



**VENTURA COUNCIL
OF GOVERNMENTS**

AGENDA

The meeting will be via Zoom Webinar

Thursday, March 11, 2021, 5:00 p.m.

PUBLIC ACCESS LINK

<https://us02web.zoom.us/j/84032874543?pwd=N3ZYcGRXNjJGOWxIU3pITlpvb2xUUT09>

Meeting ID: 840 3287 4543 Password:387077

Dial-in # 1-669-900-6833

In light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 and the Guidance for Gatherings issued by the California Department of Public Health, councilmembers will participate in the meeting from individual remote locations, which is in accordance with the Governor's Executive Order. Members of the public are encouraged to attend the meeting remotely. Persons who wish to address the council on an item to be considered at this meeting are asked to submit comments in writing to the council at ridgeriley@msn.com by 4:30 PM, Tuesday, November 10, 2020. Due to the current circumstances if you would like to ask a question or offer a verbal public comment on any item on the agenda during the meeting, please e-mail your question or public comment to ridgeriley@msn.com. Any question or public comment received will be read into the record during the public comment portion of this meeting. In compliance with the American's 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 the 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, members of the public that have registered to participate may comment on any item not appearing on the agenda. Individual Board Members may briefly respond to Public Comments or ask questions for clarification.

MEMBERS

City of Camarillo
Kevin Kildee, Member
Tony Trembley, Alternate

City of Fillmore
Mark Austin, Member
Diane McCall, Alternate

City of Moorpark
Janice Parvin, Member
Chris Enegren, Alternate

City of Ojai
Randy Haney, Member
Betsy Stix, Alternate

City of Oxnard
Bert Perello, Member
Oscar Madrigal, Alternate

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

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

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

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

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

County of Ventura
Bob Huber, Member
None Appointed

4. **EXECUTIVE DIRECTOR'S REPORT** – (Attached)
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. Other
6. **CONSENT CALENDAR- ROLL CALL VOTE REQUIRED**
 - A. **Summary of January 14, 2021 Meeting** p. 4 – Approve Meeting Summary for the January 14, 2020. **Action:** Approve Meeting Summary as published.
 - B. **Financial Report** p. 10 - Approve Ventura Council of Governments Financial reports for the Budget Period January 8, 2021 to March 5 2021. **Action:** Approve Financial Report
 - C. **Register of Warrants & Debit Card Transactions** p. 16 - Approve the Register of Warrants for Expenditures and Debit Card Transactions incurred from January 8, 2021 to March 5, 2021. **Action:** Approve Register of Warrants and Debit Card Transactions.
 - D. **VCOG Procurement Policy** p. 19 – VCOG Resolution No. 2021-02 -Approving Procurement Policy governing purchase of materials, supplies, contract services, and equipment. **Action:** Adopt Resolution No. 2021-02
 - E.* **2021 VCOG Legislative Program** p. 29 - Review and discuss proposed VCOG Legislative Program. **Action:** Approve the final Legislative Program for 2021
 - F.* **2021 VCOG Program of Priorities** p. 36- Review and discuss proposed changes to the Draft 2021 VCOG Program of Priorities as recommended by the Administrative Committee discuss additional recommended changes by members or staff if any. **Action:** Approve the final Program of Priorities for 2021
 - G. **REAP Program Memorandum of Understanding (MOU)** p. 40 – This MOU sets out the terms and conditions for the REAP Funding for VCOG from HCD-SCAG for approximately \$432,000 for projects design to accelerate housing production within the VCOG Jurisdiction. **Action:** Approve MOU # and Authorize Chair to sign subject to final language approval by the Executive Director.

**If there are additional changes to these documents suggested by members, that member should request the Chair to pull the item from the Consent Calendar for discussion prior to any action on Item 6.*

7. **PRESENTATION ITEMS**

- A. **Appointment of 2021 VCOG Administrative Committee** p. 85 - Upon recommendation of the Chair, approve the appointment of Al Adam, City of Thousand Oaks and Randy Haney, City of Ojai as At-Large Members of the VCOG Administrative Committee **Action:** Approve Chair's recommendation.
- B. **Five-Year Review Report of Ventura County's Countywide Integrated Waste Management Plan** p. 87- Bruce Belluschi, Manager, Integrated Waste Management Division, will present the County's Five-Year Review Report and discuss the timeline for the final review of the report. **Action:** Receive Report

- C. **Information Presentation from the Social Justice Fund for Ventura County p. 91**
A representative from the Social Justice Fund for Ventura County will provide an informational presentation about the SJFVC's Vision, Mission and Approach.
Action: Receive Presentation and Discuss.

9. **BOARD MEMBER COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**
Any Board Member may propose items for placement on a future agenda. Members may discuss whether or not the item should be placed on the agenda and the description of the agenda item.

10. **ADJOURNMENT: 6:30 PM – Next Meeting- May 13, 2021 – 5:00 PM**

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file with the Ventura Council of Governments Executive Director and are available for public inspection. If you have any questions regarding any agenda item, contact the Executive Director at (805) 217-9448.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Director. Notification 48 hours before the meeting will allow VCOG to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35, 102-35. 104 ADA Title II).



MEETING SUMMARY

ITEM 6A

January 14, 2021

5:00 p.m.

VIA ZOOM Webinar

1. CALL TO ORDER & FLAG SALUTE – The meeting was called to Order at 5:10 PM by Chair Parvin. The Flag Salute was led by Chair Parvin.

2. ROLL CALL

Present:

Janice Parvin, Chair, City of Moorpark
Jenny Crosswhite, Chair-Elect, City of Santa Paula
Al Adam, City of Thousand Oaks
Kevin Kildee, City of Camarillo
Randy Haney, City of Ojai
Steven Gama, City of Port Hueneme
Lorrie Brown, City of San Buenaventura
Ruth Luevanos, City of Simi Valley
Bob Huber, Supervisor, County of Ventura

Absent: Mark Austin, City of Fillmore; Bert Perello, City of Oxnard.

