for comments. He will complete the remaining two chapters in early May, pass by SCAG staff for accuracy review, and then begin the process of retaining a media consultant to create narrated Spanish and English "video" versions for use by VCOG members.

Staff will review the proposals received with the Administrative Committee on May 27 and make a full report to the Council on July 8.

- **Regional Support for Ventura County Broadband Network Funding-** VCOG has provided a letter of support for Ventura County's federal earmark request through Senator Feinstein's office to construct the first couple phases of the VC Broadband Network (Ventura-Saticoy-Santa Paula-Fillmore and Somis-Moorpark-Thousand Oaks-Westlake Village-Agoura Hills). Support for federal funding for broadband is included in VCOG's Program of Priorities for 2021. A copy of the letter is attached. Support letters were needed by Wednesday, May 5.

- **VCOG Administrative Committee-**The Committee will meet on Thursday, May 27, 2021 at 2:00 PM Via Zoom Conference Call. The Committee will establish the Agenda for the July 8, 2021 VCOG Meeting; receive a Financial Report from Executive Director Riley; and an Update on REAP Project Activity.

- **Audit- F.Y. 2019-2020** – The audit for F.Y. 2019-2020 by EideBailly has been completed. The reports are included with the May 13, 2021 VCOG Meeting Agenda and have been posted on the VCOG Website
- **SCAG Regional Council Update-** SCAG Regional Affairs Officer Rachel Wagner has provided the attached Highlights from The May 6th SCAG General Assembly and Regional Council Meeting.
- **New SCAG President and Officers Elected-** On May 6m the SCAG General Assembly approved the nominations for the SCAG 2021-2022 Board Officers. Congratulations to Hon. Clint Lorimore (City of Eastvale), who will serve as the new SCAG President; Hon. Jan Harnik (Riverside County Transportation Commission), who will serve as First Vice President; and **Hon. Carmen Ramirez (County of Ventura)**, who will serve as Second Vice President. Leadership also took time to recognize Hon. Rex Richardson (City of Long Beach), who served as President for 2020-2021 and will continue as a board officer in the role of Immediate Past President
- **SCAG Staff Again Appeals to State for More Time to Complete Housing Element Updates** – The attached letter was sent to Speaker Rendon and Senate President Pro Tem Toni Atkins asking for certain flexibilities to assist our cities and counties while they are updating their housing elements. The letter includes four policy changes in a 2021-2022 Budget Trailer Bill:
 1. Amend the Alternative Sites provision of Government Code 65583(c)(1) to allow up to 25% of the RHNA to be accommodated with acquisition and rehabilitation of existing housing units and/or preservation of units with expiring covenants through new covenants.
 2. Extend the deadline for SCAG region jurisdictions to submit Housing Element updates by an additional six months.
 3. Modify the deadlines for required rezoning.
 4. Allow inter-jurisdictional agreements for cities and counties to meet a portion of their RHNA Allocations, so long as Affirmative (*action to*) Further Fair Housing (AFFH) requirements are still achieved

Member Haney questioned the VCOG practice of sending letters supporting or opposing certain bills before the legislature without any discussion or consensus from the Council. He suggested that, if possible, the Council could have an opportunity to discuss the bills before letters are sent. Member Perello agreed with the suggestion. Member Parvin cited VCOG's 2021 Legislative Program – a policy document approved by the Council on March 11, 2021 indicating that the Executive Director complies with the Program when there is a need for a timely response. Riley stated that in most cases, as bills go through committees for hearings whose dates are rarely provided with more than a few days-notice, the timeliness of VCOG's letters is important. He further stated that certainly if there were an opportunity to discuss a particular bill or issue with the Council that would happen. Member Johnson agreed with Member Haney and Member Perello stating that the City of Ventura is a member of the League of California Cities and the City may not always be in agreement with the League. He suggested that VCOG revisit this issue. Member Luevanos also agreed with Haney, Perello and Johnson and suggested that alternatives to the bills we are opposing be discussed.

6. AGENCY REPORTS – Oral Reports – Representatives from partner agencies provided reports:

- Rachel Wagner, Regional Affairs Officer, SCAG. Made reference to her Highlights Report from the May 6th SCAG General Assembly and Regional Council Meeting that were included in the Executive Directors Report.
- Darrin Peschka, Program Manager, Government and Community Relations, V.C.T.C. was attending to represent the Agency but did not provide a report.
- Dave Mullinax, Regional Public Affairs Manager, League of California Cities – On LOCC Webinars that have been presented during recent weeks and commented on the probable high level of activity occurring in the legislature in the coming weeks. The most recent webinars were concerning the newly released guidelines for local jurisdictions for access and use of funds from the American Rescue Plan Act, Stimulus Funds and the Spring Legislative Briefing. Mullinax also discussed the Governor's pending announcements on the May Revise of the state's surplus allegedly upwards of \$100 billion of unexpected revenues from the stock market and from the federal government and that around \$10 billion would be earmarked for addressing homelessness issues as well as money for housing and infrastructure. He explained that through the Budget Subcommittees there would be a lot of budget trailer bills that the LOCC would be closely monitoring. Mullinax also mentioned the Central Counties Division Lecture Series.
- Dr. Molly George provided a status report on the VCOG Community Benefit Grant for the Ventura County Family Justice Center Evaluation Study. Dr. George mentioned the research team and provided and provided details on the progress of the team's research. The project timeline has been hindered by the pandemic which limits certain interactions but now they have most of the data needed. During the summer the team will be analyzing the information and producing a report for VCOG by September. The three primary research questions being addressed include 1.) What has been happening in Ventura County with domestic violence comparing crime data during the pandemic with data over the past five years to determine any change in trends; 2.) A survey of the Family Justice Center Staff and agency partners with a 48% response; and 3.) Obtaining data from the Justice Center itself seeking data on who is using the center, what their needs are. Dr. George shared some of the data on domestic violence calls and the impact of the stay-at-home orders. There has been a general increase in all types of related calls. Dr. George responded to several questions from council members.

7. CONSENT CALENDAR- ROLL CALL VOTE REQUIRED - Chair Crosswhite informed the Council of several corrections to the minutes. **MOTION** was made by Member Kildee to approve the Consent Calendar including changes to the March 11 Minutes. The Motion was **SECONDED** by Member Luevanos. The motion carried with Member Perez abstaining. The Motion carried.

A. Summary of March 11, 2021 Meeting: Approve Meeting Summary for the March 11, 2020. **Action:** Approve Meeting Summary as published.

B. Financial Report: Approve Ventura Council of Governments Financial reports for the Budget Period from March 5, 2021 to May 10, 2021. **Action:** Approve Financial Report

C. Register of Warrants & Debit Card Transactions: Approve the Register of Warrants for Expenditures and Debit Card Transactions incurred from March 5, 2021 to May 10, 2021. **Action:** Approve Register of Warrants and Debit Card Transactions.

D. Five-Year Review Report of Ventura County's Countywide Integrated Waste Management Plan: Consider final Report on County's Five-Year Review Report and by the

Integrated Waste Management Division, Ventura County Public Works Department, and Authorize Chair to send letter of findings to the State of California, Office of Local Assistance & Market Development, Department of Resources, Recycling and Recovery. **Action:** Receive Report and authorize Chair to sign letter to CalRecycle.

A. VCOG – Audited Financial Statements- 2019-2020: Review Audited Financial Statements. VCOG Financial Statement for 2019-2020 are available on the VCOG Website- www.venturacog.org. **Action:** Receive Audited Financial Statements.

F. Fiscal Year 2021/2022 Budget: The review the proposed provisional VCOG Operating Budget for F.Y. 2021-2022 and Adopt VCOG Resolution No. 2021-03. **Action:** Adopt VCOG No. Resolution No. 2021-03.

8. PRESENTATION ITEM

A. Government Response to Impact of COVID-19 Pandemic on Ventura County's Homeless Population/Tenants and Landlords County Staff provided a report including the Emergency Rental Assistance Program including local outreach efforts to vulnerable groups and the 2021 sheltered count and other relevant updates on homelessness in Ventura County.

Sonia Kroth, Community Relations Manager with the Ventura County Human Services Agency gave descriptions of the types of assistance available to tenants and landlords from the state and federal government and discussed the many challenges encountered with the delivery of this assistance. She also discussed ongoing and planned efforts for outreach to vulnerable groups, and other relevant updates on homelessness in Ventura County. Kroth responded to questions from Member Luevanos, Member Perello, Member Haney, Member Perez and Chair Crosswhite.

Tara Carruth MSW, from the County of Ventura, Executive Office provided provide a report on the 2021 sheltered count and other relevant data from Ventura County. **(Note: Power Point Slides for these presentations are available from VCOG Staff)**

9. BOARD MEMBER REPORTS- TOP 3 PRIORITY ISSUES FACING YOUR JURISDICTION

Council Members were asked to provide a 3-minute maximum report on the three most pressing issues facing their city/county. Chair Crosswhite called on each member for their report:

City of Camarillo (Kevin Kildee)

- Getting housing projects approved
- Lack of high paying jobs
- State can circumvent local control

City of Moorpark (Janice Parvin)

- Economy after COVID
- Housing. It takes so long to build. (Watershed and FEMA Flood Control are Issues)
- Truck traffic on state highways in Moorpark. No hwy. 118 scales in place.

