



**VENTURA COUNCIL
OF GOVERNMENTS**

AGENDA

**Thursday, September 28, 2017 - 5:00 p.m.
City of Camarillo, Council Chambers
601 Carmen Drive
Camarillo, CA 93010**

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. PUBLIC COMMENT**

At this time, members of the public may comment on any item not appearing on the agenda upon completion of a speaker card. Individual Board Members may briefly respond to Public Comments or ask questions for clarification.

5. EXECUTIVE DIRECTOR'S COMMENTS – Oral Report

6. CONSENT CALENDAR

- A. Summary of July 13, 2017 Meeting p. 3**
- B. Financial Report p. 7**
- C. Register of Warrants & Debit Card Transactions p. 28**
- D. Legislative Update p. 34**

7. PRESENTATION ITEMS

- A. An Overview of the Regional Housing Needs Assessment (RHNA) – p. 38**
- B. Reports from Cities- Affordable Housing Development p. 41**
 - Camarillo
 - Moorpark
 - Thousand Oaks
 - Ventura

MEMBERS

City of Camarillo
Jan McDonald, Member
Tony Trembley, *Alternate*

City of Fillmore
Carrie Broggie, Member
Diane McCall, *Alternate*

City of Moorpark
Janice Parvin, Member
Mark Van Dam, *Alternate*

City of Ojai
Randy Haney, Member
Paul Blatz, *Alternate*

City of Oxnard
Tim Flynn, Member
Dorina Padilla, *Alternate*

City of Port Hueneme
Sylvia Mufioz Schnopp, Member
Will Berg, *Alternate*

City of San Buenaventura
Matt LaVere, Member
Cheryl Heitman, *Alternate*

City of Santa Paula
John Procter, Member
Jenny Crosswhite, *Alternate*

City of Simi Valley
Bob Huber, Member
Mike Judge, *Alternate*

City of Thousand Oaks
Al Adam, Member
Joel Price, *Alternate*

County of Ventura
Kelly Long, Member
John Zaragoza, *Alternate*

8. AGENCY REPORTS

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

9. BOARD MEMBER COMMENTS

10. 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.

11. ADJOURNMENT - to November 9, 2017

12. CLOSED SESSION: Administrative Committee Only

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Pursuant to Paragraph (1) of Subdivision (b) of Government Code Section 54957) Title: Executive Director

NOTE: There is no Airport Commission Meeting following our meeting

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

July 13, 2017

5:00 p.m.

City of Camarillo, Council Chambers
601 Carmen Drive, Camarillo, CA 93010

-
1. **CALL TO ORDER** – 5:05 p.m.
 2. **FLAG SALUTE** - Led by Member Parvin
 3. **ROLL CALL**

John Procter, Chair, City of Santa Paula
Bob Huber, Chair-Elect, City of Simi Valley
Janice Parvin, Immediate Past Chair, City of Moorpark
Jan McDonald, City of Camarillo
Carrie Broggie, City of Fillmore
Randy Haney, City of Ojai
Al Adam, City of Thousand Oaks
Kelly Long, County of Ventura
Tim Flynn, City of Oxnard

Absent:; Matt LaVere, City of San Buenaventura; Sylvia Munoz Schnopp, City of Port Hueneme. *(There were No Alternates for these Members)*

Guests: Joseph Briglio, SCAG, Steve DeGeorge, VCTS, Brian Chong, City of Moorpark, Mina Layba, City of Thousand Oaks, John Bwarie, Lucy Jones Center for Science and Society, Karen Bates, Ventura

4. **PUBLIC COMMENT** – Karen Bates of Ventura read an article from a local newspaper about the need for affordable housing and asked if VCOG was involved. Chair Procter responded briefly that one of VCOG's highest priorities is the issue of affordable housing.

5. **EXECUTIVE DIRECTOR'S COMMENTS – Oral Report**

Riley reported the following:

- Summer Recess/End of Session Legislative Briefing Webinar – Thursday, July 20, 2017 from 1:30 to 3:30 PM. Presented will be priority bills and issues including cap and trade, marijuana regulation, housing and land use, small cell siting, environmental quality and public safety.

- VCOG's Special Liability Insurance Policy is up for renewal with a coverage period from 9/29/17 to 9/29/18. The annual policy premium including taxes and fees is \$ 1,311.77. \$1,600 has been included in the 2017-2018 Operating Budget for insurance.

