



CITY *of* CALABASAS

**CITY COUNCIL AGENDA
REGULAR MEETING – WEDNESDAY, SEPTEMBER 9, 2020
VIA ZOOM TELECONFERENCE
www.cityofcalabasas.com**

IMPORTANT NOTICE REGARDING THE SEPTEMBER 9, 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/85390327776?pwd=bEFyNHlUY1JmUES2WGNQNiJwRGZlZz09>

Passcode: 658414

Or iPhone one-tap:

US: +16699009128,,85390327776# or +1-253-215-8782,,85390327776#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1-669-900-9128 or +1-253-215-8782 or +1-346-248-7799 or +1-301-715- 8592
or +1-312-626-6799 or +1-646-558-8656

Webinar ID: 853 9032 7776

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.

- To Calabasas Mask Initiative Volunteers
- [By Shellee Dyne regarding Jake's Ladder and recognition for her work on this organization](#)
- Briefing by Rudy Gonzalez from Southern California Edison regarding latest reliability report for Calabasas

ANNOUNCEMENTS/INTRODUCTIONS – 8:00 P.M.

ORAL COMMUNICATION – PUBLIC COMMENT – 8:10 P.M.

CONSENT ITEMS – 8:20 P.M.

1. [Approval of minutes from August 19, August 26, August 29 and September 1, 2020](#)
2. [Adoption of Resolution No. 2020-1699, approving an amended Conflict of Interest Code for certain City Departments, Commissions and Boards pursuant to the Political Reform Act of 1974](#)
3. [Recommendation to approve Amendment No. 3 of the existing Child Care, After School and Camp Program Agreement with Little Learners, LLC to include employment offer to the four current City teachers, a repayment plan and a two-year contract extension](#)

CONTINUED BUSINESS – 8:45 P.M.

4. [Calabasas Open Small Business Grant update](#)
5. [Valmar median landscaping update](#)
6. [Discussion of resolution\(s\) before the League of California Cities \(League\) Annual Meeting on October 9, 2020](#)

NEW BUSINESS – 9:30 P.M.

7. Amendment to the City Council Protocols, adopting a City Policy regarding the City Council's use of electronic communications

INFORMATIONAL REPORTS – 10:10 P.M.

8. Check Register for the period of August 14-27, 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 23, 2020, at 7:00 p.m.

Cystic Fibrosis Foundation & Jake's Ladder

Shellee Dyne
Event Chair, Jake's Ladder





About the Cystic Fibrosis Foundation

The Cystic Fibrosis Foundation is the world's leader in the search for a cure for cystic fibrosis. The Foundation funds more CF research than any other organization, and nearly every CF drug available today was made possible because of Foundation support. Based in Bethesda, Md., the Foundation also supports and accredits a national care center network that has been recognized by the National Institutes of Health as a model of care for a chronic disease. The CF Foundation is a donor-supported nonprofit organization.

What is CF?

- Cystic fibrosis (CF) is a life-threatening genetic disease that affects the lungs and digestive system.
- There are 30,000 children and adults suffering from this horrible disease.
- Just two generations ago, most children with CF didn't live long enough to attend elementary school.
- Today, many people with CF are living into their 30s, 40s, and beyond. Much progress has been made toward finding a cure for CF, but the Cystic Fibrosis Foundation's work is far from over, as we continue to lose precious lives to this disease far too often.



FDA Approves Triple Combination

- Last fall, the FDA announced its approval of ***Trikafta***, a new, highly effective CFTR modulator therapy that treats the underlying cause of CF and could eventually benefit around 90 percent of people with the disease.
- This represents the most transformative therapeutic advance in the history of CF.
- As a result of decades of work and tireless commitment from the CF community, dedicated clinicians and researchers, and the incredible staff at the CF Foundation, more people with CF will have effective treatments for their disease, which may result in better health and longer lives.

Nonsense and Rare Mutations and Path to a Cure

- Ten percent of people with CF in the U.S. have a nonsense, splicing or other rare mutation for which there is currently no therapy that targets the disease at its root.
- The Cystic Fibrosis Foundation is funding many scientific approaches to develop new treatments for this population through ***Path to a Cure***, an ambitious research agenda to accelerate treatments and drug development for the underlying cause of the disease and ultimately to deliver a cure.
- The Foundation's ***Path to a Cure*** centers around three core strategies to address the underlying cause of CF: repairing broken CFTR protein, restoring CFTR protein when none exists, and fixing or replacing the underlying genetic mutation to address the root cause of CF.

Jake's Ladder

- For 16 years, the Cystic Fibrosis Foundation has annually held “Jake’s Ladder”, celebrating Jacob Dyne, the young son of Shellee and Larry Dyne, who was diagnosed with cystic fibrosis (CF) at the age of 14 months.
- To date, the event has raised over \$2 million and all proceeds from the event benefit the CF Foundation. Revenue received in support of the annual Jake's Ladder walk is used to fund the CFF Nonsense and Rare Mutations Research and Therapeutics Initiative.

**MINUTES OF A SPECIAL MEETING OF
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA
HELD WEDNESDAY, AUGUST 19, 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 7:30 p.m. to a regular meeting on Wednesday, August 26, 2020, at 7:00 p.m.

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 26, 2020**

Mayor Weintraub called the meeting to order at 5:30 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 and Steve Rosenblit

CLOSED SESSION

1. Public Employee Appointment - City Manager

Ms. Renschler left the meeting at 5:50 p.m.

No reportable action taken on Item No. 1.

Maureen Tamuri, Sparky Cohen, and Steve Rosenblit joined the meeting at 5:51 p.m.

2. Conference with Legal Counsel, Initiation of Litigation
Government Code section 54956.9(d)(4)
Number of Potential Cases: 1

The City Council directed the initiation of litigation, but on a contingent basis. The City will release the particular details of the litigation matter if and once it is formally commenced, upon request to the City Clerk.

ADJOURN

The meeting adjourned at 6:50 p.m. to a regular meeting on Wednesday, August 26, 2020, at 7:00 p.m.

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 26, 2020**

Mayor Weintraub called the meeting to order at 7:05 p.m. via Zoom Teleconferencing.

ROLL CALL

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

Absent: None

Staff: Ahlers, Bingham, Farassati, Hernandez, Hernandez J.L., Melton, Rubin, Summers, Taylor and Yalda

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by C.J. Foss.

APPROVAL OF AGENDA

Mayor Weintraub announced that Item No. 4 would be removed from the agenda and rescheduled to a future meeting.

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

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

Mr. Summers reported that the City Council met in Closed Session prior to this meeting. Litigation on one case has formally commenced and the particulars of the case will be made available upon request to the City Clerk.

PRESENTATIONS

- Presentation by Mayor's Youth Council members regarding a Voter Registration Competition

Adam Jaysen, Katelyn Pool and Gracie Schechter made a presentation to the City Council.

- Recognition of Laureen Morick for her many years of service to the City

Mayor Weintraub and members of the City Council recognized Ms. Morick and thanked her for an incredible 24 years of service.

- Recognition of C.J. Foss for her years of service to the LVUSD and Calabasas High School

Mayor Weintraub and members of the Council extended appreciation to Ms. Foss

- Recognition of Sr. Public Works Inspector, Jose Luis Hernandez

Mayor Weintraub recognized Mr. Hernandez for his commitment to the community.

ANNOUNCEMENTS/INTRODUCTIONS

Members of the Council made the following announcements:

Councilmember Gaines:

- Expressed his sadness over the recent shooting in Kenosha, Wisconsin and the importance of addressing such situations.

Councilmember Shapiro:

- Extended an invitation to the first Valley Works Virtual Job Fair hosted by the Valley Economic Alliance on September 16.
- Extended an invitation to the virtual Calabasas Film Festival starting September 23-27.
- Extended an invitation to the Drive-In at King Gillette Ranch on September 25.

Mayor Weintraub:

- Expressed her disappointment with the Wisconsin shooting and the need to continue the conversation with the community.
- Shared an incident reported by a resident that experienced racism at work; and encouraged everyone to be kind, respectful and to be more tolerant.
- The temporary dog park at Wild Walnut Park will open on September 4.

ORAL COMMUNICATIONS – PUBLIC COMMENT

Asaad Alnajjar spoke during public comment.

CONSENT ITEMS

1. Approval of meeting 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

Councilmember Gaines moved, seconded by Mayor pro Tem Bozajian to approve Consent Item Nos. 1-3. MOTION CARRIED 5/0 by Roll Call Vote as follows:

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

NEW BUSINESS

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

The City Council requested this item be continued to a future meeting.

5. Issues related to City-sponsored electronic waste collection events

Mr. Yalda presented the report.

No action taken on this item.

6. Valmar median landscape update

Mr. Yalda presented the report.

Suzanne Sica Scranton and Susan Silo spoke on Item No. 6.

The City Council requested this item back to their meeting on September 9.

7. Consider use of remaining monies from the Woolsey Fire Settlement Fund (FUND 46)

Roza Besser spoke on Item No. 7.

The City Council requested this item be continued to a future meeting.

The meeting recessed at 8:56 p.m.

The meeting reconvened at 9:01 p.m.

CONTINUED BUSINESS

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

Mr. Rubin presented the report.

David Bransky, Susan Fredericks-Ploussard, Miron and Charlotte Meyer spoke on Item No. 8.

After extensive discussion, Councilmember Gaines moved, seconded by Mayor pro Tem Bozajian to approve Item No. 8. MOTION CARRIED 4/1 by Roll Call Vote as follows:

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

INFORMATIONAL REPORTS

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

No action taken on this item.

TASK FORCE REPORTS

Councilmember Shapiro reported that Mayor Weintraub and he met with the MYC to discuss their plans for the Voter's registration. He also participated in a legislative committee meeting with SCAG.

Councilmember Gaines reported his and Councilmember Maurer's participation in a board meeting with Head Waters Corner to move forward with the bridge improvements. Furthermore, he reported that he would be attending the annual Valley

Economic Alliance meeting on August 27 where Mayor Weintraub will be presenting on behalf of the City. Lastly, he reported that the VICA board of directors voted to oppose Measure J.

Mayor Weintraub thanked everyone for their continued work during these difficult times. She also reported that her virtual State of the City Address will be held on September 16.

Mayor pro Tem Bozajian reported that the LA County League Division opposed Measure J.

CITY MANAGER’S REPORT

None.

FUTURE AGENDA ITEMS

None.

ADJOURN

The meeting adjourned at 9:59 p.m. to a special meeting on August 29 and to the next regular scheduled meeting of Wednesday, September 9, 2020, at 7:00 p.m.

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 SATURDAY, AUGUST 29, 2020**

Mayor Weintraub called the meeting to order at 10:02 a.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 12:45 p.m. to a special meeting on Tuesday, September 1, 2020, at 4:45 p.m.

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 TUESDAY, SEPTEMBER 1, 2020**

Mayor Weintraub called the meeting to order at 4:47 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. Conference with Legal Counsel-existing litigation – One case Government Code 54956.9 (d)(4)

The City Council by the following vote approved joining an amicus brief to the US Supreme Court seeking review of the Ninth Circuit Court of Appeals decision in Duncan et al v. Becerra (California law banning possession of Large Capacity Firearms Magazines ruled unconstitutional).

AYES: Mayor Weintraub, Councilmembers Gaines, Maurer and Shapiro

NOES: Mayor pro Tem Bozajian

Mayor pro Tem Bozajian stated that while he does not concur with the Duncan v. Becerra decision, he strongly objects to the City Council filing an amicus brief on the following grounds: Lack of sufficient nexus to Calabasas municipal affairs; lack of proper notice to and consideration by the Council and public; and total lack of any established, consistent standards for Calabasas participating in such outside political matters.

2. Public Employee Appointment - City Manager

ADJOURN

The meeting adjourned at 6:20 p.m. to a special meeting on Wednesday, September 9, 2020, at 5:30 p.m.

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



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: AUGUST 28, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MARICELA HERNANDEZ, MMC, CITY CLERK 

SUBJECT: ADOPTION OF RESOLUTION NO. 2020-1699, APPROVING AN AMENDED CONFLICT OF INTEREST CODE FOR CERTAIN CITY DEPARTMENTS, COMMISSIONS, AND BOARDS PURSUANT TO THE POLITICAL REFORM ACT OF 1974

MEETING

DATE: SEPTEMBER 9, 2020

SUMMARY RECOMMENDATION:

That the City Council adopt Resolution No. 2020-1699, approving an amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.

BACKGROUND:

The Political Reform Act requires each local agency to adopt a Conflict of Interest Code for City staff, commissioners, and board members who make or participate in the making of government decisions. The City Council last updated the Conflict of Interest Code on August 24, 2016. Since that time, several organizational and personnel changes have occurred which now compels the City Council to review the Code and make the appropriate amendments.

DISCUSSION:

Positions which are identified under the City's Code must file the Fair Political Practices Commission's (FPPC) Form 700 - Statement of Economic Interest. This

form is filed with the City Clerk's Office on an annual basis and provides information regarding the designated individual's financial interests within the City's boundaries. It also includes a provision that triggers the application of gift prohibitions and other regulations.

REQUESTED ACTION:

Adopt Resolution No. 2020-1699, approving an amended Conflict of Interest Code for certain City departments, commissions and boards pursuant to the Political Reform Act of 1974.

ATTACHMENTS:

- A. 2020 Local Agency Biennial Notice
- B. Resolution No. 2020-1699 redlined version
- C. Resolution No. 2020-1699

2020 Local Agency Biennial Notice

Name of Agency: City of Calabasas
Mailing Address: 100 Civic Center Way, Calabasas, CA 91302
Contact Person: Maricela Hernandez Phone No. 818-224-1661
Email: mhernandez@cityofcalabasas.com Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer
Ray Taylor, Interim City Manager

8/31/2020

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2020**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

RESOLUTION NO. ~~2016-1521~~2020-1699**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA APPROVING AN AMENDED CONFLICT OF INTEREST CODE FOR CERTAIN CITY DEPARTMENTS, COMMISSIONS, AND BOARDS PURSUANT TO THE POLITICAL REFORM ACT OF 1974.**

WHEREAS, the City Council adopted a Conflict of Interest Code for certain City departments, Boards and Commissions on April 5, 1991, ~~(Resolution No. 91-26)~~ and further amended said Code ~~on September 23, 1992, (Resolution No. 92-148); September 28, 1994, (Resolution No. 94-297); October 2, 1996, (Resolution No. 96-411); October 7, 1998, (Resolution No. 98-514); October 4, 2000, (Resolution No. 2000-655); December 4, 2002, (Resolution No. 2002-795); November 17, 2004, (Resolution No. 2004-915); November 15, 2006, (Resolution No. 2006-1045); August 13, 2008, (Resolution No. 2008-1144); and August 25, 2010, (Resolution No. 2010-1256); September 12, 2012, (Resolution No. 2012-1349); and August 27, 2014, (Resolution No. 2014-1426)~~ in accordance with the Political Reform Act of 1974; and

WHEREAS, Section 87306.5 of the Government Code states that every agency shall review its Conflict of Interest Code no later than July 1 of each even-numbered year, subject to the provisions of Section 87302(a) and 87303, when necessitated by changed circumstances; and submit amendments to the Code reviewing body no later than October 1 of the same year; and

WHEREAS, Title 2 California Code of Regulations Section 18730 contains the terms of a standardized conflict of interest code which will update the City's Conflict of Interest Code and maintain compliance with all new and future regulations adopted by the Fair Political Practices Commission; and

WHEREAS, since the last Code review in 2014, two positions have been deemed to make, or participate in the making of, decisions which may have a foreseeable material effect on a financial interest, and it is, therefore, appropriate to add these positions; and

WHEREAS, ~~a department has changed names, and it is, therefore, appropriate to include this department; and~~

WHEREAS, a new department has been created, and it is, therefore, appropriate to include this department; and

WHEREAS, ~~a some~~ previously listed positions ~~has~~have been vacated, and it is, therefore, appropriate to eliminate ~~that those~~ positions from the Code, and

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WHEREAS, ~~two~~ some previously listed positions have changed slightly in name, and it is, therefore, appropriate to make those changes in the Code; and

~~WHEREAS, two positions have been reassigned to other departments, and it is, therefore, appropriate to transfer these positions to the respective department.~~

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CALABASAS DOES RESOLVE AS FOLLOWS:

SECTION 1. Title 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Exhibits in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the City of Calabasas.

SECTION 2. The following departments and categories are hereby designated to comply with the City's Conflict of Interest Code as reflected in Exhibit "A":

- Administrative Services Department
- City Clerk Department
- Communications Department
- Community Development Department
- Community Services Department
- ~~Media Operations Department~~
- Library Department
- Public Safety and Emergency Preparedness Department
- Public Works Department
- Assistant City Attorney
- Consultants
- City Commissions and Boards

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SECTION 3. The designated positions are assigned to one or more of the disclosure categories set forth on Exhibit "B".

SECTION 4. The Determination of Consultant & Disclosure Filing Requirements Form is attached as Exhibit "C".

SECTION 5. Each designated employee named shall file annual statements as defined in said Codes.

SECTION 6. The City Clerk of the City of Calabasas is hereby designated as the filing officer to receive the filed statements, except as provided for in Section 7 of this resolution.

SECTION 7. The Fair Political Practices Commission is hereby designated as the filing officer to receive statements filed by the City Councilmembers, City Manager, City Attorney, Chief Financial Officer/City Treasurer, and Planning Commission members.

SECTION 8. The City Clerk shall certify as to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED this ~~24th~~ ___ day of August ~~2020~~,
~~2016~~.

~~James R. Bozajian~~ Alicia Weintraub,
Mayor

ATTEST:

Maricela Hernandez, MMC
City Clerk

APPROVED AS TO FORM:

Scott H. Howard
City Attorney

**CONFLICT OF INTEREST CODE
OF THE CITY OF CALABASAS**

Section 100. Purpose.

Pursuant to the provisions of Government Code Sections 87300 et seq. the City of Calabasas hereby adopts and incorporates by reference Regulation 2 of the California Code of Regulations, Section 18730. (Title 2, Division 6) and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Exhibits "A" "B" and "C", in which members and employees are designated and disclosure categories are set forth, which constitutes the Conflict of Interest Code of the City of Calabasas. Nothing contained herein is intended to modify or abridge the provisions of the Political Reform Act of 1974 (Government Code Section 81000 et seq.). The provisions of this Code are additional to Government Code Section 87100 and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions of said Act and regulations adopted pursuant thereto are incorporated herein and this Code shall be interpreted in a manner consistent therewith.

Section 200. Designated Positions.

The positions listed on Exhibit "A" are designated positions within each city department and/or division. Officers and employees holding those positions are designated employees and are deemed to make, or participate in the making of, decisions which may have foreseeable material effect on a financial interest.

Section 300. Disclosure Statements.

Designated positions shall be assigned to one or more of the disclosure categories set forth on Exhibit "B." Each designated employee shall file an Initial Statement disclosing that employee's interest in investments and real property, and thereafter an annual statement disclosing said employee's interest in investments, real property and income designated as reportable under the category to which the employee's position is assigned on Exhibit "A".

Section 400. Place and Time of Filing.

