



**VENTURA COUNCIL
OF GOVERNMENTS**

**Thursday, July 13, 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. EXECUTIVE DIRECTOR'S REPORT – The Report will be distributed at the meeting

5. AGENCY REPORTS – Oral Reports If Representatives Attend

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

MEMBERS

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

City of Fillmore
Carrie Broggie
Albert Mendez, Alternate

City of Moorpark
Chris Enegren, Member
Dan Groff, Alternate

City of Ojai
Leslie Rule, Member
Betsy Stix, Alternate

City of Oxnard
Bert Perello, Member
Oscar Madrigal, Alternate

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

City of San Buenaventura
Mike Johnson, Chair-Elect
Bill McReynolds, Alternate

City of Santa Paula
Jenny Crosswhite,
Carlos Juarez, Alternate

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

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

County of Ventura
Janice Parvin, Member
Jeff Gorell, Alternate

6. **CONSENT CALENDAR**

- A. **Summary of May 11, 2023 Meeting p. 4** – Approve Meeting Summary for the May 11, 2023 VCOG Meeting. **Action:** Approve Meeting Summary as published.
- B. **Financial Report p. 9**- Approve Ventura Council of Governments Financial Report for the Budget Period from May 5, 2023 to July 7, 2023. **Action:** Approve Financial Report
- C. **Register of Warrants & Debit Card Transactions p. 12** - Approve the Register of Warrants for Expenditures and Debit Card Transactions incurred from May 5, 2023.to July 7, 2023. **Action:** Approve Register of Warrants and Debit Card Transactions.
- D. **Amendment No. 1 - VCOG REAP 1.0 Grant MOU p. 15** - Review Amended MOU with the Southern California Association of Government (SCAG) for VCOG REAP 1.0 Grant and Ratify approval. **Action:** Approve Staff Recommendation
- E. **Amendment No. 1- VCOG Operating Budget 2023-2024 p. 21** Adopt VCOG Resolution No. 2023-03 amending the 2023-2024 VCOG Operating Budget to provide for adjustments to REAP – 1.0, 2.0 and LATA Grants. **Action:** Adopt VCOG Resolution No. 2023-03.
- F. **Audited Financial Statements- 2021-2022 p.26** Receive and file Ventura Council of Governments, Audited Financial Statements for Period July 1, 2021 to June 30, 2022. **Action:** Approve Staff Recommendation.
- G. **Notice of Award and Consent Form Agreement for \$490,860 Grant for Non-Tribal Local Agency Technical Assistance (LATA) p. 51** - Accept Award of Grant for Non-tribal local Agency Technical Assistance (LATA) and authorize Executive Director to Execute Consent Form Agreement with the California Public Utilities Commission. **Action:** Approve Staff Recommendation
- H. **Change Location for VCOG Council Meetings for November 2023 and for the Full Year 2024. P. 58** – Approve VCOG Council Meeting Location change from Camarillo City Hall to Simi Valley, City Hall for the November 2023 and all 2024 Meetings. **Action:** Approve Staff Recommendation.

7. **PRESENTATION ITEMS**

- A. **Presentation by Michael Nigh, Chief Executive Officer, Ventura County Area Housing Authority p. 60** - Receive Report on administration, programs, and current projects from Michael Nigh, Executive Director.
- B. **Update report from the Broadband Team on the status of VCOG’s application to the CPUC for LATA Funding. P. 62** - Receive Report from Broadband Team on status of VCOG Application for LATA Funding from the California Public Utilities Commission.

8. **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.

9. ADJOURNMENT: Next Meeting- September 14, 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).



MEETING SUMMARY

601 Carmen Dr.
Camarillo, CA 93012
May 11, 2023

1. **CALL TO ORDER & FLAG SALUTE** – The meeting was called to Order at 4:01 PM by Chair Litster. The Flag Salute was led by Member Rule.

1. **ROLL CALL:**

Present:

Elaine Litster, Chair, City of Simi Valley
Kevin Kildee, Immediate Past Chair, City of Camarillo
Mike Johnson, Chair-Elect, City of San Buenaventura
Janice Parvin, County of Ventura
Chris Enegren, City of Moorpark
Kevin McNamee, City of Thousand Oaks
Bert Perello, City of Oxnard
Albert Mendez, Alternate, City of Fillmore
Carlos Juarez, Alternate, City of Santa Paula

Absent: Jenny Crosswhite, City of Santa Paula, Carrie Broggie, City of Fillmore, Steven Gama, City of Port Hueneme,

Staff Present:

Hugh Riley, Executive Director, VCOG

Partner Agency Representatives and Agency Support Staff:

Rachel Wagner, Sr. Government Affairs Officer, SCAG,
Michelle Guzman, County of Ventura, Legislative Analyst
Bill Simmons, Coordinator, Pacific Broadband Consortium
Bruce Stenslie, President/CEO, V.C. Economic Development Collaborative
Mina Layba, Legislative Affairs Manager, City of Thousand Oaks;
Brian Chong, Assistant to the City Manager, City of Moorpark

Guests: Jennifer Harkey, Continuum of Care, Ventura County Executive Office

3. **PUBLIC COMMENT – NONE**

4. **Executive Directors Report-** Executive Director Riley presented his Report which had been distributed to member along with the Agenda Materials.

- **2022 Legislative Update** – Riley referenced the Legislative information included in his May 9 Executive Directors Report. He reported that the deadline for introducing bills was June 2, 2023, and that nearly 2,700 new bills had been introduced by the February 17, 2023 deadline. A Summary of the bills VCOG is tracking was included in the report.

Riley introduced Michelle Guzman, Legislative Analyst for the County of Ventura. Michelle made reference to the report of Bills of interest to the County and included in the Executive Directors Report.

- **Regional Early Action Program (REAP) Update** – Riley made referenced the REAP Update provided in his written report and reported on the status of the REAP 1.0 Projects and the REAP 2.0 Project Application. The Final Report draft for REAP Project No. 5, Vehicle Miles Traveled Adaptive Mitigation Program, will be presented to the Ventura County Transportation Commission on May 13. Riley advised that he would be attending the VCTC Meeting to represent VCOG. VCOG Staff has been meeting with SCAG and HCD Staff periodically to develop VCOG's REAP 2.0 Application. The proposed application is presented in Item 6D of the Consent Calendar for this meeting. The application primarily involves providing technical assistance to VCOG's Member Cities to implement affordable housing development features in approved Housing Elements or those pending approval.
- **SCAG Update for May 2023** – The SCAG Update for May 2023 from Rachel Wagner including highlights from the May SCAG, Regional Council Meeting were referenced and included with Riley's written report.
- **VCOG Administrative Committee**-Riley announced that the Administrative Committee would meet on May 25, 2023, via ZOOM Conference Call. The Committee will be planning for the VCOG Council Meeting on July 13, 2023, and
- **VCOG Meeting Schedule**- The schedule for the remaining VCOG Council and Committee Meetings was attached to Riley's report as a reminder.

Riley asked the Council to consider adding VCOG as a signatory on a State-wide letter to Speaker Rendon and Assembly Republican Leader Gallagher urging the Legislature to take further action this year to address the fentanyl crisis. A copy of the Draft Letter prepared by CalCities was distributed.

Member McNamee suggested that VCOG could not consider the matter as it was not included on this meeting's agenda. Riley suggested that the item could be added to the meeting's agenda by a super-majority vote of the Council since the deadline for a response was May 13 and the matter arose after the publishing of the May 11, 2023 VCOG Agenda.

A **MOTION** was made by Member Johnson to add the item to the VCOG Agenda making the finding that the deadline for a response was May 13 and the matter arose after the publishing of the May 11, 2023 VCOG Agenda. The motion was **SECONDED** by Member Parvin. The motion was considered with a roll call vote: Ayes- 10; Nays- 0. The motion passed with a super-majority.

The Council then considered approving VCOG as a signatory on the Fentanyl Crisis Letter. A **MOTION** was made by Member Kildee to approve adding VCOG as a signatory to Fentanyl Crisis Letter. The Motion was **SECONDED** by Member Parvin. The motion was considered with a roll call vote: Ayes- 10; Nays- 0. The motion passed.

5. **AGENCY REPORTS – SCAG** – Rachel Wagner provided a brief report on the May Regional Council Meeting held at the Annual Conference in Desert Hot Springs and invited all to attend the upcoming SCAG Connect SoCal Open House Workshops on May 15 & 16 in Ventura County. A Flier announcing the workshops was distributed. There were no other Agency Representatives present.