- Channel Counties Dinner – The event is being held in Santa Barbara tomorrow, Friday July 14 on the roof-top of The Wolf Museum of Exploration and Innovation (MOXI), 125 State Street, Santa Barbara from 6:00 PM until 10:00 PM. The featured speaker will be Assemblymember Monique Limon, 37th District and we will be joined by Carolyn Coleman, the League's new Executive Director. I will be attending the dinner.

- Annual Dinner: Final Look- June 8, 2017 at Limoneira Ranch, Santa Paula.

Income for the Annual Dinner as of July 1 was as follows:

SCAG Co-Sponsorship	\$2,500.00
Dinner Tickets	<u>1,050.00</u>
TOTAL	\$3,550.00

Expenses were as follows:

Dinner and Settings (Plated Events)	\$4,936.55
Supplies	41.52
Program Printing	<u>35.42</u>
TOTAL	<u>\$5,013.49</u>
NET COST	\$1,463.49
BUDGETED	\$6,000.00

- Reminder that the September VCOG Board Meeting has been rescheduled for September 28 as many of the member representatives are planning to attend the League of California Cities Annual Conference on September 13-15 in Sacramento.

- The next Administrative Committee Meeting is scheduled for Thursday, August 3, 2017.

6. CONSENT CALENDAR

- A. Summary of May 11, 2017 Meeting
- B. Financial Report
- C. Register of Warrants & Debit Card Transactions
- D. Legislative Update
- E. Fiscal Year 2017/2018 Budget Amendment
- F. Amendment to Independent Contractor Agreement- Executive Director
- G. Staff Travel Authorization Request

Member Parvin moved and Member McDonald seconded approval of the Consent Calendar. The Motion was unanimously approved by the members present.

7. ORDER OF BUSINESS

A. Performance Evaluation- Executive Director- At Riley's request the members discussed various procedural options for completing a performance evaluation of the Executive Director. Riley recommended that an evaluation be completed prior to the expiration of the independent contractor agreement between Riley and VCOG. The members concluded that each would complete an evaluation using the Evaluation Form provided in the meeting material and forward it to the Chair for review and discussion with the Administrative Committee (Procter, Huber, Parvin, McDonald, Adam) who will meet with Riley in closed session to discuss on August 3.

Riley was asked to modify the Evaluation Form by adding a numerical rating (1-5) to be included in the review.

B. Building Your City's Resilience to Earthquakes – Riley introduced John Bwarie, Deputy Director of the Lucy Jones Center for Science and Society (The Center). Mr. Bwarie explained that Ventura County has one of the highest levels of seismic hazard in the conterminous United States, exceeded only by locations very near the San Andreas Fault. The county is being squeezed around a bend in the San Andreas Fault, leading to many faults, each of which poses a significant hazard. Several of the faults are long enough to produce magnitude 7 earthquakes.

He stated that the Southern California Association of Governments (SCAG), in partnership with the Center has launched a new initiative to help local cities and counties protect Southern California communities and economies from the disruption that a major earthquake would cause. He explained that, in cooperation with the County of Ventura, the Center was seeking to assemble one or cohorts cities in Ventura County to help develop collaborative public policy to help insure that the county's governments, residents and businesses can not only survive a major seismic event but can continue to function and recover.

Bwaire presented a slide presentation and answered questions from the members.

8. AGENCY REPORTS

A. Southern California Association of Governments- Joe Briglio reported on SCAG's Housing and Economic Development event scheduled for November 9, 2017 and provided an update on the coming Regional Housing Needs Assessment process for the cycle beginning in 2021. He reported that the process would begin in the fall of 2017. No Report

B. Ventura County Transportation Commission- Steve DeGeorge was present representing the Transportation Commission but had no report.

C. League of California Cities- David Mullinax was unable to attend.

9. BOARD MEMBER COMMENTS - NONE

10. REQUESTS FOR FUTURE AGENDA ITEMS - Member Haney asked that affordable housing issues be included on the next VCOG Meeting Agenda.

11. ADJOURNMENT - Meeting adjourned at 6:20 p.m. to September 28, 2017



**VENTURA COUNCIL
OF GOVERNMENTS**

MEMORANDUM

TO: Board of Directors

FROM: Hugh R. Riley, Executive Director 

SUBJECT: Financial Report

DATE: September 28, 2017

Recommendation:

Receive and file Financial Report for Period July 1, 2017 to August 31, 2017.

Discussion:

This report transmits the Ventura Council of Governments (VCOG) Financial reports for the Budget Period July 1, 2017 to August 31, 2017.