- (a) All designated employees required to submit a Statement of Economic Interests shall file the original, on the form provided (per Section 500 of this Code), with the City Clerk's Office.
- (b) A designated employee required to submit an Initial Statement of Economic Interests shall submit the statement within thirty (30) days after the effective date of this Code.

- (c) Merit service employees appointed, promoted or transferred to designated positions shall file an Assuming Office Statement within thirty (30) days after date of assuming the designated position.
- (d) All other employees appointed, promoted or transferred to designated positions shall file an Assuming Office Statement not less than thirty (30) days after assuming the designated position.
- (e) Annual Statements shall be filed with the City Clerk's Office no later than the 1st day of April of each year by all designated employees. Such statements shall cover the period of the preceding fiscal year. An extension may be granted under the Servicemember's Civil Relief Act, if appropriate.
- (f) A Leaving Office Statement shall be filed within thirty (30) days after leaving a designated position. Such statements shall cover the period from the closing date of the last statement filed to the date of leaving the position.
- (g) Individuals who resign designated positions within 30 days following initial appointment are not deemed to assume or leave office, provided that during the period between appointment and resignation, the individual did not make, participate in making, or use the position to influence any decision of the City or receive, or become entitled to receive any form of payment by virtue of being appointed to the position.
- (h) A designated employee required to file a Statement of Economic Interests with any other agency, which is within the same territorial jurisdiction as the City and disclosure requirements are identical, may comply with the provisions of this Code by filing a duplicate copy of the statement filed with the other agency, in lieu of an entirely separate statement.
- (i) "Consultant", as defined by FPPC Regulation 18700, is herewith added to the list of designated employees and such persons shall disclose pursuant to the broadest disclosure category in the code, subject to the limitations stated in Exhibit "C" attached hereto.

Section 500. Form for Statements of Economic Interests.

Statements of Economic Interests shall be made on form supplied by the Fair Political Practices Commission, which forms shall be made available by the City Clerk's Office.

Section 600. Definitions.

GIFT

- (a) "Gift" means, except as provided in subdivision (b), any payment to the extent that consideration of equal or greater value is not received and includes a rebate or discount in the price of anything of value unless the rebate or discount is made in the regular course of business to members of the public without regard to official status. Any person, other than a defendant in a criminal action, who claims that a payment is not a gift by reason of receipt of consideration has the burden of proving that the consideration received is of equal or greater value.

- (b) The term "gift" does not include:
 - (1) Informational material such as books, reports, pamphlets, calendars or periodicals. No payment for travel or reimbursement for any expenses shall be deemed "informational material";

 - (2) Gifts which are not used and which, within thirty (30) days after receipt, are returned to the donor or delivered to a charitable organization without being claimed as a charitable contribution for tax purposes;

 - (3) Gifts from an individual's spouse, registered domestic partner, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin or the spouse or registered domestic partner of any such person; provided that a gift from any such person shall be considered a gift if the donor is acting as an agent or intermediary for any person not covered by this paragraph;

 - (4) Campaign contributions required to be reported under Sections 84100-84400 of the Government Code.

(5) Any devise or inheritance.

(6) Any other exception as provided by applicable law, including, but not limited to, Government Code section 82028.

INCOME

(a) "Income" means, except as provided in subdivision (b), a payment received, including but not limited to any salary, wage, advance, dividend, interest, rent, proceeds from any sale, gift, including any gift of food or beverage, loan, forgiveness or payment of indebtedness received by the filer, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in the income of a spouse or registered domestic partner. Income also includes an outstanding loan. Income of an individual also includes a pro rata share of any income of any business entity or trust in which the individual or spouse or registered domestic partner owns, directly, indirectly or beneficially, a 10 percent interest or greater. "Income," other than a gift, does not include income received from any source outside the jurisdiction and not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the jurisdiction during the two years prior to the time any statement or other action is required under this Code.

(b) "Income" also does not include:

(1) Campaign contributions required to be reported under Sections 84100-84400 of the Government Code.

(2) Salary and reimbursement for expenses or per diem received from a state, local or federal government agency and reimbursement for travel expenses and per diem received from a bona fide educational, academic or charitable organization.

(3) Any devise or inheritance.

(4) Interest, dividends or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any

insurance policy, or any bond or other debt instrument issued by any government or governing agency.

- (5) Dividends, interest or any other return on a security which is registered with the Securities and Exchange Commission of the United States government.
- (6) Redemption of a mutual fund.
- (7) Alimony or child support payments.
- (8) Any loan or loans from a commercial lending institution which are made in the lender's regular course of business on terms available to members of the public without regard to official status if:
 - (A) Used to purchase, refinance the purchase of, or for improvements to, the principal residence of filer; or
 - (B) The balance owed does not exceed ten thousand dollars (\$10,000).
- (9) Any loan from an individual's spouse, registered domestic partner, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, uncle, aunt or first cousin, or the spouse or registered domestic partner of any such person, provided that a loan from any such person shall be considered income if the lender is acting as an agent or intermediary for any person not covered by this paragraph.
- (10) Any indebtedness created as part of a retail installment or credit card transaction if made in the lender's regular course of business on terms available to members of the public without regard to official status, so long as the balance owed to the creditor does not exceed ten thousand dollars (\$10,000).
- (11) Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a).

INTEREST IN REAL PROPERTY

"Interest in real property" includes any leasehold, beneficial or ownership interest or any option to acquire such an interest in real property located in the City owned directly, indirectly or beneficially by the public official, or other filer, or his or her immediate family if the fair market value of the interest is two thousand dollars (\$2,000) or more. Interests in real property of an individual includes a pro rata share of interests in real property of any business entity or trust in which the individual or immediate family owns, directly, indirectly or beneficially, a 10 percent interest or greater.

INVESTMENT

"Investment" means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest owned directly, indirectly or beneficially by the public official, or other filer, or his or her immediate family, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this Code. No asset shall be deemed an investment unless its fair market value equals or exceeds two thousand dollars (\$2,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government agency. Investments of an individual includes a pro rata share of investments of any business entity, mutual fund, or trust in which the individual or immediate family owns, directly, indirectly or beneficially, a 10 percent interest or greater. The term "parent, subsidiary or otherwise related business entity" shall be specifically defined by regulations of the commission.

CONSULTANT

"Consultant" means any individual who, pursuant to a contract with a state or local government agency:

- (a) Makes a governmental decision whether to:
 - (1) Approve a rate, rule, or regulation;
 - (2) Adopt or enforce a law;

- (3) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order or similar authorization or entitlement;
 - (4) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval;
 - (5) Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;
 - (6) Grant agency approval to a plan, design, report, study, or similar item;
 - (7) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or
- (b) Serves in a staff capacity with the agency and in that capacity performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

Section 700. Disqualification.

Designated employees shall disqualify themselves from making or participating in the marking or in any way attempting to use their official position to influence a governmental decision when it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on:

- (a) Any reportable investment;
- (b) Any interest in real property;
- (c) Any reportable source of income, other than loans by a commercial lending institution in the regular course of business, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within twelve (12) months prior to the time when the decision is made;
- (d) Any business entity in which the designated employee is a director, officer, partner, trustee, employee or holds any position of management.

- (e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating five hundred dollars (\$500) or more in value provided to, received by, or promised to the designated employee within twelve (12) months prior to the time when the decision is made.

EXHIBIT "A"

Department: **ADMINISTRATIVE SERVICES**

Designated Employee:	Categories
Administrative Services Manager	1, 2, 3, 4

Department: **CITY CLERK**

Designated Employee:	Categories
City Clerk	1, 2, 3, 4

Department: **COMMUNICATIONS DEPARTMENT**

Designated Employees:	Categories
Communications— Director	1, 2, 3, 4
Information Systems Manager	1, 2, 3, 4

Department: **COMMUNITY DEVELOPMENT**

Designated Employees:	Categories
Community Development Director	1, 2, 3, 4
City Planner	1
Senior Planner	1
Planner	1
Associate Planner	1
Planning Assistant	1
Building Official	1
Senior Building Inspector—	1
Building Inspector	1
Code Enforcement Officer	1
Permit Center Coordinator	1
Building Assistant	1

Department: **COMMUNITY SERVICES**

Designated Employees:	Categories
Community Services Director	1, 2, 3, 4
Deputy Director of Community Services	1, 2, 3, 4

Recreation Manager	1
Facility Recreation Supervisor	1
Preschool Principal Supervisor	1

Department: MEDIA OPERATIONS

Designated Employees:	Categories
Media Operations Director	1, 2, 3, 4
Information Systems Manager	1, 2, 3, 4
Department: LIBRARY	

Designated Employees:	Categories
City Librarian	1, 2, 3, 4, 5

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Department: PUBLIC SAFETY & EMERGENCY PREPAREDNESS

Designated Employees:	Categories
Director of Public Safety & Emergency Preparedness	1, 2, 3, 4

Department: PUBLIC WORKS & ENGINEERING

Designated Employees:	Categories
Public Works Director/City Engineer	1, 2, 3, 4
Deputy Public Works Director	1
Senior Civil Engineer	1
Associate <u>Civil</u> Engineer	1
Assistant Engineer	1
Senior Public Works Inspector	1
Public Works Inspector	1
Landscape <u>District</u> Maintenance District Manager	1, 2, 3, 4
Assistant Landscape District Manager	1
Environmental Services Supervisor	1

CITY ATTORNEY

Designated Employee:	Categories
Assistant City Attorney	1, 2, 3, 4

CONSULTANT

Designated Employees:	Categories
Consultant	** 1, 2, 3, 4
Community Development Block Grants Administrator	1

COMMISSIONERS AND BOARDMEMBERS

Designated Commissioners and Boardmembers:	Categories
Library Commission	5
Historic Preservation Commission	1, 2, 3, 4
Communications and Technology Commission	1, 2, 3, 4

** The disclosure category for consultants shall be determined on a case-by-case basis by the City Manager. After written notification is given to the City Council, the City Manager may make a determination as to what disclosure, if any, is required by any particular consultant.

The City Manager may determine, in writing, that a particular consultant, although holding a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties, and based upon that description, a statement of the extent and disclosure requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

EXHIBIT "B"

1. Category

Persons in this category shall disclose all interests in real property within the City. Real property shall be deemed to be within the City if the property of any part of it is located within or not more than two miles outside the boundaries of the City or within two miles of any land owned or used by the City.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

2. Category

Persons in this category shall disclose all investments.

3. Category

Persons in this category shall disclose all income, including loans, aggregating \$500 or more received during the reporting period, received from any one source located or doing business within the City or expecting to do business within the City. Gifts aggregating \$50 or more received during the period from any one source located inside or outside the City shall be disclosed. Income received from a public agency need not be disclosed.

4. Category

Persons in this category shall disclose all income from and investments in business that manufacture or sell services and/or supplies of the type utilized by the City and associated with the job assignment of designated positions assigned this disclosure category.

5. Category

Disclosure of any financial interests within 500 feet of current or proposed City Library locations or business activities which, as a significant part of their business, service public and/or private libraries.

EXHIBIT "C"

DETERMINATION OF CONSULTANT

DISCLOSURE FILING REQUIREMENTS

I, _____, City Manager of the City of Calabasas, hereby determine that the following "Consultants" are retained by the City of Calabasas to serve in a decision-making capacity, and are required to file statements of economic interest and provide financial disclosure within the following categories:

**CONSULTANT
NAME/COMPANY**

**DISCLOSURE
CATEGORIES**

EXEMPTION/WAIVER

I further determine that the following "Consultants" range of duties are limited in scope and are herewith granted an exemption/waiver from filing a disclosure statement under the City of Calabasas Conflict of Interest Code:

**CONSULTANT
NAME/COMPANY**

**PROJECT/
DUTIES**

Date

City Manager

**ITEM 2 ATTACHMENT C
RESOLUTION NO. 2020-1699**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CALABASAS, CALIFORNIA APPROVING AN AMENDED
CONFLICT OF INTEREST CODE FOR CERTAIN CITY
DEPARTMENTS, COMMISSIONS, AND BOARDS
PURSUANT TO THE POLITICAL REFORM ACT OF 1974.**

WHEREAS, the City Council adopted a Conflict of Interest Code for certain City departments, Boards and Commissions on April 5, 1991 and further amended said Code) in accordance with the Political Reform Act of 1974; and

WHEREAS, Section 87306.5 of the Government Code states that every agency shall review its Conflict of Interest Code no later than July 1 of each even-numbered year, subject to the provisions of Section 87302(a) and 87303, when necessitated by changed circumstances; and submit amendments to the Code reviewing body no later than October 1 of the same year; and

WHEREAS, Title 2 California Code of Regulations Section 18730 contains the terms of a standardized conflict of interest code which will update the City's Conflict of Interest Code and maintain compliance with all new and future regulations adopted by the Fair Political Practices Commission; and

WHEREAS, since the last Code review in 2014, two positions have been deemed to make, or participate in the making of, decisions which may have a foreseeable material effect on a financial interest, and it is, therefore, appropriate to add these positions; and

WHEREAS, a department has changed names, and it is, therefore, appropriate to include this department; and

WHEREAS, a new department has been created, and it is, therefore, appropriate to include this department; and

WHEREAS, some previously listed positions have been vacated, and it is, therefore, appropriate to eliminate those positions from the Code, and

WHEREAS, some previously listed positions have changed slightly in name, and it is, therefore, appropriate to make those changes in the Code; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CALABASAS DOES RESOLVE AS FOLLOWS:

SECTION 1. Title 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Exhibits in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the City of Calabasas.

SECTION 2. The following departments and categories are hereby designated to comply with the City's Conflict of Interest Code as reflected in Exhibit "A":

- Administrative Services Department
- City Clerk Department
- Communications Department
- Community Development Department
- Community Services Department
- Library Department
- Public Safety and Emergency Preparedness Department
- Public Works Department
- Assistant City Attorney
- Consultants
- City Commissions and Boards

SECTION 3. The designated positions are assigned to one or more of the disclosure categories set forth on Exhibit "B".

SECTION 4. The Determination of Consultant & Disclosure Filing Requirements Form is attached as Exhibit "C".

SECTION 5. Each designated employee named shall file annual statements as defined in said Codes.

SECTION 6. The City Clerk of the City of Calabasas is hereby designated as the filing officer to receive the filed statements, except as provided for in Section 7 of this resolution.

SECTION 7. The Fair Political Practices Commission is hereby designated as the filing officer to receive statements filed by the City Councilmembers, City Manager, City Attorney, Chief Financial Officer/City Treasurer, and Planning Commission members.

SECTION 8. The City Clerk shall certify as to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED this 9th day of September 2020.

Alicia Weintraub, Mayor

ATTEST:

APPROVED AS TO FORM:

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

Scott H. Howard
Colantuono Highsmith & Whatley
City Attorney

CONFLICT OF INTEREST CODE OF THE CITY OF CALABASAS

Section 100. Purpose.

Pursuant to the provisions of Government Code Sections 87300 et seq. the City of Calabasas hereby adopts and incorporates by reference Regulation 2 of the California Code of Regulations, Section 18730. (Title 2, Division 6) and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Exhibits "A" "B" and "C", in which members and employees are designated and disclosure categories are set forth, which constitutes the Conflict of Interest Code of the City of Calabasas. Nothing contained herein is intended to modify or abridge the provisions of the Political Reform Act of 1974 (Government Code Section 81000 et seq.). The provisions of this Code are additional to Government Code Section 87100 and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions of said Act and regulations adopted pursuant thereto are incorporated herein and this Code shall be interpreted in a manner consistent therewith.

Section 200. Designated Positions.

The positions listed on Exhibit "A" are designated positions within each city department and/or division. Officers and employees holding those positions are designated employees and are deemed to make, or participate in the making of, decisions which may have foreseeable material effect on a financial interest.

Section 300. Disclosure Statements.

Designated positions shall be assigned to one or more of the disclosure categories set forth on Exhibit "B." Each designated employee shall file an Initial Statement disclosing that employee's interest in investments and real property, and thereafter an annual statement disclosing said employee's interest in investments, real property and income designated as reportable under the category to which the employee's position is assigned on Exhibit "A".

Section 400. Place and Time of Filing.

- (a) All designated employees required to submit a Statement of Economic Interests shall file the original, on the form provided (per Section 500 of this Code), with the City Clerk's Office.

- (b) A designated employee required to submit an Initial Statement of Economic Interests shall submit the statement within thirty (30) days after the effective date of this Code.
- (c) Merit service employees appointed, promoted or transferred to designated positions shall file an Assuming Office Statement within thirty (30) days after date of assuming the designated position.
- (d) All other employees appointed, promoted or transferred to designated positions shall file an Assuming Office Statement not less than thirty (30) days after assuming the designated position.
- (e) Annual Statements shall be filed with the City Clerk's Office no later than the 1st day of April of each year by all designated employees. Such statements shall cover the period of the preceding fiscal year. An extension may be granted under the Servicemember's Civil Relief Act, if appropriate.
- (f) A Leaving Office Statement shall be filed within thirty (30) days after leaving a designated position. Such statements shall cover the period from the closing date of the last statement filed to the date of leaving the position.
- (g) Individuals who resign designated positions within 30 days following initial appointment are not deemed to assume or leave office, provided that during the period between appointment and resignation, the individual did not make, participate in making, or use the position to influence any decision of the City or receive, or become entitled to receive any form of payment by virtue of being appointed to the position.
- (h) A designated employee required to file a Statement of Economic Interests with any other agency, which is within the same territorial jurisdiction as the City and disclosure requirements are identical, may comply with the provisions of this Code by filing a duplicate copy of the statement filed with the other agency, in lieu of an entirely separate statement.
- (i) "Consultant", as defined by FPPC Regulation 18700, is herewith added to the list of designated employees and such persons shall disclose pursuant to the broadest disclosure category in the code, subject to the limitations stated in Exhibit "C" attached hereto.

Section 500. Form for Statements of Economic Interests.

Statements of Economic Interests shall be made on form supplied by the Fair Political Practices Commission, which forms shall be made available by the City Clerk's Office.

Section 600. Definitions.

GIFT

- (a) "Gift" means, except as provided in subdivision (b), any payment to the extent that consideration of equal or greater value is not received and includes a rebate or discount in the price of anything of value unless the rebate or discount is made in the regular course of business to members of the public without regard to official status. Any person, other than a defendant in a criminal action, who claims that a payment is not a gift by reason of receipt of consideration has the burden of proving that the consideration received is of equal or greater value.
- (b) The term "gift" does not include:
 - (1) Informational material such as books, reports, pamphlets, calendars or periodicals. No payment for travel or reimbursement for any expenses shall be deemed "informational material";
 - (2) Gifts which are not used and which, within thirty (30) days after receipt, are returned to the donor or delivered to a charitable organization without being claimed as a charitable contribution for tax purposes;
 - (3) Gifts from an individual's spouse, registered domestic partner, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin or the spouse or registered domestic partner of any such person; provided that a gift from any such person shall be considered a gift if the donor is acting as an agent or intermediary for any person not covered by this paragraph;

- (4) Campaign contributions required to be reported under Sections 84100-84400 of the Government Code.
- (5) Any devise or inheritance.
- (6) Any other exception as provided by applicable law, including, but not limited to, Government Code section 82028.

