

**VENTURA COUNCIL
OF GOVERNMENTS**

**Thursday, January 12, 2023, 4:00 p.m.
601 Carmen Dr., Camarillo, CA
City Council Chambers
AGENDA**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Council meeting, please contact VCOG staff at 805-217-9448. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting

**AGENDA REPORTS AND OTHER DISCLOSABLE PUBLIC RECORDS RELATED TO OPEN SESSION
AGENDA ITEMS ARE AVAILABLE ON THE VCOG WEBSITE UNDER AGENDA AND MINUTES AT
WWW.VENTURACOG.ORG.**

1. CALL TO ORDER AND FLAG SALUTE

2. ROLL CALL

3. PUBLIC COMMENT

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

4. ELECTION OF CHAIR AND CHAIR-ELECT FOR 2023 p. 4 - Table Election for the offices of VCOG Chair and Chair-Elect for 2023 Until March 9, 2023.

5. EXECUTIVE DIRECTOR'S REPORT – (To be Distributed at Meeting)

6. AGENCY REPORTS – Oral Reports If Representatives Attend

- A. Southern California Association of Governments
- B. Ventura County Transportation Commission
- C. League of California Cities
- D. Other

MEMBERS

City of Camarillo
Kevin Kildee, Chair
M. Martinez-Bravo, Alternate

City of Fillmore
Carrie Broggie
Albert Mendez, Alternate

City of Moorpark
Chris Enegren, Member
Brian Chong, Alternate

City of Ojai
Member, TBD
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
Bill McReynolds, Alternate

City of Santa Paula
Jenny Crosswhite,
Carlos Juarez, Alternate

City of Simi Valley
Elaine Litster, Member
Mike Judge, Alternate

City of Thousand Oaks
Kevin McNamee, Member
Bob Engler, Alternate

County of Ventura
Janice Parvin, Member
Alternate- TBD

TBD- To be determined/announced

7. **CONSENT CALENDAR**

- A. **Summary of November 10, 2022 Meeting p. 5** – Approve Meeting Summary for the November 10, 2022, VCOG Meeting. **Action:** Approve Meeting Summary as published.
- B. **Financial Report p. 11** - Approve Ventura Council of Governments Financial Report for the Budget Period from November 4, 2022 to January 6, 2023. **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 October 29, 2021 to January 7, 2022. **ACTION:** Approve Register of Warrants and Debit Card Transactions.
- D. **Review DRAFT - 2023 VCOG Legislative Program p. 18** - Review of Legislative Program for 2023 and refer to Administrative Committee for Recommendations. **Action:** Refer Draft 2023 VCOG Legislative Program to the Administrative Committee for Recommended Changes.
- E. **Review DRAFT – 2023 VCOG Program of Priorities p. 24** - Review of Program of Priorities for 2023 and refer to Administrative Committee for Recommendations. **Action:** Refer Draft 2023 VCOG Program of Priorities to the Administrative Committee for Recommended Changes.
- F. **Proposal From Moss, Levy & Hartzheim, LLP for Professional Audit Services for 2021-2022 VCOG Audit and Financial Statements for a Fee Not to Exceed \$4,500. p. 27** Review and Approve Staff Recommendation to Accept Proposal from Moss, Levy & Hartzheim, LLP for Professional Audit Services to conduct 2021-2022 VCOG Audit. **Action:** Approve Staff Recommendation

8. **PRESENTATION ITEMS**

- A. **Report on Status of Ventura County Regional Broadband Collaborative Formation and the Ventura County Middle Mile Network Initiative and Consideration of Memorandum of Agreement with the Economic Development Collaborative of Ventura Count. p. 46** **Action:** Receive Report from Staff, Approve Memorandum of Agreement (MOA) between the Economic Development Collaborative of Ventura County (EDC) and the Ventura Council of Governments (VCOG) and authorize the Chair and Executive Director to sign on behalf of VCOG.
- B. **Report on COVID-19 Business Relief Assistance to Ventura County Business by the Economic Development Collaborative of Ventura County(EDC) p. 64** EDC Executive Director Bruce Stenslie Will Provide A Report on the Agency's Efforts and Achievements to Provide Assistance to Ventura County Businesses Impacted by the COVID-19 Pandemic. **Action:** Receive Report and Discuss

9. **BOARD MEMBER COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

Any Council Member present may propose items for placement on a future agenda. Members should limit their proposed topics to issues that conform to VCOG's adopted Program of Priorities. Members may discuss whether the item should be placed on a future agenda and the description of the agenda item.

10. ADJOURNMENT: Next Meeting- March 9, 2023 at Camarillo City Hall

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).




**VENTURA COUNCIL
OF GOVERNMENTS**

Item 4

MEMORANDUM

TO: Council Members and Alternates

FROM: Hugh Riley, Executive Director 

SUBJECT: ELECTION OF CHAIR AND CHAIR-ELECT FOR 2023 - Table Election for the offices of VCOG Chair and Chair-Elect for 2023 Until March 9, 2023

DATE: January 12, 2022

Recommendation:

Table Election for the offices of VCOG Chair and Chair-Elect until the Regular VCOG Meeting of March 9, 2023.

Discussion:

Past VCOG practice has been to conduct officer elections and reorganize the Council in January including installing the previous year's chair-elect as chair. Ojai City Councilmember Randy Haney as the 2022 Chair-Elect would have automatically become Chair for 2023. However Mr. Haney was not re-elected to the Ojai City Council on November 8, 2022 necessitating the selection of both VCOG Officers.

In addition, very few of VCOG Member Agencies make appointments to boards and commissions before the beginning of January. Under these circumstances, we may not be able to determine if members elected to serve as VCOG Officers on January 12 will ultimately be appointed to serve on VCOG by their respective mayors or councils.

Chair Kildee has agreed to continue to serve as chair until a new chair is elected. Therefore, staff is recommending that the election of VCOG Officers be tabled until the regular meeting on March 9, 2023 when the offices of chair and chair-elect will be elected. This practice can be continued for future years so that subsequent VCOG Chairs may receive a full, one-year term (March thru February).



ITEM 7A.

MEETING SUMMARY

601 Carmen Dr.
Camarillo, CA 93012
November 10, 2022
4:00 p.m.

1. CALL TO ORDER & FLAG SALUTE – The meeting was called to Order at 4:05 PM by Chair Kildee. The Flag Salute was led by Member Janice Parvin.

2. ROLL CALL:

Present:

Kevin Kildee, Chair, City of Camarillo
Jenny Crosswhite, Immediate Past Chair, City of Santa Paula
Janice Parvin, City of Moorpark
Randy Haney, City of Ojai
Mike Johnson, City of San Buenaventura
Elaine Litster, City of Simi Valley
Bert Perello, City of Oxnard

Absent: Kevin McNamee, City of Thousand Oaks, Simone Alex, City of Fillmore; Steven Gama, City of Port Hueneme; Bob Huber, County of Ventura

Staff Present:

Hugh Riley, Executive Director, VCOG

Partner Agency Representatives: None

Guests:

Caleb Brock, Regional Planning Branch Chief at Caltrans District 7; Bill Simmons, Coordinator, Pacific Coast Broadband Consortium; Mina Layba, Legislative Affairs Manager, City of Thousand Oaks; Brian Chong, Assistant to the City Manager, City of Moorpark

3. PUBLIC COMMENT – NONE

4. Executive Directors Report

- **2022 Legislative Update** – Riley informed the Council about the League of Cities will hold a Special Briefing on the 2022 Legislative Report and New Laws Impacting Cities on Monday, November 14, 2022 from 1:30 p.m. until 3:00 p.m. A flier was attached for registering for this Webinar.

- **2022-SCAG Regional Council Elections- Districts 45, 46 and 47-** Riley reported that due to Term expirations and circumstances where current representatives will not be members of their city councils, there are vacancies for all three VCOG Districts for seats on the SCAG Regional Council. He advised that Call for Candidacy Notices would be issued in January 2023.

- **SCAG Update for November** – The SCAG Update for November from Rachel Wagner including highlights from the November 3 Regional Council Meeting was referenced and included with Riley's written report.
- **League of California Cities 2022 Annual Conference**- Riley reported that Due to his recent injury, he was unable to attend the conference in Long Beach. The \$600 advance registration has been refunded.
- **Conflict of Interest Code** – Riley reported that the VCOG Conflict of Interest Code VCOG Resolution No. 2014-01 would be reviewed by the Council in 2023 as required by the County of Ventura.
- **VCOG Administrative Committee**-Riley announced that the Administrative Committee would meet on November 17, 2022, via ZOOM Conference Call. The Committee will be planning for the VCOG Council Meeting on January 12, and schedule for Council Reorganization.
- **VCOG Annual Dinner** – Riley provided a report on the VCOG Annual Dinner on Thursday, October 27, 2022. This was a fine event with just over 70 guests, a fine meal, good humor and socialization. Our host the City of Camarillo and world famous Camarillo Ranch House provided the venue. Hats off to the City Staff, and Command Performance Catering!

A summary of the final event expense was provided as part of Riley's written report. is provided below:

Catering		\$ 6,579.79
Sound System Rental		250.00
Centerpieces		186.68
Entertainment		<u>1,500.00</u>
String Quartet Donation -	\$ 500	
Mark C. Lawrence -	\$1,000	
Total Entertainment		<u>1,500.00</u>
Total Event Expense		8,516.47
Final Event Budget		<u>9,000.00</u>
Amount (Over) <u>Under</u> Budget		\$ 483.53

5. **AGENCY REPORTS** – No Agency Representatives Attended

6. **CONSENT CALENDAR**

- Summary of September 1, 2022 Meeting** – Approve Meeting Summary for the July 8, 2021, VCOG Meeting. **ACTION:** Approve Meeting Summary as published.
- Financial Report** - Approve Ventura Council of Governments Financial Report for the Budget Period August 26, 2022 to November 4, 2022. **Action:** Approve Financial Report.
- Register of Warrants & Debit Card Transactions** - Approve the Register of Warrants for Expenditures and Debit Card Transactions incurred from August 26, 2022, to November 4, 2022. **ACTION:** Approve Register of Warrants and Debit Card Transactions.

- D. **Request for Proposals- Professional Audit Services for 2021-2022 Independent Audit** – Review Notice Inviting Proposals for Professional Audit Services. **ACTION:** Authorize Executive Director to publish Notice.
- E. **Proposed VCOG Meeting Schedule for 2023** - **ACTION:** Review and approve Meeting Schedule for VCOG Council and Administrative Committee for 2022.

A **MOTION** was made by Member Hansen to approve staff recommendations for the Consent Calendar Items A thru E. The motion was **SECONDED** by Member Parvin. The motion carried with a Roll Call Vote: Ayes- 7 Nays- 0. The motion passed.

- 7. **APPLICATION FOR FUNDS AVAILABLE FROM REGIONAL EARLY ACTION PROGRAM (REAP) 2.0** – Riley reviewed VCOG's Application for REAP 2.0 Funds. REAP 2.0 applications are due to SCAG by February 10, 2023 and funds are to be expended by June 2026. The SCAG SRP REAP 2.0 budget for VCOG is \$419,127. SCAG adopted REAP 2.0 Sub-regional Partnership Program Guidelines on September 2, 2022 and VCOG expenditures related to REAP 2.0 should be reimbursable from that date.

VCOG's REAP 2.0 purpose is to identify and implement countywide projects that assist the 11 jurisdictions in implementing their respective 2021-2029 Housing Elements, either HCD certified or based on the most-recent draft. Specifically, REAP 2.0 is focused on adopted 2021-2029 Housing Element implementation programs that meet each of the HCD REAP 2.0 objectives: 1) Accelerating Infill Development, 2) Affirmatively Furthering Fair Housing (AFFH), and 3) Reducing Vehicle Miles Traveled (VMT).

PROPOSED REAP 2.0 PROJECTS

Building on the initial REAP 2.0 proposed projects presented to VCOG by memorandum on September 1 and to the Administrative Committee on October 20, staff proposed four REAP 2.0 projects with initial budget estimates:

PROJECT 1: ADMINISTRATION AND MANAGEMENT

Based on REAP 1.0 management experience, approximately \$1,200 per month after the VCOG-MOU is approved over three years (2023 to 2026) for routine financial administration (not to exceed 5% in total); project management; regular REAP updates and interaction with the VCOG Board, City Managers, and City/County planners; and participation in various SCAG-initiated REAP events. This project would also include reimbursement for REAP 2.0 expenses from September 1, 2022.