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 to Date	Rate**	Balance
Bank of America	Business Interest Maximizer 1346	N/A	\$ 3.82	0.03%	\$75,021.38

* July and August

**Variable

ATTACHMENTS: Balance Sheet – As of August 31, 2017
 Profit and Loss – August 31, 2017
 Budget vs. Actual - July 1, 2017 to August 31, 2017
 Bank Statement/ Reconciliation Reports- July and August 2017

Ventura Council of Governments

BALANCE SHEET

As of August 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BofA - 5784	0.00
BofA - 5797	75,133.12
BofA MM - 1346	75,021.38
Wells Fargo	0.00
Wells Fargo - 3905	0.00
Wells Fargo - 4715	0.00
Total Bank Accounts	\$150,154.50
Accounts Receivable	
Accounts Receivable (A/R)	16,112.00
Total Accounts Receivable	\$16,112.00
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$166,266.50
TOTAL ASSETS	\$166,266.50
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	110.00
Total Accounts Payable	\$110.00
Other Current Liabilities	
Payroll Liabilities	-1.04
Total Other Current Liabilities	\$ -1.04
Total Current Liabilities	\$108.96
Total Liabilities	\$108.96
Equity	
Opening Balance Equity	111,292.08
Unrestricted Net Assets	-4,060.12
Net Income	58,925.58
Total Equity	\$166,157.54
TOTAL LIABILITIES AND EQUITY	\$166,266.50

Ventura Council of Governments

PROFIT AND LOSS

July - August, 2017

	TOTAL
INCOME	
Dues Assessments	64,992.00
Other Types of Income	
Bank Interest	3.82
Total Other Types of Income	3.82
Total Income	\$64,995.82
GROSS PROFIT	\$64,995.82
EXPENSES	
Contract Services	
Accounting Fees	247.50
Executive Administration	3,937.50
Total Contract Services	4,185.00
Operations	
Printing and Copying	120.92
Supplies	35.37
Website	540.00
Total Operations	696.29
Travel and Meetings	
Conference and Meetings	671.00
Travel	517.95
Total Travel and Meetings	1,188.95
Total Expenses	\$6,070.24
NET OPERATING INCOME	\$58,925.58
NET INCOME	\$58,925.58

Ventura Council of Governments

BUDGET VS. ACTUALS: FY2017/2018 - FY18 P&L

July 2017 - June 2018

	TOTAL		
	ACTUAL	BUDGET	REMAINING
INCOME			
Annual Dinner Tickets		2,500.00	2,500.00
Dues Assessments	64,992.00	64,992.00	0.00
Other Types of Income			
Bank Interest	3.82	8.00	4.18
Total Other Types of Income	3.82	8.00	4.18
Total Income	\$64,995.82	\$67,500.00	\$2,504.18
GROSS PROFIT	\$64,995.82	\$67,500.00	\$2,504.18
EXPENSES			
Audit		5,000.00	5,000.00
Contract Services			
Accounting Fees	247.50	1,200.00	952.50
Executive Administration	5,812.50	45,000.00	39,187.50
Legal Fees		500.00	500.00
Total Contract Services	6,060.00	46,700.00	40,640.00
Miscellaneous Expense		200.00	200.00
Operations			
Printing and Copying	120.92	500.00	379.08
Supplies	35.37	500.00	464.63
Website	540.00	500.00	-40.00
Total Operations	696.29	1,500.00	803.71
Other Types of Expenses			
Insurance - Liability, D and O		1,600.00	1,600.00
Total Other Types of Expenses		1,600.00	1,600.00
Travel and Meetings			
Annual Dinner		6,000.00	6,000.00
Conference and Meetings	671.00	5,500.00	4,829.00
Travel	517.95	1,000.00	482.05
Total Travel and Meetings	1,188.95	12,500.00	11,311.05
Total Expenses	\$7,945.24	\$67,500.00	\$59,554.76
NET OPERATING INCOME	\$57,050.58	\$0.00	\$ -57,050.58
NET INCOME	\$57,050.58	\$0.00	\$ -57,050.58



P.O. Box 15284
Wilmington, DE 19850

VENTURA COUNCIL OF GOVERNMENTS
33 E HIGH ST
SUITE 200
MOORPARK, CA 93021-1118

Account mailed

Bus Platinum Privileges

Customer service information

- ☎ 1.888.BUSINESS (1.888.287.4637)
- ★ bankofamerica.com
- ✉ Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