City of Ojai (Randy Haney)

- Affordable housing. ADUs and tiny homes will not solve problem. We should require all developers to include more than 10% affordable.
- Water and wildfire preparedness. Is there enough quality water to accommodate growth
- Police budget – Concern for VCSD Charges v. Services provided. Ojai feels that they are being over charged. Interested in other VCSD Contract Cities opinion.

City of Oxnard (Bert Perello)

- Homelessness and affordable housing

- Water quality and quantity
- Unification of the city of Oxnard and moving forward together

City of Port Hueneme (Misty Perez)

- City infrastructure. Streets, parks, recreation facilities, beach need upgrades/repairs
- Business recovery. We don't want to be fully dependent on the cannabis dispensaries
- Lack of Mental Health services. Many police calls are mental health issues

City of Buena Ventura (Mike Johnson)

- Water. Supply ok but cost going way up
- Infrastructure again
- Climate/environmental justice. SoCal Gas's gas compression facility near elementary school

City of Simi Valley (Ruth Luevanos)

- Mental health. Schools and communities. High suicide rates
- Businesses Technical Assistance to apply for state and federal grants.
- Wildfire preparedness

City of Thousand Oaks (Al Adam)

- Adequate housing to attract and retain high tech employees
- General plan update. Have not done one in 50 years.
- Work on downtown. Gathering place.

City of Santa Paula (Jenny Crosswhite)

- Housing stability/homelessness
- Infrastructure funding
- Good paying jobs/education

10. BOARD MEMBER COMMENTS & REQUESTS FOR FUTURE AGENDA ITEMS – Member Perello asked about having an update on the Regional Water Quality Control Board combining Ventura County with Los Angeles. Member Luevanos: How do we help female and minority-owned businesses get connected with funding that is available? Do we know what the demographic breakdown is of the businesses who have been able to take advantage of business assistance programs in Ventura County?

9. ADJOURNMENT – Chair Crosswhite adjourned the meeting at 7:02 p.m. to July 8, 2021.



**VENTURA COUNCIL
OF GOVERNMENTS**

ITEM 6B

MEMORANDUM

TO: Council Members and Alternates

FROM: Hugh R. Riley, Executive Director

SUBJECT: Financial Report

DATE: July 8, 2021

Recommendation:

Receive and file Financial Report for Period ending June 30, 2021

Discussion:

This report transmits the Ventura Council of Governments (VCOG) Financial reports for the Budget Period to June 30, 2021

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	\$ 4.67	0.03%*	\$42,287.02
Bank of A	CD-91000164558339	7/8/21	\$ 7.46*	0.05%	\$20,370.78

* 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, November 12, 2020, and January 14, 2021. These Amendments were primarily due to the pending REAP Grant. The Financial Report for this period reflects all expenditures and obligations through June 30, 2021 including the REAP Project.

As of July 8, 2021, REAP Invoice Nos. 1 – 4 have been submitted to SCAG for Processing. Invoice No. 1 has been paid. Invoice Nos. 2, 3, and 4 are being processed. All are reflected as paid or as receivables in the current financial statements.

ATTACHMENTS: Balance Sheet – As of June 30, 2021
Profit and Loss – July 1, 2020 to June 30, 2021
Budget vs. Actual - July 1, 2020 to June 30, 2021

Ventura Council of Governments

Balance Sheet

As of June 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BofA - 5797	0.00
BofA - 9045	38,657.12
BofA CD - 8339	20,331.60
BofA MM - 2635	42,286.67
Total Bank Accounts	\$101,275.39
Accounts Receivable	
Accounts Receivable (A/R)	10,868.75
Total Accounts Receivable	\$10,868.75
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$112,144.14
Other Assets	
Fraud	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$112,144.14
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	6,543.74
Total Accounts Payable	\$6,543.74
Other Current Liabilities	
Payroll Liabilities	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$6,543.74
Long-Term Liabilities	
Unearned Income	6,000.00
Total Long-Term Liabilities	\$6,000.00
Total Liabilities	\$12,543.74
Equity	
Opening Balance Equity	104,091.04
Unrestricted Net Assets	-3,629.88
Net Income	-860.76
Total Equity	\$99,600.40
TOTAL LIABILITIES AND EQUITY	\$112,144.14

Ventura Council of Governments

Profit and Loss
July 2020 - June 2021

	TOTAL
Income	
Dues Assessments	64,992.00
Investments	
Interest-Savings, Short-term CD	35.10
Total Investments	35.10
REAP Income	29,272.25
Research Grant Appropriation	7,200.00
Total Income	\$101,499.35
GROSS PROFIT	\$101,499.35
Expenses	
Contract Services	
Accounting Fees	1,071.25
Audit	5,250.00
Executive Administration	45,000.00
Research Grant - CLU	7,200.00
Total Contract Services	58,521.25
Executive Administration	9,625.00
Operations	
Printing and Copying	361.90
Website	755.00
Total Operations	1,116.90
Other Types of Expenses	
Insurance - Liability, D and O	1,868.94
Total Other Types of Expenses	1,868.94
REAP Project 2 - TASK B	50.00
REAP Project Costs	
Project - 1 - TASK A	15,028.50
Project 1 - TASK B	6,531.25
Project 1 - TASK C	162.50
Project 2 - TASK A	4,400.00
Project 2 - TASK B	300.00
Project 3 - TASK A	1,075.00
Project 3 - TASK B	900.00
Project 4 - TASK A	550.00
Project 5 - TASK A	1,800.00
Project 5 - TASK B	375.00
Total REAP Project Costs	31,122.25
Travel and Meetings	
Conference and Meetings	55.77
Total Travel and Meetings	55.77
Total Expenses	\$102,360.11
NET OPERATING INCOME	\$ -860.76
NET INCOME	\$ -860.76

Ventura Council of Governments

Budget vs. Actuals: VCOG Annual Budget 7/1/20 - 6/30/21 - FY21 P&L

July 2020 - June 2021

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
Annual Dinner Tickets		500.00	500.00
Dues Assessments	64,992.00	64,992.00	0.00
Investments			
Interest-Savings, Short-term CD	35.10	20.00	-15.10
Total Investments	35.10	20.00	-15.10
REAP Income	29,272.25	199,360.00	170,087.75
Research Grant Appropriation	7,200.00	8,000.00	800.00
Total Income	\$101,499.35	\$272,872.00	\$171,372.65
GROSS PROFIT	\$101,499.35	\$272,872.00	\$171,372.65
Expenses			
Contract Services			
Accounting Fees	1,071.25	2,550.00	1,478.75
Audit	5,250.00	5,250.00	0.00
Executive Administration	45,000.00	45,000.00	0.00
Legal Fees		370.00	370.00
Research Grant - CLU	7,200.00	8,000.00	800.00
Total Contract Services	58,521.25	61,170.00	2,648.75
Operations			
Printing and Copying	361.90	1,500.00	1,138.10
Supplies		600.00	600.00
Website	755.00	1,500.00	745.00
Total Operations	1,116.90	3,600.00	2,483.10
Other Types of Expenses			
Insurance - Liability, D and O	1,868.94	1,800.00	-68.94
Total Other Types of Expenses	1,868.94	1,800.00	-68.94
REAP Project Costs			
Project - 1 - TASK A	15,028.50	12,892.00	-2,136.50
Project 1 - TASK B	6,531.25	13,000.00	6,468.75
Project 1 - TASK C	162.50	9,968.00	9,805.50
Project 2 - TASK A	4,400.00	9,500.00	5,100.00
Project 2 - TASK B	300.00	10,000.00	9,700.00
Project 3 - TASK A	1,075.00	19,500.00	18,425.00
Project 4 - TASK A	550.00	29,250.00	28,700.00
Project 4 - TASK B		29,250.00	29,250.00
Project 4 - TASK D		29,000.00	29,000.00
Project 5 - TASK A	1,800.00	5,000.00	3,200.00
Project 5 - TASK B	375.00	32,000.00	31,625.00
Total REAP Project Costs	30,222.25	199,360.00	169,137.75
Travel and Meetings			
Annual Dinner		7,500.00	7,500.00

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
Conference and Meetings	55.77	4,842.00	4,786.23
Travel		600.00	600.00
Total Travel and Meetings	55.77	12,942.00	12,886.23
Total Expenses	\$91,785.11	\$278,872.00	\$187,086.89
NET OPERATING INCOME	\$9,714.24	\$ -6,000.00	\$ -15,714.24
NET INCOME	\$9,714.24	\$ -6,000.00	\$ -15,714.24



**VENTURA COUNCIL
OF GOVERNMENTS**

ITEM 6C.

MEMORANDUM

TO: Council Members and Alternates
FROM: Hugh Riley, Executive Director 
SUBJECT: Register of Warrants and Debt Card Transactions
DATE: July 8, 2020

Recommendation:

Approve the Register of Warrants for expenditures and Debit Card Transactions incurred from May 7, 2021 to June 30, 2021

Discussion:

This report presents expenditures including bank debit card transactions incurred by the Ventura Council of Governments for the period May 7, 2021 to June 30, 2021.