6. CONSENT CALENDAR

- A. Summary of March 9, 2023 Meeting – Approve Meeting Summary for the March 9, 2023 VCOG Meeting. **Action:** Approve Meeting Summary as published.
- B. Financial Report - Approve Ventura Council of Governments Financial Report for the Budget Period from March 3, 2023 to May 5, 2023. **Action:** Approve Financial Report
- C. Register of Warrants & Debit Card Transactions - Approve the Register of Warrants for Expenditures and Debit Card Transactions incurred from March 3, 2023 to May 5, 2023. **Action:** Approve Register of Warrants and Debit Card Transactions.
- D. VCOG REAP 2.0 Grant Application - Review VCOG REAP 2.0 Grant Application and Direct Staff to Continue Application Process with the Southern California Association of Governments (SCAG). **Action:** Approve Staff Recommendation
- E. Amendment No. 2- VCOG Operating Budget 2022-2023 Adopt VCOG Resolution No. 2023-02 amending the 2022-2023 VCOG Operating Budget to provide funding for reimbursable expenses needed to prepare VCOG REAP 2.0 Grant Application. **Action:** Adopt VCOG Resolution No. 2023-02.

Chair Litster asked that Items D & E (at Staff's request) be pulled for discussion.

A **MOTION** was made by Member Parvin to approve staff recommendations for the Consent Calendar Items A thru C. The motion was **SECONDED** by Member Enegren. The motion was considered with a roll call vote: Ayes- 7; Nays- 0 with Mr. Rule, Member Mendez and Member Juarez abstaining for Item 6A as they were not present at the March 9 Meeting. The motion passed.

Consent Calendar Item 6D VCOG REAP 2.0 Grant Application and 6E Amendment No. 2- VCOG Operating Budget 2022-2023 were discussed for consideration. For Item 6D, Chair asked for clarification of the term "disinvestment" as used in the REAP 2.0 Application. Riley and Wagner will seek a clarification as soon as possible. For Item 6E, Riley advised that the proposed Amendment would transfer \$6,600 from Conference and Meetings Line Item to pay for preliminary expenses for staff time to prepare the REAP 2.0 Application and that these funds would be reimbursable from the eventual REAP 2.0 Grant from SCAG.

A **MOTION** was made by Member Enegren to approve. Staff recommendations for Consent Calendar Items 6D and 6E. The motion was **SECONDED** by Member Johnson. The motion was considered with a roll call vote: Ayes- 10, Nays- 0. The motion passed

- 7. Adoption of VCOG Annual Operating Budget for 2023-2024- Riley presented the proposed VCOG Operating Budget for F.Y. 2023-2024 and VCOG Resolution No. 2023-03 approving the Operating Budget and Member Assessments for 2023-2024. **Action:** Adopt VCOG Resolution No. 2023-03. Riley presented the propose 2023-2024 Operating Budget and referred to the Item 7 Agenda Report included with the meeting agenda. The expected Income includes \$9,000 from three Annual Dinner Sponsors; Waste Management, Southern California Edison and SCAG; Assessments to Member Agencies, Investment Interest earnings, and the REAP Grant Funding (\$105,000) totaling \$179,002. Riley reported that the remaining REAP Grant amount were staff's best estimate based in input from project partners and consultants and that the budget would need to be amended in when the grant amounts were finalized and if a REAP 2.0 Grant is forthcoming.

Operating Expenses would be very similar to the previous year with a reduction in Audit expense based on quoted for services from the auditor, Moss, Levy & Hartzheim LLP and a slight inflationary increase in Insurance Premium and Intuit Services (bookkeeping program) costs. \$15,000 has been budgeted for Conference, Meeting and Travel Expenses for VCOG Staff to attend the CalCities Annual Conference in Sacramento in September 2023 and the SCAG Annual Conference and General Assembly in Desert Hot Springs in May 2024.

Member Perello asked if VCOG, in accepting the Annual Dinner Contribution from Waste Management would create a conflict of interest since this waste hauler has contracts with many of VCOG's member agencies. Riley suggested that there would be no conflict since the contributions were being made to VCOG and not directly to member agencies. Chair Litster advised that communication with Waste Management had been with VCOG Staff only.

A **MOTION** was made by Member Kildee to approve. Staff recommendations for the proposed 2023-2024 VCOG Operating Budget with expenses totaling \$179,002. The motion was **SECONDED** by Member Parvin. The motion was considered with a roll call vote: Ayes- 10, Nays- 0. The motion passed

PRESENTATION ITEMS (Taken Out of Order to Preserve Time)

B. Update report from the Broadband Team on the status of VCOG's application to the CPUC for LATA Funding. – Bruce Stenslie reported on the status of the VCOG Application for LATA Funding from the California Public Utilities Commission. (CPUC) Staff has delayed its recommendation on the application, asking the same duplication of effort question as was asked and answered in January. In response to this repeated question, Staff responded with a letter to Brewster Fong, the Staff Analyst at CPUC. And reference to letters of support and participation from all the cities and county of Ventura County, which includes the jurisdictions of Port Hueneme, Santa Paula, City of Ventura and County of Ventura. In the letter the Project Team again responded that, while the physical boundaries of the VCOG project are the same as the county's application, and includes cities that have received LATA Grants for their own projects, there is no duplication of work. The tasks set forth do not overlap with what the other applicants proposed. Overlapping jurisdictions are allowable if the work is different. The VCOG application proposes to perform work in the region that only compliments what is being done elsewhere. Positive Commission action on VCOG's application is now expected after the June Commission Meeting.