Your Business Advantage Checking Bus Platinum Privileges

for July 1, 2017 to July 31, 2017

Account number: 3250 7636 5797

VENTURA COUNCIL OF GOVERNMENTS

Account summary

Beginning balance on July 1, 2017	\$36,285.86
Deposits and other credits	28,859.00
Withdrawals and other debits	-35.37
Checks	-4,228.00
Service fees	-0.00
Ending balance on July 31, 2017	\$60,881.49

- # of deposits/credits: 5
- # of withdrawals/debits: 5
- # of items-previous cycle¹: 19
- # of days in cycle: 31
- Average ledger balance: \$46,409.06
- ¹Includes checks paid, deposited items & other debits

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**TIP OF
THE MONTH**

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¹Alerts received as text messages on your mobile access device may incur a charge from your mobile access service provider. This feature is not available on the Mobile website. Wireless carrier fees may apply. ©2017 Bank of America Corporation. | ARVB5JGG | SSM-04-17-0040B

Deposits and other credits

Date	Description	Amount
07/03/17	Deposit	✓ 3,232.00
07/10/17	Deposit	✓ 3,529.00
07/13/17	Deposit	✓ 7,083.00
07/17/17	Deposit	✓ 7,254.00
07/31/17	Deposit	7,761.00
Total deposits and other credits		\$28,859.00

Withdrawals and other debits

Date	Description	Amount
Card account # XXXX XXXX XXXX 8421		
07/17/17	CHECKCARD 0714 STAPLES 00101261 SIMI VALLEY CA 24164077196105001525618 CKCD 5943 XXXXXXXXXXXXXXX8421 XXXX XXXX XXXX 8421	-35.37
Subtotal for card account # XXXX XXXX XXXX 8421		-\$35.37
Total withdrawals and other debits		-\$35.37

Checks

Date	Check #	Amount	Date	Check #	Amount
07/06/17	248	✓ -437.50	07/18/17	250	✓ -110.00
07/06/17	249	✓ -3,625.00	07/14/17	251	✓ -55.50
Total checks				-\$4,228.00	
Total # of checks				4	

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Service fees

Based upon the activity below, the monthly fee on your Business Advantage checking account was waived for the statement period ending 06/30/17:

You are an active user of one of the following services

- Bank of America Merchant Services
- Payroll Services

OR

At least one of the following occurred during the previous month

- \$2,500+ in new net purchases on a linked Business credit card
- \$15,000+ average monthly balance in primary checking account
- \$35,000+ combined average monthly balance in linked business accounts

A check mark indicates that you have qualified for a monthly fee waiver on the account based on your usage of these products or services. For information on how to open a new product or to link an existing service to your account please call 1-888-BUSINESS or visit bankofamerica.com/smallbusiness.

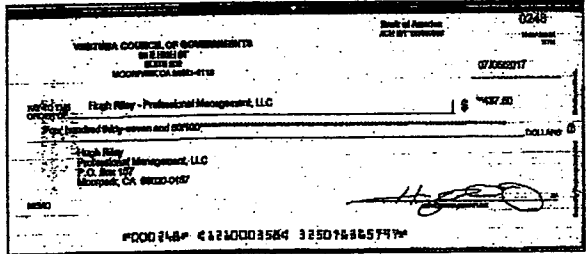
Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)	Date	Balance (\$)
07/01	36,285.86	07/10	38,984.36	07/17	53,230.49
07/03	39,517.86	07/13	46,067.36	07/18	53,120.49
07/06	35,455.36	07/14	46,011.86	07/31	60,881.49