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
July 8, 2021**

Transactions from May 7, 2021 to June 30, 2021

<u>Check #</u>	<u>Date</u>	<u>Paid To</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount Paid</u>
433	05/08/21	V.C. Digital	4/30/21	Printing & Copying	\$ 58.00
434	05/10/21	Caroline Carter	5/10/21	Accounting Services	\$ 81.25
435	05/22/21	EideBailly CPAs	5/12/21	Audit Contract Services	\$ 5,250.00
436	05/28/21	Chris Williamson	5/28/21	REAP Various Projects/Tasks	\$ 3,200.00
437	06/01/21	Hugh Riley, Pro. Management, LLC	5/28/21	REAP Program Administration	\$ 718.75
438	06/01/21	Hugh Riley, Pro. Management, LLC	5/28/21	Contract Administration- ED	\$ 4,562.50
439	06/04/21	V.C. Digital	5/31/21	Printing & Copying	\$ 49.55
440	06/17/21	Cal Lutheran University	01/12/21	Comm. Benefit Research Grant	\$ 2,400.00
441	06/21/21	Cal Lutheran University	03/12/21	Comm. Benefit Research Grant	\$ 2,400.00
442	06/30/21	Hugh Riley, Pro. Management, LLC	6/30/21	REAP Program Administration	\$ 1,437.50
443	06/30/21	Hugh Riley, Pro. Management, LLC	6/30/21	Contract Administration- ED	\$ 4,812.50
444	06/30/21	Chris Williamson	6/30/21	REAP Various Projects/Tasks	\$ 1,775.00

Register of Debit Card Transactions
Ventura Council of Governments
July 8, 2021
Transactions from May 7, 2021 to June 30, 2021


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



**VENTURA COUNCIL
OF GOVERNMENTS**

ITEM 6D

MEMORANDUM

TO: Council Members and Alternates
FROM: Hugh Riley, Executive Director 
SUBJECT: Fiscal Year 2021/2022 Budget
DATE: July 8, 2021

Recommendation:

The review and discuss the proposed Final VCOG Operating Budget for F.Y. 2021-2022 and Adopt VCOG Resolution No. 2021-04

Discussion:

The VCOG Joint Powers Authority Agreement Section 23 requires that a budget be adopted, and dues be approved, at the last regular meeting of the Governing Body prior to June 30 of each year or at the first meeting, regular or special, of the Governing Body after June 30. On May 13, 2021, the Council adopted VCOG Resolution No. 2021-03 approving a Provisional Operating budget for F.Y. 2021-2022. This report transmits the proposed FINAL VCOG Budget for Fiscal Year 2021/2022 which includes the proposed REAP Project Budget Expenses for the coming year. The VCOG Admin Committee reviewed the proposed REAP Budget at their June 24, 2021 meeting.

Fiscal Year 2019/2021 Expenditures

Fiscal Year 2020/2021 total expenditures were \$91,785. With the postponement of the Annual Dinner (Currently Planned for September 9) those expenditures did not occur during the 2020-2021 Fiscal Year. Also, there were no costs for Conference and Meetings or for staff travel.

The 2020-2021 Amended Budget totaled \$278,872 leaving an estimated unexpended fund balance of \$187,087. Besides the cancelled Annual Dinner, and lack of Travel costs, the remainder of the balance is due to the under-expenditure of REAP Grant Funds caused by the delay in the completion of the grant MOU (Approved on March 11, 2021). The actual fund balance will be carried forward to 2021-2022 on July 8, 2021 with the adoption of the Final, VCOG 2021-2022 Operating Budget.

2021/2022 Estimated Revenue

The 2021-2022 Member Dues Assessment totals \$64,992. The annual dinner sponsorship funds from SCAG and SCE of \$6,000 will be budgeted as income and deleted from the unearned Income Line Item. In addition, based on past experience and a possible reluctance by invited 18

guests and paid guests to attend due to the possible social distancing setting in September 2021, only \$300 has been budgeted as income from guest ticket sales for the dinner event.

The unexpended balance for the Community Benefit Grant to CLU for the VCFJC of \$800 will be carried forward to complete the project.

Reap Project Budget Summary - The unexpended balance of the REAP Grant of \$395,300 will fund the remaining REAP Projects:

Project # 1 -	Management and Administration	\$ 47,510
Project # 2 -	Public information slides about RHNA	\$ 4,200
Project # 3 -	Inclusionary Zoning Ordinance Template	\$ 28,400
Project # 4 -	ADU Collaborative Project with Others	\$ 50,000
Project # 5 -	Regional CEQA Streamlining VMT Adaptive Management and Mitigation Program	\$ 265,190
REAP TOTAL		\$ 395,300

Thus the total proposed revenue for operating for Fiscal Year 2021/2022 is \$467,402.

2020/2021 Proposed Expenditure- Detail

The Executive Administration line item has been maintained at \$45,000 which conforms to the services contract approved on June 11, 2020. Accounting Fees have been slightly reduced to \$2,000 since additional accounting costs will be paid primarily from the REAP Grant. Audit Fees have been maintained at \$5,250 which reflects the current fee proposal from the auditor for the 2020-2021 Audit. \$800 has been budgeted for the final payment to CLU for the Research Grant.

Separate line items for Insurance and Legal Services have also been included in the budget based on the expected Alliant insurance policy premium. We expect this premium to increase about 20% due to the additional REAP Program Activities.

\$8,000 has been budgeted for the 2021 Annual Dinner Events; \$4,842 for Conference and Meetings and; \$810 for staff Travel. The LOCC Annual Conference on September 22-24 will be held in Sacramento and the SCAG Economic Summit and General Assembly in April 2022 will also be a live event. If the Council decides to hold the 2022 Annual Dinner in June as has been past practice, the budget will need to be amended to included funding for that event.

Administrative Operating Costs

Expenses for office supplies, printing and copying, and Internet are based on current year's expenditures including an increase in the annual fee for the Intuit Quickbooks Accounting Program to \$860.

Fiscal Year 2021/2022 Proposed Budget

The proposed Fiscal Year 2021/2022 budget (Attachment, Exhibit A) totals \$ 467,402 for VCOG Operating Expenses and REAP Grant Expenditures. Member agency Dues Assessments (Attachment, Exhibit B) have been maintained at the same level as 2020-2021 as they have for the past nine years.

ATTACHMENT

VENTURA COUNCIL OF GOVERNMENTS RESOLUTION NO. 2021-04

A RESOLUTION OF THE GOVERNING BODY OF THE VENTURA COUNCIL OF GOVERNMENTS AMENDING THE 2021-2022 BUDGET

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

SECTION 1: The Governing Body finds that a budget for Fiscal Year 2021/2022 must be adopted to fund operations for the coming year.

SECTION 2: The Governing Body adopted VCOG Resolution No. 2021-03 approving a Provisional Budget for Fiscal Year 2021-2022.

SECTION 3: The Governing Body, considering Final Revenue and Expenses for Regional Early Action Program (REAP) Projects, agrees to adopt the proposed Final Budget for Fiscal Year 2021/2022 as detailed in Exhibit A.

SECTION 4: The Governing Body agrees that, while certain budgeted expense line items may be exceeded due to unexpected cost increases or other circumstances, the approved Total Expenditure amount shall not be exceeded. Further, line-item cost overruns shall not exceed 10% of the original line item without approval by the Administrative Committee. The legal level of budgetary control, the level at which expenditures cannot legally exceed the appropriated amount, is exercised at the fund level.

SECTION 5: All fund balances as of June 30, 2021 shall be carried forward to the 2021-2022 Fiscal Year Operating Budget.

SECTION 6: The Governing Body agrees to adopt Member Dues Assessments for Fiscal Year 2021/2022 as detailed in Exhibit B.

PASSED AND ADOPTED this 8th day of July, 2021.