Amount: \$50,000 (12% of total REAP 2.0 grant)

PROJECT 2: PROHOUSING AND HOUSING SUPPORTIVE INFRASTRUCTURE PROGRAM TECHNICAL ASSISTANCE

Parallel with and supporting the SRP are HCD's "Prohousing Designation Program" and "Infill Infrastructure Grant Program." This project would review these two programs in the unique regional Ventura County context of SOAR and city-urban restriction boundaries, farmworker housing, LAFCO annexation and extension of services policies, west-county and Santa Clara Valley Agricultural Greenbelts, Local Coastal Programs (County, Ventura, Oxnard, and Port Hueneme), the Naval Base Ventura County Joint Land Use Study, and environmental constraints (high risk wildfire areas, climate change, groundwater management, and habitat corridors). VCOG and/or consultant staff would advise the 11

Jurisdictions and special districts in developing their respective housing-related and housing-supportive infrastructure grant applications.

Amount: \$70,000 (16% of total REAP grant)

PROJECT 3: HOUSING ELEMENTS PROGRAMS COORDINATION & OUTREACH

VCOG's 11 jurisdictions each have an adopted or fully drafted 2021-2029 Housing Element that include implementation programs. Implementation programs include rezoning actions, code amendments, and other local actions promised within the eight years of the housing element. Some programs may be eligible for HCD or other grants, some may help achieve the Pro-Housing designation that adds points to state grant applications, and some programs are likely to be in most or all 11 housing elements.

Project 3 will identify opportunities for cooperation between VCOG members to implement the same program or, conversely, potential conflicts between programs. The VCOG Housing specialist, and consultant if needed, would obtain the eleven VCOG member 2021-2029 Housing Elements (certified or most recent submitted version); review implementation programs; prepare a table/database cross-referencing programs by jurisdiction by REAP objectives and qualify for Prohousing; identify similar programs where coordination and cross-jurisdictional efforts could increase effectiveness and/or have conflicts; and outreach to assist cities/county to apply for grants for which the identified programs should help quality.

Amount: \$100,000 (24% of total REAP grant)

PROJECT 4 SB6 IMPLEMENTING ZONING CODE AMENDMENTS

SB 6 and AB 2011 require jurisdictions to ministerial allow housing in commercial zones. Many cities already allow mixed-use development in certain commercial zones. However, these state mandates open all commercial and office-zoned land to housing. This project's goal is to develop zoning code standards and incentives amendments that "make the best of a bad situation" for some commercially-zoned land where housing may be problematic by nature of location away from residential services, adjacency issues, transit access, and/or site-specific conditions. Conversely, certain commercially-zoned areas may be incentivized for housing, especially affordable housing. Under the direction of VCOG staff and coordinating with the City County Planning Association (CCPA), VCOG would retain a consultant to:

1. Working with VCTC and self-identified planning departments, identify commercially-developed and/or zoned areas that have either expressed interest in infill residential or mixed-use development and/or that cities/county would recommend for infill residential. Identify areas that qualify as "low resource" in terms of AFFH programs. Map and quantify existing uses, existing VMT, and economic status of each.
2. Through a charrette process, identify development scenarios that are largely infill residential for each area. Scope utility, school and transportation impacts.
3. VCTC to identify VMT profiles with a goal of identifying which locations and scenarios reduce local and regional VMTs by adjusting affordability and AFFH components.
4. Prepare adoptable development standards and/or incentives zoning code amendments for possible adoption by VCOG member jurisdictions.

Amount: \$200,000 (47% of total REAP grant)

A **MOTION** was made by Member Crosswhite to Direct Staff to Continue Application Process with the Southern California Association of Governments (SCAG) the motion was **SECONDED** by Member Haney. The motion carried with a Roll Call Vote: Ayes- 7 Nays- 0. The motion passed.

8. PRESENTATION ITEMS

- A. Caltrans Sustainable Transportation Planning Grant Program - Caleb Brock, Regional Planning Branch Chief at Caltrans District 7 will provide a Report on the Sustainable Transportation Planning Grant Program. Several Ventura County Jurisdictions are already using these funds for transportation planning project including a Wildlife Crossing of the 101 Freeway.
- B. Proposal By The Pacific Coast Broadband Consortium To Have VCOG Serve As An Overreaching Grant Fund Recipient For State Broadband Funding - Bill Simmons, Coordinator, Pacific Coast Broadband Consortium (Consortium) presented the Consortium's proposal to have VCOG Serve As An Overreaching Grant Fund Recipient For State Broadband Funding Consortium and a request for VCOG Staff to submit a grant application to the CPUC for Local Agency Technical Assistance (LATA) funding.

In response to the COVID pandemic, a significant level of federal and state funding resources (\$ approximately \$20 Million) have been allocated for Ventura County for the development of broadband infrastructure to all residents as well as support the work of community-based organizations (CBOs) in areas of need where digital equity issues exist. As this funding arrives in 2023, it is recommended that VCOG assume a central role in supporting coordination, communication, and collaboration between the County and Cities in oversight of a regional approach to deliver Broadband for All (IAW SB156).

The initial step would be to obtain a LATA grant of \$500,000 to plan and design a Joint Powers partnership with the Ventura County Economic Development Collaborative with support from the Consortium.

Members asked about a number of issues including financial management of the ultimate grant, ownership of the assets, staffing and coordination, and VCOG's authority to apply for funding for this new activity. Simmons responded that EDCVC would be the agent for managing the flow of grant funds and provide or oversee staffing with consultants. The ultimate ownership of the fiber assets and future maintenance would be decisions to make during the planning and development of the project. Riley responded that Broadband is included on VCOG's Program of Priorities and that we may apply for grant funds and initiate projects without obtaining permission from each member governing body. VCOG may not obligate member agencies with any financial responsibilities.

The Council generally agreed that VCOG could secure these funds to the benefit of Ventura County whereas if the funding was obtained by SCAG, Ventura County may see very little if any benefit.

A **MOTION** was made by Member Crosswhite to Direct Staff to submit a grant application to the PUC for \$500,000 in LATA Funds. The Motion was **SECONDED** by Member Litster. The motion carried with a Roll Call Vote: Ayes- 6 Nays- 0. The motion passed.

9. **BOARD MEMBER COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS-** The Council Members each acknowledge the service and leadership of Janice Parvin since this may have been her last meeting as a member of the VCOG Council having been recently elected to serve as District 4's County Supervisor.

10. **ADJOURNMENT:** The meeting was adjourned by Chair Kildee at 5:25 PM.

Next Meeting- January 12, 2023



**VENTURA COUNCIL
OF GOVERNMENTS**

ITEM 7B.

MEMORANDUM

TO: VCOG Members and Alternates

FROM: Hugh R. Riley, Executive Director

SUBJECT: Financial Report

DATE: January 12, 2023

Recommendation:

Receive and file Financial Report for Period November 4, 2022 to January 6, 2023

Discussion:

This report transmits the Ventura Council of Governments (VCOG) Financial reports for the Budget Period to January 7, 2023.

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-12/31/22	Rate	Balance
Bank of A	Maximizer 2635	N/A	\$ 10.58	0.03%*	\$62,684.87

* Variable

VCOG has now received payment from SCAG for VCOG-REAP-Reimbursement Invoice No. 20- for October for \$10,248.68. Invoice No. 21 for \$3,434.50 for November and Invoice NO. 22 for \$2,715.75 have been submitted for payment and are pending.

ATTACHMENTS: Balance Sheet – As of January 8, 2023
Budget vs. Actual Report - November 4, 2022 to January 7, 2023

Ventura Council of Governments

Balance Sheet As of January 8, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BofA - 5797	0.00
BofA - 9045	88,773.89
BofA MM - 2635	62,684.87
Total Bank Accounts	\$151,458.76
Accounts Receivable	
Accounts Receivable (A/R)	6,226.50
Total Accounts Receivable	\$6,226.50
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$157,685.26
Other Assets	
Fraud	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$157,685.26
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
Payroll Liabilities	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$0.00
Long-Term Liabilities	
Unearned Income	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Opening Balance Equity	111,291.04
Unrestricted Net Assets	-7,217.46
Net Income	53,611.68
Total Equity	\$157,685.26
TOTAL LIABILITIES AND EQUITY	\$157,685.26

Ventura Council of Governments

Budget vs. Actuals: FY 2022-2023 Budget (7/1/22 to 6/30/23) - FY23 P&L

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Annual Dinner Sponsorship	8,500.00	8,500.00	0.00	100.00 %
Dues Assessments	64,992.00	64,992.00	0.00	100.00 %
Investments				
Interest-Savings, Short-term CD	12.64		12.64	
Total Investments	12.64		12.64	
Other Types of Income				
Bank Interest		10.00	-10.00	
Total Other Types of Income		10.00	-10.00	
REAP Income	41,773.47	165,654.00	-123,880.53	25.22 %
Total Income	\$115,278.11	\$239,156.00	\$ -123,877.89	48.20 %
GROSS PROFIT	\$115,278.11	\$239,156.00	\$ -123,877.89	48.20 %
Expenses				
Contract Services				
Accounting Fees	97.50	1,500.00	-1,402.50	6.50 %
Audit		5,500.00	-5,500.00	
Executive Administration	19,093.75	45,000.00	-25,906.25	42.43 %
Legal Fees		300.00	-300.00	
Total Contract Services	19,191.25	52,300.00	-33,108.75	36.69 %
Operations				
Printing and Copying	301.29	1,150.00	-848.71	26.20 %
Supplies		250.00	-250.00	
Website	915.00	1,000.00	-85.00	91.50 %
Total Operations	1,216.29	2,400.00	-1,183.71	50.68 %
Other Types of Expenses				
Insurance - Liability, D and O	3,042.74	2,500.00	542.74	121.71 %
Total Other Types of Expenses	3,042.74	2,500.00	542.74	121.71 %
REAP Project Costs				
Project - 1 - TASK A	882.75		882.75	
Project 1 - TASK B	7,921.75	18,454.00	-10,532.25	42.93 %
Project 4 - NEW TASK A	882.75	11,915.00	-11,032.25	7.41 %
Project 4 - TASK A	1,824.00	72,100.00	-70,276.00	2.53 %
Project 5 - TASK A	743.00	29,379.00	-28,636.00	2.53 %
Project 5 - TASK B	17,381.58	27,932.00	-10,550.42	62.23 %
Project 5 - TASK C		5,874.00	-5,874.00	
Total REAP Project Costs	29,635.83	165,654.00	-136,018.17	17.89 %
Travel and Meetings				
Annual Dinner	8,516.47	9,000.00	-483.53	94.63 %
Conference and Meetings	0.00	4,900.00	-4,900.00	0.00 %
Meals	63.85		63.85	
Travel		2,402.00	-2,402.00	

Ventura Council of Governments

Budget vs. Actuals: FY 2022-2023 Budget (7/1/22 to 6/30/23) - FY23 P&L

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Travel and Meetings	8,580.32	16,302.00	-7,721.68	52.63 %
Total Expenses	\$61,666.43	\$239,156.00	\$ -177,489.57	25.79 %
NET OPERATING INCOME	\$53,611.68	\$0.00	\$53,611.68	0.00%
NET INCOME	\$53,611.68	\$0.00	\$53,611.68	0.00%




**VENTURA COUNCIL
OF GOVERNMENTS**

ITEM 7C.

MEMORANDUM

TO: Council Members and Alternates

FROM: Hugh Riley, Executive Director 

SUBJECT: Register of Warrants and Debt Card Transactions

DATE: January 12, 2023

Recommendation:

Approve the Register of Warrants for expenditures and Debit Card Transactions incurred from November 4, 2022 to January 6, 2023

Discussion:

This report presents expenditures including bank debit card transactions incurred by the Ventura Council of Governments for the period November 4, 2022 to January 6, 2023. It is prepared in addition to the Financial Report so that the Council may be fully informed as to the actual expenditure of funds for services and other costs to the organization.

ATTACHMENTS: Warrant and Debit Card Registers

Register of Warrants
Ventura Council of Governments
January 12, 2023
November 4, 2022 to January 6, 2023

<u>Check #</u>	<u>Date</u>	<u>Paid To</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount Paid</u>
568	11/05/22	VC Digital	10/31/22	Printing and Copying	\$ 72.93
569	12/01/22	Dr. Chris Williamson	11/30/22	Consulting Services-REAP	\$ 2,247.00
570	12/05/22	Hugh Riley Pro. Management, LLC	12/01/22	Project Management-REAP	\$ 1,187.50
571	12/01/22	Hugh Riley Pro. Management, LLC	12/01/22	Project Management-VCOG	\$ 3,062.50
572	12/06/22	VC Digital	11/30/22	Printing and Copying	\$ 37.72
573	12/30/22	Dr. Chris Williamson	12/30/22	Consulting Services-REAP	\$ 2,033.00
574	01/04/23	Hugh Riley Pro. Management, LLC	01/01/23	Project Management-VCOG	\$ 1,687.50
575	01/04/23	Hugh Riley Pro. Management, LLC	01/01/23	Project Management-REAP	\$ 468.75

Register of Debit Card Transactions
Ventura Council of Governments

January 12, 2023

Transactions from November 4, 2022 to January 6, 2023

<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**

MEMORANDUM

Item 7D.