Staff:

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

Guests:

Geneva Monteleone, Field Representative for U.S. Senator Dianne Feinstein
Jeanette Sanchez, District Director for Assembly Member Jacqui Irwin
Jeremy Wolf, District Director for Senator Henry Stern
Chris Enegren, Mayor Pro Tem, City of Moorpark
Amanda Fagan, Director of Planning and Policy, V.C.T.C.
Rachel Wagner, Regional Affairs Officer, SCAG
Dave Mullinax, Regional Public Affairs Manager, League of California Cities
Jason Rhine, Assistant Legislative Director, League of California Cities

3. PUBLIC COMMENT –

NOTE: The Public was able to access the meeting by advising VCOG Staff in advance
<https://us02web.zoom.us/j/85926179357?pwd=TVhIZG84aURkY0N4eUhnQktNM1A4dz09>

Chris Enegren, Mayor Pro Tem for the City of Moorpark, presented a letter to Governor Newsome requesting a scientific analysis that would justify prohibiting outdoor dining at area restaurants and requested that VCOG send the letter to the Governor.

Chair Parvin asked that the request be added to the meeting agenda as an emergency. **MOTION** by Parvin to add the request by Enegren to the meeting agenda as an emergency due to the eminent closure of many area restaurants because of the restriction. **SECONDED** by Huber. 4

Roll Call Vote: Ayes: 7 Nos. 2: The Motion Carried.

The Council held a discussion of the pros and cons of sending the letter. All members commented that they recognized and sympathized with area restaurants and other small businesses that are suffering from the operating restrictions imposed by the Governor. Some commented that the cities and businesses deserved an explanation. Others stated that it was unlikely such a letter would gain other than the common response and now might not be a good time to be on the wrong side of the Governor as attempts to form a separate region including Ventura, Santa Barbara and San Luis Obispo Counties were getting under way. **MOTION** Adam to decline to send the letter requested by Enegren. **SECONDED** by Haney.
Roll Call Vote: Ayes: 6 Nos. 2: The Motion Carried.

As an alternative to be considered, Member Adam suggested and **MOVED** that staff prepare a letter to the Governor requesting more financial assistance for distressed small businesses. The motion was **SECONDED** by Member Luevanos. Discussion on the motion ensued and Riley suggested that the Council consider requested a future Agenda Item exploring state and federal funding opportunities for small businesses. Riley advised that there were numerous programs available and becoming available in the near future from the state budget and the federal CARES Act initiatives by the incoming Biden Administration and the Economic Development Collaborative of Ventura County was an excellent source of information and direct assistance to business for accessing these programs.

Member Adam withdrew his previous motion and a **MOTION** was made by Adam to direct VCOG Staff to plan a future Agenda topic to discuss how VCOG could help facilitate the delivery of direct financial assistance for local small businesses. **SECONDED** by Luevanos.
Roll Call Vote: Ayes: 9 Nos. 0: The Motion Carried.

SEATING OF 2021 VCOG CHAIR AND ELECTION OF CHAIR-ELECT

Riley explained the past practice of the Chair-elect succession to the position of Chair. Member Crosswhite, having been elected Chair-elect at the January 9, 2020 VCOG Meeting should now assume the position of Chair and preside over the remainder of the meeting. Riley then reported that the VCOG Admin Committee meeting as the COG Nominating Committee met on October 15, 2020 and nominated Camarillo City Council Member Kevin Kildee for the office of Chair-elect for 2021. Chair Crosswhite, following established procedure, asked for nominations for Chair-elect from the Council. Riley advised that self-Nominations were allowed.

Member Haney suggested that a more equitable procedure would be to call for nominations from the Council with no recommendation from the nominating committee.

Member Luevanos nominated Lorrie Brown, City of Ventura, for the position of Chair-elect for 2021. Brown respectfully declined the nomination stating that she would not be appointed to represent the City of Ventura for the coming year.

Member Luevanos nominated member Haney for the position of Chair-elect for 2021. Member Haney accepted the nomination.

There were no further nominations offered/ Riley explained that the VCOG procedure allowed for a voice or show of hands for each nominee in the order of their nomination and that any member may request a secret ballot. He further explained that the first nomination to receive a majority vote of the members present is the Chair-elect.

Chair Crosswhite for a vote on the nomination of Member Kildee as Chair-elect for 2021.
Roll Call Vote: Ayes: 6 Nos. 3: Kildee was elected Chair-elect for 2021.

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

- **2021 Legislative Update** – Below are some bills of note:
AB 15 (Chiu) Tenant Stabilization Act of 2021
AB 71 (Luz, Rivas) Statewide Homelessness Solutions Program
SB 5 (Atkins) Housing Bond
SB 6 (Caballero) Local Planning. Housing in Commercial Zones
SB 9 (Atkins) Duplexes and Lot Splits
SB 10 (Wiener) Planning and Zoning. Increased Density
SB 15 (Portantino) Rezoning of Idle Sites
SB 55 (Stern) Very High Fire Severity Zones and State Responsibility Area
SCA 2 (Allen) Public Housing Projects

As the 2021 Legislative Session moves along, more information and analysis will be provided.

- **Governor Releases \$227 billion Budget Plan-** Governor Newsom released new budget as predicted \$54.3 billion shortfall disappears. The budget includes five funding priorities: \$2 billion for reopening schools, boosting Corona Virus vaccine spending; \$735 million in small business grants and fee waivers; \$2.4 billion to provide cash payments to roughly 4 million people. Dave Mullinax will provide more details during his report on January 14.
- **VCOG Administrative Committee-**The Committee met on November 19, 2020 via ZOOM Conference Call. The Committee received a Financial Report from Executive Director Riley, reviewed the final Draft of the 2021 VCOG Strategic Plan, and authorized staff to submit VCOG's Application for Regional Early Action Program Funds from SCAG.
- **SCAG Regional Council Elections** – The deadline for submittal of requests for candidacy to serve as Representatives to SCAG's Regional Council for Districts 45 and 47 was January 12, 2021. I will provide a status report on January 14 as to Council members from cities in these Districts that have declared their interest and candidacy.
- **SCAG Approves VCOG's REAP Program** – SCAG has formally approved VCOG has formally approved VCOG's Application for a Sub-regional Partnership Grant. VCOG will receive \$431,573 from the Regional Early Action Program (REAP) to fund projects designed to accelerate housing production, implement the 6th Cycle of the Regional Housing Needs Assessment (RHNA), and align sub-regional partner goals with SCAG's Connect SoCal – 2020-2045 Regional Transportation Plan/Sustainable Communities Strategy.

