



## CITY *of* CALABASAS

**CITY COUNCIL AGENDA  
REGULAR MEETING – WEDNESDAY, AUGUST 26, 2020  
VIA ZOOM TELECONFERENCE  
[www.cityofcalabasas.com](http://www.cityofcalabasas.com)**

### **IMPORTANT NOTICE REGARDING THE AUGUST 26, 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/83668957666?pwd=MXhOKzhVaFY2d0pnR3h5Q3ZodEIQQT09>

**Passcode: 992116**

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

## **PRESENTATIONS – 7:20 P.M.**

- Presentation by Mayor's Youth Council members regarding a Voter Registration Competition
- Recognition of Lauren Morick for her many years of service to the City
- Recognition of CJ Foss for her years of service to the LVUSD and Calabasas High School
- Recognition of Sr. Public Works Inspector, Jose Luis Hernandez

## **ANNOUNCEMENTS/INTRODUCTIONS – 8:20 P.M.**

## **ORAL COMMUNICATION – PUBLIC COMMENT – 8:30 P.M.**

## **CONSENT ITEMS – 8:40 P.M.**

1. Approval of minutes from August 5, August 12 and August 17, 2020
2. Adoption of Resolution No. 2020-1695, designating a voting delegate and alternate voting delegate for the league of California Cities Annual meeting on October 9, 2020
3. Consider Engagement Letter with Rogers, Anderson, Malody & Scott LLP (RAMS) for agreed-upon procedures concerning the use of City-issued credit cards for period ending June 30, 2020

## **NEW BUSINESS – 8:50 P.M.**

4. City Council position on the LA County Board of Supervisors proposed Charter Amendment shifting budget priorities away from law enforcement
5. Issues related to City-sponsored electronic waste collection events
6. Valmar median landscape update
7. Consider use of remaining monies from the Woolsey Fire Settlement Fund (FUND 46)

**CONTINUED BUSINESS – 9:20 P.M.**

8. Discussion and possible action on options to address challenges experienced by Calabasas Klubhouse and Little Learners due to COVID-19 including, termination of employees, partial reduction of outstanding debt, a repayment plan, and extending their contract

**INFORMATIONAL REPORTS – 10:05 P.M.**

9. Check Register for the period of August 4-13, 2020

**TASK FORCE REPORTS – 10:15 P.M.**

**CITY MANAGER’S REPORT – 10:20 P.M.**

**FUTURE AGENDA ITEMS – 10:25 P.M.**

**ADJOURN – 10:30 P.M.**

The City Council will adjourn to their regular meeting scheduled on Wednesday, September 9, 2020, at 7:00 p.m.

**MINUTES OF A SPECIAL MEETING OF  
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD WEDNESDAY, AUGUST 5, 2020**

Mayor Weintraub called the meeting to order at 6:03 p.m. via Zoom Teleconference.

**ROLL CALL**

Present: Mayor Weintraub, Mayor pro Tem Bozajian and Councilmembers Gaines and Shapiro  
Absent: Councilmember Maurer  
Others: Assistant City Attorney Matthew T. Summers; outside Counsel Litvak and Rosenblit

**CLOSED SESSION**

1. Conference with Legal Counsel; Initiation of Litigation  
(Gov't Code section 54956.9(d)(4))  
Number of Potential Cases: 3

The City Council unanimously concurred to initiate civil action on one case. The City will release the particular details of the litigation matter once it is formally commenced, upon request to the City Clerk.

**ADJOURN**

The meeting recessed at 6:57 p.m. to a special meeting on Wednesday, August 5, 2020, at 7:00 p.m.

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

**MINUTES OF A SPECIAL MEETING OF  
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD WEDNESDAY, AUGUST 5, 2020**

Mayor Weintraub called the meeting to order at 7:07 p.m. via Zoom Teleconferencing.

**ROLL CALL**

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

Absent: Maurer

Staff: Hernandez, Rubin, Summers and Taylor

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Councilmember Fred Gaines.

**APPROVAL OF AGENDA**

**Councilmember Gaines moved, seconded by Councilmember Shapiro to approve the agenda. MOTION CARRIED 4/0 by Roll Call Vote as follows:**

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

ABSENT: Maurer

Mr. Summers reported that the City Council met in Closed Sessions prior to this meeting. The City Council provided direction to begin litigation on one case. The particulars of the case will become available once litigation has formally commenced.

**ANNOUNCEMENTS/INTRODUCTIONS**

Members of the Council made the following announcements:

Councilmember Gaines:

- Thanked Mayor Weintraub for her wonderful introduction of his grandson.
- The Valley Economic Alliance will be conducting their annual meeting virtually and will be available to the public.

Mayor Weintraub:

- Expressed her appreciation for the community's continued adherence to the facemask requirement as Covid-19 cases continue to increase.

## **ORAL COMMUNICATIONS – PUBLIC COMMENT**

Susan Sherman and Pricilla Lee spoke during public comment.

## **CONSENT ITEMS**

1. Approval of meeting minutes from July 15, 2020
2. Adoption of 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

**Mayor pro Tem Bozajian moved, seconded by Councilmember Gaines to approve Consent Item Nos. 1-2. MOTION CARRIED 4/0 by Roll Call Vote as follows:**

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

**ABSENT:** Maurer

## **CONTINUED BUSINESS**

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

Mr. Summers presented the report.

**After discussion, Councilmember Gaines moved, seconded by Councilmember Shapiro to approve Item No. 3. MOTION CARRIED 4/0 by Roll Call Vote as follows:**

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

**ABSENT:** Maurer

Mayor pro Tem Bozajian stated that he was opposed to having dispensaries in the community.

## **NEW BUSINESS**

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

Mr. Rubin presented the report.

Dr. David Hurwitz spoke on Item No. 4

**After extensive discussion, direction provided to staff.**

### **TASK FORCE REPORTS**

Councilmember Shapiro reported his participation in several SCAG meetings. Additionally, SCAG is having a two-part Housing Element Workshop on August 20 and August 27. He also reported his attendance to the Valley Economic Alliance board meeting.

Councilmember Gaines reported that Councilmember Maurer and he attended a Headwaters Corner meeting to discuss moving forward with the bridge project.

Mayor Weintraub reported her participation in a COG meeting to discuss legislation.

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

None.

### **FUTURE AGENDA ITEMS**

Mayor pro Tem Bozajian requested a placeholder for the September 23 City Council meeting to provide a status update on the AHCCC. Additionally, he requested information as to what surrounding Cities are doing regarding rent stabilization during the pandemic.

Mayor Weintraub requested an update on the maintenance of the median landscaping near Valmar.

### **ADJOURN**

The meeting adjourned at 8:10 p.m. 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*

**MINUTES OF A SPECIAL MEETING OF  
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD WEDNESDAY, AUGUST 12, 2020**

Mayor Weintraub called the meeting to order at 5:05 p.m. via Zoom Teleconference.

**ROLL CALL**

Present: Mayor Weintraub, Mayor pro Tem Bozajian and Councilmembers Gaines, Maurer and Shapiro  
Absent: None  
Others: City Attorney Scott H. Howard, City Prosecutor Steve Rosenblit, and Heather Renschler

**CLOSED SESSION**

1. Conference with Legal Counsel, Initiation of Litigation  
Government Code section 54956.9(d)(4)  
Number of Potential Cases: 2
2. Public Employee Appointment - City Manager

**ADJOURN**

The meeting adjourned at 7:12 p.m. to a regular meeting on Wednesday, August 12, 2020, at 7:00 p.m.

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



**MINUTES OF A REGULAR MEETING OF  
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD WEDNESDAY, AUGUST 12, 2020**

Mayor Weintraub called the meeting to order at 7:14 p.m. via Zoom Teleconferencing.

**ROLL CALL**

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

Absent: None

Staff: Ahlers, Bartlett, Hernandez, Howard, Klein, McConville, Rubin, Tamuri and Taylor

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Deputy Mason De Matteo.

**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

Mr. Howard reported that the City Council met in Closed Session prior to this meeting. There were no reportable actions.

**PRESENTATIONS**

- Local Agency Formation Commission (LAFCO) presentation on Municipal Services Review (MSR) by Jennifer Stephenson

Ms. Stephenson made a presentation to the City Council.

- Introduction of Gabriel Graham, Las Virgenes-Malibu Council of Governments Homeless Liaison

Mr. Dipple introduced Mr. Graham who made a presentation to the City Council.

## **ANNOUNCEMENTS/INTRODUCTIONS**

Members of the Council made the following announcements:

Mayor pro Tem Bozajian:

- The nomination filing period for the November 3 election is now closed.

Councilmember Gaines:

- This is the first election that every registered voter will receive a Vote by Mail ballot. In person voting will be available at various Vote Centers in the County. A five-day Vote Center is scheduled to be at Founder's Hall.
- Reiterated the importance of wearing a mask and avoiding large gatherings.

Councilmember Shapiro:

- Expressed his support for the November 3 election and encouraged everyone to vote.
- Extended an invitation to the first Valley Works Virtual Job Fair hosted by the Valley Economic Alliance on September 16.
- Congratulated Mayor Weintraub and Councilmember Gaines for making the San Fernando Valley Business Journal's 200 Most Influential List of 2020. Also congratulations are in order to Mayor pro Tem Bozajian for being sworn in as Vice President for the Los Angeles County Division of League of California Cities.

Councilmember Maurer:

- Extended an invitation the Calabasas Rotary Club Comedy Show on August 13 with proceeds going to the LVUSD Meal Program.

Mayor Weintraub:

- Reminded everyone to continue to be proactive by wearing a mask.
- Encouraged everyone to sign up for Blackboard Connect via the City's website to receive emergency notifications.

## **ORAL COMMUNICATIONS – PUBLIC COMMENT**

None.

## **CONSENT ITEMS**

1. Consideration of Resolution No. 2020-1698 approving the Las Virgenes-Malibu Council of Governments Amended and Restated Joint Powers Agreement

**Councilmember Gaines moved, seconded by Councilmember Maurer to**

**approve Consent Item No. 1. MOTION CARRIED 5/0 by Roll Call Vote as follows:**

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

**CONTINUED BUSINESS**

2. Recommendation regarding Calabasas Open Small Business Grant Program

Mr. McConville presented the report.

Bridget Karl spoke on Item No. 2.

**After discussion, Councilmember Gaines moved, seconded by Councilmember Maurer to approve Item No. 2. MOTION CARRIED 5/0 by Roll Call Vote as follows:**

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

**NEW BUSINESS**

3. June 2020 Sheriff's Crime Report

Deputy Mason De Matteo presented the report.

**No action taken on this Item.**

**The meeting recessed at 9:08 p.m.**

**The meeting reconvened at 9:20 p.m.**

4. Discussion of options to amend Section 17.12.050 (Antennas / Wireless communication facilities) of the Calabasas Municipal Code

Mr. Klein presented the report.

Mr. Kramer spoke on Item No. 4.

**After discussion, the City Council provided direction to staff.**

5. Discussion and direction to staff regarding the Calabasas Klubhouse and Little Learners

Mr. Rubin presented the report.

**After extensive discussion, the City Council provided direction to staff and requested this item back to the City Council meeting on August 26.**

6. Discussion of past election issues and the November 3 election

Ms. Flores presented the report.

**Direction provided to staff.**

7. Discussion regarding select Housing Legislation under review by the Las Virgenes-Malibu Council of Governments and direction to support, oppose or take no action on the identified legislation

**Direction provided to staff.**

8. City Council position on the LA County Board of Supervisors proposed Charter Amendment shifting budget priorities away from law enforcement

**The City Council provided direction to staff to bring this item back to the City Council meeting on August 26.**

#### **INFORMATIONAL REPORTS**

9. Check Register for the period of June 17-August 3, 2020

**No action taken on this item.**

#### **TASK FORCE REPORTS**

Mayor pro Tem Bozajian reported that he would be participating in a meeting to discuss revision of the Quit Claim for AHCCC on August 17.

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

Ms. Hernandez announced that the nomination period for the November 3 election is now closed. There are four qualified candidates as well as the Cannabis Tax measure that will appear on ballot.

#### **FUTURE AGENDA ITEMS**

None.

#### **ADJOURN**

The meeting adjourned at 11:22 p.m. to the next regular scheduled meeting of Wednesday, August 26, 2020, at 7:00 p.m.

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

**MINUTES OF A SPECIAL MEETING OF  
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD MONDAY, AUGUST 17, 2020**

Mayor Weintraub called the meeting to order at 5:05 p.m. via Zoom Teleconference.

**ROLL CALL**

Present: Mayor Weintraub, Mayor pro Tem Bozajian and Councilmembers Gaines, Maurer and Shapiro  
Absent: None  
Others: Heather Renschler

**CLOSED SESSION**

1. Public Employee Appointment - City Manager

**ADJOURN**

The meeting adjourned at 7:23 p.m. to a special meeting on Wednesday, August 19, 2020, at 5:00 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:** AUGUST 18, 2020

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** MARICELA HERNANDEZ, MMC, CPMC, CITY CLERK 

**SUBJECT:** ADOPTION OF RESOLUTION NO. 2020-1695, DESIGNATING MAYOR PRO TEM BOZAJIAN AS THE VOTING DELEGATE AND MAYOR ALICIA WEINTRAUB AS THE ALTERNATE VOTING DELEGATE FOR THE LEAGUE OF CALIFORNIA CITIES ANNUAL BUSINESS MEETING ON OCTOBER 9, 2020

**MEETING DATE:** AUGUST 26, 2020

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**SUMMARY RECOMMENDATION:**

That the City Council adopt Resolution No. 2020-1695 designating a voting delegate and an alternate voting delegate to represent the City at the League of California Cities (League) Annual Business meeting on October 9, 2020.

**BACKGROUND:**

The League holds conferences on an annual basis. This year's conference will be held virtually on October 7-9, 2020. The League has requested that the City Council designate a voting delegate and up to two alternates to represent the City at the Annual Business meeting (General Assembly), scheduled on Friday, October 9.

The League's 2020 Annual Conference Voting Delegate/Alternate Form designates Mayor pro Tem James Bozajian as the voting delegate and Mayor Alicia Weintraub as the alternate voting delegate.