A. A. Presentation by Jennifer Harkey, Continuum of Care, and Ventura County Executive Office - Ms. Harkey gave her report on the 2023 Homeless Count and executive summary including the sheltered and unsheltered data from our point in time count in January 2023 and city details on subpopulations as well as additional information on State and Federal Resources for local governments... Several members asked questions and offered comments:

- Does the count differentiate between women and children?
- Are persons recently released from incarceration considered as a category?
- Why do Moorpark and Fillmore have such a low count?
- The count results should be expressed by per/1000 population
- Tiny homes should be considered as viable solutions rather than conversion of commercial buildings such as motels and hotels.
- Has leasing property from Naval Base Ventura County been considered?

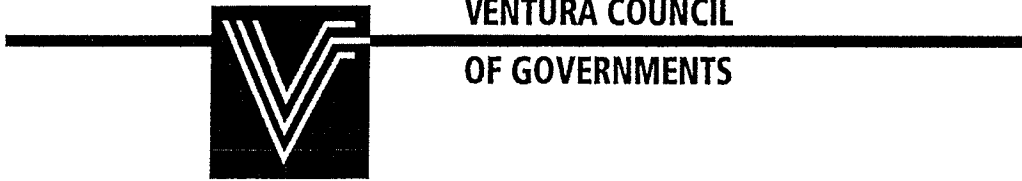
- There were numerous comments and questions relating to drug use and mental health issues as a cause.

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

Member Perello asked that the Initiative 21-0042A1 (California Business Roundtable) a 2024 Ballot Measure, be considered for the July 13 VCOG Meeting. He advised that the Oxnard City Council had a presentation during their April 18, 2023 Council Meeting and offered to invite Oxnard City Manager Alex Nguyen to attend the VCOG Meeting to make a presentation. Chair Litster suggested that VCOG should invite representative(s) from both sides of the issue.

10. ADJOURNMENT: The meeting was adjourned by Chair Litster at 5:59 PM.

Next Meeting- July 13, 2023



**VENTURA COUNCIL
OF GOVERNMENTS**

ITEM 6B.

MEMORANDUM

TO: VCOG Members and Alternates
FROM: Hugh R. Riley, Executive Director *Hugh Riley*
SUBJECT: Financial Report
DATE: July 13, 2023

Recommendation:

Receive and file Financial Report for Period July 1, 2023 to July 7, 2023

Discussion:

This report transmits the Ventura Council of Governments (VCOG) Financial reports for the Budget Period from May 5, 2023 to July 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	\$ 20.81	0.04%*	\$62,697.30

* Variable

VCOG has received payment from SCAG for all VCOG-REAP-Reimbursement Invoices though May 2023. Invoice No. 28 for \$7,668.43 for June is pending.

The auditor, Moss, Levy & Hartzheim, LLP, CPA's completed their field work with staff on April 26. The Report and Audited VCOG Financial Statements are presented in Item 6F.

ATTACHMENTS: Balance Sheet – As of July 7, 2023
Budget vs. Actual Report – July 1, 2023 to July 7, 2023

Ventura Council of Governments

Balance Sheet

As of July 7, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BofA - 5797	0.00
BofA - 9045	66,081.70
BofA MM - 2635	62,697.30
Total Bank Accounts	\$128,779.00
Accounts Receivable	
Accounts Receivable (A/R)	67,992.00
Total Accounts Receivable	\$67,992.00
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$196,771.00
Other Assets	
Fraud	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$196,771.00
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
Year End Close Out Account	14,487.96
Net Income	70,992.00
Total Equity	\$196,771.00
TOTAL LIABILITIES AND EQUITY	\$196,771.00

