



## CITY *of* CALABASAS

**CITY COUNCIL AGENDA  
SPECIAL MEETING – WEDNESDAY, AUGUST 5, 2020  
VIA ZOOM TELECONFERENCE  
[www.cityofcalabasas.com](http://www.cityofcalabasas.com)**

### **IMPORTANT NOTICE REGARDING THE AUGUST 5, 2020, COUNCIL MEETING**

This meeting is being conducted utilizing teleconferencing and electronic means consistent with Governor Newsom's Executive Order N-29-20, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed on the City's CTV Channel 3 and/or online at <http://www.cityofcalabasas.com/>. In accordance with the Governor's Executive Order, the public may participate in the meeting using the following steps:

From a PC, Mac, iPhone or Android device please go to:

<https://us02web.zoom.us/j/85743115277?pwd=clZ0Vi83ZE5kYkVzZlJCNlJyeG9zUT09>

**Passcode: 433198**

From a telephone, Dial (for higher quality, dial a number based on your current location):  
US: 1-669-900-9128 or + 1-346-248-7799 or + 1-253-215-8782 or  
+ 1-301-715-8592 or + 1-312-626-6799 or + 1-646-558-8656

Members of the public wishing to address the City Council during public comment or during a specific agenda item, please press "Raise Hand" if you are joining via Zoom. Please press \*9 if you are joining via phone. Please state your name and the City you live in. You will be allowed three minutes to address the Council.

**OPENING MATTERS – 7:00 P.M.**

Call to Order/Roll Call of Councilmembers  
Pledge of Allegiance  
Approval of Agenda

**ANNOUNCEMENTS/INTRODUCTIONS – 7:15 P.M.**

**ORAL COMMUNICATION – PUBLIC COMMENT – 7:25 P.M.**

**CONSENT ITEMS – 7:35 P.M.**

1. Approval of meeting minutes from July 15, 2020
2. Adoption of Resolution No. 2020-1697, confirming the City Manager/Director of Emergency Services' Local Emergency Executive Orders issued pursuant to the March 16, 2020, Local Emergency Declaration in response to the Novel Coronavirus Covid-19 Pandemic

**CONTINUED BUSINESS – 7:40 P.M.**

3. Adoption of Resolution No. 2020-1696, adopting Ballot Label for proposed Cannabis Businesses General Tax

**NEW BUSINESS – 8:00 P.M.**

4. Recommendation to approve additional programming operated by Little Learners at City Facilities

**TASK FORCE REPORTS – 8:15 P.M.**

**CITY MANAGER'S REPORT – 8:20 P.M.**

**FUTURE AGENDA ITEMS – 8:25 P.M.**

**ADJOURN – 8:30 P.M.**

The City Council will adjourn to their regular meeting scheduled on Wednesday, August 12, 2020, at 7:00 p.m.

**MINUTES OF A SPECIAL MEETING OF  
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD WEDNESDAY, JULY 15, 2020**

Mayor Weintraub called the meeting to order at 6:34 p.m. via Zoom Teleconferencing.

**ROLL CALL**

Present: Mayor Weintraub, Mayor pro Tem Bozajian, Councilmembers Gaines, Maurer and Shapiro

Absent: None

Staff: Ahlers, Hernandez, McConville, Summers, Tamuri, Taylor and Yalda

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by City Clerk, Maricela Hernandez.

**APPROVAL OF AGENDA**

**Councilmember Gaines moved, seconded by Councilmember Maurer to approve the agenda. MOTION CARRIED 5/0 by Roll Call Vote as follows:**

AYES: Mayor Weintraub, Mayor pro Tem Bozajian, Councilmembers Gaines, Maurer and Shapiro

**PRESENTATIONS**

- By the LVMWD, Mike McNutt, Public Affairs and Communications Manager regarding the Automatic Meter Reading/Advanced Metering Infrastructure (AMR/AMI) Project

Mr. McNutt made a presentation to the City Council.

**ANNOUNCEMENTS/INTRODUCTIONS**

Members of the Council made the following announcements:

Mayor Weintraub:

- The City is currently undergoing its annual audit for Fiscal Year 2019-2020, which will feature a detailed report of all credit card transactions, including those made by the former City Manager. The report will be made available to the public.

Councilmember Gaines:

- The Calabasas Chamber of Commerce is available to answer any questions related to Covid-19 and can provide resources for local businesses.
- Participated in a Zoom meeting with VICA to discuss Covid-19 recovery in the Valley. VICA will be hosting their annual Gala virtually on July 23.
- The Valley Economic Alliance will be hosting a virtual workshop on July 29 to discuss financial opportunities for local businesses to secure capital.

Councilmember Maurer:

- She and another Councilmember were selected to participate in the upcoming City audit and shared a statement that details their involvement.

Councilmember Shapiro:

- The Planning Commission will be hosting a public virtual meeting to discuss the Housing Element on July 16.
- Congratulated the City, Mayor Weintraub and the MYC for the fantastic outcome of the Conversion with the Community; Race and Change virtual meeting.
- Urged his colleagues to take immediate action against party houses as they are endangering lives.

**ORAL COMMUNICATIONS – PUBLIC COMMENT**

None.

**CONSENT ITEMS**

1. Approval of meeting minutes from June 24, 2020
2. Adoption of Resolution 2020-1694, approving and authorizing the Interim City Manager to execute the Los Angeles Region Safe, Clean Water Program, Municipal Water Program, Municipal Transfer Agreement with the Los Angeles County Flood Control District

**Mayor pro Tem Bozajian moved, seconded by Councilmember Gaines to approve Consent Item Nos. 1-2. MOTION CARRIED 5/0 by Roll Call Vote as follows:**

**AYES:** Mayor Weintraub, Mayor pro Tem Bozajian, Councilmembers Gaines, Maurer and Shapiro

## PUBLIC HEARING

3. Adoption of Resolution No. 2020-1693, calling and giving notice of the holding of a General Municipal Election to be held on Tuesday, November 3, 2020, for the submission to the voters of a proposed ordinance imposing a Cannabis Business General Tax. The proposed tax is exempt from review under the California Environmental Quality Act per CEQA Guidelines, title 24 Cal. Code of Regs., Section 15378, subd. (b)(4)

Mayor Weintraub opened the public hearing.

Mr. Summers presented the report.

Mayor Weintraub closed the public hearing

**After discussion, Councilmember Gaines moved, seconded by Councilmember Maurer to approve adoption of Resolution No. 2020-1693 calling and giving notice of the holding of a General Municipal Election to be held on Tuesday, November 3, 2020, for the submission to the voters of a proposed ordinance imposing a Cannabis Business General Tax. In addition, staff was directed to bring forward ballot measure language to a to-be determined meeting in August. MOTION CARRIED 5/0 by Roll Call Vote as follows:**

AYES: Mayor Weintraub, Mayor pro Tem Bozajian, Councilmembers Gaines, Maurer and Shapiro

## CONTINUED BUSINESS

4. Update on "Calabasas Open" Small Business Grants Program

Mr. McConville presented the report.

Kenny Mungcal, Raychel Harrison and Bridget Karl spoke on Item No. 4.

**After discussion, the City Council received and filed the report; and directed staff to return to the next Council meeting with recommendations and options for a possible second round of grants.**

5. Discussion of recent State and Local Orders regarding the Covid-19 Pandemic and direction to staff

Ms. Tamuri presented the report.

**After discussion, Mayor Weintraub moved, seconded by Councilmember Gaines to enforce a mask requirement and direction to staff to enforce under the various authorities available to be effective July 20, 2020. MOTION CARRIED 5/0 by Roll Call Vote as follows:**

**AYES:** Mayor Weintraub, Mayor pro Tem Bozajian, Councilmembers Gaines, Maurer and Shapiro

Melanie, M. and Raychel Harrison spoke during Item No. 5.

**Councilmember Shapiro left the meeting during discussion of Item No. 5 due to technical difficulties.**

**After discussion, Councilmember Gaines moved, seconded by Mayor Weintraub to expand the no-cost temporary use permit program that allows certain businesses, other than restaurants, to provide outdoor services under rules and regulations to be set by the City and to explore the possibility to allow fitness or exercise programs to use the City parks under appropriate rules and regulations. MOTION CARRIED 4/0 by Roll Call Vote as follows:**

**AYES:** Mayor Weintraub, Mayor pro Tem Bozajian, Councilmembers Gaines and Maurer

**ABSENT:** Councilmember Shapiro

**The City Council concurred to use all available authority within the boundaries of the law to enforce against large parties and other gatherings in violation of the Executive Orders.**

### **TASK FORCE REPORTS**

Mayor pro Tem Bozajian reported that the League of CA Cities would be hosting their Annual convention and seminars virtually, which will be available to the public. He also reported that he has been in constant contact with the director of the AHCCC and others discussing the reopening of the facility. Lastly, he encouraged the public to submit input regarding the future of the AHCCC.

### **CITY MANAGER'S REPORT**

Mr. Taylor reported there is an upcoming Traffic and Transportation Commission meeting on July 28 and encouraged the public to attend virtually. He also noted that the nomination period for the November General Municipal Election started on July 13 and will close on August 7. Additionally, the City and the Lost Hills Sheriff's will be coordinating a shredding event on August 15. Moreover, the Library started their

online Summer Reading Program for children 12 and under on July 1. Lastly, he recognized the Community Services Department for organizing various Fourth of July events.

Aimee Haber shared a presentation of all of the Fourth of July activities.

Mayor Weintraub thanked Community Services staff for keeping the Calabasas spirit alive.

**ADJOURN**

The meeting adjourned at 9:41 p.m. to a special to be determined meeting in August and to the next regular scheduled meeting of Wednesday, August 12, 2020, at 7:00 p.m.

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Maricela Hernandez, City Clerk  
*Master Municipal Clerk*  
*California Professional Municipal Clerk*



*CITY of CALABASAS*

**CITY COUNCIL AGENDA REPORT**

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**DATE:** JULY 20, 2020

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** SCOTT H. HOWARD, CONTRACT CITY ATTORNEY  
MATTHEW T. SUMMERS, ASSISTANT CITY ATTORNEY  
COLANTUONO HIGHSMITH & WHATLEY, PC

**SUBJECT:** ADOPTION OF A RESOLUTION 2020-1697, CONFIRMING THE CITY MANAGER/DIRECTOR OF EMERGENCY SERVICES' LOCAL EMERGENCY EXECUTIVE ORDERS ISSUED PURSUANT TO THE MARCH 16, 2020, LOCAL EMERGENCY DECLARATION IN RESPONSE TO THE NOVEL CORONAVIRUS COVID-19 PANDEMIC AND AFFIRMING THE CONTINUED LOCAL STATE OF EMERGENCY

**MEETING**  
**DATE:** AUGUST 5, 2020

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**SUMMARY RECOMMENDATION:**

Staff recommends the City Council adopt Resolution No. 2020-1697, confirming the City Manager/Director of Emergency Services' Local Emergency Executive Orders issued in respond to the Novel Coronavirus COVID-19 Pandemic and affirming the continued Local State of Emergency.

**REPORT:**

On March 16, 2020, the City Manager, acting as the Director of Emergency Services, proclaimed a local emergency in the City of Calabasas due to the Novel Coronavirus COVID-19 Pandemic, following the issuance of state and federal emergency declarations. On March 16, 2020, the City Council ratified the local emergency declaration.



On March 16, 2020 the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 1, closing certain businesses within the City, imposing operational restrictions on other certain businesses, and imposing a temporary moratorium on residential evictions within the City for the duration of the emergency. On March 17, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 2, closing certain additional businesses in response to the Novel Coronavirus. On March 18, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 3, imposing a temporary moratorium on commercial tenant evictions within the City for the duration of the emergency. On March 19, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 4, banning public and private gatherings outside a residence. On March 27, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 5, closing trails and imposing price-gouging regulations.

Further, on April 8, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 6, requiring face coverings and social distancing plans for construction and real estate businesses. On April 16, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 7, expanding the face-covering requirement.

On May 6, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 8, opening certain trails and greenspaces for passive outdoor recreation and reopening limited retail and other businesses that had previously been closed, provided social distancing protocols are implemented. On May 13, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 9, ordering the opening of City and homeowners' association owned or other privately owned tennis courts, pickle ball courts, and equestrian facilities solely for outdoor recreation. On May 19, 2020 the Community Development Director, acting as the First Alternate Director of Emergency Services, issued Executive Order No. 10, allowing the reopening of certain businesses within the City as determined by, and in compliance with the requirements set by, the Los Angeles County Public Health Officer's Safer at Home Order for Control of COVID-19.