Jenny Crosswhite, Chair

Attest:

Hugh Riley, Executive Director

Exhibit A
VENTURA COUNCIL OF GOVERNMENTS
FISCAL YEAR 2021/2022
OPERATING BUDGET
PROPOSED FINAL

<u>Budget Item</u>	Fiscal Year 2020/2021 <u>Amended Budget</u>	Fiscal Year 2020/2021 <u>Actual</u>	Fiscal Year 2021-2022 <u>Recommended</u>
Income			
Annual Dinner Sponsorships	-0-	-0-	6,000
Annual Dinner Tickets	500	-0-	300
Dues Assessments	<u>64,992</u>	<u>64,992</u>	<u>64,992</u>
Sub Total Income	65,492	64,992	71,292
Other Types of Income			
Bank Interest	20	35	10
Research Grant Appropriation	8,000	7,200	800
SCAG- REAP Contract	<u>199,360</u>	<u>29,272</u>	<u>395,300</u>
Total-Other Types of Income	<u>207,380</u>	<u>36,507</u>	<u>396,110</u>
Total Income	272,872	101,436	467,402
Unearned Income Liability	<u>6,000</u>	<u>6,000</u>	<u>-0-</u>
Total Income & Unearned Income	278,872	107,436	467,402
Expenses			
Contract Services			
Accounting Services	2,550	1,071	2,000
Audit	5,250	5,250	5,500
Executive Administration	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>
SUB TOTAL Contract Services	52,800	51,321	52,500
Research Grant-CLU	8,000	7,200	800
Legal Fees	<u>370</u>	<u>-0-</u>	<u>300</u>
Total Contract Services	61,170	58,521	53,600
Operations			
Printing and Copying	1,500	362	1,150
Supplies	600	-0-	500
Website & Programs	<u>1,500</u>	<u>755</u>	<u>1,000</u>
Total Operations	3,600	1,117	2,650
Other Types of Expenses			
Insurance-Liability, D and O	<u>1,800</u>	<u>1,869</u>	<u>2,200</u>
Total-Other Types of Expenses	1,800	1,869	2,200
REAP Project Costs			
Project 1			
TASK A	12,892	15,029	2,731
TASK B	13,000	6,531	23,500
TASK C	<u>9,968</u>	<u>163</u>	<u>21,279</u>
SUB TOTAL- Project 1	35,860	21,722	47,510
Project 2			
TASK A	9,500	4,400	4,200
TASK B	10,000	300	-0-
TASK C	-0-	removed	-0-
TASK D	<u>-0-</u>	<u>removed</u>	<u>-0-</u>
SUB TOTAL- Project 2	19,500	4,700	4,200

Project 3			
TASK A	19,500	1,075	28,400
TASK B	-0-	removed	-0-
TASK C	-0-	removed	-0-
TASK D	-0-	removed	-0-
TASK E	-0-	removed	-0-
TASK F	-0-	removed	-0-
SUB TOTAL- Project 3	19,500	1,075	28,400
Project 4			
NEW TASK A			50,000
TASK A	29,250	550	-0-
TASK B	29,250	removed	-0-
TASK C	-0-	removed	-0-
TASK D	29,000	removed	-0-
SUB TOTAL- Project 4	87,500	550	50,000
Project 5			
TASK A	5,000	1,800	7,000
TASK B	32,000	375	175,600
TASK C	-0-	-0-	82,590
TASK D	-0-	removed	-0-
SUB TOTAL- Project 5	37,000	2,175	265,190
TOTAL REAP COSTS	<u>199,360</u>	<u>30,222</u>	<u>395,300</u>
Total All Contract Services	260,530	88,743	448,900
Travel and Meetings			
Annual Dinner	7,500	-0-	8,000
Conference and Meetings	4,842	56	4,842
Travel	600	-0-	810
Total- Travel and Meetings	<u>12,942</u>	<u>56</u>	<u>13,652</u>
Total Expenditures	278,872	91,785	467,402

EXHIBIT B

VENTURA COUNCIL OF GOVERNMENTS FISCAL YEAR 2020/2021 DUES ASSESSMENT BY MEMBER

VCOG Member Agency	Population	Pop %**	3/4 Population Distribution**	1/4 Equal Distribution**	Total Assessment**
Camarillo	67,154	7.92%	\$3,861	\$1,477	\$5,338
Fillmore	15,441	1.82%	887	1,477	2,364
Moorpark	35,727	4.21%	2,052	1,477	3,529
Ojai	7,612	0.90%	439	1,477	1,916
Oxnard	206,148	24.31%	11,851	1,477	13,328
Port Hueneme	22,768	2.68%	1,307	1,477	2,784
San Buenaventura	109,338	12.89%	6,284	1,477	7,761
Santa Paula	30,556	3.60%	1,755	1,477	3,232
Simi Valley	126,483	14.91%	7,269	1,477	8,746
Thousand Oaks	129,349	15.25%	7,434	1,477	8,911
Ventura County - Unincorporated	97,497	11.50%	5,606	1,477	7,083
Total	848,073	100.00%	\$48,745	\$16,247	\$64,992

* Based on the California Department of Finance population estimates (January 1, 2015).

** May not total exactly due to rounding.




**VENTURA COUNCIL
OF GOVERNMENTS**

ITEM 6E

MEMORANDUM

TO: Council Members and Alternates

FROM: Hugh Riley, Executive Director 

SUBJECT: REAP Contract No. 2021-02, Agreement for Consulting Services-
Schneider & Associates for REAP Project No. 3 for a Total Contract
Amount of \$23,290.

DATE: July 8, 2021

Recommendation:

The Approve Agreement for Consulting Services with Schneider & Associates for REAP Project No. 3- Preparation of an Inclusionary Zoning Ordinance Template and Authorize Chair to Sign Agreement.

Background:

VCOG REAP Project No. 3 is to prepare an inclusionary zoning ordinance template for voluntary consideration for adoption by Ventura County cities or county government. Three law firms were sent a Request for Proposals (RFP) on April 8, 2021. (Attachment 1)

- Meyers Widden Gibson Jones and Feingold, Ventura
- Law Offices of Barbara Macri-Ortiz, Oxnard
- Schneider & Associates, Oxnard

Schneider & Associates was the sole respondent to the RFP. The Schneider Proposal has been included as Exhibit A to the proposed Agreement.

Staff received the 40-page SCAG-REAP contractor agreement template on June 29th and, based on that template, prepared a draft Agreement for Project 3 with Schnieder & Associates, LLP. (Attachment 2 [a separate Attachment]). The Agreement was sent to Schneider on July 1 with the expectation they will have only minor changes and the agreement may be fully executed as of July 8th, or shortly after. With this agreement in place, Project No. 3 can proceed.

The Agreement provisions have been approved both by the California Housing and Community Development Department (HCD) and the Southern California Association of Governments (SCAG). The Agreement cost is \$23,290 with completion by June 30, 2022.

ATTACHMENTS:

1. Project No. 3 Request for Proposals
2. Agreement- **Because of its file size, the Agreement has been transmitted to the Council as a separate attachment**



**VENTURA COUNCIL
OF GOVERNMENTS**

(RE-ISSUE) REQUEST FOR QUOTE PROPOSAL

PREPARATION OF AN INCLUSIONARY HOUSING ORDINANCE TEMPLATE

Overview

The Ventura Council of Governments (VCOG), a joint powers authority representing the ten cities of Ventura County and Ventura County that facilitates regional cooperation and technical assistance on issues of mutual concern, invites quotes from qualified firms to prepare an inclusionary housing ordinance template (IHO/T) for voluntary consideration for adoption by Ventura County cities or county government.

The primary source of funding for this Agreement is allocated pursuant to the State of California (the "State"), Department of Housing and Community Development ("Department") under the Regional Early Action Planning (REAP) Grant Program for regional products and services that lead to affordable housing), the regional component of the Local Government Planning Support Grants Program (as described in Health and Safety Code section 50515.02). As such, VCOG encourages participation of all persons regardless of race, color, national origin, sex, religion, familial status, or disability.

The project goal is that several of the VCOG jurisdictions will consider including an inclusionary program in their respective 2021-2029 Housing Elements, due by October 15, 2021, or amend an existing inclusionary ordinance. Jurisdictions may include an IHOT as part of their housing element adoption or adopt the IHOT in 2022 or later to implement an inclusionary program.

Inclusionary housing is defined as a stand-alone ordinance or a zoning code amendment that requires developers of housing, commercial, and/or industrial projects of a set size to: 1) record deed-restrictions on a residential for-rent project for a set number of years that a set number of units are to be rented at rents that are deemed affordable by a referenced range of total household income by household size; 2) for a residential for-sale development, sell a set number of units to qualified buyers at prices that are affordable by a referenced range of household income by household size; or 3) pay fees or select from other options. An IHO nexus study and/or CEQA review may need to be separately completed. The RFP is specific to California and must comply with all applicable State and Federal fair housing law. It is expected that the IHOT will borrow from existing inclusionary programs and reflect best practices.

Where the IHOT has a "variable" such as what type and amount of development triggers the IHO, the number of units required to be affordable at what income levels, and/or fees and other options the IHOT will identify the "variable" and suggest a range of choices. The IHOT Word document could include a "pull down" list for each of the variables, enabling staff to easily tailor an IHO document for their jurisdiction.

The IHOT should reflect Ventura County's regional planning and development context, describe selected inclusionary programs in the county, and describe a sample from throughout the state. The IHOT will be consistent with AB 1229, generally follow the direction of the Local Government Commission in its 2018 "Best Practices" publication¹, and include other recommended content supported by credible sources.

Given the limited budget, VCOG expects that the project could be largely completed by support staff in a law office utilizing Internet research with an attorney's oversight and final review.

¹ < <https://www.lgc.org/advancing-inclusionary-housing-policy> >

The project includes preparing a short staff report IHO background of about two pages, a draft "Whereas" section for use in an IHO adopting ordinance or resolution document, and two hours of pre-arranged availability for follow up questions from VCOG agencies.

The VCOG Board will approve the Final IHOT as having satisfied the Project's scope of work. The decision to use any or all of the IHOT products rests with each jurisdiction. All materials will be available to any other party upon request.