Ventura Council of Governments

Budget vs. Actuals: FY 2023-2024 Budget (7/1/23 to 6/30/24) - FY24 P&L

July 2023 - June 2024


	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Annual Dinner Sponsorship	9,000.00	9,000.00	0.00	100.00 %
Dues Assessments	64,992.00	64,992.00	0.00	100.00 %
Other Types of Income				
Bank Interest		10.00	-10.00	
Total Other Types of Income		10.00	-10.00	
SCAG - REAP 1.0 Contract Income		105,000.00	-105,000.00	
Total Income	\$73,992.00	\$179,002.00	\$ -105,010.00	41.34 %
GROSS PROFIT	\$73,992.00	\$179,002.00	\$ -105,010.00	41.34 %
Expenses				
Contract Services				
Accounting Fees		2,500.00	-2,500.00	
Audit		5,000.00	-5,000.00	
Executive Administration		45,000.00	-45,000.00	
Legal Fees		300.00	-300.00	
Total Contract Services		52,800.00	-52,800.00	
Operations				
Printing and Copying		800.00	-800.00	
Supplies		500.00	-500.00	
Website		1,200.00	-1,200.00	
Total Operations		2,500.00	-2,500.00	
Other Types of Expenses				
Insurance - Liability, D and O		3,702.00	-3,702.00	
Total Other Types of Expenses		3,702.00	-3,702.00	
REAP 1.0 Project Costs				
Project 1 - TASK B		5,000.00	-5,000.00	
Project 5 - TASK C		100,000.00	-100,000.00	
Total REAP 1.0 Project Costs		105,000.00	-105,000.00	
Travel and Meetings				
Annual Dinner		9,000.00	-9,000.00	
Conference and Meetings		2,500.00	-2,500.00	
Travel		3,500.00	-3,500.00	
Total Travel and Meetings		15,000.00	-15,000.00	
Total Expenses	\$0.00	\$179,002.00	\$ -179,002.00	0.00%
NET OPERATING INCOME	\$73,992.00	\$0.00	\$73,992.00	0.00%
NET INCOME	\$73,992.00	\$0.00	\$73,992.00	0.00%



**VENTURA COUNCIL
OF GOVERNMENTS**

ITEM 6C.

MEMORANDUM

TO: Council Members and Alternates
FROM: Hugh Riley, Executive Director 
SUBJECT: Register of Warrants and Debt Card Transactions
DATE: July 13, 2023

Recommendation:

Approve the Register of Warrants for expenditures and Debit Card Transactions incurred from May 5, 2023 to July 7, 2023.

Discussion:

This report presents expenditures including bank debit card transactions incurred by the Ventura Council of Governments for the period May 5, 2023 to July 7, 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
July 13, 2023
May 5, 2023 to July 7, 2023

<u>Check #</u>	<u>Date</u>	<u>Paid To</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount Paid</u>
602	05/08/23	Iteris, Inc.	05/08/23	REAP Proj. No. 5-#156997	\$ 3,912.28
603	05/08/23	Caroline Carter	05/08/23	Bookkeeping Svcs.- Inv. # 423	\$ 143.00
604	06/01/23	Dr. Chris Williamson	06/01/23	Consulting Svcs.-REAP 2.0-Apr.	\$ 2,707.50
605	06/01/23	Dr. Chris Williamson	06/01/23	Consulting Svcs.-REAP 1.0-May.	\$ 1,624.50
606	06/05/23	Hugh Riley Pro. Management, LLC	06/01/23	Project Management-REAP-May.	\$ 750.00
607	06/05/23	Hugh Riley Pro. Management, LLC	06/01/23	Admin Services- Exec. Dir.-May.	\$ 5,875.00
608	05/31/13	Hugh Riley Pro. Management, LLC	05/01/23	Proj. Management-REAP-2.0	\$ 937.50
609	06/14/23	V.C. Digital	05/31/23	Printing and Copying	\$ 41.57
610	06/30/23	Dr. Chris Williamson	06/30/23	Consulting Svcs-REAP 1.0-June.	\$ 3,420.50
CHECKS 611 to 620 VOIDED DUE TO PRINTING FLAW (ERROR)					
621	06/30/23	Dr. Chris Williamson	06/30/23	Consulting Svcs-REAP 2.0-June.	\$ 370.50
622	06/30/23	Hugh Riley Pro. Management, LLC	06/30/23	Proj. Management-REAP-June.	\$ 343.75
623	06/30/23	Hugh Riley Pro. Management, LLC	06/30/23	Admin Services- Exec. Dir.-May.	\$ 3,593.75
624	06/30/23	Caroline Carter	06/30/23	Bookkeeping Svcs.- Inv. # 441	\$ 214.50
625	06/30/23	Iteris, Inc.	06/30/23	REAP Proj. No. 5- #159149	\$ 3,904.72

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

July 13, 2023

Transactions from May 5, 2023 to July 7, 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**

ITEM 6D.