**REQUESTED ACTION:**

Adopt Resolution No. 2020-1695 designating Mayor pro Tem James Bozajian as the voting delegate and Mayor Alicia Weintraub as the alternate voting delegate for the League's Annual Business meeting on October 9, 2020.

**ATTACHMENTS:**

- A. Resolution No. 2020-1695
- B. The League's 2020 Annual Conference Voting Delegate/Alternate Form



**ITEM 2 ATTACHMENT A  
RESOLUTION NO. 2020-1695**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS,  
CALIFORNIA, DESIGNATING A VOTING DELEGATE AND ALTERNATE  
VOTING DELEGATE FOR THE LEAGUE OF CALIFORNIA CITIES ANNUAL  
MEETING ON OCTOBER 9, 2020, IN LONG BEACH, CALIFORNIA.**

**THE CITY COUNCIL OF THE CITY OF CALABASAS DOES HEREBY RESOLVE  
AS FOLLOWS:**

**SECTION 1.** Mayor pro Tem Bozajian is hereby designated as the City of Calabasas voting delegate to represent the City at the League of California Cities Annual Business virtual meeting on October 9, 2020.

**SECTION 2.** Mayor Alicia Weintraub is hereby designated as the City of Calabasas alternate voting delegate to represent the City at the League of California Cities Annual Business virtual meeting on October 9, 2020.

**SECTION 3.** The City Clerk shall certify to the adoption of this Resolution and transmit a certified copy thereof to the appointees and the League of California Cities.

**PASSED, APPROVED AND ADOPTED** this 26<sup>th</sup> day of August 2020.

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

ATTEST:

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

APPROVED AS TO FORM:

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



CITY: Calabasas

2020 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Wednesday, September 30, 2020. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: James Bozajian

Title: Mayor pro Tem

2. VOTING DELEGATE - ALTERNATE

Name: Alicia Weintraub

Title: Mayor

3. VOTING DELEGATE - ALTERNATE

Name:

Title:

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: Maricela Hernandez

Email mhernandez@cityofcalabasas.com

Mayor or City Clerk (circle one) signature

Date Phone 818-224-1661

Please complete and return by Wednesday, September 30, 2020

League of California Cities
ATTN: Darla Yacub
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: dyacub@cacities.org
(916) 658-8254



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE:** AUGUST 6, 2020

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** RON AHLERS, CHIEF FINANCIAL OFFICER *RA*

**SUBJECT:** CONSIDER ENGAGEMENT LETTER WITH ROGERS, ANDERSON, MALODY & SCOTT LLP (RAMS) FOR AGREED-UPON PROCEDURES CONCERNING THE USE OF CITY-ISSUED CREDIT CARDS FOR PERIOD ENDING JUNE 30, 2020

**MEETING DATE:** AUGUST 26, 2020

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**SUMMARY RECOMMENDATION:**

It is staff's recommendation to enlist the services of the City's independent auditors, Rogers, Anderson Malody & Scott LLP (RAMS) to perform an agreed-upon procedures engagement concerning the use of City-issued credit cards for the period ending June 30, 2020. The cost of this engagement is estimated at between \$3,500 to \$5,000.

**BACKGROUND:**

The City of Calabasas (City) is currently in the first year of a five-year agreement with RAMS to conduct the City's annual audit and produce the Comprehensive Annual Financial Report (CAFR). The City Council and management staff have expressed concerns regarding the use of City-issued credit cards for purchases by City staff. Staff contacted RAMS and have enlisted their services to perform an agreed-upon procedures (AUP) engagement to review these credit card transactions.

**DISCUSSION/ANALYSIS:**

This AUP engagement is estimated to cost between \$3,500 and \$5,000. City staff recommends the Council approve the AUP engagement. These procedures will be performed by RAMS during the normal course of the annual audit. The AUP report will be presented to the City Council along with the CAFR and other audit reports in January 2021.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The amount is estimated at between \$3,500 and \$5,000 for this agreed-upon procedures engagement.

**REQUESTED ACTION:**

That the City Council authorize the City Manager to approve and sign the agreed-upon procedures letter from RAS.

**ATTACHMENTS:**

RAMS Agreed-Upon Procedures Letter, dated August 5, 2020



ROGERS, ANDERSON, MALODY & SCOTT, LLP  
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

August 5, 2020

735 E. Carnegie Dr. Suite 100  
San Bernardino, CA 92408  
909 889 0871 T  
909 889 5361 F  
ramscca.net

#### PARTNERS

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Leena Shanbhag, CPA, MST, CGMA  
Bradferd A. Welebir, CPA, MBA, CGMA  
Jenny W. Liu, CPA, MST

#### MANAGERS / STAFF

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Veronica Hernandez, CPA  
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Louis Fernandez, CPA  
Abigail Hernandez Conde, CPA, MSA  
Zoe Xinlu Zhang, CPA, MSA

#### MEMBERS

American Institute of  
Certified Public Accountants

PCPS The AICPA Alliance  
for CPA Firms

Governmental Audit  
Quality Center

Employee Benefit Plan  
Audit Quality Center

California Society of  
Certified Public Accountants



To the Honorable City Council  
City of Calabasas  
100 Civic Center Way  
Calabasas, California 91302

This letter sets forth our understanding for applying agreed-upon procedures to the City of Calabasas (the City); Calabasas Municipal Code, Chapter 3.4, Purchasing System and the Standard Policy and Procedure (SPP) 151-601 Credit Card Processing and for the period ended June 30, 2020.

This engagement is solely for the purpose of reporting our findings in regards to the results of the procedures performed as compared to the requirements specified in the SPP 151-601. The procedures we will perform have been agreed to by the specified parties to this engagement listed as follows: management of the City of Calabasas. We will apply the following procedures:

1. *We will obtain, review, and gain an understanding of Calabasas Municipal Code, Chapter 3.4, Purchasing System and SPP 151-601 Credit Card Processing and identify any inconsistencies in the description of the policies and procedures.*
2. *We will obtain a listing of active credit cards with holders' names, addresses, expiration dates, credit limits, and expenditures limits for the fiscal year ended June 30, 2020, and identify any inconsistencies when compared to personnel records and positions held by credit cards holders.*
3. *We will obtain a listing of credit cards charges for the fiscal year ended June 30, 2020, and on a sample basis, identify their compliance with the requirements of Calabasas Municipal Code, Chapter 3.4, Purchasing System and SPP 151-601 Credit Card Processing.*
4. *We will obtain a listing of credit cards charges for the fiscal year ended June 30, 2020, and on a sample basis, identify their compliance with the City's Municipal Code, Chapter 3.4, Purchasing System and SPP 151-602 General Purchasing and 151-604 Purchase Orders.*
5. *We will obtain a listing of all credit cards statements for the fiscal year ended June 30, 2020, and on a sample basis, identify their compliance with the requirements of Calabasas Municipal Code, Chapter 3.4, Purchasing System and SPP 151-601 Credit Card Processing.*
6. *We will provide City's management with recommendations, if needed, to improve the issuance, authorization to use, credit limits, authorized purchases, review processes, and financial reporting processes of Credit Cards use in the City's operations.*

We will conduct our engagement in accordance with the attestation standards for agreed-upon procedures engagements of the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. We are responsible for carrying out the procedures and reporting findings in accordance with these standards. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, we make no representation as to the sufficiency of these procedures for the purposes of the specified parties or for any other purpose.

The agreed-upon procedures to be performed do not constitute an examination or review of the subject matter. Accordingly, we will not express an opinion or conclusion on the subject matter. If we did perform additional procedures, other matters might come to our attention that would be reported to you.

Our report will list the procedures performed and our findings. Our report will be addressed to the Honorable City Council of the City of Calabasas and will be intended for use by and restricted to the use of the specified parties as identified above. Our report will contain such restricted-use language.

Should we have any reservations with respect to the subject matter, we will discuss them with you before the report is issued.

We have no responsibility to update our report for events and circumstances occurring after the date of our report.

As part of our engagement, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the agreed-upon procedures.

During the course of the engagement, we may communicate with you or with your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Terry Shea, CPA, is the engagement partner for the services specified in this letter. His responsibilities include supervising Rogers, Anderson, Malody & Scott, LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the agreed-upon procedures report.

Our fees are based on the amount of time required at various levels of responsibility. Invoices will be rendered monthly as needed and are payable upon presentation. We estimate that our fee for the engagement will be between \$3,500 and \$5,000. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate.

We will maintain the confidentiality of your personal information and will apply procedures to protect against any unauthorized release of your personal information to third parties.

We agree to retain our attest documentation or work papers for a period of seven years from the date of our report.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our engagement including our respective responsibilities. If you have any questions, please let us know.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Respectfully,

ROGERS, ANDERSON, MALODY & SCOTT, LLP



---

Terry Shea, CPA  
Partner

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the City of Calabasas by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_




**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE:** AUGUST 17, 2020

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** MARICELA HERNANDEZ, CITY CLERK, MMC, CPMC 

**SUBJECT:** CITY COUNCIL POSITION ON THE LA COUNTY BOARD OF SUPERVISORS PROPOSED CHARTER AMENDMENT SHIFTING BUDGET PRIORITIES AWAY FROM LAW ENFORCEMENT

**MEETING**  
**DATE:** AUGUST 26, 2020

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**SUMMARY RECOMMENDATION:**

At the request of Mayor pro Tem Bozajian and Mayor Weintraub, this item is being presented for Council discussion and consideration as to whether it wishes to take a formal position on the County's proposed Charter Amendment.

**BACKGROUND:**

At their July 28, 2020, the Los Angeles County Board of Supervisors voted to hold a special election on November 3, 2020, for the purpose of voting upon an amendment to the Los Angeles County Charter which would annually allocate in the County's budget no less than ten percent (10%) of the County's locally generated unrestricted revenues in the general fund to address the disproportionate impact of racial injustice through community investment and alternatives to incarceration and prohibit using those funds for carceral systems and law enforcement agencies as detailed in the ordinance adopting the proposed charter amendment, to be phased in by June 30, 2024. The ordinance and proclamation directs the consolidation of this special election.



**REQUESTED ACTION:**

That the City Council discuss and consider as to whether it wishes to take a formal position on the County's proposed Charter Amendment.

**ATTACHMENTS:**

- A: Mayor pro Tem Bozajian letter to the LA County Board of Supervisors
- B: California Contract Cities Association letter to the LA County Board of Supervisors
- C: Letter from the LA County Division of the League of CA Cities to the LA County Board of Supervisors
- D: LA County office of the County Counsel July 28, 2020 agenda report and related documents



CITY of CALABASAS

JAMES R. BOZAJIAN  
Mayor pro Tem

July 27, 2020

Dear Los Angeles County Board of Supervisors:

I write to urge you not to place a County Charter Amendment to eliminate funding for public safety on the General Election ballot this year. I do so for three separate reasons.

1. First and foremost, I strongly object to the manner in which this proposal is being considered. This legislation was unveiled by the Board and brought forward to the public at, quite literally, the last minute. It initially appeared as a supplemental item added to your agenda only one week ago. As such, you offered no way for the public to properly consider and comment upon a highly significant and consequential matter. Absent an emergency, treating important legislation like this lacks transparency; is offensive to the principles of open and democratic governance; and should automatically disqualify it from being approved.

2. Second, seeking to budget by voter initiative sets a dangerous precedent. Budgeting should be a thoughtful, deliberative, and fluid process. As the legislative body empowered with controlling the County's operating budget, the Board of Supervisors retains full authority to accomplish precisely what the measure calls for if desired. But by having voters enact these permanent restrictions, the Board would forever surrender the flexibility to modify future budgets to accommodate changing priorities or circumstances. As such, this legislation promotes a deeply flawed system that would cripple the County's ability to effectively respond to any unanticipated crisis or emergency.

3. Third, I oppose the proposal on substantive grounds. Making deep, across-the-board cuts to law enforcement would substantially imperil public safety in Los Angeles County. Moreover, the motivation here appears to be solely political. The Board has failed to study or consider the potential consequences of its actions in any meaningful fashion. Notably, the most negative impacts would likely be inflicted upon those very communities the Board purportedly seeks to assist.

As an elected public official for 23 years, and having worked in the area of law enforcement for most of my career, I am strongly opposed to this proposal. Thank you for your consideration.

Sincerely,

James R. Bozajian  
Mayor Pro Tem, City of Calabasas

100 Civic Center Way  
Calabasas, CA 91302  
(818) 224-1600  
Fax (818) 225-7324



# CALIFORNIA CONTRACT CITIES ASSOCIATION



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**Marcel Rodarte**  
*Executive Director*

July 24, 2020

Honorable Members of the Board of Supervisors  
County of Los Angeles  
Kenneth Hahn Hall of Administration  
500 West Temple Street, Suite 869  
Los Angeles, CA 90012

**RE: Items 2 and 3 pertaining to a call for Special Election on November 3, 2020 of the proposed County Charter Amendment shifting budget priorities to revitalize under-resourced and low-income communities**

Dear Chair Barger and Members of the Board of Supervisors:

I am writing on behalf of the California Contract Cities Association (CCCA) to express our concern regarding the process in which the Board will vote to place a charter amendment on the November 3, 2020 ballot.

This hastily proposed charter amendment circumvents long established processes and does not provide the public and cities with an opportunity to weigh-in on acceptable alternative programs and services, nor does it allow the public and County staff to properly assess unintended consequences the amendment would have on the County's budget and public safety for more than 10 million Angelenos.

Agencies, such as the Sheriff's Department, District Attorney, and the Los Angeles Superior Court depend on the County's funding. Simply placing the budget before voters without evaluating the full impact could result in serious consequences to our justice system and the safety of our residents. Further, it would hamper the current and future Board's ability to exercise its full authority of the budget as it has met during the COVID-19 pandemic.