I. Scope of Work and Desired Time Frame

The Consultant is asked to provide VCOG with an outline or bullet formatted scope and a cost quote. The proposal may be for time and materials or by task. The tasks should follow the scope below which is approved by SCAG and VCOG.

TASK

1. Review of Inclusionary Existing Ordinances and Regulations

Obtain, review, and summarize inclusionary ordinances and/or zoning regulations currently in effect in any of the 10 cities and/or County of Ventura, including any published proposed programs. After consultation with the VCOG Project Manager, select 5 to 10 inclusionary ordinances in other California cities or counties that show a range of choices and approaches. Prepare a report.

Deliverables: IHO Summary Report
Inclusionary ordinances and zoning codes

2. Draft IHOT

Create a draft IHOT that identifies the variables where a jurisdiction would determine the final metric or requirement. The Draft should include, at a minimum but not limited to, the following:

- A. Purpose and Intent
- B. Definitions
- C. Projects subject to the inclusionary requirement:
 - a. Minimum number of units and/or square footage?
 - b. Housing, mixed use, and/or commercial projects?
 - c. For rent and/or for-sale ?
- D. Inclusionary requirement(s) by project type:
 - a. 5% very low income?
 - b. 10% low income ?
 - c. 15% moderate for sale?
 - d. Some other combination or choices
 - e. Managers unit(s) allows in some manner
- E. Relationship to State Density Bonus
 - a. On-site affordable units qualify for State Density Bonus
 - b. Cross reference to state law and/or local code
- F. Development standards for the inclusionary unit(s):
 - a. Same exterior treatment
 - b. Size and location of affordable units similar to market-rate units
 - c. At least one ADA-unit shall be affordable
- G. Alternatives to on-site affordable unit(s):
 - a. In lieu fee based on nexus study/formula ?
 - b. Donation of land valued same or greater than in-lieu fee, requirements ?
- H. Implementation and compliance:
 - o Affordable program included in Pre-Application or Application
 - o Documentation of continued affordability and occupant qualification

The document should have an appendix that defines the inclusionary variables (2.C, 2.D, 2.F, 2.G above, at a minimum), refers to what other jurisdictions have adopted, explains if Ventura County planning and development context is relevant, and generally provide background information and sources.

Deliverables: Draft IHOT
Variables Appendix

3. Final IHOT, Content, and Two Hours of Follow up Q&A.

In consultation with the VCOG Project Manager, circulate the Draft IHOT and Variables Appendix to selected city and/or city-contract attorneys for comment and review by a date certain. In consultation with the VCOG Project Manager, review comments and prepare the Final IHOT. Prepare the two-page IHO staff report background and the "Whereas" language for an adoption document. VCOG will then provide the products to all VCOG jurisdictions. Consultant will provide two pre-scheduled one-hour date and times certain for follow-up Q&A with city and/or city-contract attorneys by conference call or "zoom" meetings.

Deliverables: Final IHOT
Staff report content
"Whereas" statements

4. Management

Administrative activities and any activities not included in Tasks 1 to 3 would be in Task 4. This task should not exceed 5% of the quote.

Deliverables: E-mails and other correspondence
Invoices

Desired Time Frame

The desired five month time frame, from Notice to Proceed expected in late-April, 2021, is:

Task 1	Month 1	
Task 2	Month 2	Cumulative months – 2
VCOG review	Month 3	Cumulative months – 3
Task 3	Months 4 and 5	Cumulative months – 5

II. Proposal Requirements

The Consultant is asked to include the following information in the quote proposal:

1. Description of the Consultant's firm, location of the office that would manage this project, professional personnel who would work on the project, and other pertinent information shall be included. If the Consultant plans to joint-venture, or to use the services of other Consultants or individuals outside of his/her firm, a description and the qualifications of other individuals who will be involved should be included.
2. Name, title and address of the individual in your firm with the authority to negotiate a contract with VCOG.
3. Timeframe proposed to complete each of Tasks 1 to 3. Task 4 is assumed to run the length of the project.

III. VCOG's Selection Criteria

VCOG may reject all quotes proposals at its sole discretion.

The following is VCOG's scoring criteria for the selection of a Consultant:

- a. Understanding of State inclusionary legislation, local inclusionary programs and ordinances, case law, and best practices. 20%
- b. Adherence to the scope in Section I. 20%
- c. Familiarity with the planning and development context in Ventura County and its jurisdictions, specifically existing inclusionary ordinances in several VCOG jurisdictions. 10%
- d. Willingness and demonstrated ability to meet deadlines. 10%
- e. Responsiveness to requirements, terms, and conditions of this Request for Proposals. 10%
- f. Proposed fee. 30%

IV. Public Domain and Limitations

- a. All reports and pertinent data or materials are considered in the public domain once completed. All work products are subject to public records requests.
- b. SCAG, as the grantor to VCOG, retains contractual oversight and may request additional invoice backup documentation at its discretion to comply with applicable SCAG procurement policies and practice.
- c. The Request for Quote does not commit VCOG to pay any costs incurred in preparation of the proposal or to procure or contract for services or supplies. VCOG reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety this request if it is in the best interests of VCOG to do so. VCOG may require the proposer selected to participate in negotiations, and to submit such price, technical, or other revisions of their proposals as may result from such negotiations.
- d. Neither VCOG nor SCAG shall not be obligated to pay for any increase in Project costs which exceeds VCOG or SCAG's obligated funding amount.
- e. VCOG and/or SCAG reserve the right, in its sole discretion, to discontinue funding the Program and terminate the contract.

V. Proposal Submission Due Date is April 30, 2021, and General Information

- a. Proposals shall be submitted to:
 Hugh Riley, VCOG Executive Director
 Ventura Council of Governments
 33 High Street, Suite 200
 Moorpark, CA 93012
 (e-mail ridgeriley@msn.com)
- b. E-mail one (1) PDF version of your proposal (file cannot exceed 10MB and should be one complete document without multiple parts) to ridgeriley@msn.com before the Due Date/Time of **April 30, 2021 at 5 p.m. PST**. Note, the VCOG Executive Director will reply via e-mail to confirm receipt of your submittal. If proposer does not receive a confirmation, then the VCOG Executive Director did not receive submittal.
- c. The VCOG Executive Director must receive proposals before the Proposal Due Date/Time. Note, your submittal must be completely uploaded before the Proposal Due Date/Time. Any proposal received after the Proposal Due Date/Time will be rejected (no exceptions).
- d. All submissions are considered a matter of public record.
- e. The quote proposal shall be signed by an authorized official of your firm.

- f. The quote proposal shall be valid for a minimum of 90 days.
- g. VCOG reserves the right to reject any and all proposals.
- h. The terms and scope of the contract will be arrived at on the basis of professional negotiations between VCOG and the Consultant. If VCOG and the Consultant fail to reach a contractual agreement, VCOG may renegotiate with any other top selected Consultant.
- i. Any questions must be emailed to the VCOG Executive Director no later than three (3) working days after the deadline to submit questions. Answers to the questions will be emailed to everyone typically

VI. Questions Regarding the IHOT Project or This RFP

RFP and related questions may be referred by the Executive Director to the VCOG Housing Specialist, Dr. Chris Williamson, and/or SCAG staff no later than April 26, 2021 at 5 pm. All proposal-related correspondence will be retained and made available to any party by request prior to the proposal due date, or automatically if a party sends a request for all RFP follow up correspondence to Dr. Williamson.

VII. Insurance Requirements. Certificates of general liability and errors and omissions insurance will be required by the successful contractor to confirm that the insurance policies required by the contract have been obtained. These certificates of insurance or other documentation of insurance are required from the contractor following award of the contract but no later than contractor's Notice to Proceed. No work will be authorized until the required insurance documentation is received by VCOG staff.

VIII. Conflict of Interest. VCOG Staff shall not participate directly or indirectly in a procurement when a VCOG Board member or VCOG staff knows that: (1) any member of the VCOG Board member or employee's immediate family (immediate family member is defined as a parent; sibling; child by blood, adoption, or marriage; spouse; grandparent or grandchild) has a personal financial interest pertaining to the procurement; (2) a business or organization in which the VCOG Board member or employee, or any member of the VCOG Board member or employee's immediate family, has a personal financial interest pertaining to the procurement; or (3) any other person, business or organization with whom the VCOG Board member or employee or any member of the VCOG Board member or employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement. Upon discovery of an actual or potential conflict of interest, the VCOG Executive Director shall promptly consult with SCAG to determine if the contract award may proceed and/or conditions that may be required.

IX. Debarment. Contractors/vendors and subcontractors must not be debarred, suspended or otherwise excluded by the United States Government in compliance with the requirements of 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35, Executive Order 12549, and Public Contract Code (PCC) Section 6109. As part of the award process, prior to contract award VCOG will verify proposer, its principal and their named subcontractors are not on the Federal debarred, suspended or otherwise excluded list of vendors located at www.sam.gov, or the State of California, located at www.dir.ca.gov/dlse/debar.html. Upon verification that the proposer (its staff or subcontractors) is on either list VCOG shall exclude the proposer from any further consideration in the award process.