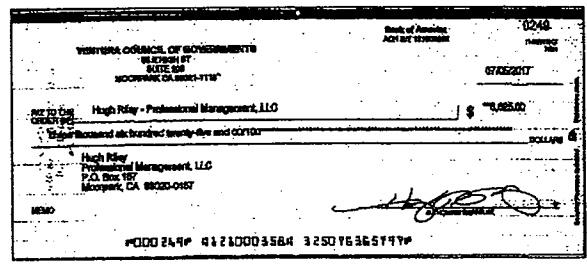
Check images

Account number: 3250 7636 5797

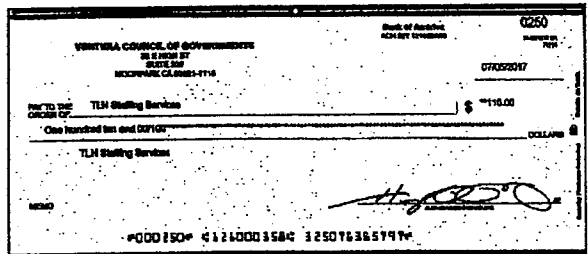
Check number: 248 | Amount: \$437.50



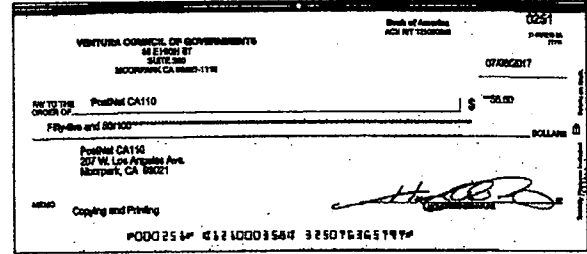
Check number: 249 | Amount: \$3,625.00



Check number: 250 | Amount: \$110.00



Check number: 251 | Amount: \$55.00



Ventura Council of Governments
 BofA - 5797, Period Ending 07/31/2017

RECONCILIATION REPORT

Reconciled on: 08/02/2017
 Reconciled by: Hugh Riley

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	36,285.86
Checks and payments cleared (5)	-4,263.37
Deposits and other credits cleared (6)	28,859.00
Statement ending balance	<u>60,881.49</u>

Uncleared transactions as of 07/31/2017	-35.00
Register balance as of 07/31/2017	60,846.49

Details

Checks and payments cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/05/2017	Bill Payment	249	Hugh Riley - Professional Management, ...	-3,625.00
07/05/2017	Bill Payment	248	Hugh Riley - Professional Management, ...	-437.50
07/05/2017	Bill Payment	250	TLH Staffing Services	-110.00
07/08/2017	Check	251	PostNet CA110	-55.50
07/17/2017	Expense	EFT	Staples	-35.37
Total				-4,263.37

Deposits and other credits cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/03/2017	Receive Payment	313376	City of Santa Paula	3,232.00
07/10/2017	Receive Payment	202796	City of Moorpark	3,529.00
07/10/2017	Receive Payment	1001740026	County of Ventura	7,083.00
07/17/2017	Receive Payment	157551	City of Camarillo	5,338.00
07/17/2017	Receive Payment	065738	City of Ojai	1,916.00
07/31/2017	Receive Payment	199550	City of San Buenaventura	7,761.00
Total				28,859.00

Additional Information

Uncleared checks and payments

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)

07/12/2017	Check	253	Channel Counties Division LOCC	-35.00
Total				-35.00



P.O. Box 15284
Wilmington, DE 19850

VENTURA COUNCIL OF GOVERNMENTS
33 E HIGH ST
SUITE 200
MOORPARK, CA 93021-1118

Re-mailed

Bus Platinum Privileges

Customer service information

- ☎ 1.888.BUSINESS (1.888.287.4637)
- ★ bankofamerica.com
- ✉ Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

Please see the **Important Messages - Please Read** section of your statement for important details that could impact you.

Your Business Advantage Checking Bus Platinum Privileges

for August 1, 2017 to August 31, 2017

VENTURA COUNCIL OF GOVERNMENTS

Account number: 3250 7636 ~~5797~~

Account summary

Beginning balance on August 1, 2017	\$60,881.49
Deposits and other credits	20,121.00
Withdrawals and other debits	-0.00
Checks	-5,833.37
Service fees	-0.00
Ending balance on August 31, 2017	\$75,169.12

of deposits/credits: 2
 # of withdrawals/debits: 7
 # of items-previous cycle¹: 10
 # of days in cycle: 31
 Average ledger balance: \$67,428.49
¹Includes checks paid, deposited items & other debits

Thank you for choosing Bank of America.

Deposits and other credits

Date	Description	Amount
08/08/17	Deposit	8,911.00
08/18/17	Deposit	11,210.00
Total deposits and other credits		\$20,121.00

Checks

Date	Check #	Amount	Date	Check #	Amount
08/18/17	252	-35.00	08/02/17	256	-3,937.50
08/02/17	253	-517.95	08/18/17	257	-65.42
08/02/17	254	-600.00	08/11/17	258	-540.00
08/07/17	255	-137.50	Total checks		-\$5,833.37
					Total # of checks 7

Service fees

Based upon the activity below, the monthly fee on your Business Advantage checking account was waived for the statement period ending 07/31/17:

You are an active user of one of the following services

- Bank of America Merchant Services
- Payroll Services

OR

At least one of the following occurred during the previous month

- \$2,500+ in new net purchases on a linked Business credit card
- \$15,000+ average monthly balance in primary checking account
- \$35,000+ combined average monthly balance in linked business accounts

A check mark indicates that you have qualified for a monthly fee waiver on the account based on your usage of these products or services. For information on how to open a new product or to link an existing service to your account please call 1-888-BUSINESS or visit bankofamerica.com/smallbusiness.