These funds are available pursuant to the State REAP Program enacted by the State of California 2019-2020 Budget Act.

- **2021 VCOG Meeting Schedule** – The Administrative Committee is recommending the attached VCOG Meeting Schedule for 2021. The Schedule follows past practice for meeting intervals. The November 2021 Meeting would have fallen on the 11th- Veteran's Day so the Committee is recommending a change to November 4, 2021. Meetings will continue to be via ZOOM Conference Call or Webinar until further notice.
- **Mandatory Ethics Training** – Members are required to complete a minimum of two (2) hours of AB 134 Training within one year of being appointed, and every two years thereafter. This training is typically made available by your individual agencies. Please check with your City Manager.

- **Notice of County-wide Integrated Waste Management Plan- 5-Year Review Report** – VCOG has received notice of the CIWMP Report as required of the county by the State of California every five years. A copy of the draft report will be sent to VCOG, as well as staff for each Ventura County city, in February in preparation for a requested presentation by County staff at VCOG's March 11 meeting.

- **Council Reorganization-Filling Vacancies-** Reminder to Members/Alternates – The Elections will bring Council Committee and Commission in January. Please ask your City Clerks to advise VCOG of the names and e-mails for any Council Members appointed to serve as members or alternates on the VCOG Council. This will assist staff in ensuring that all members are fully informed and receive agendas and reports.

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

- Rachel Wagner, Regional Affairs Officer, SCAG- Reported on SCAG's Regional Data Platform (RDP) a tool we launched to assist jurisdictions with data sharing and tools for General Plan Updates along with Local Information Services Team (LIST) which provides direct assistance to cities through data, applications, model policies and best practices. Sustainable Communities Program Housing & Development application extension to Jan. 25th. Agencies can apply for funds to assist with Housing Updates and other resources.

- Amanda Fagan, Director of Planning and Policy, V.C.T.C- Reported on VCTC's Unmet Transit Needs virtual hearing on January 21st at 12:00 p.m. or to submit an online survey to share ideas for improving bus and dial-a-ride service in Ventura County. the County Freight Corridors Study to encourage safe and efficient freight transportation throughout Ventura County and beyond. An online survey, virtual public workshops and other opportunities to provide feedback are forthcoming beginning in February. VCTC has also begun the process of updating the countywide Comprehensive Transportation Plan. A Request for Proposals for consultant support to prepare the CTP Update was released last Friday, with proposals due on February 5th. This two-year community-based planning process will inform long-range transportation decisions into the future. Finally, she announced that VCTC, in partnership with Caltrans and California Highway Patrol, will be launching Ventura County's first Freeway Service Patrol (FSP) program in February. Freeway Service Patrol is a fleet of roaming tow trucks ready to assist disabled vehicles on portions of Ventura County highways. Services are provided at no cost to motorists, and the program is funded through grants from Caltrans and through a \$1 annual fee per vehicle registered in the County.

- Dave Mullinax, Regional Public Affairs Manager, League of California Cities – Reported on the Governors recently released record-breaking \$227.2 billion proposal for the 2021-22 fiscal year. The proposal prioritizes funding to support COVID-19 recovery efforts, but lacks significant fiscal support for cities. The Legislature and the Governor will work over the next several months to adopt a final budget by the June 30th constitutional deadline, however the Governor has asked the Legislature to take "early action" on roughly \$5 billion in relief to low income families, school reopening, and grants for businesses impacted by the pandemic. He also reminded members of the LOCC Channel Counties Division Virtual Meeting on January 21, 2021 from 3:00 PM to 5:00 PM. The featured speaker will be Senator John Laird, 17th District. Divisions Officers will be elected and revised Bylaws approved.

7. CONSENT CALENDAR

Executive Director Riley asked that Item 7F pulled for discussion.

MOTION was made by Member Adam to approve Items A – E and Items G-I of the Consent Calendar. The Motion was **SECONDED** by Member Huber. The motion carried without opposition.

- A. **Summary of November 12, 2020 Meeting** – Approve Meeting Summary for the November 12, 2020. **Action:** Approve Meeting Summary as published.
- B. **Financial Report p. 10** - Approve Ventura Council of Governments Financial reports for the Budget Period November 12, 2020 to January 8, 2021. **Action:** Approve Financial Report
- C. **Register of Warrants & Debit Card Transactions** - Approve the Register of Warrants for Expenditures and Debit Card Transactions incurred from November 12, 2020 to January 8, 2021. **Action:** Approve Register of Warrants and Debit Card Transactions.
- D. **2021 VCOG Legislative Program** - Review of Legislative Program for 2021 and refer to Legislative Committee for Recommendations. **Action:** Refer Draft 2021 VCOG Legislative Program to the Administrative Committee for Recommended Changes.
- E. **2021 VCOG Program of Priorities** - Review of Program of Priorities for 2021 and refer to Administrative Committee for Recommendations. **Action:** Refer Draft 2021 VCOG Program of Priorities to the Administrative Committee for Recommended Changes.
- G. **Budget Amendment For REAP Program Expenses for F.Y. 2020-2021** – Amendment to VCOG 2020-2021 Operating Budget adjusting Expense Items for Various Project Expenses with the same overall project budget Total of \$199,360. **Action:** Adopt VCOG Resolution No. 2001-01 Amending the 2020-2021 VCOG Operating Budget.
- H. **2021 VCOG Strategic Plan Update** - Consideration of an updated 2021 VCOG Strategic Plan. **Action:** Approve 2021 VCOG Strategic Plan
- I. **Adoption of 2021 VCOG Schedule of Meetings** - Adopt Schedule of VCOG Meetings for the Council and Admin Committee. **Action:** Approve Staff Recommendation.