X. Protests. Proposers may not protest the contents of the specifications of the solicitation. VCOG's Policy on Contract Award Protests, can be viewed online at <https://www.venturacog.org/>." Any participating party may file a protest of a contract award or proposed contract award. The protest or appeal must be made in writing within ten (10) days of award notification and contain at least the following information:

- The name, address and telephone number of the protester;
- The signature of the protester;
- The bid number and date of bid closing; and

- A statement of the legal and/or factual grounds on which the protest or appeal is based, including copies of information relevant to the bid.

XI. Resolution of Protests. The Executive Director will investigate the grounds stated within the protest and respond within ten (10) calendar days. The Executive Director's decision shall stand.

XII. Procurement Files. VCOG will maintain records sufficient to detail the history of procurement, including, but not limited to:

- (i) Rationale for the method of procurement;
- (ii) Selection of contract type;
- (iii) Basis for contractor selection or rejection;
- (iv) Record of contract or price negotiation;
- (v) The basis for the contract price; and
- (vi) Documentation of no conflict of interest for evaluator(s).

VCOG will make all procurement files available for inspection upon request by a federal, state, or pass-through awarding agency.

XIII. Professional Services. Selection of persons or firms to provide professional services shall be based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. The price for the services shall be reasonable and competitive but VCOG is not required to award the contract to the lowest proposer.

XIV. Quote Proposal Noticing. Per the VCOG Purchasing Policy, solicitations under \$25,000 do not need to be published in a newspaper and may be made by posting a notice in a public location, including a website, or by mail, fax, or email to persons and firms selected by the VCOG staff based on generally available listings of persons and firms likely to have interest and qualifications.

AGREEMENT IS SEPARATE ATTACHMENT




**VENTURA COUNCIL
OF GOVERNMENTS**

ITEM 6F

MEMORANDUM

TO: Council Members and Alternates

FROM: Hugh Riley, Executive Director 

SUBJECT: Contract No. 2021-02, Agreement for Consulting Services- Iteris- Planning Solutions for REAP Project No. 5 for a Total Contract Amount of \$ 199,605.

DATE: July 8, 2021

Recommendation:

The Approve Agreement for Consulting Services with Iteris- Planning Solutions for REAP Project No. 5- Regional CEQA Streamlining VMT Adaptive Management and Mitigation Program and Authorize Chair to Sign the Agreement.

Background:

VCOG REAP Project No. 5, in partnership with the Ventura County Transportation Commission (VCTC), will develop and adopt a "CEQA environmental certification streamlining activity" consistent with SCAG REAP Guidelines 3.c (Page 5). Project 5 is intended to streamline CEQA approvals for the initial adoption of 2021-2029 Housing Elements by VCOG jurisdictions.

The VCTC VMT mitigation program would be periodically reviewed and updated by VCTC and continue to be available for the subsequent implementation of Housing Element programs and related actions after HCD certifications in early 2022. The final Project 5 deliverable would be a VCTC-adopted regional VMT-reduction optional adaptive management mitigation program for use by any CEQA lead agency to reduce a VMT significant impact to less than significant by choosing VMT-measurable mitigations from the VCTC list. VCOG jurisdictions (and other CEQA lead agencies) would set their own VMT thresholds of significance and may use other VMT mitigations in addition to, or instead of, Project 5.

VCOG Released a Request for Proposals (RFP) in May 2021. (Attachment 1). Only one firm responded and efforts to solicit additional response were unsuccessful. Iteris- Planning Solutions (Iteris) submitted a proposal which exceeded VCOG's initial budget for the project. However VCOG and VCTC Staff were successful in negotiating a reduction to the Iteris Cost Proposal by eliminating a number of tasks that were considered unnecessary or of a low priority.

Staff received the 40-page SCAG-REAP contractor agreement template on June 29th and, based on that template, prepared a draft Agreement for Project 5 with Iteris. (Attachment 2 [Separate Attachment]). The Agreement was sent to Iteris on July 1 with the expectation they will have only minor changes and the agreement may be fully executed as of July 8th, or shortly after. With this agreement in place, Project No. 5 can proceed.

The Agreement Template has been approved both by the California Housing and Community Development Department (HCD) and the Southern California Association of Governments (SCAG). The Agreement Cost is \$199,605 with completion by June 30, 2022.

ATTACHMENTS:

1. Project No. 5 Request for Proposals
2. Agreement- **Because of its file size, the Agreement has been transmitted to the Council by a separate attachment**



VENTURA COUNCIL OF GOVERNMENTS

REQUEST FOR PROPOSAL

PREPARATION OF A REGIONAL CEQA STREAMLINING VEHICLE MILES TRAVELED (VMT) ADAPTIVE MANAGEMENT AND MITIGATION PROGRAM FOR VENTURA COUNTY

I. Overview

The Ventura Council of Governments (VCOG), a joint powers authority representing the ten cities of Ventura County and the County of Ventura that facilitates regional cooperation and technical assistance on issues of mutual concern, invites proposals from qualified firms to prepare a Regional CEQA Streamlining Vehicle Miles Traveled (VMT) Adaptive Management and Mitigation Program (the "Project"). This project is funded through the Regional Early Action Planning (REAP) grant program administered by the Southern California Association of Governments (SCAG) for regional products and services that lead to affordable housing.

The Project Goal is to develop a VMT Adaptive Mitigation Program and supporting analysis and metrics that can be incorporated by VCOG jurisdictions into the CEQA documentations of their respective 2021-2029 Housing Elements and subsequent Housing Element implementation programs and housing projects. The Project "streamlines" the CEQA process by avoiding having to prepare an EIR only to adopt overriding considerations for a VMT impact above a VMT threshold previously determined by each jurisdiction or other CEQA Lead Agency.

VCOG will administer the contract and participate in Project management with the Ventura County Transportation Commission (VCTC). The VCTC will take the lead in technical work in developing regional VMT metrics, identifying VMT mitigation projects and programs, and working with the selected consultant/team in assigning VMT miles avoided for each Project mitigation measure or program. Each jurisdiction will/have set its own VMT CEQA Threshold of significance separately from this Project. Each VCOG jurisdiction has the option to incorporate some or all of the Project mitigations into the jurisdiction's CEQA review, and include their own VMT mitigations. The Project will be available to any CEQA Lead Agency and will be periodically updated by VCTC as funding and need arises.

TASKs 1 and 2 would be completed by the selected transportation/economic/CEQA consultant firm or team working closely with VCTC staff. After the award, the VCTC and consultant team would execute a contract with VCOG that would include the scope and approach, tasks, schedules, and deliverables. After the review period, consultants would prepare the Final VMT Program for VCTC Board adoption. VCOG and VCTC envision, ideally after notice to proceed, about a six month process to execute the tasks with bi-weekly and as-needed VCTC and VCOG oversight leading to adoption of the Final VMT by the end of 2021. Once adopted, consultants would conduct three scheduled training sessions in early 2022 for interested staff of CEQA lead agencies and area CEQA consultants.

The entire Project must be completed no later than March 31, 2023 per VCOG's REAP grant contract.

With the Project under contract and in progress by mid-2021, VCOG member cities will be able to cite the Project in their respective 2021-2029 Housing Element CEQA documentations. A key metric is the number of housing units "CEQA-streamlined-enabled" by the Project.

A more detailed project discussion is attached taken from the approved REAP Project description (Attachment A).

I. Scope of Work

The Consultant is asked to provide VCOG/VCTC with a detailed statement of work based on Tasks 1 and 2 listed below that include the Consultant's proposed approach to developing the Project, with a specific focus on what metrics and direction will be requested from or developed by VCTC staff. If more than one firm is creating a consultant TEAM, one firm should be designated the lead for contracting and management purposes.

TASK 1 - Development of the Draft VMT Program, Distribute for Review and Comments

1A. Develop draft VMT Adaptive Mitigation Program Criteria

Establish VMT Adaptive Mitigation Program criteria based on existing literature review and best practices. Program criteria should consider and be responsive to the unique land use and transportation features of Ventura County, including various measures to preserve open space and agricultural land uses, and that Ventura County has no dedicated sales tax for transportation projects. Draft VMT Adaptive Mitigation Program should rely on available data and modeling tools, such as the Ventura County Transportation Model (VCTM), to the extent practicable. Several cities are working on their own VMT metrics and thresholds and should be contacted, which VCTC and VCOG will assist with.

1B. Satisfy Mitigation Fee Act Requirements

Ensure proposed VMT mitigations constitutes a "public facility" (as defined by GC §66000(d)), and demonstrates a reasonable relationship between the program and the need for a "public facility" to include "public improvements". Ensure proposed VMT mitigation measures identify the purpose of any imposed fee and the use to which the fee would be put. Demonstrate existence of reasonable relationship between fee's use and type of development proposed.

1C. Evaluate Mitigation for CEQA Purposes

Ensure full cost is guaranteed and that there is no 'additionality' (i.e. the VMT Program is funding mitigation that is not already committed). Demonstrate essential nexus between condition and legitimate government interest and demonstrate rough proportionality between condition and adverse VMT impact of CEQA project.