During this time in our nation's history, we are all asked to meet the moment and help transform our justice system through meaningful investments in our communities. This call to action is grounded in the systemic problems that exist in our justice system and requires thoughtful deliberation from all stakeholders. The proposed county charter amendment would direct at least 10 percent of locally generated unrestricted revenues to support reinvestment and alternatives to incarceration. While the County has taken bold steps to transform our justice system, the instantaneous nature of the charter amendment's introduction raises serious concerns for CCCA's members.

For these reasons, CCCA strongly urges the Board to reconsider placing the charter amendment on the November 3, 2020 ballot and seek thoughtful input from all stakeholders, as it has been the tradition of the Board for many years. It is imperative

that the vital needs of all residents are considered when contemplating substantial changes to County programs. Should you have any questions, please contact me via email at [marcel@contractcities.org](mailto:marcel@contractcities.org) or (562) 622-5533.

Respectfully,

A handwritten signature in black ink, appearing to read 'M. Rodarte', with a stylized flourish at the end.

Marcel Rodarte  
Executive Director

Cc: CCCA membership  
Los Angeles Sheriff Alex Villanueva  
LASD Contract Law Bureau



July 27, 2020

The Honorable Kathryn Barger  
 Chair, Los Angeles County Board of Supervisors  
 Kenneth Hahn Hall of Administration  
 500 West Temple St., Suite 869  
 Los Angeles, CA 90012  
[kathryn@bos.lacounty.gov](mailto:kathryn@bos.lacounty.gov)

**Re: 7/28/20 Board Agenda Items 1-3: Request to suspend consideration of the Community Reinvestment and Housing Stabilization Charter Amendment for the November 3, 2020 ballot.**

Dear Supervisor Barger,

The Board of Directors of the Los Angeles County Division of the League of California Cities® (Division), representing 86 cities in the county, by unanimous agreement, urges the Los Angeles County Board of Supervisors (BOS) to suspend consideration of Board Agenda Items 1-3 to adopt an ordinance and resolution to place the Community Reinvestment and Housing Stabilization Charter Amendment on the November 3, 2020 ballot until a more comprehensive public engagement process and analysis is conducted.

We find the Board's intent to address social justice and equity in Los Angeles County laudable and worth the attention of every local government in the county. However, we have significant procedural and fiscal concerns with placing a measure to cement permanent categorical spending in the county's budget without fully understanding the consequences, intended or unintended, to all county services, our cities and our communities.

The BOS is considering this charter amendment in a special meeting to meet the August 7, 2020 Registrar Recorder deadline to call a special election, but should not adopt the ordinance and resolution for the following reasons:

1. **The proposed charter amendment is rushed, lacks transparency, and stakeholder engagement.** This measure was crafted by one stakeholder, yet past election results demonstrate that voters support county measures with broad and thoughtful stakeholder involvement. As noted by the July 21 Los Angeles Times editorial, this proposal was placed on the BOS agenda last minute without time for stakeholders to fully review its impacts or engage in a comprehensive discussion on the issue, much less develop a full understanding of its fiscal or policy impacts.
2. **The BOS has existing authority to prioritize its unrestricted funds.** Like city councils, the BOS has existing authority to spend its discretionary funds according to its policy priorities through an annual budget process with a simple majority vote. It is unnecessary to permanently restrict future budget spending for this Board or future Boards through a charter amendment.
3. **Fiscal implications have not been analyzed.** Under the current proposal, cities and county residents have no way to determine if the charter amendments have positive or negative impacts on existing county services. The only "analysis" we have is the

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IMMEDIATE PAST PRESIDENT

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SAN GABRIEL VALLEY COG

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**BEA DIERINGER**  
 ROLLING HILLS

WESTSIDE CITIES COG

**SUE HIMMELRICH**  
 SANTA MONICA

CITY OF LOS ANGELES

**JOHN WICKHAM**  
 LOS ANGELES

EXECUTIVE DIRECTOR

**JENNIFER QUAN**

county Chief Administrative Officers' verbal testimony on July 21 expressing concerns about limiting budgetary flexibility, especially during economic uncertainty like we are currently experiencing with the COVID-19 pandemic. The CAO also testified that the charter amendment, as proposed, would likely cause department cuts and potential staff layoffs starting in fiscal year 21/22. These concerns and their unknown effects on wider service provisions to our residents and our cities warrant a full impartial analysis from the county before moving forward.

Again, we urge the board to suspend its efforts to rush a permanent change to its charter without a more comprehensive discussion and engagement with all stakeholders that want to be at the table. We know our contributions bring value to these important policy discussions and we would like to engage with the board on this timely discussion. Our past support of county initiatives like the Safe, Clean Water Measure (W), the Homeless Services Initiative (Measure H), and the Neighborhood Parks and Beaches Measure (A), prove that when the county and cities work together, not only are we successful in gaining the trust of voters to advance major policy efforts, we can create meaningful changes in Los Angeles County. Let's take the time this issue deserves to accomplish that and get it right, it's worth it.

Thank you for your consideration of our request.

Regards,



Juan Garza  
President, Los Angeles County Division, League of California Cities  
Mayor, City of Bellflower

Cc: Los Angeles County Supervisor Hilda Solis, [firstdistrict@bos.lacounty.gov](mailto:firstdistrict@bos.lacounty.gov)  
Los Angeles County Supervisor Mark Ridley-Thomas, [markridley-thomas@bos.lacounty.gov](mailto:markridley-thomas@bos.lacounty.gov)  
Los Angeles County Supervisor Sheila Kuehl, [sheila@bos.lacounty.gov](mailto:sheila@bos.lacounty.gov)  
Los Angeles County Supervisor Janice Hahn, [fourthdistrict@bos.lacounty.gov](mailto:fourthdistrict@bos.lacounty.gov)  
Online submission portal, <https://publiccomment.bos.lacounty.gov/>  
Los Angeles County cities



COUNTY OF LOS ANGELES  
OFFICE OF THE COUNTY COUNSEL

648 KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET  
LOS ANGELES, CALIFORNIA 90012-2713

MARY C. WICKHAM  
County Counsel

July 28, 2020

TELEPHONE  
(213) 972-5720  
FACSIMILE  
(213) 626-7446  
TDD  
(213) 633-0901  
E-MAIL  
Ntinkham@counsel.lacounty.gov

Agenda No. 51-C  
07/21/20

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

**Re: The Los Angeles County Charter Amendment Ordinance;  
Resolution Consolidating Elections; and Report Regarding  
Processes and Procedures for the Placement of a County  
Charter Amendment on the November 2020 General Election  
Ballot**

Dear Supervisors:

On July 21, 2020, your Board directed our office, in consultation with the Chief Executive Office, to prepare the necessary documents, including an ordinance, for a special election to vote on an amendment to the Charter of the County of Los Angeles ("Charter") on the November 3, 2020 General Election. Enclosed are those documents as well as our report on the processes and procedures associated with placing the Charter amendment on the November 3, 2020, General Election ballot.

Enclosed as Exhibit A is the Charter Amendment Ordinance ("Ordinance"), which annually allocates no less than 10 percent of the County's locally generated unrestricted revenues in the general fund for direct community investment and alternatives to incarceration and prohibits using earmarked funds for carceral systems and law enforcement agencies, to be phased in by June 30, 2024. Enclosed as Exhibit B is the Resolution calling for and giving notice of a special election and consolidating the special election with the general election on November 3, 2020 ("Resolution").

The Charter amendment contained in the Ordinance, if approved by the voters, will add Subsection 8 to Article III Section 11 of the Charter. Subsection 8, of the proposed Charter amendment, does the following:

1. Sets aside a baseline minimum threshold of at least 10 percent of the County's locally generated unrestricted revenues in the general fund. The set-aside is to be annually allocated for direct community investment and alternatives to incarceration.
2. Prohibits the use of the set-aside for any carceral system or law enforcement agencies, including the Los Angeles County Sheriff's Department, Los Angeles County District Attorney's Office, Los Angeles County Superior Courts, or Los Angeles County Probation Department, including any redistribution of funds through those entities. This restriction does not extend to State law requiring the County to fund court facilities and expenditures, including, but not limited to, the Trial Court Facilities Act of 2002 (2002 Senate Bill No. 1732) and Lockyer-Isenberg Trial Court Funding Act of 1997 (1997 Assembly Bill No. 233), other mandatory fines and fees, or any other County commitments to the extent required by law.
3. Phases in the set-aside over a three-year period with the full set-aside implemented by June 30, 2024.
4. Prevents the set-aside from supplanting the monies otherwise allocated to the set-aside categories in the County budget.
5. Requires the Board to establish an inclusive and transparent process on the allocation of funds set aside.
6. Allows the Board, by a four-fifths vote, to reduce the set-aside in the event of a fiscal emergency that threatens the County's ability to fund mandated programs.

Process for Placing the County Charter Amendment on the Ballot

To place this Charter amendment measure on the November 3, 2020 ballot, the Board must approve both the Ordinance and the Resolution.



The timeline to place a measure on the ballot is as follows:

Last regularly scheduled Board meeting to adopt ordinance or resolution to submit measure to the voters	August 4, 2020 Election Day minus 85 days ("E-85")
Last day for Executive Officer to deliver adopted ordinance/resolution calling for special election to Registrar-Recorder/County Clerk ("Registrar")	August 7, 2020 E-88
Last day for County Counsel to submit impartial analysis of the ballot measure to the Registrar	August 14, 2020 E-81
Submit arguments for or against a measure	August 14, 2020 E-81
Public examination period of all ballot materials	August 15, 2020 – August 24, 2020 E-80 – E-71
Submit rebuttal arguments for or against a measure	August 24, 2020
Mailing of ballots to military and overseas voters	September 4, 2020 – September 19, 2020 E-60 – E-39
Mailing of Sample Ballots	September 24 – October 13, 2020 E-40 – E-21
Registrar must begin mailing Vote by Mail ballots	October 5, 2020 E-29
Election Day	November 3, 2020

The Honorable Board of Supervisors  
July 28, 2020  
Page 4

The Ordinance and Resolution will take immediate effect upon their approval by a majority vote of your Board.

Very truly yours,

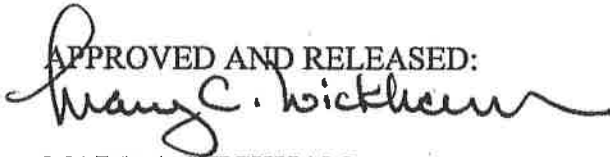
MARY C. WICKHAM  
County Counsel

By



NICOLE DAVIS TINKHAM  
Senior Assistant County Counsel  
Executive Office

APPROVED AND RELEASED:



MARY C. WICKHAM  
County Counsel

NTD:vn  
Enclosures

# EXHIBIT A

## **ANALYSIS**

This ordinance would call a special election to be held on November 3, 2020, for the purpose of voting upon an amendment to the Charter of the County of Los Angeles that would annually allocate in the County's budget no less than ten percent of the County's locally generated unrestricted revenues in the general fund to address the disproportionate impact of racial injustice through community investment and alternatives to incarceration and prohibit using those funds for carceral systems and law enforcement agencies as detailed in the ordinance adopting the proposed charter amendment, to be phased in by June 30, 2024.

The ordinance also directs the consolidation of this election with the statewide general election to be held on the same day.

MARY C. WICKHAM  
County Counsel

By:



NICOLE DAVIS TINKHAM  
Senior Assistant County Counsel  
Executive Office

NDT:vn

Requested: 7/20/20  
Revised: 7/24/20

**ORDINANCE NO. \_\_\_\_\_**

An ordinance calling a special election to be held on November 3, 2020, throughout the County of Los Angeles for the purpose of voting upon an amendment to the Los Angeles County Charter and directing the consolidation of the election with the statewide general election to be held on the same day.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1. Call of Election and Purpose.** A special election is hereby called, proclaimed and ordered to be held on November 3, 2020, for the purpose of voting upon a proposed amendment to the Charter of the County of Los Angeles.

**SECTION 2. Resolution Establishing Form of Proposition.** The exact form of the Proposition as it is to appear on the ballot and the complete text of the proposed amendment is as follows:

<b>PROPOSED COUNTY CHARTER AMENDMENT.</b> <b>COMMUNITY INVESTMENT AND ALTERNATIVES TO INCARCERATION MINIMUM COUNTY BUDGET ALLOCATION.</b> Shall the measure, annually allocating in the County's budget no less than ten percent (10%) of the County's locally generated unrestricted revenues in the general fund to address the disproportionate impact of racial injustice through community investment and alternatives to incarceration and prohibiting using those funds for carceral systems and law enforcement agencies as detailed in the ordinance adopting the proposed charter amendment, be adopted?	YES
	NO

PROPOSITION \_\_\_\_\_

This Proposition (XXXXX) shall become effective only if it is submitted to the voters at the election held on November 3, 2020 and is approved. The Charter amendment shall become operative on July 1, 2021.

First: Section 11 of Article III of the Charter of the County of Los Angeles is amended to read:

Section 11. It shall be the duty of the Board of Supervisors:

(1) To appoint all County officers other than elective officers, and all officers, assistants, deputies, clerks, attaches [14] and employees whose appointment is not provided for by this Charter. [15]

...

(8) To allocate, in compliance with all laws and regulations, the County's locally generated unrestricted revenues in the general fund as follows:

A. Set aside a baseline minimum threshold of at least ten percent (10%) of the County's locally generated unrestricted revenues in the general fund (Net County Cost), as determined annually in the budget process or as otherwise set forth in the County Code or regulations, to be allocated on an annual basis, after input from, among others, the public and County departments at a public hearing, for the following primary purposes:

i. Direct Community Investment.

1. Community-based youth development programs.

2. Job training and jobs to low-income residents focusing on jobs that support the implementation of the "Alternatives to Incarceration" workgroup recommendations as presented to the County Board of Supervisors on March 10, 2020, especially construction jobs for the expansion of affordable and supportive housing, restorative care villages, and a decentralized system of care.

3. Access to capital for small minority-owned businesses, with a focus on Black-owned businesses.

4. Rent assistance, housing vouchers and accompanying supportive services to those at-risk of losing their housing, or without stable housing.

5. Capital funding for transitional housing, affordable housing, supportive housing, and restorative care villages with priority for shovel-ready projects.

ii. Alternatives to Incarceration.