Pulled Consent Item:

- F. **Appointments to SCAG Policy Committees** - Confirm appointments to SCAG Policy Committees. **Action:** Approve Staff Recommendation. Riley reported as a result of the Notice of Call for Candidates issued on November 16, 2020, VCOG had received only one Declaration of Candidacy from District 45- Laurie Hernandez, Council Member from the City of Port Hueneme; and only one Declaration of Candidacy from District 47- Lorrie Brown, City Council Member from the City of Ventura. Riley stated that, based on SCAG procedures and past practice, unless there are two or more candidates from each District, there is no need for an election and the candidates may be declared elected by acclamation. Riley asked that the Council's action on this Item include that declaration, electing Hernandez and Brown to their respective District Positions on the SCAG Regional Council and allowing them to begin their service now during a very busy and important time.

MOTION was made by Member Adam to approve the Consent Calendar Item F with change recommended by Riley to declare Hernandez and Brown elected by acclamation. The Motion was **SECOND** by Member Huber. The Motion carried without opposition.

8. PRESENTATION ITEMS

- A. **Appointment of 2021 VCOG Administrative Committee** - Upon recommendation of the Chair, approve the appointment of Al Adam, City of Thousand Oaks as At-Large Member of the Administrative Committee and defer appointment of second At-Large Member to the 8

March 11, 2021 Council Meeting. Riley outlined the Bylaws Provisions for the formation of the VCOG Administrative Committee (Admin Committee).

The Bylaws state that the Administrative Committee shall be composed of the Chair, the Chair-elect, and the Immediate Past Chair of the Governing Body and two (2) At-Large Members. The Administrative Committee would also include the Chair of any other Standing Committee established by the Governing Body but as VCOG presently has no other Standing Committees, this does not apply. The bylaws further provide that the Chair may recommend additional members (At-large Members) for appointment to the Administrative Committee with the approval of the Council.

Referencing previous comments from new members about fairness and opportunity for consideration, Chair Crosswhite Appointed Chair, the Chair-elect Kildee, and the Immediate Past Chair Parvin to serve as the Administrative Committee and deferred the appointment of new At-large members to the March 11 Council Meeting. Member Adam will continue to serve until permanent At-large appointments are made.

- B. Memorandum of Agreement between VCOG and VCTC** Review and Approve a Memorandum of Agreement (MOA) with the Ventura County Transportation Commission for the VCOG Regional Early Action Planning Project No. 5, "Vehicle Miles Traveled Adaptive Mitigation Program" Chris Williamson gave a brief overview of the REAP grant and MOA with VCTC for development of a Vehicle Miles Travelled (VMT) Adaptive Management Mitigation Program. The total grant is approximately \$430K. One of five projects is a partnership with VCTC. Riley reported that VCTC's legal Council had requested changes to the MOA to specify the types of VCTC Activity eligible for reimbursement with REAP Funds. He asked that the Council Action be subject to final language approval by the Executive Director.

MOTION by Member Haney to approve the MOA subject to final language approval by the Executive Director. **SECONDED** by Member Huber. The Motion passed unanimously.

- C. Housing Accountability Act Compliance – "Cities Can't Just Keep Saying No to Housing Development Projects Their Constituents Don't Support"**- Jason Rhine, Assistant Legislative Director, League of California Cities provided a Presentation on the California Housing Accountability Act. The Slide presentation will be made available to members upon request to Riley.


Councilmember Parvin asked whether transportation is considered an adverse impact under the Housing Accountability Act (HAA). Rhine replied that no, transportation is not considered a specific adverse impact under HAA, as traffic impacts can be mitigated.

- 8. BOARD MEMBER COMMENTS & REQUESTS FOR FUTURE AGENDA ITEMS –**
- Councilmember Luevanos requested a presentation on VMT on a future agenda.
 - Councilmember Haney recommended adding water, public health, and cannabis (how and where grown) to the VCOG Issues & Priorities list.
- 9. ADJOURNMENT –** Chair Cross adjourned the meeting at 7:25 p.m. to March 11, 2021.

ITEM 6B

MEMORANDUM

TO: Council Members and Alternates

FROM: Hugh R. Riley, Executive Director 

SUBJECT: Financial Report

DATE: March 11, 2021

Recommendation:

Receive and file Financial Report for Period ending March 5, 2021

Discussion:

This report transmits the Ventura Council of Governments (VCOG) Financial reports for the Budget Period to March 5, 2021

Investments:

The objectives of VCOG's adopted Investment Policy are safety, liquidity, and yield, with the foremost objective being safety. Prudence, ethics, and delegation of authority are the Policy's applied standards of care. Below is a summary of VCOG's investments that comply with the VCOG Investment Policy:

Institution	Investment Type	Maturity Date	Interest-FY to Date- 7/31/20	Rate	Balance
Bank of A	Maximizer 2635	N/A	\$ 3.14	0.03%*	\$47,085.49
Bank of A	CD-91000164558339	7/8/21	\$ 6.01**	0.05%	\$20,367.44

* Variable

** Earned but not paid-(Note: Available interest rate for bank certificates of deposit dropped to 0.05%).

The 2020-2021 F.Y. Budget was approved by the Council on June 11, 2020 and amended on September 10, 2020, November 12, 2020, and January 14, 2021. These Amendments were primarily due to the pending REAP Grant. The Financial Report for this period reflects all expenditures including REAP Activity which included preparation of the Program Application, MOU and outreach surveys to member agency staffs for further input and project ideas.