1D. Identify Program Cost and Funding Period Commitment

Evaluate the program cost and funding period commitment for the VMT Adaptive Mitigation Program.

1E. Summarize VMT Adaptive Mitigation Program "Choices"

Consultant to work with VCOG, VCTC, and stakeholders identified in Task B7 to define VMT Adaptive Mitigation Program choices that best satisfy the requirements of VMT Adaptive Mitigation Program Criteria. Each VMT Program choice should have a metric to calculate the avoided VMT. Potential VMT mitigation proposals may include, but are not limited to:

- a) Encourage housing production proximate to jobs, services and transit options
- b) Increase diversity of land uses and
- c) Improvements to pedestrian network
- d) Provide traffic calming measures and low-stress bicycle network improvements
- e) Implement car-sharing program
- f) Increase transit service frequency and speed
- g) Encourage telecommuting and alternative work schedules
- h) Provide ride-sharing programs

1F. Determine Program Area

Establish a program area large enough to result in reduced VMT outcomes, while acceptable to jurisdictions and stakeholders participating in the program.

1G. Evaluate Benefits to Disadvantaged Communities

Analyze the benefits provided by the proposed program to disadvantaged communities within Ventura County. VCOG and VCTC will identify these communities.

1H. Stakeholder Engagement

Working with VCOG and VCTC, develop a list of interested stakeholders and CEQA consultants and establish or leverage existing working groups to inform development of the VMT Adaptive Mitigation Program. Stakeholder engagement could include potential program beneficiaries, such as housing advocates, developers, universities, large employers, transportation agencies, and CEQA lead agencies.

1I. VCOG, VCTC, and Stakeholder Review and Comments

Distribute the Draft VMT Program for review and comment with a date certain due date.

Deliverables: Finalized consultant scope, tasks, schedule, and deliverables
Correspondence with Stakeholders and/or VCOG cities/county
Draft VMT Program

TASK 2 - Final VMT Program, Nexus Report, Public Review, VCTC Adoption, and Training

2A. Final VMT Program

Consultants compile and respond to stakeholder comments in consultation with VCTC and VCOG staff, prepares final VMT Adaptive Mitigation Program.

2B. Nexus Report

Based on the Program Criteria and guidance from VCOG, VCTC, and stakeholders group, consultant shall prepare the technical justification documentation required to initiate the recommended VMT Adaptive Mitigation Program. The Technical Justification Report will provide a formal essential nexus analysis between the program and legitimate government purpose as required by CEQA and the Mitigation Fee Act. This analysis will evaluate the nexus of the proposed VMT mitigation program structure to address CEQA's required "essential nexus" clause. The VMT exchange or bank program nexus components will be reviewed and evaluated to substantiate that all legal and technical criteria are met to inform the administrative structure. This task shall include estimating VMT benefits of the proposed VMT Adaptive Mitigation Program and provide substantiating evidence as required to further mitigate project impacts under CEQA.

2C. Public Review

VCOG and VCTC will determine the public review format, noticing, and review period. The consultants will receive comments, organize as appropriate, and revise the Final VMT Program in consultation with VCTC and VCOG staff.

2D. VCTC Adoption

Consultant will assist VCTC staff in preparing for and presenting the Project to the VCTC for adoption, attend VCTC adoption hearing(s) and assist in presentations.

2E. Training

VCOG and VCTC will establish the VMT Training format (recorded video, virtual, and in-person), send date-certain invitations for two virtual and one in-person up to two-hour trainings to CEQA lead agency staff and area CEQA consultants, and provide a facility and assist in the in-person training session. Consultant will record the in-person trainings for VCTC use. VCTC will web-host training videos and related documents as part of a VMT Program web-page.

Deliverables: Final VMT Program
Nexus Report

TASK 3 - Management and Administration

Administrative activities and any activities not included in Tasks 1 and 2 would be in Task 3. This task should not exceed 5% of the quote.

Deliverables: E-mails and other correspondence
Invoices

II. Proposal Requirements

The Consultant is asked to include the following information in the proposal:

1. A description of the Consultants' firm(s) (TEAM), location of the office that would manage this project, TEAM personnel who would work on the project, and other pertinent information shall be included. If the Consultant plans to joint-venture, or to use the services of other Consultants or individuals outside of his/her firm, a description and the qualifications of other TEAM individuals who will be involved should be included.
2. Include the name, title, and address of the TEAM individuals with the authority to negotiate contracts with VCOG.
3. State the total timeframe proposed to complete Tasks B and C. The time required to complete each task identified in the Consultants' statement of work shall also be presented. This section should be presented in a graphic form.

III. VCOG's Selection Criteria

The following is VCOG's scoring criteria for the selection of a Consultant/Team:

- a. Understanding of VMT and CEQA in general and best practices. 25%
- b. Adherence to the scope in Section I. 25%
- c. Familiarity with the planning and development context in Ventura County and its jurisdictions, and direct professional work with Ventura County. 25%
- d. Competence, technical ability and experience of identified Consultants' personnel, quality of Consultants' related work experience. 25%

IV. Public Domain and Limitations

- a. All reports and pertinent data or materials are considered in the public domain once completed. All work products are subject to public records requests.
- b. SCAG, as the grantor to VCOG, retains contractual oversight and may request additional invoice backup documentation at its discretion to comply with applicable SCAG procurement policies and practice.
- c. The Request for Proposals does not commit VCOG to award a contract, to pay any costs incurred in preparation of the proposal or to procure or contract for services or supplies. VCOG reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety this Request for Proposals, if it is in the best interests of VCOG to do so. VCOG may require the proposer selected to participate in negotiations, and to submit such price, technical, or other revisions of their proposals as may result from such negotiations.

- d. The project is funded wholly with State Funds, up to One-Hundred Thousand Dollars (\$100,000). Neither VCOG nor SCAG shall not be obligated to make payments for any Project costs that exceed \$100,000. Neither VCOG nor SCAG shall not be obligated to pay for any increase in Project costs which exceeds VCOG or SCAG's obligated funding amount.
- e. The project must be completed no later than March 31, 2023.
- f. VCOG and/or SCAG reserve the right, in its sole discretion, to discontinue funding the Program and terminate the contract.

V. Proposal Submission Due Date and General Information

- a. Proposals shall be submitted to:
Hugh Riley, Executive Director
Ventura Council of Governments
33 High Street, Suite 200
Moorpark, CA 93012
- b. The Consultant shall mail a minimum of two copies of their proposal to VCOG with original wet signatures and one PDF version sent by email to: ridgeriley@msn.com.
- c. The proposal shall be signed by an authorized official of your firm.
- d. The proposal shall be valid for a minimum of 90 days.
- e. VCOG reserves the right to reject any and all proposals.
- f. VCOG and VCTC will likely request an interview of up to two hours that includes key consultant/team staff from each firm in the consultant team.
- g. A Bidders virtual meeting will be held on DATE/TIME where VCTC and VCOG staff will respond to questions. The meeting will be recorded and available to interested parties. The virtual meeting link is posted on the VCTC website at www.goventura.org under the "Meetings/Special Meetings" tab.
- h. The terms and scope of the contract will be arrived at on the basis of professional negotiations between VCOG and the Consultant. If VCOG and the Consultant fail to reach a contractual agreement, VCOG may renegotiate with any other top selected Consultant.
- i. Proposals are due by April 1, 2021 at 4:00PM.

ATTACHMENT A

5

Regional CEQA Streamlining Vehicle Miles Traveled (VMT) Adaptive Management and Mitigation Program

VCOG proposes Project 5, in partnership with the Ventura County Transportation Commission (VCTC), to develop and adopt a “CEQA environmental certification streamlining activity” consistent with SCAG REAP Guidelines. Project 5 is intended to streamline CEQA approvals for the initial adoption of 2021-2029 Housing Elements by VCOG jurisdictions, followed by implementing general and specific plan amendments; re-zonings; zoning code and development standards updates; formation of EIFD, CRIA, AHA, IFRD, and/or NIFTI districts;¹ and individual housing projects of all affordability levels (if not otherwise CEQA exempt). The VCTC VMT mitigation program would be periodically reviewed and updated by VCTC and continue to be available for the subsequent implementation of Housing Element programs and related actions after HCD certifications in early 2022. The final Project 5 deliverable would be a VCTC-adopted regional VMT-reduction optional adaptive management mitigation program for use by any CEQA lead agency to reduce a VMT significant impact to less than significant by choosing VMT-measurable mitigations from the VCTC list. VCOG jurisdictions (and other CEQA lead agencies) would set their own VMT thresholds of significance and may use other VMT mitigations in addition to, or instead of, Project 5.

Project 5 would be similar to and informed by the City of Los Angeles Department of Transportation (LA DOT) Vehicle Miles Travelled (VMT) mitigation program, but with a particular focus on ways to enable housing production in harmony with the unique geographic, economic, and planning context of Ventura County where several cities are relatively distant from major job centers because of State-policy-protected agricultural “greenbelts” and mountain.