TO: Council Members and Alternates

FROM: Hugh R. Riley, Executive Director 

SUBJECT: Review DRAFT - 2023 VCOG Legislative Program

DATE: January 12, 2023

Recommendation:

Review, DRAFT - VCOG Legislative Program for 2023 and Refer to VCOG Administrative Committee for Recommendations.

Discussion:

This report transmits the DRAFT Ventura Council of Governments (VCOG) Legislative Program for 2023. The attached document is unchanged from 2022. The Administrative Committee will review the Program at their meeting on January 26, 2023, and recommend possible changes to the Board on March 11, 2023.

ATTACHMENT: DRAFT - VCOG 2023 Legislative Program



VENTURA COUNCIL OF GOVERNMENTS

VENTURA COUNCIL OF GOVERNMENTS 2023 LEGISLATIVE PROGRAM

PURPOSE

The purpose of the Ventura Council of Governments (VCOG) Legislative Program is to protect and promote the regional interests of the governmental entities within Ventura County on priority issues and matters that may impact those entities. In this vein, VCOG's legislative efforts are intended to support the fiscal stability of local government, and to provide for and preserve local control of governance and service delivery. The annual adoption of a Legislative Platform will guide the VCOG Board (Board) and staff in evaluating and taking appropriate action upon legislative proposals introduced at the state and federal levels. The goals of VCOG's Legislative Program are to:

- Advocate the region's legislative interests at the state and federal levels;
- Inform legislators and the VCOG Board regarding key issues and legislation that could have potential impacts on the region;
- Participate with other Councils of Government, the Southern California Association of Governments (SCAG), the League of California Cities, the California State Association of Counties (CSAC), National League of Cities (NLC), Ventura County Transportation Commission (VCTC), and other regional agencies on legislative issues of importance to the region;
- Seek support and assistance for regional projects, services and programs that enhance public services.

PROCESS

The VCOG Legislative Committee, comprised of staff from the ten cities, County, and the League of California Cities representative, shall review the status of legislative proposals and make recommendations to the VCOG Board consistent with the annually adopted Legislative Platform. In addition to the direction provided in the Platform, the Committee will consider positions established by the League of California Cities, California State Association of Counties, National League of Cities, and Southern California Association of Governments. VCOG will not address matters that are not pertinent to the region's local government services, such as partisan, socially divisive, or international issues.

When timely action is needed before the VCOG Board is able to convene to authorize a position, staff is authorized to prepare position letters for the Chair's signature, provided such position is consistent with the VCOG Legislative Platform or positions established by the League of California Cities, California State Association of Counties, National League of Cities or the Southern California Association of Governments. Should any of these positions be in conflict, no action will be taken without specific Board direction.

Should the Chair not be available to sign a position letter, the Vice Chair shall be authorized to sign the letter in lieu of the Chair. If neither the Chair nor Vice Chair is available, the Executive Director shall be authorized to sign in lieu.

All members of VCOG shall receive copies of position letters prepared on behalf of VCOG.

PRIORITIES

The primary priority areas for VCOG's 2020 Legislative Program include:

- Land Use and Environment
- Housing and Blight
- Economic Development
- Public Infrastructure
- Solid Waste Management
- Public Safety
- Resources Management
- Local Governance Sustainability
- Public Health

LEGISLATIVE PLATFORM

A. LAND USE AND ENVIRONMENT

- Support legislation to extend CEQA streamlining provisions for land use projects that are consistent with the SCAG Sustainable Communities Strategy.
- Support use of cap-and-trade revenues and other funding sources for local planning activities to implement the regional Sustainable Communities Strategy.
- Seek to ensure any future funding for SB 375 implementation includes funding for local initiatives.
- Support legislation that streamlines the environmental review process for mixed-use infill development without compromising environmental quality standards.
- Support legislation and/or funding for remediation of superfund sites.

B. HOUSING AND BLIGHT

- Support amending state policies to give jurisdictions flexibility to provide affordable housing appropriate for their communities and their region, and remove disincentives and regulatory obstacles.

- Support legislation that provides funding opportunities for affordable housing projects and services.
- Support legislation that addresses occupancy levels and strengthens cities' abilities to reduce overcrowding in residential housing.
- Support permitting cities to exercise review and land use regulation of group home facilities and residential care facilities in residential neighborhoods including the application of zoning, building, and safety standards.
- Support legislation that defines an equitable process to determine a fair share of new housing needed to respond to growth trends in the region.
- Oppose legislation or regulations that threaten or usurp local control of land use decision-making.
- Support legislation that provides funding for implementing programs to prevent and address homelessness.

C. ECONOMIC DEVELOPMENT

- Support the creation where appropriate of economic development programs.
- Support the retention of Naval Base Ventura County.
- Support legislation and programs to encourage job attraction and retention, and to promote a healthy business climate for Ventura County.
- Support legislation related to internet sales to insure fair share disbursement of sales tax as opposed to the current structure.
- Support the enactment and expansion of tax increment financing authority for economic development, infrastructure, and community revitalization.

D. PUBLIC INFRASTRUCTURE

- Support legislation to provide stable, adequate, and long-term funding for public infrastructure needs including but not limited to transportation alternatives, streets and roads maintenance, water and wastewater systems.
- Support legislative efforts of the Ventura County Transportation Commission, SCAG, Caltrans, and other appropriate agencies to protect transportation funds from being diverted to other purposes.

- Support State funding for ~~for~~ a weigh station (Commercial Vehicle Enforcement Facility) along SR118 between Somis and Moorpark.
- Support efforts of the League of California Cities, California State Association of Counties, Association of California Water Agencies, and California Association of Sanitation Agencies to establish an optional funding system for local agencies to finance storm water management, flood control, sewer and water supply projects, set rates to encourage conservation, and reduce water and sewer bills for low income customers.

E. SOLID WASTE MANAGEMENT

- Support legislation pertaining to VCOG's responsibility for approval of the regional solid waste plan.
- Support legislation that promotes long-term, cost beneficial recycling and conversion technologies.
- Support extended producer responsibility (EPR) legislation that encourages manufacturers to design environmentally friendly products.
- Oppose legislation that would restrict or limit local government's ability to franchise refuse and recycling collection services, to direct municipal or county solid waste flow (flow control), to contractually require haulers to guarantee achievement of AB 939 goals, or to local government's ability to protect landfill capacity.

F. PUBLIC SAFETY

- Support legislative efforts that strengthen local law enforcement's ability to prevent and reduce crime.
- Support funding opportunities for local law enforcement activities and emergency preparedness.
- Support increased local authority and resources to address impacts of early prisoner release policies and criminal recidivism.
- Support legislation that provides funding and resources to local governments to prevent wildfires, mudslides, and other disasters.
- Support Public Safety Power Shutoffs prevention and mitigation efforts

G. RESOURCES MANAGEMENT

- Support and encourage regulations and procedures that promote common sense implementation of State and Federal water quality control laws, and ensure State and Federal agencies work in collaboration to enable compliance with these laws.
- Support legislation to increase the availability and viability of energy efficiency and renewable energy options for public agencies, residential, and commercial customers.
- Support programs to ensure provision of a safe and reliable water supply.
- Oppose legislation that imposes new regulatory burdens on municipal utility systems without providing funding and/or consideration of the feasibility of monitoring and mitigating such requirements.

H. LOCAL GOVERNANCE SUSTAINABILITY

- Support legislation that protects local control and ensures equitable, dependable and predictable funding for vital community services.

I. PUBLIC HEALTH

- Support legislation that protects public health and preserves quality of life.
- Encourage the state of California to fund and sponsor further research into the negative impacts of anticoagulant rodenticides to determine whether the use of these products should be further restricted or banned statewide.




**VENTURA COUNCIL
OF GOVERNMENTS**

MEMORANDUM

Item 7E.

TO: Council Members and Alternates

FROM: Hugh R. Riley, Executive Director 

SUBJECT: Review DRAFT – VCOG 2023 Program of Priorities

DATE: January 12, 2023

Recommendation:

Review, Draft 2023 VCOG Program of Priorities and Refer to VCOG Administrative Committee for Recommendations.

Discussion:

This report transmits the Draft - VCOG 2023 Program of Priorities. The attached document is unchanged from 2022. The Administrative Committee will review the Program at their meeting on January 26, 2023, and recommend possible changes to the Board on March 9, 2023.

ATTACHMENT: DRAFT - VCOG 2023 Program of Priorities



VCOG 2023 PROGRAM OF PRIORITIES

2016-2040 Sustainable Communities Strategy

Collaboration with Regional Partners

Regional solutions for municipal services

- Public safety dispatch services
- Animal Services
- Graffiti abatement

Countywide High Speed Internet Access i.e. 5G, Fiber and Broadband

Economic Development

- Business retention/attraction issues
- Sales tax measures
- On-line sales impacts to local revenues
- Economic stimulus measures such as enterprise zones

Homelessness

Housing Issues

- Addressing Substandard Housing
- Second Dwelling Unit (REAP Program)
- Displacement
- Local control of land use
- Affordability (REAP Program)

Infrastructure Funding Issues

Legislative Advocacy (See Legislative Program)

Water Supply Reliability/sustainability

Sustainable Groundwater Management

Clean sustainable waterways, beaches, and harbors

Develop storm water capture, storage and reuse

Energy resource sustainability

Solid Waste Management

- Landfill Capacity and Emerging Waste-to-Energy Technology

Technology Trends in Transportation

- Emerging Trends i.e. self-driving cars, drones, scooters and bicycles.

Short-term - Rentals Impacts

Healthy Communities

DRAFT




**VENTURA COUNCIL
OF GOVERNMENTS**

ITEM 7F.

MEMORANDUM

TO: Council Members and Alternates

FROM: Hugh Riley, Executive Director 

SUBJECT: Proposal From Moss, Levy & Hartzheim, LLP for Professional Audit Services for 2021-2022 VCOG Audit and Financial Statements for a Fee Not to Exceed \$4,500.

DATE: January 12, 2023

Recommendation:

Accept the Proposal from Moss, Levy, & Hartzheim, LLP for Professional Audit Services for 2021-2022 VCOG Audit and Financial Statements for a fee not to exceed \$4,500 and authorize Executive Director to sign associated Letter of Engagement.

Discussion:

On January 14, 2010, VCOG approved an Agreement for Professional Auditing Services for Fiscal Year 2009/2010 with Vavrinek, Trine, Day & Co, CPAs. That contractual agreement has been extended through succeeding years via an Engagement Letter. In 2018, Vavrinek, Trine, Day & Co, CPAs was acquired by EideBailly, CPAs and Business Advisors and the service agreement was continued with that company via VCOG Action approving successive Engagement Letters.

On November 1, 2022, VCOG was advised by EideBailly that the firm would not be performing audit services for the Ventura Council of Governments as of November 1, 2022. Accordingly, Staff prepared a Request for Proposals to engage a successor accounting firm as soon as possible to ensure that work can be completed on the 2021-2022 Audit in a timely manner.

A Notice Inviting Proposals was approved by the Council on November 10, 2022. The RFP seeking proposals from qualified CPA Firms was posted on the California Society of Municipal Finance Officers (CSMFO) Website during the months of November and December 2022. VCOG Staff also contacted several firms currently providing audit services to other area COGs.

As a result of the RFP, VCOG received a proposal from Moss, Levy, & Hartzheim, LLP for Professional Audit Services for 2021-2022 VCOG Audit and Financial Statements for a fee not to exceed \$4,500. The proposal is attached.

VCOG Staff has reviewed the proposal and is recommending acceptance and approval of the associated Letter of Engagement.