ATTACHMENTS: Balance Sheet – As of March 5, 2021
Profit and Loss – July 1, 2020 to March 5, 2021
Budget vs. Actual - July 1, 2020 to March 5, 2021

Ventura Council of Governments

Balance Sheet
As of March 5, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BofA - 5797	-905.00
BofA - 9045	64,936.13
BofA CD - 8339	20,331.60
BofA MM - 2635	47,085.49
Total Bank Accounts	\$131,448.22
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$131,448.22
Other Assets	
Fraud	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$131,448.22
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	6,000.00
Total Long-Term Liabilities	\$6,000.00
Total Liabilities	\$6,000.00
Equity	
Opening Balance Equity	111,291.04
Unrestricted Net Assets	-4,534.88
Net Income	18,692.06
Total Equity	\$125,448.22
TOTAL LIABILITIES AND EQUITY	\$131,448.22

Ventura Council of Governments

Profit and Loss

July 1, 2020 - March 5, 2021

	TOTAL
Income	
Dues Assessments	64,992.00
Other Types of Income	
Bank Interest	33.92
Total Other Types of Income	33.92
Total Income	\$65,025.92
GROSS PROFIT	\$65,025.92
Expenses	
Contract Services	
Accounting Fees	827.50
Executive Administration	27,500.00
Total Contract Services	28,327.50
Operations	
Advertising	68.00
Printing and Copying	123.89
Website	755.00
Total Operations	946.89
Other Types of Expenses	
Insurance - Liability, D and O	1,868.94
Total Other Types of Expenses	1,868.94
REAP Project Costs	
Administration (Pre-Application)	1,440.00
Project - 1 - TASK A	12,794.76
Project 2 - TASK A	300.00
Project 3 - TASK A	200.00
Project 4 - TASK A	200.00
Project 5 - TASK A	200.00
Total REAP Project Costs	15,134.76
Travel and Meetings	
Meals	55.77
Total Travel and Meetings	55.77
Total Expenses	\$46,333.86
NET OPERATING INCOME	\$18,692.06
NET INCOME	\$18,692.06

Ventura Council of Governments

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

July 2020 - June 2021

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
Annual Dinner Tickets		500.00	500.00
Dues Assessments	64,992.00	64,992.00	0.00
Investments			
Interest-Savings, Short-term CD		20.00	20.00
Total Investments		20.00	20.00
REAP Income		199,360.00	199,360.00
Research Grant Appropriation		8,000.00	8,000.00
Total Income	\$64,992.00	\$272,872.00	\$207,880.00
GROSS PROFIT	\$64,992.00	\$272,872.00	\$207,880.00
Expenses			
Contract Services			
Accounting Fees	827.50	2,550.00	1,722.50
Audit		5,250.00	5,250.00
Executive Administration	27,500.00	45,000.00	17,500.00
Legal Fees		370.00	370.00
Research Grant - CLU		8,000.00	8,000.00
Total Contract Services	28,327.50	61,170.00	32,842.50
Operations			
Printing and Copying	123.89	1,500.00	1,376.11
Supplies		600.00	600.00
Website	755.00	1,500.00	745.00
Total Operations	878.89	3,600.00	2,721.11
Other Types of Expenses			
Insurance - Liability, D and O	1,868.94	1,800.00	-68.94
Total Other Types of Expenses	1,868.94	1,800.00	-68.94
REAP Project Costs			
Project - 1 - TASK A	12,794.76	12,892.00	97.24
Project 1 - TASK B		13,000.00	13,000.00
Project 1 - TASK C		9,968.00	9,968.00
Project 2 - TASK A	300.00	9,500.00	9,200.00
Project 2 - TASK B		10,000.00	10,000.00
Project 3 - TASK A	200.00	19,500.00	19,300.00
Project 4 - TASK A	200.00	29,250.00	29,050.00
Project 4 - TASK B		29,250.00	29,250.00
Project 4 - TASK D		29,000.00	29,000.00
Project 5 - TASK A	200.00	5,000.00	4,800.00
Project 5 - TASK B		32,000.00	32,000.00
Total REAP Project Costs	13,694.76	199,360.00	185,665.24
Travel and Meetings			
Annual Dinner		7,500.00	7,500.00

Ventura Council of Governments

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

July 2020 - June 2021


	TOTAL		
	ACTUAL	BUDGET	REMAINING
Conference and Meetings		4,842.00	4,842.00
Travel		600.00	600.00
Total Travel and Meetings		12,942.00	12,942.00
Total Expenses	\$44,770.09	\$278,872.00	\$234,101.91
NET OPERATING INCOME	\$20,221.91	\$ -6,000.00	\$ -26,221.91
NET INCOME	\$20,221.91	\$ -6,000.00	\$ -26,221.91



**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: March 11, 2020

Recommendation:

Approve the Register of Warrants for expenditures and Debit Card Transactions incurred from January 8, 2021 to March 1, 2021

Discussion:

This report presents expenditures including bank debit card transactions incurred by the Ventura Council of Governments for the period January 8, 2021 to March 1, 2021

It is prepared in addition to the Financial Report so that the Council may be fully informed as to the expenditure of funds for services and other costs to the organization.

ATTACHMENTS: Warrant and Debit Card Registers

Register of Warrants
Ventura Council of Governments
March 11, 2021
 Transactions from February 1 to March 1, 2021

<u>Check #</u>	<u>Date</u>	<u>Paid To</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount Paid</u>
414	02/01/21	Hugh Riley, Pro. Management, LLC	2/01/20	REAP Application & Oversight	\$ 125.00
415	02/01/21	Hugh Riley, Pro. Management, LLC	2/01/21	Contract Administration- ED	\$ 3,437.50
416	02/02/21	Chris Williamson	2/01/21	REAP Application & Oversight	\$ 375.00
417	02/06/21	VC Digital	1/31/21	Printing and Copying	\$ 41.84
418	02/08/21	Caroline Carter	2/08/21	Accounting Services-REAP	\$ 65.00
419	02/08/21	Caroline Carter	2/08/21	Accounting Services- General	\$ 193.75
420	03/01/21	Chris Williamson	3/01/21	REAP Application & Oversight	\$ 1,300.00
421	03/01/21	Hugh Riley, Pro. Management, LLC	3/01/20	REAP Application & Oversight	\$ 500.00
422	03/01/21	Hugh Riley, Pro. Management, LLC	3/01/21	Contract Administration- ED	\$ 4,187.50

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

March 11, 2021

Transactions from January 8, 2021 to March 1, 2021


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



ITEM 6D.