INCOME

- (a) "Income" means, except as provided in subdivision (b), a payment received, including but not limited to any salary, wage, advance, dividend, interest, rent, proceeds from any sale, gift, including any gift of food or beverage, loan, forgiveness or payment of indebtedness received by the filer, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in the income of a spouse or registered domestic partner. Income also includes an outstanding loan. Income of an individual also includes a pro rata share of any income of any business entity or trust in which the individual or spouse or registered domestic partner owns, directly, indirectly or beneficially, a 10 percent interest or greater. "Income," other than a gift, does not include income received from any source outside the jurisdiction and not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the jurisdiction during the two years prior to the time any statement or other action is required under this Code.
- (b) "Income" also does not include:
 - (1) Campaign contributions required to be reported under Sections 84100-84400 of the Government Code.
 - (2) Salary and reimbursement for expenses or per diem received from a state, local or federal government agency and reimbursement for travel expenses and per diem received from a bona fide educational, academic or charitable organization.
 - (3) Any devise or inheritance.

- (4) Interest, dividends or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt instrument issued by any government or governing agency.
- (5) Dividends, interest or any other return on a security which is registered with the Securities and Exchange Commission of the United States government.
- (6) Redemption of a mutual fund.
- (7) Alimony or child support payments.
- (8) Any loan or loans from a commercial lending institution which are made in the lender's regular course of business on terms available to members of the public without regard to official status if:
 - (A) Used to purchase, refinance the purchase of, or for improvements to, the principal residence of filer; or
 - (B) The balance owed does not exceed ten thousand dollars (\$10,000).
- (9) Any loan from an individual's spouse, registered domestic partner, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, uncle, aunt or first cousin, or the spouse or registered domestic partner of any such person, provided that a loan from any such person shall be considered income if the lender is acting as an agent or intermediary for any person not covered by this paragraph.
- (10) Any indebtedness created as part of a retail installment or credit card transaction if made in the lender's regular course of business on terms available to members of the public without regard to official status, so long as the balance owed to the creditor does not exceed ten thousand dollars (\$10,000).
- (11) Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a).

INTEREST IN REAL PROPERTY

"Interest in real property" includes any leasehold, beneficial or ownership interest or any option to acquire such an interest in real property located in the City owned directly, indirectly or beneficially by the public official, or other filer, or his or her immediate family if the fair market value of the interest is two thousand dollars (\$2,000) or more. Interests in real property of an individual includes a pro rata share of interests in real property of any business entity or trust in which the individual or immediate family owns, directly, indirectly or beneficially, a 10 percent interest or greater.

INVESTMENT

"Investment" means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest owned directly, indirectly or beneficially by the public official, or other filer, or his or her immediate family, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this Code. No asset shall be deemed an investment unless its fair market value equals or exceeds two thousand dollars (\$2,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common trust fund which is created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government agency. Investments of an individual includes a pro rata share of investments of any business entity, mutual fund, or trust in which the individual or immediate family owns, directly, indirectly or beneficially, a 10 percent interest or greater. The term "parent, subsidiary or otherwise related business entity" shall be specifically defined by regulations of the commission.

CONSULTANT

"Consultant" means any individual who, pursuant to a contract with a state or local government agency:

- (a) Makes a governmental decision whether to:
 - (1) Approve a rate, rule, or regulation;

- (2) Adopt or enforce a law;
 - (3) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order or similar authorization or entitlement;
 - (4) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval;
 - (5) Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;
 - (6) Grant agency approval to a plan, design, report, study, or similar item;
 - (7) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or
- (b) Serves in a staff capacity with the agency and in that capacity performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

Section 700. Disqualification.

Designated employees shall disqualify themselves from making or participating in the marking or in any way attempting to use their official position to influence a governmental decision when it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on:

- (a) Any reportable investment;
- (b) Any interest in real property;
- (c) Any reportable source of income, other than loans by a commercial lending institution in the regular course of business, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within twelve (12) months prior to the time when the decision is made;

- (d) Any business entity in which the designated employee is a director, officer, partner, trustee, employee or holds any position of management.
- (e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating five hundred dollars (\$500) or more in value provided to, received by, or promised to the designated employee within twelve (12) months prior to the time when the decision is made.

EXHIBIT "A"

Department: ADMINISTRATIVE SERVICES

Designated Employee:	Categories
Administrative Services Manager	1, 2, 3, 4

Department: CITY CLERK

Designated Employee:	Categories
City Clerk	1, 2, 3, 4

Department: COMMUNICATIONS DEPARTMENT

Designated Employees:	Categories
Communications Director	1, 2, 3, 4
Information Systems Manager	1, 2, 3, 4

Department: COMMUNITY DEVELOPMENT

Designated Employees:	Categories
Community Development Director	1, 2, 3, 4
City Planner	1
Senior Planner	1
Planner	1
Associate Planner	1
Planning Assistant	1
Building Official	1
Senior Building Inspector	1
Building Inspector	1
Code Enforcement Officer	1
Permit Center Coordinator	1
Building Assistant	1

Department: COMMUNITY SERVICES

Designated Employees:	Categories
Community Services Director	1, 2, 3, 4
Deputy Director of Community Services	1, 2, 3, 4
Recreation Supervisor	1

Department: LIBRARY

Designated Employees:	Categories
City Librarian	1, 2, 3, 4, 5

Department: PUBLIC SAFETY & EMERGENCY PREPAREDNESS

Designated Employees:	Categories
Director of Public Safety & Emergency Preparedness	1, 2, 3, 4

Department: PUBLIC WORKS & ENGINEERING

Designated Employees:	Categories
Public Works Director/City Engineer	1, 2, 3, 4
Deputy Public Works Director	1
Senior Civil Engineer	1
Associate Civil Engineer	1
Senior Public Works Inspector	1
Landscape District Maintenance Manager	1, 2, 3, 4
Environmental Services Supervisor	1

CITY ATTORNEY

Designated Employee:	Categories
Assistant City Attorney	1, 2, 3, 4

CONSULTANTS

Designated Employees:	Categories
Consultants	** 1, 2, 3, 4
Community Development Block Grants Administrator	1

COMMISSIONERS AND BOARDMEMBERS

Designated Commissioners and Boardmembers:	Categories
Library Commission	5
Historic Preservation Commission	1, 2, 3, 4
Communications and Technology Commission	1, 2, 3, 4

** The disclosure category for consultants shall be determined on a case-by-case basis by the City Manager. After written notification is given to the City Council, the City Manager may make a determination as to what disclosure, if any, is required by any particular consultant.

The City Manager may determine, in writing, that a particular consultant, although holding a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties, and based upon that description, a statement of the extent and disclosure requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

EXHIBIT "B"

1. Category

Persons in this category shall disclose all interests in real property within the City. Real property shall be deemed to be within the City if the property of any part of it is located within or not more than two miles outside the boundaries of the City or within two miles of any land owned or used by the City.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

2. Category

Persons in this category shall disclose all investments.

3. Category

Persons in this category shall disclose all income, including loans, aggregating \$500 or more received during the reporting period, received from any one source located or doing business within the City or expecting to do business within the City. Gifts aggregating \$50 or more received during the period from any one source located inside or outside the City shall be disclosed. Income received from a public agency need not be disclosed.

4. Category

Persons in this category shall disclose all income from and investments in business that manufacture or sell services and/or supplies of the type utilized by the City and associated with the job assignment of designated positions assigned this disclosure category.

5. Category

Disclosure of any financial interests within 500 feet of current or proposed City Library locations or business activities which, as a significant part of their business, service public and/or private libraries.

EXHIBIT "C"

DETERMINATION OF CONSULTANT

DISCLOSURE FILING REQUIREMENTS

I, _____, City Manager of the City of Calabasas, hereby determine that the following "Consultants" are retained by the City of Calabasas to serve in a decision-making capacity, and are required to file statements of economic interest and provide financial disclosure within the following categories:

**CONSULTANT
NAME/COMPANY**

**DISCLOSURE
CATEGORIES**

EXEMPTION/WAIVER

I further determine that the following "Consultants" range of duties are limited in scope and are herewith granted an exemption/waiver from filing a disclosure statement under the City of Calabasas Conflict of Interest Code:

**CONSULTANT
NAME/COMPANY**

**PROJECT/
DUTIES**

Date

City Manager



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: AUGUST 31, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JEFF RUBIN, DIRECTOR OF COMMUNITY SERVICES

SUBJECT: RECOMMENDATION TO APPROVE AMENDMENT NO. 3 TO THE EXISTING CHILD CARE, AFTER SCHOOL AND CAMP PROGRAM AGREEMENT WITH LITTLE LEARNERS, LLC TO INCLUDE AN EMPLOYMENT OFFER TO THE FOUR CURRENT CITY TEACHERS, A REPAYMENT PLAN AND A TWO-YEAR CONTRACT EXTENSION

MEETING DATE: SEPTEMBER 9, 2020

SUMMARY RECOMMENDATION:

It is recommended that City Council approve Amendment No. 3 to the existing Professional Services Agreement with Little Learners, LLC to include an employment offer to the four current City teachers, a repayment plan and a two-year contract extension.

BACKGROUND/DISCUSSION:

At the August 26, 2020 City Council Meeting, the Council approved the following staff recommendations which have been incorporated into Amendment No. 3 (Attachment A) of the existing Professional Services Agreement with Little Learners, LLC:

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 offer 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 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.
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 2021-22.
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 \$7,800.00 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.

A concern expressed by the Council at the August 26 meeting revolving around potential protections for the four current City teachers has been addressed by Little Learners. Specifically, the four current City teachers have been offered a position to work directly for Little Learners, and should they accept employment it will be effective October 1, 2020. The attached contract amendment states that Little Learners will continue the employment of the four City teachers as long as they follow the Little Learners employment policies as well as those set forth by the Department of Social Services which issues the child care license under which they operate. If a situation arises that would require Little Learners to undertake layoffs, it would do so using a seniority based metric. Any of the four City teachers that accept the employment offer extended by Little Learners would have their service time with the City count and credited toward seniority status.

FISCAL IMPACT/SOURCE OF FUNDING:

Through an established repayment plan Little Learners is required to make twenty-four (24) consecutive interest free monthly payments in the amount of \$7,811.04 to the City beginning in October 2020. Little Learners will also commence making facility rental payments as previously established beginning October 2020 and continuing monthly for the duration of the Professional Services Agreement.

Regarding the payments required of Little Learners, it is noted that staff will carefully monitor all such payments on a monthly basis. Should a monthly payment be missed for any reason, this situation will be immediately addressed with the Council at its next regularly scheduled meeting.

REQUESTED ACTION:

It is requested that City Council approve Amendment No. 3 to the existing Professional Services Agreement with Little Learners, LLC to include an employment offer to the four current City teachers, a repayment plan and a two-year contract extension.

ATTACHMENTS:

- Attachment A: Amendment No. 3 to the Little Learners, LLC Professional Services Agreement
- Attachment B: Letter from Little Learners

Item 3 Attachment A

**CITY OF CALABASAS
AMENDMENT NO. 3 TO LITTLE LEARNERS, LLC. PROFESSIONAL SERVICES AGREEMENT
City of Calabasas/Little Learners, LLC**

This Amendment No. 3 to Agreement, (herein “AMENDMENT”) is made on this ____ day of September, 2020 at Calabasas, California by and between the City of Calabasas, a municipal corporation, 100 Civic Center Way, Calabasas, California 91302 (hereinafter referred to as the “CITY”) and Little Learners, LLC, PO Box 9164, Calabasas, California 91302 (hereinafter referred to as the “CONTRACTOR”).

WITNESSETH

- A. This AMENDMENT to AGREEMENT amends the original AGREEMENT between the CITY and CONTRACTOR dated October 26, 2016 (Contract Term March 1, 2017-February 28, 2022).
- B. CITY and CONTRACTOR desire to amend the AGREEMENT by modifying the expiration date as set forth in the AGREEMENT and attached hereto as Exhibit A incorporated herein by this reference.
- C. CITY and CONTRACTOR desire to amend the AGREEMENT by modifying the Scope of Services as set forth in the AGREEMENT and attached hereto as Exhibit A incorporated herein by this reference.
- D. CITY and CONTRACTOR desire to amend the AGREEMENT by modifying the Fee Schedule as set forth in the AGREEMENT and attached hereto as Exhibit B incorporated herein by this reference.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“City”

City of Calabasas

By: _____

Alicia Weintraub, Mayor

Date: _____

“Contractor”

Little Learners LLC

By: _____

Bridget Nelson, Owner

Date: _____

By: _____

Carly Armacost, Officer

Date: _____

Attest:

By: _____

Maricela Hernandez, MMC, CPMC

City Clerk

Date: _____

Approved as to form:

By: _____

Scott H. Howard

Colantuono, Highsmith & Whatley, PC

City Attorney

Date: _____

EXHIBIT A
Scope of Services

The expiration date of this agreement shall be extended by two years:

The expiration date of this is agreement shall be February 28, 2024 at 11:59 p.m. unless extended by written agreement of the parties or terminated earlier in accordance with Section 17 (“Termination”) of the agreement.

To be added to responsibilities of LITTLE LEARNERS:

1. Little Learners shall extend a full time job offer to the four (4) remaining City teachers at their current salary.
2. Any of the four (4) remaining City teachers who accept the employment offer by Little Learners will be employed by Little Learners as long as they follow the Little Learners employment policies as well as those set forth by the Department of Social Services which issues the child care license under which they operate. If a situation arises that would require Little Learners to undertake layoffs, it would do so using a seniority based metric. Any of the four City teachers that accept the employment offer extended by Little Learners would have their service time with the City count and credited toward seniority status.
3. Little Learners shall provide a written program update every Wednesday to the Director of Community Services to include enrollment numbers and any concerns/issues that may arise.
4. Little Learners shall return to Council with a written program update, together with City staff, every six months, or sooner if needed, to formally review and address the status of the program, potential program modifications, etc.
5. Should a monthly payment required of Little Leaners as part of this agreement be missed for any reason, both City staff and Little Leaners shall immediately address this issue with a written report to the Council at its next regularly scheduled meeting.

EXHIBIT B

Fee Schedule

Little Learners Financial Responsibilities:

1. As part of the agreed upon repayment plan, Little Learners shall make twenty-four (24) consecutive interest free monthly payments starting in October 2020 as follows (due the 21st of each month):

<u>Payment</u>	<u>Month/Year</u>	<u>Amount</u>
1	October 2020	\$7,811.04
2	November 2020	\$7,811.04
3	December 2020	\$7,811.04
4	January 2021	\$7,811.04
5	February 2021	\$7,811.04
6	March 2021	\$7,811.04
7	April 2021	\$7,811.04
8	May 2021	\$7,811.04
9	June 2021	\$7,811.04
10	July 2021	\$7,811.04
11	August 2021	\$7,811.04
12	September 2021	\$7,811.04
13	October 2021	\$7,811.04
14	November 2021	\$7,811.04
15	December 2021	\$7,811.04
16	January 2022	\$7,811.04
17	February 2022	\$7,811.04
18	March 2022	\$7,811.04
19	April 2022	\$7,811.04
20	May 2022	\$7,811.04
21	June 2022	\$7,811.04
22	July 2022	\$7,811.04
23	August 2022	\$7,811.04
24	September 2022	\$7,811.04

2. Pay to the City a Monthly Facility Use Fee as follows (due the 21st of each month):

FY 2020/2021	\$8,100.00 Monthly
FY 2021/2022	\$8,400.00 Monthly
FY 2022/2023	\$8,700.00 Monthly
FY 2023/2024	\$9,000.00 Monthly



August 27, 2020

Dear Mr. Rubin,

As a result of a concern voiced during the City of Calabasas City Council meeting on Wednesday, August 26, 2020, we wanted to offer clarification on the classification of the 4 teachers who are being offered a position to work directly for Little Learners.

The 4 current City employed teachers have been offered a position to work directly for Little Learners and have until Friday, September 4, 2020 to accept the job offer. Should they choose to take the job offer, their employment with Little Learners would be effective as of October 1, 2020. Staff will be gainfully employed as long as they follow the Little Learners employment policies as well as those set forth by the Department of Social Services who issues the child care license under which we operate.

If a situation comes about that would require us to do layoffs, we would do so using seniority-based selection, meaning that the "last hired/first fired" concept would be used. The seniority-based systems reward employees for their tenure and this would include the 4 teachers being offered positions as their years of employment under the City of Calabasas will be taken into account should they choose to take our job offer.

As always, we are available for you to reach out to us with any questions, comments or concerns.

Warmly,

Bridget Nelson

Carly Armacost



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: AUGUST 31, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: RON AHLERS, CHIEF FINANCIAL OFFICER
MICHAEL MCCONVILLE, MANAGEMENT ANALYST**

SUBJECT: CALABASAS OPEN SMALL BUSINESS GRANT PROGRAM UPDATE

MEETING DATE: SEPTEMBER 9, 2020

SUMMARY RECOMMENDATION:

Recommendation that City Council (1) receive and file this update on the Calabasas Open Small Business Grant Program and (2) direct staff on the issuance of \$101,481 in second round Program funds in accordance with the options listed below.

BACKGROUND:

The Calabasas Open Small Business Grant Program (Program) has provided 45 small businesses with \$398,519 in grants to assist with COVID-19 reopening costs. During its August 8th meeting, City Council authorized staff to proceed with a second round of grants with the remaining \$101,481 in Program funding. City Council also revised Program eligibility requirements that permit grants to be issued to licensed healthcare providers and newly opened businesses.

SIGNIFICANT ACTIVITY AND UPDATES:

Application Submission: August 24 – 28

The Calabasas Open Small Business Grant Program application was available on the City’s website and accepted applications for its second round from August 24 until August 28.

After a tentative review, seventeen (17) applications met eligibility requirements, while six (6) applications did not. A listing of applicants can be seen below:

ID	Name of Business	Type of Business	Eligible	Grant Request
143	Calabasas dental Care	Calabasas dental Care	Yes	\$8,900.00
142	Feature LLC**	Apparel and Footwear retail store	Yes	\$10,000.00
141	The Anza Hotel Calabasas**	Hotel	Yes	\$10,000.00
140	Marmalade Cafe	Restaurant	No, Received Phase 1 Grant	N/A
139	Mountain View Dentistry	Dental Office	Yes	\$10,000.00
138	Calabasas Smiles	Dental office	Yes	\$10,000.00
137	Skin Bio	Cosmetic Dermatology and Functional Medicine	Yes	\$10,000.00
136	Calabasas Academy of Dance	Dance Instruction	Yes	\$8,200.00
135	Courtyard Pharmacy**	outpatient pharmacy	Yes	\$10,000.00
134	HIIT FIT 5 LLC F45 TRAINING CALABASAS	FITNESS STUDIO	Yes	\$10,000.00
133	Certified Homes Inc	Construction	No, Not a Brick & Mortar Retail Business	N/A
132	Stuart J. Hoffman, D.M.D., M.S. - Calabasas Orthodontics	Orthodontics & Dentofacial Orthopedics	Yes	\$5,294.00
131	Montessori of Malibu Canyon	Preschool/Childcare Center	Yes	\$10,000.00

130	Symmetry Physical Therapy & Wellness	Outpatient physical therapy practice and pilates studio	Yes	\$10,000.00
129	BAJA FRESH MEXICAN GRILL**	RESTAURANT	Yes	\$10,000.00
128	COLOR ME MINE CALABASAS**	PAINT YOUR OWN POTTERY STUDIO	Yes	\$5,542.06
127	si group usa inc	Construction	No, Not a Brick & Mortar Retail Business	N/A
126	Dermaluv Skin Care	Skin Care and Beauty	Yes	\$10,000.00
125	TIFA Chocolate & Gelato**	Retail desserts, Gelato, Chocolates & Cookies	Yes	\$10,000.00
124	Sunray Insurance Services, Inc.	Insurance products and services	No, Not Located Within City Limits	N/A
123	Luna Optometry	Optometry Practice	Yes	\$5,846.34
122	NeuroSense Psychology	Neuropsychology Office	No, Not Located Within City Limits	N/A
121	Fazio Inc	Retail Dry Cleaning and Shirt Laundry	No, Essential Business Not Required to Close	N/A
Total	23			\$153,782

**Sales tax or transit occupancy tax generating business

Note: This table is not final. Businesses, eligibility, and grant amounts may change.