On June 3, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 11, allowing for restaurants to establish or expand dining areas. On June 17, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 12, allowing the reopening of parking lots and restrooms at De Anza Park and other park and recreation facilities within the City.

On June 25, 2020 the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 13, rescinding Executive Order No. 2020-01, which restricted residential evictions for inability to pay rent due to circumstances related

to the COVID-19 pandemic. In addition, rescinding Executive Order No. 2020-03, which, restricted commercial evictions for inability to pay rent due to circumstances related to the COVID-19 pandemic.

On July 17, 2020, the City Manager, acting as the Director of Emergency Services, issued Executive Order No. 14, allowing for any business located within the City to establish or expand outdoor operations areas, provided they follow guidelines set by the City; and allowing for any gym or fitness business to establish outdoor operations areas in open areas of a public park, provided they follow guidelines set by the City.

The City Manager may issue further executive orders after the posting of the agenda report before the City Council meeting of August 5, 2020. If so, the list of Executive Orders proposed for ratification will be updated orally at the City Council meeting.

Under Calabasas Municipal Code section 2.44.060(a), the City Council must confirm such orders at the earliest practicable time. Under Government Code section 8630(c), Council must review the need for continuing the local emergency at least once every 60 days until the Council adopts a resolution terminating the local emergency. Staff, therefore, recommends that the City Council adopt Resolution 2020-1697, confirming the issuance of Executive Orders to protect public health and safety by the City Manager, acting as the Director of Emergency Services and deem that the local emergency continue to exist till Council has proclaimed its termination.

**ATTACHMENT:**

Resolution No. 2020-1697

**ITEM 2 ATTACHMENT  
RESOLUTION NO. 2020-1697**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA CONFIRMING THE CONTINUED LOCAL STATE OF EMERGENCY AND THE CITY MANAGER/DIRECTOR OF EMERGENCY SERVICES' LOCAL EMERGENCY EXECUTIVE ORDERS ISSUED PURSUANT TO THE MARCH 16, 2020, LOCAL EMERGENCY DECLARATION IN RESPONSE TO THE NOVEL CORONAVIRUS COVID-19 PANDEMIC.**

**WHEREAS**, conditions of extreme peril to the safety of persons have arisen and continue to exist within the City of Calabasas as the result of conditions surrounding the Novel Coronavirus COVID-19 Pandemic; and

**WHEREAS**, the Governor has declared a State Health Emergency in response to the Novel Coronavirus COVID-19 Pandemic; and

**WHEREAS**, on March 13, 2020, the President of the United States declared a national emergency as a result of COVID-19; and

**WHEREAS**, the COVID-19 pandemic, if fully manifested, poses extreme peril to the health and safety of persons and property within the City and are, or are likely to be, beyond the control and capacity of the services, personnel, equipment and facilities of the City; and

**WHEREAS**, Calabasas Municipal Code section 2.44.060 empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public calamity and the City Council is not in session; and

**WHEREAS**, the City Manager, acting as the Director of Emergency Services did proclaim the existence of a local emergency within the City on the 16<sup>th</sup> day of March 2020, and issued Executive Orders to protect public health and safety; and

**WHEREAS**, the City Council of the City of Calabasas ratified the proclamation of a local emergency on March 16, 2020, by adoption of Resolution No. 2020-1672; and

**WHEREAS**, the City Manager issued several Executive Orders, acting as the Director of Emergency Services under Calabasas Municipal Code section 2.44.060, to protect the public health and safety of persons and property within the City; and

**WHEREAS**, the City Council of the City of Calabasas ratified the previous Executive Orders issued by the City Manager/Director of Emergency Services under the Proclamation of the Existence of a Local Emergency on March 25, 2020, by adoption of Resolution No. 2020-1674; and

**WHEREAS**, the City Council of the City of Calabasas ratified further Executive Orders issued by the City Manager/Director of Emergency Services under the Proclamation of the Existence of a Local Emergency on April 22, 2020, by adoption of Resolution No. 2020-1678; and

**WHEREAS**, the City Council of the City of Calabasas ratified further Executive Orders issued by the City Manager/Director of Emergency Services under the Proclamation of the Existence of a Local Emergency on May 18, 2020, by adoption of Resolution No. 2020-1681; and

**WHEREAS**, the City Council of the City of Calabasas ratified further Executive Orders issued by the City Manager/Director of Emergency Services under the Proclamation of the Existence of a Local Emergency on June 10, 2020, by adoption of Resolution No. 2020-1686; and

**WHEREAS**, the City Council of the City of Calabasas ratified further Executive Orders issued by the City Manager/Director of Emergency Services under the Proclamation of the Existence of a Local Emergency on June 24, 2020, by adoption of Resolution No. 2020-1692; and

**WHEREAS**, the City Manager has further issued an Executive Order after June 24, 2020, acting as the Director of Emergency Services under Calabasas Municipal Code section 2.44.060, to protect the public health and safety of persons and property within the City; and

**WHEREAS**, Calabasas Municipal Code section 2.44.060 empowers the City Council to confirm the Executive Orders issued to protect public health and safety.

**WHEREAS**, Government Code Section 8630, subdivision c, requires that the City Council review the need for continuing the local emergency at least once every 60 days;

**NOW THEREFORE, IT IS HEREBY RESOLVED**, by the City Council of the City of Calabasas that the Executive Orders issued by the City Manager/Director of Emergency Services under the Proclamation of the Existence of a Local Emergency are confirmed and hereby approved;

**BE IT FURTHER RESOLVED** that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Calabasas.

The City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

**PASSED, APPROVED AND ADOPTED THIS 5<sup>th</sup> day of August 2020.**

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Alicia Weintraub, Mayor

ATTEST:

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Maricela Hernandez, City Clerk  
*Master Municipal Clerk*  
*California Professional Municipal Clerk*

APPROVED AS TO FORM:

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Scott H. Howard  
Colantuono, Highsmith & Whatley, PC  
City Attorney



*CITY of CALABASAS*

**CITY COUNCIL AGENDA REPORT**

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**DATE:** JULY 28, 2020

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** RAY TAYLOR, INTERIM CITY MANAGER  
SCOTT H. HOWARD, CONTRACT CITY ATTORNEY  
MATTHEW T. SUMMERS, ASSISTANT CITY ATTORNEY  
COLANTUONO HIGHSMITH & WHATLEY, PC

**SUBJECT:** ADOPTION OF RESOLUTION NO. 2020-1696, ADOPTING BALLOT LABEL FOR PROPOSED CANNABIS BUSINESSES GENERAL TAX

**MEETING DATE:** AUGUST 5, 2020

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**SUMMARY RECOMMENDATION:**

Staff recommends the City Council adopt Resolution No. 2020-1696 adopting a ballot label for the proposed cannabis businesses gross receipts general tax submitted to the voters at the November 3, 2020, General Election. [Requires a 4/5 vote of all City Council Members.]

**REPORT:**

**Background:** On November 8, 2016, the Control, Regulate, & Tax Adult Use of Marijuana Act ("AUMA") was approved by California voters with the passage of Proposition 64. The AUMA permits local jurisdictions to regulate and/or ban adult use cannabis cultivation, distribution and delivery, transportation, manufacturing, testing laboratories, dispensaries, and microbusiness facilities.

Thereafter, the State legislature passed the Medicinal and Adult Use Cannabis Regulation & Safety Act, which created a comprehensive state licensing and

regulatory framework for the cultivation, manufacturing, testing laboratories, distribution, retail (storefront and non-storefront), and microbusinesses of both adult and medicinal use of cannabis.

**Ballot Label for Cannabis Tax Measure:** The ballot label is the description of the proposed tax that is stated on the ballot and included in the voter information guides. State law requires the ballot label to include the type, rate, duration, and estimated revenue from the proposed tax. (Elections Code § 13119.) After the City Council adopted Resolution 2020-1693, Council instructed staff to draft a revised ballot label for the cannabis tax measure. The ballot label must also be neutral and no more than 75 words. Staff recommends that the City Council closely review the proposed ballot label, as this is the language in the ballot itself reviewed by all voters. The revised proposed ballot label has 66 words and reads as follows:

**Shall the measure imposing a City of Calabasas tax of up to 10% on cannabis businesses, without changing the City's existing prohibition on cannabis dispensaries, raising up to \$10,000 each year until voters decide otherwise, with additional revenue of up to \$300,000 per dispensary expected if the state or City ever allow cannabis dispensaries to operate in the City, to fund general City services, be adopted?**

**Election Process and Timing:** To be on the November 2020 ballot, the Council would need to adopt the proposed ballot label Resolution and submit the ballot measure to the Los Angeles County Registrar of Voters 88 days before the date of the general election – August 7, 2020.

**Fiscal Impact:** Passage of the cannabis tax measure will result in increased revenue from the tax on gross receipts, initially an estimated no more than \$10,000 from taxes on deliveries into the City, and potentially significantly greater amounts if cannabis businesses are permitted to physically locate and operate within the City. The proposed tax measure does not permit dispensaries, instead further action by the state or City would be required to allow and regulate cannabis dispensaries. If a storefront dispensary were to operate in the City, staff estimates that it would result in up to \$300,000 in annual revenue, per dispensary, based on an estimated gross receipts of \$3 million for a typical cannabis dispensary and a 10 percent tax rate. These revenues may be spent on any lawful City purpose, as the proposed tax is a general tax.

With respect to actual election itself, staff estimates that based on costs incurred during the March 3, 2020, election, estimated cost for the November election and printing of a supplemental voter information guide will be approximately \$103,000, which is about \$3,000 higher than the \$100,000 budgeted amount.

**Summary Recommendation:** Staff recommends that the Council adopt Resolution No. 2020-1696, declaring the ballot label for the proposed cannabis businesses general tax previously submitted to the voters.

**ATTACHMENT:**

Resolution No. 2020-1696

-Its Exhibit A, Proposed Cannabis Tax Ordinance



**ITEM 3 ATTACHMENT  
RESOLUTION NO. 2020-1696**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS  
ADOPTING THE BALLOT LABEL FOR THE GENERAL CANNABIS TAX  
MEASURE SUBMITTED TO THE QUALIFIED ELECTORS OF THE CITY  
OF CALABASAS AT THE GENERAL MUNICIPAL ELECTION TO BE HELD  
ON NOVEMBER 3, 2020.**

**WHEREAS**, Elections Code section 9222 authorizes the City Council to submit a measure to the voters to levy a tax for general purposes to be approved or rejected by a simple majority of the qualified voters of the city voting in an election on the issue; and

**WHEREAS**, the City Council proposed to the City's voters an ordinance to impose a general tax on commercial cannabis activity in the City (the "Ordinance"), attached hereto as Exhibit A and incorporated herein by reference; and

**WHEREAS**, the general tax on commercial cannabis activity shall be used for any lawful purpose, including public safety, roads and transportation, parks and recreation, as well as other general City services; and

**WHEREAS**, the Ordinance imposes a general tax of up to ten percent (10%) of gross receipts on commercial cannabis activity, with the rate to be set by the City Council by Resolution within the ten percent limit, to be collected as set forth in the Ordinance; and

**WHEREAS**, under California Constitution, article XIII C, section 2, subdivision (b) and Government Code section 53723, no local government may impose, extend, or increase any general tax unless and until that tax is submitted to the electorate and approved by a majority vote of the qualified electors voting in the election; and

**WHEREAS**, the qualified voters of the City of Calabasas have the authority under Article XIII C, section 2 of the California Constitution to approve general tax proposals such as a tax on cannabis manufacturing, distribution, retail, and other related commercial cannabis activities within the City; and

**WHEREAS**, California Constitution, article XIII C, section 2, subdivision (c) requires the approval of a simple majority of voters to approve this general tax if it is to be effective; and

**WHEREAS**, on July 15, 2020, the City Council adopted Resolution 2020-1693 to present the Ordinance to voters at the General Election for November 3, 2020,

(the "Election") so they may determine whether to impose a general tax on the commercial cannabis activity in the City; and

**WHEREAS**, the City Council desires to submit the Tax to the electorate at the Election;

**NOW, THEREFORE, BE IT RESOLVED, THAT THE CITY COUNCIL OF THE CITY OF CALABASAS DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** Recitals:

All of the foregoing recitals are true and correct

**SECTION 2.** Ballot Label Adoption:

Under Elections Code sections 324 and 10201, the City Council of the City of Calabasas hereby declares that the ballot label for the proposed Calabasas Cannabis Tax measure submitted to the voters at the General Municipal Election to be held on November 3, 2020, per Resolution No. 2020-1693, shall read as follows:

<b>Shall the measure imposing a City of Calabasas tax of up to 10% on cannabis businesses, without changing the City’s existing prohibition on cannabis dispensaries, raising up to \$10,000 each year until voters decide otherwise, with additional revenue of up to \$300,000 per dispensary expected if the state or City ever allow cannabis dispensaries to operate in the City, to fund general City services, be adopted?</b>	YES
	NO

**SECTION 3.** Implementation:

The City Clerk is directed to file certified copies of this Resolution, with the Los Angeles County Board of Supervisors and Los Angeles County Registrar of Voters, pursuant to Elections Code section 10403. The City Clerk is further authorized and directed to perform all other acts necessary or required by law to implement this Resolution and related to the election.