SB743 and 2021-2029 Housing Elements

Project 5 will be developed as quickly as feasible in early 2021 in conjunction with preparation of 2021-2029 Housing Elements (6th Housing Cycle). VCOG jurisdictions are looking to one another and to regional partners for direction and templates to comply with SB 743 to properly mitigate significant adverse VMT impacts with legally-adequate VMT-reduction projects and/or programs. SB 743 is intended to balance the needs of congestion management with statewide goals related to infill development, promotion of public health through active transportation, maintenance of agricultural on prime farmland, and reduction of greenhouse gas (GHG) emissions. Traffic congestion and vehicle delay can no longer be considered a significant impact on the environment within CEQA transportation analysis, shifting away from using Level of Service (LOS) to measure transportation impacts, to using VMT as a measure of significance. Using VMT to measure the impact of development projects, including housing, changes the way that such impacts are measured and mitigated, and many jurisdictions around the state (including the 11 VCOG jurisdictions) are working to update their respective CEQA guidelines and adopt project-level and cumulative VMT thresholds of significance.

Housing development needs supportive community uses. There are other agencies and special districts in Ventura County, such as school and park districts, that could also utilize Project 5 for their respective

¹ EIFD (Enhanced Infrastructure Financing District), CRIA (Community Revitalization and Investment Authority), AHA (Affordable Housing Authority), IFRD (Infrastructure and Financing Revitalization District), NIFTI (Neighborhood Infill Finance and Transit Improvement District)

projects, such as a new school, that require CEQA review. In addition to model updates and outputs to support VMT analysis, planning and transportation practitioners have expressed substantial interest to identify opportunities for collaboration, including regional VMT mitigation strategies. VMT mitigation typically involves modifying a development project to reduce its VMT generation or impacts during the CEQA review process. Once a jurisdiction has determined a potentially significant transportation impact, as measured by VMT, the jurisdiction can select from a pre-selected suite of VMT-reducing projects (mitigation exchange), which includes a fund that supports regional-scale efforts to reduce VMT (mitigation bank). One or more of these measures can be incorporated into the project design or as a condition of approval to reduce vehicle use and encourage sustainable modes of transportation, such as active transportation and transit use. Developing projects that do not exceed a jurisdiction's project or cumulative VMT significance threshold will likely be easier for some VCOG cities than it will be for others.

Ventura County Traffic Model

The Ventura County Traffic Model (VCTM) is an analytical tool for studying traffic patterns and traffic forecasting in Ventura County, developed and administered by the Ventura County Transportation Commission (VCTC). Results of the VCTM are based on known and predicted land uses and associated vehicle trip rates. The current version of the VCTM is based on 2016 land use assumptions, and aligns with the 2020 version of the Southern California Association of Governments (SCAG) Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), with a planning horizon of 2045. VCTC's model must be consistent with the current RTP/SCS, and was updated in late 2020/early 2021 to align with the 2016 baseline consistent with the RTP/SCS. The 2021 update to the VCTM calculates VMT and produces validated results for per capita and per employee calculations, which can be used to analyze CEQA project transportation impacts in accordance with implementing guidance for SB 743. . The model updates include both the modeled VMT averages by Traffic Analysis Zone (TAZ) and City, as well as a spreadsheet tool that serves as a simple VMT look-up tool, which will be made available to local agencies when completed in the April 2021 timeframe. VCTC has also taken steps to make the VCTM available to the 11 VCOG cities and Ventura County, and supporting consultants, through a model request process that protects the integrity of the VCTM.

Consideration of LA DOT and VC APCD Mitigation Programs

Project 5 will closely consider two regional CEQA mitigation programs. The LA DOT, with support from SCAG, is in the process of developing a technical and mitigation strategy to assist local jurisdictions in the SCAG region to implement VMT-based CEQA transportation impact analysis, including technical guidance, evaluation of options, and cooperative engagement, and project-based VMT mitigation strategies, such as transit system improvements, bicycle and pedestrian network enhancements, and transportation demand management (TDM) programs. The LA DOT program will evaluate various local and regional VMT mitigation options, including the development of VMT exchange, banking, or fee-based programs.

Project 5 will also consider the Ventura County Air Pollution Control District's (APCD) project and cumulative air quality impact mitigation measure, which is widely used to avoid the costs and delays of preparing an EIR to adopt an air quality impact overriding consideration for projects where the only significant impact is the APCD regional non-attainment of air quality standards. In a similar manner, Project 5 allows CEQA lead agencies to streamline a wide range of housing-production-related actions by incorporating VCTC-adopted transportation impact mitigations into the CEQA project description and/or as a condition of approval, therefore avoiding preparation of an EIR or MND and the resulting exposure to CEQA-related legal challenges, while supporting projects and strategies that reduce VMT and greenhouse

gas emissions.

Consistency with SCAG Programs and Policies

Transportation impacts / VMT mitigation options developed through Project 5 will be fully consistent with the 2020 SCAG RTP/SCS and related policies. The adaptive aspect allows the CEQA lead agency to choose mitigations without fees or elements that may constrain development of housing. A VMT mitigation program was requested by senior staff of several VCOG cities and supported by several CEQA consultants who suggest that the mitigations be adapted from local or regional climate actions plans and active transportation plans, CAPCOA guidance, CEQA Guidelines, SB743, CARB 2017 VMT Scoping Plan, the Governor's Executive Order N-19-19, and similar programs, such as the Los Angeles DOT VMT program.

VCTC will also refer to existing plans and studies that identify projects and strategies that have a high potential to reduce VMT. Methodology used in the 101 Communities Connected multimodal corridor study identifies and evaluates existing planned projects based on their potential to reduce VMT and GHG emissions. Each VMT mitigation method will have established a legally defensible nexus to VMT reduction, per VMT mile.

Project 5 Timing, Deferred CEQA Mitigation?

The VMT Mitigation Program will likely not be completed by the time VCOG cities are circulating CEQA review of their respective 2021-2029 Housing Elements. By early 2021, VCTC will have completed development of the VMT baseline data by county, city, and Traffic Analysis Zone (TAZ), and developed a look-up tool for VMT per capita and per employee for different land use types. This baseline data will assist the jurisdictions to establish their own thresholds of significance, should they elect to use VCTM methodology and tools.

CEQA lead agencies may cite an under-development credible mitigation program under certain conditions. The essential rule for proper deferral of the specifics of mitigation was established in *Sacramento Old City Assoc. v. City Council of Sacramento* (1991) 229 Cal. App. 3d 1011. This case held that the lead agency must commit itself to mitigation by identifying and adopting one or more mitigation measures for the identified significant effect and the mitigation measure must also set out clear performance standards for what the future mitigation must achieve. Alternatively, the lead agency must provide a menu of feasible mitigation options from which the applicant or agency staffs can choose in order to achieve the stated performance standards. In the event Project 5 is not developed enough or formally adopted prior to the need to circulate Draft EIR's for 2021-2029 Housing Elements, VCOG jurisdictions may initially adopt their own VMT mitigations (with available guidance from VCOG and VCTC) and, later, substitute and/or add equivalent Project 5 mitigations.

AGREEMENT IS SEPARATE ATTACHMENT




**VENTURA COUNCIL
OF GOVERNMENTS**

Item 7

MEMORANDUM

TO: Council Members and Alternates

FROM: Hugh Riley, Executive Director 

SUBJECT: Matthew Fienup, Executive Director of the Center for Economic Research and Forecasting (CERF) at CLU - Presenting A Report on the State of the Ventura County Economy

DATE: July 8, 2021

Recommendation: Receive report and discuss

Matthew is the Executive Director of the Center for Economic Research and Forecasting (CERF) at California Lutheran University. He is also Assistant Professor of Economics and teaches courses in Econometrics, Macroeconomics, and Environmental Economics in the School's Master of Quantitative Economics program. Matthew's specialties are applied econometric analysis, the economics of land use, and environmental markets. Matthew is a member of the Wall Street Journal Economic Forecasting Survey. He was the recipient of 2019 and 2020 Crystal Ball Awards for the Zillow Home Price Expectations Survey (formerly the Case-Schiller Home Price Survey). CERF's U.S. home price forecast received multiple top-3 rankings among more than 100 forecasts included in the survey.

Since its inception in 2014, Matthew has been integral to the design and implementation of the Fox Canyon Water Market, the first groundwater market to be implemented in California under SGMA. Matthew led grassroots outreach among growers before being chosen to chair the Fox Canyon Water Market Group, a formal stakeholder group chartered by the Fox Canyon Groundwater Management Agency (FCGMA). Matthew facilitated seven months of deliberation after which the group unanimously approved a set of recommendations regarding the rules and operational mechanisms for a water market to be implemented under the basins' Groundwater Sustainability Plans. Matthew was chosen by FCGMA to serve as exchange administrator for the Fox Canyon Water Market, a role that he has reprised for the past 5 years.

Matthew returned to school to pursue his PhD after running a small business in Ventura County for more than a decade. His other specialties include California Natural History, technical rock climbing and photography. Matthew graduated summa cum laude from the Brooks Institute of Photography and has spent more than 15 years working as a professional climbing guide.

Matthew completed his doctorate in environmental economics at the Bren School of Environmental Science and Management at UC Santa Barbara.