MEMORANDUM

TO: VCOG Members and Alternates
FROM: Hugh R. Riley, Executive Director 
SUBJECT: Amendment No. 1 - VCOG REAP 1.0 Grant MOU
DATE: July 13, 2023

Recommendation:

Review and Confirm Amendment No. 1 to MOU with the Southern California Association of Government (SCAG) for VCOG REAP 1.0 Grant and Ratify Chair's signature.

Discussion:

On March 11, 2021, VCOG Approved a Memorandum of Understanding (MOU) with the Southern California Association of Governments for a Regional Early Action Program (REAP) Grant for \$432,000 to carry out projects designed to accelerate housing production within VCOG's jurisdiction. Projects funded under REAP 1.0 were to be completed by June 30, 2023. Otherwise, we would be required to initiate an entirely new MOU.

As REAP Projects were implemented throughout the SCAG Region, additional unclaimed funds were made available to VCOG totaling \$21,600 of 5% of the original REAP 1.0 Grant amount of \$21,600. These funds will be allocated to REAP Project No. 4 – Joint ADU Website for ADU Development Technical Assistance.

Upon VCOG's request, an amendment to the original MOU was prepared to authorize the additional funding for a total amended grant amount of \$453,600 and to extend the project completion date to February 29, 2024. The Final Amendment was prepared by SCAG but not received by VCOG until June 16, 2023. SCAG Required that the Amendment be signed before June 30, 2023. On June 20, 2023, VCOG's Administrative Committee authorized the Chair to execute the document in advance of Council review and to submit the document to SCAG pending confirmation by the full VCOG Council.

Amendment No. 1 to the REAP 1.0 - MOU No. M0018-21 is attached and presented for Council review and to ratify Chair's signature..

ATTACHMENT: Amendment No. 1 to MOU No. 018-21

AMENDMENT NO. 01
MEMORANDUM OF UNDERSTANDING
No. M-018-21

SCAG Overall Work Program (OWP) No: 300-4889Y0.01

Federal/State Awarding Agency: State of California, Department of Housing and Community Development

CFDA Number and Name: N/A

Federal Award Identification Number (FAIN) No: N/A

Federal Award Date: N/A

Total Amount of the Federal Award: N/A

Federal Award Project Description: N/A

Federal Awarding Official: N/A

Sub-Recipient Name: Ventura Council of Governments (VCOG)

Sub-Recipient's UEI No: N/A

Total Amount of Federal Funds Obligated to the Sub-Recipient: \$0

Total Amount of Non-Federal Funds Obligated to the Sub-Recipient: \$453,600

Total Amount of the Sub-Award: \$453,600

Subaward Period of Performance Start Date: March 18, 2021

Subaward Period of Performance End Date: February 29, 2024

Type of Contract: Project Specific

Method of Payment: See Section 6 of this MOU

Project R&D: N/A

Indirect Cost Rate for the Federal Award: N/A

Subaward Project Title: VCOG Regional Early Action Planning (REAP) Grant Partnerships and Outreach

Subaward Project Description: VCOG Regional Early Action Planning (REAP) Grant Partnerships and Outreach will utilize REAP funding to implement planning projects to further the development of housing within the VCOG jurisdiction.

**AMENDMENT NO. 01
SCAG MEMORANDUM OF UNDERSTANDING
No. M-018-21**

**BETWEEN THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG)
AND VENTURA COUNCIL OF GOVERNMENTS
FOR THE VCOG REGIONAL EARLY ACTION PLANNING (REAP) GRANT
PARTNERSHIPS AND OUTREACH**

(SCAG Project/OWP No. 300-4889Y0.01)

This Amendment No. 01 (“Amendment”) to the Memorandum of Understanding No. M-018-21 (“MOU” or “Agreement”) is by and between the **Southern California Association of Governments** (“SCAG”) and the Ventura Council of Governments (VCOG) (“Sub-Recipient”), for VCOG Regional Early Action Planning (REAP) Grant Partnerships and Outreach, subsequently herein referred to as “Project.” SCAG and the Sub-Recipient are individually referred to herein as “Party” and may be collectively referred to herein as “Parties.”