ATTACHMENTS:

1. Notice Inviting Audit Proposals
2. Audit Proposal from Moss, Levy & Hartzheim, LLP



**NOTICE INVITING PROPOSALS
FOR Professional Audit Services**

Agency: Ventura Council of Governments
Contact: Hugh Riley, Executive Director (ridgeriley@msn.com)
Deadline: 12/23/2022
Web Address: www.venturacog.org

Prospective Certified Public Accounting firms (CPA firms) are hereby notified that the VENTURA COUNCIL OF GOVERNMENTS (VCOG) will receive sealed proposals for Professional Services necessary to perform an audit and issue opinions on the District's financial statements for one (1) year beginning with the fiscal year ending June 30, 2022, with the option of extending the contract for two (2) additional one-year periods, at the Council's sole discretion. Such proposals will be received until, Friday, December 23, 2022 at 3:00 PM at:

Physical Address: 33 East High Street, Suite 200, Moorpark, CA 93021 by appointment only. *(Not Recommended)*

U.S. Mail: P.O. Box 157, Moorpark, CA 93020;

E-mail at ridgeriley@msn.com (PREFERRED)

VCOG Staff will review all submitted proposals and make a recommendation for award to the Council based upon the qualifications of the CPA firm and the associated cost of services. After the proposals have been evaluated, the highest-ranked CPA firm may be interviewed. All CPA firms submitting a proposal will be notified in writing as to their status in the selection process.

VCOG reserves the right to reject all proposals and to waive any irregularity. Time is of the essence, therefore the ability of the CPA firm to perform the services within the time specified will be considered during the award of the project. If VCOG elects to award a contract for the services, the award will be made within 10 days from the date of the Council's next meeting subsequent to VCOG Staff's completion of the review of submitted proposals. Proposals shall be valid for a 90-day period. The effective date of the agreement shall be on or around March 1, 2023.

For further information, contact Hugh Riley, Executive Director, Ventura Council of Governments, at (805) 217-9448.

Ventura Council of Governments

AUDIT PROPOSAL

For Fiscal Year Ending June 30, 2022 with
Options for 2023 & 2024

Submitted By:

Moss, Levy & Hartzheim LLP
2400 Professional Parkway, Suite 205
Santa Maria, CA 93455
Phone: 805.925.2579
Fax: 805.925.2147

Submitted On:

December 23, 2022

Contact Person:

Adam V. Guise, CPA
aguise@mlhcpas.com

VENTURA COUNCIL OF GOVERNMENTS
AUDIT PROPOSAL
TABLE OF CONTENTS

Letter of Transmittal	1
-----------------------------	---

Detailed Proposal:

Independence	3
License to Practice in California	3
Firm Qualifications and Experience	3
Partner, Supervisory, and Staff Qualifications and Experience	3
Similar Engagements with Other Entities	4
Specific Audit Approach	4
Identification of Anticipated Potential Audit Problems	6
Total Maximum Price	6

Appendices:

Appendix A – Resumes	8
Appendix B – References	11
Appendix C – Current and/or Recently Completed Governmental Audits	12



Attention: Hugh Riley, Executive Director
Ventura Council of Governments
P.O. Box 157
Moorpark, CA 93020

We are pleased to respond to the Ventura Council of Governments' (the Council) Request for Proposal for independent auditing services. We have prepared our proposal to address each specification included in the Council's Request for Proposal.

After 62 years in public accounting and more than 44 years of performing nonprofit and local governmental audits, it is extremely gratifying to witness the continued growth of Moss, Levy & Hartzheim LLP. The firm has evolved from a one-person operation to a regional public accounting firm with offices in Beverly Hills, Santa Maria, and Culver City with clients throughout the State of California, as well as thirty-one other states. We and the entire staff are pleased with not only the continuing development of the firm, but also the progress and economic health of our clients. We understand that governmental accounting is a specialized industry with its own accounting standards and requirements and that is why we strive to constantly improve the quality of our professional services. This degree of dedication coupled with our ability to inform our clients of any new accounting and auditing issues is paramount to our success.

We feel that our size is such that we are large enough to provide a broad spectrum of services and experience backed by an in-house training program, professional development courses, and an extensive professional library, yet not so large as to become impersonal and rigid. Our informal style allows us to be flexible enough to complete our audits in a timely manner that is the most convenient for each client. Also, this style allows us to be more accessible to our clients when our clients have questions or concerns.

It is our understanding that we will be responsible for expressing an opinion on the Ventura Council of Governments' financial statements in conformity with accounting principles generally accepted in the United States of America. It is also our understanding that we will be responsible for issuing the following:

1. An auditor's opinion letter on the fair presentation of the financial statements of the Council in accordance with auditing standards generally accepted in the United States of America.
2. A Management Letter addressed to the Board of Directors of the Council, setting forth recommendations for improvements in the Council's accounting systems.
3. We will communicate in a letter to the Executive Director any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the Council's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. "Non-reportable conditions" discovered by us will also be communicated in the "Management Letter".
4. We will make immediate, written notification to the Board of Directors and Executive Director of all irregularities and illegal acts or indications of illegal acts of which we become aware.
5. Preparation of the annual State Controller's Report (if applicable).

We will make all communications to the Council as required by the audit standards under which the engagement is performed. Those communications include, but are not limited to:

1. The auditors' responsibility under auditing standards generally accepted in the United States of America.
2. Significant accounting policies.
3. Management judgment and accounting estimates.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.
6. Disagreements with management.
7. Management consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.
10. Errors, irregularities, and illegal acts.

All work papers and reports will be retained, at our expense, for a minimum of seven years (or the retention timeframe established by the professional standards, whichever is longer) unless the firm is notified in writing by the Council of the need to extend the retention period. The work papers are subject to review by state and county agencies and other individuals designated by the Council. Accordingly, the work papers will be made available upon request.

In addition, we will respond to the reasonable inquiries of successor auditors and allow successor auditors to review work papers.

All adjusting journal entries made by us will be discussed and explained to the designated personnel prior to recording.

If convenient for the Council's staff, the approximate target dates for an audit would be as follows:

1. Preliminary audit entrance conference with staff – March 6, 2023
2. Detailed audit plan – March 6
3. Year-end audit fieldwork – March 6
4. Exit conference with staff – March 8
5. Draft of Financial Statements & Management Letter – May 1
6. Issue Audit Report and final Management Letter – within three days of the Council's final approval of these documents
7. Present and discuss annual financial statements with the Board – Date of Council's choice

Minimal assistance of the Council's staff is required during the course of the audit; however, we ask that the Council provide the following: cooperation in answering questions, requested audit confirmations, bank reconciliations, trial balance at June 30, 2022, detailed general ledger for the fiscal year, and other original documentation supporting amounts and disclosures in the financial statements.

This proposal is a firm and irrevocable offer until February 28, 2023.

Thank you for your consideration and please do not hesitate to contact the authorized representative listed below with any questions, problems, or concerns.

Adam V. Guise, CPA
Partner
2400 Professional Parkway, Ste. 205
Santa Maria, CA 93455
(805) 925-2579
aguise@mlhpcpas.com

Sincerely,



Adam V. Guise, CPA

VENTURA COUNCIL OF GOVERNMENTS AUDIT PROPOSAL

INDEPENDENCE

Moss, Levy & Hartzheim LLP is independent of the Ventura Council of Governments as defined by auditing standards generally accepted in the United States of America.

LICENSE TO PRACTICE IN CALIFORNIA

Moss, Levy & Hartzheim LLP is a properly licensed certified public accounting firm in the State of California, license # 5863. All certified public accountants engaged in the audit of the Council are licensed to practice in the State of California and have received at least the minimum number of continuing professional education hours required by the State Board of Accountancy to perform audits under professional standards.

FIRM QUALIFICATIONS AND EXPERIENCE

Moss, Levy & Hartzheim LLP is a minority owned regional firm that performs audits of entities throughout the State of California. The firm currently employs 31 professionals and has annual gross revenues between 5.0 and 5.5 million dollars. Eighty-four percent of the 31 total employees are women or belong to an ethnic minority. The firm has three offices in California; Beverly Hills, Santa Maria, and Culver City.

The audit work will be completed by staff from our Santa Maria office.

The Santa Maria office is currently staffed by six certified public accountants (five partners, and one manager). In addition, the office employs two senior accountants, four staff accountants and two administrators.

The Ventura Council of Governments will have one partner and one alternate partner assigned to the audit at all times. In addition, one or two staff accountants will be assigned on a full-time basis to the audit from the Santa Maria office. The Ventura Council of Governments will also have a computer specialist assigned to the audit on a full-time basis. This individual assists the audit team in documenting the computer system internal control structure.

Please see *Appendix C – Current and/or Recently Completed Governmental Audits*.

PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE

It is the firm's policy to have our partners involved in the management function of our audits. Having multiple partners involved in the engagement allows the Council to receive immediate responses to questions about accounting and audit topics, concerns, and recommendations.

Mr. Adam Guise will be the partner in charge of the Council's audit. Mr. Guise will have primary responsibility for the audit. Mr. Guise will be responsible for final review of the Council's audit report, financial statements, and required federal and state tax returns. Mr. Guise will also be responsible for addressing any questions or concerns that arise during the fiscal year. It is the firm's policy to have a partner on site for a majority of the fieldwork. This policy enables the partner to become acquainted with the Council's daily operations and key personnel.

Mr. Craig Hartzheim will be the alternate partner assigned to the audit. As alternate partner, it is his responsibility to be familiar with the Council, its staff, the audit, and any special problem areas of the Council in the event that Mr. Guise is unavailable.

Mrs. Abigail Olson will be the senior accountant assigned to the audit. As the senior accountant, it will be Mrs. Olson's responsibility to help oversee the staff accountants, do preliminary reviews of audit sections, and to perform more difficult audit sections.

Mr. David Ortiz will be the Information Technology Director assigned to the audit. Mr. Ortiz has extensive knowledge in auditing EDP functions. Mr. Ortiz will also perform the statistical sampling procedures for the audit. Also, he will document and test the internal control structure of the computer systems.

VENTURA COUNCIL OF GOVERNMENTS AUDIT PROPOSAL

PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE- continued

In addition to the supervisory staff listed above, one or two staff accountants will be assigned to the audit. All staff accountants have degrees from accredited colleges or universities, have received in-house audit training, and at present have at least one year of auditing experience. All staff accountants will be directly supervised by the manager assigned to the audit at all times. All partners and staff members have worked on numerous engagements together. Consistently working together will provide the Council with a knowledgeable and efficient audit team.

The firm will maintain staff continuity on the engagement throughout the term of the contract, barring any terminations, illnesses, or other unforeseen circumstances. At the request of the Council, any Moss, Levy & Hartzheim LLP employee assigned to the audit can be removed and replaced by another qualified employee. Moss, Levy & Hartzheim LLP has an advantage in that there is relatively low turnover in employees as can be seen on individual resumes and therefore, the firm will not use the Council as a training ground for its employees.

Please see *Appendix A - Resumes* for each individual's resume.

SIMILAR ENGAGEMENTS WITH OTHER ENTITIES

Moss, Levy & Hartzheim LLP has an extensive background in auditing governmental entities with over forty years of experience in this specialized field.

Please see *Appendix B - References*

SPECIFIC AUDIT APPROACH

The extent of our work will be what is required to enable us to express an opinion on the financial statements in accordance with:

1. *AICPA Industry Audit Guide for Local Governments,*
2. *AICPA Audit Standards,*
3. *Laws of the State of California,*
4. *Generally Accepted Accounting Principles,*
5. *Our firm's own additional standards and procedures.*

The audit will be conducted in accordance with auditing standards generally accepted in the United States of America.

The primary purpose of the audit is to express an opinion on the financial statements, and such an audit is subject to the inherent risk that material errors or fraud may exist and not be detected by us. If conditions are discovered which lead to the belief that material errors, defalcations, or fraud may exist, or if any other circumstances are encountered that require extended services, we will promptly advise the Council.

Our audit will begin when it is convenient for the Council's staff. We estimate this date to be in January to perform audit planning and fieldwork. Upon acceptance of the audit proposal, the audit partner or audit manager will contact your General Manager to discuss the scope and timing of the annual audit, to review any accounting issues known at that time, to prepare audit confirmations, and to address any concerns or questions you may have about the impending audit.

We will schedule approximately one day of fieldwork each fiscal year. During the first fiscal year, we will prepare narrative flow charts and other documentation of the internal control structure of the Council, and its major systems, such as income and cash receipts, purchasing and cash disbursements, grant compliance, investment activities, and the budget process. We will gain this information through discussions with appropriate Council staff members, and our review of available documented policies, Council charts, manuals, programs, and procedures. Once we obtain this information, we will evaluate internal control in order to plan audit testing, and to tailor audit programs specifically for the Council. During subsequent audits, we will note any changes to internal control.

VENTURA COUNCIL OF GOVERNMENTS

AUDIT PROPOSAL

SPECIFIC AUDIT APPROACH - continued

For the first year of our engagement, we will utilize the prior fiscal year's financial statements and our knowledge of your systems to determine materiality for the different audit sections. Each fiscal year, we will select a sample of transactions to determine to what extent the systems are functioning as described to us. The extent of our sample size will depend upon our assessment of the internal control structure. The selection of transactions for testing will be made using a combination of random, systematic, and haphazard sampling techniques. We will identify the strength of the systems upon which we can rely in planning our substantive tests. Our internal control review will meet all the requirements of the AICPA Statement on Auditing Standards (SAS) No. 55, *Consideration of the Internal Control Structure in a Financial Statement Audit*, as amended by SAS Nos. 78 and 99, *Consideration of Fraud in a Financial Statement Audit*. We will also perform preliminary analytical review procedures using the prior fiscal year's audited financial statements.