MEMORANDUM

TO: Council Members and Alternates
FROM: Hugh R. Riley, Executive Director 
SUBJECT: VCOG Procurement Policy
DATE: March 11, 2021

Recommendation:

Adopt VCOG Resolution No. 2021-02 Approving proposed VCOG Procurement Policy.

Discussion:

On September 10, 2020, the Council adopted VCOG Resolution No. 2020-04, a Contractor Procurement Policy for the REAP Projects applicable to the expenditure of grant funds provided by REAP. The Policy provided the Executive Director the authority to issue contracts for services for amounts not to exceed \$25,000 without a requirement for competitive bidding so long as the Executive Director confirms that the fee and/or rates are within the customary price range. For amounts over \$25,000, the Executive Director may issue a RFP or may seek three bids by e-mail at his discretion provided REAP Funds are available. All contracts and terms will be reported to the VCOG Board as a consent ratification at the next regular Council Meeting.

During the development of the Memorandum of Understanding with SCAG for REAP Funding, certain additional and more specific procurement standards were included, necessitating a more comprehensive procurement policy.

The proposed VCOG Procurement Policy attached as part of VCOG Resolution No. 2021-02, has been modelled after several samples provided by other COGs and meets the requirements generally accepted by the State of California and SCAG.

The Policy provides:

- A. The VCOG Purchasing Manager (Executive Director) shall have the direction and authority to purchase or lease materials, supplies, services, and equipment without prior authorization of the VCOG Board of Directors (Board) if the total (not annual) cost is \$25,000 or less from one vendor.
- B. All other purchases shall require Board authorization unless the Board has specifically authorized the ED to execute procurements of specified amounts for specified services. Amendments to contracts approved by the Board, or

- C. Purchasing Procedures; Thresholds. Except as provided in Sections 3.4 and 3.5, the Purchasing Manager shall make purchases or enter into leases and contracts in accordance with the following requirements:
1. \$500 or less: Purchases shall not require competitive bidding but may be made following the receipt of at least one price quote or proposal.
 2. \$501 – \$25,000: Purchases shall be made following the receipt of at least three written price quotes or proposals, which may be solicited using any means reasonably calculated to obtain a combination of the lowest price and highest quality of goods or services available. Such solicitations do not need to be published in a newspaper and may be made by posting a notice in a public location, including a website, or by mail, fax, or email. The Purchasing Manager shall keep a record of all such solicitations and the price quotes or proposals submitted in response thereto.
- D. 3. \$25,001 or more: Purchases shall be made following the posting of a written Request for Proposal (RFP) solicitation. Such written solicitations and offers or responses thereto may be in any reasonable form, as may be determined by the Purchasing Manager, but should generally follow the practices of local government. Such written solicitations shall be posted in at least one publicly accessible location likely to reach the intended service provider, supplier, or vendor.
- E. All contracts shall include general provisions contained in VCOG Standard Agreements for Independent Contractor Services.
- F. All contracts shall conform to VCOG Fiscal Policies and laws of the State of California.
- G. The Executive Director shall report all contracts issued under this policy to the VCOG Council at the next available regular meeting of the governing body.

ATTACHMENTS: VCOG Resolution No. 2021- 02

**VENTURA COUNCIL OF GOVERNMENTS RESOLUTION
NO. 2021-02**

**A RESOLUTION OF THE GOVERNING BODY OF
THE VENTURA COUNCIL OF GOVERNMENTS ADOPTING THE
VCOG PROCUREMENT POLICY**

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

SECTION 1: The VCOG Governing Body finds it necessary and appropriate to adopt a policy governing the procurement of materials, supplies, equipment, and contract services.

SECTION 2: The Governing Body agrees that the Attached VCOG Procurement Policy shall govern the future purchase or lease materials, supplies, equipment, and contract services by and on behalf of VCOG:

PASSED AND ADOPTED this 11th day of March, 2021.

Jenny Crosswhite, Chair

Attest:

Hugh Riley, Executive Director

PROCUREMENT POLICY

SECTION 1: PURPOSE

1.0 This Procurement Policy (Policy) sets forth the rules and procedures for VCOG's procurement activities. As a recipient of federal and state funds, VCOG has the responsibility to ensure that its procurement process complies with all applicable federal, state, and VCOG legal requirements, is based on sound business practices, is transparently conducted in a manner that ethically serves the best interest of VCOG, VCOG member jurisdictions, and the public, and ensures fair and open competition.

SECTION 2: PURCHASING AUTHORITY

2.0 Project Manager. The Executive Director (ED) of VCOG is hereby designated as its Project Manager.

2.1 Project Manager Authority. The Project Manager is authorized to purchase or lease materials, supplies, services, and equipment without prior authorization of the VCOG Board of Directors (Board) if the total (not annual) cost is \$25,000 or less from one vendor. All other purchases shall require Board authorization unless the Board has specifically authorized the ED to execute procurements of specified amounts for specified services. Amendments to contracts approved by the Board, or amendments to contracts approved by the Project Manager which will result in a total contract sum of more than \$25,000, shall be approved by the Board.

SECTION 3: PURCHASES USING STATE OR FEDERAL FUNDS

3.0 Notwithstanding any other provision of this Policy, if a purchase is funded in whole or in part by state or federal grant funds and the grant requires VCOG to use specific purchasing procedures that are inconsistent with the requirements of this Policy, then VCOG shall follow the grant requirements. VCOG's general counsel shall be consulted regarding contract requirements for purchases with state or federal funds. If there is a Memorandum of Agreement/Understanding (MOA/U) between VCOG and the grant administrator, the MOA/U terms shall supersede this policy.