RECITALS

WHEREAS, SCAG and the Sub-Recipient are parties to that certain Agreement dated March 18, 2021;

WHEREAS, Section 10 of the Agreement permits the parties to amend the Agreement through written amendment;

WHEREAS, California Senate Bill 197 amended the expenditure deadline for the Local Government Planning Support Grants Program and requires each recipient of funds under the Local Government Planning Support Grants Program to expend the funds no later than December 31, 2024;

WHEREAS, SCAG has realized cost savings in implementing the REAP 1.0 programs and is shifting the cost savings to the Subregional Partnership Program;

WHEREAS, the Sub-Recipient is eligible for up to an additional five percent (5%) funding;

WHEREAS, the additional five percent (5%) funding may only be used for program management or approved tasks as identified in the executed Scope of Work Approval form, it may not be used for administrative costs and is subject to conditions as communicated from SCAG to Sub-Recipient; and

WHEREAS, the purpose of this Amendment No. 01 is to extend the period of performance to February 29, 2024, to extend the term of this Agreement to February 29, 2024, change program management, and to increase the funding award by five percent (5%) to include up to Twenty-One Thousand Six Hundred Dollars (\$21,600) for program management or approved tasks, for a total award of up to Four Hundred Fifty-Three Thousand Six Hundred Dollars (\$453,600) to the Sub-Recipient.

NOW THEREFORE, IT IS MUTUALLY AGREED THAT:

1. Section 2b. (Scope of Work) is amended to read as follows:

SCAG shall only be obligated to make payments to the Sub-Recipient from REAP Program funding that SCAG actually receives and only for work performed as part of the Scope of Work regarding the Projects, up to the maximum amount of Four Hundred Fifty-Three Thousand Six Hundred Dollars (\$453,600). SCAG intends to use state funds to meet its funding obligations described herein.

2. Section 3 (Term) is amended to read as follows:

The Term of this Agreement shall begin on the Effective Date of the Agreement and continue until February 29, 2024, hereinafter referred to as the "Completion Date," unless terminated earlier as provided herein. Time is of the essence in the performance of services under this MOU. All consultant work must be completed by February 29, 2024, and all invoices and reports related to the Project must be received by SCAG from Sub-Recipient by March 21, 2024.

3. Section 5a. (Funding) is amended to read as follows:

SCAG's contribution to the Project is funded wholly with state REAP Program funds, in an amount not to exceed Four Hundred Fifty-Three Thousand Six Hundred Dollars (\$453,600). SCAG shall not be obligated to make payments for any Project costs that exceed Four Hundred Fifty-Three Thousand Six Hundred Dollars (\$453,600). SCAG shall not be obligated to pay for any increase in Project costs which exceeds SCAG's obligated funding amount. SCAG shall not be obligated to make payments from any source other than funds provided by HCD to SCAG pursuant to the REAP Program. SCAG shall only be obligated to make payments to the Sub-Recipient from REAP Program funding that SCAG actually receives and only for work performed as part of the Scope of Work regarding the Project, up to the maximum amount of Four Hundred Fifty-Three Thousand Six Hundred Dollars (\$453,600).

4. Section 4b. Program Management is amended to update for SCAG as follows:

For purposes of this MOU, SCAG designates the following individual as its Project Manager:

David Kyobe

Housing Program Manager

(213) 236-1858

kyobe@scag.ca.gov

5. Section 6i. (Invoices and Progress Reports) is amended to read as follows:

As each project is finalized, and no later than March 21, 2024, the Sub-Recipient shall submit a Close-Out Report for each project, in a format to be determined by the SCAG Project Manager. At the time of the drafting of this MOU, the Awarding Agency, State of California, Department of Housing and Community Development has not provided the requirements for the Close-Out Report due to the Department by all grantees at the conclusion of the grant performance period. Therefore, the Close-Out Report format required by SCAG of Sub-Recipients is not available at this time, but will be provided to the Sub-Recipient Project Manager by SCAG Project Manager once it becomes available.

6. Section 6j. (Invoices and Progress Reports) is amended to read as follows:

On all documents submitted to SCAG for the Projects, including Invoices, Quarterly Reports, Annual Reports, and Close Out Form, the Project Number (OWP No. 300-4889Y0.01) shall be referenced from the Effective Date through February 29, 2024.

In all other respects, the terms and conditions of the Agreement shall remain in full force and effect.