We will also review the following documents in order to determine compliance with laws and regulations:

- (a) Minutes of the Board of Directors with special attention to: indications of new income sources, including state and local grants; expenditure authorizations and related disbursements, including any special or restrictive provisions; authorization for bank or other debt incurred; awards to successful bidders; authorization for new leases entered into; changes in licenses, fines or fees; and authorization for significant new employees hired,
- (b) New agreements and amendments to new agreements including but not limited to: grant agreements; debt and lease agreements; labor agreements; joint venture agreements; and other miscellaneous agreements,
- (c) Administrative Code, and
- (d) Investment and/or Endowment Policies.

Before January 1 of each fiscal year, we will contact you to provide our detailed audit plan for audit fieldwork. We will also discuss with you any matters that may impact our audit procedures or your financial reporting. Also, we will discuss with you any assistance the Council may need with fiscal year-end closing.

After the initial audit, audit fieldwork will begin after the Council has closed its books, which we estimate to be mid-January. The fiscal year-end audit work will begin with an analytical review of all significant balance sheet and revenue and expense accounts, which includes a comparison of prior fiscal year financial statements and current fiscal year budget, to the fiscal year-end trial balance.

The primary objective of the year-end audit work is to audit the final numbers that will appear in the Council's financial statements. Our fieldwork includes procedures required under SAS No. 99, *Consideration of Fraud in a Financial Statement Audit*. We will also maintain compliance with SAS Nos. 103-112 during the fiscal year ended June 30, 2022. These procedures significantly changed the way auditors approach audits and are required for audits with a fiscal year ended beginning after December 31, 2006. This will entail a risk-based audit approach that will increase the time spent on audit planning. Standards also require interviews with audit committee members (if applicable), and/or members of the board of directors and management.

We will also perform audit procedures such as:

- (a) Confirmations, by positive and negative circularizations including but not limited to all cash and investment accounts; selected receivable and income balances; all bonds, loans, notes payable, and capital leases; all notes receivable; all insurance carriers; all legal firms contracted by the Council; and other miscellaneous confirmations as deemed necessary,
- (b) Physical verifications and observations of assets,
- (c) Analysis and review of evidential material,
- (d) Interviews and investigative efforts,
- (e) Electronic data processing testing for computer and software reliability, and
- (f) Numerous other procedures as deemed necessary for audit completion.

The objective in testing transactions for compliance with laws, regulations, and the provisions of contracts and grant agreements is to express an opinion on whether the Council has complied, in all material respects, with applicable compliance requirements, noncompliance with which could have a material effect on each major program. In selecting audit samples for purposes of tests of compliance, we will plan our tests to support a low assessed level of control risk. We will select transactions from each program or area that requires testing. The selection of transactions to test is based on the auditors' professional judgment.

VENTURA COUNCIL OF GOVERNMENTS

AUDIT PROPOSAL

SPECIFIC AUDIT APPROACH – continued

SAS No. 99, *Consideration of Fraud in a Financial Statement Audit* impacts both the planning and the performance of the audit. In planning, the audit team will discuss how and where the financial statements might be susceptible to material misstatement due to fraud. To determine this, we will inquire of management, consider results of analytical procedures, and consider other fraud risk factors. We will review the results of our inquiries and identification of potential fraud areas on a daily basis to ensure compliance with SAS No. 99.

We have extensive knowledge in auditing computer systems. We have assisted numerous clients with the implementation of accounting software and database systems. This assistance has provided our firm with a thorough background in computer systems in both software applications, and auditing such systems. It is our policy to have a computer specialist as part of the audit team. This individual assists the audit team in documenting the computer system internal control structure and highlighting strengths and weaknesses relating to the computer structure of the Council.

Moss, Levy & Hartzheim LLP uses networked laptop computers for audit fieldwork that connect to our office computer network via the internet. Software used by our staff includes Word, Excel, PPC Engagement Manager, and AuditWare for financial statements preparation. The firm employs a paperless audit approach. We will request the majority of the audit schedules and information electronically.

As part of the audit, we will compose a management letter, informing you of required audit disclosures, and noting certain observations or recommendations that we feel will assist you in strengthening internal control, and/or gaining efficiency in conducting your daily operations. The management letter is intended to be a helpful tool for management based on our experience, and never a critique of operations or management. The management letter is provided to management in draft form, and is subject to revision and approval, prior to issuance.

We will retain working papers and reports at our expense for a period of seven years. In addition, we will make our working papers available, upon your request, to any oversight Council or successor auditor, if any.

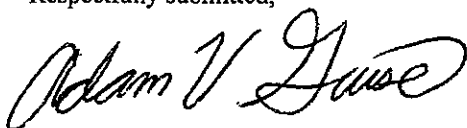
TOTAL MAXIMUM PRICE

All out of pocket expenses are included in the fee and no additional costs will be passed on to the Ventura Council of Governments. The Ventura Council of Governments is, however, expected to provide adequate working space, access to a copier, fax machine, and telephone. We will provide all items and equipment, including laptop computers, scanners, calculators, and office supplies.

The maximum annual audit fees are as follows:

<u>Fiscal Year</u>	<u>Cost of Service</u>
2021-22	\$ 4,500
2022-23 (Optional)	\$ 4,630
2023-24 (Optional)	\$ 4,760

Respectfully submitted,



Adam V. Guise, CPA

Moss, Levy & Hartzheim LLP is an Equal Opportunity Employer

APPENDICES

VENTURA COUNCIL OF GOVERNMENTS

APPENDIX A - RESUMES

ADAM GUISE, CPA – PARTNER

- California licensed CPA with 14 years of audit experience with governmental, non-profit, and commercial entities.
- A Bachelor of Science degree in Business Administration with concentrations in Public Accounting and Financial Management from California Polytechnic State University, San Luis Obispo.
- Current audit partner for 5 cities, 4 school district audits, 12 special districts, and 6 non-profit organizations including:

*Vandenberg Village Community Services District
Oceano Community Services District
Heritage Ranch Community Services District
Goleta Sanitary District
Cayucos Sanitary District
City of Santa Maria*

- Has assisted governmental clients with year-end closings, preparation of award winning ACFRs, federal single audits, TDA audits, and preparation of State Controller's Reports.
- Has met or exceeded all continuing education requirements, including recent courses in the following:
 - 2021, 2020, and 2019 School District Conferences*
 - 2021, 2020, and 2019 Governmental Accounting Conferences*
 - Audits of State and Local Governments*
 - Single Audits of Governmental Entities*
 - Internal Control Over Governmental Financial Reporting*
 - Advanced Fraud Techniques*
 - California Ethics: Making Ethical Decisions in the Practice of Public Accounting*
- Previous work experience included 2 years auditing publicly traded corporations with an international public accounting firm.

VENTURA COUNCIL OF GOVERNMENTS

APPENDIX A - RESUMES

CRAIG HARTZHEIM, CPA – PARTNER (ALTERNATE)

- California licensed CPA with 30 years of audit experience with governmental, non-profit, and commercial entities.
- Engagement partner for governmental and non-profit audits (Beverly Hills office), currently including 40 special district audits (including Los Angeles County Flood Control District and the County Sanitation District of Los Angeles County), 12 school districts and related audits, and 17 municipal audits.
- Has assisted governmental clients with year-end closings, key position interviews, preparation of award winning ACFRs, and preparation of State Controller's Reports.
- Has met or exceeded all continuing education requirements, including recent courses in the following:

2021, 2020, and 2019 Governmental Accounting Conferences
2021, 2020, and 2019 School District Conferences
Audits of States and Local Governments
Preparing Governmental Financial Statements
GAAS Guide
Other Comprehensive Basis of Accounting (OCBOA) Statements
Audit Standards Update
Implementing SAS No. 112
Implementing SAS No. 114
Auditing Update
Grants Management

- A Bachelor of Science degree in Accounting from Marquette University conferred in 1982.
- Member of the following:
 - American Institute of Certified Public Accountants
 - California Society of Certified Public Accountants
- Knowledgeable about all areas of tax law including non-profit and payroll tax issues.

VENTURA COUNCIL OF GOVERNMENTS

APPENDIX A - RESUMES

ABIGAIL OLSON – SENIOR AUDITOR

- 4 years of audit experience with governmental, non-profit, and commercial entities.
- A Master of Science degree in Accounting from California Polytechnic State University, San Luis Obispo.
- A Bachelor of Science degree in Business Administration with a concentration in Accounting from California Polytechnic State University, San Luis Obispo.
- Senior Auditor for 6 cities, 11 school district audits, 8 special districts, and 5 non-profits, including the following:

Montecito Water District
Santa Cruz Regional Transportation Commission
Vandenberg Community Services District
City of Grover Beach
City of Santa Maria
Goleta Sanitary District
San Miguel Community Services District

- Senior for various governmental audits managed by Adam Guise.
- Has met or exceeded all continuing education requirements, including recent courses in the following:

2021, 2020, and 2019 Governmental Accounting Conferences
2021, 2020, and 2019 School District Conferences

DAVID ORTIZ – INFORMATION TECHNOLOGY DIRECTOR

- 19 years of audit and computer experience with governmental entities.
- A Bachelor of Science degree in Business Administration with a concentration in Public Accounting from California Polytechnic State University, San Luis Obispo.
- Extensive knowledge of:

Network design and implementation
Network maintenance and troubleshooting
Network security
Microsoft, Mac, and Linux operating systems
Database systems
Various accounting programs

VENTURA COUNCIL OF GOVERNMENTS

APPENDIX B - REFERENCES

SANTA BARBARA COUNCIL ASSOCIATION OF GOVERNMENTS

Contact: Martha Gibbs, (805) 961-8900

Email: mgibbs@sbcag.org

260 North San Antonio Road, Suite B, Santa Barbara CA 93110

Audit of basic financial statements, single audit, additional TDA audits & audits of tax measures

CITY OF GOLETA

Contact: Luke Rioux, (805) 562-5508

Email: lrioux@cityofgoleta.org

130 Cremona Drive, Suite B, Goleta, CA 93117

ACFR preparation, State Controller's Report, Street Report, TDA Audit

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

Contact: Cynthia Allen, (805) 733-3417

Email: callen@vvcasd.org

3745 Constellation Road, Lompoc, CA 93436

Audit of basic financial statements, preparation of State Controller's Report

VENTURA COUNCIL OF GOVERNMENTS

APPENDIX C - CURRENT AND/OR RECENTLY COMPLETED GOVERNMENTAL AUDITS

CITIES

Adelanto
Arcata
Arroyo Grande
Atascadero
Bellflower
Brawley
Buellton
Calabasas
Calexico
Camarillo-Internal control audits
Carpinteria
County of San Diego Redevelopment Agency
Dinuba
El Cerrito
Eureka
Fillmore
Fort Bragg
Goleta
Greenfield
Grover Beach
Gustine
Healdsburg
Holtville
Imperial
Lathrop
Lemon Grove
Lompoc
Lynwood
Oakdale
Ojai
Pacifica
Paradise
Paso Robles
Santa Maria
Susanville
Taft
Tracy
Watsonville
Whittier
Winters
Yuba City

PUBLIC FINANCING AUTHORITIES

The majority of our municipalities issue debt through an established public financing authority.