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Online Banking

TIP OF THE MONTH

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Daily ledger balances

<u>Date</u>	<u>Balance (\$)</u>	<u>Date</u>	<u>Balance(\$)</u>	<u>Date</u>	<u>Balance (\$)</u>
08/01	60,881.49	08/07	55,688.54	08/11	64,059.54
08/02	55,826.04	08/08	64,599.54	08/18	75,169.12

Check images

Account number: 3250 7636 5797

Check number: 252 | Amount: \$35.00

VENTURA COUNCIL OF GOVERNMENTS
 36 E MAIN ST
 SUITE 300
 MOORPARK CA 93021-1118

Bank of America
 ACH NY 103993

0252
 07/28/17

PAY TO THE ORDER OF Cheryl Coogan Division LOCC \$ 35.00
 Thirty-five and 00/100

Cheryl Coogan Division LOCC

High Riley
 Professional Management, LLC
 P.O. Box 187
 Moorpark, CA 93020-0187

MEMO Division Order 2018

PO00252# 41210003584 325076365797#

Check number: 253 | Amount: \$517.95

VENTURA COUNCIL OF GOVERNMENTS
 36 E MAIN ST
 SUITE 300
 MOORPARK CA 93021-1118

Bank of America
 ACH NY 103993

0253
 08/23/17

PAY TO THE ORDER OF High Riley - Professional Management, LLC \$ 517.95
 Five hundred seventeen and 95/100

High Riley
 Professional Management, LLC
 P.O. Box 187
 Moorpark, CA 93020-0187

MEMO

PO00253# 41210003584 325076365797#

Check number: 254 | Amount: \$600.00

VENTURA COUNCIL OF GOVERNMENTS
 36 E MAIN ST
 SUITE 300
 MOORPARK CA 93021-1118

Bank of America
 ACH NY 103993

0254
 08/23/17

PAY TO THE ORDER OF High Riley - Professional Management, LLC \$ 600.00
 Six hundred and 00/100

High Riley
 Professional Management, LLC
 P.O. Box 187
 Moorpark, CA 93020-0187

MEMO

PO00254# 41210003584 325076365797#

Check number: 255 | Amount: \$137.50

VENTURA COUNCIL OF GOVERNMENTS
 36 E MAIN ST
 SUITE 300
 MOORPARK CA 93021-1118

Bank of America
 ACH NY 103993

0255
 08/23/17

PAY TO THE ORDER OF TLH Staffing Services \$ 137.50
 One hundred thirty seven and 50/100

TLH Staffing Services

MEMO

PO00255# 41210003584 325076365797#

Check number: 256 | Amount: \$3,937.50

VENTURA COUNCIL OF GOVERNMENTS
 36 E MAIN ST
 SUITE 300
 MOORPARK CA 93021-1118

Bank of America
 ACH NY 103993

0256
 08/23/17

PAY TO THE ORDER OF High Riley - Professional Management, LLC \$ 3,937.50
 Three thousand nine hundred thirty seven and 50/100

High Riley
 Professional Management, LLC
 P.O. Box 187
 Moorpark, CA 93020-0187

MEMO

PO00256# 41210003584 325076365797#

Check number: 257 | Amount: \$65.42

VENTURA COUNCIL OF GOVERNMENTS
 36 E MAIN ST
 SUITE 300
 MOORPARK CA 93021-1118

Bank of America
 ACH NY 103993

0257
 08/23/17

PAY TO THE ORDER OF Printed Call 10 \$ 65.42
 Sixty five and 42/100

Printed Call 10
 207 W. Los Angeles Ave.
 Moorpark, CA 93021

MEMO Copying and Printing- Agenda and Reports

PO00257# 41210003584 325076365797#

Check number: 258 | Amount: \$540.00

VENTURA COUNCIL OF GOVERNMENTS
 36 E MAIN ST
 SUITE 300
 MOORPARK CA 93021-1118

Bank of America
 ACH NY 103993

0258
 08/16/17

PAY TO THE ORDER OF High Riley - Professional Management, LLC \$ 540.00
 Five hundred forty and 00/100