Application Review: August 31 – September 9

Applications will be formally reviewed starting the week of August 31 by a review panel consisting of two (2) City staff members for eligibility and completeness. The panel will recommend a grant award amount based on the reasonable costs associated with each grant request, with final grant approval being made by the City's Chief Financial Officer.

Final Approval & Notice of Grant Award: September 10 – 18

The panel recommendation will be forwarded to the City's Chief Financial Officer for final review and approval. Businesses that meet program eligibility requirements will

be provided an approved grant dollar amount. In the event that an applicant is denied funding, that determination is final and there is no appeals process.

Checks Mailed to Businesses: September 21 – 30

Small businesses will receive approved grant award checks via mail to the address listed on their applications

DISCUSSION ON DISTRIBUTION OF SECOND ROUND PROGRAM FUNDS:

Taking into account limited second round funding, the Program will not be able to provide either the number or amount of grants requested by applicants. Due to these circumstances, it is requested that City Council provide direction to staff on the issuance of \$101,481 in second round Program funds. The following three (3) options are being presented to City Council for consideration:

Option 1

Distribute the \$101,481 evenly amongst the seventeen (17) eligible small businesses. Each applicant would receive a grant in the amount of \$5,969.

Option 2

Provide the full requested grant amount to each small business utilizing a first come first served basis, including providing priority to the six (6) sales and transit occupancy tax priority businesses. The priority businesses would receive \$55,542 in grants, with \$45,939 remaining for approximately five (5) businesses. Six (6) small businesses would not receive a grant.

Option 3

Provide the full requested grant amount to each small business utilizing a first come first served basis, including providing priority to the six (6) sales and transit occupancy tax priority businesses. The priority businesses would receive \$55,542 in grants, with the remaining \$45,939 being evenly distributed amongst the rest of the businesses. Each non-priority business would receive a grant for approximately 50% of their requested amount.

FISCAL IMPACT/SOURCE OF FUNDING:

The City Council has approved a \$500,000 allocation from the Disaster Recovery Fund (46) (Woolsey Fire Settlement) as the funding source for both rounds of the Calabasas Open Small Business Grant Program. The City has distributed \$398,519 in first round grants, and will spend \$101,481 in funding for second round grants.

REQUESTED ACTION:

Recommendation that City Council (1) receive and file this update on the Calabasas Open Small Business Grant Program and (2) direct staff on the issuance of \$101,481 in second round Program funds in accordance with the options listed in the staff report.



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: SEPTEMBER 1, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER
MATTHEW T. SUMMERS, ASSISTANT CITY ATTORNEY**

SUBJECT: VALMAR MEDIAN LANDSCAPING UPDATE

MEETING DATE: SEPTEMBER 9, 2020

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 onsite 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.

DISCUSSION:

As requested by the City Council at its August 26, 2020 meeting, staff has performed interim weed abatement activities at the Valmar Road medians, and continues to evaluate long-term solutions to the median landscape problem.

Staff has initiated discussions with the Las Virgenes Municipal Water District regarding possible funding for a new recycled water line to the Valmar Road medians. Staff is also pursuing permission from the Water District and other applicable regulators as to the possible use of potable water for the median landscaping. Staff is also pursuing a revised cost estimate for the project, including identifying value engineering options to reduce the cost, both up front and for annual maintenance.

As an additional possible financing measure, staff and the City Attorney have evaluated the requirements governing the use of funding from Landscape Maintenance District #22 under the Landscape and Lighting District Act of 1972 ("Act"). The Act defines an improvement as (a) "the installation of planting or landscaping" and (b) "the installation or construction of statuary, fountains, and other ornamental structures and facilities." (Sts. & Hys. Code, sec. 22525.) However, the Act states that only those improvements approved by the City Council can be undertaken. (Sts. & Hys. Code, sec. 22655 ["Upon receipt of moneys representing assessments collected by the county, the treasurer shall deposit the moneys in the treasury of the local agency to the credit of an improvement fund for the assessment district from which they were collected, and the moneys shall be expended only for the improvements authorized for such district"]; Sts. & Hy. Code, sec. 22622 ["The legislative body shall adopt a resolution which shall generally describe any proposed new improvements or any substantial changes in existing improvements and order the engineer to prepare and to file a report in accordance with Article 4 (commencing with Section 22565) of Chapter 1 of this part'.])

City Council Resolution No. 2020-1667 approved the Final Engineer's Report of Willdan Financial Services for LLAD 22 ("Report"). The Report includes the proposed types of improvements within its scope. However, for LLAD 22, the approved improvements for this fiscal year only contemplate maintenance of existing improvements, including "entry monuments, various types of fencing; retaining walls, ornamental lighting or other ornamental fixtures; signage; and irrigation, drainage, and electrical equipment." (Report, p. 6.) Elsewhere in the Report it is stated that the purpose of LLAD 22 is the "maintenance of landscape of the common areas and open space areas" (Report, p. 6.) The approved improvements for this fiscal year do not include the installation of a new entry monument and related recycled water line. Further, only improvements within the boundaries of LLAD 22 are contemplated. (Report, p. 6 ["The purpose of the District is to fund the maintenance and servicing of parkway landscape improvements installed in connection with development of properties within the District"].)

To expand beyond these limits, the City Council would need to review and approve a revised Engineer's Report at a noticed public hearing, which could conclude that the proposed Valmar Road median improvements provide a special benefit to the properties assessed within LMD #22. If that were to occur, then LMD #22 could fund the Valmar Road median improvements, as the Act allows improvements that benefit assessed parcels to be located outside the district's boundaries. Staff recommends, if the City Council is amenable to exploring this option, that Council direct to Staff continue to evaluate this option, including securing an Engineer's initial assessment of the special benefit provided to the LMD #22 assessed parcels by the proposed improvements and any consequent budgetary impact on the other improvements provided by LMD #22.

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 \$140,000-190,000. With enhanced landscaping, it is projected that annual maintenance costs would run between \$14,000 to \$16,000. Staff recommends Council direct Staff to evaluate possible LMD #22 funding for a portion of these improvements, together with possible Las Virgenes Water District and other potential funding sources. Whether to provide General Fund support for this project is a further Council policy choice.

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

DATE: AUGUST 28, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MARICELA HERNANDEZ, MMC, CPMC, CITY CLERK 

SUBJECT: DISCUSSION OF RESOLUTION(S) BEFORE THE LEAGUE OF CALIFORNIA CITIES (LEAGUE) ANNUAL MEETING ON OCTOBER 9, 2020

MEETING DATE: SEPTEMBER 9, 2020

SUMMARY RECOMMENDATION:

That the City Council review and discuss resolution(s) to be presented at the League of California Cities (League) Annual Meeting on October 9, 2020.

BACKGROUND:

The League requested that the City Council consider the resolution(s) that will be before its membership at the Annual Business Meeting on October 9 to determine the City's position on such resolution(s).

REQUESTED ACTION:

City Council discussion and/or direction, as desired.

ATTACHMENTS:

The League's resolution packet



*Annual Conference
Resolutions Packet*

2020 Annual Conference Resolutions



October 7 – 9, 2020

INFORMATION AND PROCEDURES

RESOLUTIONS CONTAINED IN THIS PACKET: The League bylaws provide that resolutions shall be referred by the president to an appropriate policy committee for review and recommendation. Resolutions with committee recommendations shall then be considered by the General Resolutions Committee at the Annual Conference.

This year, one resolution has been introduced for consideration at the Annual Conference and referred to League policy committees.

POLICY COMMITTEES: Two policy committees will meet virtually at the Annual Conference to consider and take action on the resolution referred to them. The committees are: Governance, Transparency & Labor Relations and Public Safety. These committees will meet virtually on Tuesday, September 29, with the Governance, Transparency and Labor Relations Policy Committee meeting from 9:30 – 11:30 a.m. and the Public Safety Policy Committee meeting from 1:00 – 3:00 p.m. The sponsor of the resolution has been notified of the time and location of the meeting.

GENERAL RESOLUTIONS COMMITTEE: This committee will meet virtually at 1:00 p.m. on Thursday, October 8, to consider the reports of the policy committees regarding the resolutions. This committee includes one representative from each of the League's regional divisions, functional departments and standing policy committees, as well as other individuals appointed by the League president.

GENERAL ASSEMBLY: This meeting will be held virtually at 11:00 a.m. on Friday, October 9.

PETITIONED RESOLUTIONS: For those issues that develop after the normal 60-day deadline, a resolution may be introduced at the Annual Conference with a petition signed by designated voting delegates of 10 percent of all member cities (48 valid signatures required) and presented to the Voting Delegates Desk at least 24 hours prior to the time set for convening the Annual Business Meeting of the General Assembly. This year, that deadline is 12:30 p.m., Thursday, October 8.

Any questions concerning the resolutions procedures may be directed to Meg Desmond at the League office: mdesmond@cacities.org or (916) 658-8224

GUIDELINES FOR ANNUAL CONFERENCE RESOLUTIONS

Policy development is a vital and ongoing process within the League. The principal means for deciding policy on the important issues facing cities is through the League's seven standing policy committees and the board of directors. The process allows for timely consideration of issues in a changing environment and assures city officials the opportunity to both initiate and influence policy decisions.

Annual conference resolutions constitute an additional way to develop League policy. Resolutions should adhere to the following criteria.

Guidelines for Annual Conference Resolutions

1. Only issues that have a direct bearing on municipal affairs should be considered or adopted at the Annual Conference.
2. The issue is not of a purely local or regional concern.
3. The recommended policy should not simply restate existing League policy.
4. The resolution should be directed at achieving one of the following objectives:
 - (a) Focus public or media attention on an issue of major importance to cities.
 - (b) Establish a new direction for League policy by establishing general principals around which more detailed policies may be developed by policy committees and the board of directors.
 - (c) Consider important issues not adequately addressed by the policy committees and board of directors.
 - (d) Amend the League bylaws (requires 2/3 vote at General Assembly).

KEY TO ACTIONS TAKEN ON RESOLUTIONS

Resolutions have been grouped by policy committees to which they have been assigned.

Number	Key Word Index	Reviewing Body Action		
		1	2	3

1 - Policy Committee Recommendation to General Resolutions Committee
 2 - General Resolutions Committee
 3 - General Assembly

GOVERNANCE, TRANSPARENCY & LABOR RELATIONS POLICY COMMITTEE

		1	2	3
1	Amendment to Section 230 of The Communications Decency Act of 1996			

PUBLIC SAFETY POLICY COMMITTEE

		1	2	3
1	Amendment to Section 230 of The Communications Decency Act of 1996			

KEY TO ACTIONS TAKEN ON RESOLUTIONS (Continued)

Resolutions have been grouped by policy committees to which they have been assigned.

KEY TO REVIEWING BODIES

- 1. Policy Committee
- 2. General Resolutions Committee
- 3. General Assembly

KEY TO ACTIONS TAKEN

- A Approve
- D Disapprove
- N No Action
- R Refer to appropriate policy committee for study
- a Amend+
- Aa Approve as amended+
- Aaa Approve with additional amendment(s)+
- Ra Refer as amended to appropriate policy committee for study+
- Raa Additional amendments and refer+
- Da Amend (for clarity or brevity) and Disapprove+
- Na Amend (for clarity or brevity) and take No Action+
- W Withdrawn by Sponsor

ACTION FOOTNOTES

- * Subject matter covered in another resolution
- ** Existing League policy
- *** Local authority presently exists

Procedural Note:

The League of California Cities resolution process at the Annual Conference is guided by the League Bylaws. A helpful explanation of this process can be found on the League’s website by clicking on this link: [Resolution Process](#).

1. A RESOLUTION OF THE GENERAL ASSEMBLY OF THE LEAGUE OF CALIFORNIA CITIES CALLING FOR AN AMENDMENT OF SECTION 230 OF THE COMMUNICATIONS DECENCY ACT OF 1996 TO REQUIRE SOCIAL MEDIA COMPANIES TO REMOVE MATERIALS WHICH PROMOTE CRIMINAL ACTIVITIES

Source: City of Cerritos

Concurrence of five or more cities/city officials

Cities: City of Hawaiian Gardens, City of Lakewood, City of Ontario, City of Rancho Cucamonga, City of Roseville

Referred to: Governance, Transparency and Labor Relations and Public Safety Policy Committees

WHEREAS, local law enforcement agencies seek to protect their communities' residents, businesses, and property owners from crime; and

WHEREAS, increasingly, criminals use social media platforms to post notices of places, dates and times for their followers to meet to commit crimes; and

WHEREAS, Section 230 of the Communications Decency Act of 1996 currently provides online platforms (including social media platforms) immunity from civil liability based on third-party content and for the removal of content; and

WHEREAS, in the 25 years since Section 230's enactment, online platforms no longer function simply as forums for the posting of third-party content but rather use sophisticated algorithms to promote content and to connect users; and

WHEREAS, the United States Department of Justice, in its June 2020 report, "Section 230 — Nurturing Innovation or Fostering Unaccountability?," concluded the expansive interpretation courts have given Section 230 has left online platforms immune from a wide array of illicit activity on their services, with little transparency or accountability, noting it "makes little sense" to immunize from civil liability an online platform that purposefully facilitates or solicits third-party content or activity that violates federal criminal law; and

WHEREAS, current court precedent interpreting Section 230 also precludes state and local jurisdictions from enforcing criminal laws against such online platforms that, while not actually performing unlawful activities, facilitate them; and

WHEREAS, amendment of Section 230 is necessary to clarify that online platforms are not immune from civil liability for promoting criminal activities; and

NOW, THEREFORE, BE IT RESOLVED at the League General Assembly, assembled at the League Annual Conference on October 9, 2020 in Long Beach, California, that the League calls upon the U.S. Congress to amend Section 230 of the Communications Decency Act of 1996 to condition immunity from civil liability on the following:

1. Online platforms must establish and implement a reasonable program to identify and take down content which solicits criminal activity; and
2. Online platforms must provide to law enforcement information which will assist in the identification and apprehension of persons who use the services of the platform to solicit and to engage in criminal activity; and
3. An online platform that willfully or negligently fails in either of these duties is not immune from enforcement of state and local laws which impose criminal or civil liability for such failure.

Background Information to Resolution

Source: City of Cerritos

Background:

Social media platforms are now used as a primary means of communication, including by criminals who use them to advertise locations, dates, and times where the criminal acts will take place. Such communications, because they occur online, render the online platform immune from any civil liability for the costs incurred by law enforcement agencies that respond under Section 230 of the Communications Decency Act of 1996. Immunity from civil liability extends even to injunctive relief, thus preventing local governments from merely seeking an injunction against the online platform to have such a post removed.

The City of Cerritos supports the rights of free speech and assembly guaranteed under the First Amendment, but believes cities should have the ability to hold social media companies liable for their role in promoting criminal acts. Recently, the City suffered thousands of dollars in damages to respond to online threats that the Cerritos Mall would be looted. Anonymous posts on Instagram.com invited followers to “work together to loot Cerritos [M]all” only several days after the Lakewood Mall had been looted, causing thousands of dollars in damages. The posts were made under the names “cerritosmalllooting” and “cantstopusall,” among others. The City of Cerritos had no choice but to initiate response to protect the Mall and the public from this credible threat.

At the same time local governments face historic shortfalls owing to the economic effects of COVID-19, the nation’s social media platforms are seeing a record rise in profits. The broad immunity provided by Section 230 is completely untenable. Online platforms should be held responsible—and liable—for the direct harm they facilitate. Local governments are in no position to bear the costs of the crimes facilitated by these companies alone.

Congress is currently reviewing antitrust legislation and by extension, Section 230’s immunity provisions. The League urges Congress to amend Section 230 to limit the immunity provided to online platforms when they promote criminal activity to provide local governments some measurable form of relief.

League of California Cities Staff Analysis on Resolution No. 1

Staff: Charles Harvey, Legislative Representative
Bijan Mehryar, Legislative Representative
Caroline Cirrincione, Policy Analyst
Johnnie Piña, Policy Analyst

Committees: Governance, Transparency and Labor Relations
Public Safety

Summary:

This resolution states that the League of California Cities should urge Congress to amend Section 230 of the federal Communications Decency Act of 1996 (CDA) to limit the immunity provided to online platforms where their forums enable criminal activity to be promoted.

Ultimately, the policy objectives proposed under this resolution, if enacted, would incentivize social media companies to establish and implement a reasonable program to identify and remove content that solicits criminal activity.

Background:

The City of Cerritos is sponsoring this resolution in reaction to events whereby persons, using social media platforms to coordinate locations, dates, and times for their planned criminal activity, have committed acts of looting and vandalism resulting in both actual economic harm for targeted businesses, and pecuniary loss to cities who used resources to prevent such acts from occurring when such plans are discovered.

For example, just days after the Lakewood Mall had been looted, the City of Cerritos uncovered online communications via social media that persons were planning to target the nearby Cerritos Mall. Consequently, the city felt compelled to undertake measures to protect the Cerritos Mall, costing the city thousands of dollars to guard against what officials believed to be a credible threat.

Staff Comments:

Overview:

While there is certainly an argument to substantiate concerns around censorship, the use of social media as a tool for organizing violence is equally disturbing.

Throughout much of the 2020 Summer, there have been many reports of looting happening across the country during what were otherwise mostly peaceful demonstrations. Combined with the speculation of who is really behind the looting and why, the mayhem has usurped the message of peaceful protestors, causing a great deal of property damage in the process. Likewise, these criminal actions have upended the livelihood of some small business owners, many of whom were already reeling in the wake of the COVID-19 pandemic.

While social media allows people to connect in real time with others all over the world, organized illegal activity using social media is made easier by the anonymous nature of virtual interactions.

Nation's Reaction to the Murder of George Floyd:

Shortly after the senseless killing of George Floyd by law enforcement on May 26, 2020, civil unrest began as local protests in the Minneapolis–Saint Paul metropolitan area of Minnesota before quickly spreading nationwide to more than 2,000 cities and towns across the United States, and in approximately 60 countries in support of the Black Lives Matter movement. Protests unfolded across the country throughout the entire month of June and into July, and persisted in a handful of cities such as Portland and Seattle into the month of August.