1. Community-based restorative justice programs.

2. Pre-trial non-custody services and treatment.

3. Community-based health services, health promotion, counseling, wellness and prevention programs, and mental health and substance use disorder services.

4. Non-custodial diversion and reentry programs, including housing and services.

B. The set aside shall not be used for any carceral system or law enforcement agencies, including the Los Angeles County Sheriff's Department, Los Angeles County District Attorney's Office, Los Angeles County Superior Courts, or

Los Angeles County Probation Department, including any redistribution of funds through those entities. This restriction does not extend to State law requiring the County to fund court facilities and expenditures, including, but not limited to, the Trial Court Facilities Act of 2002 (2002 Senate Bill No. 1732) and Lockyer-Isenberg Trial Court Funding Act of 1997 (1997 Assembly Bill No. 233), other mandatory fines and fees, or any other County commitments to the extent required by law.

C. The unrestricted revenues that are set aside shall phase in over a three-year period, beginning July 1, 2021, and incrementally grow to the full set-aside by June 30, 2024, pursuant to the procedures codified in the County Budget Act in the Government Code.

D. The set aside cannot supplant monies otherwise allocated for the same categories listed in Subsection (8)(A), as defined and set forth in the County Code or regulations.

E. The Board of Supervisors shall establish an inclusive and transparent process on the allocation of funds set aside by this Subsection (8).

F. Notwithstanding this Subsection (8), the Board of Supervisors may, by a four-fifths vote, reduce the set-aside in the event of a fiscal emergency, as declared by the Board of Supervisors, that threatens the County's ability to fund mandated programs.

Second: In the event that the amendment to the Charter of Los Angeles County contained in this Proposition is rendered inoperative because of the actions of any



court, legislative or other body, or for any other reason, the provisions of the County Charter in effect on November 3, 2020, shall remain in full force and effect.

Third: If any section, subsection, subdivision, paragraph, sentence, clause, phrase, or word of this Proposition is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses, phrases, or words of this amendment to Section 11 of Article III of the Charter. The voters of the County of Los Angeles declare that they would have independently adopted each section, subsection, subdivision, paragraph, sentence, clause, phrase, or word of this Proposition irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses, phrases, or words of this amendment to Section 11 of Article III is declared invalid or unenforceable.

**SECTION 3. Consolidation.** The special election shall be consolidated with the statewide general election to be held on Tuesday, November 3, 2020. The Proposition shall be placed upon the same ballot as that provided for the general election. The precincts, polling places, or vote centers, and precinct board members shall be the same as provided for the statewide general election.

**SECTION 4. Proclamation.** Pursuant to section 12001 of the Elections Code, the Board of Supervisors of the County of Los Angeles hereby PROCLAIMS that a special countywide election shall be held on Tuesday, November 3, 2020, to vote upon the Charter Amendment described in Section 2 of this Ordinance.

**SECTION 5. Effective Date.** Pursuant to Section 9141 of the Elections Code and Section 25123 of the Government Code, this Ordinance shall take effect upon the adoption thereof.

**SECTION 6. Authority.** This Ordinance is adopted pursuant to sections 23720, 23730, and 23731 of the Government Code, and sections 9141, 10402, 10403, and 12001 of the Elections Code.

**SECTION 7. Publication.** This Ordinance shall be published once before the expiration of 15 days after its passage in a daily newspaper of general circulation, printed, published and circulated in the County of Los Angeles pursuant to Government Code section 25124.

The Executive Officer-Clerk of the Board of Supervisors is ordered to file a copy of this Ordinance with the Registrar-Recorder at least 88 days prior to the day of the election.

[ARTICLE III GECC]

# EXHIBIT B

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES CALLING FOR AND GIVING NOTICE OF A SPECIAL ELECTION TO AMEND THE CHARTER OF THE COUNTY OF LOS ANGELES TO ANNUALLY ALLOCATE IN THE COUNTY'S BUDGET NO LESS THAN TEN PERCENT OF THE COUNTY'S LOCALLY GENERATED UNRESTRICTED REVENUES IN THE GENERAL FUND TO ADDRESS THE DISPROPORTIONATE IMPACT OF RACIAL INJUSTICE THROUGH COMMUNITY INVESTMENT AND ALTERNATIVES TO INCARCERATION AND PROHIBIT USING THOSE FUNDS FOR CARCERAL SYSTEMS AND LAW ENFORCEMENT AGENCIES AND CONSOLIDATING THE SPECIAL ELECTION WITH OTHER ELECTIONS TO BE HELD WITHIN THE COUNTY ON NOVEMBER 3, 2020**

**WHEREAS**, the topic of systemic discrimination, exclusion, and inequity has been the subject of discussions at the nationwide, state, and local level, and the Board has supported efforts and policies to address racial inequity and create economic opportunity and housing stability for marginalized communities in the County; and

**WHEREAS**, the Board acknowledges there have been calls from community advocates within the County to have the County's budget reflect the concerns of racial inequity and provide economic opportunity and housing stability for marginalized communities, while reducing the County's annual budget for carceral systems and law enforcement agencies; and

**WHEREAS**, the Board is required and deems it necessary and essential to submit to qualified voters in the County, the question of a charter amendment to ratify annually allocating in the County's budget no less than ten percent of the County's locally generated unrestricted revenues in the general fund to address the disproportionate impact of racial injustice through community investment and alternatives to incarceration and prohibit using those funds for carceral systems and law enforcement agencies, to be phased in by June 30, 2024, at a special election to be held on November 3, 2020, and to consolidate such election with other elections to be held on that date;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Los Angeles, as follows:

- 1. Call of the Election and Purpose.** A special election shall be held and the same is hereby called and ordered to be held in the County on the 3rd day of November 2020, for the purpose of submitting to the voters of the County by ordinance the question of shall the County annually allocate in the County's budget no less than ten percent of the County's locally generated unrestricted revenues in the general fund to address the disproportionate impact of racial injustice through community investment and alternatives to incarceration and prohibit using those funds for carceral systems and law enforcement agencies as contained in the attached Ordinance, Exhibit A.

2. **Ballot Measure.** The Measure to amend the County Charter by Ordinance pursuant to this resolution shall appear on the ballot substantially as follows:

**COMMUNITY INVESTMENT AND ALTERNATIVES TO INCARCERATION MINIMUM  
COUNTY BUDGET ALLOCATION.**

Shall the measure, annually allocating in the County's budget no less than ten percent (10%) of the County's locally generated unrestricted revenues in the general fund to address the disproportionate impact of racial injustice through community investment and alternatives to incarceration and prohibiting using those funds for carceral systems and law enforcement agencies as detailed in the ordinance adopting the proposed charter amendment, be adopted?

YES \_\_\_ NO \_\_\_

3. **Ordinance.** The attached ordinance, Exhibit A, calling for the election to amend the County Charter to annually allocate in the County's budget no less than ten percent of the County's locally generated unrestricted revenues in the general fund to address the disproportionate impact of racial injustice through community investment and alternatives to incarceration and prohibit using those funds for carceral systems and law enforcement agencies as detailed in the ordinance adopting the proposed charter amendment as specifically set forth in the Ordinance, is incorporated herein by reference ("Ordinance").
4. **Proclamation.** Pursuant to section 12001 of the Elections Code, the Board hereby PROCLAIMS that a special Countywide election shall be held in the District on Tuesday, November 3, 2020, to vote upon the Charter Amendment described in the proposed Ordinance.
5. **Consolidation.** The special election called by this resolution shall be consolidated with the other elections conducted by the Registrar-Recorder/County Clerk to be held in the County of Los Angeles on November 3, 2020, and the measure shall be placed on the same ballot as that provided for the general election. The precincts, polling places and vote centers, precinct board members, and facilities shall be the same as provided for the statewide general election.
6. **Election Procedure.** All qualified voters residing in the County shall be permitted to vote in the election and in all particulars not recited in this resolution, the elections shall be held as nearly as practicable in conformity with the Elections Code of the State of California. The votes cast for and against the measure shall be separately counted and if the measure receives a majority of the votes cast by the qualified electors voting on the measure, the Ordinance amending the County Charter shall be effective upon adoption thereof pursuant to section 9141 of the Elections Code and section 25123 of the Government Code.

7. **Sample Ballot.** The Registrar-Recorder/County Clerk is instructed to print the entire proposed Ordinance in the sample ballot.
8. **Authority.** This resolution is adopted pursuant to section 12001 of the Elections Code and section 25201 of the Government Code. The Executive Officer-Clerk of the Board of Supervisors is ordered to file a copy of this resolution with the Registrar-Recorder/County Clerk at least eighty-eight (88) days prior to the day of the election. The Registrar-Recorder/County Clerk is authorized, instructed and directed to prepare any documents and take any additional actions that may be necessary in order to properly and lawfully conduct the election.

The foregoing resolution was on the \_\_\_\_ day of July 2020, adopted by the Board of Supervisors of the County of Los Angeles and ex officio the governing body of all other special assessment and taxing districts, agencies, and authorities for which said Board so acts.

CELIA ZAVALA, Executive Officer-Clerk  
of the Board of Supervisors of the  
County of Los Angeles

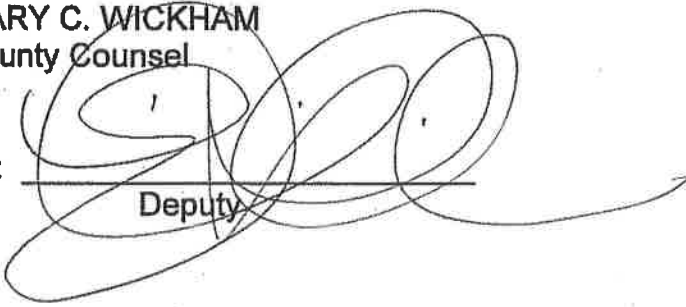
By: \_\_\_\_\_

APPROVED AS TO FORM:

MARY C. WICKHAM  
County Counsel

By: \_\_\_\_\_

Deputy





**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE:** AUGUST 17, 2020

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** ROBERT YALDA, PE. T.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER  
ALEX FARASSATI, PH.D., ENVIRONMENTAL SERVICES SUPERVISOR

**SUBJECT:** ISSUES RELATED TO CITY-SPONSORED ELECTRONIC WASTE COLLECTION EVENTS

**MEETING DATE:** AUGUST 26, 2020

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**SUMMARY RECOMMENDATION:**

That the City Council receive and file this informational report and provide direction to staff.

**BACKGROUND AND DISCUSSION:**

The City of Calabasas has been sponsoring electronic waste (e-waste) collection events since 2005. The events have been held on the first Saturday of each month in the Albertsons shopping center parking lot on Agoura Road and on the third Saturday of each month in the El Camino shopping center parking lot on Mulholland Drive. Even though the latter event is held outside of the City boundaries, the City has been promoting and sponsoring it due to the close proximity of the event site to City residents living on the east side of Calabasas.

A contractor called California Recycles, Inc. has been under contract with the City since 2005 to accept e-waste free of charge from local residents and businesses. E-waste recycling is a business like any business that needs to make a profit to survive. For the first few years, the City's contractor accepted all legitimate

electronic wastes. Later, it stopped accepting fluorescent light bulbs, batteries and a few other items due to high cost of recycling those items.

In recent years, the recycling business has gone through major changes after China stopped accepting most recycled products from the United States. Therefore, most electronic wastes with high plastic content became economically unfeasible to accept by the City contractor. Recently, after several rounds of negotiations, the City's contractor narrowed down the list of accepted items to the following: televisions, cell phones, personal computers (CPU, Monitors, Keyboards, Mouse, and Peripherals), cables and wires, digital cameras, duplicators, electric typewriters, laptops, mainframe computers, printed circuit boards, telephones and telephone equipment, tape players, testing equipment, uninterruptible power supplies.

In reality, the monthly events operated by California Recycles, Inc. can no longer be characterized as "*e-waste collection events*" because the majority of traditional e-waste materials are excluded from the list of accepted items. Unfortunately, this situation has prompted many complaints from the residents who are disappointed after going to the event and returning home with many of their e-wastes rejected.

City staff has done some research and knows of no other companies that provide a more comprehensive e-waste recycling program akin to what California Recycles, Inc. used to do. However, the City's current franchise agreement with Waste Management, Inc. allows e-waste recycling similar to other household hazardous waste collection events. The City's current franchise agreement with the company allows residents to contact Waste Management's Customer Service office to schedule a curbside pickup which is free of charge. The attachment to this report provides detailed information on collection of e-waste and other household items by Waste Management, Inc.

At this time, the City's contract with California Recycles, Inc. has expired. Staff is hesitant to recommend a new agreement and sponsor collection events that do not meet the expectations of City residents. Therefore, staff suggests that the City cease sponsoring and promoting the e-waste collection events and direct residents to contact Waste Management, Inc. for disposal of any electronics in the future.

#### **FISCAL IMPACT/SOURCE OF FUNDING:**

It is expected that the City will save some funds due to not publishing newspaper ads announcing the collection events throughout the year.



**REQUESTED ACTION:**

That the City Council receive and file this informational report and provide direction to staff.

**ATTACHMENT:**

Waste Management Residential Flyer



Serving Residents in Calabasas

www.WM.com

800-675-1171

**Dear Calabasas Residents,**

In March 2009, the City of Calabasas awarded Waste Management with the exclusive residential franchise agreement. WM, a leader in environmental services and solutions, has been providing world-class service to the community for over 20 years. WM is committed to not only "Think Green" but also being green.

We are proud to not only provide curbside pickup, but also provide additional programs and services for your benefit.

Please remember to practice the 3R's -

**REDUCE, REUSE, RECYCLE!**

The City of Calabasas has set the aggressive 75% diversion goal by 2012. Waste Management and the City of Calabasas are asking for your participation.



**SERVICE**

Residents should place all carts at curbside no later than 7:00 am on your scheduled service day. Place carts at curbside with the lid opening towards the street and side-by-side at least 12"-18" apart. Clearance should be 3 feet in each direction away from parked cars or freestanding objects.

**BULKY ITEM PICKUP**

"Bulky Items" means items that cannot typically be accommodated within a cart.