High Riley
 Professional Management, LLC
 P.O. Box 187
 Moorpark, CA 93020-0187

MEMO Authorization for Crime Change

PO00258# 41210003584 325076365797#

Ventura Council of Governments

BoFA - 5797, Period Ending 08/31/2017

RECONCILIATION REPORT

Reconciled on: 09/06/2017

Reconciled by: Hugh Riley

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	60,881.49
Checks and payments cleared (7)	-5,833.37
Deposits and other credits cleared (2)	20,121.00
Statement ending balance	<u>75,169.12</u>
Uncleared transactions as of 08/31/2017	-36.00
Register balance as of 08/31/2017	<u>75,133.12</u>

Details

Checks and payments cleared (7)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/12/2017	Check	252	Channel Counties Division LOCC	-35.00
08/02/2017	Bill Payment	254	Hugh Riley - Professional Management, ...	-600.00
08/02/2017	Bill Payment	255	TLH Staffing Services	-137.50
08/02/2017	Bill Payment	253	Hugh Riley - Professional Management, ...	-517.95
08/02/2017	Bill Payment	256	Hugh Riley - Professional Management, ...	-3,937.50
08/10/2017	Check	257	PostNet CA110	-65.42
08/11/2017	Check	258	Hugh Riley - Professional Management, ...	-540.00
Total				-5,833.37

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/18/2017	Deposit			11,210.00
08/18/2017	Receive Payment	321726	City of Thousand Oaks	8,911.00
Total				20,121.00

Additional Information

Uncleared checks and payments as of 08/31/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/15/2017	Check	259	Channel Counties Division LOCC	-36.00
Total				-36.00

P.O. Box 15284
Wilmington, DE 19850

VENTURA COUNCIL OF GOVERNMENTS
33 E HIGH ST
SUITE 200
MOORPARK, CA 93021-1118

Business

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Customer service information

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- 🌐 bankofamerica.com
- ✉ Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

**Your Business Advantage Savings
Bus Platinum Privileges**

for July 1, 2017 to July 31, 2017

VENTURA COUNCIL OF GOVERNMENTS

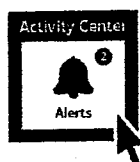
Account number: 3250 6796 1346

Account summary

Beginning balance on July 1, 2017	\$75,017.56	# of deposits/credits: 1
Deposits and other credits	1.91	# of withdrawals/debits: 0
Withdrawals and other debits	-0.00	# of days in cycle: 31
Service fees	-0.00	Average ledger balance: \$75,017.62
Ending balance on July 31, 2017	\$75,019.47	Average collected balance: \$75,017.62

Annual Percentage Yield Earned this statement period: 0.03%.
Interest Paid Year To Date: \$13.07.

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Deposits and other credits

Date	Description	Amount
07/31/17	Interest Earned	1.91
Total deposits and other credits		\$1.91

Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)
07/01	75,017.56	07/31	75,019.47

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Ventura Council of Governments

BofA MM - 1346, Period Ending 07/31/2017

RECONCILIATION REPORT

Reconciled on: 08/02/2017

Reconciled by: Hugh Riley

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	75,017.56
Interest earned	1.91
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>75,019.47</u>
Register balance as of 07/31/2017	75,019.47



P.O. Box 15284
Wilmington, DE 19850

Bus Platinum Privileges

Customer service information

- ☎ 1.888.BUSINESS (1.888.287.4637)
- ★ bankofamerica.com
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P.O. Box 25118
Tampa, FL 33622-5118

VENTURA COUNCIL OF GOVERNMENTS
33 E HIGH ST
SUITE 200
MOORPARK, CA 93021-1118

Your Business Advantage Savings Bus Platinum Privileges

for August 1, 2017 to August 31, 2017

VENTURA COUNCIL OF GOVERNMENTS

Account number: 3250 6796 1346

Account summary

Beginning balance on August 1, 2017	\$75,019.47
Deposits and other credits	1.91
Withdrawals and other debits	-0.00
Service fees	-0.00
Ending balance on August 31, 2017	\$75,021.38

of deposits/credits: 1
 # of withdrawals/debits: 0
 # of days in cycle: 31
 Average ledger balance: \$75,019.53
 Average collected balance: \$75,019.53

Annual Percentage Yield Earned this statement period: 0.03%.
Interest Paid Year To Date: \$14.98.