**SECTION 4. CEQA:**

The City Council determines this Resolution is exempt from review under the California Environmental Quality Act (CEQA). Pursuant to section 15061(b)(3) of the CEQA Guidelines, CEQA applies only to projects which have the potential for causing a significant effect on the environment. The adoption of a resolution relating to a General Municipal Election is not a project within the meaning of CEQA Guidelines section 15378, subsection (b)(3).

**SECTION 5. Effective Date**

This resolution shall take effect on the day of adoption.

**SECTION 6. Certification:**

The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**PASSED, APPROVED AND ADOPTED** this 5<sup>th</sup> day of August 2020.

\_\_\_\_\_  
Alicia Weintraub, Mayor

\_\_\_\_\_  
Maricela Hernandez, City Clerk  
*Master Municipal Clerk*  
*California Professional Municipal Clerk*

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott H. Howard  
Colantuono, Highsmith & Whatley, PC  
City Attorney

Attachment: Exhibit A Proposed Ordinance No. 2020-384

**EXHIBIT A TO RESOLUTION NO. 2020-1696  
ORDINANCE NO. 2020-384**

**AN ORDINANCE OF THE CITY OF CALABASAS,  
CALIFORNIA, ADDING ARTICLE 7 TO TITLE 8, CHAPTER  
1 OF THE CALABASAS MUNICIPAL CODE TO ESTABLISH  
A GENERAL BUSINESS LICENSE TAX ON CANNABIS  
BUSINESS ACTIVITY.**

**WHEREAS**, California voters approved Proposition 215 (Health and Safety Code Section 11362.5), entitled the Compassionate Use Act (CUA), in 1996, which exempts patients and their primary caregivers from criminal prosecution or sanctions under H&S Code Sections 11357 and 11358 for qualified use and cultivation of medical cannabis; and

**WHEREAS**, the California Legislature passed Senate Bill 420 (H&S Code Sections 11362.7 et seq.) in 2003 to create the Medical Marijuana Program (MMPA), which established a voluntary program for the issuance of medical cannabis identification cards for qualified patients, set limits on the amount of cannabis any individual could possess, and provided an exemption from state criminal liability for persons “who associate within the State of California in order collectively or cooperatively to cultivate marijuana for medical purposes”; and

**WHEREAS**, the Control, Regulate and Tax Adult Use of Marijuana Act (“AUMA”) was passed by California voters on November 8, 2016, as Proposition 64; and

**WHEREAS**, many of the AUMA’s provisions took effect on November 9, 2016; and

**WHEREAS**, among other effects, the AUMA authorizes the adult use of cannabis by persons aged 21 years or older, and regulates personal and commercial activities related to adult cannabis use; and

**WHEREAS**, on June 27, 2017, the Governor signed into law Senate Bill 94 creating a single regulatory mechanism for both medical and adult-use cannabis – the “Medicinal and Adult-Use Cannabis Regulation and Safety Act” (MAUCRSA). Under MAUCRSA, local governments retain broad authority over most cannabis activity and businesses; and

**WHEREAS**, the City has no local tax on cannabis business operations; and

**WHEREAS**, AUMA and MAUCRSA do not preempt local taxation of cannabis operations; and

**WHEREAS**, this ordinance proposes such a tax on the terms presented for consideration by the voters; and

**WHEREAS**, the City Council desires that revenue generated from this cannabis tax be spent for general City purposes; and

**WHEREAS**, this cannabis tax is imposed to raise revenue and not for regulation; and

**WHEREAS**, this cannabis tax does not modify the City's existing prohibition against cannabis businesses operating in the City under Calabasas Municipal Code sections 8.13.030 and 17.12.125; and

**WHEREAS**, this ordinance is intended to ensure a cannabis tax is in place in the event that the state requires the City to allow cannabis businesses.

**NOW, THEREFORE, THE PEOPLE OF THE CITY OF CALABASAS, CALIFORNIA DO ORDAIN AS FOLLOWS:**

**SECTION 1.** Findings. The People of the City of Calabasas hereby determine that the foregoing findings are true and correct, and incorporate them herein by reference.

**SECTION 2.** Code Amendment. The Calabasas Municipal Code is hereby amended to add Article 7, Cannabis Business General Tax to Title 3, Chapter 56 as set forth below, enacting a general tax on the privilege of conducting business relating to cannabis in the City of Calabasas.

**Section 3.56 Cannabis Business General Tax**

Sections

- 3.56.010 Title.
- 3.56.020 Effective Date.
- 3.56.030 Purpose.
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**Section 3.56.010. Title.**

- (a) This ordinance shall be known as the “Cannabis Business Tax Ordinance.”

**Section 3.56.020. Effective Date.**

- (a) This ordinance shall take effect ten days after the certification of its approval by a simple majority of the City’s voters at a regularly scheduled general election, pursuant to California Constitution, Article XIII C, section 2, subdivision (c).

**Section 3.56.030. Purpose**

- (a) This ordinance is intended to achieve the following purposes, among others, and shall be interpreted to accomplish such purposes:
  - (1) Impose a tax on the privilege of conducting the following activities within the City’s jurisdiction: transporting, dispensing, manufacturing, producing, processing, preparing, storing, testing, providing, donating, selling, or delivering, or distributing cannabis, cannabis products, cannabis accessories, or cannabinoid preparations delivering, or distributing cannabis, cannabis products, cannabis accessories, or cannabinoid preparations commercial cannabis businesses in the City of Calabasas, under the Control, Regulate and Tax Adult Use of Marijuana Act and the Medicinal and Adult-Use Cannabis Regulation and Safety Act (California Business and Professions Code sections 26000, *et seq.*). as they now exist or may be amended from time to time, and local law, whether or not conducted in compliance with such laws;
  - (2) Impose a general tax that generates revenue that may be used by the City for any lawful purpose, including, but not limited to, general City services, public safety, road and transportation purposes, parks and recreation purposes, and other City services;
  - (3) Specify the type of tax and rate of tax to be levied and the method of collection, and general fund purposes; and
  - (4) Comply with all requirements for imposition of a general tax.

(b) This chapter is enacted solely to raise revenue and not for regulation. It is not a sales and use tax, a tax upon income, a transient occupancy tax, utility user tax, or a tax upon real property, and does not change any obligations under those taxes. It shall apply to all persons engaged in cannabis businesses in the City. The tax imposed by this chapter is a general tax under Articles XIII A and XIII C of the California Constitution.

(c) This chapter does not authorize the conduct of any business or activity in the City but provides for the taxation of such businesses or activities as they occur. Neither the imposition of such tax by the City nor the payment of such tax by the taxpayer shall imply that the activity being taxed is lawful. This chapter shall apply to each cannabis business in the City, whether or not such business has a permit issued pursuant to the City of Calabasas Municipal Code.

### **Section 3.56.040. Definitions**

(a) "Adult use" of cannabis or cannabinoid preparations means the use permitted by Section 11362.1 of the California Health & Safety Code.

(b) "Cannabis" means all parts of the plant *Cannabis sativa* L., whether growing or not; the seeds thereof; the resin extracted from any part thereof; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. "Cannabis" does not include:

(1) Industrial hemp, as defined in Section 11018.5 of the California Health & Safety Code; or

(2) The weight of any other ingredient combined with cannabis to prepare topical or oral administrations, food, drink, or other products.

(c) "Cannabis, adult-use" means cannabis or cannabis products intended to be sold for use by adults 21 years of age and over who do not possess a physician's recommendation for the use of cannabis issued in accordance with the Compassionate Use Act of 1996 (California Health and Safety Code; § 11362.5).

(d) "Cannabis accessories" is defined as that term is defined in California Health and Safety Code section 11018.2.

(e) "Cannabis business" means any business that conducts any, all, or a portion of the following activities: transporting, dispensing, manufacturing, producing, processing, preparing, storing, testing, providing, donating, selling, retailing, delivering, or distributing cannabis, cannabis products, cannabis accessories, or cannabinoid preparations by commercial cannabis businesses, in the City of Calabasas, under the Control, Regulate and Tax Adult Use of Marijuana Act and the Medicinal and Adult-Use Cannabis Regulation and Safety Act (California Business and Professions Code sections 26000, et seq.). as they now exist or may be amended from time to time, and local law, whether or not conducted in compliance with such laws.

(f) "Cannabinoid preparations" means cannabis that has undergone a process whereby the plant material has been transformed into a concentrate, including but not limited to concentrated cannabis, or an edible or topical product containing cannabis or concentrated cannabis and other ingredients.

(g) "Delivery" or "delivering" means the commercial transfer of cannabis or cannabinoid preparations to a customer and is a component of retail commercial cannabis activity. "Delivery" also includes the use by a retailer of any technology platform owned and controlled by the retailer or independently licensed under California law that enables customers to arrange for or facilitate the commercial transfer by a licensed retailer of cannabis or cannabinoid preparations.

(h) "Gross receipts" means the following: (1) the total amount of consideration actually received or receivable from all sales; (2) the total amount of compensation actually received or receivable for the performance of any act or service, of whatever nature, for which a charge is imposed or credit allowed, whether or not such act or service is done as a part of or in connection with the sale of materials, goods, wares or merchandise; (3) any and all rents, royalties, fees, commissions, or dividends received or receivable, and (4) gains realized from trading in stocks or bonds, however designated. Included in "gross receipts" shall be all receipts, cash, credits and property of any kind or nature, without any deduction or setoff therefrom on account of the cost of the property sold, the cost of materials used, labor or service costs, interest paid or payable, or losses or other expenses whatsoever except the following shall be excluded therefrom:

1. Credit allowed on property accepted as part of the purchase price and which property may later be sold, at which time the sales price shall be included as "gross receipts";

2. Any tax required by law to be included in or added to the purchase price and collected from the consumer or purchaser;

3. Such part of the sale price of property returned by purchasers upon rescission of a contract of sale as is refunded either in cash or by credit;

4. Receipts of refundable deposits, except that such deposits when forfeited and taken into income of the business shall not be excluded;

5. Amounts collected for others where the business is acting as an agent or trustee to the extent that such amounts are paid to those for whom collected, provided the agent or trustee has furnished the administrator with the names and addresses of the others and the amounts paid to them. This exclusion shall not apply to any fees, percentages, or other payments retained by the agent or trustee;

6. Receipts from investments where the holder of the investment receives only interest and/or dividends, royalties, annuities, and gains from the sale or exchange of stock or securities solely for a person's own account, not derived in the ordinary course of business;

7. Receipts derived from the occasional sale of used, obsolete, or surplus trade fixtures, machinery, or other equipment used by the taxpayer in the regular course of the taxpayer's business;

8. Whenever there are included within the gross receipts amounts which reflect sales for which credit is extended and such amount proved uncollectible in a subsequent year, those amounts may be excluded from the gross receipts in the year they prove to be uncollectible, provided, however, if the whole or portion of such amounts excluded as uncollectible are subsequently collected they shall be included in the amount of gross receipts for the period when they are recovered;

9. Transactions between a partnership and its partners;

10. Transactions between a limited liability company and its member(s), provided the limited liability company has elected to file as a



Subchapter K entity under the Internal Revenue Code and that such transaction(s) shall be treated the same as between a partnership and its partner(s) as specified in Subsection 10., above; and

11. Receipts from services or sales in transaction between affiliated corporations; an affiliated corporation is defined as a corporation:

a. Which owns at least eighty percent of the voting and non-voting stock of such other corporation; or

b. The voting and non-voting stock of which is owned at least eighty percent by such other corporation with which such transaction is had; or

c. At least eighty percent of the voting and non-voting stock of which is owned by a common parent corporation which also has such ownership of the corporation with which such transaction is had.

