



**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 *Hugh Riley*
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).



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**

- A. **Summary of September 1, 2022 Meeting** – Approve Meeting Summary for the July 8, 2021, VCOG Meeting. **ACTION:** Approve Meeting Summary as published.
- B. **Financial Report** - Approve Ventura Council of Governments Financial Report for the Budget Period August 26, 2022 to November 4, 2022. **Action:** Approve Financial Report.
- C. **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 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>
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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
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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).