COUNTIES

Los Angeles County (Master List)
San Diego County (Master List)

SCHOOL DISTRICTS

Acton-Agua Dulce Unified School District
Ballard School District
Bellflower Unified School District
Beverly Hills Unified School District
Blochman Union School District
Bradley Elementary School District
Buellton Union School District
Carpinteria Unified School District
Cayucos Elementary School District
Coast Unified School District
Cold Spring School District
College Elementary School District
Cuyama Joint Unified School District
Eastside School District
El Segundo Unified School District
Garvey School District
Goleta Union School District
Graves School District
Heber School District
Hope Elementary School District
Hughes-Elizabeth Lakes Union School District
Keppel Union School District
Lagunita School District
Lakeside Joint School District
Los Alamos Elementary School District
Los Olivos Elementary School District
Magnolia Union School District
Manhattan Beach Unified School District
Meadows Union School District
Mission Elementary School District
Monrovia Unified School District
Montecito Union School District
Mulberry School District
Novato Unified School District
Pacific Elementary School District
San Ardo Elementary School District
San Lucas Elementary School District
San Miguel School District
Santa Rita Union School District
Shandon Unified School District
Solvang Elementary School District
Temple City Unified School District
Templeton Unified School District
Torrance Unified School District
Vista del Mar Elementary School District
Westmoreland Elementary School District
Washington School District

VENTURA COUNCIL OF GOVERNMENTS

APPENDIX C - CURRENT AND/OR RECENTLY COMPLETED GOVERNMENTAL AUDITS

COMMUNITY SERVICES DISTRICTS

Cambria CSD
Cuyama CSD
Groveland CSD
Isla Vista CSD
Los Alamos CSD
Los Osos CSD
Oceano CSD
San Miguel CSD
Templeton CSD
Vandenberg Village CSD

SANITATION DISTRICTS

Cayucos Sanitary District
County Sanitation Districts of LA County -
All 25 Districts
Encina Wastewater Authority
Goleta Sanitary District
Orange County Sanitation District-Internal audits
South San Luis Obispo County Sanitation District

UTILITY DISTRICT

Georgetown Divide Public Utility District

FIRE PROTECTION DISTRICTS

Cayucos Fire Protection District
Five Cities Fire Authority

CEMETERY DISTRICTS

Atascadero Cemetery District
Carpinteria Cemetery District
Guadalupe Cemetery District
Lompoc Cemetery District
Los Alamos Cemetery District
Oak Hill Cemetery District
San Miguel Cemetery District
Santa Margarita Cemetery District
Santa Maria Cemetery District

BUILDING AUTHORITY

County of San Diego Regional Building Authority

TRANSPORTATION DEVELOPMENT ACTS

Arroyo Grande
Atascadero
Brawley
Calexico
El Centro
Grover Beach
Holtville
Paso Robles
San Luis Obispo Council of Governments
Santa Barbara County Association of Governments
Santa Cruz County Regional Transportation
Commission
South County Area Transit
Transportation Authority of Marin County
Transportation Agency of Monterey County

RECREATION AND PARK DISTRICTS

Conejo Recreation and Park District
Mountains Recreation and Conservation
Authority
Pleasant Valley Recreation and Park District
Rancho Simi Park and Recreation District

WATER/IRRIGATION DISTRICTS

Foothill Municipal Water District
Main San Gabriel Basin Watermaster
Montecito Water District
North Marin Water District
Valley County Water District
Valley of the Moon Water District

RESOURCE CONSERVATION DISTRICT

Cachuma
Monterey County
Upper Salinas - Las Tablas

AMBULANCE SERVICES DISTRICTS

Cambria Community Healthcare District
North Coast Emergency Medical Services

TRANSIENT OCCUPANCY TAX AUDITS

Arroyo Grande
Bellflower
Bishop
Calexico
Carmel
Greenfield
Ojai
Santa Maria
Whittier

OTHER PUBLIC SCHOOL ENTITIES

Academia Semillas Del Pueblo Charter School
East Bay Regional Occupational Program
Family Partnership Charter School
Garr Academy of Mathematics and Entrepreneurial
Studies
Santa Barbara County Special Education Local
Plan Area
Pacoima Charter School
Santa Ynez Valley Charter School
Southern California Regional Occupational Center
Stella Academy
Synergy Charter School
Tri-Valley Regional Occupational Program

VENTURA COUNCIL OF GOVERNMENTS

APPENDIX C - CURRENT AND/OR RECENTLY COMPLETED GOVERNMENTAL AUDITS

OTHER DISTRICTS

Beach Cities Health District
County of San Diego - Emergency Services Organization
County of San Diego First 5 Commission
County of San Diego In-Home Supportive Services
Public Authority
County of San Diego Health and Human Services Agency
Child Development Program Grant
County of San Diego MIOCR Grant
County of San Diego RLETC Grant
County of Los Angeles Delta Sigma Theta, Head Start
Program, Inc.
County of San Diego District Attorney's Office of
Auto Insurance Fraud Grant, Urban Auto Fraud
Grant and WC Insurance Fraud Grant
Los Angeles County Flood Control District
Marin/Sonoma Mosquito and Vector Control District
Mosquito and Vector Management District
San Diego Geographic Information Source
Tracy Area Public Facilities Financing Agency
West Contra Costa Integrated Waste Management Authority




**VENTURA COUNCIL
OF GOVERNMENTS**

ITEM 8A.

MEMORANDUM

TO: Council Members and Alternates

FROM: Hugh Riley, Executive Director 

SUBJECT: Report on Status of Ventura County Regional Broadband Collaborative Formation and the Ventura County Middle Mile Network Initiative and Consideration of Memorandum of Agreement with the Economic Development Collaborative of Ventura County

DATE: January 12, 2022

Recommendation: Receive Report from Staff, Approve Memorandum of Agreement (MOA) between the Economic Development Collaborative of Ventura County (EDC) and the Ventura Council of Governments (VCOG) and authorize the Chair and Executive Director to sign on behalf of VCOG.

Background

At the November 10, 2022 meeting, the Council approved a recommendation that VCOG submit a grant application to the California Public Utilities Commission (CPUC) for Local Agency Technical Assistance (LATA) funding to support the analysis, planning, and organizational development necessary to provide regional oversight in collaborative deployment of broadband infrastructure.

SPEAKERS

1. Terry Theobald, Chief Information Officer (CIO), County of Ventura
2. Bill Simmons, Coordinator, Pacific Coast Broadband Consortium;
3. Bruce Stenslie, President/CEO, EDC

Today's presentation includes: 1) the status of the County of Ventura Middle Mile Network Initiative; 2) the completion and submittal of the LATA grant application, 3) The role of the EDC in the execution of work to occur following receipt of anticipated LATA funding, and 4) a general discussion of the Digital Equity (Community Foundation)

GRANT APPLICATION

In partnership with the EDC and the Broadband Consortium of the Pacific Coast (BCPC), and with the assistance of their consultants, the attached VCOG application for \$490,860 to reimburse pre-construction expenses in advance of broadband deployment was prepared and submitted to the CPUC on December 14, 2022. The attachment includes the Project Proposal, Budget, and VCOG Affirmation Affidavit.

THE PROJECT

The EDC's Broadband Consortium of the Pacific Coast (BCPC) has developed a unique set of capabilities for data collection involving broadband speed testing, needs assessment surveys, and GIS data mapping across Ventura, Santa Barbara, and San Luis Obispo Counties.

This project will include initial planning to involve interface with local cities and the creation of a joint powers agreement to:

- coordinate support in broadband deployment,
- identify areas of need and prioritized a work plan,
- seek to accelerate deployment of infrastructure through the potential completion of a programmatic EIR
- create partnerships with interested broadband providers, and
- Establish standard policies to accelerate permitting.

MEMORANDUM OF AGREEMENT

The attached Memorandum of Agreement (MOA) has been prepared to set out the provisions of the relationship between EDC and VCOG.

VCOG will serve as the applicant and grant recipient for Local Agency Technical Assistance (LATA) funding and will designate EDC as its partner responsible for the implementation of the work plan, execution, and the development of projects related to Ventura County's regional broadband efforts. VCOG will be responsible for invoicing and related administrative tasks with the CPUC, and EDC agrees to provide, invoicing and backup documentation to VCOG in a format and schedule required by the CPUC in accordance with the LATA Grant Agreement.

EDC will contract for consultant services to perform public outreach, stakeholder coordination, prepare technical meetings and agendas, create a Joint Powers Authority for Broadband, complete development of a regional broadband strategy and prepare for the receipt and execution of Last Mile Broadband funding. EDC will provide interim financing until expenditure reimbursements are received from CPUC. EDC performance of services shall continue until completion but no later than one year beyond receipt of Local Area Technical Assistance (LATA) funding, or as may be extended by mutual agreement between the EDC and VCOG.

ATTACHMENTS:

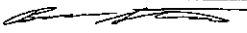
1. LATA Grant Application
2. Memorandum of Agreement

Local Agency Technical Assistance Application

PART 1. GRANT APPLICATION CHECKLIST

Instructions: To assist the CPUC Communications Division in verifying the completeness of your application, mark the box to the left of each item to indicate you provided the requested information and uploaded required additional materials with your application spreadsheet. For more details about these requirements, please review CPUC Decision D.22-02-026, Appendix 1.

Link to D.22-02-026 Technical Assistance Decision and Guidelines

#	Item	To Be Completed By Applicant (submit separately if indicated below)
1	Applicant Name and Organization	Ventura Council of Governments
	Authorized Local Agency or Tribal Leader Name and Title	Provide information below:
	Address Line 1	33 East High Street
	Address Line 2	Suite 200
	City	Moorpark
	State	California
	ZIP Code	93021
	Website Address	https://www.venturacog.org/
	Phone Number	(805) 217-9448
	California Tribe?	No
	Federal Tribal Recognition?	No
2	Key Project Contact (i.e., staff contract manager)	Provide information below:
	First Name	Hugh
	Last Name	Riley
	Organization	Ventura Council of Governments (VCOG)
	Address Line 1	P.O. Box 157
	Address Line 2	
	City	Moorpark
	State	California
	ZIP Code	93020
	Email Address	hldgeriley@msn.com
	Phone Number	(805) 217-9448
3	Grant Project Description	Provide information below:
	Project Title	Ventura County Regional Broadband Collaborative Formation
	Brief Description	This project will provide all necessary funds for the Ventura Council of Governments (VCOG) to create a broadband JPA among VCOG members. This JPA will develop a regional strategic plan aimed at addressing the County's growing broadband needs. In order to successfully develop the JPA, VCOG will partner with the Economic Development collaborative (EDC) for insight.
	Project Location	County of Ventura
4	Letter of Support	X
5	Project Proposal (if planning to use in-house staff) or Proposed Contract (if planning to outsource work)	X
6	Proposed Total Budget (\$)	\$490,860
7	Project Summary	X
8	Budget Summary	X
9	Name of Organization to Receive Payment (Local Agency or Tribal Entity)	Ventura Council of Governments
	Address Line 1	33 East High Street
	Address Line 2	Suite 200
	City	Moorpark
	State	California
	Zip Code	93021
	Website Address	https://www.venturacog.org/
	Phone Number	(805) 217-9448
10	Affirmation of Incremental Staff Hours	I, the undersigned, affirm that any staff hours expended on reimbursable activities, and for which reimbursement will be requested, are incremental to the pre-grant award scope of work and would not be performed by the staff person absent the grant award.
11	Agreement for 24-Month Completion	I, the undersigned, acknowledge that the project must be completed within 24-months from the date of Commission approval of the grant.
12	Notarized Affidavit (separate form, upload with submission)	X
13	Electronic Signature	

VENTURA COUNCIL OF GOVERNMENTS LATA APPLICATION

Project Proposal

SCOPE OF WORK

Project Overview:

The Ventura Council of Governments (VCOG) is requesting \$490,860 from the California Public Utilities Commission's Local Agency Technical Assistance Grant application funding to create a broadband joint power of authority (JPA) between VCOG members. The JPA will be responsible for creating a strategic broadband plan focused on regional collaboration among VCOG members. To support this effort, a portion of LATA funding will go towards a partnership with the Economic Development Collaborative (EDC) to manage future broadband funding and aid in the analysis, planning, and organizational development necessary to fulfill the objective of the JPA.

There are three main work products of this project, each broken down into tangible goals. These objectives will ensure all broadband plans within Ventura County are both scalable and sustainable, serving all communities across Ventura County. The scope of this effort is as follows:

1. JPA Formation and Organization Building

- 1.1. Collect examples for regional broadband JPAs. Convene stakeholders to review models and collect feedback.
- 1.2. Adopt a high-level governance model, develop a draft agreement, and coordinate among cities and County.
- 1.3. Seek feedback, concurrence, and conditional approval to proceed.

2. Regional Strategy

- 2.1. Align regional mapping (conceptual) with statewide efforts (CDT, Caltrans & GSN) to ascertain state vs. local efforts. Survey current efforts among cities to ensure coordination and remove risk of duplication.
- 2.2. Identify local build requirements, specifications, & standards across the regional middle mile. Identify funding sources for design and engineering & construction.
- 2.3. Create a concept of operation that aligns with the governance model.

3. Last-Mile Adoption

- 3.1. Review available data and identify areas of need. Coordinate maps and identify priorities.

- 3.2. Invite telecoms to partner & coordinate priorities.
- 3.3. Engage with the Digital Equity Coalition to align construction, connection, and adoption strategies.

Grant funding for this project is necessary to expand the organizational capacity required to successfully meet and exceed these goals. Despite the growing broadband needs brought forth by the members of VCOG, the organization does not currently have the financial and monetary resources to create a new team to handle this issue. This LATA grant offers exactly what VCOG needs to successfully lay the foundation for a steadfast and reliable strategic plan to tackle the growing digital divide in the region.