As to any person engaged in the business of manufacturing or processing any goods, wares, merchandise, article or commodity at a fixed place of business within the City which does not generate gross receipts as defined herein within the City, gross receipts shall be deemed to include the total of all expenses incurred in the manufacturing or processing of such goods at the business location within the City for payroll, utilities, depreciation, and/or rent. As to any person engaged in the business of operating an administrative headquarters at a fixed place of business within the City who does not have gross receipts as defined herein within the city, gross receipts shall be deemed to include the total gross payroll of all persons employed at such administrative headquarters.

Notwithstanding the foregoing, for any cannabis microbusiness, which conduct cannabis manufacturing, distribution, and retail activities, the gross receipts of such business shall include the gross receipts earned at each of the three stages of the cannabis microbusiness activities, including the gross receipts earned or which would be earned upon the value of cannabis manufactured by the cannabis microbusiness, the gross receipts earned or which would be earned upon the value of cannabis distributed by the cannabis microbusiness, and the gross receipts earned or which would be earned upon the value of cannabis sold by the cannabis microbusiness; whether or not, for each stage of the cannabis microbusiness, the product of the cannabis manufacturing, distribution, and retail activities is sold or transferred from the cannabis microbusiness.

(i) "Medical use" of cannabis or cannabinoid preparations means the use permitted by the Compassionate Use Act (California Health & Safety Code, § 11362.5) and the Medical Marijuana Program Act (California Health & Safety Code, § 11362.7 et seq.).

(j) "Person" includes any individual, firm, co-partnership, joint venture, association, corporation, limited liability company, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit, and the plural as well as the singular.

(k) "Primary Caregiver" is defined as that term is defined in California Health and Safety Code section 11362.7, subdivision (d).

(l) "Qualified Patient" means a seriously ill person who obtains a written recommendation from a physician licensed to practice medicine in the State of California to use cannabis for personal medical purposes. In addition, persons currently under the care of a physician for a "serious medical condition" as that term is defined in California Health and Safety Code section 11362.7, subdivision (h) are presumed to be "qualified patients."

(m) "Manufacture" means the production, preparation, or compounding of cannabis products, including extraction processes, infusion processes, the packaging or repackaging of manufactured cannabis or cannabis products, and labeling or relabeling the packages of manufactured cannabis or cannabis product.

(n) A "manufacturing" or "manufacturing operation" means all aspects of the manufacture, extraction and/or infusion processes, including processing, preparing, holding, storing, packaging, or labeling of cannabis products. "Manufacturing" shall also include any processing, preparing, holding, or storing of components and ingredients.

(o) A "volatile solvent" shall mean any solvent that is or produces a flammable gas or vapor that, when present in the air in sufficient quantities, will create explosive or ignitable mixtures.

(p) A "non-volatile solvent" shall mean any solvent used in the extraction process that is not a volatile solvent, including carbon dioxide.

(q) A "microbusiness" shall mean any commercial adult-use cannabis business that engages in commercial manufacturing, distribution, and retail sales of cannabis for adult-use and medical purposes.

(r) Any term defined in this Section also means the very term as defined in the California Business & Professions Code or the California Health & Safety Code, unless otherwise specified.

### **Section 3.56.050. Cannabis Business General Tax**

(a) There is hereby imposed on every cannabis business in the City an annual tax at a rate to be established from time to time by resolution of the City Council. The tax for all cannabis businesses shall be imposed with respect to the gross receipts of such businesses up to a maximum of ten percent (10%), of the business' gross receipts. The tax imposed under this section shall be due and payable as provided in section 8.56.120.

(b) The City Council may by resolution, in its discretion, implement a tax rate lower than the maximum rate established in subsection (a) of this section for all persons engaged in a cannabis business in the City, or establish differing tax rates for each of different categories of cannabis business activities. The City Council may, by resolution, also decrease or increase any such tax rate from time to time, provided that the tax rate shall not, at any time, be above the maximum tax rates established in subsection (a) of this section.

(c) All gross receipts earned from transporting, dispensing, manufacturing, producing, processing, preparing, storing, testing, providing, donating, selling, retailing, delivering, or distributing cannabis, cannabis products, cannabis accessories, or cannabinoid preparations by commercial cannabis businesses, in the City of Calabasas, to an authorized medical cannabis patient or authorized medical cannabis patient's designated primary caregiver who possesses a county-issued medical cannabis identification card issued and valid under the provisions of Health and Safety Code Section 11362.71, et seq. shall be exempt from taxation under this chapter.

### **Section 3.56.060. Registration of Cannabis Business**

(a) All persons engaging in a cannabis business, whether an existing, newly-established or acquired business, shall register with the City Manager's office by the later of (i) 30 days of commencing operation or (ii) by the effective date of the ordinance adding this section to the Cannabis Municipal Code and shall annually renew such registration no less frequently than one calendar year after the date of the most recent registration. In registering, such persons shall furnish to the City Manager a sworn statement, upon a form provided by the City Manager, setting forth the following information:

- (1) The name of the business;
- (2) The names and addresses of each owner;
- (3) The nature or kind of all business activity to be conducted;
- (4) The place or places where such business is to be carried on; and
- (5) Any further information which the City Manager may require.

(b) Registrants shall pay an annual registration fee in an amount established from time to time by ordinance or resolution of the City Council to recover the City's costs to implement the taxes imposed under this chapter, the registration requirement of this section, and the other provisions of this chapter. As a regulatory fee, such fee shall be limited to the City's reasonable regulatory costs.

(c) The tax registration certificate required, and the License required under Title 4, Chapter 26 of this Code may constitute a single document.

### **Section 3.56.070. Payment Obligation**

All taxpayers subject to a tax under this this chapter shall pay that tax regardless of any rebate, exemption, incentive, or other reduction set forth elsewhere in this Code, except as required by state or federal law. Failure to pay such a tax shall be subject to penalties, interest charges, and assessments as provided in this chapter and the City may use any or all other code enforcement remedies available at law or in equity. No provision of this Code shall be interpreted to reduce a tax rate established under this chapter or otherwise reduce the taxes paid hereunder unless the provision specifically expresses that reduction.

### **Section 3.56.080. Tax Payment Does Not Authorize Activity**

The payment of a tax imposed under this chapter shall not be construed to authorize the conduct or continuance of any illegal business or of a legal business in an illegal manner. Nothing in this chapter authorizes or implies the lawfulness of any activity connected with the distribution or possession of cannabis unless otherwise authorized and allowed in strict and full conformance with this Code, including without limitation the provisions of Title 8, Chapter 13. Nothing in this chapter shall be applied or construed as authorizing the sale, cultivation (including nurseries), transportation, distribution, manufacture, compounding, conversion, processing, preparation, testing, storage, packaging, delivery and sale (wholesale and/or retail sales) of cannabis, cannabis products, or any accessories for the use of recreational cannabis or cannabis products.

### **Section 3.56.090 Cannabis Tax is Not a Sales Tax**

The taxes provided for under this chapter are excise taxes on the privilege of conducting a cannabis business in the City and legally incident on those engaged in such business. They are not sales or use taxes and shall not be calculated or assessed as such. Nevertheless, at the option of the taxpayer, the tax may be separately identified on invoices, receipts and other evidences of transactions.

### **Section 3.56.100. Amendments, Rate Adjustments, and Administration**

(a) The voters of the City of Calabasas approved this chapter. Any amendment to this chapter to increase the taxes above the maximum rate provided in Section 3.56.050 requires further voter approval. The voters authorize the City Council to set the tax rates at or below the maximum rate or rates for differing categories of cannabis businesses, or otherwise to amend, modify, change, or revise any other provision of this chapter as the City Council deems in the best interest of the City. In addition, the City Council may establish exemptions, incentives, or other reductions, and penalties and interest charges or assessments for failure to pay the tax when due, as otherwise allowed by the City Charter, the City's Municipal Code, and California law.

(b) The City Manager, in consultation with the Chief Financial Officer and City Attorney, may adopt administrative policies to promulgate rules, regulations, and procedures to implement and administer this chapter to ensure the efficient and timely collection of the taxes imposed by this chapter, including without limitation, formulation and implementation of penalties and interest to be assessed for failure to pay the taxes as provided. Such policies shall be: (i) effective upon the date specified in the policy; (ii) signed by the City Manager and City Attorney; and (iii) be made publicly available through the City Clerk.

(c) The City shall annually audit the cannabis taxes imposed by this chapter to verify that tax revenues have been properly collected and expended in accordance with the law.

(d) Pursuant to California Constitution, Article XIII B, the appropriation limit for the City is increased to the maximum extent over the maximum period of time

allowed under law consistent with the revenues generated by the taxes and fee imposed by this chapter.

**Section 3.56.110. Returns and Remittances**

(a) The taxes imposed by this chapter shall be due and payable as follows:

(1) Each cannabis business owing tax under this chapter shall provide a tax return to the City Manager within thirty days following the last day of the month stating the tax owed for that month, and the basis of its calculation. The taxpayer shall remit the tax owed to the City Manager when the return is due whether or not a return is filed as required.

(2) All tax returns shall be completed on forms provided by the City Manager.

(3) Tax returns and payments for all outstanding taxes, fees, penalties and interest owed the City are immediately due upon cessation of business for any reason.

(b) Whenever any payment, statement, report, request or other communication is received by the City Manager after the time prescribed by this section for its receipt but is in an envelope postmarked on or before the date prescribed by this section for its receipt, the City Manager shall regard such payment, statement, report, request, or other communication as timely. If the due date falls on Saturday, Sunday, or a City holiday, the due date shall be the last earlier business day on which City Hall is open to the public.

(c) Unless otherwise specifically provided by this chapter, the taxes imposed by this chapter shall be deemed delinquent if not paid on or before the due date specified in subsection (a) of this section.

(d) The City Manager need not send a delinquency or other notice or bill to any person subject to a tax or fee imposed by this chapter and failure to send such notice or bill shall not affect the validity of any tax, fee, interest or penalty due under this chapter.

**3.56.120. Failure to Pay Timely**

(a) Any person who fails or refuses to pay any tax or fee imposed by this chapter when due shall pay penalties and interest as follows:

(1) A penalty equal to ten (10) percent of the tax or fee, in addition to the amount of the tax; and

(2) An additional penalty equal to twenty-five (25) percent of the amount of the tax or fee if unpaid for more than a month beyond the due date; and

(3) Interest charges on the amount of any and all unpaid taxes, fees, or penalties at the rate of one percent (1%) interest per month from the date due until paid. Interest shall be applied at the rate of one percent (1.0%) per month on the first day of the month for the full month and will continue to accrue monthly on the tax and penalty until the balance is paid in full.

(b) If a check is submitted in payment of a tax or fee and is returned unpaid by the bank upon which drawn, and the check is not redeemed before the due date, the taxpayer will be liable for the tax or fee due plus penalties and interest as provided for in this section plus any amount allowed under state law for the returned check.

(c) The tax due shall be that amount due and payable from the latter of (i) the effective date of the taxes under this chapter as determined by resolution of the City Council or (ii) the first date on which the cannabis business first operated in the City.

(d) The City Manager may waive some or all of the penalties imposed by this section as to any person if:

(1) The person provides evidence satisfactory to the City Manager that failure to pay timely was due to circumstances beyond the control of the person and occurred notwithstanding the exercise of ordinary care and the absence of willful neglect, and the person paid the delinquent tax or fee and accrued interest owed the City upon applying for a waiver.

(2) A waiver authorized by this subsection shall not apply to the tax, fee, or interest and may be granted only once during any 24-month period.

### **Section 3.56.130. Refunds**

(a) No refund shall be made of any tax collected pursuant to this chapter, except as provided in this section.

(b) No refund of any tax collected pursuant to this chapter shall be made because of the discontinuation, dissolution, or other termination of a cannabis business.

(c) Any person entitled to a refund of sums paid under this chapter may elect to have such refund applied as a credit against future obligations under this chapter.

(d) Whenever any tax, fee, penalty, or interest under this chapter has been overpaid, paid more than once, or has been erroneously or illegally collected or received by the City, such amount shall be refunded to the person who paid the tax upon a timely written claim for refund filed with the City Manager.