Bulky Item Pickup is available two times per year:

**Saturday, April 21, 2012**

**Saturday, October 27, 2012**

Appointments are required by noon on the Friday prior to the bulky item collection event. Please call customer service to arrange for this complimentary service.

Acceptable items: furniture, mattresses, water heaters, appliances, and bundled green waste in a container no larger than four feet by four feet by two feet (4' x 4' x 2') and weighing no more than 60 pounds.

Unacceptable items: household hazardous waste, construction material and debris.

**MOVE-IN COLLECTION SERVICE**

New residents to the community can call for a one (1)-time pickup of extra packaging materials such as cardboard boxes, styrofoam and newspaper. Must call within 3 months of service activation and appointment required.

Service Level	Trash Cart (blue)	Yard Trimmings (green)	Recycle (gray)
Super Recycler	32 gallon	96 gallon	96 gallon
Basic Service	64 gallon	96 gallon	96 gallon
Basic Plus	96 gallon	96 gallon	96 gallon

Additional recycling carts are available at no charge. Additional trash carts are available for an extra monthly fee.



# RESIDENTIAL SERVICES

## HOLIDAY SCHEDULE

Waste Management observes six (6) holidays that may affect trash and recycling services.

*New Year's Day / Memorial Day / Independence Day  
Labor Day / Thanksgiving Day / Christmas Day*

If the holiday falls on a weekday, services will be delayed by one day for that week only. Your regular schedule will resume the following week. For example: If the holiday falls on Thursday then Thursday services will be provided on Friday and Friday services on Saturday, etc.

## CHRISTMAS TREE RECYCLING

Waste Management offers free collection and recycling of real Christmas trees beginning December 26, 2012 through January 4, 2013. Please remove all tinsel, garland, ornaments, lights and stands. Cut your tree in half and place in your yard trimmings cart or place along side your cart.

## WATER BASED PAINT & USED OIL ROUND-UP

Calabasas residents can recycle paint and used oil the 2nd Saturday of every other month for free at: Calabasas City Hall, 100 Civic Center Way from 10 am - 2 pm.

This event only accepts motor oil, oil filters, antifreeze, latex paint and automobile batteries – 50 pound or 15-gallon limit. No appointment necessary and no business waste accepted.



## ELECTRONIC WASTE ROUND-UPS

Recycle your electronic waste for free! Open to residents and businesses two times per month. Acceptable items include: TV's, batteries, computers, lap tops, keyboards, fax machines, cell phones, ink jet cartridges, digital cameras and copiers



**FIRST Saturday of each month**  
**Albertsons Shopping Center**  
26521 Agoura Rd. 23381 Mulholland Dr.  
Off 101 Fwy, Las Virgenes exit  
10 am - 3 pm

**THIRD Saturday of each month**  
**Vons (El Camino Shopping Center)**  
Off 101 Fwy, Mulholland/Valley Cr. Exit  
10 am - 3 pm

## SHARPS

As of September 1, 2008, you can no longer dispose of sharps in your trash containers. WM's new MedWaste TRACKER<sup>SM</sup> is a convenient and cost-effective used needle disposal recycling program. This easy-to-use system requires "Sharps" users to place their used instruments in one of the safe plastic containers provided by Waste Management. When a container is filled, users just seal it and put it in the mail. Postage is pre-paid. To order a container, please call (866) 931-6321 or visit [healthcare.wm.com](http://healthcare.wm.com). The City of Calabasas offers a free Sharps disposal at the Lost Hills Sheriff Station.





*Serving Residents in Calabasas*

## RECYCLING (GRAY CART)

Recycling is important to WM & the City of Calabasas. The State of California requires each municipality to reduce their waste by 50%. We are proud to have exceeded that goal and now we are working with the City to reach a 75% diversion goal by the end of 2012.

**Recyclable:** All aluminum and steel cans • All colors of glass bottles and jars • Clear, colored, and white plastic containers • Newspapers and inserts  
Junk mail • White ledger paper • Cardboard • Magazines • Colored and construction paper • Cereal boxes (plastic liners okay) • Telephone books  
Pizza boxes (clean)

**Non-Recyclable:** Milk/juice cartons • Food boxes (non-cardboard)  
Food waste • Yard waste • Paper towels • Napkins • Tissue • Waxed paper  
Tires • Disposable diapers • E-waste (computers, monitors, cell phones)  
Household hazardous waste (oil, paint, batteries) • Compact florescent bulbs (CFL's)  
Dirt, cement or rock • Animal waste • Animal waste bags • Cat litter

## YARD TRIMMINGS CART (GREEN CART)

Place yard trimmings directly into cart. Do not use plastic bags. Do not put dirt, rocks, trash or recyclables in this cart. All material must fit in cart or will not be collected.

**Acceptable:** Grass clippings • Branches • Leaves • Garden trimmings  
Horse Manure • Shrubs

**Non-acceptable:** Palm fronds • Yucca • Ice Plants • Plastic Bags  
Plastic Flower Pots • Animal waste • Cut Flowers • House plants  
Wood (untreated) • Wood Chips • Dead plants • Weeds • Soil/dirt  
Rocks • Treated wood • Recyclables • Trash

## TRASH (BLUE CART)

Trash goes into your Blue cart. All materials must fit inside your carts or containers.







## SOLID WASTE FRANCHISE PROGRAM FREQUENTLY ASKED QUESTIONS

For your convenience we have listed commonly asked questions and answers.

### Q. What are the benefits of entering into an exclusive franchise system to the City?

A. The goal of a waste franchise system is to guarantee the best service to residents at the best possible rates. The franchise agreement increases recycling and trash collection efficiency. It provides a uniform collection service for residential recycling and trash collection and eliminates duplicate trash collection services along city roads, resulting in less large vehicular traffic and associated wear and tear on City roads. Additionally to adhere to our city mantra of “Clean Air Calabasas” the franchise agreement states that all trash collection vehicles must run on 100% alternative fuel by the year 2012. **WM achieved this goal in July 2009!**

### Q. How can I reduce the cost of my trash bill?

A. The best and most efficient way to save money is through recycling. The trash collection rates are based on the size of your trash (blue) can, not the size of your recycling or green cart. In fact, the smaller your trash can, and larger your recycle, the more you can save. You have three options for trash cans: 32 gallons, 64 gallon and 96 gallons. A typical household doesn't need more than a 32-gallon trash can if recyclable materials and green (organic) wastes are separated and disposed of properly. Please see the rate table below:

Service Level	Trash Cart (blue)	Yard Trimmings (green)	Recycle (gray)	Monthly Rate
Super Recycler	32 gallon	96 gallon	96 gallon	\$15.41
Basic Service	64 gallon	96 gallon	96 gallon	\$23.11
Basic Plus	96 gallon	96 gallon	96 gallon	\$28.24

By switching from “Basic Service” to “Super Recycler”, you can save \$7.70 per month, and \$12.83 by switching from “Basic Plus” to “Super Recycler”.

### Q. Can I save any money by switching to smaller recycling and green waste carts?

A. No. Your rates are based on your trash can and not the other two cans. You can have 3 different sizes of recycling or green carts (32, 64 or 96 gallon), but they are all bundled into the same trash rate.

### Q. How can I switch to “Super Recycler” service?

A. It takes one phone call to Waste Management, Inc. at 1-800-675-1171.

## VALET SERVICE

### Q. What is “valet service”?

A. Valet service is an extra service provided by Waste Management to some residents at an extra charge to pick up cans from the backyard to the curb and return them after they are emptied.

### Q. I live in a gated community and I have a valet service. Can I opt out?

A. You can't opt out individually, but if the majority of residents in the same HOA vote to opt out, and then the HOA should notify Waste Management to stop the valet service. This service is offered to HOAs as a community, not to individual homes within a gated community.

### Q. How much is the collection rate with valet service included?

A. Please see rate table below:

Service Level	Trash Cart (blue)	Yard Trimmings (green)	Recycle (gray)	Monthly Rate
Super Recycler	32 gallon	96 gallon	96 gallon	\$33.07
Basic Service	64 gallon	96 gallon	96 gallon	\$40.77
Basic Plus	96 gallon	96 gallon	96 gallon	\$45.90

### Q. I no longer want “valet service” how do I switch?

A. If you are not a member of any homeowner association, you can opt out by calling Waste Management, Inc. (1-800-675-1171). However, if you are a member of a homeowner association, you can't switch individually. The decision must be made collectively through the HOA Board of Directors.

## GREEN WASTE

### Q. I have been dumping my yard waste into my trash can. What's wrong with it?

A. The City of Calabasas Municipal Code requires all residents to separate their green waste and recyclable materials from trash. Yard waste is not trash and should not be dumped in landfills. Waste Management has a new facility to recycle yard waste and produce organic compost from it. Recycling organic waste reduces the need for new landfills and extends the life of our valuable resources. Additional green waste carts are available at no charge.

## **BULKY ITEM, ELECTRONIC WASTE AND HAZARDOUS WASTE COLLECTION**

### **Q. Will Waste Management offer additional bulky item collection services?**

A. In the past, WM offered one FREE bulky item pick up a year. The new franchise agreement requires two FREE bulky item pick-up services: one on the third Saturday of April and one on the fourth Saturday of October. To schedule a free pick-up, you need to call WM by noon on the Friday prior to the bulky item collection event.

### **Q. What items are accepted and not accepted in FREE bulky item collection events?**

A. Accepted items include Furniture, Mattress, Carpet, Washer, Dryer and other Kitchen Appliances. Unaccepted items include Yard Waste, Construction Material and Debris, Chemicals and any kind of Hazardous Waste.

### **Q. Does Calabasas have special recycling and community events?**

A. The City hosts several FREE events on a monthly basis to keep toxics out of our local ecosystems. Round-ups for Electronic waste, or E-Waste, occur on the first Saturday of every month at Albertsons Shopping Center (26521 Agoura Road) from 10 am to 3 pm. Another E-Waste round-up is held on the third Saturday of every month at the Vons Shopping Center (23381 Mulholland Drive) from 10 am to 3 pm. The Water-Based Paint and Used Oil Round-up is held on the second Saturday of every other month at Calabasas City Hall (100 Civic Center Way) from 10 am to 2 pm.

## **RECYCLING**

### **Q. What can and can't go into my recycle can?**

A. Recyclable items include all clean, dry paper (junk mail, newspaper, cardboard, magazines, etc.); cans (aluminum, tin, steel); glass bottles and jars; and plastic containers (soda, water, detergent, milk, juice, etc.). Trash items include food-soiled paper or napkins, dirt, diapers, and wet household garbage.

### **Q. I don't participate in the recycling program. Can I be billed just for garbage collection?**

A: No; the fee for garbage collection services is the same regardless of which services you choose to use. Furthermore, the City of Calabasas Solid Waste Ordinance provides that all residents and businesses must participate in City's recycling program in order to achieve the 75% diversion goal by 2012.

### **Q. What do I do with my horse manure?**

A. You may place your horse manure into your organic (green) can. Additional green carts are provided for free by Waste Management. Horse owners have a special responsibility, not only for the health and well-being of their horses, but for preventing manure and pastures from contributing to runoff pollution.

## **WASTE REQUIREMENTS**

### **Q. Can I hire any other hauling company to collect my trash?**

A. No. The franchise agreement gives exclusive rights to Waste Management, Inc. to operate in residential and commercial sectors in Calabasas. Using another waste hauler to collect solid waste from property is a violation of the City's Municipal Code, Chapter 18.16. In order to protect residents, property owners and to reach environmental goals, the City has no choice but to enforce franchise violations. Please note that the use of the construction and demolition roll-off container is governed through the franchise agreement with Crown Disposal Co., Inc. (1-800-633-9933). Crown Disposal Co., Inc. is the City's exclusive franchise contractor to haul away construction and demolition debris and to provide temporary/roll-off collection services.

### **Q. Are all residents and businesses required to obtain and maintain garbage service?**

A. The City requires all residences to maintain and pay for minimum garbage service.

## **FOOD WASTE RECYCLING**

### **Q. What is food waste recycling and how does it work?**

A. Food waste recycling is basically composting (turning food scrape into soil). All food waste is biodegradable/compostable and, under the pilot food waste program, will be mixed in with green waste. This mix will be taken to Agromin, a composting facility in Port Hueneme, where it will be turned into various forms of soil.

### **Q. What are the benefits of food waste recycling?**

A. There are many benefits. Food waste recycling diverts compostable trash from landfills. Food waste makes up a significant portion of the waste stream because it is wet and heavy. Recycling food scraps saves landfill space and turns valuable organic resources into compost to be reused. Food waste recycling also helps keep our sewer lines working. Grease and foodstuff dumped into sink drains leads to the sewer system. These build up as sludge and cause clogging and illicit discharges in the sewer system, which present health hazards to the community. Food waste recycling can also save money. By eliminating organics from your trash stream, you may be able to downsize your trash can and reduce your trash bill. Fewer illicit discharges will result in less taxpayer money going toward sewer maintenance, cleanup and repair. To participate in the City's Free food waste recycle program please call Waste Management to arrange delivery of your free food waste pail.



**For more information, please visit the City Environmental Services website at <http://www.cityofcalabasas.com/departments/environmental.html>**



Waste Management  
195 W. Los Angeles Ave.  
Simi Valley, CA 93065

## **Residential Service Information**

### **DID YOU KNOW?**

All of WM's trucks in Calabasas operate on liquefied natural gas (LNG), a cleaner burning fuel?

[www.WM.com](http://www.WM.com)

Customer Service: (800) 675-1171

### **BILLING**

Payment is Due by the 10th of the month. Accounts not paid by the end of the month are subject to late charges and stop of service.

### **PAYMENTS**

Check, Visa, MasterCard, American Express or cash are accepted.