The Problem.

Ventura County has a population of 843,843 and is located just north of Los Angeles in Southern California. The county has a higher population density than other counties in the state with many individuals contributing to the unique diversity of the region.

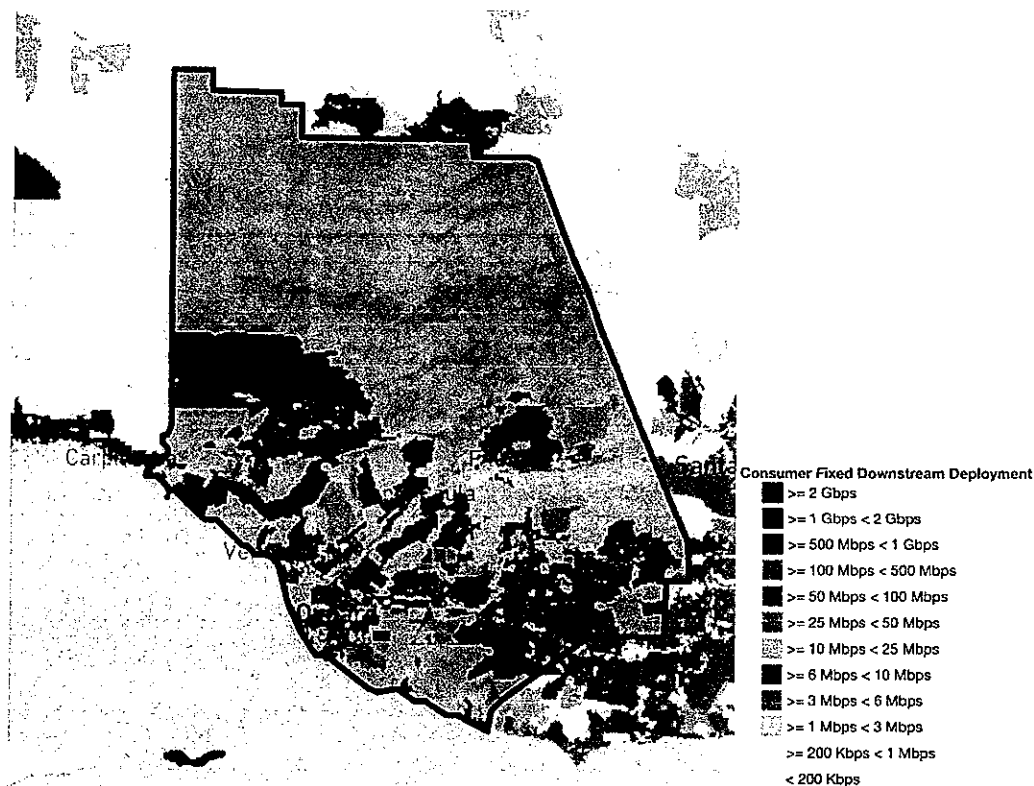
Census Data of Ventura County and VCOG cities

	Population	Population per sq/mile	Poverty Rate	% Lacking Broadband	% Without Computer
California	39,237,836	253.7	12.3	11.1%	5.7%
Ventura County	839,784	458.4	9.1	10.4%	6.6%
Camarillo	70,858	3593.5	6.8	7.7%	5.8%
Fillmore	16,496	4970.9	6.5	18.2%	13.7%
Moorpark	35,975	2955.4	4.4	5.8%	4.0%
Ojai	7,590	1753.2	8.9	8.7%	8.1%
Oxnard	201,879	7617	11.6%	14.8%	6.0%
Port Hueneme	21,712	4972.6	11.8%	9.4%	6.3%
Santa Paula	30,759	5543.8	16.1%	22.2%	18.3%
Simi Valley	125,975	3041.4	7.5%	7.6%	5.3%
Thousand Oaks	125,754	2297.7	6.8%	8.4%	6.1%

Ventura	109,925	5061.1	9.6%	9.8%	7.1%
---------	---------	--------	------	------	------

Table 1. Census data for VCOG cities in Ventura County.

While county-wide poverty rates may be lower than the state of California as a whole, a few of the cities we serve struggle with poverty. Santa Paula is the most impoverished city with a poverty rate of 16.1%. As of 2020, an estimated 833,000 Ventura County residents lived below the poverty line within the county. According to the 2020 Census data, this rate was highest among females between the ages of 18-44. Additionally, the Census ACS 5-year estimate revealed that around 55,977 of these individuals identified as White and around 42,622 identified as Hispanic, showing inequities faced due to race. Around 42.8% of the population is Hispanic, coming to around 362,000 individuals, showing the diversity of the County. Residents identifying as Hispanic are more likely to experience poverty than their White counterparts and are also more likely to be underrepresented within Census data. The creation of our broadband JPA will ensure that all communities are equitably represented within VCOG broadband projects.



Map 1. California Public Utilities Commission Interactive Broadband Map of Ventura County.

In addition to the economic and racial adversity faced by Ventura County residents, many Ventura cities lack sufficient broadband and computer access. The cities of Fillmore and Santa Paula both have more than double the percentages of individuals without computer access than the state, while Fillmore, Oxnard, and Santa Paula, have notably higher percentages of individuals without broadband access. Broadband connectivity within the home has become increasingly important for almost every area of life, especially in recent years with the COVID-19 pandemic. In 2020, the percentage of individuals working remotely across the U.S. rose from 5.7% in 2018 to 41.7%. While this percentage now holds steady around 26%, this data shows the technologic dependencies that have recently developed. Additionally, telehealth visits have become much more popular, as well as mobile banking and online recreation. The need for strong connectivity is more critical than ever, exposing the growing digital divide.

With the county-wide span of connectivity issues, it is imperative that a collaborative, regional-based approach is taken within future broadband plans. This not only ensures that strategic plans are streamlined between cities and target the most adverse communities, but also promotes collaboration between governments and agencies. Within the county of Ventura, VCOG has been one of the leading organizations addressing regional issues like these. VCOG recognizes that there are times when collective endeavors achieve better results. This vision of what we can do for our region as a whole drives our members to collaborate on solutions to issues of common concern in order to maintain and enhance our county's exceptional quality of life. We strive to fulfill our vision through advocacy, education, and recommendations for best practices on matters of concern to the Ventura County region.

The Solution.

The Ventura Council of Governments (VCOG) is a voluntary collaboration-based organization formed by the ten cities and the County of Ventura to pursue our shared goal of maximizing the quality of life and productivity of our area. Our members are the cities of Camarillo, Fillmore, Moorpark, Ojai, Oxnard, Port Hueneme, San Buenaventura, Santa Paula, Simi Valley, Thousand Oaks, and the County of Ventura. VCOG's goal is to facilitate cooperative subregional and regional planning, coordination, and technical assistance on issues of mutual concern. As a result, VCOG is the coordinating entity for all cities it serves, taking responsibility for the planning of future development

Over the past few years, the members of VCOG have been discussing how to address the growing digital divide within the county. All members have concluded that in order to develop a regional strategic plan, we would need to contract an individual to manage future broadband funding while developing a VCOG broadband JPA. While this has been a long-term goal of VCOG, there previously have not been funding opportunities aimed towards this objective of laying the foundation for something bigger. In a recent board meeting, all VCOG members unanimously voted in support of submitting this the California Public Utilities Commission's Local Agency Technical Assistance Grant application, seeking \$490,860 in financial aid to help develop this foundation for broadband development.

DESCRIPTION OF WORK

While VCOG has been tasked with handling the broadband needs of the county, the organization also recognizes its limited organizational capacity to thoroughly manage all elements that will go into broadband development. As a result, VCOG will contract an individual from the Economic Development Collaborative (EDC) to manage project funding and act as a project manager for the broadband JPA. EDC is a 501c3 non-profit public/private partnership corporation, dedicated to growing the region's economy. The EDC creates empowered business owners, connected community partners and informed civic leaders in the greater Ventura and Santa Barbara County region. The company was created in 1996 and has a strong team of staff members and business advisors, all of whom come with core values emulating community engagement, collaboration, authenticity, and responsibility. EDC is organized around triple bottom line principles, that is, while focusing primarily on business and the economy, we are equally dedicated to equity—or more specifically, broadly shared economic opportunity, and to environmental balance as a community value. EDC contracts for an annual single audit, per federal uniform administrative requirements, with no findings relating to federal pass-through or any other funds.

Annual funding successfully managed by EDC includes (but is not limited to):

- U.S. Department of Commerce, Economic Development Administration, currently has more than \$5 million in loan capital and business outreach and access to capital services, particularly for firms impacted by COVID-19. This relationship has been continuous since 1998.
- U.S. Small Business Administration, Small Business Development Center funds, currently \$480,000 annually. This relationship has been continuous since 2010.

- U.S. American Rescue Plan Act funding, for pandemic relief for businesses and workers, \$3 million approved by the County of Ventura for 2023-2025.
- CA Governor's Office of Business & Economic Development, Technical Assistance Expansion Program and Capital Infusion Program, currently more than \$900,000 annually. This funding, in various configurations, has been continuous since 2012.
- Designated as Fiscal Agent and Grant Recipient, \$5 million in CA Community Economic Resilience Funding, strategic planning funds for a six-county central coast region, 2024 through 2025.
- U.S. Department of Labor, WIOA Dislocated Worker/Layoff Aversion (via Ventura County WDB), \$125,000 annually. This relationship has been continuous since 2001.
- CA Public Utilities Commission, Advanced Services Funds (regional Broadband Consortium), \$150,000 annually. This relationship has been continuous since 2014.
- Community Development Block Grant funds, from the Cities of Ventura and Oxnard, microenterprise support for the benefit of low-income workers, approximately \$400,000 annually. This relationship with the City of Ventura has been continuous since 2002.

The EDC's industry experience, knowledge, and years of success will provide the necessary strengths and insight VCOG does not currently have.

The detail of this relationship is as follows:

1. VCOG will serve as applicant and grant recipient for Local Agency Technical Assistance (LATA) funding and designates EDC as its partner responsible for the implementation of the work plan, execution, development of projects related to Ventura County's regional broadband efforts.
2. In coordination with VCOG, EDC will contract for consultant services to perform public outreach, stakeholder coordination, prepare technical meetings and agendas, create a Joint Powers Authority for Broadband, complete development of a regional broadband strategy and prepare for the receipt and execution of Last Mile Broadband funding. EDC performance of services shall continue until completion but no later than one year beyond receipt of Local Area Technical Assistance (LATA) funding, or as may be extended by mutual agreement between the EDC and VCOG.
3. With the support of its board, VCOG will assume the role of Policy, Coordination Communications, and Leadership (Governance) to regional broadband initiatives. The EDC will issue a Request for Proposal (RFP) and hire consultant(s) to create a Joint

Powers Agreement (JPA) on behalf of Ventura County's municipalities to codify the function within the VCOG's oversight of strategy, plans, initiatives, and coordination efforts. Specific guidance, coaching, and development of legal documents will be sought. Presentation to the VCOG board of directors, followed by acceptance and completion of the necessary documents will be the work products.

4. On behalf of VCOG, the EDC will be responsible for the coordination, execution, & development broadband grants, projects, and eventual oversight of publicly owned fiber optic assets. Status and financial updates to VCOG staff & committees will occur monthly and decision making related to direction, and policy and high-level operational decisions will be coordinated with the VCOG for input, guidance, and approval.
5. In coordination with VCOG, EDC will contract for consultant services to perform public outreach, stakeholder coordination, prepare technical meetings and agendas, create a Joint Powers Authority for Broadband, complete development of a regional broadband strategy and prepare for the receipt and execution of Last Mile Broadband funding.
6. For completion of a regional broadband strategy, VCOG will oversee the EDC's engagement and collection of existing strategies and plans with the county and cities, identify priority areas, and development business processes that encompass the execution of broadband construction projects, fiber ownership maintenance & management, and communications & innovation.
7. For Last Mile Collaboration & Funding, VCOG will support EDC's efforts to develop partnerships and strategies for projects to complete the Last Mile upon receipt of CPUC funding. Tasks involve the convening of stakeholders, development of an overall plan of action, establishment of partnership agreements, tracking of status of receipt, preparation of a response (application), and development of momentum through the conduct of pilot initiatives.
8. Overall, EDC and VCOG will coordinate and collaborate on scope of work, product descriptions, and schedules in the performance of these efforts in accordance with this Memorandum of Agreement.
9. VCOG will be responsible for invoicing and related administrative tasks with the CPUC, and EDC agrees to provide invoicing and backup documentation to VCOG in a format and schedule required by the CPUC in accordance with the LATA agreement.