(e) The City Manager may examine and audit all the books and business records of the claimant to determine eligibility to the claimed refund. No claim for refund shall be allowed if the claimant refuses to allow such examination of the claimant's books and business records.

(f) A sum erroneously paid under this chapter due to an error of the City shall be refunded to the claimant in full upon a timely claim. If an error is attributable to the claimant, the City may retain an amount established by ordinance or resolution of the City Council from time to time in an amount sufficient to recover the City's cost to process the claim and refund the balance.

(g) The City Manager shall initiate a refund of any sum overpaid or erroneously collected under this chapter whenever the overpayment or erroneous

collection is disclosed by a City audit for the period of time unprotected by the duty to file a timely claim under the Government Claims Act.

**Section 3.56.140. Enforcement**

(a) The City Manager shall enforce this chapter.

(b) The City Manager may audit and examine all business locations, books and records of cannabis businesses, including both state and federal income tax returns, California sales tax returns, or other evidence documenting the gross receipts of a cannabis business to ascertain any tax due under this chapter and to verify any returns or other information any person submits to the City under this chapter. If a cannabis business, after written demand by the City Manager, refuses to make available for audit, examination or verification such locations, books, and records as the City Manager requests, the City Manager may, after full consideration of all such information as is available make an assessment of the tax or fee due and demand payment from the tax- or fee-payer, together with any penalties and interest due for late payment.

(c) The conviction and punishment of any person for failure to pay a sum required under this chapter shall not excuse or exempt such person from any civil action for the debt. No civil action shall prevent a criminal prosecution for any violation of this chapter or of any state law requiring the payment of all taxes. No election of remedies shall apply to the enforcement of this chapter or any other provision of this Code and the City may pursue one or more remedies in its discretion provided only that no double recovery shall be permitted.

(d) Any person violating any of the provisions of this chapter or any regulation or rule adopted pursuant to it, or knowingly or intentionally misrepresenting any material fact to the City in procuring a certificate or document from the City under this chapter, or under Title 4, Chapter 26, shall be deemed guilty of a misdemeanor unless the City Attorney, in his or her discretion, elects to prosecute it as an infraction.

(e) In addition to the penalty imposed for a failure to timely pay any tax or fee imposed by this chapter, pursuant to Section 8-1.712, the City Manager shall have the discretion to issue an administrative citation with respect to said failure and impose an administrative fine in the amount of \$2,000 for each month that any payment of tax is overdue. Each cannabis business subject to any such administrative citation and fine shall have the opportunity to appeal same pursuant to the process set forth in Title 8 of this Code.

(f) In the event that any appeal as to an administrative citation and fine pursuant to this Section 8-1.714, or any other action in relation thereto takes place, the City shall be entitled to recover its attorneys' fees and administrative costs incurred unless the appeal in question is granted, or the cannabis business initiating any other action is the prevailing party.

### **Section 3.56.150 Successor and Assignee Responsibility**

(a) If any person, while liable for any amount under this chapter, sells, assigns or otherwise transfers half or more of a taxed cannabis business, whether voluntarily or involuntarily, the person's successor, assignee or other transferee, or other person or entity obtaining ownership or control of the business ("transferee") shall pay that amount when due. A transferee shall notify the City Manager of a transfer 30 days before the transfer date; or if the agreement to sell, transfer, or otherwise dispose of the business is made less than 30 days before the date of transfer, on the first day the City is open for business after the transfer.

(b) A transferee shall be deemed to have satisfied an unpaid liability if the transferee complies with the requirements of California Revenue and Taxation Code Section 7283.5 and this section by withholding from the purchase price, for the benefit of the City, an amount sufficient to cover the liability, or by otherwise paying the liability and obtaining from the City Manager a "Tax Clearance Certificate" showing that all outstanding liability has been paid through the date of transfer.

(c) Within 90 days of receiving a written request from a transferee, the City Manager may issue a "Tax Clearance Certificate" stating either the amount due as to the business under this chapter or stating that there is no liability due for the business through a stated date. The City Manager may also request financial records from the transferor to audit the amount due under this chapter. The City Manager shall issue a tax clearance certificate within 30 days of completing the audit, stating any amount owed, unless the City Manager determines the records provided for audit are insufficient to determine whether taxes, fees, penalties and/or interest are due and in what amounts. If so, the City Manager may rely on available information to estimate any amount due and shall issue a tax clearance certificate stating that amount. A written application for an appeal hearing on the amount assessed on a tax clearance certificate must be made within 10 days after the City Manager serves or mails the certificate. The appeal provision of Title 8 of this Code shall apply. If a timely application for a hearing is not made, the tax clearance certificate shall serve as conclusive evidence of the liability under this chapter associated with the business through the date stated on the certificate.

### **Section 3.56.160. Debts, Deficiencies, and Assessments**

(a) The amount of any tax, fee, penalties, and interest imposed by this chapter shall be deemed a debt to the City and any person operating a cannabis business without first having procured a business license(s) and paid all requisite business license taxes, as provided in this Chapter and Titles 6 and 8 shall be liable in an action in the name of the City in any court of competent jurisdiction for the amount due.

(b) If no return or statement is timely filed, or if the City Manager is not satisfied that any return or other statement filed under this chapter is correct, or that the amount due is correctly computed, the City Manager may determine that amount and make a deficiency determination upon available information. The City Manager may make one or more deficiency determinations for a period or periods. When a



person discontinues engaging in a taxed business, the City Manager may make a deficiency determination may at any time within three years thereafter as to any liability arising from engaging in such business whether or not a deficiency determination is issued before the date the tax would otherwise be due. Whenever a deficiency determination is made, a notice shall be given to the person concerned as are notices of assessment under subsections (b), (c), and (d) of this section.

(c) Under any of the following circumstances, the City Manager may make and give notice of an assessment of taxes, fees, penalties and interest owed under this chapter:

(1) If the person has not filed any statement or return required by this chapter;

(2) If the person has not paid any tax, fee, penalty or interest due under this Ordinance;

(3) If the person has not, after demand by the City Manager, filed a corrected statement or return, or adequate substantiation of the information contained in a statement or return previously filed, or paid any additional amount due under this chapter;

(4) If the City Manager determines nonpayment of any amount due under this chapter or Titles 6 or 8 is due to fraud, a penalty of 25 percent of the amount of otherwise due shall be added thereto in addition to penalties and interest otherwise stated in this chapter.

(5) The notice of assessment shall separately set forth any amount the City Manager knows or estimates to be due under this chapter, including any penalties or interest accrued to the date of the notice.

(6) A notice of assessment shall be served upon the tax- or fee-payer either by personal service or by a deposit in the United States mail, postage prepaid, addressed to the address appearing on the cannabis business tax registration certificate, City cannabis license issued under Title 4, Chapter 26, or such other address as he or she may provide the City Manager in writing for notices under this chapter; or, should the person have no business tax certificate issued and no address provided to the City Manager for such purpose, then to such person's last known address. Service by mail is complete upon deposit in the United States mail as provided in this paragraph.

(c) Within 10 days after service of a notice of assessment, the tax- or fee-payer may apply in writing to the City Manager for a hearing on the assessment. If no timely application for a hearing is made, the amount assessed shall be final and conclusive. Within 30 days of the receipt of an application for hearing, the City Manager shall cause the matter to be set for hearing. The City Manager shall give notice of such hearing to the person requesting it not later than five days before the hearing. At such hearing, the applicant may appear and offer evidence why the assessment should not be confirmed. After such hearing, the City Manager shall determine the amount due under this chapter and shall give written notice to the person as prescribed in this chapter for giving notice of assessment. That decision is

final as to the City, but either the City or the applicant may seek judicial review as provided by California Code of Civil Procedure section 1094.5.

**Section 3.56.170. Apportionment**

(a) No tax imposed by this chapter shall be applied to occasion an undue burden upon interstate commerce or violate the equal protection and due process clauses of the Constitutions of the United States or the State of California.

(b) If any case where a business tax imposed under this chapter is believed by a taxpayer to place an undue burden upon interstate commerce or violate such constitutional clauses, the taxpayer may apply to the City Manager for an adjustment of the tax. It shall be the taxpayer's obligation to request in writing for an adjustment within one year after the date of payment of the tax. If the taxpayer does not request in writing within one year from the date of payment, then the taxpayer shall be conclusively deemed to have waived any adjustment for that year and all prior years.

(c) The taxpayer shall, by sworn statement and supporting testimony, show the method of business and the gross volume of business and such other information as the City Manager may deem necessary to determine the extent, if any, of such undue burden or violation. The City Manager shall then conduct an investigation and shall fix as the tax for the taxpayer an amount that is reasonable and nondiscriminatory, or if the tax has already been paid, shall order a refund of the amount over and above the tax so fixed. In fixing the tax to be charged, the City Manager shall have the power to base the tax upon a percentage of gross receipts or any other measure which will assure that the tax assessed shall be uniform with that assessed on businesses of like nature, so long as the amount assessed does not exceed the tax as prescribed by this chapter.

(d) Should the City Manager determine the gross receipt measure of tax to be the proper basis, the City Manager may require the taxpayer to submit a sworn statement of the gross receipts and pay the amount of tax as determined by the City Manager.

**SECTION 3.** Amendment. To the extent authorized by Article XIII C of the California Constitution, this ordinance may be amended by the City Council without a vote of the People. Voter approval is required for any amendment that would increase, within the meaning of Government Code section 53750(h), the tax rates beyond the maximum rates authorized by this Ordinance.

**SECTION 4.** Severability. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the Ordinance and the application of such provision to other persons or circumstances shall not be affected thereby. The People hereby declare that they would have adopted this Ordinance and each portion thereof regardless of the fact that an invalid portion or portions may have been present in the Ordinance.

**SECTION 5.** CEQA. This measure to be submitted to the voters adopts a general tax to help compensate the City for the increased burden on law enforcement and public safety response due to the security issues created by commercial cannabis activity in the City, to raise revenue for public safety, road and transportation purposes, parks and recreation, and other general City services. As such, under CEQA Guidelines section 15378(b)(4), the tax is not a project within the meaning of CEQA because it creates a government funding mechanism that does not involve any commitment to any specific project that may result in a potentially significant impact on the environment. Therefore, under CEQA Guidelines section 15060, review under CEQA is not required.

**SECTION 6.** Effective Date. This Ordinance relates to the levying and collecting of the City's cannabis tax and shall not take effect until ten days after the certification of its approval by a majority vote of the electorate voting at the general election to be held on November 3, 2020 under Elections Code sections 9217 and 9222.

**SECTION 7.** Certification; Publication. Upon approval by the voters, the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause it to be published according to law.

**PASSED, APPROVED AND ADOPTED** this \_ day of \_ 2020.

\_\_\_\_\_  
, Mayor

\_\_\_\_\_  
Maricela Hernandez, City Clerk  
*Master Municipal Clerk*  
*California Professional Municipal Clerk*

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott H. Howard  
Colantuono, Highsmith & Whatley, PC  
City Attorney



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE:** JULY 29, 2020

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** JEFF RUBIN, DIRECTOR OF COMMUNITY SERVICES JR

**SUBJECT:** RECOMMENDATION TO APPROVE ADDITIONAL PROGRAMMING OPERATED BY LITTLE LEARNERS AT CITY FACILITIES

**MEETING DATE:** AUGUST 5, 2020

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**SUMMARY RECOMMENDATION:**

It is recommended that the City Council approve additional programming operated by Little Learners at City Facilities.

**BACKGROUND:**

Since 2003, Little Learners, LLC, under the ownership of Bridget Nelson and Carly Armacost, has operated the Camp Calabasas seasonal camp programs in addition to the state licensed before and after school programming at Lupin Hill Elementary School, all of which is under an agreement with the City. In 2018, City Council approved the expansion of the Little Learners Agreement to include the operation of the Calabasas Klubhouse Pre School. These programs and partnership have proved to be successful over the years and provide for essential services for our community.

With many families seeking safe and trusted programming for their children as they work to create a healthy work/life balance, the Community Services Department continues to strive to meet the community's ongoing needs. With uncertainty ahead due to the COVID-19 pandemic, Little Learners is exploring creative ways to accommodate the needs of the residents of Calabasas in both the short and long

term. We all look forward to the day that our current offerings and those that remain closed can move forward without restrictions.