### **PAYMENT METHODS**

**Phone:** (800) 675 -1171 (transaction fee will be applied)

**Website:** [www.KeepingVenturaCountyClean.com](http://www.KeepingVenturaCountyClean.com), click on the E-Z Pay Link

**Walk In:** 195 W. Los Angeles Ave, Simi Valley, CA 93065

**Mail:** Waste Management, P.O. Box 541008, Los Angeles CA 90054-1008

### **CUSTOMER SERVICE**

(800) 675 -1171

195 W. Los Angeles Ave.

Simi Valley, CA 93065

[www.WM.com](http://www.WM.com)

### **FUN FACT:**

Waste Management is North America's largest recycler of household-generated recyclables, recycling enough newspaper, office paper and cardboard last year to save more than 41 million trees.



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE:** AUGUST 14, 2020

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER  
ALBA LEMUS, E.I.T., ASSOCIATE CIVIL ENGINEER

**SUBJECT:** VALMAR MEDIAN LANDSCAPING UPDATE

**MEETING DATE:** AUGUST 26, 2020

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**SUMMARY RECOMMENDATION:**

This is an informational item as City staff is looking for comments and guidance from the Council.

**BACKGROUND:**

By way of background, the Old Topanga Canyon Gateway project was presented to the Traffic and Transportation Commission on June 18, 2018. The project included the construction of two center medians with drought tolerant plants for the landscaping and a gateway monument sign. The two medians were constructed in the summer of 2018 as part of the City's annual street resurfacing project. The landscaping and one monument were installed in December 2018. The trees were hand-watered until establishment was achieved. On June 4, 2019, City staff had three boulders installed in front of the monument and planted drought tolerant plants to improve the aesthetics of the medians. In addition, City staff returned and planted additional drought tolerant plants on April 14, 2020.

Staff was limited in the design of the medians due to water availability and lack of funding for the project. There currently is no reclaimed or potable water service available within the immediate proximity of the location. The closest available potable



water service is from the Las Virgenes Water District. However, per State regulations potable water cannot be utilized for median landscaping. The only option would be to bring in a reclaimed water line to the medians. City staff found that there are two points of connections available for use. One would require a County of Los Angeles permit, County of Los Angeles Health Department approval and a permit, and an on-site biologist from the Department of Fish and Wildlife because the connection would cross a fresh water source (Arroyo Creek). The second option would necessitate trenching over 1,200 yards and require several of the same permits stated above. Both of these options were found to be extremely expensive with a minimum cost of \$140,000.

Typically, the City uses funds from an established Landscape Maintenance District (LMD) to help offset costs for these types of projects, including maintenance, once completed. These LMDs then continue to contribute on-going funds to help maintain these landscape areas within the respective districts, and this is how the City is able to maintain a number of publicly landscaped areas within the community. Presently, the area where the medians on Valmar Road are located has no established LMD to help contribute funds for a reclaimed water source or regular maintenance services. Therefore, at the time these medians were constructed the decision was made to plant low maintenance native trees that required little to no maintenance.

#### **DISCUSSION/ANALYSIS:**

The City is able to maintain and provide more robust landscaping in other areas within the City because those areas have established LMDs. The LMDs contribute monies to cover the costs to maintain the landscaping within the respective LMDs.

City staff has estimated that to construct a reclaimed water line on Valmar, the cost would approximate \$140,000. Additionally, it is projected that annual maintenance costs would total between \$16,000 and \$18,000. Presently, the FY 2020-21 City budget does not provide funding for these costs.

While the City consistently receives inquiries in regard to the maintenance and beautification of these medians, historically residents have been advised that this particular area does not have an active LMD. Additionally, staff has undertaken outreach to this neighborhood area from time to time exploring the option and viability of establishing a new LMD to serve the area; however, this has been met with little or no support from residents.

Notwithstanding the above, staff continues to search for any available grants/monies from various agencies that can be utilized to offset costs to install reclaimed water service for these medians. Otherwise, the only remaining option to address this

situation is to undertake a budget adjustment to account for the costs associated with further improvements.

Staff would note that extensive weeding and maintenance was recently devoted to the medians. Staff will continue such maintenance to ensure that the overall appearance of the medians is maintained over time.

**FISCAL IMPACT/SOURCE OF FUNDING:**

As noted above, City staff has estimated the one-time construction cost to install a reclaimed water line is approximately \$140,000. With enhanced landscaping, it is projected that annual maintenance costs would run between \$14,000 to \$16,000.

**REQUESTED ACTION:**

That the City Council consider the information presented in this report and provide direction as deemed appropriate.




**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE:** AUGUST 17, 2020

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** RON AHLERS, CHIEF FINANCIAL OFFICER 

**SUBJECT:** CONSIDER USE OF REMAINING MONIES FROM THE WOOLSEY FIRE SETTLEMENT FUND (FUND 46)

**MEETING DATE:** AUGUST 26, 2020

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**SUMMARY RECOMMENDATION:**

Staff is seeking direction from the City Council regarding the remaining monies in Fund 46 ~ Disaster Recovery Fund. There is currently \$3.5 million remaining in this fund.

**BACKGROUND:**

The approximate \$3.5 million in funds were derived from the settlement agreement between the City of Calabasas (City) and Southern California Edison (SCE) in regards to the Woolsey Fire, which occurred in November 2018. The original settlement amount was slightly over \$4 million. Interest has been earned on this balance as well. The City has spent approximately \$500,000 of these monies on the Calabasas Open Small Business Grant Program. Therefore, \$3.5 million remain in this fund.

**DISCUSSION:**

The \$3.5 million is completely unencumbered money. The City Council can appropriate the \$3.5 million to any program or project. Since this is one-time money, staff recommends the money be utilized on one-time expenditures, for example,

capital improvement projects or paying down unfunded pension or retiree medical liabilities.

A partial list of potential uses for the \$3.5 million include:

- Capital Projects
  - Wild Walnut Park
  - Handicapped Ramps
  - Headwaters Corner improvements
  - Resurfacing the pour in place at Brandon's Village
  
- Reducing outstanding debt and unfunded liabilities
  - Unfunded Pension Liability (\$7.5 million as of 6-30-2018)
  - Retiree Medical Liability (\$1.9 million as of 6-30-2019)
  - City Issued bonds (\$38.8 million as of 6-30-2020)
  
- Use some of the funds for the FY 2020-21 General Fund deficit. The deficit could increase depending on how long the State forces businesses to be shut-down.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Woolsey Fire settlement remaining funds of \$3.5 million.

**REQUESTED ACTION:**

Provide direction to staff on the types of programs and/or projects to spend the remaining \$3.5 million.

**ATTACHMENTS:**

None.



**CITY *of* CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE:** AUGUST 18, 2020

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

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

**SUBJECT:** DISCUSSION AND POSSIBLE ACTION ON OPTIONS TO ADDRESS CHALLENGES EXPERIENCED BY CALABASAS KLUBHOUSE AND LITTLE LEARNERS DUE TO COVID-19 INCLUDING, TERMINATION OF EMPLOYEES, PARTIAL REDUCTION OF OUTSTANDING DEBT, A REPAYMENT PLAN, AND EXTENDING THEIR CONTRACT

**MEETING DATE:** AUGUST 26, 2020

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**SUMMARY RECOMMENDATION:**

It is recommended that City Council approve the recommendations listed in this report.

**BACKGROUND:**

At the April 26, 2018 City Council meeting, the Council approved an amendment to the existing professional services agreement that allowed for expanded services to include both full-time and hourly staffing for the City's state licensed preschool program. When requested by the City on an as-needed basis, Little Learners provided both full-time and hourly teachers for the Calabasas Klubhouse Preschool in order to bring additional continuity to the program. With a reduction in full-time teaching staff (12 to 7) due to attrition and the City's hiring freeze along with the limitation of 1,000 hours per fiscal year for hourly staff, the City was challenged to hire and retain the qualified, caring and dedicated staff both the parents and administration have become familiar with. This addition to the scope of services

with Little Learners went a long way in providing and retaining both well qualified and committed teaching professionals.

Upon receiving a letter of resignation from former Preschool Director, April Friedman, after 19 years with the City and Klubhouse program, staff began to explore options to ensure a successful and smooth transition. Ms. Friedman was instrumental in the City's initial licensing process and was a key player over the years in the success of the program. Following her resignation, staff identified an option to operate the Klubhouse through an agreement with Little Learners. At the June 23, 2018 City Council meeting, Council approved Amendment Number 2 to the Little Learners Professional Services Agreement which included the operation of the Calabasas Klubhouse Preschool Program.

Since the transition to Little Learners in August of 2018, the academic program has seen many additions that have enhanced the development and learning of the program's preschoolers, and enrollment has been at the daily operating capacity (115) with a waiting list.

With the closures due to the COVID-19 pandemic, both Little Learners and its programs 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 12, 2020 the enrollment at the Calabasas Klubhouse Pre-School was at 145 students based upon schedule. The following day, a mandatory closure of the school was implemented by the then City Manager from March 16<sup>th</sup> through May 31<sup>st</sup>. For the months of June and July enrollment dropped to 26 and 41 respectively, a loss of over 100 students. Little Learners is hopeful that enrollment will increase to 71 students by September 1<sup>st</sup>. It is important to note that with the new licensing and social distancing requirements, the Klubhouse capacity has been reduced from 115 to 96. With the steep enrollment decline due to COVID-19, Little Learners is struggling to keep the Calabasas Klubhouse operational given reductions in enrollment revenue.

Prior to the pandemic (through February 2020) and since August 2018, Little Learners made all payments to the City per its agreement with the City. These payments include a monthly rental payment (\$7,500 in FY 18/19; \$7,800 in FY 19/20; \$8,100 in FY 20/21; and \$8,400 in FY 21/22) for the facility and the reimbursement for the Klubhouse staff that are on City payroll. There are currently five employees (one Supervisor and four Teachers) that remain on City payroll. Over the past two years three teachers retired and the monthly reimbursement from Little Learners dropped from \$44,356.22 in August 2018 to its current level of \$33,658.88.

Little Learners did not charge tuition during April and May while continuing to pay its full-time staff through a federal Paycheck Protection Program (PPP) loan it received in May. This loan enabled Little Learners to reopen when allowed on June 1<sup>st</sup>; however, it opened to extremely diminished enrollment and mounting debt. Even without making past and current payments owed to the City, Little Learners is operating in a deficit. In order to help reduce costs, Little Learners eliminated one full-time teaching position and eight hourly positions from its payroll. In addition the owners are not backfilling a position while an employee is out on unpaid leave. They have also eliminated the nightly maintenance due to the increased cleanings that are completed throughout the day.

At the August 12, 2020 City Council meeting, Community Services Department staff presented an item addressing the current status of the operations of Calabasas Klubhouse and the fiscal challenges currently being experienced by Little Learners with the current enrollment and financial situation it faces as a result of the Covid-19 Pandemic. During this discussion there was concurrence on the importance of the program, and Council requested that staff return at the next meeting with a recommendation on how to keep the program operational.

#### **DISCUSSION:**

Following the August 12 City Council meeting, staff carefully reviewed all aspects of the program, undertook extensive discussions with representatives from Little Learners, and presented and sought input from the Parks, Recreation and Education Commission at its August 17 meeting. As a result of this review, it is staff's assessment that there are three priorities that Little Learners must address if the program is to remain viable: a reduction in overall staffing costs, an increase in enrollment, and the development of an acceptable repayment plan for all outstanding fees owed to the City by Little Learners. Discussions with Little Learners resulted in a proposal from the owners outlining the steps necessary to continue the program (see Exhibit A).

Based on the foregoing, the following are recommendations for the Council's consideration:

1. Through a reduction in force, eliminate the five remaining full-time positions on the City payroll (one supervisor and four teachers) effective September 30, 2020. This action removes the fully encumbered payroll cost of \$33,658.88 per month incurred by Little Learners. In discussions with Little Learners, the owners will commit to offering full-time positions to all four teachers who would see their positions eliminated as part of this recommendation. The current Supervisor will not be offered a position.

2. Reduce by approximately half the March 2020 payment owed to the City when the facility was under a forced closure and no enrollment revenue was collected.
3. Waive both the April and May 2020 payments owed to the City by Little Learners as the facility was under a forced closure and no enrollment revenue was collected.
4. Require Little Learners to pay past (approximately 50% of March, 100% of June and July) and future payments (100% of August and September) as part of a repayment plan over a twenty-four (24) month period to begin in October 2020 (see Exhibit B).
5. Beginning October 2020, require Little Learners to commence monthly rental payments to the City according to the current agreement of \$8,100.00 for the remainder of FY 2020-21 and \$8,400 for FY 2021-21.
6. Beginning October 2020, require Little Learners to commence the first of twenty-four (24) consecutive interest free monthly reimbursement payments in the amount of approximately \$7,800 to the City.
7. Add two (2) additional years to the Little Learners Professional Services Agreement that is set to expire in 2022. (Note: This allows for both current and future stability of the program as participants start to return.)
8. Keep the Council fully informed of the status of the program on a regular basis through weekly activities reports.
9. Return to the Council with a staff report every six months, or sooner if needed, to formally review and address the status of the program, potential program modifications, etc.

Based on Council direction, staff will prepare Amendment Number 3 to the Little Learners Professional Services Agreement incorporating the recommendations noted above for review and approval at the September 9 regular Council meeting.

**FISCAL IMPACT/SOURCE OF FUNDING:**

As noted above, Little Learners will begin making both monthly rental payments and monthly reimbursement payments to the City starting in October 2020.

**REQUESTED ACTION:**

It is requested that City Council approve the recommendations listed in this report.

**ATTACHMENTS:**

- Exhibit A: August 17, 2020 Letter from Little Learners
- Exhibit B: Payment Chart (March-September)



**Little Learners**3655 Old Topanga Canyon Road, Topanga, California 90290

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August 17, 2020

Jeff Rubin, Director of Community Services  
City of Calabasas  
100 Civic Center Way  
Calabasas, California 91302

Dear Mr. Rubin,

In reflecting on information discussed at the City of Calabasas City Council meeting of August 12, 2020 and at the Parks, Recreation and Education Commission meeting on August 17, 2020, we have come up with a proposal that would allow us to restructure and focus on what Little Learners is truly able to provide.