Although the majority of protests were peaceful, some demonstrations in cities escalated into riots, looting, and street skirmishes with police. While much of the nation's focus has been on addressing police misconduct, police brutality, and systemic racism, some have used demonstrators' peaceful protests on these topics as opportunities to loot and/or vandalize businesses, almost exclusively under the guise of the "Black Lives Matter" movement. It has been uncovered that these "flash robs"¹ were coordinated through the use of social media. The spontaneity and speed of the attacks enabled by social media make it challenging for the police to stop these criminal events as they are occurring, let alone prevent them from commencing altogether.

As these events started occurring across the country, investigators quickly began combing through Facebook, Twitter, and Instagram seeking to identify potentially violent extremists, looters, and vandals and finding ways to charge them after — and in some cases before — they sow chaos. While this technique has alarmed civil liberties advocates, who argue the strategy could negatively impact online speech, law enforcement officials claim it aligns with investigation strategies employed in the past.

Section 230 and other Constitutional Concerns

At its core, Section 230(c)(1) of the CDA provides immunity from liability for providers and users of an "interactive computer service" who publish information provided by third-party users. Essentially, this protects websites from lawsuits if a user posts something illegal, although there are exceptions for copyright violations, sex work-related material, and violations of federal criminal law.

Protections from Section 230 have come under more recent scrutiny on issues related to hate speech and ideological biases in relation to the influence technology companies can hold on political discussions.

Setting aside Section 230, there are some potential constitutional issues one could raise, should there be an attempt to implement such a resolution into statute.

¹ The "flash robs" phenomenon—where social media is used to organize groups of teens and young adults to quickly ransack and loot various retail stores—began to occur sporadically throughout the United States over the past ten years.

In the United States, the First Amendment prohibits the government from restricting most forms of speech, which would include many proposals to force tech companies to moderate content. While “illegal” types of speech enjoy limited or no First Amendment protection, the line for delineating between “legal” and “illegal” speech is very difficult to determine. Consequently, one would expect online platforms to push back on whether there is a constitutionally feasible way for them to “identify” protected speech versus unprotected speech, or whether there is a feasible way to define “content which solicits criminal activity.” A law requiring companies to moderate content based on the political viewpoint it expresses, for example, would likely be struck down as unconstitutional.

Nonetheless, private companies can create rules to restrict speech if they so choose. Online platforms sometimes argue they have constitutionally-protected First Amendment rights in their “editorial activity,” and therefore, it violates their constitutional rights to require them to monitor (i.e., “identify and take down”) content that may be protected under the First Amendment. They may also argue, along the same lines, that the government may not condition the granting of a privilege (i.e., immunity) on doing things that amount to a violation of their first amendment rights. This is why Facebook and Twitter ban hate speech and other verifiably false information, for example, even though such speech is permitted under the First Amendment.

With respect to privacy and the Fourth Amendment, online platforms may argue that requiring them to “provide to law enforcement information that will assist in the identification and apprehension of persons who use the services of the platform to solicit and to engage in criminal activity,” turns them into government actors that search users’ accounts without a warrant based on probable cause, in violation of the Fourth Amendment.

Industry Perspective

Unsurprisingly, industry stakeholders have strong opinions for what such changes could mean for their respective business models.

For instance, a Facebook spokesperson recently noted in a Fortune article that, “By exposing companies to potential liability for everything that billions of people around the world say, this would penalize companies that choose to allow controversial speech and encourage platforms to censor anything that might offend anyone.”

The article acknowledges that in recent years, both political parties have put social media companies under increased scrutiny, but they are not unified in their stated concerns. While Republicans accuse the companies of unfairly censoring their post, Democrats complain that these companies fail to do enough to block misinformation, violent content, and hate speech.

The article concludes that there is no way companies like Facebook and Twitter could operate without Section 230, and that the removal of this section would thereby “eliminate social media as we know it.”

Recent Federal Action on Social Media

The President recently issued an *Executive Order on Preventing Online Censorship*. In it, he notes the following:

“The growth of online platforms in recent years raises important questions about applying the ideals of the First Amendment to modern communications technology. Today, many Americans follow the news, stay in touch with friends and family, and share their views on current events through social media and other online platforms. As a result, these platforms function in many ways as a 21st century equivalent of the public square.

Twitter, Facebook, Instagram, and YouTube wield immense, if not unprecedented, power to shape the interpretation of public events; to censor, delete, or disappear information; and to control what people see or do not see.”

Ultimately the President implores the U.S. Attorney General to develop a proposal for federal legislation that “would be useful to promote the policy objectives of this order.” The President is not subtle in communicating his desire to ultimately see legislation heavily slanted toward the preservation of free speech on social media, which some interpret as a maneuver to preempt Twitter and Facebook from regulating speech they otherwise deem as hateful or demonstrably false.

Considerations for Congress

Courts have generally construed Section 230 to grant internet service providers broad immunity for hosting others’ content. Many have claimed that Section 230’s immunity provisions were critical to the development of the modern internet, and some continue to defend Section 230’s broad scope. But simultaneously, a variety of commentators and legislators have questioned whether those immunity provisions should now be narrowed, given that the internet looks much different today than it did in 1996 when Section 230 was first enacted.

One way for Congress to narrow Section 230’s liability shield would be to create additional exceptions, as it did with FOSTA and SESTA². If a lawsuit does not fall into one of the express exceptions contained in Section 230(e)³, courts may have to engage in a highly fact-specific inquiry to determine whether Section 230 immunity applies: Section 230(c)(1) immunity will be inapplicable if the provider itself has developed or helped to develop the disputed content, while Section 230(c)(2) immunity may not apply if a service provider’s decision to restrict access to content was not made in good faith.

Date Storage and Usage Considerations for Cities

Section 2 of the conditions the resolution applies to civil immunity requires that online platforms provide relevant information to law enforcement to assist in the identification and apprehension of persons who use the services of the platform to solicit and to engage in criminal activity. This section would most likely require the development of new procedures and protocols that govern law enforcements usage and retention of such information. Those new policies and procedures would undoubtedly raise privacy concerns depending on how wide the latitude is for law

² The Fight Online Sex Trafficking Act (FOSTA) and the Stop Enabling Sex Traffickers Act (SESTA) create an exception to Section 230 that means website publishers *would* be responsible if third parties are found to be posting ads for prostitution — including consensual sex work — on their platforms.

³ Section 230(e) says that Section 230 will not apply to: (1) federal criminal laws; (2) intellectual property laws; (3) any state law that is “consistent with” Section 230; (4) the Electronic Communications Privacy Act of 1986; and (5) civil actions or state prosecutions where the underlying conduct violates federal law prohibiting sex trafficking.

enforcement to request such information. In those circumstances cities could end up themselves incurring new liability for the governance of data that could either violate certain privacy rules or increase their data governance costs.

Fiscal Impact:

Unlike the costly resources needed to support or oppose a ballot measure, a federal resolution from the League of California Cities that simply urges Congress to undertake certain action should have a negligible fiscal impact, if any monetary impact at all.

Regarding cities, if social media had no immunity for its failure to police content that solicits criminal activity, then an individual city could theoretically save thousands if not millions of dollars, depending on its size and other subjective circumstances. Collectively, cities across the country could potentially save at least hundreds of millions between redress for actual economic harm suffered and/or the cost of preventative measures taken to stop criminal activity from occurring in the first place.

Conversely, if social media platforms were to shut down, due to an inability to comply with a policy requirement to regulate speech on the internet, it is unclear on how cities might be impacted from a fiscal standpoint.

Existing League Policy:

Public Safety:

Law Enforcement

The League supports the promotion of public safety through:

- Stiffer penalties for violent offenders, and
- Protecting state Citizens' Option for Public Safety (COPS) and federal Community Oriented Police Services (COPS) funding and advocating for additional funding for local agencies to recoup the costs of crime and increase community safety.

Violence

The League supports the reduction of violence through strategies that address gang violence, domestic violence, and youth access to tools of violence, including but not limited to firearms, knives, etc.

The League supports the use of local, state, and federal collaborative prevention and intervention methods to reduce youth and gang violence.

Governance, Transparency & Labor Relations:

Private Sector Liability

The League will work closely with private sector representatives to evaluate the potential for League support of civil justice reform measures designed to improve the business climate in California. These measures should be evaluated on a case-by-case basis through the League police process.

Questions to Consider:

Many cities obviously believe that creating civil liability for social media platforms—due to their role in providing the communication mediums for those who organize looting attacks— is key to deterring this organized criminal activity.

If such a change was actually passed by Congress, it would force social media to essentially police every conversation on stakeholders’ respective platforms, putting immense pressure on the industry to make subjective determinations about what conversations are appropriate and what are unacceptable.

At the end of the day, there are a few questions to consider in assessing this proposed resolution:

- 1) *What would this resolution’s impact be on free speech and government censorship?*
- 2) *What are the expectations for cities when they receive information from a social media platform about a potentially credible threat in their respective communities? Does a city become liable for having information from a social media platform and the threat occurs?*
- 3) *What would the costs be to develop and maintain new data governance policies, including data infrastructure, to store this information?*
- 4) *What is the role of the League in engaging in issues relating to someone’s privacy?*

Support:

The following letters of concurrence were received:

- City of Hawaiian Gardens
- City of Lakewood
- City of Ontario
- City of Rancho Cucamonga
- City of Roseville

LETTERS OF CONCURRENCE

Resolution No. 1

Amendment to Section 230 of the Communications
Decency Act of 1996



CITY OF HAWAIIAN GARDENS

"Our Youth - Our Future"

August 7, 2020

John Dunbar, President
jdunbar@yville.com
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Dear President Dunbar:

On August 3, 2020, the Cerritos City Council approved to sponsor a **Resolution of the City Council of the City of Cerritos Submitting to the League of California Cities General Assembly a Proposed Resolution Regarding Support of Legislation Related to Social Media Platform Accountability for Promotion of Criminal Acts.**

This proposed resolution with the required background information will be submitted to the League of California Cities for consideration by the General Assembly at the Annual Conference on October 9, 2020. (Attachments 1 and 2) The intent of the resolution is to address the use of social medial platforms for posting information that leads followers to meet and commit crimes and to also hold these platforms and the persons who post said information civilly and criminally accountable for all costs incurred by the local jurisdictions where the crimes occurred.

The public safety efforts in the City of Hawaiian Gardens would certainly benefit from such legislation. This letter serves to support the City of Cerritos in their efforts to submit of the above mentioned resolution to the League of California Cities for consideration at the 2020 Annual Conference.

Sincerely,

Ernie Hernandez
City Manager

cc Blanca Pacheco, President, LA County Division/League of California Cities - bpacheco@downeyca.org
Meg Desmond, League of California Cities - mdesmond@cacities.org
Kristine Guerrero, LA County Division/League of California Cities - kguerrero@cacities.org
Kathy Matsumoto, Assistant City Manager, City of Cerritos - kmatsumoto@cerritos.us

Jeff Wood
Vice Mayor

Steve Craft
Council Member



Todd Rogers
Mayor

Ariel Pe
Council Member

Diane DuBois
Council Member

August 5, 2020

John Dunbar, President
jdunbar@yville.com
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Dear President Dunbar:

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This letter serves to support the City of Cerritos in their efforts to submit the above mentioned resolution to the League of California Cities for consideration at the 2020 Annual Conference.

Sincerely,

Todd Rogers
Mayor

cc: Blanca Pacheco, President, LA County Division/League of California Cities - bpacheco@downeyca.org
Meg Desmond, League of California Cities - mdesmond@cacities.org
Kristine Guerrero, LA County Division/League of California Cities - kguerrero@cacities.org
Kathy Matsumoto, Assistant City Manager, City of Cerritos - kmatsumoto@cerritos.us

Lakewood



PAUL S. LEON
MAYOR

SCOTT OCHOA
CITY MANAGER

DEBRA DORST-PORADA
MAYOR PRO TEM

August 6, 2020

SHEILA MAUTZ
CITY CLERK

ALAN D. WAPNER
JIM W. BOWMAN
RUBEN VALENCIA
COUNCIL MEMBERS

JAMES R. MILHISER
TREASURER

John Dunbar, President
jdunbar@yville.com
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

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This letter serves to support the City of Cerritos in their efforts to submit the above-mentioned resolution to the League of California Cities for consideration at the 2020 Annual Conference.

Sincerely,

Alan D. Wapner
Council Member
League of California Cities Board Member

- c: Blanca Pacheco, President, LA County Division/League of California Cities - bpacheco@downeyca.org
- Meg Desmond, League of California Cities - mdesmond@cacities.org
- Kristine Guerrero, LA County Division/League of California Cities - kguerrero@cacities.org
- Kathy Matsumoto, Assistant City Manager, City of Cerritos – kmatsumoto@cerritos.us



CITY OF RANCHO CUCAMONGA

10500 Civic Center Drive | Rancho Cucamonga, CA 91730 | 909.477.2700 | www.CityofRC.us

August 6, 2020

John Dunbar, President
jdunbar@yville.com
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Dear President Dunbar:

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On behalf of the City of Rancho Cucamonga, this letter serves to support the City of Cerritos in their efforts to submit the above mentioned resolution to the League of California Cities for consideration at the 2020 Annual Conference.

Sincerely,

L. Dennis Michael
Mayor

cc: Blanca Pacheco, President, LA County Division/League of California Cities - bpacheco@downeyca.org
Meg Desmond, League of California Cities - mdesmond@cacities.org
Kristine Guerrero, LA County Division/League of California Cities - kguerrero@cacities.org
Kathy Matsumoto, Assistant City Manager, City of Cerritos – kmatsumoto@cerritos.us



City Council
311 Vernon Street
Roseville, California 95678

August 7, 2020

John Dunbar, President
jdunbar@yville.com
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Dear President Dunbar:

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On behalf of the City of Roseville, this letter serves to support the City of Cerritos in their efforts to submit the above mentioned resolution to the League of California Cities for consideration at the 2020 Annual Conference.

Sincerely,

A handwritten signature in blue ink, appearing to be "John B. Allard II", is written over a horizontal line.

John B. Allard II,
Mayor

Cc: Blanca Pacheco, President, LA County Division/League of California Cities - bpacheco@downeyca.org
Meg Desmond, League of California Cities - mdesmond@cacities.org
Kristine Guerrero, LA County Division/League of California Cities - kguerrero@cacities.org
Kathy Matsumoto, Assistant City Manager, City of Cerritos - kmatsumoto@cerritos.us
Jason Gonsalves, Joe A. Gonsalves and Son



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: SEPTEMBER 1, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

SUBJECT: AMENDMENT TO THE CITY COUNCIL PROTOCOLS ADOPTING A CITY
POLICY REGARDING THE CITY COUNCIL'S USE OF ELECTRONIC
COMMUNICATIONS

**MEETING
DATE:** SEPTEMBER 9, 2020

SUMMARY RECOMMENDATION:

Staff recommends City Council consider adopting an amendment to the City Council protocols regarding the City Council's use of electronic communications.

REPORT:

CALIFORNIA PUBLIC RECORDS ACT

The California Public Records Act ("CPRA") requires disclosure of public records upon request. A public record "includes [1] any writing [2] containing information relating to the conduct of the public's business [3] prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." The CPRA is interpreted broadly to promote the public's access to government information.

SUPREME COURT'S RULING

In March 2017, the California Supreme Court published its decision in *City of San Jose v. Superior Court* (2017) 2 Cal.5th 608 ("San Jose Decision") concluding the CPRA applies to electronic communications that City officials and employees send on private devices from private accounts. The Court analyzed the statute's definition of "public record" and held, "a city employee's writings about public business are not excluded from CPRA simply because they have been sent, received, or stored in a personal account." (*Id.* at p. 629.) "If public officials could evade the law simply by clicking into a different email account, or communicating through a personal device, sensitive information could routinely evade public scrutiny." (*Id.* at p. 625.)

The Court acknowledged electronic communications on private devices and servers blur the line between personal and public business. The Court clarified that an electronic communication does not become a public record just because the public finds it interesting. At a minimum, the communication must relate in some substantive way to the conduct of the public's business. "Communications that are primarily personal, containing no more than incidental mentions of agency business, generally will not constitute public records." (*Id.* at pp. 618-619.)

Whether a communication is subject to the CPRA turns on factors "including (1) the content itself, (2) the context in, or purpose for which, it was written, (3) the audience to whom it was directed, and (4) whether the writing was prepared by an employee acting or purporting to act within the scope of his or her employment." (*Id.* at p. 618.) The City Attorney's Office concludes that both electronic mail and text messages may potentially be disclosable public records. For example, an email to a spouse complaining about a coworker would likely not be a public record, whereas an email to a superior reporting a coworker's mismanagement would be. Comparably, a constituent's email to a councilmember concerning a City-related matter, regardless of the constituent's expectation of privacy, is likely a public record. In contrast, phone logs and voicemails are not disclosable public records as phone logs are protected by the deliberative process privilege (*Rogers v. Superior Court of Los Angeles, City of Burbank* (1993) 19 Cal.App.4th 469, 479) and voicemails are ephemeral documents not intended to be retained in the ordinary course of business.

RECORDS RETENTION

State law requires the City to retain public records for a specific period of time. The City adopted a revised records retention schedule on June 12, 2019, listing different types records, how long each type must be stored, and under what statute. Under the revised records retention schedule, emails must be retained for at least two years.

CITY'S CURRENT PRACTICE

The City's current, uncodified practice is to allow the use of personal accounts for electronic communications only if the electronic communications are stored for a minimum of two years and the account holder agrees to search the account (or allow the City to do so) when necessary to comply with records requests. Searches of personal accounts may be conducted by the owner, if he or she has undergone CPRA training to be able to identify a public record, or City staff. The existing practice has a number of shortcomings, including that it is more cumbersome and invasive because searches in response to records requests may capture both relevant/public and irrelevant/private documents.

NEIGHBORING CITIES' CURRENT PRACTICES

Staff reviewed the current electronic communication policies of three neighboring cities: (1) Malibu, (2) Westlake Village, and (3) Hidden Hills. The City of Malibu's electronic communication policy requires councilmembers who are provided a city-issued device to use that device for city business and avoid using their personal devices. Emails from third parties must be forwarded to a councilmember's city-issued email address and persons contacting a councilmember should be advised of the preference for all city business to be done through the councilmember's email account.

The City of Westlake Village has no formal electronic communication policy. Some councilmembers use personal devices to conduct city business, and other councilmembers use city-issued devices. Similarly, the City of Hidden Hills has no such formal policy. Councilmembers are only provided a city-issued email address, and Hidden Hills does not offer its councilmembers city-issued devices.

CITY ELECTRONIC MAIL ACCOUNTS

In Calabasas, the City issues an electronic mail account to each City Councilmember at the start of his or her term. These official email addresses are routinely searched upon the City Clerk's receipt of a public records request under the CPRA. Limiting the City Council's use of electronic mail communication to the City-issued email addresses may facilitate the search for records responsive to requests under the CPRA and avoids the need for potentially invasive searches of City Councilmembers' personal accounts, as those accounts will no longer be used for City business and thus not contain public records.