Since early Spring 2020, with the closures due to the COVID-19 pandemic, both Little Learners and their programming have faced extreme difficulties that include closures, steep enrollment declines, staffing challenges and financial impacts due to substantially less income. Even with the slow re-opening of programs that are now allowed by the State and County, families are hesitant to return. An example of this is evident when on March 19, 2020; the enrollment at the Calabasas Klubhouse Pre School was at 145 students. The following day, a mandatory closure of the school was implemented from March 20 to May 31. As of the date of this report, current enrollment has plummeted to 41, a loss of 104 students. Beginning August 3, enrollment is expected to increase to 59 students. We are hopeful to see 71 students by September 1. Staff will elaborate further and provide a comprehensive report regarding the Klubhouse operations at the August 12, 2020, City Council meeting.

#### **DISCUSSION:**

With the Las Virgenes Unified School District (LVUSD) announcing that the 2020-2021 school year will start with a virtual learning environment, the City, LVUSD and Little Learners discussed ways to serve the families in need of all-day care. To this end, discussions have centered around providing a full day virtual learning academy program and a full day early childhood education/advanced Pre-K program at various facilities. LVUSD has offered to provide additional classroom space on campus at Lupin Hill. Additionally, City Staff accompanied Little Learners on tours of several City facilities to see which could accommodate such programs. Tours of the Tennis & Swim Center, Senior Center, Founders Hall, De Anza Park and the Agoura Hills/Calabasas Community Center took place. After much discussion, Little Learners developed the attached program proposals for De Anza Park, the Senior Center and Founders Hall.

By offering programs with similar framework to their other State Licensed Programs, Little Learners can fill what is felt to be a need at this time based upon feedback from the community. These new offerings could possibly help with some of the severe financial losses incurred due to COVID-19. It might also provide the ability to move some of their current staff from existing programs to the new programs.

All current protocols and regulations provided by the Department of Social Services/Community Care Licensing Division, California Department of Public

Health, Los Angeles County Department of Public Health and other governing agencies will be strictly followed as has been the case since the beginning of the pandemic. Daily health and safety checks will be done for all programs and will take place at drop-off and throughout the day to ensure that the campus/program will be as healthy as possible. The program at each facility will operate from 7:30 a.m. to 6:00 p.m. in order to accommodate the working families. If approved, registration will commence immediately as the school year begins in just a couple of weeks. Staff will provide continuous updates to the City Council as part of the City Manager's Significant Activities Report on a weekly basis.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Staff has discussed two payment options with Little Learners for use of City Facilities. One option is based on the current facility rental fee schedule and the other is a fixed percentage of gross revenue.

**REQUESTED ACTION:**

It is requested that the City Council review the attached proposals and approve additional programming operated by Little Learners at City facilities.

**ATTACHMENTS:**

- Exhibit A:** Calabasas Klubhouse Program Expansion at De Anza Park
- Exhibit B:** Virtual Learning and Camp Calabasas Program Proposal



## Calabasas Klubhouse Program Expansion at DeAnza Park

### Overview and Program Review

Since 2003, Little Learners, LLC, under the ownership of Bridget Nelson and Carly Armacost, has been operating Camp Calabasas, After School and Seasonal Camp Programs, both on-campus at Lupin Hill Elementary and DeAnza Park (seasonally). In 2018, Little Learners, LLC took over day-to-day operations of the Calabasas Klubhouse Preschool (“Calabasas Klubhouse”).

Over the past 17 years, Little Learners, LLC has established relationships within the Calabasas community and with its residents. Our devoted staff have fostered life-long relationships with those who have attended our programs. The reputation that Little Learners, LLC, has within the community is a positive one.

Many current and past families are seeking safe and trusted care for their children as they work to create a healthy work/life balance for themselves and their children. Little Learners, LLC is exploring creative ways to accommodate the needs of the residents of Calabasas in the short term. We look forward to the when the COVID-19 pandemic is over with the hope that we are able to reopen our Camp Calabasas, After School and Seasonal Camp Programs, both on-campus at Lupin Hill Elementary and DeAnza Park (seasonally) and our Klubhouse Preschool programs without restriction.

Since early Spring 2020, with the closures due to the COVID-19 pandemic, everyone involved with Little Learners, LLC and its programs have faced dilemmas and extreme financial hardship within both Camp Calabasas and Klubhouse Preschool programs and have had to make multiple serious business decisions. Families were not charged their monthly tuition fees since the closure began, however, full-time, salaried staff, remain working remotely during the closure.

Income during our forced closure was limited to the sale of virtual Zoom Preschool sessions and Art and Activity Kits (previously submitted, weekly status updates detail a majority of the work being completed by the staff). Monthly payroll had to be decreased and we were forced to lay off our dedicated part-time staff and 1 full time salaried staff member. A claim was filed against our Business Loss Insurance Policy and is still being reviewed (as the COVID-19 pandemic is not deemed as a reason to file a justified claim). The SBA PPP loan was applied for and was received – however that loan allowed Little Learners, LLC to continue to meet payroll prior to our June 1, 2020 re-opening and continues to dwindle as operating costs are supplemented by enrollment that is limited to less than half of pre-COVID-19 guidelines.



## **Calabasas Klubhouse Program Expansion at DeAnza Park**

Following the July 4, 2020 holiday, Little Learners, LLC has been contacted by several families whose children were on the waitlist for the district TK/Journeys program and recent graduates of the Calabasas Klubhouse, some of whose parents are LVUSD and City of Calabasas employees.

In addition, others in the community who are looking for an all-day school and childcare provider while they wait to hear from LVUSD about school resuming after Labor Day. Due to the distance learning model adopted by Las Virgenes Unified School District on Thursday, July 16, 2020, and other nearby school districts (for example: Conejo, Simi and others), there is an increased need for families to find child care placement for their children, and Little Learners, LLC wants to be that provider. While the interest is strong, tuition has not been charged to families not attending, continuing the financial stress that Little Learners, LLC has been operating under for nearly 5 months. By expanding our program to DeAnza Park we will be able to increase our revenue, shore up financial losses incurred since the beginning of the pandemic closures and ever-changing operating guidelines and will allow us to pay the City of Calabasas an additional weekly/monthly fee.

Due to limits on our capacity on site at the Klubhouse Preschool as a result of COVID-19 and in keeping with the California Department of Public Health COVID-19 UPDATED GUIDANCE: Child Care Programs and Providers (<https://files.covid19.ca.gov/pdf/guidance-childcare--en.pdf>), we are looking for an alternate site to hold an advanced Pre-K program to satisfy the needs of our local community. In an effort to be proactive and meet the needs of the community, Little Learners, LLC is proposing an expansion of the Creekside/Calabasas Klubhouse Program to include DeAnza Park. This change would allow continuation of the program successfully in place at the Klubhouse Preschool site and would expand services in order to offer a high quality child care program offsite. We will continue to maintain state required reduced class-sizes, will keep up with health, safety and sanitation protocols that have been streamlined both at the Klubhouse Preschool and Camp Calabasas campuses since our reopening in June 2020.





## Calabasas Klubhouse Program Expansion at DeAnza Park

### PROPOSED PROGRAM, IMPLEMENTATION AND PROCEDURES

By offering a program with a similar framework to the Calabasas Klubhouse Preschool Program with an expansion at DeAnza Park (“DeAnza Expansion Program”), we can offer a program that strikes a work / life balance for our families while maintaining the highest safety protocols possible and offers a potential for Little Learners, LLC to shore up financial losses incurred since the beginning of the pandemic closures and ever-changing operating guidelines.

The DeAnza Expansion Program would be run as an Early Childhood / Advanced Pre-K program with a play-based and academic curriculum. A transition for this program will be done by utilizing the current model being used in the same room(s) for our DeAnza Park Summer Camp. In order to adhere to the highest sanitation, health and safety protocols, additional supplies will be brought on-site on an as needed basis and will not be stored on-site, as in the past. Each child will be provided their own basket to store any personal belongings and school supplies and sanitation guidelines will be applied to those baskets to ensure minimizing COVID-19 exposure to children, teachers and staff.

Supplies and PPE needed to safely open this program are on-hand. No-touch thermometers and a plexiglass barrier will be used on-site at the drop-off station. Cleaning supplies, gloves, masks for staff, and an isolation area with a PPE kit (gown, gloves, face shield, shoe covers) will be on-site in case someone comes down with COVID-19 symptoms while participating in the program.



## Calabasas Klubhouse Program Expansion at DeAnza Park

### OVERVIEW/REVIEW OF GENERAL SAFETY PROTOCOLS

All current regulations and suggestions given by the Department of Social Services Community Care Licensing Division, California Department of Public Health, Los Angeles County of Public Health and other governing agencies will be followed. Daily health and safety checks will take place at drop off and throughout the day, to ensure as healthy of a campus/program as possible.

#### DAILY

- Temperatures (staff and children)
  - Temperatures will be taken using touch-free thermometers at drop-off time.
- Health Checks
  - Daily health checks, including specific questions supporting public health guidelines will be asked each day at drop-off time.
- Hand Sanitizers
  - Hand Sanitizers will be placed on the check-in table and at multiple locations throughout the facility.
- Signage will be placed throughout the facility, as required, to remind people of COVID-19 related protocols and procedures.
- Sanitizing of the facility will be done multiple times throughout the day and a deep-clean will be done at closing time.
- Outdoor equipment will be sanitized after each use.
- Personal belongings including water bottles will be wiped down upon arrival each day

#### RESTROOMS/CLEANING

- Bleach-water cleaning solutions will be made every morning when staff arrive and the bottles will be dumped at the end of the day, per regulatory guidelines ( Bleach-water must be made daily as it rapidly degrades in the presence of light and when diluted with water).
- Bleach water will be used to clean the restrooms, tables, counters and other high touch surfaces.
- Signage regarding cleaning will be placed throughout the facility and hand washing signs will be placed over each sink to show pictures of proper hand washing. We will go over the song that the children sing to reinforce the proper length of time required for effective hand washing.



## Calabasas Klubhouse Program Expansion at DeAnza Park

### PROPOSED GENERAL CURRICULUM AND PROGRAM LAYOUT

Classroom space will be set up utilizing oblong 6-foot and round tables allowing for 6-feet of space between participants. Outdoor games, materials and space will be marked to further support currently mandated social-distancing guidelines.

All activities modified to be more of an individualized recreation-based program.

1. Social distancing will be implemented by limiting seating to 2 children at a table (one at each end) and by having some activities taking place on the covered patio at DeAnza Park.
  2. Arts and craft supplies will be sanitized and bagged individually for each child. A set of school supplies (age appropriate writing instruments, liquid glue, glue sticks, playdough toys, manipulatives, craft supplies, etc.) will be issued to each child and will remain in their personal table basket/caddy.
  3. Students will have their own sensory bin that is kept at their personal space.
  4. Science activities will be done as experiments on an individual basis. Items will be sent home at the end of the day/week.
  5. Cooking activities will be modified to be done on an individual basis. Items will not be shared by the children and staff will continue to wear food service gloves when touching food items.
  6. Worksheets and school materials will be provided to each child.
  7. Supplies will be disinfected once they are done being used by each child (Legos, fuse bead boards, action figures, etc.) as each item is ready to be returned to the general supply.
2. Games and outdoor activities will limit touch to reduce cross-contamination and will include built-in water breaks and hand washing.
  3. Water Play will be limited to using spray bottles and other non-touch models of play.

Sports equipment will be color coded and each child will be assigned a specific color ball or outdoor equipment (chalk, bubbles, jump rope, etc.) in order to comply with COVID-19 guidelines for health and safety.



## Calabasas Klubhouse Program Expansion at DeAnza Park

### GENERAL INFORMATION

#### OPERATING HOURS

- 8:00am through 5:00pm
  - An early drop-off program may be considered, based on the needs of the participants and the community.

#### STAFFING

- Staff will be assigned to work with specific children. Staffing will remain the same daily and weekly in order to further support having a stable group.
- Staffing would include 2 morning/opening staff and 2 afternoon/closing staff members or a similar model based on our staff members availability and the model currently being used at the Klubhouse Preschool.

#### DAILY DROP OFF AND PICK UP

- Parents/guardians may not enter the facility. Daily drop off and pick up will take place at the designated station, with full health and safety protocols in place.

#### SNACK

- Snack will be provided by Little Learners, LLC, as required by licensing.

#### LUNCH

- Children will bring their own sack lunch in a disposable bag, stored in their personal table basket.