To reiterate what has taken place since March 16, 2020, we went from having 18 Little Learners staff and both Little Learners owners working over 700 hours on any given week, to our current team consisting of 8 staff plus the 2 Little Learners owners working approximately 400 hours per week. The Little Learners staff reduction was done in an effort to cut overhead near the beginning of the COVID-19 pandemic, while continuing to ensure the livelihood of Calabasas Klubhouse. It is worth noting that while drastic changes were made with respect to Little Learners staff, the 200 hours worked by the City of Calabasas staff did not decrease at any time during the initial phase of the pandemic.

To put in context monies paid by Little Learners for their own employees and the city staff for whom Little Learners reimburses the City of Calabasas, Little Learners pays about 75% additional city staff reimbursement dollars for 4 staff and 1 supervisor over and above their payroll for 8 staff and 2 administrators. Because no one knows how long the pandemic will last, it is in everyone's best interest to assess the current situation and create a long-term plan that will best serve the City of Calabasas, its residents and Little Learners' going concern.

While overall enrollment and income plummeted, the cost of supplies increased due to adhering to ever-changing guidelines and regulations was at an all-time-high. Because of the dynamic of so many unknowns with the community's need for quality childcare and the City of Calabasas' needs for their own going concern, based on current Calabasas Klubhouse income, Little Learners is not able to continue to reimburse for the monthly city staff reimbursement, as previously agreed.

To that end, in an effort to pay back the sum of money that is currently owed to the city, Little Learners is asking for the City of Calabasas to forgive payments due to the city for the time when we were under forced closure. Little Learners requests extending their Professional Service Agreement (PSA) through June, 2024, and not allow the contract to expire in February, 2022. By asking for a contract extension, Little Learners is also requesting that the amount due to the city to be paid-off over 24 months, estimated in the schedule found at the end of this letter. Additionally, by adding 2 additional years to the PSA, Little Learners will be able to provide increased security for families as we work to increase enrollment. If a family enrolls a 2 year old this year, they have the safety and security along with confidence, knowing that Little Learners

will be operating the Calabasas Klubhouse long enough to see their child off to Kindergarten. Little Learners' desire is to continue operating multiple high-quality programs for the City of Calabasas, Community Services Department and, ultimately, the Calabasas community-at-large.

Please refer to the models below showing estimated monthly income and expenses based on the estimated number of children attending Calabasas Klubhouse in September, 2020.

**Model 1 showing estimated income and expenses, including the city staff reimbursement, repayment of monies owed and Little Learners' payroll at its current levels.**

	<b>SEPTEMBER 2020</b>	
<b>Klubhouse Income: 71 children, total</b>	\$67,000	
<b>Klubhouse Other Income</b>	\$5,000	Expansion Program & Other Sources
Monthly Payroll Costs	-\$45,000	\$22,638 ea PR x 2 (8 staff 2 LL owners)
City Staff Reimbursement	-\$33,000	
Monthly Facility Use Fee	-\$8,100	
Repayment to City for Debt	-\$7,800	
Monthly Snack Costs	-\$1,100	
Supplies Cost	-\$500	Gloves, Diaper Changing Paper, Etc.
Janitorial Company Costs	0	Staff are doing all the cleaning
Cleaning/Janitorial Supply Costs	-\$500	Cleaning Products and Supplies
Insurance	-\$3,300	Workers Comp, Liability, BLI
Liability Insurance	-\$350	
Medical Insurance (Staff)	-\$2,300	
Business Loss Insurance	-\$100	
Phones, School Supplies, Other Bills	-\$1,000	
	<b>-\$31,050</b>	<b>Estimated Net Operating Cost</b>

**Model 2 showing estimated income and expenses, with repayment of monies owed, a reduction in Little Learners' payroll, percent-based monthly facility use fee and excluding the city staff reimbursement.**

	<b>SEPTEMBER 2020</b>	
<b>Klubhouse Income: 71 children, total</b>	\$67,000	
<b>Klubhouse Other Income</b>	\$5,000	Expansion Program & Other Sources
Monthly Payroll Costs (includes pay cut)	-\$40,500	\$20,200 ea PR x 2 (8 staff 2 LL owners)
4 Additional Staff	-\$12,518	
Monthly Facility Use Fee	-\$4,841	Percentage based on 71 children
Repayment to City for Debt	-\$7,800	
Monthly Snack Costs	-\$1,100	
Supplies Cost	-\$500	Gloves, Diaper Changing Paper, Etc.
Janitorial Company Costs	0	Staff are doing all the cleaning
Cleaning/Janitorial Supply Costs	-\$500	Cleaners, Detergent
Insurance	-\$2,800	Workers Comp, Liability, BLI
Liability Insurance	-\$350	
Medical Insurance (Staff)	-\$2,300	
Business Loss Insurance	-\$100	
Phones, School Supplies, Other Bills	-\$1,000	
	<b>-\$2,309</b>	<b>Estimated Net Operating Cost</b>

Little Learners will make up the monthly payroll deficit by using remaining PPP Loan Funds (which have now been extended through December 31, 2020) and other sources of income. Other sources of income include, but are not limited to, sales at the Klubhouse Express Shop, sales of distance-learning materials, the Klubhouse Expansion Program at DeAnza Park, and other means to be determined at a later time.

We appreciate your assistance and support during this unprecedented time. Providing consistency in early childhood programs is key and we look forward to a time when we are past the COVID-19 pandemic. Since 2003, Little Learners has worked hard to provide quality programs and understands the need for superior early childhood programs. We hope that we can continue to foster relationships in the community with current and future families. Thank you for your time and consideration.

Sincerely,

/s/ Carly Armacost

Carly Armacost

Little Learners LLC Owners

/s/ Bridget Nelson

Bridget Nelson

## ITEM 8 EXHIBIT B

The following are the payments that were scheduled to be made by Little Learners from March 2020 through September 2020:

<u>Month</u>	<u>Rental</u>	<u>Staff Payments</u>	<u>Total of Payments</u>
March 2020 (Closed 3/13)	\$7,800	\$33,658.88	\$41,458.88
April 2020 (Closed)	\$7,800	\$33,658.88	\$41,458.88
May 2020 (Closed)	\$7,800	\$33,658.88	\$41,458.88
June 2020	\$7,800	\$33,658.88	\$41,458.88
July 2020)	\$8,100	\$33,658.88	\$41,758.88
August 2020	\$8,100	\$33,658.88	\$41,758.88
September 2020	<u>\$8,100</u>	<u>\$33,658.88</u>	<u>\$41,758.88</u>
<b>TOTAL</b>	<b>\$55,500</b>	<b>\$235,612.16</b>	<b>\$291,112.16</b>

### Payment Forgiveness:

March	50%	\$20,729.44
April	100%	\$41,458.88
May	100%	<u>\$41,458.88</u>
<b>TOTAL</b>		<b>\$103,647.20</b>

### Repayment Plan Calculations:

Total of Payments Owed (March-September)	\$291,112.16
Total of Debt Forgiveness	<u>-\$103,647.20</u>
<b>TOTAL</b>	<b>\$187,464.96</b>

$$\text{\$187,464.96} \div \text{24 Monthly Payments} = \text{\$7,811.04}$$



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
Reporting Period: 08/04/2020 to 08/13/2020

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
<b>City Attorney</b>					
109088	8/13/2020	HOPKINS & CARLEY	LEGAL SERVICES	1,736.00	City Attorney
109081	8/13/2020	BURKE, WILLIAMS, SORENSEN, LLP	LEGAL SERVICES	286.00	City Attorney
<b>Total Amount for 2 Line Item(s) from City Attorney</b>				<b>\$2,022.00</b>	
<b>City Council</b>					
109103	8/13/2020	US BANK	VISA- CALABASAS SELF STORAGE	199.00	City Council
<b>Total Amount for 1 Line Item(s) from City Council</b>				<b>\$199.00</b>	
<b>Civic Center O&amp;M</b>					
109066	8/11/2020	SECURAL SECURITY CORP	SECURITY- NIGHTLY CIV CTR	1,873.02	Civic Center O&M
109066	8/11/2020	SECURAL SECURITY CORP	SECURITY- NIGHTLY CIV CTR	1,873.02	Civic Center O&M
109083	8/13/2020	CIRCULATING AIR, INC.	HVAC MAINTENANCE	932.00	Civic Center O&M
109083	8/13/2020	CIRCULATING AIR, INC.	HVAC MAINTENANCE	580.50	Civic Center O&M
109083	8/13/2020	CIRCULATING AIR, INC.	HVAC MAINTENANCE	580.50	Civic Center O&M
109045	8/11/2020	CIRCULATING AIR, INC.	HVAC MAINTENANCE	558.50	Civic Center O&M
109045	8/11/2020	CIRCULATING AIR, INC.	HVAC MAINTENANCE	558.50	Civic Center O&M
109083	8/13/2020	CIRCULATING AIR, INC.	HVAC MAINTENANCE	558.50	Civic Center O&M
109083	8/13/2020	CIRCULATING AIR, INC.	HVAC MAINTENANCE	558.50	Civic Center O&M
109047	8/11/2020	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- CITY HALL	500.00	Civic Center O&M
109068	8/11/2020	SOUTH COAST A.Q.M.D	OPERATING FEE FOR FY 20/21	421.02	Civic Center O&M
109066	8/11/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- CIVIC CTR	282.86	Civic Center O&M
109066	8/11/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- CIVIC CTR	282.86	Civic Center O&M
109083	8/13/2020	CIRCULATING AIR, INC.	HVAC MAINTENANCE	139.00	Civic Center O&M
109083	8/13/2020	CIRCULATING AIR, INC.	HVAC MAINTENANCE	139.00	Civic Center O&M
109101	8/13/2020	SOUTH COAST A.Q.M.D	EMISSION FEE	136.40	Civic Center O&M
<b>Total Amount for 16 Line Item(s) from Civic Center O&amp;M</b>				<b>\$9,974.18</b>	
<b>Community Development</b>					
109085	8/13/2020	DUDE SOLUTIONS INC.	SOFTWARE MAINTENANCE	37,669.44	Community Development
109056	8/11/2020	M6 CONSULTING, INC.	PLAN CHECK SERVICES	27,809.13	Community Development
109092	8/13/2020	M6 CONSULTING, INC.	INSPECTION SERVICES	18,921.93	Community Development
109092	8/13/2020	M6 CONSULTING, INC.	PERMIT SERVICES	16,105.00	Community Development
109100	8/13/2020	SEA REACH LTD	HISTORIC MARKERS	9,069.00	Community Development
109086	8/13/2020	DUDEK & ASSOCIATES INC	EIR CONSULTING	879.68	Community Development



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
Reporting Period: 08/04/2020 to 08/13/2020

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
109089	8/13/2020	J THAYER COMPANY, INC.	OFFICE SUPPLIES	631.85	Community Development
109091	8/13/2020	LASERZONE INC	COPIER/PRINTER SUPPLIES	142.34	Community Development
<b>Total Amount for 8 Line Item(s) from Community Development</b>				<b>\$111,228.37</b>	

**Community Services**

109060	8/11/2020	PETROLOCO, LLC	BROCHURE DESIGN- FALL 2020	6,250.00	Community Services
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SCHL	3,279.01	Community Services
109066	8/11/2020	SECURAL SECURITY CORP	SECURITY- NIGHTLY CIV CTR	1,873.02	Community Services
109092	8/13/2020	M6 CONSULTING, INC.	WILD WALNUT PARK	1,170.00	Community Services
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SCHL	856.05	Community Services
109097	8/13/2020	R P BARRICADE INC	EQUIPMENT RENTAL- DE ANZA	830.00	Community Services
109046	8/11/2020	COMMERCIAL AQUATIC SVCS	SPLASH PAD SERVICE/REPAIR	741.40	Community Services
109053	8/11/2020	KLOSSNER/JENNY//	RECREATION INSTRUCTOR	725.90	Community Services
109107	8/13/2020	WEINER/MARILYN//	RECREATION INSTRUCTOR	535.50	Community Services
109042	8/11/2020	BELSLEY/JAMES//	RECREATION INSTRUCTOR	514.50	Community Services
109052	8/11/2020	KATZ/TRACY//	RECREATION INSTRUCTOR	392.77	Community Services
109069	8/11/2020	SUZDALTSEV/JENNY//	RECREATION INSTRUCTOR	298.90	Community Services
109066	8/11/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- GRAPE	281.75	Community Services
109066	8/11/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- GATES	281.75	Community Services
109043	8/11/2020	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	267.98	Community Services
109066	8/11/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- SR CTR	197.23	Community Services
109047	8/11/2020	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- SR CTR	185.00	Community Services
109066	8/11/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- DE ANZA	165.08	Community Services
109067	8/11/2020	SENDOWSKI/SHULAMIT//	RECREATION INSTRUCTOR	157.50	Community Services
109074	8/11/2020	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	156.05	Community Services
109102	8/13/2020	UNITED SITE SERVICES OF CA INC	PORTABLE TOILET RENTAL	128.81	Community Services
109061	8/11/2020	PORT-A-STOR INC.	STORAGE - A E WRIGHT	109.00	Community Services
109082	8/13/2020	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- XUP00663	35.90	Community Services
<b>Total Amount for 23 Line Item(s) from Community Services</b>				<b>\$19,433.10</b>	

**Finance**

109098	8/13/2020	ROGERS, ANDERSON, MALODY,	AUDIT WORK TO DATE FY 19/20	12,000.00	Finance
109093	8/13/2020	MUNISERVICES, LLC	SALES TAX COLLECTION FEE	1,770.18	Finance
109037	8/11/2020	ACE BUSINESS MACHINES	(2) NEW SIGNATURE PLATES	631.55	Finance
109037	8/11/2020	ACE BUSINESS MACHINES	INK UNIT-CHECK SIGNING MACHINE	262.75	Finance
109091	8/13/2020	LASERZONE INC	COPIER/PRINTER SUPPLIES	142.34	Finance



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Reporting Period: 08/04/2020 to 08/13/2020