On August 11, 2020, the Commission Procedures/Council Protocols City Council Subcommittee met to discuss whether to restrict the use of personal devices and retain text messages. The Subcommittee advised staff to prepare an amendment to the City Council Protocols regarding the City Council's use of electronic

communications, which includes the use of city-issued electronic mail addresses and devices. The proposed amended City Council protocols provide the City Council with two options regarding the use of City-issued devices, reflecting a split recommendation from the Commission Procedures/Council Protocols Subcommittee as to text messages.

Emails. The Commission Procedures/Council Protocols Subcommittee unanimously recommends that the City Council adopt a policy requiring all Council Members to use City-provided email accounts for City business. This is included as Item #16 on Page 11 of the proposed amended City Council protocols. If adopted, the City would then respond to any future California Public Records Act request for electronic mail communications by searching the applicable Councilmember's official electronic mail address.

Text Messages. The Commission Procedures/Council Protocols Subcommittee has a split recommendation as to text messages. The first option is for the City to provide each Council Member with a telephone and then require that all text messages related to City business be sent and received through that City device and account. If adopted, this approach means that the City would then respond to any future California Public Records Act request for text messages by searching the applicable Councilmember's official device and account. The second option is for the City to offer Council Member's a choice – either receive a City device, then records searches proceed as per Option One, or else continue to allow Council Member's to use their personal devices for City related text messages. If a Council Member chose to use their personal devices for City related text messages, then the City would respond to a records request by asking the Council Member to search their device and provide any responsive, non-exempt records. The two options are reflected within as Item #17 on Page 12 of the proposed amended City Council protocols. In evaluating the options, staff recommends that the City Council consider Option One, if the Council goal is to reduce the time and costs incurred in responding to public records requests. Whether to adopt Option One or Option Two is a policy decision for the City Council.

Fiscal Impact. Council Members are already provided City email accounts, thus requiring exclusive use of those accounts for City business would not incur any additional costs. Providing Council Members a City-issued telephone for City related calls, emails, and text messages would incur some additional costs, estimated to be \$250 per month for five telephone lines, plus an additional approximately \$2,500 in one time costs to purchase five telephones, which can be accommodated within the present budget.

ATTACHMENT:

Proposed Amended City Council Protocols

CITY COUNCIL PROTOCOLS

ADOPTED BY THE
CALABASAS CITY COUNCIL



CITY *of* CALABASAS

Adopted, As Amended
February 12, 2014 September 9, 2020

CITY OF CALABASAS

City Council Protocols

PREAMBLE

The Calabasas City Council is charged with taking appropriate, necessary, and timely action to maintain the City of Calabasas as a leading, well-managed, and innovative city at the forefront of desirable California cities.

It is the overall responsibility of the City Council a) to gather information and knowledge; b) to take counsel; c) to keep a long-range perspective; d) to hold itself to the highest standards of ethical and professional conduct in the performance of its duties without regard to personal advantage; e) to be free of favoritism; f) to listen carefully to the public; and g) to conduct a reasonable and reasoned period of discussion prior to making decisions.

To accomplish the above-stated responsibilities, and as guidance for the orderly governance of the City, the Calabasas City Council has adopted the following protocols. Except for those protocols that are based on law, these protocols are voluntary and non-binding. They are set forth here to clarify what has become, over time, successful procedures or best practices for the conduct of civic affairs within our City.

These protocols are intended to be consistent with all legal requirements applicable to the conduct of City affairs. In the instance of any conflict with State or federal law, or with the Calabasas Municipal Code, such State, federal or municipal law requirements will control. In addition, official City meetings are generally conducted pursuant to Roberts Rules of Order.

It is expected that the City Council will renew these protocols periodically, in order to consider appropriate additions, deletions, and/or amendments.

TABLE OF CONTENTS

Page #

3	GENERAL
4	SELECTION OF THE MAYOR
5	MAYOR'S ROLE
6	CITY COUNCIL PREPARATION
7	PUBLIC MEETINGS
10	CITY COUNCIL INTERACTION AND COMMUNICATION
12	CITY COUNCIL INTERACTION AND COMMUNICATION WITH STAFF
14	COMMITTEES OF THE COUNCIL
15	COMMISSIONS AND BOARDS
17	RESIDENT COMPLAINTS

GENERAL

1. The Council participates in regional, state and national programs and meetings which serve the best interests of the City of Calabasas.
2. The Council provides policy direction to the City Manager. The City Manager, through city staff, implements Council policy. The Council does not interfere with the operating decisions of the city, which are the responsibility of the City Manager.
3. The City Manager keeps each Councilmember fully, and equally, informed as to all matters of importance to the city, including agenda items, financial conditions, needs of the city, resident concerns, staffing needs, and urgency items.
4. The Council endeavors not to burden the City Manager or staff with demands for individual time or attention on matters that the City Manager can better handle with general communications to the Council as a whole.
5. The Council looks to the City Manager, staff, commissions and committees for advice on city policies and legislative actions.
6. The Council complies with all laws relating to open meetings, public records, and conflicts of interest.
7. The Council encourages resident participation in the development of City policies.
8. The Council desires the public to be fully informed about decisions that impact the public, and encourages public comment as policies are set.
9. The Council makes adequate provision for the training and continuing education of the Council, commissions, and city staff.
10. All Councilmembers should receive and review any documents shown or provided by city staff to any other Councilmember.
11. Councilmembers inform the City Manager as far in advance as possible of when they will be out of town or otherwise unavailable to conduct city business.

SELECTION OF THE MAYOR

1. The Mayor and Mayor Pro Tem are nominated at the second Council meeting in March of each year, and are selected by a vote of their peers on the Council. Each serves for a one-year term. In the customary rotation, the Mayor Pro Tem is nominated to serve as Mayor at the end of the Mayor's one-year term.
2. The outgoing Mayor will follow [1] those already in the rotation and [2] first-time elected Councilmember(s).
3. The order of the first-time elected Councilmember(s) should be based on the order of finish in the election, with the first-time elected Councilmember receiving the most votes taking the first term, the next in line taking the second, and so on.
4. Once a Councilmember's position in the rotation is established, it does not change based upon the future order of election results.
5. If the election is canceled, the order of the rotation of the appointed candidates will remain the same.
6. The Mayor and Mayor Pro Tem are peers of and serve at the pleasure of the other Councilmembers.
7. The Mayor assumes the center chair on the dais and oversees the seating location of the other Councilmembers.

MAYOR'S ROLE

1. The Mayor represents the City, is its official spokesperson, and presides over all City Council meetings.
2. The Mayor, as well as each Councilmember, recognizes the unique role of representing the City, and takes great care to insure that this always takes precedence over representing oneself or one's own personal agenda.
3. It is the Mayor's prerogative to make Council committee assignments from choices provided by Councilmembers. The Mayor accommodates Council choices whenever possible.
4. The Mayor informs the Council by copying to them any correspondence sent under the Mayor's signature which relates to city business. The Mayor will also copy the Council on correspondence or email sent under his signature.
5. The Mayor, in consultation with the City Manager, sets the agenda for each Council meeting.
6. The Mayor or two Councilmembers may place an item on the City Council agenda.
7. At a public meeting, the Mayor has discretion to move agenda items and/or to take them out of order to accommodate the needs of the Council or the public.
8. In the absence of the Mayor, the Mayor Pro Tem performs the duties of Mayor.
9. The Mayor is obliged to act as a facilitator during public meetings. The Mayor ensures that all views are heard and that the meeting progresses in an orderly and timely fashion. The Mayor provides an equal opportunity for each Councilmember to be heard.
10. The Mayor is expected to be an advocate for his or her views, just as other Councilmembers are, but not to take advantage of the Mayor's status on the dais to coerce or to advocate in excess of what is allowed to other Councilmembers. The Mayor's role as a facilitator should not be compromised by his or her role as an advocate.
11. If a Councilmember, or sub-committee, brings an issue forward to the council, it is appropriate for the Mayor to give that member or committee members the opportunity to speak first on that particular issue.

CITY COUNCIL PREPARATION

1. Councilmembers avoid surprising their colleagues or staff. To the maximum extent possible, Councilmembers advise the City Manager in advance of issues or questions they intend to bring up at a public meeting. This refers to issues and questions that the staff would not normally anticipate or have researched for that particular meeting. Getting minor questions resolved with staff prior to a public meeting will shorten meetings and move the agenda forward in a timely manner.
2. Councilmembers are prepared for Council or committee meetings, which includes having read all agendas and supporting documentation prior to the meeting.
3. Councilmembers stay abreast of regional issues affecting neighboring cities, counties, and the operations of other districts or agencies.

PUBLIC MEETINGS

1. Public hearings and discussion items at Council meetings proceed generally in the following order:
 - a. City staff presents a report of the item under consideration.
 - b. Councilmembers have an opportunity to ask questions of staff for clarification or to gather additional information.
 - c. Public testimony is taken from affected parties or members of the public who wish to be heard.
 - d. At the close of public testimony, the Mayor allows staff to respond to any public testimony which staff wishes to supplement or regards as inaccurate or in need of clarification.
 - e. The Mayor allows other Councilmembers to speak first, and then summarizes or provides the final comments before asking for a motion or direction to staff on the item.
 - f. The order of Council comments is at the discretion of the Mayor. If the item under consideration was studied first by a committee of the Council, members of the committee would be expected to lead off the discussion.
2. Any Councilmember who desires to recuse himself or herself for conflict of interest or any other reason shall do so as soon as the item is called and shall leave the Council chambers until the item is concluded.
3. Any Councilmember may request a continuance of an item on the agenda if that Councilmember needs more time to become fully informed and able to render a decision. However, a continuance need not be granted if a majority of the Council deems it necessary to render a decision at the agendized time.
4. If a Councilmember is ill or away for any agenda item of special interest to that Councilmember, the item may be continued or tabled at that Councilmember's request, subject to any applicable statutory time periods, and only if such delay would not be adverse to the City's best interests. However, Councilmembers should not request a continuance without justifiable reason. Bear in mind that the public may attend expecting discussion or action on the issue, staff has prepared reports, and there may be staff or consultants present just for that item. Councilmembers should coordinate with the City Manager about future agendas and their own schedules to avoid missing items that may be of particular interest to them.

PUBLIC MEETINGS, continued...

5. If any Councilmember becomes aware of an unexpected issue that may be brought up by a member of the public at a Council, commission or committee meeting, that Councilmember will, as a courtesy, inform the other Councilmembers and the City Manager to the extent legally permissible.
6. Councilmembers are expected to attempt to persuade their colleagues to their point of view through reasoned debate, but also to accept the Council's ultimate decision graciously and as final. Councilmembers should not place the City Manager or staff in the position of having to deal with minority positions which do not further established Council policy.
7. Public comments are limited to no more than three (3) minutes per speaker, but that time may be reduced at the Mayor's discretion if there are numerous speakers on a particular item.
8. The Mayor requests speakers to direct their comments to the Council and not to the audience or to the TV cameras.
9. The Mayor controls the meeting, and discourages personal attacks of any kind from speakers by encouraging them instead to productively address the issues at hand.
10. The Council listens carefully to the speakers and does not interrupt or engage in debate with the speakers. The three-minute period belongs to the speaker.
11. Subject to applicable legal deadlines, the Mayor or any Councilmember may move to refer back to staff any agenda item that is deemed to be incomplete or unready for final decision. The same rule applies to City Commissions.
12. A Councilmember may suggest a change in procedure if he or she feels it will be helpful for the conduct of a particular meeting, understanding that the Mayor runs the meeting.
13. While unanimity is not required or always possible, the Mayor attempts to find consensus on discussion items.
14. Councilmembers make the reasons for their votes clear to their colleagues and to the public. This is particularly important when the Council is divided on an issue.
15. The Mayor, Councilmembers, and all Commission and committee members treat everyone with courtesy and respect.
16. All participants in a public meeting, including Councilmembers, staff and the public, shall make their remarks succinct, to the point, and as brief as possible. Participants shall avoid repeating remarks already made by others, and may simply state agreement with those particular shared sentiments.

PUBLIC MEETINGS, continued...

17. Direction to staff must be determined by a majority of the Council and must be clearly identified at the Council meeting. Tacit approval, or lack of disagreement by others, is not considered direction. The Mayor should ensure that the direction staff receives is clear and represents the majority view of the Council.
18. Every Council action should be:
 - a. A reasoned decision that was arrived at in a fair way.
 - b. Not to the personal advantage of any Councilmember.
 - c. Free of favoritism.
 - d. Based on information and opinions from a variety of sources, and particularly, from those who would be most affected.
19. Councilmembers do not have private communications, among themselves or with members of the public, via electronic communication devices or otherwise, from the dais during public meetings.
20. All members of the public desiring to speak at a Council or Commission meeting shall complete a speaker card which will be made available at all such meetings. The speaker should provide his and her name and city of residence on the speaker card. Speaker cards shall be submitted to the City Clerk or meeting staff prior to the time the item begins. It is within the discretion of the Mayor or meeting chair to accept a late submitted speaker card.
21. All meeting participants will tell the truth to the best of their knowledge and ability when presenting testimony or oral comments to the Council or Commission.
22. All meeting participants shall conduct themselves in an orderly manner. As a last resort, any person conducting themselves in a disorderly manner may be removed from the meeting room pursuant to California Government Code Section 54954.3(c).

CITY COUNCIL INTERACTION AND COMMUNICATION

1. Councilmembers treat each other with the respect and courtesy that is their due as residents and public officials.
2. Each Councilmember has the responsibility to initiate action to resolve problems cooperatively and as soon as possible, either directly with other Councilmembers or with the City Manager.
3. The Council maintains a respectful decorum, and avoids personal attacks during public meetings, in the press, or at any other time. Legitimate dissent or opposition to another Councilmember's voting record or positions on issues are within the bounds of appropriate political discourse.
4. Councilmembers should be sensitive to the negative impact that inappropriate conduct has on the public perception of the City. Councilmembers should be mindful of the fact that they are representatives of the City in all their public activities.
5. Councilmembers are flexible and cooperative in filling in for one another at meetings or important functions.
6. Councilmembers do not engage in private discussions in violation of the Brown Act. A Councilmember who feels that a conversation is potentially a violation should express his or her concern and immediately withdraw from the conversation. Councilmembers are expected to honor such concerns and immediately cease the conversation even if they do not agree that the Brown Act applies in that particular instance.
7. Personal attacks are always off-limits. Councilmembers start with the assumption that other members have the best interests of the City at heart, even if they disagree with their positions.
8. If a Councilmember takes a position in the media, or at any public hearing, critical of a decision, or critical of fellow Councilmembers or members' positions on issues, such public comments should stick to the issues under contention and never involve personal attacks. Councilmembers shall be mindful when representing views or making comments and, if they do not reflect the majority of the Council, must claim the comments as their own personal opinion. Positions set forth in writing on City letterhead should clearly indicate if the position stated is one officially voted on by the City Council, or if it only represents the position of the individual Councilmember.

CITY COUNCIL INTERACTION AND COMMUNICATION, continued...

9. Councilmembers should avoid expressions, comments, or opinions of city fault responsibility or liability in any matters involving property damage, personal injury or alleged breach of contract or alleged violation of law.
10. These Protocols do not, by themselves, carry the weight of law. Councilmembers are expected to abide by them out of a desire to have a well run City that treats its residents respectfully and with dignity. A governing body that strives to be fair, informed, honest, diligent, dignified, efficient and respectful of others will win the respect and trust of its residents.
11. If any Councilmember feels that a Protocol is being violated, it is appropriate for that member to discuss it individually with the errant Councilmember. If the City Manager or staff are involved, it is appropriate to discuss it with the City Manager. If this does not resolve the situation, it is appropriate, as a last resort, to bring up the matter within the Future Agenda Item period of a public meeting and ask for the issue to be put on a future agenda.
12. A principal purpose of the Protocols is to establish or uphold procedures and behavior that win the trust of the public by promoting efficient, productive and civil interaction between Councilmembers. Any Councilmember who habitually ignores these Protocols should expect to be called to task by his or her fellow Councilmembers and by the public.
13. A Councilmember who originates an idea or program shall continue to be identified as the originator even if the idea or program is pursued by another Councilmember or City official.
14. Councilmembers may request, through the City Clerk, certificates or other awards recognizing special events, organizations or individuals of importance to the City. All such requests must be approved by the Mayor, who should ask staff to vet the organization, if necessary. Such certificates or awards are normally to include the name and/or signature of all Councilmembers.
15. Councilmembers who plan or appear at programs or events which involve the use of City staff or resources shall provide notice of such programs or events to all Councilmembers.
16. All electronic mail communications between members of the City Council and any other person either relating to the City's business or communicated in the City Councilmember's official capacity must be sent using the City Councilmember's official electronic mail address issued by City staff.

CITY COUNCIL INTERACTION AND COMMUNICATION, continued...

17. All text messages between members of the City Council and any other person either relating to the City's business or communicated in the City Councilmember's official capacity:

(Option 1) must be sent using a device and telephone account provided by the City.

-or-

(Option 2) may be sent using a device and telephone account provided by the City.

CITY COUNCIL INTERACTION AND COMMUNICATION WITH STAFF

1. The Council and City Manager work together as a solution-oriented team.
2. Councilmembers feel free to communicate with the City Manager about any City issues, including resident concerns. However, Councilmembers are also mindful of the City Manager's busy schedule and competing requests for access.
3. Complaints or concerns about any City departments or staff are first taken up with the City Manager. It is not appropriate, in any situation, to critique, ridicule, or complain about other staff to any staff person other than the City Manager.
4. Councilmembers may routinely ask department heads for information relative to their department. However, inquiries that require extensive research, or reports that may occupy more than cursory staff time should first be discussed with the City Manager, and may require action or approval by the entire Council.
5. Department heads report to the City Manager. Councilmembers do not insert themselves into or interfere with that chain of command.
6. The Council should expect to be fully and promptly informed by the City Manager or his designee regarding any unusual activities or events of public concern.
7. Councilmembers keep a friendly, professional relationship with staff members, but avoid getting involved with personal matters, operational matters, work assignments or projects with any staff other than the City Manager.
8. It is staff's role to provide factual, objective, and unbiased information to the Council and the public in its reports. Councilmembers do not interfere or attempt to unduly influence the content of reports being prepared by staff. If a Councilmember disagrees with a staff recommendation, he or she is not obligated to vote for it and is likewise free to attempt to convince his or her colleagues on the Council of his or her position.
9. Councilmembers establish action and budget priorities for the City once a year during the annual budget review process.
10. Changes from the priorities or budget allocations established during the annual budget review process should be pursued only after careful consideration, as they may involve changes in staff work load and appropriations, and because the original priorities were established with the benefit of a public hearing.

CITY COUNCIL INTERACTION AND COMMUNICATION WITH STAFF, continued...

11. Councilmembers should bring forward requests for deviations from the established budget priorities only if they involve a degree of urgency that cannot wait until the next budget review.
12. Councilmembers may individually ask the City Attorney general questions involving matters related to their performance as City officials. However, inquiries that require extensive research, opinions or reports should first be discussed with the City Manager, and may require action or approval by the Council.