## Calabasas Klubhouse Program Expansion at DeAnza Park

### ENROLLMENT

- Based on COVID-19 guidance, we propose limiting registrations to full time attendance/registration (Monday through Friday) to provide a stable group of participants.
  - By limiting attendance/registration to those attending full time, we would eliminate enrollment for children who attend on a daily or part time (2-4 days per week) basis.

### FEES

- Fees will be charged on a weekly basis. Parents are used to being charged weekly fees for seasonal camps and due to the evolution of COVID-19 we feel that it would be beneficial to follow this model for the Creekside/Calabasas Klubhouse DeAnza Expansion. Some families' income models have changed significantly during the COVID-19 Pandemic, and by charging fees weekly, parents will not have to front a significant amount of money (as with a traditional monthly preschool tuition model). Additionally, Little Learners, LLC will not need to worry about crediting-back families a large sum if there were to be a program closure. The proposed fee schedule is as follows:
  - A flat rate of \$350 weekly will be charged for the Full Day program; and
  - Families receiving funding by the Child Care Resource Center (CCRC), Child Development Resources (CDR) and the Department of Child and Family Services (DCSF) will be approved at the regional rate (Childcare funding is available for Essential Workers and others based on a variety of factors). Parents will be urged to reach out to our local Resource and Referral agencies to secure funding.



**Calabasas Klubhouse Program Expansion at DeAnza Park**

**STAFFING**

<b>STAFF SCHEDULE/ GROSS COST SCHEDULE</b>	<b>DUTIES</b>	<b>HOURS/PAY RATE</b>	<b>WEEKLY PAY</b>
7:00am-1:00pm	Open/Health Checks	30 hours x \$16	\$480
7:15am-12:15pm	Set Up Room	25 hours x \$16	\$400
12:15am-6:15pm	Closing Staff	30 hours x \$15	\$450
12:45pm-6:15pm (1:00-6:00PM if we have 10-12 participants)	Closing Staff	27.5 hours x \$16	\$440
	Closing Staff	25 hours x \$16	\$400
			<b>Weekly Total</b> <b>\$1770</b>  <b>Or \$1730</b>

**PROJECTED POTENTIAL REVENUE**

<b>Maximum Participants</b>	<b>Weekly Fee</b>	<b>Maximum Weekly Revenue</b>
15	\$350	\$5,250
12	\$350	\$4200
10	\$350	\$3500



Calabasas Klubhouse Program Expansion at DeAnza Park

OPERATIONAL BUDGET SAMPLES

PROPOSED BUDGET (PROJECTED INCOME/EXPENSES)

CITY PROFIT CREATED USING FACILITY USE FEE

CATEGORY	PROFIT/EXPENSES	DESCRIPTION
Projected Weekly Revenue <b>Based On 15 Participants</b>	\$5,250	*Does not take into account City Employee Discount
Weekly Pay	-\$1,770	Based on above schedule/pay structure
Weekly Workers Comp	-\$200.00	Based on cost of payroll
PR Fees/Taxes	-\$600.00	
Snack (AM/PM)	-\$250	(\$25 per snack/\$50 day)
Supplies (Craft/School)	-\$300	Sensory Bins, Playdough, Etc.
<b>City Facility Use Fee \$34 hour x 11 hours x 5 days</b>	<b>-\$1,870.00</b>	<b>Based on Published Facility Rental Fees</b>
Cell Phone	-\$25.00	
PPE/Cleaning Supplies	-\$150	
General Supplies	-\$100	Office Supplies, Copy Paper, Lamination, Toner, Etc.
Equipment/Materials	-\$200	bubbles, balls, chalk, etc.
Liability Ins.	-\$10	
<b>TOTAL PROFIT (NEGATIVE)</b>	<b>-\$225</b>	



**Calabasas Klubhouse Program Expansion at DeAnza Park**

**PROPOSED BUDGET (PROJECTED INCOME/EXPENSES)**  
**CITY PROFIT CREATED USING FACILITY USE FEE**

CATEGORY	PROFIT/EXPENSES	DESCRIPTION
Projected Weekly Revenue <b>Based On 12 Participants</b>	\$4,200	*Does not take into account City Employee Discount
Weekly Pay	-\$1,730.00	Based on above schedule/pay structure
Weekly Workers Comp	-\$200.00	Based on cost of payroll
PR Fees/Taxes	-\$600	
Snack (AM/PM)	-\$250	(\$25 per snack/\$50 day)
Supplies (Craft/School)	-\$300	Sensory Bins, Playdough, Etc.
<b>City Facility Use Fee \$34 hour x 11 hours x 5 days</b>	<b>-\$1,870.00</b>	<b>Based on Published Facility Rental Fees</b>
Cell Phone	-\$25	
PPE/Cleaning Supplies	-\$125	
General Supplies	-\$750	Office Supplies, Copy Paper, Lamination, Toner, Etc.
Equipment/Materials	-\$200	bubbles, balls, chalk, etc.
Liability Ins.	-\$10	
<b>TOTAL PROFIT (NEGATIVE)</b>	<b>-\$1,860</b>	





**Calabasas Klubhouse Program Expansion at DeAnza Park**

**PROPOSED BUDGET (PROJECTED INCOME/EXPENSES)  
USING 15% PROFIT SHARE MODEL**

CATEGORY	PROFIT/EXPENSES	DESCRIPTION
Projected Weekly Revenue <b>Based On 15 Participants</b>	\$5,250	*Does not take into account City Employee Discount
Weekly Pay	-\$1,770.00	Based on above schedule/pay structure
Weekly Workers Comp	-\$200.00	Based on cost of payroll
PR Fees/Taxes	-\$600	
Snack (AM/PM)	-\$250	(\$25 per snack/\$50 day)
Supplies (Craft/School)	-\$300	Sensory Bins, Playdough, Etc.
<b>City Facility Use Fee (15%)</b>	<b>-\$788</b>	<b>The actual amount would be 15% of the weekly revenue</b>
Cell Phone	-\$25	
PPE/Cleaning Supplies	-\$150	
General Supplies	-\$100	Office Supplies, Copy Paper, Lamination, Toner, Etc.
Equipment/Materials	-\$200	bubbles, balls, chalk, etc.
Liability Ins.	-\$10	
<b>TOTAL PROFIT</b>	<b>\$857</b>	



**Calabasas Klubhouse Program Expansion at DeAnza Park**

**PROPOSED BUDGET (PROJECTED INCOME/EXPENSES)  
USING 15% PROFIT SHARE MODEL**

CATEGORY	PROFIT/EXPENSES	DESCRIPTION
Projected Weekly Revenue <b>Based On 12 Participants</b>	\$4,200	*Does not take into account City Employee Discount
Weekly Pay	-\$1,730.00	Based on above schedule/pay structure
Weekly Workers Comp	-\$200.00	Based on cost of payroll
PR Fees/Taxes	-\$600	
Snack (AM/PM)	-\$250	(\$25 per snack/\$50 day)
Supplies (Craft/School)	-\$280	Sensory Bins, Playdough, Etc.
<b>City Facility Use Fee (15%)</b>	<b>-\$630</b>	<b>The actual amount would be 15% of the weekly revenue</b>
Cell Phone	-\$25	
PPE/Cleaning Supplies	-\$125	
General Supplies	-\$100	Office Supplies, Copy Paper, Lamination, Toner, Etc.
Equipment/Materials	-\$200	bubbles, balls, chalk, etc.
Liability Ins.	-\$10	
<b>TOTAL PROFIT</b>	<b>\$50</b>	



## Calabasas Klubhouse Program Expansion at DeAnza Park

### PROGRAM GOALS

Our goal in offering this Calabasas Klubhouse Preschool Program with an expansion at DeAnza Park (“DeAnza Expansion Program”), is to offer a program that supports the needs of the Calabasas families during this difficult and unprecedented time. Additionally, by offering this program, Little Learners, LLC hopes to shore up financial losses incurred since the beginning of the pandemic closures and ever-changing operating guidelines.

As we all face hardship during the COVID-19 pandemic and attempt to adapt to the “new normal”, we hope that in the end, we are able to overcome the losses incurred since early Spring 2020. The relationship Little Learners, LLC has had with the City of Calabasas, with city staff, the Las Virgenes Unified School District staff, community members and residents, is one that we want to continue to foster for years to come.



## Virtual Learning and Camp Calabasas CSC Program Proposal

### Overview and Program Review

Since 2003, Little Learners, LLC, under the ownership of Bridget Nelson and Carly Armacost, has been operating Camp Calabasas, After School and Seasonal Camp Programs, both on-campus at Lupin Hill Elementary and DeAnza Park (seasonally). In 2018, Little Learners, LLC took over day-to-day operations of the Calabasas Klubhouse Preschool (“Calabasas Klubhouse”).

Over the past 17 years, Little Learners, LLC has established relationships within the Calabasas community and with its residents. Our devoted staff have fostered life-long relationships with those who have attended our programs. The reputation that Little Learners, LLC, has within the community is a positive one.

Many current and past families are seeking safe and trusted care for their children as they work to create a healthy work/life balance for themselves and their children. Little Learners, LLC is exploring creative ways to accommodate the needs of the residents of Calabasas in the short term. We look forward to the when the COVID-19 pandemic is over with the hope that we are able to reopen our Camp Calabasas, After School and Seasonal Camp Programs, both on-campus at Lupin Hill Elementary and DeAnza Park (seasonally) and our Klubhouse Preschool programs without restriction.

Since early Spring 2020, with the closures due to the COVID-19 pandemic, everyone involved with Little Learners, LLC and its programs have faced dilemmas and extreme financial hardship within both Camp Calabasas and Klubhouse Preschool programs and have had to make multiple serious business decisions. Families were not charged their monthly tuition fees since the closure began, however, full-time, salaried staff, remain working remotely during the closure.

Income during our forced closure was limited to the sale of virtual Zoom Preschool sessions and Art and Activity Kits (previously submitted, weekly status updates detail a majority of the work being completed by the staff). Monthly payroll had to be decreased and we were forced to lay off our dedicated part-time staff and 1 full time salaried staff member. A claim was filed against our Business Loss Insurance Policy and is still being reviewed (as the COVID-19 pandemic is not deemed as a reason to file a justified claim). The SBA PPP loan was applied for and was received – however that loan allowed Little Learners, LLC to continue to meet payroll prior to our June 1, 2020 re-opening and continues to dwindle as operating costs are supplemented by enrollment that is limited to less than half of pre-COVID-19 guidelines.



## **Virtual Learning and Camp Calabasas CSC Program Proposal**

Since the Las Virgenes Unified School District announced that the school year would start the 2020-21 school with Virtual Learning, our Camp Calabasas families and others within the community have contacted us. Those who've reached out have inquired about signing up or have wanted information on what types of programs we will be offering for families who still need to work (remotely at home or on site at their job site) while the children are doing Virtual Learning.

Others in the community who previously wanted to sign up for After School Care at Lupin Hill are now looking for an all-day school and childcare provider while they wait to hear from LVUSD about school resuming after Labor Day. Due to the distance learning model adopted by Las Virgenes Unified School District on Thursday, July 16, 2020, and other nearby school districts (for example: Conejo, Simi and others), there is an increased need for families to find child care placement for their children, and Little Learners, LLC wants to be that provider.

While the interest in an all day Child Care program is strong, tuition has not been charged to families not attending, continuing the financial stress that Little Learners, LLC has been operating under for nearly 5 months. By expanding our program to accommodate providing Child Care to more families and by using the Calabasas Senior Center, we will be able to increase our revenue, shore up financial losses incurred since the beginning of the pandemic closures and ever-changing operating guidelines and will allow us to pay the City of Calabasas an additional weekly/monthly fee.

Due to limits on our capacity on site at our Lupin Hill Elementary Camp Calabasas trailers, and in keeping with the California Department of Public Health COVID-19 UPDATED GUIDANCE: Child Care Programs and Providers (<https://files.covid19.ca.gov/pdf/guidance-childcare--en.pdf>) and the Department of Social Services guidelines, we are looking for an alternate site to hold an all day Child Care program to satisfy the needs of our local community. In an effort to be proactive and meet the needs of the community, Little Learners, LLC is proposing an expansion of our Camp Calabasas program to include the Calabasas Senior Center. This change would allow continuation of the program successfully in place at our Camp Calabasas Summer Camp programs, and would expand services in order to offer a high quality child care program offsite. We will continue to maintain state required reduced class-sizes, will keep up with health, safety and sanitation protocols that have been streamlined at both of our Camp Calabasas Summer Camp locations since our reopening in mid June 2020.