[Signatures on Following Page]

**SIGNATURE PAGE TO
AMENDMENT NO. 01
MEMORANDUM OF UNDERSTANDING
No. M-018-21**

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed by their duly authorized representatives as of the dates indicated below:

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (“SCAG”)

By: _____ Date _____
Cindy Giraldo
Chief Financial Officer

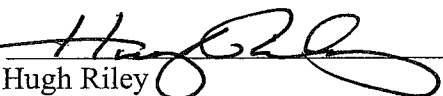
APPROVED AS TO FORM:

By: _____ Date _____
Jeffery Elder
Senior Deputy Legal Counsel

VENTURA COUNCIL OF GOVERNMENTS (VCOG) (“Sub-Recipient”)

By: _____ Date _____
Elaine Litster
Chair

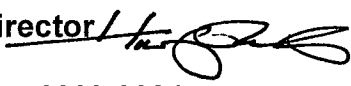
APPROVED AS TO FORM:

By:  _____ Date June 23, 2023
Hugh Riley
Executive Director



ITEM 6E.

MEMORANDUM

TO: Council Members and Alternates
FROM: Hugh Riley, Executive Director 
SUBJECT: Budget Amendment No. 1 – 2023-2024
DATE: July 13, 2023

Recommendation:

Review the proposed Amendment No. 1 to the VCOG Operating Budget for F.Y. 2023-2024 and Adopt VCOG Resolution No. 2023-04.

Discussion:

The VCOG Joint Powers Authority Agreement Section 23 requires that a budget be adopted, and dues be approved, at the last regular meeting of the Governing Body prior to June 30 of each year or at the first meeting, regular or special, of the Governing Body after June 30. This report transmits proposed VCOG Budget Amendment No. 1 for Fiscal Year 2023/2024.

On May 11, 2023, the VCOG Council Adopted VCOG Resolution No. 2023-03 approving a proposed VCOG Operating Budget for 2023-2024. Adjustments to the approved budget are required to account for the following:

1. Anticipated REAP 2.0 Grant (\$419,000)
2. REAP 1.0 Budget Carry-over
3. Amendment No. 1 to REAP 1.0 MOU No. 018-21
4. Reimbursable preliminary expense for the LATA Grant (Approved on June 29, 2023)

This report presents Amendment No. 1 to the Budget. Line Item changes to the original approved budget are listed below:

INCOME:

- Add \$419,000 for Anticipated REAP 2.0 Grant
- Adjust REAP 1.0 Income to \$217,076 for carry-over from 2022-2023 Budget
- Reflect SCAG MOU amendment adding \$21,600 to REAP 1 Project 4.
- Add \$17,809 from LATA Grant Approved Budget

EXPENSE:

- Adjust REAP 1.0 Project Expenses
 - Project 1- TASK B 19,089
 - Project 4- New Task A 6,387
 - Task A (transfer to OCCOG) 71,600
 - Project 5
 - Task A -0-
 - Task B -0-
 - Task C 120,000
 - Total REAP 1.0 217,076

- Add REAP 2.0 Project Expenses (New Grant)
 - Project 1 21,000
 - Project 2 300,000
 - Project 3 50,000
 - Project 4 48,000
 - Total REAP 2.0 419,000

- ADD LATA Admin Expense 17,809

The remainder of the Fiscal Year 2023/2024 is unchanged. The amended budget is presented in Exhibit A to Resolution 2023-04. Member agency Dues Assessments (Attachment, Exhibit B) have been maintained at the same level as in eight previous years. The amended Budget totals \$727,887 to continue VCOG Operations and Programs from July 1, 2023 to June 30, 2024.

ATTACHMENT: VCOG Resolution 2023-04 and Exhibits-Budget Amendment No. 1 for 2023-2024

ATTACHMENT

**VENTURA COUNCIL OF GOVERNMENTS RESOLUTION
NO. 2023-03
A RESOLUTION OF THE GOVERNING BODY OF
THE VENTURA COUNCIL OF GOVERNMENTS
AMENDING THE 2023-2024 BUDGET**

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

SECTION 1: The Governing Body adopted VCOG Operating Budget for Fiscal Year 2023-2024 on May 11, 2023.

SECTION 2: In anticipation of the receipt of a REAP 2.0 Grant, and pursuant to Amendment No. 1 to the REAP 1.0 Memorandum of Understanding No. M-018-21, and the eventual receipt of the Local Agency Technical Assistance (LATA) Grant from the State Public Utilities Commission which includes VCOG Admin Funds, certain adjustments to the VCOG Operating Budget for Fiscal Year 2023-2024 are required.

SECTION 3: The Governing Body agrees that the 2023-2024 VCOG shall be amended as shown in the attached Exhibit A for an amended total of \$727,887, and that there are no changes by this amendment to Member Dues Assessments for Fiscal Year 2032-2024 contained in Exhibit B.

PASSED AND ADOPTED this 13th day of July, 2023.

Elaine Litster, Chair

Attest:

Hugh Riley, Executive Director