SECTION 4: COMPETITIVE PURCHASING PROCEDURES

4.0 Estimates. Prior to making a purchase, the Project Manager shall make a good faith estimate of the amount of the purchase, using available information regarding market rates, in order to determine the appropriate purchasing procedure. However, inaccurate estimates shall not invalidate any procurement procedure or purchase, provided that all estimates shall be made in good faith and prices shall not be intentionally underestimated, nor shall purchases be split or separated into smaller orders, in order to avoid more formal procurement procedures. A memorandum for the record shall be prepared for all procurements over \$500 that explains how the Project Manager determined each procurement procedure, or series of similar procurements.

The table below summarizes how the appropriate purchasing procedure shall be determined:

Amount of Purchase	Required Approvals	Required Solicitation	Required Documentation
(\$500 or Less)	Executive Director	<ul style="list-style-type: none"> • Price must be considered reasonable based on current market • Purchase can be made from a contractor successfully used in the past, with reasonable pricing • As much as possible, micro-purchases will be rotated among qualified suppliers, provided pricing is comparable 	<ul style="list-style-type: none"> • Receipt or invoice approved by individual(s) in Required Approvals column
(\$501 to \$25,000)	Executive Director	<ul style="list-style-type: none"> • 3 quotes or proposals (catalogue, Internet, written, etc.) from at least 3 firms and/or sole-proprietors; email or letter proposals acceptable 	<ul style="list-style-type: none"> • Documentation of quotes obtained • Procurement documentation (proposals, evaluations, record of negotiation). • Executed contract • Correspondence
(\$25,001 or more)	Executive Director	<ul style="list-style-type: none"> • Competitive Request for Proposals or Sealed Bid Method of Procurement • Or select a contractor from pre-qualified contractor bench • Scope of work • Evaluation Criteria 	<ul style="list-style-type: none"> • Copy of RFB or RFP • Procurement documentation (proposals, evaluations, record of negotiation). • Executed contract • Correspondence • Proposal scoring grids, including who participated in the scoring • Signed conflict of interest forms for VCOG scorers • Proposal and contract of winning bidder/proposer

4.1 Purchasing Procedures; Thresholds. Except as provided in Sections 4.5, 4.6, and 4.7, the Project Manager shall make purchases or enter into leases and contracts in accordance with the following requirements:

- | | |
|-------------------|---|
| \$500 or less: | Purchases shall not require competitive bidding but may be made following the receipt of at least one price quote or proposal. |
| \$501 – \$25,000: | Purchases shall be made following the receipt of at least three written price quotes or proposals, which may be solicited using any means reasonably calculated to obtain a combination of the lowest price and highest quality of goods or services available. Such solicitations do not need to be published in a newspaper and may be made by posting a notice in a public location, including a website, or by mail, fax, or email. The Purchasing Manager shall keep a record of all such solicitations and the price quotes or proposals submitted in response thereto. |
| \$25,001 or more: | Purchases shall be made following the posting of a written Request for Proposal (RFP) solicitation. Such written solicitations and offers or responses thereto will conform with Section 4.2 below. |

4.2 Formal Procurement Procedures. For procurements \$25,001 or more, the following formal procedures shall be followed:

A. To help ensure full and open competition, solicitations for goods and services, requests for proposals (RFPs), and invitation for bid (IFBs or sealed bids) will provide for all of the following:

- (i) A clear and accurate description of the technical requirements for the material, product, or service to be procured. Descriptions will not contain features which unduly restrict competition in accordance with 2 CFR Part 200.319(c)(1).
- (ii) Technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
- (iii) Requirements which the offeror must fulfill and all other factors to be used in evaluating bids or proposals in accordance with 2 CFR Part 200.319(c)(2).
- (iv) Description may also include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth the minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible to avoid impeding competition in accordance with 2 CFR Part 200.319(c)(1).

B. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met will be clearly stated in accordance with 2 CFR Part 200.319(c)(1).

- (i) Required delivery or performance dates/schedules.
- (ii) Clear indications of the quantity or quantities requested and unit(s) of measure, if applicable.
- (iii) A description of the format, if any, in which the requested information, proposals, or bids must be submitted, including the name of the person to whom it should be sent.
- (iv) The date by which information, proposals, or bids are due.

C. Public Notice and Solicitation Period. Public notice of formal solicitations shall be issued not less than ten (10) County of Ventura working days prior to the opening. A notice shall be posted in a public forum. The public notice must specify the place where solicitation documents may be obtained, if a fee applies, and the time and place for submission of solicitation responses.

D. Specifications/Scopes of Work. Specifications and scopes of work shall permit free and full competition to the maximum extent possible under the attendant circumstances. The Purchasing Department shall make the final determination of the acceptability of specifications and scope of work requirements to be included in any solicitation. Solicitation documents must identify all criteria which will be considered in an award recommendation.

4.3 Evaluation and Award of Contract.

A. Rejection of Bids. VCOG may reject all bids in its sole discretion.

B. No Bids Received. If no bids are received, VCOG may make the purchase by any reasonable and available means, notwithstanding the other requirements of this Policy, unless otherwise directed due to funding source.

C. Less than Three Bids Received. If less than three bids are received, the Project Manager shall consider re-noticing the RFP, or award based on the proposals that were received. If the Project Manager elects not to re-notice the RFP, the action must be documented in the file with the reasoning for the decision.

C. Lowest Responsive and Responsible Bidder. If a contract is awarded, it shall be awarded to the lowest responsive and responsible bidder, except that the award of contracts for professional services shall be based on the criteria specified in Section 4.4. Notice of intent to award may be made available in a public forum and may include the date of the award, the successful vendor name, and the contract amount.

- (i) A responsive bidder is a bidder whose bid or proposal conforms to the specifications in the solicitation. Vendors shall respond in the manner set forth in the solicitation. Late responses to solicitations shall not be accepted.
- (ii) A responsible bidder is a bidder capable of performing the services or providing the supplies or equipment in a professional manner as reasonably determined by the Project Manager. In determining

whether a bidder is responsible, consideration may be given to the following factors:

- (a) Quality of the items or services offered;
- (b) Ability, capacity, and skill of the bidder or vendor to perform the contract or provide the services;
- (c) Ability, capacity, and skill of the bidder or vendor to perform the contract or provide the service promptly, within the time specified, and without delay or interference;
- (d) Character, integrity, reputation, judgment, training, experience, and efficiency of the bidder;
- (e) Ability to meet the requested schedule of deliverables;
- (f) Sufficiency of the bidder's financial resources; and
- (g) Ability of the bidder to provide such future service as may be needed; and
- (h) Absence of an undisclosed and/or unexplained conflict, or apparent conflict, of interest with a VCOG member agency and/or Board member.