## Virtual Learning and Camp Calabasas CSC Program Proposal

### PROPOSED PROGRAM, IMPLEMENTATION AND PROCEDURES

By offering a program with a similar framework to our Camp Calabasas programs with an expansion at Founders Hall, we can offer a program that strikes a work / life balance for our families while maintaining the highest safety protocols possible and offers a potential for Little Learners, LLC to shore up financial losses incurred since the beginning of the pandemic closures and ever-changing operating guidelines.

The DeAnza Expansion Program would be run as an Early Childhood / Advanced Pre-K program with a play-based and academic curriculum. A transition for this program will be done by utilizing the current model being used in the same room(s) for our Camp Calabasas at Lupin Hill and DeAnza Park Summer Camp. In order to adhere to the highest sanitation, health and safety protocols, additional supplies will be brought on-site on an as needed basis and will not be stored on-site, as in the past. Each child will be provided their own basket to store any personal belongings and school supplies and sanitation guidelines will be applied to those baskets to ensure minimizing COVID-19 exposure to children, teachers and staff.

Supplies and PPE needed to safely open this program are on-hand. No-touch thermometers and a plexiglass barrier will be used on-site at the drop-off station. Cleaning supplies, gloves, masks for staff, a bed/blanket and an isolation area with a PPE kit (gown, gloves, face shield, shoe covers) will be on-site in case someone comes down with COVID-19 symptoms while participating in the program.



## Virtual Learning and Camp Calabasas CSC Program Proposal

### OVERVIEW/REVIEW OF GENERAL SAFETY PROTOCOLS

All current regulations and suggestions given by the Department of Social Services Community Care Licensing Division, California Department of Public Health, Los Angeles County of Public Health and other governing agencies will be followed. Daily health and safety checks will take place at drop off and throughout the day, to ensure as healthy of a campus/program as possible.

#### DAILY

- Temperatures (staff and children)
  - Temperatures will be taken using touch-free thermometers at drop-off time.
- Health Checks
  - Daily health checks, including specific questions supporting public health guidelines will be asked each day at drop-off time.
- Hand Sanitizers
  - Hand Sanitizers will be placed on the check-in table and at multiple locations throughout the facility.
  - Hand rails on the stairs, door handles/door depressors, light switches and other surfaces that are touched frequently will be cleaned several times a day.
- Signage will be placed throughout the facility, as required, to remind people of COVID-19 related protocols and procedures.
- Sanitizing of the facility will be done multiple times throughout the day. A deep-clean will be done at closing time and outdoor tables/equipment will be sanitized after each use.
- Personal belongings including water bottles will be wiped down upon arrival each day

#### RESTROOMS/CLEANING

- Bleach-water cleaning solutions will be made every morning when staff arrive and the bottles will be dumped at the end of the day, per regulatory guidelines ( Bleach-water must be made daily as it rapidly degrades in the presence of light and when diluted with water).
- Bleach water will be used to clean the restrooms, tables, counters and other high touch surfaces.
- Signage regarding cleaning will be placed throughout the facility and hand washing signs will be placed over each sink to show pictures of proper hand washing. We will go over the song that the children sing to reinforce the proper length of time required for effective hand washing.



## Virtual Learning and Camp Calabasas CSC Program Proposal

### PROPOSED GENERAL CURRICULUM AND PROGRAM LAYOUT

#### ROOM DESIGN/LAYOUT

Classroom space will be set up utilizing oblong 6-foot and round tables allowing for 6-feet of space between participants. Outdoor games, materials and space will be marked to further support currently mandated social-distancing guidelines.

All activities modified to be more of an individualized recreation-based program.

1. Social distancing will be implemented by limiting seating to 2 children at a table (one at each end) and by having some activities taking place on the outdoors when possible.
  2. Arts and craft supplies will be sanitized and bagged individually for each child. A set of school supplies (age appropriate lined paper, rulers, writing instruments, personal pencil sharpener, markers, crayons, colored pencils, liquid glue, glue sticks, craft supplies, etc.) will be issued to each child and will remain in their personal table basket/caddy.
  3. Students will have their own trays with toys and items to use throughout the day.
  4. Science activities will be done as experiments on an individual basis. Items will be sent home at the end of the day/week.
  5. Cooking activities will be modified to be done on an individual basis. Items will not be shared by the children and staff will continue to wear food service gloves when touching food items.
  6. Assistance with school assignments will be given in small groups (while maintaining 6 feet between each participant) and on an individual basis.
  7. Supplies will be disinfected once they are done being used by each child (Legos, fuse bead boards, action figures, etc.) as each item is ready to be returned to the general supply.
2. Games and outdoor activities will limit touch to reduce cross-contamination and will include built-in water breaks and hand washing.
  3. Virtual School can be streamed or videos viewed using personal electronic devices within the room that each child is assigned to. Staff are qualified to assist the children with their school work and are familiar with the subjects and current methods used, as we do this type of school work in our normal after school program with participants daily homework.





## Virtual Learning and Camp Calabasas CSC Program Proposal

Sports equipment will be color coded and each child will be assigned a specific color ball or outdoor equipment (chalk, bubbles, jump rope, etc.) in order to comply with COVID-19 guidelines for health and safety.

### GENERAL INFORMATION

#### OPERATING HOURS

- 7:30am through 6:00pm
  - An early drop-off program may be considered, based on the needs of the participants and the community.

#### STAFFING

- Staff will be assigned to work with specific children. Staffing will remain the same daily and weekly in order to further support having a stable group.
- Staffing would include 2 morning/opening staff and 2 afternoon/closing staff members or a similar model based on our staff members availability and the model currently being used at our other Camp Calabasas locations.

#### DAILY DROP OFF AND PICK UP

- Parents/guardians may not enter the facility. Daily drop off and pick up will take place at the designated station, with full health and safety protocols in place.

#### SNACK

- Snack (AM/PM) will be provided by Little Learners, LLC, as required by licensing.

#### LUNCH

- Children will bring their own sack lunch in a disposable bag, stored in their personal table basket.



## Virtual Learning and Camp Calabasas CSC Program Proposal

### ENROLLMENT

- Based on COVID-19 guidance, we propose limiting registrations to full time attendance/registration (Monday through Friday) to provide a stable group of participants.
  - By limiting attendance/registration to those attending full time, we would eliminate enrollment for children who attend on a daily or part time (2-4 days per week) basis.

### FEES

- Fees will be charged on a weekly basis. Parents are used to being charged weekly fees for seasonal camps and due to the evolution of COVID-19 we feel that it would be beneficial to follow this model for the Camp Calabasas Calabasas Senior Center Program. Some families' income models have changed significantly during the COVID-19 Pandemic, and by charging fees weekly, parents will not have to front a significant amount of money (as with a traditional monthly preschool tuition model). Additionally, Little Learners, LLC will not need to worry about crediting-back families a large sum if there were to be a program closure. The proposed fee schedule is as follows:
  - A flat rate of \$350 weekly will be charged for the Full Day program; and
  - Families receiving funding by the Child Care Resource Center (CCRC), Child Development Resources (CDR) and the Department of Child and Family Services (DCSF) will be approved at the regional rate (Childcare funding is available for Essential Workers and others based on a variety of factors). Parents will be urged to reach out to our local Resource and Referral agencies to secure funding.



**Virtual Learning and Camp Calabasas CSC Program Proposal**

**STAFFING**

	<b>SCHEDULE</b>	<b>DUTIES</b>	<b>Hours/Pay Rate</b>	<b>Weekly Pay</b>
	12:45pm-6:45pm	Lobby/Admin	30 hours x \$19	\$570
<b>Room 1</b>	7:15am-12:15pm	Set Up Room	25 hours x \$16	\$400
	8:30am-12:45pm		20.75 hours x \$16	\$332
	12:45pm-5:45pm	Closing Staff	25 hours x \$16	\$400
	12:45pm-6:45pm	Closing Staff	30 hours x \$16	\$480
<b>Room 2</b>	7:15am-12:15pm	Set Up Room	25 hours x \$16	\$400
	8:30am-12:45pm		20.75 hours x \$16	\$332
	12:45pm-5:45pm	Closing Staff	25 hours x \$16	\$400
	12:45pm-6:45pm	Closing Staff	30 hours x \$16	\$480
				\$3794

**PROJECTED POTENTIAL REVENUE**

<b>Calabasas Senior Center Space/Room</b>	<b>Maximum Participants</b>	<b>Weekly Fee</b>	<b>Maximum Weekly Revenue</b>
Room 1	12	\$350	\$4,200
Room 2	15	\$350	\$5,250
	<b>27</b>		<b>\$9,450</b>
	<b>Maximum Participants</b>		<b>Maximum Weekly Revenue</b>



**Virtual Learning and Camp Calabasas CSC Program Proposal**

**OPERATIONAL BUDGET SAMPLES**

**PROPOSED BUDGET (PROJECTED INCOME/EXPENSES)**

**USING 15% PROFIT SHARE MODEL**

**-actual figures will vary based on actual income and expenses**

Maximum Weekly Revenue	\$9,450	
Weekly Pay	-\$3,794	
Weekly Workers Comp	-\$350	
PR Fees/Taxes	-\$1,500	
Snack (AM/PM)	-\$250	(\$75 per snack for 120 children)
Supplies (Craft/School)	-\$500	\$250 per room
Weekly Use Fee (15%)	-\$1,417.50	
Cell Phone	-\$25	
PPE/Cleaning Supplies	-\$300	
General Supplies	-\$250	
Equipment/Materials	-\$150	
Liability Ins.	-\$250	
<b>TOTAL PROFIT</b>	<b>\$664</b>	

\*Based on the Maximum Use Weekly Fee of \$1,417.50, the maximum amount paid to the City of Calabasas by Little Learners, LLC at 15% for running this program from August 17, 2020 through December 18, 2020 would be \$22,680



## Virtual Learning and Camp Calabasas CSC Program Proposal

### PROGRAM GOALS

Our goal in offering this Camp Calabasas program with an expansion at the Calabasas Founders Hall, we hope to offer a program that supports the needs of the Calabasas families during this difficult and unprecedented time. Additionally, by offering this program, Little Learners, LLC hopes to shore up financial losses incurred since the beginning of the pandemic closures and ever-changing operating guidelines.

As we all face hardship during the COVID-19 pandemic and attempt to adapt to the “new normal”, we hope that in the end, we are able to overcome the losses incurred since early Spring 2020. The relationship Little Learners, LLC has had with the City of Calabasas, with city staff, the Las Virgenes Unified School District staff, community members and residents, is one that we want to continue to foster for years to come.

**12-Aug**

1	CC	Presentation	LAFCO Presentation on MSR
2	CC	Presentation	Introduction of Gabriel Graham, COG Homeless Liaison
3	AS	Consent	Adoption of Resolution No. 2020-1695, updating HR Guidelines related to employment of relatives
4	CC	Consent	COG JPA
5	CM	Continued	Recommendations/options regarding Calabasas Open Grant
6	CC	New Business	Sheriff's Crime Report
7	Comms./CD	New Business	CTC recommendation regarding cell service
8	CS	New Business	Comprehensive report regarding the Klubhouse operations
9	CC	New Business	Discussion of the March 3, 2020, election issues

**Future Items**

10	CC	Consent	Conflict of Interest Code
11	CC	Consent	League Annual Meeting Delegates
12	CC	Presentation	Chuck Becerra and Sheriff's discussion on use of force
13	CC	New Business	Review of future report from Council's Policy and Procedures subcommittee re: Councilmembers' use of City-issued electronic mail addresses
14	PW	New Business	Update regarding anticoagulants
15	CD	New Business	Story poles
16	CD	New Business	Mobile home park lease (September)
17	CD	New Business	Ordinance regulating construction work hours
18	CD/Finance	New Business	Annexation update
19	CA	New Business	Closed session regarding State's mandate for affordable housing
20	CD	Public Hearing	West Village Project

**2020 Meeting Dates**

9-Sep	10-Nov Special
23-Sep	11-Nov Canceled - Veteran's Day
14-Oct	25-Nov Canceled - Thanksgiving Eve
28-Oct	Dec 2 - Special Meeting
3-Nov General Municipal Election	9-Dec - Election Certification/ Council Reorg.
	23-Dec - Canceled