



**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](http://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

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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 6<sup>th</sup> 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 6<sup>th</sup> 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 date 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](http://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
<b>ASSETS</b>	
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
<b>Total Bank Accounts</b>	<b>\$101,275.39</b>
Accounts Receivable	
Accounts Receivable (A/R)	10,868.75
<b>Total Accounts Receivable</b>	<b>\$10,868.75</b>
Other Current Assets	
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$112,144.14</b>
Other Assets	
Fraud	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$112,144.14</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	6,543.74
<b>Total Accounts Payable</b>	<b>\$6,543.74</b>
Other Current Liabilities	
Payroll Liabilities	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$6,543.74</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>\$12,543.74</b>
Equity	
Opening Balance Equity	104,091.04
Unrestricted Net Assets	-3,629.88
Net Income	-860.76
<b>Total Equity</b>	<b>\$99,600.40</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$112,144.14</b>

# Ventura Council of Governments

Profit and Loss  
July 2020 - June 2021

	TOTAL
<b>Income</b>	
Dues Assessments	64,992.00
Investments	
Interest-Savings, Short-term CD	35.10
<b>Total Investments</b>	<b>35.10</b>
REAP Income	29,272.25
Research Grant Appropriation	7,200.00
<b>Total Income</b>	<b>\$101,499.35</b>
<b>GROSS PROFIT</b>	<b>\$101,499.35</b>
<b>Expenses</b>	
Contract Services	
Accounting Fees	1,071.25
Audit	5,250.00
Executive Administration	45,000.00
Research Grant - CLU	7,200.00
<b>Total Contract Services</b>	<b>58,521.25</b>
Executive Administration	9,625.00
Operations	
Printing and Copying	361.90
Website	755.00
<b>Total Operations</b>	<b>1,116.90</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 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
<b>Total REAP Project Costs</b>	<b>31,122.25</b>
Travel and Meetings	
Conference and Meetings	55.77
<b>Total Travel and Meetings</b>	<b>55.77</b>
<b>Total Expenses</b>	<b>\$102,360.11</b>
<b>NET OPERATING INCOME</b>	<b>\$ -860.76</b>
<b>NET INCOME</b>	<b>\$ -860.76</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
Investments			
Interest-Savings, Short-term CD	35.10	20.00	-15.10
<b>Total Investments</b>	<b>35.10</b>	<b>20.00</b>	<b>-15.10</b>
REAP Income	29,272.25	199,360.00	170,087.75
Research Grant Appropriation	7,200.00	8,000.00	800.00
<b>Total Income</b>	<b>\$101,499.35</b>	<b>\$272,872.00</b>	<b>\$171,372.65</b>
<b>GROSS PROFIT</b>	<b>\$101,499.35</b>	<b>\$272,872.00</b>	<b>\$171,372.65</b>
<b>Expenses</b>			
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
<b>Total Contract Services</b>	<b>58,521.25</b>	<b>61,170.00</b>	<b>2,648.75</b>
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
<b>Total Operations</b>	<b>1,116.90</b>	<b>3,600.00</b>	<b>2,483.10</b>
Other Types of Expenses			
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>
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
<b>Total REAP Project Costs</b>	<b>30,222.25</b>	<b>199,360.00</b>	<b>169,137.75</b>
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
<b>Total Travel and Meetings</b>	<b>55.77</b>	<b>12,942.00</b>	<b>12,886.23</b>
<b>Total Expenses</b>	<b>\$91,785.11</b>	<b>\$278,872.00</b>	<b>\$187,086.89</b>
<b>NET OPERATING INCOME</b>	<b>\$9,714.24</b>	<b>\$ -6,000.00</b>	<b>\$ -15,714.24</b>
<b>NET INCOME</b>	<b>\$9,714.24</b>	<b>\$ -6,000.00</b>	<b>\$ -15,714.24</b>



**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

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**Recommendation:**

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

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**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>
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**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

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**Recommendation:**

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

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**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

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 include 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 8<sup>th</sup> day of July, 2021.

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Jenny Crosswhite, Chair

Attest:

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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>
<b>Income</b>			
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>
<b>Sub Total Income</b>	<b>65,492</b>	<b>64,992</b>	<b>71,292</b>
<b>Other Types of Income</b>			
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>
<b>Total-Other Types of Income</b>	<b>207,380</b>	<b>36,507</b>	<b>396,110</b>
<b>Total Income</b>	<b>272,872</b>	<b>101,436</b>	<b>467,402</b>
<b>Unearned Income Liability</b>	<b>6,000</b>	<b>6,000</b>	<b>-0-</b>
<b>Total Income &amp; Unearned Income</b>	<b>278,872</b>	<b>107,436</b>	<b>467,402</b>
<b>Expenses</b>			
<b>Contract Services</b>			
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>
<b>Total Contract Services</b>	<b>61,170</b>	<b>58,521</b>	<b>53,600</b>
<b>Operations</b>			
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>
<b>Total Operations</b>	<b>3,600</b>	<b>1,117</b>	<b>2,650</b>
<b>Other Types of Expenses</b>			
Insurance-Liability, D and O	<u>1,800</u>	<u>1,869</u>	<u>2,200</u>
<b>Total-Other Types of Expenses</b>	<b>1,800</b>	<b>1,869</b>	<b>2,200</b>
<b>REAP Project Costs</b>			
<b>Project 1</b>			
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>
<b>SUB TOTAL- Project 1</b>	<b>35,860</b>	<b>21,722</b>	<b>47,510</b>
<b>Project 2</b>			
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>
<b>SUB TOTAL- Project 2</b>	<b>19,500</b>	<b>4,700</b>	<b>4,200</b>

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

## 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
<b>Total</b>	<b>848,073</b>	<b>100.00%</b>	<b>\$48,745</b>	<b>\$16,247</b>	<b>\$64,992</b>

\* 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

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**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**

## ATTACHMENT 1



### (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" publication<sup>1</sup>, 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.

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<sup>1</sup> < <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](mailto: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](mailto: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](http://www.sam.gov), or the State of California, located at [www.dir.ca.gov/dlse/debar.html](http://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

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**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.