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
<b>Total Amount for 5 Line Item(s) from Finance</b>				<b>\$14,806.82</b>	
<b>Library</b>					
109051	8/11/2020	KANOPY INC	STREAMING SERVICES	4,500.00	Library
109096	8/13/2020	OCLC, INC.	MEMBERSHIP DUES- JAN 2020	760.48	Library
109096	8/13/2020	OCLC, INC.	MEMBERSHIP DUES- APR 2020	760.48	Library
109096	8/13/2020	OCLC, INC.	MEMBERSHIP DUES- NOV 2019	760.48	Library
109058	8/11/2020	OCLC, INC.	MEMBERSHIP DUES- AUG 2020	760.48	Library
109064	8/11/2020	RECORDED BOOKS, LLC	BOOKS ON CD	123.94	Library
109064	8/11/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	40.80	Library
<b>Total Amount for 7 Line Item(s) from Library</b>				<b>\$7,706.66</b>	
<b>LMD #22</b>					
109090	8/13/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	14,889.41	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	12,457.25	LMD #22
109090	8/13/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	7,782.14	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	6,180.98	LMD #22
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	5,727.85	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,082.39	LMD #22
109090	8/13/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	4,831.51	LMD #22
109090	8/13/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	4,422.55	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,152.45	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,989.91	LMD #22
109090	8/13/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,268.30	LMD #22
109090	8/13/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,220.79	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,084.03	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,365.10	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,003.89	LMD #22
109090	8/13/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,423.86	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,205.00	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,175.62	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	957.41	LMD #22
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	943.65	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	913.00	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	854.00	LMD #22
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	828.65	LMD #22



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Reporting Period: 08/04/2020 to 08/13/2020

Date: 8/14/2020

Time: 9:40:00AM

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Check No.	Check Date	Vendor Name	Check Description	Amount	Department
109090	8/13/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	822.38	LMD #22
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	774.54	LMD #22
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	718.73	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	550.00	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	522.20	LMD #22
109090	8/13/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	463.09	LMD #22
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	453.22	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	449.00	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	401.07	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	375.00	LMD #22
109090	8/13/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	326.23	LMD #22
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	319.62	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	304.00	LMD #22
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	270.58	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	229.06	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	221.00	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	210.48	LMD #22
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	202.94	LMD #22
109090	8/13/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	188.60	LMD #22
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	187.72	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	178.75	LMD #22
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	172.50	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	160.25	LMD #22
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	150.51	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	96.59	LMD #22
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	83.00	LMD #22
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	62.57	LMD #22
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	55.80	LMD #22
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	28.75	LMD #22
<b>Total Amount for 52 Line Item(s) from LMD #22</b>				<b>\$100,737.92</b>	

**LMD #24**

109077	8/13/2020	ABSOLUTE	BRUSH CLEARANCE SERVICES	6,800.00	LMD #24
109077	8/13/2020	ABSOLUTE	BRUSH CLEARANCE SERVICES	5,828.96	LMD #24
109077	8/13/2020	ABSOLUTE	BRUSH CLEARANCE SERVICES	4,455.00	LMD #24
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	2,563.91	LMD #24
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	2,563.91	LMD #24





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109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,145.38	LMD #24
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,145.38	LMD #24
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,022.64	LMD #24
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,022.64	LMD #24
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	970.05	LMD #24
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	970.05	LMD #24
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	818.25	LMD #24
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	818.25	LMD #24
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	610.79	LMD #24
109077	8/13/2020	ABSOLUTE	BRUSH CLEARANCE SERVICES	580.00	LMD #24
109077	8/13/2020	ABSOLUTE	BRUSH CLEARANCE SERVICES	467.00	LMD #24
109077	8/13/2020	ABSOLUTE	BRUSH CLEARANCE SERVICES	322.00	LMD #24
109077	8/13/2020	ABSOLUTE	BRUSH CLEARANCE SERVICES	311.00	LMD #24
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	305.40	LMD #24
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	274.86	LMD #24
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	244.32	LMD #24
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	219.14	LMD #24
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	219.14	LMD #24
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	219.14	LMD #24
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	219.14	LMD #24
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	200.00	LMD #24
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	146.09	LMD #24
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	146.09	LMD #24
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	133.00	LMD #24
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	117.00	LMD #24
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	48.86	LMD #24
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	43.77	LMD #24
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	34.61	LMD #24
<b>Total Amount for 33 Line Item(s) from LMD #24</b>				<b>\$34,985.77</b>	
<b><u>LMD #27</u></b>					
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,457.63	LMD #27
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	515.31	LMD #27
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	183.44	LMD #27
<b>Total Amount for 3 Line Item(s) from LMD #27</b>				<b>\$2,156.38</b>	



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<b>LMD #32</b>					
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	3,377.14	LMD #32
109080	8/13/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	200.00	LMD #32
109108	8/13/2020	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	33.35	LMD #32
<b>Total Amount for 3 Line Item(s) from LMD #32</b>				<b>\$3,610.49</b>	
<b>LMD 22 - Common Benefit Area</b>					
109078	8/13/2020	ARCH CHEMICALS, INC.	LAKE MAINTENANCE	11,730.00	LMD 22 - Common Benefit Area
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	10,046.05	LMD 22 - Common Benefit Area
109095	8/13/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	7,705.00	LMD 22 - Common Benefit Area
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,958.33	LMD 22 - Common Benefit Area
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,220.01	LMD 22 - Common Benefit Area
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,746.61	LMD 22 - Common Benefit Area
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,738.46	LMD 22 - Common Benefit Area
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,955.28	LMD 22 - Common Benefit Area
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,292.52	LMD 22 - Common Benefit Area
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,078.25	LMD 22 - Common Benefit Area
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	792.00	LMD 22 - Common Benefit Area
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	727.02	LMD 22 - Common Benefit Area
109090	8/13/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	718.30	LMD 22 - Common Benefit Area
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	669.47	LMD 22 - Common Benefit Area
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	430.00	LMD 22 - Common Benefit Area
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	408.00	LMD 22 - Common Benefit Area
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	190.56	LMD 22 - Common Benefit Area
<b>Total Amount for 17 Line Item(s) from LMD 22 - Common Benefit Area</b>				<b>\$52,405.86</b>	
<b>Media Operations</b>					
109103	8/13/2020	US BANK	VISA- APPLE.COM/MACSALES.COM	17,374.35	Media Operations
109070	8/11/2020	TIME WARNER CABLE	CABLE MODEM- CITY HALL	1,615.00	Media Operations
109041	8/11/2020	AT&T	TELEPHONE SERVICE	1,092.07	Media Operations
109094	8/13/2020	NATIONAL CAPTIONING INSTITUTE	CLOSED CAPTIONING SVCS	756.00	Media Operations
109070	8/11/2020	TIME WARNER CABLE	CABLE MODEM- CITY HALL	498.09	Media Operations
109070	8/11/2020	TIME WARNER CABLE	CABLE MODEM- CITY HALL	289.98	Media Operations
109041	8/11/2020	AT&T	TELEPHONE SERVICE	164.68	Media Operations
109048	8/11/2020	GRACENOTE MEDIA SERVICES	CTV GUIDE LISTING	105.86	Media Operations
109044	8/11/2020	CHARTER COMMUNICATIONS	CABLE MODEM- CITY HALL	96.88	Media Operations



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109079	8/13/2020	AT&T MOBILITY	TELEPHONE SERVICE	48.24	Media Operations
<b>Total Amount for 10 Line Item(s) from Media Operations</b>				<b>\$22,041.15</b>	
<b><u>Non-Departmental - Finance</u></b>					
109066	8/11/2020	SECURAL SECURITY CORP	PARKING ENFORCEMENT	3,666.17	Non-Departmental - Finance
109055	8/11/2020	L.A. CO. FIRE DEPARTMENT	HAZMAT PROGRAM CUPA# AR0050416	503.00	Non-Departmental - Finance
109071	8/11/2020	U.S. POSTAL SERVICE	BUS REPLY PERMIT FEE - #55000	240.00	Non-Departmental - Finance
<b>Total Amount for 3 Line Item(s) from Non-Departmental - Finance</b>				<b>\$4,409.17</b>	
<b><u>Public Works</u></b>					
109099	8/13/2020	RUIZ CONCRETE & PAVING INC.	SIDEWALK REPAIRS	28,381.25	Public Works
109087	8/13/2020	G.I. INDUSTRIES	OIL RECYCLING PRG FY 19/20	5,669.24	Public Works
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	4,200.07	Public Works
109065	8/11/2020	RON'S MAINTENANCE, INC.	CATCH BASIN CLEANING SVCS	3,900.00	Public Works
109075	8/11/2020	WILHELM/RICHARD FRANK//	FIELD INVESTIGTN/DRAFTING SVCS	2,970.00	Public Works
109050	8/11/2020	ISSAKHANI/MARINA//	CONSULTING SERVICES	2,475.00	Public Works
109090	8/13/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,376.39	Public Works
109063	8/11/2020	QUIZON/MA ARIANE//	CONSULTING SERVICES	875.00	Public Works
109063	8/11/2020	QUIZON/MA ARIANE//	CONSULTING SERVICES	800.00	Public Works
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	381.00	Public Works
109072	8/11/2020	VALLEY NEWS GROUP	LEGAL ADVERTISING	300.00	Public Works
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	281.00	Public Works
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	260.00	Public Works
109057	8/11/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	155.00	Public Works
109038	8/11/2020	ARC DOCUMENT SOLUTIONS, LLC	COPY/PRINTING SERVICE	76.11	Public Works
109105	8/13/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	74.50	Public Works
<b>Total Amount for 16 Line Item(s) from Public Works</b>				<b>\$52,174.56</b>	
<b><u>Recoverable / Refund / Liability</u></b>					
109099	8/13/2020	RUIZ CONCRETE & PAVING INC.	RELEASE OF RETENTION	1,122.71	Recoverable / Refund / Liability
109059	8/11/2020	P&A ADMINISTRATIVE SVCS INC	FSA-MED/DEP CARE REIMBURSEMENT	635.99	Recoverable / Refund / Liability
109039	8/11/2020	ARSHAKYAN/YERAM//	REFUND FILM PERMIT	560.00	Recoverable / Refund / Liability
109059	8/11/2020	P&A ADMINISTRATIVE SVCS INC	FSA-MED/DEP CARE REIMBURSEMENT	83.24	Recoverable / Refund / Liability



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<b>Total Amount for 4 Line Item(s) from Recoverable / Refund / Liability</b>				<b>\$2,401.94</b>	
<b><u>Tennis &amp; Swim Center</u></b>					
109054	8/11/2020	L.A. CO. DEPT. OF HLTH SERVICE	PUBLIC POOL FEE	1,020.00	Tennis & Swim Center
109073	8/11/2020	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	810.97	Tennis & Swim Center
109106	8/13/2020	VORTEX INDUSTRIES INC	DOOR REPAIRS - T&SC	741.00	Tennis & Swim Center
109046	8/11/2020	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	466.00	Tennis & Swim Center
109062	8/11/2020	QUENCH USA, INC.	WATER SERVICE	427.06	Tennis & Swim Center
109090	8/13/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	7.50	Tennis & Swim Center
<b>Total Amount for 6 Line Item(s) from Tennis &amp; Swim Center</b>				<b>\$3,472.53</b>	
<b><u>Transportation</u></b>					
109049	8/11/2020	IDEAL GENERAL SERVICES, INC.	DIAL-A-RIDE JUL 2020	15,236.00	Transportation
109084	8/13/2020	DEPARTMENT OF TRANSPORTATION	TRAFFIC SIGNALS/LIGHTING	2,793.81	Transportation
109076	8/11/2020	Z.A.P. MANUFACTURING, INC.	TRAFFIC SIGNS	638.00	Transportation
109040	8/11/2020	AT&T	TELEPHONE SERVICE	103.71	Transportation
<b>Total Amount for 4 Line Item(s) from Transportation</b>				<b>\$18,771.52</b>	
<b>GRAND TOTAL for 213 Line Items</b>				<b>\$462,537.42</b>	



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<b>Tennis &amp; Swim Center</b>					
13886	8/11/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	7,715.25	Tennis & Swim Center
13888	8/11/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- T&SC	3,862.71	Tennis & Swim Center
13887	8/11/2020	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	3,355.15	Tennis & Swim Center
13889	8/11/2020	WILSON SPORTING GOODS	FACILITY EXPENSE	1,600.89	Tennis & Swim Center
13884	8/11/2020	DESIGNSCAPE	PLANT MAINTENANCE- T&SC	436.00	Tennis & Swim Center
13883	8/11/2020	AT&T	TELEPHONE SERVICE	354.99	Tennis & Swim Center
13887	8/11/2020	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	324.74	Tennis & Swim Center
13885	8/11/2020	IMAGE SOURCE	ADMINISTRATIVE EXPENSES	187.91	Tennis & Swim Center
13882	8/11/2020	ADP, INC	ADMINISTRATIVE EXPENSES	99.37	Tennis & Swim Center
<b>Total Amount for 9 Line Item(s) from Tennis &amp; Swim Center</b>				<b>\$17,937.01</b>	
<b>GRAND TOTAL for 9 Line Items</b>				<b>\$17,937.01</b>	

**9-Sep**

1	CC	Consent	Adoption of Resolution No. 2020-1695, approving an updated Conflict of Interest Code
2	CC	New Business	Review of future report from Council's Policy and Procedures subcommittee re: Councilmembers' use of City-issued electronic mail addresses

**Future Items**

3	CD	New Business	Mobile home park lease and rental registration
4	CD	New Business	Story poles
5	CC	Presentation	Chuck Becerra and Sheriff's discussion on use of force
6	AS/HR	New Business	Adoption of Resolution updating HR Guidelines
7	CS	New Business	AHCCC status report
8	PW	New Business	Update regarding anticoagulants
9	CC	New Business	Rent stabilization/freeze report from other cities
10	CD	New Business	Ordinance regulating construction work hours
11	CD/Finance	New Business	Annexation update
12	CA	New Business	Closed session regarding State's mandate for affordable housing
13	CD	Public Hearing	West Village Project
14	CC	New Business	Election certification/Council reorganization
15	CC	New Business	Commission appointments

**2020 Meeting Dates**

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.
10-Nov Special	23-Dec - Canceled