COMMITTEES OF THE COUNCIL

1. Committees of the Council serve the entire Council. Committees are not seen as territorial, but neither do Councilmembers interfere in the committee work of others.
2. The Council endeavors to define the jurisdiction and area of study of each committee so as to avoid conflicts or overlapping issues.
3. Committee members keep the rest of the Council informed of their work, which may include the filing of reports, memoranda or minutes.
4. The Council is available to advise committees by placing items about which a committee needs guidance on a Council agenda.
5. Each Council meeting agenda should include an opportunity for the making of committee reports. Whenever possible, written reports are provided to the Council prior to the public meeting.
6. Committees may recommend a course of action to the Council, but they never supplant the decision-making authority of the Council, unless authority to take specific action is expressly delegated to a committee by a vote of the Council at a public meeting.
7. Committee meetings are scheduled and (where applicable) proper public notice is provided through staff. Councilmembers who wish to call a committee meeting do so by asking the City Manager to make the appropriate arrangements.

COMMISSIONS AND BOARDS

1. Commission appointments are generally based on the recommendation of one nominee from each Councilmember. The nominations are then subject to approval by the entire Council. The Commissions shall elect a Chair and Vice-Chair from among themselves, which positions shall rotate.
2. The Council is responsible to make its vision for the City clear to all appointed and advisory bodies as policy guidance for those bodies.
3. The Council holds Commissions and boards to the highest standards of ethical and professional conduct in the performance of their appointed duties.
4. Like the City Council, Commissions and boards work for the benefit of the community and never for personal purposes.
5. The Council spells out the role, jurisdiction, authority and prerogatives of appointed bodies.
6. Commissions and boards are expected to make specific recommendations on matters brought before them, and not merely to pass them on to the City Council for final decision.
7. Councilmembers do not dictate the decisions of Commissioners and other board members. Commissioners and board members come to their own conclusions based on the evidence, the City's Municipal Code, and other governing and visioning documents. Substantial consideration is to be given by Commissioners to the recommendations of staff contained in the agenda reports.
8. Commissioners are encouraged to discuss questions or concerns about any agenda items with the Commission's staff liaison prior to Commission meetings in order to be prepared to take action at public meetings. Commissioners are to be mindful of undue consumption of staff time and resources.
9. Any Commission or board action should clearly state for the record the specific justification for the decision, so that the Council and the public may have the benefit of its reasoning.
10. All persons requesting appointment or re-appointment to a Commission or Board shall make written application to the City Clerk. The City Clerk is to acknowledge receipt of each application by letter to the applicant which includes an explanation of the appointment process. The City Council shall provide an opportunity for applicants to come before the Council and be interviewed before nominations are made.

COMMISSIONS AND BOARDS, continued...

11. All nominations for appointment to a Commission or Board are to be placed on the Council's public agenda with the applicant's name and a copy of the application (with personal information redacted). All nominees are required to appear in person before the Council prior to appointment or re-appointment. The City Clerk shall send a letter to all applicants stating the results of the appointment process in which they participated.

RESIDENT COMPLAINTS

1. Upon receiving a complaint from the public, Councilmembers direct that complaint to the City Manager for appropriate staff action and follow-up.
2. Councilmembers first ensure that they are in possession of all of the facts and both sides of the story before making any statements to the press or to the complaining party regarding what action, if any, the City should take.
3. The Council allows staff to handle resident complaints and does not to attempt a direct resolution of the problem. The Council gives staff time to do their job.



Check Register Report

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Reporting Period: 08/14/2020 to 08/27/2020

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
Administrative Services					
109145	8/20/2020	RALPH ANDERSEN & ASSOC	RECRUITMENT AD - CITY MGR	11,250.00	Administrative Services
109111	8/20/2020	AMSTAR EXPRESS, INC.	COURIER SERVICE	180.44	Administrative Services
109160	8/27/2020	AMSTAR EXPRESS, INC.	COURIER SERVICE	103.00	Administrative Services
109160	8/27/2020	AMSTAR EXPRESS, INC.	COURIER SERVICE	90.61	Administrative Services
109160	8/27/2020	AMSTAR EXPRESS, INC.	COURIER SERVICE	90.61	Administrative Services
109160	8/27/2020	AMSTAR EXPRESS, INC.	COURIER SERVICE	89.83	Administrative Services
109160	8/27/2020	AMSTAR EXPRESS, INC.	COURIER SERVICE	89.83	Administrative Services
109109	8/15/2020	US BANK	VISA- COGNITO	36.00	Administrative Services
109109	8/15/2020	US BANK	VISA- AMAZON.COM/COSTCO	21.89	Administrative Services
109109	8/15/2020	US BANK	VISA- APPLE.COM	6.99	Administrative Services
Total Amount for 10 Line Item(s) from Administrative Services				\$11,959.20	
City Attorney					
109172	8/27/2020	COLANTUONO, HIGHSMITH &	GENERAL SERVICES	32,877.10	City Attorney
109172	8/27/2020	COLANTUONO, HIGHSMITH &	ZEESMAN	2,800.00	City Attorney
109183	8/27/2020	HOPKINS & CARLEY	LEGAL SERVICES	840.00	City Attorney
109172	8/27/2020	COLANTUONO, HIGHSMITH &	SCE COALITION	282.50	City Attorney
109172	8/27/2020	COLANTUONO, HIGHSMITH &	MISC SPECIAL COUNSEL PROJ	75.00	City Attorney
109172	8/27/2020	COLANTUONO, HIGHSMITH &	CRLA & ED FUND	50.00	City Attorney
Total Amount for 6 Line Item(s) from City Attorney				\$36,924.60	
City Council					
109169	8/27/2020	CITY OF AGOURA HILLS	COUNCIL OF GOV'T DUES FY 20/21	20,000.00	City Council
109115	8/20/2020	CALIFORNIA CONTRACT CITIES	ANNUAL DUES FY 20/21	3,400.00	City Council
109159	8/24/2020	LANDS' END BUSINESS OUTFITTERS	BUSINESS ATTIRE W/ LOGO	211.27	City Council
109109	8/15/2020	US BANK	VISA- FRESH BROTHERS	103.25	City Council
109109	8/15/2020	US BANK	VISA- OFFICE DEPOT	84.54	City Council
109109	8/15/2020	US BANK	VISA- LA DAILY NEWS	-51.07	City Council
Total Amount for 6 Line Item(s) from City Council				\$23,747.99	
City Management					
109109	8/15/2020	US BANK	VISA- IIMC	125.00	City Management
109109	8/15/2020	US BANK	VISA- CCAC	55.00	City Management



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Reporting Period: 08/14/2020 to 08/27/2020

Date: 9/1/2020

Time: 11:02:36AM

Page 2 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
Total Amount for 2 Line Item(s) from City Management				\$180.00	
Civic Center O&M					
109130	8/20/2020	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	4,387.06	Civic Center O&M
109120	8/20/2020	CONVERGINT TECHNOLOGIES LLC	SECURITY SERVICES	3,932.67	Civic Center O&M
109182	8/27/2020	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	2,559.16	Civic Center O&M
109120	8/20/2020	CONVERGINT TECHNOLOGIES LLC	SECURITY SERVICES	983.17	Civic Center O&M
109138	8/20/2020	LIFTECH ELEVATOR SERVICES INC	ELEVATOR SERVICES	697.00	Civic Center O&M
109187	8/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	676.30	Civic Center O&M
109168	8/27/2020	CIRCULATING AIR, INC.	HVAC MAINTENANCE	558.50	Civic Center O&M
109187	8/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	546.79	Civic Center O&M
109109	8/15/2020	US BANK	VISA- ROADSIDE LUMBER/VISTA	475.04	Civic Center O&M
109149	8/20/2020	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	409.76	Civic Center O&M
109149	8/20/2020	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	331.29	Civic Center O&M
109168	8/27/2020	CIRCULATING AIR, INC.	HVAC MAINTENANCE	279.25	Civic Center O&M
109125	8/20/2020	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- LIBRARY	250.00	Civic Center O&M
109109	8/15/2020	US BANK	VISA- HOME DEPOT/LOWES	90.68	Civic Center O&M
109109	8/15/2020	US BANK	VISA- HOME DEPOT/LOWES	13.14	Civic Center O&M
Total Amount for 15 Line Item(s) from Civic Center O&M				\$16,189.81	
Community Development					
109177	8/27/2020	DIGITAL MAP PRODUCTS	GIS SUBSCRPT/COMM VIEW	30,520.00	Community Development
109191	8/27/2020	M6 CONSULTING, INC.	INSPECTION SERVICES	26,802.02	Community Development
109191	8/27/2020	M6 CONSULTING, INC.	PERMIT SERVICES	22,330.00	Community Development
109134	8/20/2020	KAREN WARNER ASSOCIATES	HOUSING CONSULTING SVCS	16,190.00	Community Development
109165	8/27/2020	CALABASAS CREST LTD	R.A.P.- SEP 2020	7,350.00	Community Development
109175	8/27/2020	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	4,059.70	Community Development
109175	8/27/2020	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	3,133.73	Community Development
109177	8/27/2020	DIGITAL MAP PRODUCTS	GIS SUBSCRPT/COMM VIEW	1,693.44	Community Development
109175	8/27/2020	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	1,684.47	Community Development
109175	8/27/2020	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	1,085.20	Community Development
109109	8/15/2020	US BANK	VISA- HARBOR FREIGHTS	354.77	Community Development
109180	8/27/2020	FLEYSHMAN/ALBERT//	R.A.P.- SEP 2020	250.00	Community Development
109194	8/27/2020	MEDVETSKY/LINA//	R.A.P.- SEP 2020	250.00	Community Development
109203	8/27/2020	RASCOE/JOAN//	R.A.P.- SEP 2020	250.00	Community Development
109190	8/27/2020	LEVY/ESTHER//	R.A.P.- SEP 2020	250.00	Community Development



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Reporting Period: 08/14/2020 to 08/27/2020

Date: 9/1/2020

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Page 3 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
109209	8/27/2020	YAZDINIAN/SUSAN//	R.A.P.- SEP 2020	250.00	Community Development
109193	8/27/2020	MCCUNE/SHANNON//	R.A.P.- SEP 2020	250.00	Community Development
109181	8/27/2020	HARDWOOD/KIM//	R.A.P.- SEP 2020	250.00	Community Development
109198	8/27/2020	PLACENCIO/JOLENE//	R.A.P.- SEP 2020	250.00	Community Development
109109	8/15/2020	US BANK	VISA- PLANETIZEN/APA	175.00	Community Development
109109	8/15/2020	US BANK	VISA- ZOOM	149.90	Community Development
109109	8/15/2020	US BANK	VISA- DOCUSIGN	120.00	Community Development
109206	8/27/2020	VALLEY NEWS GROUP	LEGAL ADVERTISING	90.00	Community Development
109206	8/27/2020	VALLEY NEWS GROUP	LEGAL ADVERTISING	90.00	Community Development
109109	8/15/2020	US BANK	VISA- PLANETIZEN/APA	24.95	Community Development
109109	8/15/2020	US BANK	VISA- ZOOM	14.99	Community Development
109109	8/15/2020	US BANK	VISA- SMART & FINAL/WALMART	9.76	Community Development
Total Amount for 27 Line Item(s) from Community Development				\$117,877.93	

Community Services

109130	8/20/2020	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	2,159.23	Community Services
109141	8/20/2020	NICHOLSON/TRISSA//	RECREATION INSTRUCTOR	1,366.40	Community Services
109140	8/20/2020	MONAHAN/ANN//	RECREATION INSTRUCTOR	1,152.90	Community Services
109152	8/20/2020	UNITED SITE SERVICES OF CA INC	PORTABLE TOILET RENTAL	1,039.66	Community Services
109127	8/20/2020	GINELL/CARY DAVID//	RECREATION INSTRUCTOR	910.00	Community Services
109109	8/15/2020	US BANK	VISA- CALABASAS SELF STORAGE	748.00	Community Services
109189	8/27/2020	LERMA/ANGEL//	RECREATION INSTRUCTOR	638.40	Community Services
109113	8/20/2020	BLUM/ELIZABETH//	RECREATION INSTRUCTOR	595.00	Community Services
109167	8/27/2020	CINTAS FIRE PROTECTION	ALARM MONITORING- SR CTR	580.00	Community Services
109109	8/15/2020	US BANK	VISA- DIY/HOME DEPOT	518.58	Community Services
109109	8/15/2020	US BANK	VISA- OTC BRANDS	472.48	Community Services
109112	8/20/2020	AT&T	TELEPHONE SERVICE	321.58	Community Services
109109	8/15/2020	US BANK	VISA- THE STAND/FRESH BROS	300.00	Community Services
109168	8/27/2020	CIRCULATING AIR, INC.	HVAC MAINTENANCE	279.25	Community Services
109156	8/20/2020	WEINSTOCK/ARLENE//	RECREATION INSTRUCTOR	262.50	Community Services
109109	8/15/2020	US BANK	VISA- AMAZON.COM/COSTCO	257.82	Community Services
109162	8/27/2020	B & B PLUMBING	PLUMBING REPAIRS	239.50	Community Services
109162	8/27/2020	B & B PLUMBING	PLUMBING REPAIRS	224.50	Community Services
109187	8/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	215.83	Community Services
109109	8/15/2020	US BANK	VISA- ANNUVIA	203.68	Community Services
109176	8/27/2020	DEPARTMENT OF JUSTICE	STAFF FINGERPRINTING APPS	192.00	Community Services
109109	8/15/2020	US BANK	VISA- 7 ELEVEN	177.16	Community Services



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 08/14/2020 to 08/27/2020

Date: 9/1/2020

Time: 11:02:36AM

Page 4 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
109109	8/15/2020	US BANK	VISA- AGOURA LOCK TECH	171.18	Community Services
109152	8/20/2020	UNITED SITE SERVICES OF CA INC	PORTABLE TOILET RENTAL	165.18	Community Services
109109	8/15/2020	US BANK	VISA- DIRECT TV	153.66	Community Services
109109	8/15/2020	US BANK	VISA- POOL N SPA/LESLIE'S POOL	151.62	Community Services
109119	8/20/2020	CLARK PEST CONTROL	PEST CONTROL SERVICES	150.00	Community Services
109119	8/20/2020	CLARK PEST CONTROL	PEST CONTROL SERVICES	150.00	Community Services
109109	8/15/2020	US BANK	VISA- AMAZON.COM	146.89	Community Services
109109	8/15/2020	US BANK	VISA- NISC	145.00	Community Services
109149	8/20/2020	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	130.78	Community Services
109109	8/15/2020	US BANK	VISA- WALMART	123.30	Community Services
109119	8/20/2020	CLARK PEST CONTROL	PEST CONTROL SERVICES	111.00	Community Services
109133	8/20/2020	INNER-I ...SECURITY IN FOCUS	SERVICE RESPONSE CALL	106.00	Community Services
109109	8/15/2020	US BANK	VISA- VISTA PAINT	78.45	Community Services
109109	8/15/2020	US BANK	VISA- HARBOR FREIGHTS	72.22	Community Services
109109	8/15/2020	US BANK	VISA- AMAZON.COM/COSTCO	62.80	Community Services
109109	8/15/2020	US BANK	VISA- CONSTANT CONTACT	45.00	Community Services
109109	8/15/2020	US BANK	VISA- OTC BRANDS	43.95	Community Services
109109	8/15/2020	US BANK	VISA- OFFICE DEPOT	42.46	Community Services
109109	8/15/2020	US BANK	VISA- DIY/BEST BUY	36.40	Community Services
109147	8/20/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	32.95	Community Services
109109	8/15/2020	US BANK	VISA- DIY	21.33	Community Services
109109	8/15/2020	US BANK	VISA- WATER-COFFEE	5.98	Community Services
109109	8/15/2020	US BANK	VISA- HOME DEPOT/LOWES	5.31	Community Services
Total Amount for 45 Line Item(s) from Community Services				\$15,005.93	
Finance					
109110	8/20/2020	ADP, INC	PAYROLL PROCESSING	4,626.75	Finance
109131	8/20/2020	HDL, COREN & CONE INC.	PROPERTY TAX SERVICES	1,609.30	Finance
109109	8/15/2020	US BANK	VISA- AMAZON.COM/COSTCO	389.69	Finance
109137	8/20/2020	LASERZONE INC	COPIER/PRINTER SUPPLIES	197.09	Finance
Total Amount for 4 Line Item(s) from Finance				\$6,822.83	
Library					
109200	8/27/2020	PRENAX INC.	MAGAZINE SUBSCRIPTION	5,929.27	Library
109164	8/27/2020	BIBLIOTHECA, LLC	E-BOOKS	4,018.10	Library
109178	8/27/2020	ENVISIONWARE INC	LIBRARY- SOFTWARE MAINTENANCE	942.55	Library



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 08/14/2020 to 08/27/2020

Date: 9/1/2020

Time: 11:02:36AM

Page 5 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
109184	8/27/2020	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	562.07	Library
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	535.16	Library
109161	8/27/2020	AT&T	TELEPHONE SERVICE	209.76	Library
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	174.00	Library
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	128.14	Library
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	108.50	Library
109146	8/20/2020	RECORDED BOOKS, LLC	BOOKS ON CD	97.16	Library
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	83.91	Library
109184	8/27/2020	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	71.54	Library
109109	8/15/2020	US BANK	VISA- RALPHS/AMAZON.COM	60.71	Library
109204	8/27/2020	RECORDED BOOKS, LLC	BOOKS ON CD	52.26	Library
109204	8/27/2020	RECORDED BOOKS, LLC	BOOKS ON CD	48.55	Library
109146	8/20/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	48.02	Library
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	30.83	Library
109184	8/27/2020	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	16.36	Library
109200	8/27/2020	PRENAX INC.	MAGAZINE SUBSCRIPTION	-22.53	Library
Total Amount for 19 Line Item(s) from Library				\$13,094.36	
LMD #22					
109147	8/20/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	117.45	LMD #22
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	65.76	LMD #22
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	31.56	LMD #22
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	21.92	LMD #22
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	15.22	LMD #22
109147	8/20/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	12.72	LMD #22
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	12.56	LMD #22
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	5.27	LMD #22
Total Amount for 8 Line Item(s) from LMD #22				\$282.46	
LMD #24					
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	20.57	LMD #24
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	9.87	LMD #24
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	6.77	LMD #24
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	4.76	LMD #24
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	3.95	LMD #24
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	1.63	LMD #24



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 08/14/2020 to 08/27/2020

Date: 9/1/2020

Time: 11:02:36AM

Page 6 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
Total Amount for 6 Line Item(s) from LMD #24				\$47.55	
LMD #27					
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	6.46	LMD #27
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	3.10	LMD #27
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	2.16	LMD #27
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	1.49	LMD #27
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	1.23	LMD #27
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	0.52	LMD #27
Total Amount for 6 Line Item(s) from LMD #27				\$14.96	
LMD #32					
109147	8/20/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	12.11	LMD #32
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	1.21	LMD #32
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	0.57	LMD #32
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	0.28	LMD #32
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	0.28	LMD #32
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	0.26	LMD #32
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	0.07	LMD #32
Total Amount for 7 Line Item(s) from LMD #32				\$14.78	
LMD 22 - Common Benefit Area					
109147	8/20/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	202.51	LMD 22 - Common Benefit Area
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	54.59	LMD 22 - Common Benefit Area
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	26.10	LMD 22 - Common Benefit Area
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	17.35	LMD 22 - Common Benefit Area
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	12.59	LMD 22 - Common Benefit Area
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	10.79	LMD 22 - Common Benefit Area
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	4.17	LMD 22 - Common Benefit Area
Total Amount for 7 Line Item(s) from LMD 22 - Common Benefit Area				\$328.10	
Media Operations					
109153	8/20/2020	VERIZON WIRELESS	TELEPHONE SERVICE	3,979.52	Media Operations