Throughout this project, funding will go towards compensating the new responsibilities of VCOG and EDC staff members. Each work product will require the work of VCOG and EDC

executive leaders, an EDC financial member, and an EDC contract. These members will all ensure the responsibilities outlined for each party are maintained and the JPA has the support needed to succeed.

Additionally, this project will require a number of outsourced contracts. For the formation of the broadband JPA, a lawyer will be hired to manage the legal requirements of the JPA while a senior consultant will provide professional counsel to the JPA on regional strategy. This senior will also provide insight to the regional strategy and last-mile connection elements. The regional strategy and last-mile connection elements will also require the insight of consulting and GIS services to develop construction plans.

Funding through this LATA grant will allow the established broadband JPA to lay the foundation for a widespread, community-focused strategic plan focused on tackling the region's digital inequity. While VCOG's initial goal through this JPA and management position is to prepare for potential last-mile funding in 2023, VCOG ultimately wants to develop a sustainable and collaborative foundation within future broadband plans that will last for generations to come.

COST ESTIMATES AND TIMELINE

There are three work products that will come from this project: the formation of a JPA, development of regional strategy, and last-mile collaboration. Table 2 breaks down the cost of each work product along with the timeline to complete. Additionally, table 2 shows the number of hours each individual will contribute with the anticipated hourly rates. Outsourced contract rates are based on known going rates for each type of work.

Ventura County Broadband JPA Creation						
Budget Line Item	Rate (\$/hr)	Hrs/Product	Work Product	Work Product	Work Product	Total Hours
Title			JPA Formation	Regional Strategy	Last Mile Collaboration	
Timeline			6 months	12 months	12 months	
Costs						
JPA Legal Services	\$ 350.00	480	\$ 168,000.00			480
Sr. Consultant	\$ 175.00	160	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	480
Consultant	\$ 125.00	400	\$ -	\$ 50,000.00	\$ 50,000.00	800
GIS	\$ 75.00	250	\$ -	\$ 18,750.00	\$ 18,750.00	500
Technical Support	\$ 100.00	0	\$ -	\$ -	\$ -	0
Total Costs			\$ 196,000.00	\$ 96,750.00	\$ 96,750.00	
Project Support			\$ 33,786.80	\$ 33,786.80	\$ 33,786.80	
Executive Leaders	\$ 5,936.40					
VCOG	\$ 148.41	40	\$ 5,936.40	\$ 5,936.40	\$ 5,936.40	120
EDC	\$ 148.41	80	\$ 11,872.80	\$ 11,872.80	\$ 11,872.80	240
EDC Finance	\$ 99.72	80	\$ 7,977.60	\$ 7,977.60	\$ 7,977.60	240
EDC Contracts	\$ 100.00	80	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	240
Total Costs			\$ 229,786.80	\$ 130,536.80	\$ 130,536.80	
				Total	\$	490,860.40

Table 2. Ventura County broadband JPA Creation cost and timeline breakdown

Each work product will cost \$33,796.80 for in-house staff members working for VCOG and EDC. These costs will go towards paying for the additional responsibilities brought on by this project. The formation of the broadband JPA will be completed within the first 6 months of the project with regional strategy and last-mile collaboration taking place over the course of 12-months. All three work products will begin upon receipt of award.

GEOGRAPHIC BASIS

VCOG is a voluntary joint powers authority representing 10 cities of Ventura County as well as the County. These cities include Camarillo, Fillmore, Moorpark, Ojai, Oxnard, Port Hueneme, Santa Paula, Simi Valley, Thousand Oaks, and Ventura. These are all shown below on map 2.



Map 2. Map of Ventura County (Ventura County Chapter)

Notarized Affidavit

My name is Hugh Riley. I am Executive Director [Title] of Ventura Council of Governments (VCOG) [Name of Organization to receive grant].

My personal knowledge of the facts stated herein has been derived from my employment with Ventura Council of Governments [Name of Organization to receive grant].

I swear or affirm that I have personal knowledge of the facts stated in this Application for a Local Agency Technical Assistance Grant under the provisions of Decision (D.) 22-02-026, as authorized by the Legislature and the California Public Utilities Commission, I am competent to testify to them, and I have the authority to make this Application on behalf of and to bind the Organization.

I further swear or affirm that Ventura Council of Governments [Name of Organization to receive grant] agrees to comply with all federal and state statutes, rules, and regulations, including the California Advanced Services Funds program rules the Commission establishes, covering broadband services and state contractual rules and regulations, if granted a Local Agency Technical Assistance grant.

Ventura Council of Governments
I further swear or affirm that _____ [Name of Organization to receive grant] agrees to comply with the terms, conditions and requirements of the grant and thus submits to the jurisdiction of the Commission with regard to the disbursement and administration of the grant if granted a Local Agency Technical Assistance grant.

I swear or affirm that I agree to comply with Rules 1.11 and 2.2 of the California Public Utilities Commission's Rules of Practice and Procedure.

I swear or affirm, under penalty of perjury, and under Rule 1.1 of the California Public Utilities Commission's Rules of Practice and Procedure, that, to the best of my knowledge, all of the statements and representations made in this Application are true and correct.

If Ventura Council of Governments [Grantee Name] violates the terms and conditions of this award or other program and project compliance requirements, it shall be subject to Public Utilities Code Sections 2108 and 2111. The Commission may impose the maximum penalties allowed under Public Utilities Code sections 2108 and 2111 for failure to meet the program and project compliance requirements, as determined by the Commission.


Signature and title

Hugh Riley, Executive Director

Type or print name and title

SUBSCRIBED AND SWORN before me on the 7 day of December, 2022.

Notary Public In and For the State of CALIFORNIA

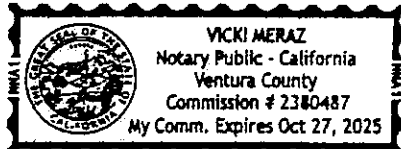
My Commission expires OCTOBER 27, 2025

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Ventura

Subscribed and sworn to (or affirmed) before me on this 7th
day of December, 2022, by Hugh R Riley

proved to me on the basis of satisfactory evidence to be the
person(s) who appeared before me.



(Seal)

Signature

A handwritten signature in black ink, appearing to read "Hugh R Riley", written over a horizontal line.

ATTACHMENT 2

MEMORANDUM OF AGREEMENT
BETWEEN THE ECONOMIC DEVELOPMENT COLLABORATIVE (EDC)
AND THE VENTURA COUNCIL OF GOVERNMENTS (VCOG)
TO ESTABLISH A REGIONAL BROADBAND JOINT POWERS AUTHORITY
2023-2024

This MEMORANDUM OF AGREEMENT (MOA) is entered into by and between the ECONOMIC DEVELOPMENT COLLABORATIVE (EDC) and the VENTURA COUNCIL OF GOVERNMENTS (VCOG) for the purpose of performing the planning activities specified as follows:

WHEREAS, Senate Bill (SB) 156 provides the statutory framework to implement the broadband provisions contained in the 2021 budget package. This bill contains necessary statutory changes to implement the broadband provisions included in the 2021-22 budget package and establishes funding and provisions for middle mile, last mile, and digital equity investments; and

WHEREAS, VCOG is a voluntary joint powers authority representing the 10 cities of Ventura County as well as the County. VCOG's goal is to facilitate cooperative subregional and regional planning, coordination, and technical assistance on issues of mutual concern; and

WHEREAS, the EDC is home to the Broadband Consortium of the Pacific Coast (BCPC), a tri-county initiative funded by the California Public Utilities Commission. In addition to CPUC funding, this last year the BCPC received additional funding from the Southern California Association of Governments (SCAG) for Transportation Broadband Strategies to Reduce Vehicle Miles Traveled (VMT) and Green House Gases (GHG), the Santa Barbara County Association of Governments (SBCAG) for development of a regional strategy and the California Emerging Technology Foundation for a Digital Equity Regional Leadership Grant; and

WHEREAS, VCOG brings a focus to issues of common concern that often extend beyond the purview of local jurisdictions and agencies, requiring insight and input from a wide range of affected interests. VCOG works efficiently by utilizing existing resources to the greatest extent possible, collaboratively finding new ways to perform needed activities for less, while eliminating duplication of effort:

NOW, THEREFORE, the EDC and VCOG DO HEREBY AGREE as follows:

1. VCOG will serve as applicant and grant recipient for Local Agency Technical Assistance (LATA) funding and designates EDC as its partner responsible for the implementation of the work plan, execution, development of projects related to Ventura County's regional broadband efforts.
2. In coordination with VCOG, EDC will contract for consultant services to perform public outreach, stakeholder coordination, prepare technical meetings and agendas, create a Joint Powers Authority for Broadband, complete development of a regional broadband strategy and prepare for the receipt and execution of Last Mile Broadband funding. EDC performance of services shall continue until completion but no later than one year beyond receipt of Local Area Technical Assistance (LATA) funding, or as may be extended by mutual agreement between the EDC and VCOG.

3. With the support of its board, VCOG will assume the role of Policy, Coordination Communications, and Leadership (Governance) to regional broadband initiatives. The EDC will issue a Request for Proposal (RFP) and hire consultant(s) to create a Joint Powers Agreement (JPA) on behalf of Ventura County's municipalities to codify the function within the VCOG's oversight of strategy, plans, initiatives, and coordination efforts. Specific guidance, coaching, and development of legal documents will be sought. Presentation to the VCOG board of directors, followed by acceptance and completion of the necessary documents will be the work products.
4. On behalf of VCOG, the EDC will be responsible for the coordination, execution, & development broadband grants, projects, and eventual oversight of publicly owned fiber optic assets. Status and financial updates to VCOG staff & committees will occur monthly and decision making related to direction, and policy and high-level operational decisions will be coordinated with the VCOG for input, guidance, and approval.
5. In coordination with VCOG, EDC will contract for consultant services to perform public outreach, stakeholder coordination, prepare technical meetings and agendas, create a Joint Powers Authority for Broadband, complete development of a regional broadband strategy and prepare for the receipt and execution of Last Mile Broadband funding.
6. For completion of a regional broadband strategy, VCOG will oversee the EDC's engagement and collection of existing strategies and plans with the county and cities, identify priority areas, and development business processes that encompass the execution of broadband construction projects, fiber ownership maintenance & management, and communications & innovation.
7. For Last Mile Collaboration & Funding, VCOG will support EDC's efforts to develop partnerships and strategies for projects to complete the Last Mile upon receipt of CPUC funding. Tasks involve the convening of stakeholders, development of an overall plan of action, establishment of partnership agreements, tracking of status of receipt, preparation of a response (application), and development of momentum through the conduct of pilot initiatives.
8. Overall, EDC and VCOG will coordinate and collaborate on scope of work, product descriptions, and schedules in the performance of these efforts in accordance with this Memorandum of Agreement.
9. VCOG will be responsible for invoicing and related administrative tasks with the CPUC, and EDC agrees to provide backup documentation to VCOG in a format and schedule required by the CPUC in accordance with the LATA agreement.
10. EDC will provide interim financing until expenditure reimbursements are received from CPUC.

Signatures on the following page

This Memorandum of Agreement is effective upon signature by both parties.

Ventura Council of Governments

ECONOMIC DEVELOPMENT COLLABORATIVE

By: _____

By: _____

Jenny Crosswhite, Chair

_____, Chair

Approved as to Form

By: _____

By: _____

Hugh Riley, Executive Director

Bruce Stenslie, President / CEO




**VENTURA COUNCIL
OF GOVERNMENTS**

ITEM 8B.

MEMORANDUM

TO: Council Members and Alternates

FROM: Hugh Riley, Executive Director 

SUBJECT: Report on COVID-19 Business Relief Assistance to Ventura County Business by the Economic Development Collaborative of Ventura County(EDC) EDC Executive Director Bruce Stenslie Will Provide a Report on the Agency's Efforts and Achievements to Provide Assistance to Ventura County Businesses Impacted by the COVID-19 Pandemic. **Action:** Receive Report and Discuss

DATE: January 12, 2023

Recommendation:

Receive Report and Discuss

Discussion:

EDC Executive Director Bruce Stenslie will provide a report on the EDCVC's Efforts and Achievements to provide assistance to Ventura County Businesses impacted by the COVID-19 Pandemic.

Mr. Stenslie will offer comments on:

1. The EDCVC as it currently exists: i.e. who we are, what we do, why we do it
2. An understanding of the impacts of COVID to workers and business, the EDCVC's role in response, and the current state of recovery
3. The EDCVC's ready profile of the region's economic strengths and weaknesses
4. Stimulating some thoughts on what's next, where we're going, what's important