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ARLLD94V | SSM-02-17-064ZB

Deposits and other credits

Date	Description	Amount
08/31/17	Interest Earned	1.91
Total deposits and other credits		\$1.91

Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)
08/01	75,019.47	08/31	75,021.38

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TIP OF THE MONTH

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Ventura Council of Governments

BoFA MM - 1346, Period Ending 08/31/2017

RECONCILIATION REPORT

Reconciled on: 09/06/2017

Reconciled by: Hugh Riley

Any changes made to transactions after this date aren't included in this report.

Summary


USD

Statement beginning balance	75,019.47
Interest earned	1.91
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>75,021.38</u>
Register balance as of 08/31/2017	75,021.38



**VENTURA COUNCIL
OF GOVERNMENTS**

MEMORANDUM

TO: Board of Directors
FROM: Hugh Riley, Executive Director 
SUBJECT: Register of Warrants and Debt Card Transactions
DATE: September 28, 2017

Recommendation:

Approve the Register of Warrants for expenditures and Debit Card Transactions incurred from July 1, 2017 to September 22, 2017.

Discussion:

This report presents expenditures including bank debit card transactions incurred by the Ventura Council of Governments for the period June 30, 2017 thru September 22, 2017. It is prepared in addition to the Financial Report so that the Board may be fully informed as to the expenditure of funds for services and other costs to the organization.

As of September 22, 2017, expenditures for Administrative Services totaled \$ 9,437.50 from July 1, 2017 to September 22, 2017 and \$ 437.50 for Special Projects Services for the Ventura County Economic Vitality Strategic Planning Project. This brings the Special Project total cost \$ 2,062.50.

Register of Warrants
Ventura Council of Governments
September 28, 2017

<u>Check #</u>	<u>Date</u>	<u>Paid To</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount Paid</u>
248	07/05/17	Hugh Riley, Pro Mgmt. LLC	06/30/17	Special Projects	\$ 437.50
249	07/05/17	Hugh Riley, Pro Mgmt. LLC	06/30/17	Professional services	\$ 3,625.00
250	07/05/17	TLH Staffing Services	07/05/17	Bookkeeping Services	\$ 110.00
251	07/08/17	PostNet CA110	07/01/17	Printing and Copying	\$ 55.50
252	07/12/17	Channel Counties Division	07/14/17	LOCC Division Dinner	\$ 35.00
253	08/02/17	Hugh Riley, Pro Mgmt. LLC	07/31/17	Travel- Air Fare*	\$ 517.95
254	08/02/17	Hugh Riley, Pro Mgmt. LLC	07/31/17	LOCC Conference Registration*	\$ 600.00
255	08/02/17	TLH Staffing Services	07/07/17	Bookkeeping Services	\$ 137.50
256	08/02/17	Hugh Riley, Pro Mgmt. LLC	07/31/17	Professional services	\$ 3,937.50
257	08/10/17	PostNet CA110	07/31/17	Printing and Copying	\$ 65.42
258	08/11/17	Hugh Riley, Pro Mgmt. LLC	08/11/17	Intuit (Quickbooks) Subscription*	\$ 540.00
259	08/15/17	Channel Counties Div. LOCC	08/15/17	Conference & Meeting- Meal	\$ 36.00
260	09/06/17	TLH Staffing Services	08/02/17	Bookkeeping Services	\$ 110.00
261	09/06/17	Hugh Riley, Pro Mgmt. LLC	08/31/17	Professional services	\$ 1,875.00

*NOTE: Reimbursement

Register of Debit Card Transactions
 Ventura Council of Governments
 September 28, 2017

<u>Card #</u>	<u>Date</u>	<u>Paid To</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount Paid</u>
8421	7/14/17	Staples	7/14/17	Office Supplies	\$ 35.37
8421	9/12/17	Roadrunner Airport Shuttle	9/12/17	Travel-Meetings	\$ 100.00

STAPLES

2880 Cochran Street
Simi Valley, CA 93065
(805) 579-9700

SALE 1069985 13 001 52561
0126 07/14/17 10:23

Your Sales Associate was:
Monika B

QTY SKU PRICE

REWARDS NUMBER 2245007725

1	FINE BUSINESS PPR 083514821705	28.99
1	MULTI PURP FASTENE 051131803084	3.99
SUBTOTAL		32.98
Standard Tax 7.2500%		2.39
TOTAL		\$35.37

VISA DEBIT USD\$35.37
Card No.: XXXXXXXXXXXXX6421 [C]
Chip Read
Auth No.: 192532
AID.: A0000000031010

TOTAL ITEMS 2

Patricia

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