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 08/14/2020 to 08/27/2020

Date: 9/1/2020

Time: 11:02:36AM

Page 7 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
109144	8/20/2020	PETROLOCO, LLC	CITY NEWSLETTER- FALL 2020	2,000.00	Media Operations
109109	8/15/2020	US BANK	VISA- MICROSOFT/PLURALSIGHT	1,158.00	Media Operations
109126	8/20/2020	FUSION CLOUD COMPANY	DSL SERVICE	579.20	Media Operations
109109	8/15/2020	US BANK	VISA- ZOOM	379.96	Media Operations
109109	8/15/2020	US BANK	VISA- LOGMEIN	288.00	Media Operations
109109	8/15/2020	US BANK	VISA- AMAZON.COM	182.50	Media Operations
109109	8/15/2020	US BANK	VISA- DELL CORP	139.01	Media Operations
109128	8/20/2020	GRACENOTE MEDIA SERVICES	CTV GUIDE LISTING	105.86	Media Operations
109109	8/15/2020	US BANK	VISA- MICROSOFT/PLURALSIGHT	43.75	Media Operations
109109	8/15/2020	US BANK	VISA- AMAZON.COM	11.76	Media Operations
109109	8/15/2020	US BANK	VISA- LA DAILY NEWS	10.00	Media Operations
Total Amount for 12 Line Item(s) from Media Operations				\$8,877.56	

Non-Departmental - Finance

109158	8/24/2020	EMPLOYMENT DEVELOPMENT	UNEMPLOYMENT INSURANCE	67,173.00	Non-Departmental - Finance
109109	8/15/2020	US BANK	VISA- AMAZON.COM	1,640.86	Non-Departmental - Finance
109201	8/27/2020	QUADIENT LEASING USA, INC.	POSTAGE	1,500.00	Non-Departmental - Finance
109109	8/15/2020	US BANK	VISA- LIFE STORAGE	1,431.00	Non-Departmental - Finance
109116	8/20/2020	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	1,371.12	Non-Departmental - Finance
109122	8/20/2020	COUNTY OF LOS ANGELES	LAFCO ANNUAL DUES FY 20/21	1,345.54	Non-Departmental - Finance
109117	8/20/2020	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- JME22147	1,064.13	Non-Departmental - Finance
109109	8/15/2020	US BANK	VISA- FRESH GRAFX	750.08	Non-Departmental - Finance
109166	8/27/2020	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	742.64	Non-Departmental - Finance
109166	8/27/2020	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	659.79	Non-Departmental - Finance
109117	8/20/2020	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WXF04673	498.20	Non-Departmental - Finance
109174	8/27/2020	CORODATA RECORDS MANAGEMENT,	STORAGE SERVICES	465.40	Non-Departmental - Finance
109109	8/15/2020	US BANK	VISA- HOME DEPOT	289.42	Non-Departmental - Finance
109197	8/27/2020	PAPER RECYCLING & SHREDDING	ARCHIVAL RECORD DESTRUCTION	275.00	Non-Departmental - Finance
109109	8/15/2020	US BANK	VISA- AMAZON.COM/COSTCO	267.39	Non-Departmental - Finance
109109	8/15/2020	US BANK	VISA- HOME DEPOT	259.26	Non-Departmental - Finance
109109	8/15/2020	US BANK	VISA- FEDEX OFFICE	244.96	Non-Departmental - Finance
109109	8/15/2020	US BANK	VISA- AMAZON.COM	153.28	Non-Departmental - Finance
109179	8/27/2020	FEDERAL EXPRESS CORP.	COURIER SERVICE	117.28	Non-Departmental - Finance
109109	8/15/2020	US BANK	VISA- PERFORMANCE HEALTH	88.02	Non-Departmental - Finance
109109	8/15/2020	US BANK	VISA- SMART & FINAL/WALMART	81.14	Non-Departmental - Finance
109109	8/15/2020	US BANK	VISA- HOME DEPOT	64.31	Non-Departmental - Finance
109109	8/15/2020	US BANK	VISA- SHERWIN WILLIAMS	42.64	Non-Departmental - Finance



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 08/14/2020 to 08/27/2020

Date: 9/1/2020

Time: 11:02:36AM

Page 8 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
109109	8/15/2020	US BANK	VISA- WALMART	24.08	Non-Departmental - Finance
109117	8/20/2020	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- NMC09173	12.01	Non-Departmental - Finance
109109	8/15/2020	US BANK	VISA- RALPHS	7.64	Non-Departmental - Finance
Total Amount for 26 Line Item(s) from Non-Departmental - Finance				\$80,568.19	

Payroll

109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	5,328.62	Payroll
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	1,630.53	Payroll
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	1,136.03	Payroll
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	1,109.21	Payroll
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	786.65	Payroll
109118	8/20/2020	CATE/CHARLES R//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
109121	8/20/2020	COROALLES/ANTHONY//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
109129	8/20/2020	GROVEMAN/BARRY//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
109132	8/20/2020	HILL/BOB//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
109139	8/20/2020	LOPATA/MARVIN//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
109143	8/20/2020	PARKER/ROBIN//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
109154	8/20/2020	WASHBURN/DENNIS//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
109157	8/20/2020	WOLFSON/JONATHON//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	273.19	Payroll
Total Amount for 14 Line Item(s) from Payroll				\$15,886.47	

Public Safety & Emergency Preparedness

109109	8/15/2020	US BANK	VISA- ANNUVIA	407.34	Public Safety & Emergency Preparedness
109109	8/15/2020	US BANK	VISA- COSTCO/USPS	71.35	Public Safety & Emergency Preparedness
Total Amount for 2 Line Item(s) from Public Safety & Emergency Preparedness				\$478.69	

Public Works

109171	8/27/2020	CLEANSTREET INC	MONTHLY SVC - STREET SWEEPING	8,328.66	Public Works
109207	8/27/2020	WILHELM/RICHARD FRANK//	FIELD INVESTIGTN/DRAFTING SVCS	1,980.00	Public Works
109202	8/27/2020	QUIZON/MA ARIANE//	CONSULTING SERVICES	875.00	Public Works
109208	8/27/2020	WILLDAN ASSOCIATES INC.	SURVEY MAPPING	328.00	Public Works
109109	8/15/2020	US BANK	VISA- AMAZON.COM	246.70	Public Works
109109	8/15/2020	US BANK	VISA- HOME DEPOT	146.62	Public Works
109147	8/20/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	127.90	Public Works



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 08/14/2020 to 08/27/2020

Date: 9/1/2020

Time: 11:02:36AM

Page 9 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
109109	8/15/2020	US BANK	VISA- DIY/LOWES	82.18	Public Works
109151	8/20/2020	UNDERGROUND SERVICE ALERT	MONTHLY MEMBERSHIP FEE	80.95	Public Works
109109	8/15/2020	US BANK	VISA- AGOURA LOCK TECH	75.15	Public Works
109109	8/15/2020	US BANK	VISA- LOVI'S DELI	71.00	Public Works
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	62.82	Public Works
109109	8/15/2020	US BANK	VISA- SHERWIN WILLIAMS	48.86	Public Works
109124	8/20/2020	DIG SAFE BOARD	STATE REGULATORY FEE	40.01	Public Works
109153	8/20/2020	VERIZON WIRELESS	TELEPHONE SERVICE	38.01	Public Works
109109	8/15/2020	US BANK	VISA- AMAZON.COM	35.83	Public Works
109188	8/27/2020	LEGACY AWARDS	ENVIRONMENTAL PLAQUE	32.85	Public Works
109109	8/15/2020	US BANK	VISA- HOME DEPOT	30.61	Public Works
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	28.37	Public Works
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	25.10	Public Works
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	19.01	Public Works
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	18.67	Public Works
109109	8/15/2020	US BANK	VISA- HARBOR FREIGHTS	15.26	Public Works
109109	8/15/2020	US BANK	VISA- AMAZON.COM	14.22	Public Works
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	13.90	Public Works
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	13.26	Public Works
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	10.66	Public Works
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	10.33	Public Works
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	9.17	Public Works
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	8.75	Public Works
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	7.38	Public Works
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	7.37	Public Works
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	6.06	Public Works
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	6.03	Public Works
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	5.95	Public Works
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	5.35	Public Works
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	5.14	Public Works
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	5.10	Public Works
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	4.22	Public Works
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	4.16	Public Works
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	3.70	Public Works
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	3.55	Public Works
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	3.34	Public Works
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	2.88	Public Works
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	2.29	Public Works



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 08/14/2020 to 08/27/2020

Date: 9/1/2020

Time: 11:02:36AM

Page 10 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	1.78	Public Works
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	1.45	Public Works
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	1.23	Public Works
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	0.89	Public Works
Total Amount for 49 Line Item(s) from Public Works				\$12,895.72	

Recoverable / Refund / Liability

109123	8/20/2020	DEPARTMENT OF CONSERVATION	2ND QUARTER 2020 SMIP FEE	484.92	Recoverable / Refund / Liability
109142	8/20/2020	P&A ADMINISTRATIVE SVCS INC	FSA-MED CARE REIMBURSEMENT	431.80	Recoverable / Refund / Liability
109114	8/20/2020	CALIFORNIA BUILDING STANDARDS	2ND QTR 2020 GREEN BLDG	381.60	Recoverable / Refund / Liability
109196	8/27/2020	P&A ADMINISTRATIVE SVCS INC	FSA MONTHLY ADMIN FEE- SEP 20	58.50	Recoverable / Refund / Liability
Total Amount for 4 Line Item(s) from Recoverable / Refund / Liability				\$1,356.82	

Tennis & Swim Center

109109	8/15/2020	US BANK	VISA- LESLIE'S POOL	1,532.78	Tennis & Swim Center
109173	8/27/2020	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	736.47	Tennis & Swim Center
109109	8/15/2020	US BANK	VISA- HOME DEPOT	625.85	Tennis & Swim Center
109136	8/20/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	622.47	Tennis & Swim Center
109186	8/27/2020	L.A. CO. FIRE DEPARTMENT	HAZMAT PROGRAM CUPA#AR0020264	503.00	Tennis & Swim Center
109149	8/20/2020	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	452.00	Tennis & Swim Center
109155	8/20/2020	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	350.20	Tennis & Swim Center
109109	8/15/2020	US BANK	VISA- HOME DEPOT	341.06	Tennis & Swim Center
109119	8/20/2020	CLARK PEST CONTROL	PEST CONTROL SERVICES	325.00	Tennis & Swim Center
109119	8/20/2020	CLARK PEST CONTROL	PEST CONTROL SERVICES	325.00	Tennis & Swim Center
109170	8/27/2020	CLARK PEST CONTROL	PEST CONTROL SERVICES	325.00	Tennis & Swim Center
109109	8/15/2020	US BANK	VISA- PRINTING ZONE	283.61	Tennis & Swim Center
109109	8/15/2020	US BANK	VISA- MCCALLA COMPANY	252.95	Tennis & Swim Center
109109	8/15/2020	US BANK	VISA- ICE MACHINE SALES	235.00	Tennis & Swim Center
109109	8/15/2020	US BANK	VISA- HOME DEPOT	217.55	Tennis & Swim Center
109109	8/15/2020	US BANK	VISA- CAP LEASING	192.00	Tennis & Swim Center
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	187.63	Tennis & Swim Center
109109	8/15/2020	US BANK	VISA- PERFORMANCE HEALTH	161.09	Tennis & Swim Center
109109	8/15/2020	US BANK	VISA- OFFICE DEPOT	152.24	Tennis & Swim Center
109109	8/15/2020	US BANK	VISA- FRANKLIN HARDWARE	132.25	Tennis & Swim Center
109109	8/15/2020	US BANK	VISA- PERFORMANCE HEALTH	109.85	Tennis & Swim Center
109109	8/15/2020	US BANK	VISA- CONSTANT CONTACT	100.00	Tennis & Swim Center



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 08/14/2020 to 08/27/2020

Date: 9/1/2020

Time: 11:02:36AM

Page 11 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	89.36	Tennis & Swim Center
109109	8/15/2020	US BANK	VISA- BOB'S GARDEN	71.81	Tennis & Swim Center
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	60.81	Tennis & Swim Center
109109	8/15/2020	US BANK	VISA- RALPHS	55.15	Tennis & Swim Center
109109	8/15/2020	US BANK	VISA- RALPHS	43.78	Tennis & Swim Center
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	43.13	Tennis & Swim Center
109109	8/15/2020	US BANK	VISA- MALIBU LAUNDRY	41.00	Tennis & Swim Center
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	39.35	Tennis & Swim Center
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	19.31	Tennis & Swim Center
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	15.54	Tennis & Swim Center
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	14.63	Tennis & Swim Center
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	11.59	Tennis & Swim Center
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	7.49	Tennis & Swim Center
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	4.55	Tennis & Swim Center
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	2.79	Tennis & Swim Center
Total Amount for 37 Line Item(s) from Tennis & Swim Center				\$8,683.29	

Transportation

109195	8/27/2020	MICHAEL BAKER INTERNATIONAL	PROFESSIONAL SERVICES	11,395.00	Transportation
109192	8/27/2020	MCCAIN, INC.	TRAFFIC SOFTWARE MAINTENANCE	6,122.00	Transportation
109148	8/20/2020	SOUTHERN CALIFORNIA EDISON	EV CHARGING STATION	4,247.25	Transportation
109185	8/27/2020	JOHN KULAR CONSULTING	ENGINEERING SERVICES	3,863.00	Transportation
109147	8/20/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	3,732.95	Transportation
109205	8/27/2020	UNITED PACIFIC	FUEL CHARGES- JUL 2020	2,249.54	Transportation
109150	8/20/2020	TOYOTA FINANCIAL SERVICES	LEASE PAYMENT- AUG 2020	2,092.14	Transportation
109135	8/20/2020	LA DWP	TRAFFIC METER SERVICE	166.79	Transportation
109109	8/15/2020	US BANK	VISA- 7 ELEVEN/SHELL OIL	154.45	Transportation
109109	8/15/2020	US BANK	VISA- 7 ELEVEN	136.00	Transportation
109109	8/15/2020	US BANK	VISA- SHELL OIL/CHEVRON	109.10	Transportation
109109	8/15/2020	US BANK	VISA- DIY	65.98	Transportation
109109	8/15/2020	US BANK	VISA- SHELL OIL/SINCLAIR	61.40	Transportation
109109	8/15/2020	US BANK	VISA- HARBOR FREIGHTS	38.01	Transportation
109109	8/15/2020	US BANK	VISA- SHELL OIL	32.99	Transportation
109109	8/15/2020	US BANK	VISA- SINCLAIR/SHELL OIL	32.99	Transportation
109109	8/15/2020	US BANK	VISA- SINCLAIR	27.88	Transportation
109109	8/15/2020	US BANK	VISA- SINCLAIR	26.76	Transportation
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	23.87	Transportation



Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 08/14/2020 to 08/27/2020

Date: 9/1/2020

Time: 11:02:36AM

Page 12 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	21.45	Transportation
109109	8/15/2020	US BANK	VISA- AUTOZONE	19.28	Transportation
109109	8/15/2020	US BANK	VISA- 7 ELEVEN	16.38	Transportation
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	12.97	Transportation
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	11.83	Transportation
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	9.40	Transportation
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	8.85	Transportation
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	6.26	Transportation
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	5.71	Transportation
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	5.56	Transportation
109199	8/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- AUG 20	5.05	Transportation
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	2.26	Transportation
109109	8/15/2020	US BANK	VISA- SINCLAIR/SHELL OIL	2.13	Transportation
109163	8/27/2020	BCC	LIFE & DISABILITY INS- AUG 20	2.13	Transportation
Total Amount for 33 Line Item(s) from Transportation				\$34,707.36	
GRAND TOTAL for 345 Line Items				\$405,944.60	



Check Register Report

Bank: BANK OF AMERICA - TENNIS & SWIM CENTER

Reporting Period: 08/12/2020 to 08/27/2020

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
Recoverable / Refund / Liability					
13893	8/27/2020	HARNOY/MANDY//	REFUND EXPENSES	185.00	Recoverable / Refund / Liability
Total Amount for 1 Line Item(s) from Recoverable / Refund / Liability				\$185.00	
Tennis & Swim Center					
13891	8/27/2020	BLUE SHIELD OF CA	INSURANCE EXPENSE	7,459.78	Tennis & Swim Center
13899	8/27/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- T&SC	3,862.71	Tennis & Swim Center
13896	8/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,174.34	Tennis & Swim Center
13894	8/27/2020	ICW GROUP	WORKERS COMP INS	1,907.56	Tennis & Swim Center
13898	8/27/2020	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	1,034.30	Tennis & Swim Center
13896	8/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	622.48	Tennis & Swim Center
13890	8/27/2020	AT&T	TELEPHONE SERVICE	383.13	Tennis & Swim Center
13898	8/27/2020	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	381.83	Tennis & Swim Center
13891	8/27/2020	BLUE SHIELD OF CA	INSURANCE EXPENSE	330.30	Tennis & Swim Center
13897	8/27/2020	MARILYN'S TROPHIES	PROMOTION/SOCIALS	270.27	Tennis & Swim Center
13898	8/27/2020	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	235.84	Tennis & Swim Center
13892	8/27/2020	DESIGNSCAPE	PLANT MAINTENANCE- T&SC	30.66	Tennis & Swim Center
13895	8/27/2020	IMAGE SOURCE	ADMINISTRATIVE EXPENSES	21.74	Tennis & Swim Center
Total Amount for 13 Line Item(s) from Tennis & Swim Center				\$18,714.94	
GRAND TOTAL for 14 Line Items				\$18,899.94	

23-Sep

1	CC	Consent	Adoption of Resolution No. 2020-1700, recognizing October as bullying prevention awareness month
2	CD	Consent	Adoption of Resolution for Permanent Local Housing Allocation ((PLHA) Program for Urban County participating Cities
3	CD	New Business	Story poles
4	AS/HR	New Business	Adoption of Resolution updating HR Guidelines
5	CS	New Business	AHCCC status report
6	CC	New Business	City Council position on Measure J; Shifting budget priorities away from law enforcement

Future Items

7	CD	New Business	Urgency ordinance/introduction of ordinance regarding Code amendments
8	CD	New Business	Mobile park lease/rental registration/stabilization
9	CC	Presentation	Chuck Becerra and Sheriff’s discussion on use of force
10	FIN	New Business	Quarterly budget update and recommendations for remaining monies from the Woolsey Fire Settlement Fund (FUND 46)
11	PW	New Business	Update regarding anticoagulants
12	CD	New Business	Ordinance regulating construction work hours
13	CD/Finance	New Business	Annexation update
14	CA	New Business	Closed session regarding State’s mandate for affordable housing
15	CD	Public Hearing	West Village Project
16	CC	Special Item	Recognition of outgoing Councilmember Fred Gaines
17	CC	New Business	Election certification/Council reorganization
18	CC	New Business	Commission appointments

2020 Meeting Dates

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