D. Contract Clauses. Any consultant contract will contain any required flow down clauses pursuant to the funding source.

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

F. Conflict of Interest. VCOG Staff shall not participate directly or indirectly in a procurement when the staff person knows that: (1) the staff person or any member of the employee's immediate family (immediate family member is defined as a parent; sibling; child by blood, adoption, or marriage; spouse; grandparent or grandchild) has a personal financial interest pertaining to the procurement; (2) a business or organization in which the employee, or any member of the employee's immediate family, has a personal financial interest pertaining to the procurement; or (3) any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement. Upon discovery of an actual or potential conflict of interest, an employee shall promptly withdraw from further participation in the transaction involved and notify his/her immediate supervisor and Purchasing of the conflict.

G. Debarment. Contractors/vendors and subcontractors must not be debarred, suspended or otherwise excluded by the United States Government in compliance with the requirements of 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35, Executive Order 12549, and Public Contract Code (PCC) Section 6109. (The County will verify bidder, its principal and their named subcontractors are not on the Federal debarred, suspended or otherwise

excluded list of vendors located at www.sam.gov.) Contract and/or Purchase Order will be terminated upon verification that vendor is on the excluded list of vendors.

H. Protests. Bidders may not protest the contents of the specifications of the bid. Any participating vendor may file a protest of a contract award or proposed contract award. The protest or appeal must be made in writing within ten (10) days of award notification and contain at least the following information:

- The name, address and telephone number of the protester;
- The signature of the protester;
- The bid number and date of bid closing; and
- A statement of the legal and/or factual grounds on which the protest or appeal is based, including copies of information relevant to the bid.

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

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

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

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

4.5 Professional Services. Selection of persons or firms to provide professional services shall be based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. The price for the services shall be reasonable and competitive but VCOG is not required to award the contract to the lowest bidder. Evaluation criteria and relative weight shall be included in any solicitation or RFP.

4.6 Public Works Projects. Although VCOG does not anticipate procurement for public works projects, such a procurement shall be solicited and awarded in accordance with applicable state or federal laws. VCOG's general counsel shall be consulted regarding contract requirements for public works projects.

4.7 Exceptions to Competitive Bidding. The procedures in this Section 3 shall not apply to purchases or contracts that satisfy one or more of the following criteria:

A. No competitive advantage; sole source. Purchases for which no competitive advantage would be gained from competitive pricing, such as when equipment, goods, materials, supplies, personal property, or services are unique and are only available from one source. However, sole source purchasing shall only be permitted for purchases of up to \$25,000. For purchases totaling more than \$25,000, the Project Manager shall use the competitive bidding procedures described in this Section.

B. Cooperative purchasing. Purchases made through a cooperative purchasing agreement.

C. "Piggyback" Purchasing. Purchases where the vendor was awarded a bid by another public agency, said agency used purchasing procedures substantially similar to those that VCOG would have been required to use, and the vendor offers the same price(s) to VCOG that it offered to the other agency.

D. Emergency purchases. Purchases made when there is an emergency, as determined by the Executive Director, threatening life, health, or safety, and services and/or goods must be procured immediately to prevent loss. Emergency purchases in excess of \$500 must be presented at the next regular Board meeting for ratification by the Board.

E. Bidding Impractical. Purchases for which bidding would be impractical, inefficient, or otherwise not in the best interest of VCOG, as determined by a Board resolution stating the basis for such determination.

F. Amendments and Extensions. Amendments to existing contracts, including amendments that extend the term of the contract or increase the compensation due under the contract.

G. Existing Contracts. Contracts in place as of the date this Policy is adopted.

4.8 Price Discrepancy. Should a discrepancy exist in prices, the bid price shown for the unit price or lump sum item shall take precedence over the bid price shown for the total.

4.9 Security. All bidders must supply such bidders' security, payment bonds, and/or performance bonds as are required by law or as are determined to be appropriate by the Project Manager.

SECTION 5: DISPOSITION OF VCOG PROPERTY

5.0 Except as hereinafter provided, upon a finding by the Board of Directors that property belonging to VCOG is no longer required for VCOG purposes, the Project Manager shall proceed to dispose of the property as authorized by the Board.

5.1 With respect to any item of equipment and supplies determined by the Project Manager to have a current value of \$2,500 or less, the Project Manager is authorized to determine whether or not such item of equipment is surplus to VCOG needs and thereupon may dispose of it in such manner and for such consideration as will best serve the interests of VCOG without expressed consent of the Board of Directors. Such disposal, and the reasons therefore, shall promptly be reported to the Board of Directors, unless the amount or value received is \$500 or less.



**VENTURA COUNCIL
OF GOVERNMENTS**

MEMORANDUM

Item 6E.

TO: Council Members and Alternates

FROM: Hugh R. Riley, Executive Director 

SUBJECT: 2021 VCOG Legislative Program

DATE: March 11, 2021

Recommendation:

Review and Approve VCOG Legislative Program for 2021.

Discussion:

This report transmits the Final Ventura Council of Governments (VCOG) Legislative Program for 2021. The Legislative Program has been reviewed by the Administrative Committee at their meeting on January 28, 2021 and the Committee's recommended changes have incorporated into the final document.

The working document was sent to VCOG Council and Alternates as well as support staff for further review and suggested changes on February 2, 2021. (See Attachment 1). As of Friday, March 5, 2021, staff has received no additional comments or suggestions from the Council or support staff.

- ATTACHMENT:**
1. Transmittal of Working Draft VCOG Legislative Program and Program of Priorities to VCOG Council, Alternates and Support Staff
 2. VCOG 2021 Legislative Program